

Example Inquiry Letter for Law Firm Internship Openings

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Law Firm Name]
[Firm Address]
[City, State ZIP Code]

Dear [Recipient Name or Hiring Manager],

I am writing to inquire about potential internship opportunities within **[Law Firm Name]** for the upcoming [semester/summer/year]. I am currently a [year, e.g., second-year] law student at [Your Law School], and I am eager to further develop my legal knowledge and skills in a professional law firm environment.

Throughout my academic career, I have maintained a strong academic record and have taken particular interest in [specific area(s) of law relevant to the firm or your interest, e.g., civil litigation, corporate law, etc.]. My coursework and extracurricular activities-such as [mention moot court, legal clinic, student organizations, relevant part-time work, etc.]-have given me a solid foundation in legal research, writing, and analysis.

I am particularly impressed by [something specific about the law firm-e.g., its strong commitment to pro bono work, its reputation in a certain field, or a high-profile case or client] and would greatly appreciate the opportunity to contribute to your team as an intern. I am confident that my enthusiasm, work ethic, and academic experience would allow me to make a positive contribution to your firm.

Attached are my resume and transcript for your consideration. I would be grateful if you could let me know if there are any available internship positions, or if not, whether you might consider me for any future opportunities. Thank you very much for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]