

This is an example of a cover letter submitted by a successful OCI applicant in Ontario. Written consent was obtained from the student. Some identifying information has been redacted to maintain confidentiality. Do not copy or re-publish this cover letter.

John Smith

[HOME ADDRESS] | [PHONE NUMBER] | [EMAIL ADDRESS]

Mr./Ms. [Full Name], [TITLE]
[LAW FIRM]
[ADDRESS]

[DATE]

Dear Mr. [LAST NAME],

I am a second-year law student at the [LAW SCHOOL] and it is with great interest that I am applying for a 2019 summer law student position at [LAW FIRM]. As a renowned full-service law firm, [LAW FIRM] offers incredible opportunities where my personality and past experiences can make meaningful contributions. My work with [COMPANY NAME] has sparked an interest in several areas of law in which [LAW FIRM] excels, particularly corporate and commercial real estate law. I am also interested in [LAW FIRM] because of its emphasis on providing the mentorship necessary for its students to grow.

I have always believed that it is important to strive for excellence in my professional commitments. Over a three-year period in the hospitality industry, I advanced from an entry level busboy to a full-time restaurant manager. As manager, I successfully contributed towards the growth of the business by regularly using my interpersonal skills to bring in new clients and to build positive relationships with customers. My position taught me to be flexible, remain organized, and how to excel in a high-stress environment. Inspired to learn more about the commercial side of the industry, I pursued a summer position with [COMPANY NAME]. Throughout my employment I gained valuable knowledge and experience in [AREAS OF LAW]. I operated directly under the [SUPERVISOR TITLE] where I performed [JOB TASKS]. This task required me to extract relevant information from various contracts between [COMPANY NAME] and property developers located in [COUNTRIES]. My experience with [COMPANY NAME] helped me achieve an understanding of [AREAS OF LAW]. It also provided me with a deeper appreciation of the role that lawyers play in helping businesses grow and achieve their goals.

Over time, I have learned to balance my academic and professional commitments with external opportunities to give back to my community. While completing my undergraduate degree, I volunteered with [CHARITY], an organization dedicated to [CHARITY DESCRIPTION]. I chose this organization because [REASONS]. Volunteering with this organization played an instrumental role in the development of my leadership skills and my ability to work in a team-structured environment. It also inspired me to reach out to the [CHARITY NAME], which led to my role as [ROLE TITLE] for the charity. Using my time management and organizational skills, I was able to maintain a sound balance between my academic and extracurricular commitments. This culminated in a successful first year of law school where I finished among the top of my class.

I am team-oriented, hardworking, and eager to utilize my strengths and adaptability to make a valuable impact at [LAW FIRM]. Given the excellence of your summer program and my skill set, I am confident that [LAW FIRM] is an ideal firm to foster my growth.

Thank you for your time and consideration of my application.

Sincerely,

[SIGNATURE]