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ATTORNEY SEARCH

Mastering the Art of Cover Letter Writing: Harrison's Rules for Success

BY

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Mastering the Art of Cover Letter Writing: Harrison's Rules for Success

SUMMARY:

A well-crafted cover letter is key to making a good first impression with potential employers. It's important to demonstrate that you understand the job requirements, can be managed, and have clear writing skills. Additionally, it's essential to show a commitment to the firm and your practice area in order to indicate that you are likely to stay with them for the long term. Doing informational interviews and researching the firm are great ways to make sure your cover letter stands out from all of the other applications. By taking the time to understand the company and its people, you can create a personal connection that will help you land your dream job.

QUESTIONS ANSWERED IN THIS ARTICLE

1. What is the importance of personal connection in a cover letter?

Personal connection in a cover letter can be the key to standing out among other candidates. By showing a genuine interest in the firm and its people, you can increase your chances of making a lasting impression.

2. Why is it important to tailor your cover letter to the specific job requirements?

Ensuring your cover letter highlights your ability to perform the job you are applying for is essential. By tailoring your approach to the employer's specific needs, you can demonstrate your value to potential employers and increase your chances of landing the job.

3. What should you avoid discussing in your cover letter?

You should avoid discussing personal achievements or activities irrelevant to the firm's needs. Instead, focus on your eagerness to work hard and be a reliable team player. Avoid discussing flexible work arrangements, such as remote work or reduced hours.

4. Why is it crucial to write your cover letter clearly and directly?

Your cover letter is an important writing sample demonstrating your ability to write clearly and directly. By writing clearly and directly, you can convey your professionalism and impress potential employers with your ability to communicate effectively.

5. How can you demonstrate your commitment to the employer for the long term in your cover letter?

To demonstrate your commitment to the employer for the long term, your cover letter should showcase your dedication to the practice area, geographic location, size of the firm, and working in a law firm environment. You need to convince the employer that you have compelling reasons to work for them and showcase your enthusiasm and potential for growth within the organization.

Introduction

In today's competitive job market, more is needed to submit a generic cover letter that only talks about yourself and your experience. Employers want to see a personal connection and a genuine interest in the firm and its people. While your experience is important, what truly sets you apart is your ability to connect with the audience and the people you are writing to. Making a personal connection in your cover letter can be the key to standing out among other candidates. Everyone desires personal connections in their lives, and the same holds true for job seekers. By taking the time to understand the firm and its people, you can increase your chances of making a lasting impression. **Informational interviews, for example, can be a valuable tool** in helping you gain insight into the firm and connect with individuals who may assist you in your job search. This introduction underscores the importance of personal connection in the cover letter and emphasizes the value of taking the time to understand the firm and its people.

Most people think you just want a job. They do not care about that. Everyone wants to date the most desirable men and women, attend the best schools, and belong to the best social groups. Very few people can make personal connections to make that happen. Anyone can declare themselves a political candidate, but only a few people can connect with the others they need to to make stuff happen. Most cover letters are generic, and the writer just talks about themselves. What the cover letter needs to do is make a personal connection. No matter how great you think you are, whoever reads your cover letter will know someone much better than you. **Your experience speaks for itself.** What your cover letter needs to do is connect with its audience and the people you are writing to. If you take the time to understand the firm and its people, you will do much better than if you do not. Informational interviews help a great deal, for example.

Need personal connection. Everyone wants a personal connection. **The more personal connection your cover letter makes, the better off you are.** Do you know anyone at the firm? Have you spoken to anyone there? Is there anyone you admire from the firm? Are you from the area? Have you worked with anyone from the firm?

1. Your Cover Letter Needs to Show You Can Do the Job.

Most positions are specialized. Most positions are seeking one thing. You should talk about that. Law firms are not impressed if you have done a variety of things. In most instances, they have a position and want someone to do one thing. That is what you need to talk about. Large firms and **firms in major markets** typically require specialists—law firms in smaller markets, or small firms may want you to be more of a generalist. You need to understand your market. You need to read the job descriptions and understand what the firm is seeking.

In today's job market, ensuring that your cover letter highlights your ability to perform the job you are applying for is essential. Most positions are specialized, and employers seek candidates with the specific skills and experience required for the job. Your cover letter should focus on how your experience and expertise align with the job's specific requirements. Law firms, for instance, are looking for someone who can perform a particular task, and they are not usually impressed by candidates with experience in many different areas. It is crucial to understand the requirements of the position you are

applying for, and to tailor your cover letter accordingly. This can involve reading the job description thoroughly and ensuring that you address the specific requirements of the role. By highlighting your specialized skills and expertise, you can demonstrate your value to potential employers and increase your chances of landing the job.

See Related Articles:

- [How Law Firms Choose to Interview and Hire Attorneys and Law Students: The Only Three Questions Law Firms Evaluate Applicants By](#)
- [The Do's and Don'ts of Attorney Cover Letter Writing](#)

2. Your Cover Letter Needs to Show You Can Be Managed.

This means you will do the work the law firm needs done, in the way the law firm needs it done and follow orders. It is never about you. Talk about being eager to work hard. Refrain from discussing your pro bono achievements or activities and organizations irrelevant to what the law firm needs done. Refrain from talking about how you want to work remotely, work reduced hours and so forth. You need to focus on showing that you are a reliable soldier. The more you talk about stuff that has to do with activities that are not part of practicing law for the firm, the more you are hurting yourself.

Your cover letter should demonstrate your ability to work effectively within a law firm's structure and follow orders. This means showcasing your willingness to perform the necessary tasks in the manner prescribed by the firm. It's important to avoid discussing personal achievements or activities irrelevant to the firm's needs. Instead, focus on your eagerness to work hard and be a reliable team player. Avoid discussing flexible work arrangements, such as remote work or reduced hours, as this could give the impression that you need to be fully committed to the role's demands. By emphasizing your ability to be a dependable and obedient team member, you can increase your chances of being considered for the position. Remember, the cover letter is an opportunity to demonstrate your suitability for the job, so it's crucial to tailor your approach to meet the employer's specific needs.

See Related Articles:

- [How Law Firms and Other Hiring Organizations Can Determine if an Attorney Can Be Managed](#)
- [How to Prepare Outstanding Cover Letters](#)

3. Your Cover Letter Needs to Show You Can Write Clearly and Directly.

This is your writing sample. You need to be able to be direct, concise and show that you can edit. No abbreviations. No saying more than you need to.

Your cover letter is an important writing sample demonstrating your ability to write clearly and directly.

You must showcase your writing skills by being concise and to the point. Avoid using abbreviations and slang terms that can detract from the professionalism of your message. The cover letter should convey your ability to communicate effectively, demonstrating that you have a strong command of grammar and syntax and can edit your work to remove any unnecessary words or phrases. It's important to remember that the cover letter is different from the place to elaborate on every detail of your experience but to provide a brief overview of your skills and qualifications. By writing clearly and directly, you can convey your professionalism and impress potential employers with your ability to communicate effectively.

See Related Articles:

- [What Law Firms Want to See in Your Cover Letter](#)
- [Attorney Resume and Cover Letter Advice](#)
- [How Attorneys and Law Students Can Craft the Perfect Cover Letter](#)

4. Your Cover Letter Needs to Show You Are Likely to Work for the Employer for the Long Term.

You need to **commit to your practice area, the geographic location**, the size firm, working in a law firm and more. The employer needs to believe that you will stay if they interview and hire you. If you are applying to a firm that pays less than you might otherwise make, the law firm needs to believe you have compelling reasons for working there. Law firms hire people that are trying to move up in some reason. They want to hire people who are likely to feel good about working there and make others feel good there.

To make a compelling case for your long-term commitment to the employer, your cover letter should demonstrate your dedication to the practice area, geographic location, size of the firm, and working in a law firm environment. You need to convince the employer that you have compelling reasons to work for them, even if they pay less than other firms. Law firms want to hire people motivated to move up in their careers and who will contribute positively to the work environment, so showcasing your enthusiasm and potential for growth within the organization is crucial. Demonstrating your commitment and passion for the firm's mission and values can increase your chances of being considered for the position and successfully landing the job.

See Related Articles:

- [How Law Firms and Other Hiring Organizations Can Determine if an Attorney Will Do the Job Long Term](#)
- [Commitment Matters: How to Hire Attorneys Who Will Stick Around](#)
- [The Top 5 Long-Term Benefits of Attorneys Remaining Employed With a Single Law Firm](#)

Conclusion

Crafting a successful cover letter requires a strategic approach and careful consideration of the employer's needs and requirements. Harrison's Rules for Success, outlined in this article, emphasize the importance of making a personal connection, showcasing your ability to perform the job, demonstrating your willingness to be managed, writing clearly and directly, and demonstrating your commitment to the employer for the long term. By following these guidelines and tailoring your approach to the employer's specific needs, you can increase your chances of standing out among other candidates and successfully landing the job. Remember that your cover letter is your opportunity to make a lasting impression, so take the time to carefully craft your message and showcase your value to potential employers.