

Sample Law Firm Outreach Emails

Below find sample email templates. Please use these as guides to get you started. **DO NOT copy any sample verbatim** – you must create individualized emails. OCS is available to review and provide suggested edits.

Reaffirming interest

To the recruiter:

- Dear ___,

I really enjoyed meeting with [attorney name] during Penn Carey Law's On Campus Interview Program last week/during my callback with your firm last week. I am reaching out to reaffirm my interest in a summer associate position with your firm. My background combined with course work in international corporate finance would allow me to immediately contribute to the firm's cutting-edge practice.

Please let me know if there is anything else that you need from me to further my candidacy. I look forward to hearing back from you soon.

- Dear ___,

I really enjoyed meeting with [attorney name] during Penn Carey Law's On Campus Interview Program last week/during my callback with your firm last week. I am reaching out to reaffirm my interest in a summer associate position with your firm. After meeting with several of the attorneys, I remain very excited about the opportunity/it is my top choice for next summer.

Please let me know if there is anything else that you need from me to further my candidacy. I look forward to hearing back from you soon.

Withdrawing from consideration/Canceling a callback

To the recruiter:

- Dear ___,

I really enjoyed meeting with [attorney name] during Penn Carey Law's On Campus Interview Program/during my callback with your firm. I have, however, decided to accept another offer/pursue another opportunity and I would like to withdraw my candidacy from your firm. Please let me know if you have any questions.

Best,

- Dear ___,

I really enjoyed meeting with [attorney name] during Penn Carey Law's On Campus Interview Program. However, I would like to cancel my callback scheduled for next week/withdraw my candidacy. I have decided to accept another offer/pursue another opportunity. Good luck with the rest of the recruiting season!

Best,

Inquiring about a deadline/offer expiring

To the recruiter:

- Dear __,

I really enjoyed meeting with you and all of the attorneys during my callback with your firm last week. I am reaching out now to reaffirm my interest in a summer associate position with [firm name] and to let you know that I have an offer expiring on ____,. [Firm name], however, remains my top choice/one of my top choices. Given that the other offer deadline is next week, would it be possible to provide an update on the status of my application prior to that date? Please let me know.

Networking outreach

To the attorney:

- Dear ____,

I am a second year student at the University of Pennsylvania Carey Law School and am hoping to have the opportunity to speak briefly with you about your experience at XYZ firm. I see from the firm's website that you graduated from the Law School in 2019, and I would like to hear about how you chose XYZ firm and what your experience has been like there thus far. If you have 15 minutes for a brief call at your convenience, I would greatly appreciate it.

- Hello ____,

I am a rising third year student at the University of Pennsylvania Carey Law School and am very interested in the practice of securities law. My securities regulation professor, Professor Smith, mentioned that I should reach out to you. I would appreciate the opportunity to chat briefly with you about your experience practicing securities law following your graduation from the Law School. I am available via phone/Zoom and am also in the area this summer if you would like to get together for coffee. Thank you for your time and consideration.