

Sample Externship Cover Letter

Steve Student
1235 Jones Street
Anywhere, USA 98765
(222) 222-2222
sstudent@email.com

August 12, 2010

Honorable John Doe
United States Court of Appeals Ninth Circuit
1234 South 5678 Center Street
Salt Lake City, UT 98765

Dear Judge Doe:

I am a first year student at Brigham Young University's J. Reuben Clark Law School, and I am interested in working as an extern for your chambers during the 2013 summer. I have talked with Jane Smith who told me she had a very positive experience working with you last summer. Enclosed is a copy of my resume and grade report for your reference. I have also enclosed a memorandum I wrote last semester as a sample of my writing.

[Next try to highlight some particular interest/skill you may have. Judges are interested in your "people skill" indicators, i.e., whether you are easy to work with, etc. They are also very interested in your research and writing skills. If you have a unique trait try to emphasize it. It will stick out in the clerks' and judges' minds. Some examples:

An externship with you interests me because . . .

I would contribute to your chambers by . . .

My strong background in . . . would be a valuable asset to you because I learned . . .

My plans to settle in (city/state) interested me in a externship with you because . . .

I would enjoy the opportunity to interview with you, and I would be free to meet with you at your convenience. *[Or--I will be in your area _____ and could meet with you during that time if it is a convenient time for you. Otherwise, I would be happy to schedule another time that will better fit your schedule.]* Thank you for your consideration.

Sincerely,

Steven Student

Enclosures

Adapted from sample letter received from Gonzaga University