

Sample Cover Letter-Judicial Clerkship Application

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Honorable John Doe
United States Court of Appeals 9th Circuit
1234 North 567 East
Provo, UT 84604

Dear Judge Doe:

I am interested in being considered for a position as one of your law clerks for the 2012 – 2013 term. Enclosed is my resume, transcript, and a writing sample. My writing sample is a memorandum I wrote for Big Law Firm, last summer while I was clerking. I have also enclosed two sealed letters of recommendation.

[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 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:

A clerkship 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 clerkship 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,

Sarah Brown

Enclosures

Adapted from sample letter received from Gonzaga University