

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name]
[Law Firm Name]
[Firm Address]
[City, State, Zip Code]

Re: Junior Law Clerk Position Application

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the Junior Law Clerk position at [Law Firm Name]. As a recent graduate of [Law School Name], I have closely followed your firm's work in [Practice Area] and am eager to contribute my research and drafting skills to your team.

I am currently based in [Current State], but I am in the process of relocating to [City, State] on [Date/Month]. My move is motivated by [mention a brief reason, e.g., a desire to practice in this jurisdiction / family ties to the area]. I am fully committed to establishing my long-term legal career in [City] and have already [mention status of local bar exam or intent to sit for it].

During my time as a student clerk at [Previous Internship/Clinic], I gained significant experience in legal research using Westlaw and LexisNexis, drafting memoranda, and preparing initial case filings. I am a diligent researcher with a keen eye for detail, and I am confident that my academic background and previous experience have prepared me to provide immediate support to your associates and partners.

I have attached my resume and a writing sample for your review. I would welcome the opportunity to discuss how my skills align with the needs of [Law Firm Name]. I am available for interviews via video conference or can arrange to meet in person during a planned visit to [City] on [Dates].

Thank you for your time and consideration.

Sincerely,

[Your Name]