

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Associate Position - [Practice Group Name]

Dear [Mr./Ms./Mx. Surname],

I am writing to express my strong interest in joining [Law Firm Name] as an Associate in the [Practice Group] department upon the completion of my clerkship with the Honorable [Judge's Name] of the [Court Name]. My term is scheduled to conclude on [End Date], and I am eager to transition my judicial experience into private practice with your firm.

During my tenure at the [Court Name], I have gained extensive exposure to a wide variety of legal disputes, including [mention 2-3 specific areas of law, e.g., complex commercial litigation, intellectual property, or administrative law]. My responsibilities include drafting bench memos, orders, and draft opinions, as well as conducting rigorous legal research on nuanced procedural and substantive issues. This experience has provided me with a unique perspective on effective advocacy and a deep understanding of the judicial decision-making process.

Prior to my clerkship, I [mention a brief highlight from law school or previous experience, such as Law Review, a specific internship, or a high GPA]. I am particularly drawn to [Law Firm Name] because of its reputation for [mention a specific firm strength, e.g., sophisticated appellate work or trial-ready litigation]. I am confident that the analytical and writing skills I have refined in chambers will allow me to contribute immediately to your team's success.

Attached are my resume, a list of references, and a writing sample for your review. I would welcome the opportunity to discuss how my background and judicial experience align with the needs of [Law Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]