

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

[Date]

The Honorable [Judge's Full Name]  
United States [District/Circuit] Court for the [Name of District/Circuit]  
[Court Address]  
[City, State, Zip Code]

Re: Clerkship Application for [Year-Year] Term

Dear Judge [LastName]:

I am writing to formally apply for a judicial clerkship in your chambers for the [Year-Year] term. I am currently a [2L/3L/Graduate] at [Name of Law School], where I rank in the top [Percentage]% of my class and serve as [Title, e.g., Executive Editor] of the [Name of Law Review].

My interest in clerking for your chambers stems from [Mention a specific reason, such as the Judge's recent opinion, their reputation for mentorship, or your connection to the geographic district]. I believe my strong background in legal research and writing, combined with my experience as a [Research Assistant/Summer Associate/Intern] at [Organization Name], has prepared me to contribute effectively to your chambers.

During my time at [Law School], I have focused on [Mention specific legal areas or skills]. My internship with [Name of previous Judge or Employer] provided me with a practical understanding of federal court procedures and the importance of precise judicial drafting. I am eager to apply these skills to help the Court resolve the complex legal issues it faces.

Enclosed please find my resume, law school transcript, a writing sample, and [Number] letters of recommendation. I would welcome the opportunity to discuss my qualifications with you in an interview. Thank you for your time and consideration.

Respectfully,

[Your Signature]  
[Your Printed Name]