

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

[Date]

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

Dear Judge [Last Name]:

I am writing to formally apply for a judicial clerkship in your chambers for the [Year] term. Currently, I am an associate at [Law Firm Name] in the [Practice Group Name] department, where I focus on [Brief description of legal specialty, e.g., complex commercial litigation or white-collar defense]. Having gained [Number] years of practical experience in private practice, I am eager to apply my research and writing skills to the service of the Court.

During my time at [Law Firm Name], I have developed a rigorous approach to legal analysis and advocacy. My responsibilities include drafting [List key documents, e.g., motions for summary judgment, appellate briefs, or discovery requests] and conducting extensive legal research on [Specific legal issues]. This experience has provided me with a unique perspective on the litigation process and the practical impact of judicial rulings, which I believe will allow me to contribute effectively to your chambers from day one.

Prior to joining [Law Firm Name], I graduated [Latin Honors, if applicable] from [Law School Name]. During law school, I served as [Title, e.g., Executive Editor] of the [Law Review Name] and participated in [Moot Court/Clinic]. These academic experiences solidified my commitment to legal excellence and precise writing. I am particularly drawn to your chambers because of [Mention a specific reason, such as the Judge's reputation for a certain area of law or a recent opinion].

Enclosed please find my resume, law school transcript, a list of references, and a writing sample that reflects my independent work. Thank you for your time and for your consideration of my application. I look forward to the possibility of discussing my qualifications with you.

Respectfully,

[Your Signature]

[Your Printed Name]