

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

[Date]

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

Re: Application for Judicial Clerkship (Term [Year]-[Year])

Dear Judge [LastName]:

I am writing to formally apply for a judicial clerkship in your chambers for the [Year] term. I am currently a [Year] Associate at [Law Firm Name] in [City], where my practice focuses on [Practice Area, e.g., Complex Commercial Litigation]. Given my experience handling federal procedural matters and substantive legal research, I am eager to contribute to the work of your chambers.

During my [Number] years in private practice, I have developed significant experience in [Specific Skill, e.g., drafting motions to dismiss and managing federal discovery]. I have appeared before federal courts in [Specific Actions, e.g., scheduling conferences or hearings] and have a deep understanding of the [Specific Circuit or District] Local Rules. This professional background has provided me with a practical perspective on the litigation process that I believe would be an asset to the court.

Prior to my time in private practice, I graduated [Latin Honors, if applicable] from [Law School Name]. While in law school, I served as [Title, e.g., Executive Editor] of the [Law Review Name] and participated in [Moot Court/Clinic]. My academic training, combined with the rigor of mid-level associate practice, has refined my ability to analyze complex legal issues efficiently and draft clear, concise judicial memoranda.

I am particularly drawn to your chambers because of [Specific Reason, e.g., your reputation for scholarly opinions or your court's heavy patent docket]. I am confident that my maturity, work ethic, and specialized experience make me a strong candidate for this position.

Thank you for your time and for considering my application. I have attached my resume, law school transcript, a writing sample, and a list of references. I look forward to the possibility of discussing my qualifications with you.

Respectfully,

[Your Signature]

[Your Printed Name]