

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

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

Re: Application for [Job Title] - [Your Name]

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

I am writing to express my strong interest in the [Job Title] position at [Firm/Organization Name]. As a current law student at [Law School Name] with extensive hands-on experience through the [Name of Litigation Clinic], I have developed the practical advocacy and procedural skills necessary to contribute immediately to your litigation team.

During my time in the [Name of Litigation Clinic], I represented indigent clients under student practice rules. My experience involved managing cases from intake through resolution, which provided me with a deep understanding of the litigation lifecycle. Key highlights of my clinical work include:

- Drafting substantive legal documents, including complaints, motions to dismiss, and discovery requests.
- Conducting comprehensive legal research and analysis on complex jurisdictional and procedural issues.
- Representing clients in [Court Name] for [Type of Hearing], where I delivered oral arguments and conducted direct examinations.
- Negotiating favorable settlements with opposing counsel through mediation and informal discovery conferences.

This clinical experience has instilled in me a rigorous attention to detail and the ability to manage strict court deadlines. I am particularly drawn to [Firm/Organization Name] because of your reputation for [mention a specific practice area or recent case]. I am eager to apply my background in trial preparation and client advocacy to support your firm's high standards of legal service.

Attached are my resume, a legal writing sample, and my transcript for your review. I welcome the opportunity to discuss how my litigation training can benefit your firm. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]