

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

[Date]

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

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the [Job Title] position at [Organization Name]. As a current law student at [Law School Name] with hands-on experience through the Criminal Defense Clinic, I am eager to apply my litigation skills and commitment to indigent defense to your team.

During my time with the Criminal Defense Clinic, I served as a student attorney representing clients facing misdemeanor charges. This experience allowed me to manage cases from intake to resolution, including conducting client interviews, performing legal research, and drafting motions to suppress evidence. I also gained valuable courtroom experience by appearing on behalf of clients during arraignments and bond hearings under the supervision of clinical faculty.

My clinical work reinforced my ability to communicate complex legal concepts to clients from diverse backgrounds and to advocate zealously under pressure. I have developed a deep understanding of the procedural nuances of the criminal justice system and the importance of thorough investigation. I am particularly drawn to [Organization Name] because of your reputation for [mention a specific project, value, or recent case of the firm].

Attached are my resume and a writing sample for your review. I welcome the opportunity to discuss how my clinical background and passion for criminal defense can contribute to your office. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]