

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

[Date]

[Hiring Manager Name]
[Law Clinic Name]
[Clinic Address]

Re: Associate Attorney Position

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Associate Attorney position at [Law Clinic Name]. Having followed your clinic's work in providing accessible legal services to families in our community, I am eager to contribute my legal skills and passion for family advocacy to your team.

During my previous experience at [Previous Firm or Clinic Name], I managed a diverse caseload involving divorce, child custody, and domestic violence restraining orders. I have direct experience navigating the complexities of the [Name of Local Court] system and have successfully represented clients in mediation and evidentiary hearings. I pride myself on my ability to provide empathetic counsel to clients facing high-stress life transitions while maintaining a focus on achieving favorable legal outcomes.

The mission of [Law Clinic Name] aligns with my commitment to [mention a specific clinic goal, e.g., serving low-income families or child advocacy]. I am particularly skilled at simplifying complex legal concepts for clients and am comfortable working in a fast-paced, collaborative environment.

I have attached my resume and a list of professional references for your review. I look forward to the opportunity to discuss how my background in family law can benefit your clinic and your clients.

Sincerely,

[Your Signature]

[Your Printed Name]