

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Organization Name]  
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Organization Name]. As a current law student with hands-on experience at the [University Name] Immigration Legal Clinic, I am committed to providing high-quality legal advocacy for immigrant communities and am eager to contribute to your team.

During my time at the Immigration Legal Clinic, I managed a diverse caseload involving [Type of cases, e.g., asylum applications, U-visas, or removal defense]. My responsibilities included conducting client intake interviews, drafting affidavits, and researching complex country conditions. This experience allowed me to develop a trauma-informed approach to client communication, particularly when working with individuals from marginalized backgrounds and those who have experienced significant hardship.

In addition to my clinical work, I have strengthened my legal research and writing skills by preparing motions for [Type of Court] and assisting in the preparation of evidence for merits hearings. I am also [mention language skills, e.g., fluent in Spanish], which has enabled me to communicate directly with clients without the need for an interpreter, ensuring their stories are told accurately and compassionately.

I have long admired [Organization Name] for its work in [mention a specific program or mission of the organization]. I am confident that my practical clinical experience, combined with my passion for immigration justice, makes me a strong candidate for this role.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of your office.

Sincerely,

[Your Name]