

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

[Date]

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

Re: Application for [Position Title]

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

I am writing to express my interest in the [Position Title] position at [Organization Name]. As a current student at [Law School Name], I have focused my legal education on advanced research and persuasive writing, most notably through my participation in the Appellate Practice Clinic.

During my time in the Appellate Practice Clinic, I represented [type of clients, e.g., indigent defendants] before the [Name of Court]. Under the supervision of clinical professors, I performed the following tasks:

- Identified appealable issues by conducting comprehensive reviews of trial records and transcripts.
- Conducted extensive legal research into complex constitutional and procedural issues.
- Drafted portions of opening and reply briefs submitted to the [Name of Court].
- Collaborated with a legal team to develop oral argument strategies.

This experience honed my ability to synthesize dense factual records and craft compelling legal narratives. Beyond my clinical work, I have also [mention one other relevant detail, such as Law Review or a high grade in a writing course]. I am eager to apply these analytical skills to the high-level work performed by [Organization Name].

Thank you for your time and consideration. I have attached my resume and a writing sample produced during my clinic tenure for your review. I look forward to the possibility of discussing my qualifications with you.

Sincerely,

[Your Signature]

[Your Printed Name]