

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

[Date]

[Director Name/Hiring Coordinator]
[Employment Law Clinic Name]
[Law School/Organization Name]
[Address]

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

I am writing to express my strong interest in participating in the [Clinic Name] for the [Semester/Year] term. As a [Year, e.g., 2L] student at [Law School Name], I am committed to advocating for workers' rights and am eager to gain practical experience in employment litigation and client counseling.

My interest in employment law stems from [Briefly mention a specific interest, e.g., wage and hour disputes, workplace discrimination, or unemployment insurance]. Through my coursework in [Relevant Class 1] and [Relevant Class 2], I have developed a solid foundation in the statutes and legal frameworks that govern the employer-employee relationship. I am particularly drawn to your clinic's focus on [Mention a specific clinic project or client base].

I have previously developed relevant skills through [Mention a specific experience, e.g., an internship, research project, or volunteer role]. This experience taught me how to [Mention a skill, e.g., conduct thorough legal research, draft motions, or interview clients with empathy]. I am prepared to dedicate the necessary time and energy to ensure the highest quality of representation for the clinic's clients.

Enclosed are my resume and [any other required documents, e.g., transcript or writing sample]. I welcome the opportunity to discuss how my background and dedication to labor justice would make me an asset to the [Clinic Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]