

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

[Date]

[Hiring Manager Name]
[Clinic or Law Firm Name]
[Department]
[Address]

Re: Application for [Specific Position Title]

Dear [Mr./Ms./Mx. Surname],

I am writing to express my strong interest in the [Position Title] at [Clinic/Firm Name], as advertised on [Where you saw the posting]. As a current [Year] law student at [University Name] with a focused interest in tax law and controversy, I am eager to contribute to your team while further developing my practical legal skills.

My academic foundation includes coursework in [Federal Income Tax, Corporate Tax, Tax Research, etc.], where I achieved [mention any notable grades or honors]. Through my participation in the [Name of previous clinic or related program], I gained hands-on experience in client interviewing, document drafting, and legal research. Specifically, I assisted in [mention a specific task, e.g., preparing Offer in Compromise applications or researching IRS procedural requirements].

I am particularly drawn to [Clinic/Firm Name] because of your commitment to [mention a specific area of their work, e.g., representing low-income taxpayers or handling complex ERISA matters]. I am confident that my attention to detail, ability to simplify complex financial concepts for clients, and my proficiency in [Tax software or research tools like Westlaw/Checkpoint] will make me an asset to your practice.

Thank you for your time and consideration. I have attached my resume and [any other requested documents, e.g., writing sample/transcript] for your review. I look forward to the possibility of discussing how my background aligns with the needs of your clinic.

Sincerely,

[Your Signature]
[Your Printed Name]