

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

[Date]

[Hiring Manager Name]
[Law Firm or Organization Name]
[Address]

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

I am a [Year, e.g., 1L or 2L] student at [Name of Law School] writing to express my strong interest in the Summer Law Clerk position at [Firm Name] for the summer of [Year]. I have long admired [Firm Name]'s reputation for excellence in [Specific Practice Area, e.g., Commercial Litigation], and I am eager to contribute to your team.

During my legal education, I have developed strong research and writing skills. As a member of [Law Review/Moot Court/Specific Clinic], I have honed my ability to analyze complex legal issues and draft persuasive motions and memoranda. My coursework in [Relevant Subject 1] and [Relevant Subject 2] has provided me with a solid foundational understanding of the challenges facing your clients.

In addition to my academic background, my experience as [Previous Legal Internship or Relevant Work Experience] allowed me to [Specific Achievement or Task, e.g., conduct extensive discovery or assist in trial preparation]. I am a detail-oriented professional who thrives in fast-paced environments and is committed to upholding the highest ethical standards of the legal profession.

I am particularly drawn to [Firm Name] because of [Specific Reason, e.g., your recent success in X case or your commitment to pro bono work]. I am confident that my dedication and analytical skills would make me a valuable asset to your summer program.

Thank you for your time and consideration. I have attached my resume, transcript, and a writing sample for your review. I look forward to the possibility of discussing how I can contribute to your firm.

Sincerely,

[Your Signature]

[Your Printed Name]