

Sample Cover Letter 1 (Short Format)

222 W. Dayton Street
Madison, WI 53704

September 5, 2006

The Honorable John D. Doe
U.S. Court of Appeals for the Seventh Circuit
U.S. Courthouse
Chicago, IL 60603

Dear Judge Doe:

I am a third-year student at the University of Wisconsin Law School and the Articles Editor for the *Wisconsin Law Review*. I am writing to express my interest in a clerkship in your chambers for the 2007-2008 term.

Enclosed please find my resume, law school transcript, writing sample and three letters of recommendation. The writing sample is a case comment on the recent Tenth Circuit decision in *Smith v. Smith*; it will appear in the spring volume of the *Wisconsin Law Review*.

If there is any further information that would be helpful to you, please let me know. Thank you for your time and consideration.

Sincerely,

Sara Smith

Enclosures

Sample Cover Letter 2 (Longer Format)

256 E. Johnson Street #4
Madison, WI 53713

September 5, 2006

The Honorable Joe D. Doe
U.S. District Court, District of Minnesota
U.S. Courthouse
St. Paul, MN 63998

Dear Judge Doe:

I am a third-year student at the University of Wisconsin Law School and an editor of the *Wisconsin International Law Journal*. I am writing to express my interest in a clerkship in your chambers for the 2007-2008 term. Although I am conducting my legal studies in Wisconsin, I grew up in the Twin Cities and plan to return there to practice after graduation.

I am interested in clerking because I plan to be a litigator and know that a clerkship would provide unparalleled insight into effective oral and written advocacy. Two experiences in particular have helped prepare me for a clerkship. First, as a judicial intern for Judge Jane Doe of the Wisconsin Supreme Court last fall, I read and analyzed appellate briefs, conducted research, and wrote draft opinions. This position gave me significant insight into how judges think and analyze legal issues and arguments. Second, as a research assistant for Professor Jane Jones, I completed several research and writing projects for her forthcoming book on sovereign immunity. I look forward to utilizing the skills gained from these experiences as a clerk in your chambers.

Enclosed please find my resume, law school transcript, writing sample and three letters of recommendation. Please let me know if I can provide any further information. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Jessica Moore

Enclosures

Cover Letter 3 (Longer Format)

55 Bayview Drive
Madison, WI 53702

September 5, 2006

The Honorable Jill C. Doe
New Jersey Supreme Court
111 Elm Street
Newark, NJ 20034

Dear Justice Doe:

I am a third-year student at the University of Wisconsin Law School and am writing to express my interest in a clerkship in your chambers starting in 2007. I have a special interest in clerking for the New Jersey Supreme Court because I hope to serve as an Assistant Attorney General in New Jersey after my clerkship. I am particularly interested in clerking for you because of your public service background and your reputation as an outstanding mentor.

I believe I have the skills and experience necessary to succeed as a clerk. Last spring I was awarded “best brief,” and placed third overall, in the Jessup International Moot Court competition. I was also chosen as a teaching assistant for the first-year Legal Research and Writing course. This past summer, as an associate in the litigation department of Jones & Jones, I assisted in researching and drafting appellate briefs in the areas of white collar crime and employment law. Next fall I will be a judicial intern for Chief Judge John White of the U.S. District Court for the Western District of Wisconsin.

In addition to my law school experience, I have also been a CASA volunteer for the past three years. Through this program, I represent abused and neglected children and advocate for their interests both in and out of court. This position has strengthened my oral and written communication skills, as well as heightened my commitment to serving the public as a lawyer.

I have enclosed my resume, law school transcript, writing sample, and three letters of recommendation. Please let me know if I can provide any additional information. I look forward to hearing from you. Thank you for your time.

Sincerely,

Kate Spade

Enclosure