

Sample Minnesota-based Clerkship Cover Letter

JANE SMITH
100 Main Street #3
Minneapolis, MN 55123
612/622-5555 smith41756@umn.edu

November 1, 20xx

The Honorable David S. Doty
United States District Court, District of Minnesota
300 South Fourth Street, Room 14W
Minneapolis, MN 55415

Dear Judge Doty:

I am a rising third-year law student at the University of Minnesota Law School, and I am writing to apply for a clerkship in your chambers for the 20xx–20xx term. I am particularly interested in clerking for the District Court in Minnesota as I am from Minnesota and intend to practice civil litigation here. I have developed my research and writing skills as a judicial extern at Minnesota’s District Court, as a law clerk at a legal services organization, and as a member of the *Minnesota Law Review*. Based on these experiences and my exemplary work ethic, I am prepared for the exciting challenges of a federal judicial clerkship.

During my judicial externship, I analyzed district court decisions and appreciate the challenges that trial judges face discerning the facts of a case and the correct outcome under law. As a judicial clerk in your chambers, I could gain even greater exposure to these issues while contributing to the important work you perform as a federal judge.

I have enclosed my resume, writing sample, and transcript. In addition, Professor Kristin XXX, Professor XXX, and XXX have prepared letters of recommendation to accompany my application.

Please do not hesitate to contact me if you have any questions. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Jane Smith

Sample Outside-of-State Clerkship Cover Letter

JANE SMITH
100 Main Street #3
Minneapolis, MN 55123
612/622-5555 smith41756@umn.edu

August 25, 20xx

The Honorable Linda Miller
Missouri Court of Appeals, Western District
1300 Oak Street
Kansas City, MO 64106-2970

Dear Judge Miller:

I am a third-year law student at the University of Minnesota and am interested in clerking for your chambers for the 20xx–20xx term. My hometown is Independence, Missouri, and I plan to move to Kansas City permanently upon my graduation from law school and would welcome the opportunity to work as a law clerk in the Kansas City legal community. I have developed my research and writing skills as a law clerk for various law firms and as a member of Moot Court. Based on these experiences and my exemplary work ethic, I am prepared for the exciting challenges of a federal judicial clerkship.

I have developed my research and writing skills throughout my legal education. I served as a Student Legal Writing Instructor during my second year and I have participated on the Competition Team of my Moot Court, which required extensive brief writing. I have also served as a law clerk in private practice firms nearly continuously since my first summer after law school. Additionally, I came to law school with a passion for writing having published several poems through my undergraduate poetry journal and pursued a journalism major.

I have enclosed my resume, writing sample, and transcript. In addition, Professor Kristin XXX, Professor XXX, and XXX have prepared letters of recommendation to accompany my application. Please let me know if you need any additional information. I look forward to hearing from you, and thank you for your time and consideration.

Sincerely,

Jane Smith

