[Your Full Name]
[City, State] | [Email Address] | [Phone Number]

[Month Day, Year]

The Honorable [Judge's Full Name]
[Court Name]
[Courthouse Street Address]
[City, State ZIP]

Dear Judge [Last Name]:

I am a [1L, 2L or 3L] at [Law School], and I am applying for [a judicial internship in Season Year, or a term clerkship beginning Month Year] in your chambers.

[One or two sentences on why this court: the kinds of cases it hears, the area of law you want to learn, or your tie to the district or state. Do not comment on the judge's rulings or views.]

My strongest preparation is in legal research and writing. [Describe your best writing work: a legal writing course, a journal note, a clinic brief or a research assistantship, with one concrete detail about what you did.] My enclosed writing sample is [the document type and the issue it addresses], and [say whether anyone else edited it, and how much].

[One or two sentences on a quality chambers depend on that your record shows, such as meeting firm deadlines, careful citation work, or discretion with confidential material. Give a brief example.]

[Clerkship applications only: confirm the term you can commit to and any tie to the area. Delete this paragraph for an internship.]

Enclosed are my resume, law school transcript and writing sample. [Your letters of recommendation will arrive separately from Recommender Names, or list your recommenders and how to reach them.] Thank you for considering my application.

Respectfully,

[Your Full Name]

Enclosures: [Resume, Transcript, Writing Sample]