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

[Month Day, Year]

[Attorney Name], [Title, such as Partner or Hiring Partner]
[Firm Name]
[Street Address]
[City, State ZIP]

Re: [Summer Law Clerk, Semester Clerk or Associate] Opportunities, [Year]

Dear [Attorney's Full Name]:

I am a [1L, 2L or 3L] at [Law School], and I am writing to ask whether [Firm Name] expects to hire a [summer law clerk, semester clerk or first-year associate] in [Year]. I know you may not have a posted opening, so I wanted to introduce myself early.

[How you found the firm and why you are writing to this attorney: a referral, an alumni connection, a bar association event, or the firm's work in an area you want to practice. Name a referral only with their permission.]

[Why this firm: its practice areas, its clients or its community. A smaller firm often gives clerks client contact and real responsibility early; say which part of that you want and why.]

[Your most relevant experience in two or three sentences, with one concrete result. Mention a skill that saves a small team time, such as drafting, research, a second language, or knowing the local courts.]

[Your availability: start and end dates, hours per week during the semester, and anything that limits your schedule. Keep this factual.]

I have enclosed my resume [and a writing sample]. I will follow up by [email or phone] in about two weeks unless I hear from you first, and I would welcome even a short conversation about your practice. Thank you for your time.

Sincerely,

[Your Full Name]

Enclosures: [Resume, Writing Sample if Enclosed]