



Clerkship Recommendation Form for Applicants

Applicant's Name:

Graduation Year:

Recommender's Name:

Date Form Completed:

Clerkship applicants should respond to the following questions and submit a completed form to each recommender from whom they request a clerkship recommendation letter. Provide as much detail as possible to assist your recommenders in writing the strongest possible letter for you. Tailor each form to your various recommenders as you see fit. When you submit your completed form, ask your recommender if she or he would like any additional information or documents.

1. How do you know this recommender? List courses (with dates and grades), research-assistant or teaching-assistant positions, supervised-writing projects, extra-curricular activities, etc. Remind the recommender of significant in-class exchanges or out-of-class conversations you've had.
2. If you have secured other recommenders, list them here. If they are not Cornell Law faculty, indicate how they know you. If these are potential, but not confirmed, recommenders, make note of that.

3. If you'd like this particular recommender to emphasize anything in his or her letter that will not be covered by other recommenders, explain that topic here.
4. Which courts and geographic locations are you targeting and why?
5. Why do you want to clerk, including where a clerkship fits into your longer-term career plans?
6. What qualities and skills would make you a successful clerk? For each quality or skill you discuss, demonstrate how you have developed or utilized that attribute, providing concrete examples. In addition to drawing on experiences listed on your resume, go beyond your resume to provide additional experiences and examples where possible.
7. Is there anything about your personal background, educational experience, work history, or long-term goals which would be interesting for the recommender to emphasize in the letter? Judges seek clerks who are mature, show good judgment, are resilient, have strong people skills, are loyal, and work diligently to overcome obstacles, among other things. Providing your recommender(s) with stories that show these types of qualities will increase a judge's interest in you.
8. Please attach a resume and transcript (unofficial is fine). If your professor asks you to submit a writing sample, consider sending a draft of your Note, a supervised writing or directed-reading paper, or a document you wrote during an externship or summer position (with permission of your supervisor and redacted to safeguard confidential information).