

Sample Cover Letters

Example 1:

123 Main Street
Ithaca, NY 14850
(607) 255-6000

[date]

The Honorable XXX
United States District Court for the Western District of New York
United States Courthouse
68 Court Street
Buffalo, NY 14202

Dear Judge XXX:

I am a second-year student at Cornell Law School and wish to apply for a clerkship in your chambers for the 20__-__ term. A resume, transcript, law school grading policy, reference list, and writing sample are enclosed. Letters of recommendation from Cornell Law School professors Wendel, Garvey and Clermont will follow.

Please do not hesitate to contact me at the above address or telephone number if you should need any additional information. Thank you for your consideration.

Sincerely,

Signature

First and last name

Enclosures

Example 2:

123 Main Street
Ithaca, NY 14850

[date]

The Honorable XXX
Massachusetts Appeals Court
One Pemberton Square
Boston, MA 02108

Dear Associate Justice XXX:

I am writing to apply for a clerkship in your chambers for the 20__-__ term. I am a rising third-year student at Cornell Law School where I am a member of the [organization/journal name]. I grew up in Revere, MA and attended Tufts University, so I would welcome the opportunity to return home to clerk in Boston. In addition to pursuing a traditional course of legal study, I have [extensive practical business experience/participated in several clinical programs/studied legal philosophy in depth], and so have had an opportunity to develop a second perspective on the problems of adjudication.

A resume, transcript, law school grading policy, reference list and writing sample are enclosed. Letters of recommendation from Cornell Law School professors Wendel, Garvey and Clermont will follow.

I will be traveling to Boston next month and would welcome the chance to meet with you then or at your convenience. Should you require additional information, please do not hesitate to let me know. Thank you for your consideration.

Sincerely,

Signature

First and last name

Enclosures

Example 3:

123 Main Street
Ithaca, NY 14850

[date]

The Honorable Justice XXX
The Supreme Court of New Mexico
Supreme Court Building
237 Don Gaspar, Room 104
P.O. Box 848
Santa Fe, NM 87503

Dear Justice XXX:

I am a litigator and recent graduate of Cornell Law School seeking a clerkship in your chambers for the 20__- __ term. As a native of New Mexico, I have a special interest in clerking in the Santa Fe area. I am currently practicing in Albuquerque and plan to remain in the state after the completion of a clerkship.

A resume, transcript, law school grading policy, reference list and writing sample are enclosed. Letters of recommendation from Cornell Law School professors Wendel, Garvey and Clermont will follow.

Should you require additional information, please do not hesitate to let me know. Thank you for your time.

Sincerely,

Signature

First and last name

Enclosures