

ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER

DATE

The Honorable JUDGE
CHAMBERS LOCATION
ADDRESS LINE 1
ADDRESS LINE 2

Dear Judge LAST NAME:

I am a third-year student at Cornell Law School and write to apply for a clerkship in your chambers for the 20__-20__ term or any subsequent term. I am especially interested in clerking in [LOCATION] because [REASON e.g. I have family in the area; I intend to practice law in the area; or I have some other plausible connection to the area]. I am specifically interested in clerking in your chambers because [REASON e.g. I want to emulate your career path before taking the bench; I recently read a major decision of yours and found it well-reasoned for XYZ reason; or I have researched the makeup of your docket and am passionate about working on XYZ type of case].

At Cornell, I have honed my research and writing skills by [EXAMPLE e.g. clinical work, journal work, moot court]. In addition to these skills, I would bring to your chambers [SOFT SKILLS including e.g. maturity, discretion, organization, reliability, responsiveness, diligence]. I have developed these skills through [EXAMPLES e.g. life experiences, pre-law work experience, law school experience where you took on substantial responsibility].

A resume, transcript, reference sheet, and writing sample are enclosed. Letters of recommendation from Cornell Law School professors Wendel, Garvey and Clermont will follow under separate cover.

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,

[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