

JUDICIAL CLERKSHIP SAMPLE

John C. Law

2117 North Widener Avenue
New Wilmington, PA 08797
(610) 555-1212
jclaw@woofboom.net

The Honorable Richard A. Bean
Pennsylvania Court of Common Pleas
400 Swede Street, P.O. Box 311
Norristown, PA 19404-0311

(Insert date here)

Dear Judge Bean:

During this past school year, I had the honor of working as an extern with your colleague Judge LeRoy Mervin. Since he has retired from the bench, Judge Mervin suggested I contact you to express my interest in applying for a judicial clerkship with you during the 2006-2007 term. I am currently a fourth year evening division student at Widener University School of Law.

My experience with Judge Mervin exposed me to the challenges and rewards that are offered while working as judicial clerk. I carried out a wide variety of tasks for the Judge, such as performing legal research, drafting opinions, assisting during voir dire and providing support at settlement conferences. These experiences would allow me to make an immediate positive contribution should you grant me the opportunity to work with you. In addition, my academic achievements support my ability to positively contribute to your work. For example, I obtained a Certificate of Achievement in Legal Methods II signifying the highest grade in the class. I also performed very well in my Pennsylvania Civil Practice class and the Intensive Trial Advocacy Program.

I look forward to utilizing both my academic and work experience and skills as outlined above and in my attached resume in the Norristown area. I would be honored to meet with you to discuss the contributions I might make to your chambers. Please contact me at your convenience at (610) 555-1212 or via email at jclaw@woofboom.net.

Thank you for considering my application.

Respectfully,

John C. Law

Attachment