

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Federal Judicial Center]
[Center Address]
[City, State, Zip Code]

Dear [Recipient Name],

1. ****Introduction****

- State your purpose for writing and express your interest in the position.
- Mention any relevant connections or referrals if applicable.

2. ****Background****

- Provide a brief overview of your qualifications and professional background.
- Highlight relevant experience or achievements related to the role.

3. ****Motivation****

- Explain why you are interested in working with the Federal Judicial Center.
- Describe your passion for the judiciary and how it aligns with the mission of the FJC.

4. ****Skills and Contributions****

- Identify specific skills or experiences that make you a strong candidate.
- Illustrate how you can contribute effectively to the Center's work.

5. ****Conclusion****

- Reiterate your interest in the position and your eagerness to discuss your application further.
- Thank the recipient for considering your application.

Sincerely,
[Your Name]