

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the Graduate Judicial Clerkship (GJC) position at [Organization/Institution Name]. With my background in [Your Field of Study/Relevant Experience], I am eager to contribute my skills and continue developing my legal knowledge.

I am currently [Your Current Position/Status] at [Your Current Institution/Organization], where I [Brief Description of Responsibilities or Achievements]. My experience has equipped me with [Skills or Qualities Relevant to GJC], which I believe would be beneficial for this position. I am particularly drawn to [Specific Aspect of GJC or Organization], and I am excited about the possibility of [How You Hope to Contribute or Grow].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]