

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Appellate Court Name]
[Appellate Court Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the Appellate Court Clerk position as advertised [where you found the job listing]. With my background in legal studies and experience in [relevant experience or previous roles], I am confident in my ability to contribute effectively to your team. Throughout my [number of years] years of experience in [related field or previous position], I have developed a strong foundation in legal research, case management, and administrative support. My attention to detail and organizational skills enable me to handle multiple tasks efficiently while maintaining a high level of accuracy.

I am particularly drawn to this role because [mention any specific reasons related to the appellate court or its values]. I believe my skills in [specific skills relevant to the role] align well with the responsibilities of the clerk position.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the priorities of [Appellate Court Name]. Thank you for considering my application.

Sincerely,
[Your Name]