

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Title]
[Courthouse Name]
[Courthouse Address]
[City, State, Zip Code]

Dear Judge [Last Name],

I am writing to express my interest in the federal judge assistance position as advertised [where you found the position]. With a background in [relevant field, e.g., legal studies, public administration], I am eager to contribute my skills and experience to support the judiciary's mission.

In my previous role at [Previous Employer], I successfully [describe relevant responsibilities or achievements]. This experience honed my [specific skills relevant to the position, e.g., legal research, case management, etc.], and I am confident in my ability to assist in various judicial processes.

I am particularly drawn to this position because [briefly explain your motivation and any specific interest in the judge's work or court]. I am committed to upholding the integrity and efficiency of the judicial system and am enthusiastic about the opportunity to contribute to your esteemed court.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]