

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Judicial Law Clerk position with [Organization/Institution Name] as advertised [where you found the job posting]. With my strong legal background and commitment to public service, I believe I would be a valuable asset to your team.

I graduated from [Your Law School] with a [Degree, e.g., Juris Doctor] and have gained extensive experience through [briefly mention relevant experiences, e.g., internships, clerkships, volunteer work]. My skills in legal research and writing, as well as my ability to analyze complex legal issues, have prepared me well for the challenges this role entails. I am particularly drawn to this position because [mention a specific reason related to the organization or its mission]. I am eager to contribute my skills in [specific skills or areas of law] while learning from esteemed professionals in the field.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your office. Thank you for considering my application.

Sincerely,  
[Your Name]