

**SAMPLE JOB ANNOUNCEMENT – JUDICIAL CLERKSHIP**

The Honorable Laura Brown, who is chambered in the United States District Court for the District of Maryland, is seeking a judicial clerk to begin fall 2012 for a one-year term.

QUALIFICATIONS: J.D. degree or candidate for J.D. degree in 2012 from an American law school. Excellent writing and research background.

Interested parties should mail their resumes, transcript, and writing sample to:

The Honorable Laura Brown  
U.S. District Court for the District of Maryland  
6500 Cherrywood Lane  
Greenbelt, MD 20770

\*The following cover letter is an example of how you might respond to this job posting.

**Sheila Smith**

1200 Ohio Ave. NW, Apt. 100, Washington, DC 10000 • (202) 455-0000 • ssmith@wcl.american.edu

**Comment [b1]:** Using your resume letterhead is an option in place of an address block, as long as it is consistent with your resume.

January 1, 2012

The Honorable Laura Brown  
U.S. District Court for the District of Maryland  
6500 Cherrywood Lane  
Greenbelt, MD 20770

Dear Judge Brown,

**Comment [b2]:** You do not need to repeat the word "Honorable" on this line. Use the Judge's proper title here (Judge, Justice, Magistrate Judge, Special Master, or Chief).

I am a third-year law student at American University Washington College of Law, writing to apply for a clerkship in your chambers for the 2012 term. I believe my successful record of academic achievement in law school, especially my legal writing experience, would be especially relevant for a clerkship in your chambers. I have been a longtime resident of Maryland and will take the Maryland bar exam this summer, so I would welcome the opportunity to work in the legal community in the state.

**Comment [b3]:** Use these two sentences to summarize your pitch and identify any substantive legal or geographic ties.

I believe my academic experience in legal writing would be especially relevant for a clerkship in your chambers. I am currently the managing editor of the *Administrative Law Review* and I published my comment on Department of Transportation rulemaking on the prohibition of driving with a cellular phone. In addition, I received substantive legal writing experience while I was a judicial intern for the Honorable Tim Wallach on the Pennsylvania Court of Common Pleas in Harrisburg, Pennsylvania. For Judge Wallach, I drafted a memorandum on substantive changes in Pennsylvania's workers' compensation laws and a final order in a pending child custody case. I am also in the top 25% of my class and I received the highest grade designation in my Legal Rhetoric class my first year of law school. Prior to law school, I was a paralegal at Novak and Wetzel LLP, a boutique tax law firm in Bethesda, Maryland, where I returned as a summer associate my second summer of law school. While at Novak and Wetzel, I drafted pleadings to the U.S. Tax Court and worked on several bankruptcy tax issues. I believe this strong record of legal writing and substantive law experience would be especially beneficial to a clerkship in your chambers.

**Comment [b4]:** An alternative to a legal writing pitch would be a substantive law pitch. "Because of my experience in family law, I believe I would be a valuable addition to your chambers."

**Comment [b5]:** Judges highly value competitive journal experience, especially as a senior editor. If you have any publication experience, you must highlight it, even if it is not directly relevant. Moot court is often an appropriate substitute.

**Comment [b6]:** Judicial internship experience, next to competitive journal experience, is the best credential a clerkship applicant could have. Put it front and center.

**Comment [b7]:** If your academic credentials are strongly in your favor, highlight them. If not, focus on your transferable skills and substantive experience.

Thank you again for your consideration. I am attaching a resume, writing sample, and transcript for your review. I live in the area and would be available at your convenience to discuss this opportunity further. Please let me know if you have any questions or would like additional documentation.

**Comment [b8]:** If you want to interview over winter break, this is the place to explain where you will be and the dates.

Sincerely,

Sheila Smith

**Comment [b9]:** It is unnecessary to follow the name with a title, such as "Law Student, American University Washington College of Law." If you are barred, you may put "Esq." after your name. State your bar admissions early in the letter.

Enclosure