

## **SAMPLE JOB ANNOUNCEMENT – JUDICIAL INTERNSHIP**

The Honorable Laura Brown, who is chambered in the United States District Court for the District of Maryland, is seeking a judicial intern for summer 2012.

QUALIFICATIONS: J.D. candidate from an American law school. Excellent writing and research background.

Interested parties should mail their resumes, writing sample, and transcript 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**

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**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). Remember that Courts of Appeal *always* have "judges," even if one is the highest court in a state. Supreme Courts *always* have "justices," even if one is *not* the highest court in a state. Similarly, Courts of Chancery *always* have Chancellors, not Judges.

I am a second-year law student at American University Washington College of Law, writing to apply for an internship in your chambers for the summer of 2012. I believe my experience makes me a good candidate, particularly because of my substantive experience in criminal law. In addition, I am a longtime Maryland resident and I would welcome an opportunity to remain in the area this summer as I intend to practice here after graduation.

**Comment [b3]:** This is the standard construction and there is no need to repeat the name of the court here. An additional advantage is that this phrasing makes mail merging a form letter easier.

My experience in the field of criminal law would be especially relevant to the work you do in chambers. Currently, I am in the criminal clinic, and I have been representing indigent juvenile defendants under the supervision of my instructor before the District of Columbia Superior Court. I have drafted a plea agreement and a motion to dismiss in a petty larceny case and appeared in court twice for pretrial hearings. In addition, I am the web development editor of the *Criminal Law Brief* and I have written two blog posts about the prosecution of white collar crime. A comment I drafted will be published in the *Brief* this summer. I believe this substantive legal experience and this writing experience would be particularly beneficial to your chambers.

**Comment [b4]:** These two preceding sentences are the opening of your pitch. If you have a substantive interest in the Judge's work or ties of any kind, open with them here.

**Comment [b5]:** An alternative to this type of opening would be to emphasize writing experience rather than substantive law experience. "My legal writing experience would be especially relevant to an internship in your chambers."

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 [b6]:** If you have any substantive writing experience, even if it is not legal, start with that. Court appearances or trial work is also highly relevant.

Sincerely,

**Comment [b7]:** Criminal Law Brief is used as an example here. Competitive journals are by far one of the best credentials for employment in the judicial sector (as are prior judicial internships), but Briefs or moot court may be an appropriate substitute.

Sheila Smith

**Comment [b8]:** ANY publication experience, even if not directly relevant, is better than none.

Enclosure

**Comment [b9]:** If you want to interview over winter break, this is the place to explain where you will be and the dates.

**Comment [b10]:** It is unnecessary to follow the name with a title, such as "Law Student, American University Washington College of Law."