

Sample Cover Letter 1 (transmittal version)

256 E. Johnson Street #4
Madison, WI 53713

September 6, 2015

The Honorable Joe D. Doe
United States Court of Appeals
U.S. Courthouse
St. Paul, MN 63998

Dear Judge Doe:

I am a third-year student at the University of Wisconsin Law School and write to apply for a clerkship in your chambers following my 2016-2017 clerkship with U.S. District Court Judge Elaine Bucklo in the Northern District of Illinois. A resume, transcript, writing sample, and letters of recommendation from Xxxx Xxxx and Yyyy Yyyy are enclosed. Should you require additional information, please do not hesitate to contact me.

Sincerely,

Third-Year Student

Sample Cover Letter 2 (short version)

256 E. Johnson Street #4
Madison, WI 53713

September 6, 2015

The Honorable Joe D. Doe
United States Court of Appeals
U.S. Courthouse
St. Paul, MN 63998

Dear Judge Doe:

I am a third-year student at the University of Wisconsin Law School in the top 10% of my class, and the Note & Comment Editor of the *Wisconsin Law Review*. I am writing to express my interest in a clerkship in your chambers for the 2017-18 term.

Throughout my time in law school, I focused on developing the research and writing skills necessary to succeed as a litigator and as judicial law clerk. As a clinical student in the Wisconsin Innocence Project, I researched and wrote on a range of legal topics, from procedural bars to post-conviction motions, evidentiary standards for motions for new trials, and claims for ineffective assistance of counsel. In my work as a judicial intern for Judge Barbara Crabb in the Western District of Wisconsin, I have reviewed habeas filings, attended evidentiary hearings, and prepared draft orders on insurance coverage disputes. This past semester, I authored "The Best Puffery Article Ever," which will be published in the forthcoming volume of the *Wisconsin Law Review*. I will continue to sharpen my research and writing skills as a summer associate at Cravath, Swaine, & Moore this upcoming summer. I am eager to apply these skills as a clerk in your chambers.

I have enclosed my resume, law school transcript, writing sample and three letters of recommendation. Please let me know if I can provide any further information. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Second-Year Student