

Sample Cover Letter 1 (transmittal style)

Sally Student
256 E. Johnson Street #4
Madison, WI 53713

September 6, 2025

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.

Enclosed please find my resume, transcript, writing sample, and letters of recommendation from the following recommenders:

Professor X
Email
Phone number

Professor Y
Email
Phone number

Attorney Z
Email
Phone number

Should you require additional information, please do not hesitate to contact me at [PHONE NUMBER] or [EMAIL]. Thank you for considering my application.

Respectfully,

[SIGNATURE]

Sample Cover Letter 2

Silas Student
256 E. Johnson Street #4
Madison, WI 53713

June 5, 2026

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

Dear Judge Doe:

I am a rising 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 James Peterson in the Western District of Wisconsin, I 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.

Respectfully,

[SIGNATURE]