

JANE CLARK

720 W. Windy City St. • Chicago, IL 60661 • 919-212-1666 • jclark@pennlaw.upenn.edu

March __, 20XX

[Name]
[Position]
[Firm]
[Address]

Dear XXX:

I am writing to inquire about an associate position at [FIRM NAME]. I believe that [FIRM NAME] would provide an ideal environment to begin my career as a practicing attorney, and that my training and experience as a federal judicial clerk would enable me to contribute immediately to serving the firm's clients.

For the past seven months following my graduation from Penn Law, I have been serving as clerk to the Honorable XXXX in the Northern District of XXXX. At the end of my clerkship commitment in August 2018, I will be relocating back to my native Philadelphia where my wife has obtained a faculty position at the University of Pennsylvania, and I plan to take the Pennsylvania bar this summer.

As a judicial clerk, my responsibilities include significant legal research responsibilities, as well as writing draft orders and opinions. I also assist Judge XX during trials and with overall case management. During my clerkship, I have also had the privilege of working with Judge XX while she was sitting by designation on the XXXX Circuit Court of Appeals. I believe the research, legal writing, organizational, and communication skills I have honed working as a clerk would allow me to be a versatile and valuable asset to [FIRM NAME].

In addition to my experience clerking, I have worked as a summer associate at YY&Y in San Francisco, as a judicial intern for the Honorable XXXX (Eastern District of XXXX), and as a paralegal in the Department of Justice's Antitrust Division in Philadelphia. Over the past five years, I have gained legal research and writing experience working on a multitude of matters, ranging from interpreting contractual terms in breach of contract claims, to assisting with a criminal antitrust trial involving international price-fixing allegations. While at the University of Pennsylvania Law School, I served as Comments Editor on the *Journal of Constitutional Law* and my comment was published in the *Journal*. Additionally, I graduated *magna cum laude* and was selected to be a member of the Order of the Coif.

I look forward to discussing upcoming associate opportunities at [FIRM NAME]. I have attached my resume and law school transcript and can provide you with further information and a list of references upon request.

Thank you for your consideration.

Sincerely,

Jane Clark