

USEFUL DETAIL – EXAMPLE THREE:

Jane Q. Smith

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August 24, 2019

The Honorable Joan R. Doe
United States District Court
Northern District of Texas
Earle Cabell Federal Building and
United States Courthouse
1100 Commerce Street, Room 3780
Dallas, TX 75242

Dear Judge Doe:

I am writing to request your consideration of my application for a clerkship beginning in fall 2020. I am a third-year law student at the University of Pennsylvania Law School.

Though I am studying law on the East Coast, Dallas is home to me. My grandparents, who raised me, still live near Fair Park. I worked last summer at the City Attorney's Office, and I hope to build my career as a litigator in Dallas.

I enclose my resume, transcript, and writing sample. Letters of recommendation from Professor Samuel Smith (ssmith@law.upenn.edu, 215-898-5555), Professor Susan Johnson (sjohnson@law.upenn.edu, 215-596-5555), and Sandra P. Jones, Esq. (sjones@dallascityhall.com, 214-254-5555) [are also included in this packet] [will follow under separate cover]. Please let me know if any other information would be useful. Thank you.

Respectfully,

Jane Q. Smith

Encls.