

THE MINIMALIST APPROACH:

Jane Q. Smith

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August 24, 2016

The Honorable Joan R. Doe
United States District Court
Eastern District of Pennsylvania
James A. Byrne United States Courthouse, Room 28830
601 Market Street
Philadelphia, PA 19106

Dear Judge Doe:

I am writing to request your consideration of my application for a clerkship beginning in fall 2017. I am a third-year law student at the University of Pennsylvania Law School.

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@reedsmith.com, 215-254-5555) [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.