August 24, 2012

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 2013. I am a third-year law student at the University of Pennsylvania Law School.

During law school, I have worked to develop strong skills in legal research, analysis, and writing. As a summer associate at a small litigation firm, I was challenged to think creatively and communicate persuasively. Through my work as an Executive Editor of the Journal of Business Law, I have strengthened my editing, organizational, and leadership skills. Coursework in appellate advocacy and the submission of my own comment for publication have taught me to research and write with meticulous attention to detail. I intend to further develop these skills and deepen my understanding of judicial decision-making this fall through courses in commercial litigation strategy (taught by the Honorable Michael M. Baylson of the Eastern District of Pennsylvania), trial advocacy, and advanced legal research.

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.