

APPENDIX H
SAMPLE COVER LETTERS

Sample cover letter

Mary L. Smith
222 Garden Street
Ann Arbor, MI 48104

September 4, 2007

The Honorable John D. Doe
United States Court of Appeals for
the Sixth Circuit
611 U.S. Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226

Dear Judge Doe:

I am writing to apply for a clerkship in your chambers for the 2008-09 term. I have enclosed a resume, law school transcript, and writing sample for your review. The writing sample is a draft of a comment that I am writing for the *Michigan Journal of Law Reform*. Letters of recommendation from Professor Holmes, Professor Jones, and Ms. Carpenter, the Litigation Director of Legal Aid of Columbus, are enclosed.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Mary L. Smith

Enclosures

Sample cover letter

Mr. Greg Orland
555 Main Street
Ypsilanti, MI 48197

September 4, 2007

The Honorable Kate Jones
Missouri Supreme Court
Post Office Box 150
Jefferson City, MO 65102

Dear Judge Jones:

I write to apply for a clerkship in your chambers to begin in the summer of 2008. I am a third year student at the University of Michigan Law School. I was born and raised in Missouri, would like to return home to practice law, and so would like to begin my career by serving as one of your law clerks.

I am a member of the *Michigan Law Review*, and have enclosed a draft of my note for your review. In addition, I have enclosed a resume and transcript, and letters of recommendation from three of my professors – Professors Black, Joseph, and Connor.

Thank you for your time and consideration.

Sincerely,

Greg Orland

Enclosures