February 7, 2018 [On or after December 1st]

«The_Honorable» «Full_Name»
«Court_General»
«Court_Specific»
«Street1»
«Street2»
«Street3»
«City», «State» «Zip»

Dear «Salutation» «Last_Name»:

The first paragraph addresses “who” and “what”: identify yourself and the position you are seeking. You may also mention any connection to the judge if you have one. If looking outside the NYC area, you should explain your connection to that city. For example: “I am a first year student at Columbia Law School and I am writing to express my interest in an internship in your chambers for the summer of 2018. I am especially interested in this position after speaking with Professor Stan Sitwell, your former clerk. I was born and raised in Iowa, and still have family in the area. I look forward to returning this summer and upon graduation.”

This paragraph should address what you have done that makes you an attractive candidate. Briefly highlight how your experience would make you an asset to a judge’s chambers. You may discuss a specific accomplishment, especially one concerning research and writing. Do not simply repeat your resume here. Speak about why those experiences would help you succeed in this position.

Your final paragraph is about closing the letter and dealing with logistics. You should mention a reference here and include his or her contact information. Mention that your resume, transcript and writing sample are enclosed and that you would appreciate the opportunity to meet with the judge at his or her convenience. If the judge is outside of the NYC Metro area, you may mention when you are planning to be in that area to facilitate setting up an interview. Thank the recipient for her consideration.

Respectfully,

[sign here in ink]
Student Name