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November 1, 20xx

The Honorable David S. Doty
United States District Court, District of Minnesota
300 South Fourth Street, Room 14W
Minneapolis, MN 55415

Dear Judge Doty:

I am a rising third-year law student at the University of Minnesota Law School, and I am writing to apply for a clerkship in your chambers for the 20xx–20xx term. I am particularly interested in clerking for the District Court in Minnesota as I am from Minnesota and intend to practice civil litigation here. I have developed my research and writing skills as a judicial extern at Minnesota’s District Court, as a law clerk at a legal services organization, and as a member of the *Minnesota Law Review*. Based on these experiences and my exemplary work ethic, I am prepared for the exciting challenges of a federal judicial clerkship.

During my judicial externship, I analyzed district court decisions and appreciate the challenges that trial judges face discerning the facts of a case and the correct outcome under law. As a judicial clerk in your chambers, I could gain even greater exposure to these issues while contributing to the important work you perform as a federal judge.

I have enclosed my resume, writing sample, and transcript. In addition, Professor Kristin XXX, Professor XXX, and XXX have prepared letters of recommendation to accompany my application.

Please do not hesitate to contact me if you have any questions. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Jane Smith