

Sample Externship Cover Letter¹

Steve Student
1235 Jones Street
Anywhere, USA 98765
(222) 222-2222
sstudent@email.com

August 12, 2011

Honorable John Doe
United States Court of Appeals Ninth Circuit
1234 South 5678 Center Street
Salt Lake City, UT 98765

Dear Judge Doe:

I am a first year student at Brigham Young University's J. Reuben Clark Law School, and I am interested in working as an extern for your chambers during the 2011 summer. I have talked with Jane Smith who told me she had a very positive experience working with you last summer. Enclosed is a copy of my resume and grade report for your reference. I have also enclosed a memorandum I wrote last semester as a sample of my writing.

[Next try to highlight some particular interest/skill you may have. Judges are interested in your Apeople skill@ indicators, i.e., whether you are easy to work with, etc. They are also very interested in your research and writing skills. If you have a >unique trait= try to emphasize it. It will stick out in the clerks= and judges= minds. Some examples:

An externship with you interests me because . . .

I would contribute to your chambers by . . .

My strong background in . . . would be a valuable asset to you because I learned . . .

My plans to settle in (city/state) interested me in a externship with you because . . .

I would enjoy the opportunity to interview with you, and I would be free to meet with you at your convenience. *[Or--I will be in your area _____ and could meet with you during that time if it is a convenient time for you. Otherwise, I would be happy to schedule another time that will better fit your schedule.]* Thank you for your consideration.

Sincerely,

Steven Student

Enclosures

¹ Adapted from sample letter received from Gonzaga University

Sample Cover Letter-Judicial Clerkship Application¹

Sarah Brown
1235 Jones Street
Anywhere, USA 98765
(222) 222-2222
browns@email.com

August 12, 2011

Honorable John Doe
United States Court of Appeals 9th Circuit
1234 North 567 East
Provo, UT 84604

Dear Judge Doe:

I am interested in being considered for a position as one of your law clerks for the 2011-2012 term. Enclosed is my resume, transcript, and a writing sample. My writing sample is a memorandum I wrote for Big Law Firm, last summer while I was clerking. I have also enclosed two sealed letters of recommendation.

[Next try to highlight some particular interest/skill you may have. Judges are interested in your people skill indicators, i.e., whether you are easy to work with, etc. They are also interested in your research and writing skills. If you have a unique trait try to emphasize it. It will stick out in the clerks' and judges' minds. Some examples:

A clerkship with you interests me because . . .

I would contribute to your chambers by . . .

My strong background in . . . would be a valuable asset to you because I learned . . .

My plans to settle in (city/state) interested me in a clerkship with you because . . .

72

I would enjoy the opportunity to interview with you, and I would be free to meet with you at your convenience. *[Or--I will be in your area _____ and could meet with you during that time if it is a convenient time for you. Otherwise, I would be happy to schedule another time that will better fit your schedule.]* Thank you for your consideration.

Sincerely,

Sarah Brown

Enclosures

¹ Adapted from sample letter received from Gonzaga University

Sample Cover Letter with Personal Recommendation¹

Steve Student
1235 Jones Street
Anywhere, USA 98765
(222) 222-2222
sstudent@email.com

August 12, 2011

Justice John Doe
The Supreme Court of the United States
One First Street N.E.
Washington, D.C. 20543

Dear Justice Doe:

Professor Mary Smith suggested I contact your chambers and express my interest in being considered for a position as one of your law clerks following my graduation from Brigham Young University's J. Reuben Clark Law School in April, 2011.

I have enclosed a sealed letter of recommendation from Professor Jane Jones, as well as 2 additional letters of recommendation. Also enclosed are my resume, transcript, and a writing sample. My writing sample is a memorandum I wrote for Big Law Firm, last summer while I was clerking.

[Next try to highlight some particular interest/skill you may have. Judges are interested in your people skill indicators, i.e., whether you are easy to work with, etc. They are also very interested in your research and writing skills. If you have a unique trait try to emphasize it. It will stick out in the clerks' and judges' minds. Some examples:

A clerkship with you interests me because . . .

I would contribute to your chambers by . . .

My strong background in . . . would be a valuable asset to you because I learned . . .

My plans to settle in (city/state) interested me in a clerkship with you because . . .

I would enjoy the opportunity to interview with you, and I would be free to meet with you at your convenience. *[Or--I will be in your area _____ and could meet with you during that time if it is a convenient time for you. Otherwise, I would be happy to schedule another time that will better fit your schedule.]* Thank you for your consideration.

Sincerely,

Steven Student

Enclosures

¹ Adapted from a sample letter received from Gonzaga University

Sample Resume of Bankruptcy Court Clerk

222 Wymount Terrace 15C; Provo, UT 84604 (801) 373-1234

E-mail: student@byulaw.net

EDUCATION

Juris Doctor Candidate, Brigham Young University, Provo, UT April 2013

- Senior Editor, BYU Law Review
- Top 20%
- Merit Scholarship
- Highest Grade Award Civil Procedure
- Moot Court Competition 2011
- Trial Advocacy Competitions 2010-2011
- Member, Phi Delta Phi
- Member, Native American Law Students Association

Bachelors of Arts in English, Brigham Young University, Provo, UT 2010

- Research Assistant to Professor Delys Cowles
- Captain, two BYU Intramural sports team

EXPERIENCE

Alverson Taylor Mortensen Nelson & Sanders, Las Vegas, NV

Summer Associate, April 2012 to August 2012

- Wrote pleadings, motions, briefs, and discovery.
- Participated in trials, hearings, conferences, and depositions.

Manning Curtis Bradshaw & Bednar, Salt Lake City, UT

Summer Associate, May 2011 to August 2011

- Drafted pleadings, motions, briefs, discovery, and memoranda.
- Performed legal research in various areas, including Securities and Bankruptcy.

Holme, Roberts, Owen, Salt Lake City, UT

Clerk, January 2011 to March 2011

- Contributed to two United State Supreme Court briefs:
Trail Mountain Co. v. Utah Division of State Lands, 118 S. Ct. 1029 (2011);
In Re Steffen, 118 S. Ct. 1121 (2011).

AUTHOR

- *The Year 2000 Problem: Litigating the Millennium Bug*, BYU L. REV. (September 2011).
- *Supreme Court Voting Behavior: 2005 Term*, 26 HASTINGS CONST. L. Q. (January 2011).
- *Supreme Court Voting Behavior: 2004 Term*, 25 HASTINGS CONST. L. Q. 1, 20xx
- *Employment Law Desk Reference Manual: Summary of Federal and State Regulation*, 3rd ed., 2010.

SERVICE

Volunteer Representative, Guayaquil, Ecuador, July 2003 to July 2005

The Church of Jesus Christ of Latter-day Saints

- Lived among Ecuadorians in two of world's poorest cities for two years.
- Built houses, dug trenches, picked bananas, and slaughtered cows.

SKILLS & INTERESTS

- Speak, read, and write Spanish fluently.
- Literature, architecture, travel, music, sports—golf handicap: 9.

Sample Resume of Specialty Court Clerk

123 Street Address, Provo, UT 84601

Telephone (801)555-1234 Facsimile (801)555-1235

EDUCATION

Juris Doctor Candidate, April 2012

Brigham Young University, J. Reuben Clark Law School, Provo, UT

- Class standing: Top 15%
- Moot Court, Board of Advocates
- Moot Court, Traveling team member
- Highest grade awards in Property I and Evidence
- Scholarly writing award

Bachelor of Arts, cum laude, April 2009

Brigham Young University, Provo, UT

- Graduated with university honors.
- Major: Humanities/supporting course work includes complete pre-medical curriculum.
- Trustee's Scholarship, four-year tuition scholarship.

WORK EXPERIENCE

Law Clerk, August 2011

Maupin Taylor Ellis & Adams, Raleigh, NC

- Researched and drafted court documents and research memoranda.

Law Clerk, November 2010 to April 2011

Brigham Young University General Counsel, Provo, UT

- Drafted contracts, pleadings and research manual.

Extern, June to August 2009

Judge Betty B. Fletcher, United States Court of Appeals Ninth Circuit, Seattle, WA

- Drafted opinion of the Court (*Johnson v. Shalala*, 60 F.3D 1428 (9th Cir. 2003)).
- Researched and drafted bench memoranda.

Extern, June to August 2009

Judge Bruce S. Jenkins, United States District Court District of Utah, Salt Lake City, UT

- Researched and drafted advisory memorandum and court orders.

PUBLICATION

NOTE, *FIVE SUPREME COURT CONSTITUTIONS: RACE-BASED SCRUTINY PAST, PRESENT, AND FUTURE*, 12 BYU JOURNAL OF PUBLIC LAW 167 (2010).

COMMUNITY SERVICE AND RECOGNITION

Brigham Young University Brigham Award (highest award bestowed by the university student body)

Director, Contact: Utah County Youth Detention Center Project

Volunteer Missionary, Panama and Costa Rica, 2002 to 2004

Eagle Scout Award with Gold and Bronze Palms

SKILLS AND INTERESTS

Fluent in Spanish, Writing (poetry and editing--prepared style guide for WordPerfect Information Services), Biological and Medical Sciences (top 1% Dental Admissions Test, top 10% Medical School Admissions Test)

Sample Resume of State Supreme Court Clerk

123 Wymount Terrace, Provo, UT 84604

Home: (801)373-1234; Law Review: (801)378-5678

EDUCATION

Juris Doctor Candidate, Brigham Young University, April 2012

- Editor-In-Chief of BYU Law Review, 2011 - 2012
- Top 10% – 3.XX overall GPA
- J. Reuben Clark Award, given by the BYU faculty for integrity, service, and ethics
- Staff member of BYU Law Review, 2010 - 2011
- Dean's Award for 4.0 in first-semester Civil Procedure
- Member of BYU's Trial Advocacy Team, 2010 - 2011
- Member of BYU's Federalist Society
- Published case note on Section 1983 immunity in BYU Law Review
- Research Assistant, Professor C. Douglas Floyd, May 2010 - June 2010
- Tutor, Professor C. Douglas Floyd, August 2009 - April 2010
- Teaching Assistant, Professor Richard Wilkins, August 2009 - April 2010

Bachelor of Arts in Journalism, Brigham Young University, August 2008

- 3.XX major GPA, 3.XX overall
- BYU Communications Student of the Year, 2007 - 2008
- BYU Outstanding Journalist Award, 2006 - 2007 and 2007 - 2008
- Society of Professional Journalists vice president, 2007 - 2008 (BYU Chapter)
- 2nd Place editorial & column writing, 2007 Utah Headliners competition
- 2nd Place spot news reporting, 2005 Mark of Excellence competition, Region 9

EXPERIENCE

Summer Associate, Parr, Waddoups, Brown, Gee & Loveless, Salt Lake City, UT, Summer 2011

- Worked primarily in the litigation section.
- Performed legal research and writing including Motions for Summary Judgement, Motions to Compel, Discovery Requests, Complaints, Answers and Oppositions.
- Researched issues involving subject matter jurisdiction, contracts, and limited liability companies.

Legal Extern, Federal District Court Judge Dee Benson, Salt Lake City, UT, May 2010 - July 2010

- Researched and wrote bench memoranda and court orders.

City Editor, The Turlock Journal, Turlock, CA, August 2008 - August 2009

- Directed and edited stories of five reporters in daily coverage.
- One of three page designers for front and inside pages.

Editor-in-Chief, The Daily Universe (BYU campus daily paper), Provo, UT, August 2006 - April 2008

- Other positions held: city editor, assistant copy chief, and wire editor
- Best Beat Coverage Award, 2007
- "Mr. Front Page" Award, 2008 (most articles on front page)

Intern, Electrical Contractor Magazine, Bethesda, MD, Summer 2007

- Wrote full-length articles for magazine and newsletter.
- Assisted in editing and layout of magazine and newsletter.

Sports Correspondent, The Daily Herald, Provo, UT, Spring and Summer 2006

- Covered high school soccer, basketball, and wrestling.

PERSONAL

Golf, basketball, one-time mediocre collegiate soccer player.

Sample Resume of U.S. District Court Clerk

123 Taylor Hall □ Provo, Utah 84604 □ (801) 373-1234 □ E-Mail: student@byulaw.net

EDUCATION

JURIS DOCTOR CANDIDATE (APRIL 2011)

J. Reuben Clark Law School, Brigham Young University, Provo, Utah

- BYU Law Review Board – Lead Note & Comment Editor (2009-2010)
- Top 15%
- Selected to Compete in the 2007 National Trial Competition in New Orleans
- Competed in the 2006 National Trial Competition in Georgia
- Best Orator, Honorable Mention, 2007 Moot Court Competition
- Recipient of High Grade Award in First Year Legal Writing Course (4.0)
- Winner of BYU Trial Advocacy Competition

BACHELOR OF ARTS (DECEMBER 2006)

Brigham Young University, Provo, Utah

- Golden Key National Honor Society - Top 15% of Graduates
- English Major

PUBLICATIONS

Note, *Federal Copyright Preemption Law*, 12 BYU Law Review 167 (2009).

Libya: An Exception to Sovereign Immunity, Brigham Young University Prelaw Journal, March 2003.

EXPERIENCE

ASSOCIATE (BEGINNING 2011)

Fennemore Craig, PC, Phoenix, Arizona

- Received post-clerkship offer

SUMMER ASSOCIATE (SUMMER 2010)

Richards, Brandt, Miller & Nelson, Salt Lake City, Utah

- Legal research and writing, including Motions for Summary Judgement, Motions to Compel Discovery and Oppositions
- Practice areas include business, bankruptcy, corporations and real property

SUMMER ASSOCIATE (SUMMER 2009)

Nelson, Snuffer & Dahle, P.C., Sandy, Utah

- Prepared pleadings and discovery requests and responses
- Practice areas include personal injury, insurance defense, and family law

RESEARCH ASSISTANT (AUGUST 2008 - APRIL 2009)

Professor James Backman, BYU Law School Faculty, Provo, Utah

PERSONAL

FLY-FISHING AND FLY-TYING, GOLF, TENNIS, SOFTBALL, AND BASKETBALL

- First place in the 2007 Utah Corporate Games Golf Tournament

Sample Resume of U.S. Supreme Court Clerk

123 Windsor Avenue, Apartment 1A, Windsor, New York 07041; (999) 888-8151

EDUCATION

Brigham Young University, J. Reuben Clark Law School

Juris Doctor, April 2013

Class Rank: X/155

Honors: *Summa Cum Laude*

Order of the Coif

BYU Research and Writing Award (selected by faculty for exceptional research and writing)

J. Reuben Clark Award (selected by faculty for academic excellence and service)

A.H. Christensen Memorial Advocacy Award

Academic Merit Scholarship

Comment: *The Practical Power of State and Local Governments to Enforce Federal Immigration Laws*, 2007 BYU L. REV. 899

Activities: Senior Editor, Law Review

Semi-finalist, Regional ABA Inter-School Trial Advocacy Competition

Finalist, 1st and 2nd Year Trial Advocacy Competition

Finalist, Moot Court Appellate and Brief Writing Competition

Brigham Young University

Bachelor of Arts, Political Science Major, August 2010

- Y Award (academic scholarship)
- Julie Garner Memorial Scholarship (outstanding youth leadership)
- BYUSA Student Government Scholarship

EXPERIENCE

The Honorable Thomas L. Ambro, United States Court of Appeals for the Third Circuit

Law Clerk, August 2013 - August 2014

The Federalist Society for Law and Public Policy Studies

National Editor, March - December 2011

- Directed a board of editors in preparing the Society's annual symposium for publication in *The Harvard Journal of Law and Public Policy Studies*.

Kirkland & Ellis, Washington, D.C. Office

Law Clerk, May - August 2010, August 2011

Kimball, Parr, Waddoups, Brown & Gee (now Parr, Waddoups, Brown, Gee & Loveless)

Law Clerk, April - July 2011

Stoel Rives, Salt Lake City Office

Law Clerk, August - April 2009, May - August 2010

Associate Chief Justice I. Daniel Stewart, Utah Supreme Court

Extern, August - December 2010

U.S. Senator Robert F. Bennett

Staff Assistant, September 2008 - August 2009

Intern, February - August 2008

- Researched and wrote on issues before the 103d Congress (NAFTA, tax issues, agency regulations, etc.).
- Resolved problems between constituents and federal agencies.

Brigham Young University Student Association

Student Body Vice President, May 2005 - May 2006

- Planned, budgeted, and supervised programs involving over 5000 volunteer and 63 student officers.

The Church of Jesus Christ of Latter-day Saints

Church Representative, August 2004 - August 2006

- Performed two years of voluntary missionary service in Texas.
- Served as a Spanish-speaking volunteer tutor in border schools.

H-3 & J-J Ranch

Cattle hand, Birth - August 2006

Sample Resume of State Trial Court Clerk

336 N. 111 W. #14, Provo, UT 84604

lawstudent@byulaw.net

(801) 377-7103

EDUCATION

Juris Doctor, *J. Reuben Clark Law School*, Provo, Utah, April 2012

- GPA: 3.xx; Class Ranking: top 1/3
- Full-tuition Scholarships: Faculty Merit 2010-2012 & 2011-2012, Edwin S. Hinckley 2009-2010
- BYU Journal of Public Law: Managing Editor of Articles 2007-2008, Associate Editor 2010-2011
- BYU Trial Advocacy Team 2010-2011

Bachelor of Arts in International Relations, *Brigham Young University*, Provo Utah, April 2009

- Latin American Studies Emphasis
- Minor: Spanish
- GPA: 3.xx
- Four-year, full-tuition scholarship
- National Merit College Sponsored Scholarship
- Participated in study abroad programs in Obregon, Mexico and Madrid, Spain

PUBLICATIONS

Patent Protection in the European Community, Brigham Young University Pre-Law Review, Fall 2007

EXPERIENCE

Law Clerk, *Dracup & Patterson*, Santa Ana, California, May 2011 to August 2011

- Performed trademark searches, filed trademark applications, and drafted responses to office action letters in conjunction with the firm's trademark practice
- Researched trade dress and trade secret issues related to trade dress litigation
- Gained practical litigation experience drafting subpoenas, preparing pleadings and attending depositions
- Prepared and filed copyright registration applications

Law Clerk, *Estudio La Hoz, De La Flor, & Garcia-Montufar*, Lima, Peru, May 2010 to August 2010

- Wrote analyses detailing the effects of proposed legislation and recently enacted Peruvian law regarding real property registration and related property tax issues
- Investigated potential issues related to creating employment assistance centers and the classification of those centers under Peruvian law
- Researched immigration law options concerning change of visa status for clergy members
- Broadened skills in the use of legal Spanish

Painter's Assistant, *Brent Nuttall Painting*, Provo, Utah, October 2003 to present and June 1999 to June 2004

Sales and Customer Service Associate, *Rust Rare Coins, Inc.*, Provo, Utah, July 2006 to October 2007

- Assessed the values of coins, stamps and other collectibles
- Provided information regarding investments in collectibles and bullion

Volunteer Representative, *Church of Jesus Christ of Latter-day Saints*, Ontario, Canada, June 2004 to June 2006

SKILLS & INTERESTS

- Play the saxophone and sing in a blues/funk band called Wave O' Blues
- Played the saxophone and clarinet in numerous jazz ensembles and orchestral groups, both at school and independently
- Studied extensively the Spanish language as well as the history and culture of Latin America and Spain