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The Honorable Richard A. Bean
Pennsylvania Court of Common Pleas
Courthouse
400 Swede Street , P.O. Box 311
Norristown, PA 19404-0311

[insert date here]

Dear Judge Bean:

I am a fourth year Evening Division student at the Widener University School of Law. During the last school year, I had the honor of working as an extern with your colleague Judge LeRoy Mervin. Since he has retired from the bench, Judge Mervin suggested that I contact you to express my interest in applying for a judicial clerkship with you during the 2004-2005 term.

As the attached resume details, I possess a number of qualifications that recommend me for the position. I obtained a Certificate of Achievement in Legal Methods II signifying the highest grade in the class. I also performed very well in my Pennsylvania Civil Practice class and the Intensive Trial Advocacy Program. I eventually hope to utilize these skills while practicing in the Norristown area.

My experience with Judge Mervin exposed me to the challenges and rewards that working as a judicial clerk offers. I carried out a wide variety of tasks for the Judge, such as performing legal research, drafting opinions, assisting during voir dire, and providing support at settlement conferences. This background would allow me to make an immediate positive contribution should you determine to grant me the opportunity to work with you.

I hope to discuss with you the contributions that I might make to your chambers. Please feel free to contact me at your convenience at (610) 555-1212 or by e-mail at jclaw@woofboom.net.

Thank you for considering my application.

Respectfully,

John C. Law

Attachment