Month Day, Year

The Honorable Larry M. Loyola
United States District Court
Central District of California
312 N. Spring Street
Los Angeles, CA 90012

RE: Externship Application

Dear Judge Loyola:

I am a first-year student [or second-year or third-year, if applicable] at Loyola Law School, Los Angeles, and I write to apply for an externship in your chambers [or in the California Department of Corporations, or in Office of the District Attorney, etc., if appropriate] for the summer (or Fall semester, etc.) of 20___.

[Discuss prior work experience (obviously legal experience is more compelling than non-legal experience, but if you don’t have legal experience, point to non-legal experience and focus on transferable skills such as attention to detail, strong writing skills, thoroughness and efficiency, etc.), completion of certain courses or exceptional grades (if you have an impressive class rank or exceptional grade in a class relevant to the employer, emphasize it), and other activities that point to your initiative (judges and supervising attorneys look for candidates who are “self-staters” and leaders who work independently without constant supervision, so emphasize any programs you established or administered in college or before law school, any student clubs/organizations you are part of in law school, management experience, unique academic qualifications, experience with editing/writing, etc.).] When describing prior work experience, don’t just reiterate what is on your resume – instead, focus on the skills you gained by doing certain tasks, e.g., “As an [intern/assistant/paralegal/barista/real estate agent/undergraduate etc.] at [name of employer or school], I [honened/perfected/strengthened/developed, etc.] my [list transferable skills – e.g., research and writing, communication, organizational, analytical, etc.] skills by [list specific tasks you did to hone those skills – e.g., reviewing case documents and drafting summaries of pertinent information, or drafting a thesis examining the role of law in society, etc.]”

Enclosed please find a resume, writing sample, and my law school transcript [if transcript not yet available, say “a copy of my first semester grades as they are currently reflected on the Loyola Law School student grade website”]. If you require any additional materials, please do not hesitate to contact me at (213) 736-1234 or sarah.student@lls.edu. I would greatly appreciate the opportunity to meet with you to discuss my candidacy in more detail. Thank you for your consideration. It would be an honor to work for the Court.

Respectfully yours,

[handwritten signature in blue ink]

Sarah L. Student

Enclosure(s)

NOTE: Your cover letter should be no longer than one page long, and no more than 3 paragraphs. It should be printed on high quality resume paper.