

After Your Clerkship Interview

Thank you Notes: It is very important to send a thank you note within a day of your clerkship interview. Many judges make a hiring decision very quickly, and this is a chance to re-iterate your enthusiasm for the position and pass on any information you were unable to convey during the interview. Thank you notes can be handwritten or typed and should be sent by U.S. Mail (unless the judge has previously corresponded with you via email). Below, please find two sample thank you notes:

Sample Thank You #1:

Dear Judge Jones:

Thank you for taking the time to speak with me yesterday. I very much enjoyed our conversation, and I am honored to be under consideration for a clerkship in your chambers. If I were to be offered the position, I would certainly accept it, as I can think of no better start to my career in the Chicago area. Please let me know if there are any additional materials that I can provide you to help in your decision-making.

Sincerely,

Sam Student

Sample Thank You #2:

Dear Judge Smith:

Thank you for meeting with me yesterday in your chambers. I know that you have an extremely busy trial schedule this week, and I appreciate your taking the time to interview me between sittings. Although we did not have a chance to discuss it yesterday, I did want to let you know that a clerkship in your chambers would be my first choice of opportunities for next year. I know that you have many good candidates, and I appreciate your consideration.

Sincerely,

Sara Student

Withdrawing Applications: Once you have accepted an offer to clerk, it is essential that you let the other judges to whom you have applied know that you are no longer in the running. This information should be conveyed by the same means that you have previously communicated with the judge. If you have received an offer to interview by phone, you should call the judge's chambers to cancel the interview. If you have not received an offer to interview, it is still important to end your candidacy, as the judge may be in the process of reviewing applications. If you applied to a judge via OSCAR, it is

sufficient to withdraw the application on OSCAR. If you sent a paper application, you should send a letter by U.S. mail informing the judge of your withdrawal. It is not necessary to write anything more than the following:

Dear Judge Doe:

I am writing to withdraw my application from consideration. I have accepted an offer to clerk in another judge's chambers. Thank you for your time.

Sincerely,

Sally Student