

Application Transmittal

Note: Applications should not be sent by email to judges unless specifically requested.

From: jdoe@virginia.edu

To: smithh@ca7.courts.gov

Subject: Jane Doe (UVA Law) 2022 Clerkship Application

Attachments: Doe_ApplicationPacket

Dear Judge Smith:

I am a third-year student at the University of Virginia School of Law, and I write to apply for a clerkship in your chambers for the 2022 term. I have attached my application materials, including a cover letter, resume, and transcript. I would be happy to speak with you further about my application or provide any additional materials that would be helpful.

Thank you for your time and consideration.

Sincerely,

Jane Doe

University of Virginia School of Law, Class of 2022

(555) 555-5555

jdoe@virginia.edu