

Sample Thank You Letter Following the Interview

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September 7, 2010

The Honorable Vaughn R. Walker
Chief Judge
United States District Court for the Northern District of California
450 Golden Gate Avenue
San Francisco, CA 94102

Dear Chief Judge Walker:

It was a pleasure meeting with you yesterday. Thank you for the opportunity to interview with you for a law clerk position for the 2011-2012 term. I enjoyed learning more about the jurisdiction of the Northern District of California and specifically about the duties of your law clerk.

I am pleased that you enjoyed my article, "Electronic Discovery and Employment Litigation," and that you have expressed an interest in reading my *Journal* note. I will send you a copy of the note upon its completion.

As I indicated in my interview, I am keenly interested in serving as your law clerk. Please contact me if you require further information. I look forward to hearing from you.

Sincerely,

Tara C. Williams (your handwritten signature)

Tara C. Williams