

[Sample Thank You Letter – Summer Judicial Intern/Extern/Law Clerk Interview]

Jane E. Smith
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December 10, 2011

The Honorable Nanette Kay Laughrey
United States District Court
Western District of Missouri
131 West High Street
Room 307
Kansas City, Missouri 65101

Dear Judge Laughrey:

Thank you for meeting with me yesterday about the Summer Judicial Intern position available in your chambers.

After learning more about the daily tasks of your interns, I am even more interested in working in your chambers this summer. I am excited about the opportunity to assist you and your clerks, and to learn more about the judicial process.

Please also extend my appreciation to your judicial assistant for setting up my interview, and to your law clerks for answering my questions about the position. Please contact me at (314)123-4567 if I can provide any additional information. I look forward to hearing from you.

Sincerely ,

Jane E. Smith

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