

**Robert Smith**

**Deputy Clerk**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Kindly accept my application for Deputy Clerk, which is vacant in (XXX court). I am confident that my educational qualification and my prior work experience as a Deputy Clerk for six years in (YYY court) suits the job opening. The skills and knowledge acquired by me in six years can benefit your company and me.

(XXX court) is located in (XXX place), and it is well known for its critical legal proceedings. This court has resolved some of the most notorious cases in criminal history. It would be my privilege to be part of your judicial system.

I am proficient in handling various kinds of people with patience. Documents and legal proceeding that are done by me has achieved success in many cases. At my current workplace, I am tasked with the following responsibilities.

* Assisting senior clerks in courts.
* Assisting judges in the absence of senior clerk.
* Preparing all the legal documents.
* Deal with all the court-related forms, warrants and petitions.
* Collecting fines fees and record them properly.
* Document name change.

As a deputy clerk, I have handled a team of 5 members for eight months and received an award for completing that task successfully. I believe that [XXX Court] will act as a platform to enhance my skills which will mutually benefit both the parties.

Thank you for your time and consideration.

Sincerely,

[Your Name]