15th July 2009

Ms. Amy Winston,

Connecticut Court of Appeals,

Wilfred Avenue,

Fairfield CT 06800

Dear Ms. Winston,

I am interested in applying for the position of Chief Court Clerk at the Connecticut Court of Appeals, which I am told is available at present.

Apart from having gained a bachelor’s degree in Law, I also have an additional diploma in business administration and have been working as a Deputy Court Clerk for the past two years. I am aware of the duties and responsibilities of the Chief Court Clerk and am sure that I will do great justice to the same.

I am well versed with the procedures of the Court of Appeals and am fluent with the legal terminology and practices used in the same. I pride myself in my ability to organize, maintain and manage court records and excel in the use of the word processing software. In addition, I am also well versed with the accounting software and techniques used in this court.

I would love to discuss my candidature in detail with you by way of an interview. Please feel free to call me at (203) 888-9876 at your convenience.

Thanking you for your time and looking to hearing from you at the earliest.

Sincerely,

Jennifer Charleston

Jennifer Charleston

Encl. Resume