



# TOLEDO LAW

THE UNIVERSITY OF TOLEDO

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## Upcoming Programs

### Individual Appointments Available All Summer Long

8:30am - 5pm: Monday - Friday

Have a question about fall recruiting? Need help with your resume, cover letter, or writing sample? Or general advice on how to handle a professional situation? The OPD office is open all summer long. We're here 8:30am - 5pm Monday - Friday.

If you prefer to make an appointment with your counselor, either send us an email, or call us at 419-530-2851.

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## Job Fairs

To review information on these and other job fairs on the OPD's Job Fairs page, [click here](#). Students who register for any job fairs should also send an e-mail to Kelly Tomlinson at [kelly.tomlinson@utoledo.edu](mailto:kelly.tomlinson@utoledo.edu) to notify her that they have registered.

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## OPD Evening Hours

The OPD staff is available in the evenings by appointment. If you would like to make an appointment, please contact us at [opd@utoledo.edu](mailto:opd@utoledo.edu) or 419-530-2851.

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## Fellowships

### Equal Justice Works Fellowship

Veterans, immigrants, low-wage workers, tenants: many communities throughout the country face systemic injustices, yet few are fully equipped to fight back. Through funding, training, and support, Equal Justice Works Fellowships empower emerging public interest attorneys to tackle such issues on behalf of their communities. Fellows design their own projects, allowing them to jump-start sustainable public interest careers while addressing the issues they deem most pressing.

Equal Justice Works Fellows create innovative solutions. This could mean aiding

refugees seeking new homes, helping children and families secure healthcare, combating youth homelessness, or tackling any number of other important issues. No matter the issue one is addressing, to be an Equal Justice Works Fellow is to *be the solution*.

**This year, we are accepting applications in any issue area for the 2018 Fellowship class, between June 28 and September 27, 2017.** The application process is competitive, and we want to ensure candidates stay on track to submit top-tier proposals, every step of the way.

For best results, we encourage Fellowship applicants to attend an informational webinar prior to submitting an application. All sessions will occur from 3-4 pm EST. Register [here](#).

- **August 8, 2017**
- **August 23, 2017**

Interested in becoming a Fellow? [Download our Fellowship Application Guide](#): we'll show you how to *Identify the Issue, Find the Partner, Design the Project, and Complete the Application*.

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## **2018 Justice For All Fellowships - Ohio Legal Assistance Foundation**

The Ohio Legal Assistance Foundation is seeking outstanding recent law school graduates with a passion for public service to give a legal voice to Ohioan's who can't afford it. Justice for All Fellows, working in partnership with host organizations, design and implement unique projects to help achieve justice for individuals and families across Ohio.

For more than 15 years the Foundation has supported cutting-edge work by fellows to address emerging legal needs for Ohio's most vulnerable citizens. Foundation-funded fellows craft innovative solutions to pressing legal problems and work directly with clients. Past projects have included: helping children with disabilities achieve success in school; preventing homelessness for veterans and their families; and, ensuring seniors have access to critical medical care.

Email OPD for the application.

**Application Deadline: October 2, 2017**

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## Scholarships and Programs

### State Bar of Michigan's SBM NEXT Conference: September 27 - 29th in Detroit!

Join us at **SBM NEXT Conference** September 27-29 in Detroit to make hundreds of connections that will allow you to do just that. Formerly the Annual Meeting/Solo & Small Firm Institute, the **NEXT Conference** focuses on the future of law practice by bringing Michigan lawyers together in a whole new way to learn, share ideas, make connections, and more. Tailor the program to your needs by creating your own unique experience. Want to attend a section meeting, grab lunch, and catch an educational session or two? We've got you covered. Or maybe you'd rather focus on education and networking? You can do that too with a new, inclusive "all-member" lunch and reception. With two-day, one-day, and a la carte pricing options, it's the conference that fits your schedule. Your conference, your way.

Click Here for the Agenda: <https://www.eiseverywhere.com/ehome/sbmnext/agenda/>

**Free Events: Section & Ancillary Group Meetings, Exhibit Hall, Continental Breakfast, and Learning Labs.**

#### Education Sessions:

Education Sessions

ay All-Member Networking Luncheon,  
tion and Celebrating Diversity Reception,  
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Thursday All-Member Networking Luncheon,  
tion, and the Celebrating Diversity Reception

.PM&LA Section lunch

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**\*\*Partial Funding MAY be available for registration fees. Contact OPD for more information\*\***

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### **Shumaker, Loop & Kendrick Diversity Scholarship**

The scholarship is available to students who are members of underrepresented or minority groups. Contact OPD for the application.

**The application deadline for 2Ls is August 15, 2017** and the application deadline for 1Ls is January 15, 2018.

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### **Frost Brown Todd, LLC 2017 Diversity Scholarship**

Frost Brown Todd is committed to building and maintaining, as a central and permanent part of our legal culture, a diverse and inclusive team environment. As part of that commitment, Frost Brown Todd is proud to announce its 2017 Diversity Scholarship. Frost Brown Todd plans to award five \$2,000 scholarships to law students of different backgrounds and varied life experiences who attend law school in our footprint. To be considered for the scholarship awards, 2017-2018 law students should fill out the application and return, with supporting documentation, to Justin Fowels at Frost Brown Todd by **September 1, 2017**.

**Email OPD for the application.**

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## **Letters of Recommendation**

# Four items to include when requesting a letter of recommendation

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# 01

**Enough time to write**



If someone agrees to write a letter of recommendation for you, they will want to think about how to portray you as the best fit for the job.

Give them enough time before the deadline to write the letter.

**Ask: At least 2 weeks, preferably a month before you want to turn in the application.**

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# 02

**An explanation on why you want the job**



Explain your interest in the job and why you are qualified for it. If it's for an award, explain the selection criteria. Don't assume they will know what makes you the best applicant.

**Explain: Why you're asking for a recommendation for THIS job.**

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# 03

**Important information on employer & yourself**



When requesting the letter, give the writer important information including the employer's address, whom the letter should be addressed, and the deadline. Send them a copy of your resume and transcripts.

**Provide: Essential information for a good letter**

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## Jobs of the Week

Below are a few select job postings for 2L and 3L/4L students. For the full posting and to view other positions go to [Simplicity](#). Apply as soon as possible!

### [Law Clerk - Part time & Full Time](#) (9030)

City of Chicago Department of Law (Chicago, IL)

LAW CLERK Job Number: 1631-DOL-2017

#### JOB ANNOUNCEMENT

Department of Law

Building & License Enforcement (BLE) Division

Legal Information & Prosecutions (LIP) Division

Collections, Ownership, and Administrative Litigation (COAL) Division

Number of Vacancies: TBD (to be determined based upon Budget approval and vacancie

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### [Law Referral Service - Student Worker](#) (9024)

Toledo Bar Association (Toledo, OH)

Lawyer Referral Service - Student Worker

The Toledo Bar Association is seeking a part-time student worker to assist with client int Referral Service. The Lawyer Referral Service helps connect clients with lawyers in parti of attorneys who serve clients of modest means ... [view details](#)

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### [MAC Diversity & Inclusion Intern](#) (9017)

The University of Toledo (Toledo, OH)

MAC Diversity & Inclusion Internship

TOLEDO - Fall 2017

The University of Toledo is accepting applications for the position of MAC Diversity & l time appointment for one academic semester, beginning on Aug 28, 2017 and concluding



an introduction to collegiate ev ... [view details](#)

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[Legal/Licensing Intern - Fall 2017](#) (9015)

Quicken Loans (Detroit, MI)

Legal/Licensing Intern - Fall 2017

Company In-House Realty

Job Location US-MI-Detroit

Who We Are:

In-House Realty is the preferred real estate partner of Quicken Loans, the nation's second Headquartered in Detroit, we lead a network of 25,000 top-notch real estate agents across

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[2018 Summer Law Intern Program](#) (9022)

U.S. Department of Justice

For full details and link to apply go to: <https://www.justice.gov/legal-careers/summer-law>

How would you like to get paid for the experience of a lifetime?

That is just what the Department's Summer Law Intern Program (SLIP) has to offer. The recruitment program for compensated summer ... [view details](#)

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[2018 Summer Law Clerk Position](#) (9004)

U.S. Department of Justice, Environment and Natural Resources Division

DOJ's Environment and Natural Resources Division (ENRD) employs litigators who represent the United States. ENRD's litigators may be preparing and arguing civil and criminal enforcement challenged federal agency actions arising from well over 10 ... [view details](#)

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[2018 Spring Law Clerk Position](#) (9004)

U.S. Department of Justice, Environment and Natural Resources Division

DOJ's Environment and Natural Resources Division (ENRD) employs litigators who represent the United States. ENRD's litigators may be preparing and arguing civil and criminal enforcement

challenged federal agency actions arising from well over 100 federal environmental laws. Th

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[2018 Summer Associate](#) (8994)

Kohnen & Patton LLP (Cincinnati, OH)

\*\*Toledo Law Resume Collect\*\*

Kohnen & Patton LLP has an opening for a 2018 Summer Associate working primarily in estate planning.

- 2L Full Time and 3L Part Time
- Must be in top 20% of class

To apply

Submit cover letter, resume, transcript, references and writing sample through this postin

[Summer Associates 2018](#) (8930)

Plunkett Cooney, P.C. (Bloomfield Hills, MI)

\*\*Toledo Law Resume Collect\*\*

Plunkett Cooney, P.C. is seeking summer associates for the summer of 2018. .

Students must submit: resume, writing sample, transcript and references.

Required Qualifications: 3.2 GPA; Top 20% of class.

Preferred Qualifications: Law Review and/or Moot Court

[www.plunkettcooney.com](http://www.plunkettcooney.com)

Interested stude ... [view details](#)

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[2018 Summer Associates and New Associates](#) (8995)

Dinsmore & Shohl LLP

\*\*Toledo Law Resume Collect\*\*

## 2018 Summer Associates and New Associates

Dinsmore & Shohl, a prominent national law firm with over 640 attorneys in 21 offices, is a interested in Cincinnati, Columbus, and Dayton, OH, Chicago, IL, Denver, CO, Lexington a Detroit, MI, Pittsburgh, ... [view details](#)

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### [Summer Associate 2018](#) (8978)

Kerr, Russell and Weber, PLC (Detroit, MI)

Toledo Law Resume Collect

Kerr Russell seeks candidates for its 2018 Summer Associate program.

#### Required Qualifications:

Top 10% of class. Committed to working in southeast Michigan.

#### Preferred Qualifications:

Law Review or Moot Court

The summer program is 11 weeks long. Students selected for interview will be asked to t

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### [Law Clerk - Part-Time Academic Year](#) (8975)

Anspach Meeks Ellenberger LLP (Toledo, OH)

Law Clerk - Part-Time Academic Year

Anspach Meeks Ellenberger is seeking law clerks for the current school year and possibly

This posting is open to 2L and 3L students interested in working during the 2017-18 acad

The firm has an immediate need for a part-time law clerk with strong researc ... [view deta](#)

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## General Info

**Be featured on the Toledo Law Social Media Accounts!**

Are you attending networking events this summer? Traveling? Studying Abroad? We want to share your summer experiences and photos on Toledo Law's social media pages. Please email any photos and a short description to [Laura.Schmidt2@utoledo.edu](mailto:Laura.Schmidt2@utoledo.edu) for possible inclusion on social media this fall. We'd love to see you wearing Toledo Law apparel in unique places, meeting alumni and members of the bar, and taking classes overseas, for example.

Facebook: <https://www.facebook.com/utoledolaw/>

Twitter: [@utoledolaw](https://twitter.com/utoledolaw)

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**Find archived newsletters [here](#)**

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**"Like" us on Facebook!** <https://www.facebook.com/ToledoLawOPD>

Stay up to date on upcoming events by liking us on Facebook.

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**Comprehensive Fellowship Guide – Now Available on PSJD**

The 2016-2017 edition of the [Comprehensive Fellowship Guide](#) is now available online on PSJD. The Guide provides a portal to the database, which features over 300 fellowship opportunities. Because the Guide is available online, it will always reflect the most recent updates and is available to job seekers and career development offices 24/7. PSJD also provides tips on applying for [fellowships](#) as well as a [primer](#), including how to search by fellowship type, geographic location, or deadline. Many fellowship application deadlines are quickly approaching.

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## Bar Exam Info

For links to state bar exam websites, [click here](#).

## Ohio Bar Exam Info

[MORE ABOUT OHIO DEADLINES](#)

### 2017

- Aug. 15 **Deadline:** Late Application to register as a candidate for the February 2018 bar examination
- Nov. 1 **Deadline:** Application to take the February 2018 bar examination  
**Note: The dates for the February 2018 bar examination are February 27, 28, and March 1**
- Nov. 15 **Deadline:** Timely [Application to Register as a Candidate for Admission](#) to the Practice of Law (for applicants in the second year of law school)
- Dec. 11 **Deadline:** Late Application to take the February 2018 bar examination

**IMPORTANT:** Every applicant who intends to take the Ohio bar examination shall file with the Office of Bar Admissions of the Supreme Court an Application to Register as a Candidate for Admission to the Practice of Law by November 15 of the applicant's second year of law school. *(This means in your second year of law school, whether you are on the Full-Time or Part-Time track, no matter when you plan to graduate!)* [Click here for more details.](#)

## Michigan Bar Exam Info

[MORE ABOUT MICHIGAN DEADLINES](#)

Applications for the **Feb. 2018** exam will be accepted after August 15, 2017, and **must be electronically submitted prior to midnight EST, Dec. 15, 2017.**

**DEADLINES FOR OTHER STATES VARY, PLEASE CHECK WITH THE STATE IN WHICH YOU PLAN TO TAKE THE BAR EXAMINATION FOR MORE DETAILS.**

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