

# Jane Doe

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Advocates for Basic Legal Equality, Inc.  
525 Jefferson Avenue Suite 300  
Toledo, OH 43604

Dear Hiring Committee:

I am a first-year law student at the University of Toledo College of Law writing to express my strong interest in the Summer Associate position at Advocates for Basic Legal Equality (ABLE). I am particularly drawn to ABLE's mission of providing high-quality legal services to low-income individuals and addressing the root causes of poverty. I would like to be considered for the Toledo office location, with primary interests in eviction defense and domestic violence survivors' rights.

As a Department Supervisor at Home Depot, I have experience resolving complex customer disputes and have obtained valuable skills in client advocacy and conflict resolution. Daily, I worked with diverse customers to understand their needs and develop solutions, much like the careful attention required when serving ABLE's clients. This role taught me to maintain composure and professionalism while helping people navigate challenging situations – skills that would translate well to supporting clients facing housing instability or domestic violence.

My commitment to public service is demonstrated through my ongoing volunteer work with Habitat for Humanity, where I've gained firsthand exposure to housing accessibility issues affecting low-income families. This experience has deepened my understanding of the barriers many ABLE clients face and strengthened my dedication to advocacy for vulnerable populations.

Thank you for your consideration. I look forward to the opportunity to contribute to ABLE's important work and develop my skills as a public interest lawyer under the mentorship of your experienced attorneys.

Sincerely,

Jane Doe