

# John Doe

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November 10, 2025

Marshall Law  
1234 Main St.  
Troy, MI 48084

Dear Hiring Manager:

I am writing to apply for the law clerk position at Marshall Law. As a first-year law student at the University of Toledo College of Law with six years of teaching experience managing high-volume classrooms, I offer a unique combination of adaptability, communication skills, and proven ability to manage multiple priorities effectively.

My experience as a Social Studies Teacher at Toledo Public Schools has equipped me with skills directly applicable to a fast-paced legal environment. Daily, I managed multiple classes of 30+ students while simultaneously handling parent communications, maintaining detailed documentation, and adapting lesson plans to meet diverse needs. This experience demonstrates my capacity to manage large caseloads and maintain attention to detail while juggling multiple responsibilities.

Additionally, my role in developing and implementing curriculum required strong analytical and writing skills, while leading the Debate Club enhanced my ability to construct persuasive arguments and listen to others. These skills, combined with my gained experience in my legal writing classes, align well with the legal research and drafting requirements of the position.

I am particularly drawn to Marshall Law's diverse practice areas in the Troy, Michigan office and the opportunity to learn from experienced attorneys. My background in education has instilled in me a strong commitment to learning and professional growth, which I would bring to this position.

I welcome the opportunity to discuss how my background and skills would benefit Marshall Law. Thank you for your consideration.

Sincerely,  
John Doe