

# FIRST M. LAST

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Legal Aid of Society of Greater Cincinnati  
215 E 9<sup>th</sup> Street  
Cincinnati, OH 45202

Dear Hiring Committee:

I am writing to apply for the summer law clerk position at the Legal Aid Society of Greater Cincinnati. I am a second-year law student at The University of Toledo College of Law and I am excited about the opportunity to contribute to Legal Aid's mission of providing civil legal services to underserved communities.

During my clerkship at the U.S. Attorney's Office for the Northern District of Ohio, I gained substantial experience in legal research and writing by drafting briefs and legal memoranda. I also developed strong litigation support skills by preparing deposition questions and summarizing depositions. These experiences have equipped me with the technical skills needed to assist Legal Aid attorneys with case preparation and research.

My work at the University of Florida Legal Services provided valuable experience serving clients from diverse backgrounds facing various civil legal matters. Through conducting intake interviews on landlord/tenant disputes, contract issues, and family law cases, I developed strong client communication skills and insight into the challenges faced by underserved populations. This experience aligns directly with Legal Aid's mission and practice areas.

Public service is important to me and is demonstrated through my ongoing volunteer work with the Toledo Bar Association Pro Bono Legal Services and the Big Brothers Big Sisters program. These experiences reflect my dedication to serving vulnerable populations and contributing to community wellbeing.

I would welcome the opportunity to discuss how I can contribute to Legal Aid's important work serving Southwest Ohio communities. Thank you for your consideration.

Sincerely,

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