

First M. Last

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November 15, 2025

Address Block

Name

Firm

Address

Dear Jane Smith,

I am writing to express my strong interest in the Summer Associate position at Smith Law for the summer of 2026. As a second-year student at the University of Toledo College of Law actively engaged in moot court, I am excited about the opportunity to contribute meaningfully to your diverse and dynamic legal team.

My legal education has equipped me with a strong foundation in research, writing, and advocacy. I earned highest rankings in both Lawyering Skills I and II and advanced to the finals of the 2025 Fornoff Moot Court Competition, earning the Solicitor's Award. This experience has deepened my understanding of legal analysis and strengthened my ability to communicate complex concepts clearly and I am also excited about this upcoming semester, as I will serve as a teaching assistant for Contracts I.

This past summer, I am worked as a judicial extern for U.S. Magistrate Judge Vanessa A. Miller in the Eastern District of Michigan. In this role, I researched and drafted a report and recommendation on an ERISA matter, analyzed Social Security disability records, and participated in mediation sessions. Seeing these important matters unfold opened my eyes to the role the judiciary plays that most people will never see.

Prior to law school, I served for nearly two decades in the U.S. Army, where I developed a leadership style grounded in accountability, precision, and teamwork. From supervising logistics for a 16,000 soldier division to managing human resources for a 900-soldier unit, I bring a level of maturity and discipline that complements the demands of a professional legal environment.

Smith Law's reputation for excellence across a broad spectrum of practice areas, particularly litigation, labor and employment, and business transactional work, aligns perfectly with my interests and goals. I am eager to immerse myself in challenging assignments, learn from your talented attorneys, and contribute to your continued success. Thank you for considering my application. I would welcome the opportunity to interview and further discuss how my experiences can contribute to Smith Law's team this coming summer.

Sincerely,

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