

FIRST M. LAST

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September 15, 2020

Alice Radu, Esq.
Polk Edison & MacMurray, PLC
506 W. Beech Street
Kalamazoo, MI 45890

Dear Ms. Radu:

I am a rising second-year student at the University of Toledo College of Law writing to apply for a law clerk position next summer at Polk Edison & MacMurray, PLC. As you will note from my resume, all my work and education prior to law school have been in Michigan. My plan is to take the Michigan Bar and practice law in Michigan.

During my time as a law student at The University of Toledo College of Law, I have maintained an exemplary academic record. My high GPA and highest ranking awards in Civil Procedure I and Criminal Procedure are evidence of this. Like many other law schools around the country, last semester The University of Toledo College of Law changed its grading system to honors/satisfactory/unsatisfactory after moving to remote learning due to the coronavirus pandemic. Those who ranked in the top 25% of the class were given honors designations, and I received honors designations in four of my five classes last semester. Additionally, as a new associate member of *The University of Toledo Law Review*, I spent a semester cite-checking articles and researching cyber security issues for my note. These activities have helped to strengthen my research and editing skills. I hope to be able to use these skills to effectively serve Polk Edison & MacMurray clients.

In addition to my academic achievements, my past internship at the Grand Rapids Public Defender's Office has given me a strong foundation in a real-world legal setting. I explained plea deals to clients and researched cases that could strengthen our clients' legal positions. Furthermore, I learned about courtroom practice by observing two full trials from start to finish.

I would welcome the opportunity to further discuss a summer law clerk position with Polk Edison & MacMurray, PLC. Thank you for your consideration.

Respectfully,



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Enclosure