

First Middle Last

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January 10, 2021

John Walker, Esq.
Smith, Johnson and Walker
One IBM Plaza, Suite 1800
Chicago, Illinois 60601

Dear Mr. Walker:

I am currently a second-year student at The University of Toledo College of Law writing in response to the summer 2021 law clerk job posting on Smith, Johnson and Walker's website.

My undergraduate degree is from Wittenberg College in Evanston, Illinois. The four years I spent there convinced me that I would like to establish a legal career in Chicago. Additionally, I am particularly interested in Smith, Johnson and Walker because of its emphasis on litigation. I understand from speaking with Jane Doe, a graduate of Toledo Law and a member of your firm's litigation department, that your firm has an excellent rotation system to allow summer associates the chance to explore numerous litigation-focused practice areas this summer.

My academic credentials and experience are an excellent fit for this position. This past summer, I served as an extern in the chambers of Judge Phillips at the Cook County Court of Common Pleas, where I developed the ability to analyze evidence efficiently and accurately. This semester, my focus will be on gaining advocacy skills through working in the Civil Advocacy Clinic and participating on the Business Law Moot Court team.

Enclosed you will find my resume and a writing sample for your review. I will be in Chicago the second week of March and will contact your office in the next few weeks with the hope of scheduling an interview. Thank you for taking the time to consider my qualifications.

Sincerely yours,



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Enclosures