

First Middle Last

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The Honorable Jane Doe
Court of Chancery
New Castle County Courthouse
500 North King Street
Wilmington, Delaware 19801

August 1, 2020

Dear Judge Doe:

As a second-year student at The University of Toledo College of Law, I am writing to apply for a clerkship in your chambers for the 2022-2023 term. I will sit for the Delaware bar examination in July 2022.

My interest in a clerkship with your chambers is due to the Court of Chancery's involvement in the determination of business disputes. As you will see from the enclosed materials, I am pursuing a joint Juris Doctor/Master of Business Administration degree and my undergraduate degree is in Business Administration. In addition to my business focus while in school, I worked for the law firm of Banks & Creditors, LLP in their business litigation section this past summer. The work I performed on a number of contract disputes, corporate mergers, and bankruptcy matters gave me a strong foundation in analyzing complex business issues.

Academically, I rank in the top 15% of my class and earned highest ranking awards in Lawyering Skills I and II. Recently, I accepted an associate member position on *The University of Toledo Law Review*. The upcoming experience of writing a note and editing the work of others will allow me to gain excellent technical proficiency in research and writing.

Enclosed you will find a copy of my resume, current law school transcript, and writing sample. Professors Right and Smith have provided letters of recommendation as well. I look forward to the opportunity to discuss my qualifications with you in greater detail. Thank you for your consideration.

Respectfully,



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Enclosures