

# FIRST LAST

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August 1, 2021

The Honorable William Q. Hayes  
U.S. District Court for the Southern District of California  
Jones Memorial Courthouse  
940 Front Street  
San Diego, CA 92101

Dear Judge Hayes:

As a San Diego native and current second year law student at The University of Toledo College of Law, I would appreciate your consideration for the judicial clerkship available in the fall of 2022. My strong interest in criminal litigation and writing experience would allow me to understand and contribute to the work of your chambers.

This past summer, I interned with the Federal Public Defender's Office for the Northern District of Ohio. There, I met with clients prior to felony arraignments, researched and wrote memoranda for my supervising attorney, and interviewed prospective expert witnesses. Additionally, I observed a murder trial and a money laundering trial. After seeing the attorneys' litigation strategies, hearing the judges' rulings, and learning the jury verdicts, my understanding of courtroom practice was further solidified. My experiences at the Federal Public Defender's Office have given me the background needed to assist you with your criminal law docket.

Additionally, I have taken advantage of many opportunities to hone my legal writing skills. My work on the appellate brief assignment in Research and Writing II earned me an "A" grade in the course and the practical memoranda writing at the Federal Public Defender's Office taught me how to write clearly and succinctly. Finally, I recently became an associate member of *The University of Toledo Law Review* and look forward to further refining my legal writing skills when drafting my note.

Enclosed are my resume and writing sample for your review. I would appreciate the opportunity to discuss my background with you. Thank you for your consideration.

Respectfully,



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Enclosures