

First Middle Last

8 Sunny Valley Drive #19, Toledo, OH 43612 • (419) 537-2916 • name@utoledo.edu

March 7, 2021

John Milford
Vice President
Ohio National Bank
1090 Eagle Drive
Detroit, MI 48162

Dear Mr. Milford:

The trust position open with Ohio National Bank has come to my attention through the Michigan Lawyers Weekly listing. My background in banking, as well as my studies in finance and law, has given me a strong interest in trust management. I believe my interests and skills are well-suited to the work of your office.

Before attending law school, I spent three years working for Ohio Bancorp, formerly Private Bancorp. During those three years, I progressed from mailroom clerk to utility teller and clerk. Over the course of my employment, I was exposed to both personal and business banking and was required to have a working knowledge of these areas since I frequently worked in both.

During that time, I developed an interest in banking and finance, specifically trusts, and tailored my finance degree to allow exposure to the areas of financial institution analysis, investments, and estate planning. I have continued to remain current on legislation and practices in these areas. Throughout law school, I have concentrated my elective course work on the areas of business and commercial law, including securities regulation, corporate finance, estate planning, and taxation.

My resume and transcripts are enclosed for your review. I would appreciate the opportunity to meet with you and discuss my qualifications for the trust position. Thank you for your consideration.

Regards,



First Middle Last

Enclosures