

FIRST LAST

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February 17, 2021

Mark Hopperton
Hopperton, Wentzel & Smith Co., LPA
156 E. State Street, Suite 300
Indianapolis, IN 46204

Dear Mr. Hopperton:

Presently, I am a third-year student at The University of Toledo College of Law and am interested in an associate position with Hopperton, Wentzel & Smith Co., LPA. My goal is to practice in Indiana, as I grew up in the greater Muncie area and earned my undergraduate degree at Indiana University. After graduation, I will sit for the Indiana Bar Examination in July and plan to practice long-term in the state of Indiana.

Over the past year, I gained valuable practical experience as a law clerk at Brown & Zinger, a well-respected litigation firm in Toledo. The research I have conducted and the briefs, motions, complaints, and legal memoranda I have written strengthened my legal research and writing skills. Furthermore, I was able to observe motions and hearings related to the cases on which I worked.

Additionally, as a Certified Legal Intern with the College of Law Civil Advocacy Clinic, I was responsible for managing several divorce cases. My responsibilities included client intake and complaint filing all the way to final hearing. The experience taught me to manage cases and balance competing priorities while adhering to strict deadlines.

I have enclosed a copy of my resume for your review and look forward to discussing my qualifications in greater detail. On April 7, I will be in the Indianapolis area and would appreciate the opportunity to meet with you. Otherwise, I can return to the area at your convenience. Thank you for your time.

Sincerely,



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Enclosure