

FIRST M. LAST

878 W. Pine Avenue, Monroe, MI 48162 • 787-987-6754 • name@gmail.com

April 1, 2020

Michael Jones
Public Defender
Peoria County Public Defender's Office
34543 Courthouse Way
Peoria, IL 61600

Dear Mr. Jones:

As a third year law student at The University of Toledo College of Law, I am writing to apply for the open Assistant Public Defender position at the Peoria County Public Defender's Office. My background and interest in criminal law, as well as my intention to practice law in Central Illinois, make this position very appealing. I grew up in Peoria, but after spending time away, I felt a strong urge to practice in my hometown. Now, I will sit for the Illinois Bar Exam in July.

My interest in criminal law began early in law school. I took as many criminal law classes as my schedule would allow and am on track to graduate with a Certificate of Concentration in Criminal Law. Additionally, I wrote an Advanced Legal Writing paper on minimum sentencing guidelines for which I received an "A" grade. Furthermore, as Vice President of the Criminal Law Society, I helped recruit speakers for our lunchtime speaker series. The skills and knowledge I have gained through these classes and my time in the Criminal Law Society will allow me to quickly transition from law school to the practice of law.

Over the past year, I have worked with two public defender's offices. These experiences have allowed me to gain practical working knowledge of the rigors of working as a public defender. At the Federal Public Defender's Office for the Northern District of Ohio, I observed felony arraignments, researched and wrote memoranda for my supervising attorney, and interviewed prospective expert witnesses. Last summer, I took on substantial responsibility at the Fremont County Public Defender's Office where I handled a caseload similar to that of a new attorney because of a budget shortfall. There, I conducted client meetings, prepared motions, handled arraignments, represented clients at hearings, and even went to trial as an Ohio-certified legal intern. This work was personally rewarding, and I hope to be able to continue to pursue my passion at the Peoria County Public Defender's Office.

Enclosed are my resume and writing sample. I would welcome the opportunity to meet with you and discuss a career as an Assistant Public Defender. Thank you for your time and consideration.

Sincerely,



First M. Last

Enclosures