

# First M. Last

876 Old Orchard Lane, Toledo, OH 43606  
(419) 777-7777 • name@gmail.com

December 10, 2016

Mr. Douglas B. Moylan  
Attorney General  
Office of the Attorney General  
Guam Judicial Center, Suite 2-200E  
Hagata, GU 96910 USA

Dear Attorney General Moylan:

As a graduate of The University of Toledo College of Law and Ohio-licensed attorney, I am writing to apply for the child support attorney position at the Office of the Attorney General. In particular, working in Guam in this capacity appeals to me because I grew up in Honduras and Kenya and understand the importance of guaranteeing impoverished children a means of support.

I have supplemented my studies with litigation exposure by clerking for Judge Maureen McKnight of the Brooke County Circuit Court. Judge McKnight's docket included the family law rotation, child support enforcement, violation of restraining orders, and probation violation hearings. My responsibilities included running the courtroom, writing and distributing paperwork, and communicating with the parties during proceedings. I have learned a great deal about child support enforcement from litigating attorneys and my supervising judge.

Additionally, my work experience during law school familiarized me with the skills needed to practice law effectively. As an intern at Wood County Legal Aid, I successfully negotiated settlements for several restraining orders and stalking cases. Later, while working as a law clerk at Archer Hart Lashway & Heshner, I engaged in trial preparation for termination of parental rights cases and initiated lawsuits for new clients by identifying claims, writing demand letters, and drafting complaints. These hands-on experiences have given me the opportunity to practice and develop my advocacy skills.

Enclosed are my resume, writing sample, and transcript. I look forward to speaking with you about how my skills can help further the work of the Office of the Attorney General. Thank you for your time and consideration.

Sincerely,



First M. Last

Enclosures