

# FIRST M. LAST

777 N.W. University Avenue, Apt. 2B • Maumee, OH 32606 • 419-777-7777 • name@utoledo.edu

September 15, 2020

Alice Radu, Esq.  
Polk Edison & MacMurray, PLC  
506 W. Beech Street  
Kalamazoo, MI 45890

Dear Ms. Radu:

I am a rising second-year student at the University of Toledo College of Law writing to apply for a law clerk position next summer at Polk Edison & MacMurray, PLC. As you will note from my resume, all my work and education prior to law school have been in Michigan. My plan is to take the Michigan Bar and practice law in Michigan.

During my time as a law student at The University of Toledo College of Law, I have maintained an

Enclosure