

# Spencer Mark Smith

6615 W Bancroft St. Apt. H-60  
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February, 2016

Dear Prosecuting Attorney:

I am a third year law student at The University of Toledo College of Law, and I am determined to pursue a career as an assistant prosecuting attorney upon graduation in May, 2016. I will be taking the Ohio Bar Exam in July 2016. My academic and professional training, combined with my passion for criminal justice, make me a strong candidate for a position as an assistant prosecutor.

I already possess extensive and varied criminal law experience. Before law school, I was employed as a law clerk for two summers and during holidays by the Lawrence County Prosecutor's Office in Ironton, Ohio. That experience peaked my interest in the study of law. I was inspired by interacting with clients and assisting attorneys in and out of the courtroom.

Following my first year of law school, I worked at the Wood County Prosecutor's Office in Bowling Green, Ohio. I spent that summer working in the appellate division researching many legal issues and honing my legal writing skills. I was able to assist in writing two appeals in front of the Ohio Sixth District Court of Appeals.

During my second summer, I received my Legal Intern Certificate, which authorized me to appear and speak on the record. I chose to work for the Toledo City Prosecutor's Office in the hopes that the high volume case load would garner trial opportunities. It did. I appeared on record many times, and had the opportunity to try three bench trials under supervision.

This fall semester, I returned to the Wood County Prosecutor's Office through a Criminal Law Externship. I worked for over 250 hours and accomplished my goal of helping to try and win a jury trial. The Defendant was charged with four felonies, rape, unlawful sexual conduct with a minor, and two counts of gross sexual imposition. The jury found him guilty of all four counts. My contribution was the direct examination of a key witness, where I had to argue the admissibility of a hearsay statement made by a dead declarant.

In addition to my legal experience, I have taken every opportunity to prepare myself for a career in criminal prosecution. I have completed virtually every criminal law course offered in law school. Through my work in the Criminal Appeals Clinic, I have refined my research and writing skills. During my training as a member of the Trial Advocacy Team, I developed strong oral advocacy skills which are critical in the courtroom.

My résumé is enclosed for your review. I look forward to discussing my legal education and experience further. Thank you for your consideration of my qualifications and interest.

Sincerely,

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## EDUCATION

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**The University of Toledo College of Law** – Toledo, Ohio  
*Juris Doctor Anticipated, May 2016*

Concentration: Criminal Law  
Activities: Trial Advocacy Team – Member 2014-2015  
Delta Theta Phi Law Fraternity – Member Liaison 2014-2015

**West Virginia University** – Morgantown, West Virginia  
*Bachelor of Arts, May 2013*

Major: Political Science  
Concentration: Law and Legal Studies  
Honors: West Virginia Promise Scholarship Recipient (full tuition – all four years)  
Eberly College of Arts and Sciences Dean's List, *Fall 2011*  
Study Abroad: Comparative Legal Systems, Strasbourg, France, *Summer 2012*

## LEGAL EXPERIENCE

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**Wood County Prosecutor's Office** – Bowling Green, Ohio  
**Extern, Fall 2015**

- Second Chair; jury trial – Guilty verdict on all four counts
- Participated in and successfully argued the admissibility of a statement made by an unavailable declarant through the Hearsay Exception 803(2) Excited Utterance during a pre-trial hearing and again at trial
- Prepared a response to 23 claim Petition for Post-Conviction Relief

**City of Toledo Prosecutor's Office** – Toledo, Ohio  
**Intern, Summer 2015**

- Tried an assault case without victim cooperation and successfully argued the admissibility of hearsay statements from the victim to the police officer using the primary purpose test
- Tried two traffic bench trials
- Spoke on the record in numerous arraignment and pre-trial matters
- Balanced a steady stream of distressed walk-in victims

**Wood County Prosecutor's Office** – Bowling Green, Ohio  
**Intern, Summer 2014**

- Assisted with criminal appeals with the 6<sup>th</sup> District Court of Appeals
- Researched legal questions in many felony cases
- Developed trial and appellate strategies with prosecuting attorneys

**Lawrence County Prosecutor's Office** – Ironton, Ohio  
**Law Clerk, Summers and Holidays 2011 and 2012**

- Collected Police Reports
- Filed criminal and traffic charges with the Lawrence County Municipal Court
- Recorded victim and witness statements
- Managed dockets and assisted attorneys in the courtroom
- Performed multiple tasks simultaneously and was commended for positive attitude under stress

## **OTHER EXPERIENCE**

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### **Fat Patty's** – Huntington, West Virginia

#### **Server**, *Summers 2010 and 2011*

- Interacted and communicated with other restaurant employees and customers
- Effectively addressed customer concerns
- Learned to maximize efficiency and productivity

### **Lawn Care and Landscaping** – Huntington, West Virginia

#### **Self-Employed**, *Summers 2005-2010*

- Managed a lawn maintenance schedule for multiple large yards (including mowing, mulching, leaf raking, and landscaping)
- Increased client base annually

## **COMMUNITY SERVICE**

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### **Little Flower Catholic Church** – Toledo, Ohio

#### **Life Teen Core Team Member**, *Summer 2014-Present*

- Planned and organized high school youth nights
- Presented many informational teachings and personal talks
- Assisted with fundraisers and facilitated church services

### **St. John's University Parish** – Morgantown, West Virginia

#### **Newman Club Member**, *Fall 2010-Spring 2013*

- Represented Newman Club in Parish Council Meetings
- Active philanthropic and service organization volunteer

## **ACHIEVEMENTS**

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### **Eagle Scout**

### **Tae Kwon Do Black Belt**