

# WRITING SAMPLES

Many employers ask that writing samples and/or transcripts be submitted as part of your application materials. Here are some pointers:

## Writing Samples

- Choose a writing sample that demonstrates your legal research and analysis skills and a clear, concise, and coherent writing style.
- As you gain more legal experience, you will have a number of examples of your writing from which to choose. When possible, choose a writing sample that addresses a topic of interest to your prospective employer.
- Your writing sample should include citations to cases and/or statutes.
- Possible writing samples include memoranda, briefs, course papers, or Law Review articles.
- Your writing sample should be between 5-10 pages in length; be in finished form (no typos, no corrections, no handwritten notes or grading marks); and be on white paper.
- If your writing sample is more than 10 pages long and it is your best sample, you can still use it. Create a cover sheet for the writing sample that has the same heading as your cover letter, resume and references. On the cover sheet write a short paragraph on what you took out, such as summarizing the facts.
- If the writing was done in cooperation with others, clearly identify your contributions. You can also use the cover sheet here to briefly describe the co-authored portion that you cut out if it is confusing.
- If you use work product from a job, obtain permission from your supervising attorney. Demonstrate your concern for client confidentiality by masking names in internal memoranda. This is not necessary in briefs or other pleadings that have been filed with a court, since they are matters of public record.
- Re-read your writing sample before an interview, because the interviewer may wish to discuss it with you.