Sample Language for Writing Sample Cover Page

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WRITING SAMPLE

(Example of a work assignment as a writing sample)

The attached writing sample is a memorandum/brief/draft order/etc. that I drafted as an assignment when I was a summer associate/an intern/extern/law clerk at NAME OF FIRM/ORGANIZATION. The assignment was explain what you were asked to do & any limitations. I performed all of the research and this work has been edited by a partner/associate or the judge/clerk. [All identifying facts and names have been redacted for confidentiality purposes.] I am submitting the attached writing sample with the permission of [FIRM NAME/ORGANIZATION NAME].

Or …. (Legal Writing assignment)

I drafted the attached writing sample as an assignment in my first or second semester Legal Research and Writing course. The assignment required drafting [insert type of writing i.e. an office memorandum, brief, etc.] analyzing [explain what you were asked to do]. I independently conducted all of the research necessary for the assignment or I was limited to the research provided by my professor. By the assignment’s instructions, the [insert type of writing i.e. office memorandum, etc.)] could not exceed [insert number] pages.

Or …. (Legal Writing appellate brief – could be revised to use for Moot Court brief)

I drafted the attached writing sample as an assignment in my second semester Legal Research and Writing course. The assignment required drafting an appellate brief with a partner analyzing [explain what you were asked to do]. I independently conducted all of the research pertaining to my section of the brief. I have included [only those sections of the brief that I drafted exclusively or all sections of the brief. I exclusively drafted parts ____ and _____ of the attached brief]. By the assignment’s instructions, the [insert type of writing i.e. office memorandum, etc.)] could not exceed [insert number] pages.

Or …. (Journal note/comment)

The attached writing sample is an excerpt from my Law Review note. For my note, I [explain what you addressed/analyzed]. [This work is entirely my own or This work has been edited by a member of the faculty/Law Review staff]. I have included sections ____ and _____ of my note, which address [insert what they address i.e. the analytical portion of my note, etc.)]. In sections ____ and ____, I [insert what you addressed in the sections that have been omitted]. [The full note has been selected for publication in [insert journal name and volume number].