

Sample Language for Writing Sample Cover Page

STUART DENT

12345 Broad Ave. • Somewhere, WA 90000 • (206) 399-1212 • Stuart.Dent@yahoo.com

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/a summer law clerk/an extern/an intern/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 is entirely my own or 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 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].