

2022-23 EDITION

CAREER DEVELOPMENT HANDBOOK: APPLICATION MATERIALS



Resume and Transcript Policy

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Resume and Transcript Policy

Students and recent graduates wishing to participate in any of the interview programs offered by the Career Services Office (CSO) must first read and abide by the rules of both this policy and the “Interviewing Policy for On-Campus and Off-Campus Interview Programs,” which is on the CSO website at <https://law.utexas.edu/wp-content/uploads/sites/4/2015/05/interviewing-policy.pdf>.

Posting your resume and/or transcript on Symplicity indicates that you have read and will abide by the following policy:

Misrepresentations of academic record, employment history, or other application materials deemed to be significant by the Administration are considered Honor Code violations (see Institutional Rules on Student Services and Activities, Subchapter 11, Student Discipline and Conduct) for all students enrolled at The University of Texas School of Law. Noncompliance with the rules identified in this policy may be penalized to the fullest extent permitted by University of Texas regulations, including possible suspension or expulsion. The CSO has the right to verify information contained in resumes and/or unofficial transcripts uploaded to Symplicity, as well as grade sheets uploaded to the Online System for Clerkship Application and Review (OSCAR) and will audit application materials on a periodic basis.

Resume Rules

You must update your resume whenever there is a significant change such as a change in academic or employment status. All resumes must include the date the resume was prepared; e.g., “Prepared on November 1, YYYY.”

It is not required that you include law school grades on your resume. If you choose to include grades, the following rules apply:

- It is the policy of The University of Texas School of Law not to rank its students on the basis of academic standing. Therefore, you may not estimate class standing or indicate a percentile ranking on your resume, cover letters, or applications. The CSO provides employers with general information about Texas Law’s grading system and will provide grade reports for first-, second- and third-year students. The grade report will list the GPAs that qualify as top 25 percent and top 50 percent for each class and is released by the law school’s Student Affairs Office at the end of each semester.
- If you include your GPA on your resume, you must report the grade to two decimal points. You may not round up your GPA. The GPA listed must be the most current GPA as reported on your law school transcript.
- It is not required that you indicate the GPA scale when reporting your GPA. If you choose to include this information, you must indicate that Texas Law uses a scale of 4.30 rather than 4.00; e.g., 3.42/4.30 or 3.42 on a scale of 4.30.

- If all grades for a particular semester have not been received at the time your resume is prepared, you must indicate that on your resume. For example: GPA: 3.20, based on four of five grades received as of 1/11/YYYY; or GPA: 3.50 as of 1/11/YYYY, with two grades outstanding.
- If you submit a resume to an employer with grades outstanding, you have an affirmative obligation to update your resume once the remaining grades have been posted. Talk to a CSO career counselor about the best way to submit updated resumes to employers.
- You may wish to emphasize academic improvement over the previous year or semester, e.g., Cumulative GPA: 2.93; 2nd Year GPA: 3.20.
- You may identify courses in which you excelled, e.g., Highest grades received: Contracts A+, Torts A, Property A-. If you decide to include or reference any grade on your resume, you must include your cumulative GPA.
- Each semester and corresponding cumulative GPA must match that reflected on your unofficial Texas Law transcript or grade report. An inaccurately reported GPA may lead to disciplinary action, including possible suspension or expulsion.
- **Joint Degree Students:** If you are obtaining a joint degree and choose to list your GPAs, both degree programs and GPAs must be listed separately. You may not average GPAs or grades received from two different schools.
- **Transcripts on Symplicity:** Symplicity requires that transcripts be less than 200K in size. Students and recent graduates (up to one year after graduation) should use the CSO Transcript Generator (<https://law.utexas.edu/career/finding-employment/cso-transcript-generator>), to upload a PDF copy onto Symplicity. For all other transcript requests, please visit the Student Affairs Office.

Preparing Your Application Materials

Generally, your application materials include a resume, cover letter, writing sample, and law school transcript. Some employers might also request a list of references or letters of recommendation. Be consistent with your application materials by using the same header on each item (see sample application materials starting on page 12). Every document you provide to an employer needs to be well written and error free.

Resumes

Your resume is a summary of your experience, skills, knowledge, and abilities. Your resume will highlight your most important achievements and accomplishments, and you may want to create several versions of your resume to highlight experiences that are relevant to different types of employers.

Crafting the descriptions of your past experiences in your resume can be challenging. You may have previous experience that does not seem relevant to legal work, but you should write your descriptions to demonstrate skills you have developed that are valued in the legal profession (see *Lawyering Effectiveness Factors* on page 11). Avoid overselling or using flowery language. Use short “resume sentences” which omit pronouns (e.g., “I” or “we”) and begin with a verb. Refer to the *Resume Action Verbs* on page 9 to help you showcase your accomplishments.

Your resume should be clear, concise, interesting to read, pleasing to the eye and fit on one page. Employers usually spend between 30 and 90 seconds reviewing your resume, yet their eyes are trained to catch even tiny mistakes.

The vast majority of legal employers prefer a traditional-style resume. This means:

- One page with three or four general headings beginning with “Education;”
- Font size between 11-12pt;
- Consistent font choice throughout—choose a simple font such as Times New Roman or Georgia;
- A header with your name and contact information;
- Omit career objectives and personal statements since they are not included in a legal resume;
- Use past tense verbs to describe previous work and experiences;
- Experiences are listed in reverse chronological order;
- There should be no information down the right-hand side of the page; and
- All editing marks or comments from track-changes versions are removed and document converted to a PDF format.

Proofread carefully, perform a spell check, and have someone else look over your resume.

If your resume is too long, try:

- Eliminating information that is old or may not be the most important, i.e., undergraduate scholarships, and Dean's list if you are already listing your GPA or a Latin honor;
- Changing the formatting of job descriptions from bullet points to paragraph form;
- Adjusting the margins, but not less than 0.5 inches; and
- Changing the spacing between paragraphs and lines.

If your resume is too short, try:

- Adding white space by increasing the margins or adding more space between sections;
- Reformatting from paragraph form to a bullet list.

Header

- Use an email address that is professional and identifies you. Remove hyperlinks from your email address.
- List a phone number that has a professional outgoing voicemail message.
- You may choose to include just your current address or your current and permanent address if you want to indicate ties to a specific region that are not already apparent on your resume (see resume samples).
- You may choose to omit your street address information, but you should list the current or permanent city and state.
- If you have a nickname (Skip, Hank, Liz, Billy) that you prefer to be called, you may put that in quotation marks or parentheses next to your given name; e.g. Henry "Hank" Davis or Elizabeth (Liz) Franklin.
- If you wish to include them, the heading is the appropriate place to provide your gender pronouns.
- Do not include your middle name on your resume unless it's the name you go by; e.g., Mary Elizabeth or John David.

Education

- List your education in reverse chronological order.
- The correct way to note the Law School is "The University of Texas School of Law," and the correct way to note UT is "The University of Texas at Austin."
- Your degree is a "J.D." or "Doctor of Jurisprudence" or "Juris Doctor." Example: "J.D. expected May YYYY."
- Joint degree information: list both degree programs, e.g., "J.D./M.B.A. expected May YYYY."
- Include professional licenses or certifications. You may choose to list these in a separate section, or simply indicate your credential with your name. Example: "Craig Winters, C.P.A."
- Use SMALL CAPS when listing a scholastic journal.
- Put thesis titles or other publications in quotation marks.
- Do not include high school information or LSAT scores, unless requested.

Grades

- Talk to a CSO career counselor if you have questions about whether or not to include your grades on your resume.
- If you include law school grades, you must follow the rules for reporting law school grades included in the CSO's "Resume and Transcript Policy" on the CSO website at https://law.utexas.edu/wp-content/uploads/sites/4/2015/08/Resume_and_Transcript_Policy.pdf.

Honors and School-Affiliated Activities

- Usually included under the applicable "Education" entry, but you may include them in a separate section such as "Leadership Experience" or "Volunteer Work."
- Put your most impressive information near the top of each entry.

Experience

- List experiences in reverse chronological order. If you have accepted a job, but not yet started, you may include it in this section with no description.
- Highlight in bold the employer name and highlight your position in italics.
- Include dates of employment using months. For positions that took place within one calendar year, do not write the year twice, e.g., June–August YYYY. For positions that spanned more than one year write both years after the month of the employment term, e.g., September YYYY–May YYYY.
- Use action verbs when describing your duties and responsibilities (see page 9).
- In the absence of employment experience, consider using a "Leadership Experience" category and list your involvement in student and volunteer organizations.
- Consider a separate section for "Legal Experience," if you have any. **Clinics and pro bono experiences can be included under this section.**
- Do not list references, reasons for leaving, or salary history, unless specifically requested.

Interests, Skills, and Languages

- List only activities, hobbies, and interests which you can discuss with authority and enthusiasm. You will be asked about this.
- Be truthful about language skills. You may be tested in an interview setting.
- Do not include personal information like marital status or number of children.
- Do not list specialized skills that are not directly relevant to the job you are seeking (e.g., SQL, Photoshop, CPR, Red Cross First Aid).
- Do not list Lexis, WestLaw, or Microsoft Office as special skills as you are expected to have these skills.

Cover Letters

Employers want to see a cover letter in which you introduce yourself and explain why your particular combination of skills, experience, and interests uniquely qualify you for a position with them. In this sense, your cover letter can be an excellent opportunity to show your skills at making a persuasive and

concise argument. Generally, you should include a cover letter with your resume in any employment inquiry. Like your resume, your cover letter ought to be direct, persuasive, descriptive, and attractive. In contrast to your resume, however, your cover letter offers you the chance to bring together highlights from your resume with other aspects of your life experience to tell your story.

General tips to remember:

- Tell employers why you are a good fit for their office and not why they are a good fit for you.
- Address specific ties to a city in your cover letter whether or not it is apparent on your resume.
- Tailor your resume and cover letter based on the job description by using similar keywords. If applying to law firms, be able to show your interest and understanding of a particular practice area. If applying to public service organizations, be able to demonstrate your commitment to their mission and public service.
- Do not copy the content provided in the sample cover letters verbatim. Employers can easily tell when you are following a form letter.
- Make sure you spell both the recipient's and employer's names correctly.
- For additional guidance and resources on writing effective cover letters, speak with your career counselor in the CSO.

Format

- Use your resume header for your cover letter header.
- A cover letter should be only one page and written in three or four paragraphs; it should follow standard business letter format and project a very professional image. Use the format in the sample cover letters as a guide.
- Always try to address a cover letter to a specific individual—such as the hiring attorney and/or recruiting coordinator—and address the individual by name.

Body of the Letter

Personalizing each cover letter and making reference to the recipient's practice lends credibility to your request for consideration. It also reflects the time you have spent analyzing what they do and how your skills fit into the organization as a whole.

Here is a quick, simple way to think about your cover letter:

- | |
|---|
| <ul style="list-style-type: none">■ Hello, let me introduce myself■ This is why I like you■ This is why you should like me■ I hope we can get together |
|---|

The first two topics can be combined into a single opening paragraph. In a similar vein, the middle two topics can be switched in order, or combined into one, if that fits your story better. Each is considered in more detail as follows.

The first paragraph:

- Should state who you are, your current status, and the position that interests you.
- Briefly indicate how this position relates to your immediate goals in terms of geographic location and/or the types of opportunities the employer offers.
- Indicate that you have researched the employer by explaining what attracted you to the organization.
- If someone referred you to the employer, or if you met someone from the organization (e.g., at a law school event), mention that person’s name (first and last) as well.

The next one to two paragraphs should refer to your experiences and strengths by mentioning key aspects of your background that relate to this particular position.

- Discuss legal and nonlegal experience and accomplishments that demonstrate relevant qualifications or skills.
- Your cover letter should not merely repeat information that you have provided in your resume; rather, it should explain why your background makes you the ideal candidate for the position.
- Use this portion of your letter as an opportunity to “connect the dots” for the employer. Translate for them why your past experience and skills makes you a strong candidate instead of just listing experience and skills.

Close your letter by stating your interest in discussing the position further and by thanking the employer for reviewing your resume.

List of References

References are usually provided only at an employer’s request. They do not typically accompany a cover letter and resume in an initial application. If you are asked to provide references, choose three references (unless the employer asks for more) that support your resume and the kind of job you are trying to obtain. Your references should be able to speak to your professional and/or academic experiences, they should not be personal references, e.g. friends or family.

Be certain to notify and secure permission from your references so that they will be prepared to give you a strong recommendation. You should send a recent copy of your resume to your references and keep them informed about your status as your job search progresses. Once you are employed, be sure to personally thank them and continue to stay in touch by letting them know about your work.

Writing Samples

You should only provide a writing sample if it is requested. This document should highlight your best legal research and writing abilities and should be completely typo-free. You can visit the Writing Center and/or speak with your legal writing professor to make sure you are sending your best available sample. The CSO is unable to review your writing samples.

What to Use as a Writing Sample

- Use a legal writing sample that is five to ten pages long, such as a memo or brief written for a class, internship, volunteer position, or clerkship.

- If your writing sample is longer than five to ten pages, use an excerpt, and note this on a cover sheet (see writing sample cover sheet samples).
- The writing sample should be wholly original work. Where the writing was done with others, your contribution should be clearly identified.
- If you use a document that was prepared as part of an internship, clerkship, or other outside position, ask the employer or supervising attorney on the matter for permission to use the document as a writing sample. Redact all identifying information to preserve client confidentiality.
- If you are using a document that was prepared for a class, make sure to ask the professor for suggested improvements and incorporate these suggestions.
- Firms and judges, in general, are not very concerned about the topic of the sample, although they do prefer that it is a legal topic.
- Public interest organizations are more interested in a writing sample on their area of work.
- Your cover sheet for your writing sample should include, if applicable:
 - any necessary background information for the writing sample;
 - that you received permission to use the document as your writing sample;
 - that all identifying information has been redacted; and that it is an excerpt from a longer document.

Transcripts

Generally, employers will accept an unofficial transcript unless otherwise stated. You can download unofficial transcripts using the CSO Transcript Generator (<https://law.utexas.edu/career/finding-employment/cso-transcript-generator/>). For information on obtaining a hard copy of your unofficial or official transcript, please see the Student Affairs Office.

Note: Symplicity requires that transcripts be less than 200K in size. In order to accomplish this, students and recent graduates need to use the CSO Transcript Generator in order to upload a copy onto the site.

Saving, Printing, and Sending Application Materials / Creating a PDF File

If you plan to send your application materials via email, we recommend that you convert your resume and other application materials into a PDF file. Be sure to name your documents so they are easily identifiable by incorporating your first and last name; e.g., smith-john-resume.pdf or jones-jan-coverletter.pdf. Once you have converted your document, review the PDF file to be sure your resume and other application materials look perfect, on screen and in hard copy.

If you choose to send your application materials via U.S. Mail, it is more professional and preferable to digitally print the employer's address either directly on the envelope or on a label that you then stick on the envelope. Use quality paper with matching envelopes for printing your resume and cover letter.

Resume Action Verbs

As you write your resume, refer to the following list of sample action verbs to help you describe your qualifications and experience. Always use action verbs when you can and leave out such words and phrases as “duties included” or “responsible for.” Avoid using the passive voice.

accomplished	delegated	influenced	recruited
accomplished	demonstrated	initiated	rectified
achieved	designed	innovated	redesigned
administered	detailed	inspired	reorganized
advocated	developed	installed	represented
advised	devised	instituted	researched
affected	devoted	integrated	resolved
analyzed	directed	interviewed	reviewed
applied	disseminated	introduced	revised
appraised	distributed	invented	scheduled
approved	drafted	investigated	searched
arranged	earned	joined	secured
assessed	edited	launched	selected
assisted	effected	maintained	served
attained	encouraged	managed	simplified
awarded	enforced	mediated	sold
blogged	enlarged	motivated	solved
built	established	negotiated	sponsored
calculated	estimated	observed	streamlined
clarified	equipped	obtained	strengthened
coached	evaluated	organized	structured
collaborated with	examined	originated	studied
communicated	executed	oversaw	succeeded
compared	exercised	perceived	summarized
compiled	expanded	performed	supervised
composed	experimented	persuaded	supported
conceived	facilitated	pioneered	systematized
conducted	formed	planned	tailored
constructed	formulated	prepared	taught
contracted	founded	presented	teamed with
contributed	generated	prevented	trained
controlled	governed	produced	transformed
cooperated	grouped	programmed	translated
coordinated	guided	promoted	united
created	handled	proposed	validated
customized	illustrated	proved	verified
decided	implemented	provided	won
defended	improved	pursued	wrote
defined	increased	recorded	

26 Lawyering Effectiveness Factors

The following are factors that lawyers believe are important for professional effectiveness. They may help you when writing your resume and cover letters, as well as discussing your strengths in interviews.

1. **Analysis and Reasoning:** Uses analytical skills, logic, and reasoning to approach problems and to formulate conclusions and advice.
2. **Creativity/Innovation:** Thinks “outside the box,” develops innovative approaches and solutions.
3. **Problem Solving:** Effectively identifies problems and derives appropriate solutions.
4. **Practical Judgment:** Determines effective and realistic approaches to problems.
5. **Providing Advice, Counsel, and Building Relationships with Clients:** Able to develop relationships with clients that address client’s needs.
6. **Fact Finding:** Able to identify relevant facts and issues in case.
7. **Researching the Law:** Utilizes appropriate sources and strategies to identify issues and derive solutions.
8. **Speaking:** Orally communicates issues in an articulate manner consistent with issue and audience being addressed.
9. **Writing:** Writes clearly, efficiently and persuasively.
10. **Listening:** Accurately perceives what is being said both directly and subtly.
11. **Influencing and Advocating:** Persuades others of position and wins support.
12. **Questioning and Interviewing:** Obtains needed information from others to pursue issue/case.
13. **Negotiation Skills:** Resolves disputes to the satisfaction of all concerned.
14. **Strategic Planning:** Plans and strategizes to address present and future issues and goals.
15. **Organizing and Managing (Own) Work:** Generates well-organized methods and work products.
16. **Organizing and Managing Others (Staff/Colleagues):** Organizes and manages others’ work to accomplish goals.
17. **Evaluation, Development, and Mentoring:** Manages, trains and instructs others to realize their full potential.
18. **Developing Relationships within the Legal Profession:** Establish quality relationships with others to work toward goals.
19. **Networking and Business Development:** Develops productive business relationships and helps meet the unit’s financial goals.
20. **Community Involvement and Service:** Contributes legal skills to the community.
21. **Integrity and Honesty:** Has core values and beliefs; acts with integrity and honesty.
22. **Stress Management:** Effectively manages pressure or stress.
23. **Passion and Engagement:** Demonstrates interest in law for its own merits.
24. **Diligence:** Committed to and responsible in achieving goals and completing tasks.
25. **Self-Development:** Attends to and initiates self-development.
26. **Able to See the World Through the Eyes of Others:** Understands positions, views, objectives, and goals of others.

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MS. LEE MARSHALL

999 East 32nd Street | Austin, TX 78705 | 512-555-8793
leemmarshall@utexas.edu | linkedin.com/in/leemmarshallTX

Date

Your header should match your resume header.

Full Name of Targeted Individual
Complete Title (if applicable)
Complete Name of Firm or Organization
Address

Check spelling of both the contact and employer name.

Dear Mr. / Ms. / Judge / Justice [_____]:

The opening paragraph should concisely explain: (1) Who you are (“I am a first-year student at The University of Texas School of Law,...”); (2) your objective (“and I am writing to apply for a summer [associate/internship] position with [name of organization].”); (3) briefly explain your interest in the organization and/or geographic location, (e.g., “I am particularly interested in working for [Organization] because [of particular practice areas or another quality of the employer, such as its support for first-generation lawyers],” or “I grew up in [location] and look forward to the opportunity to return to practice law after graduation.”); and, if applicable, (4) the name of a contact (e.g., “Ms. Aisha Smith suggested I contact you regarding a position with [Organization].”).

The body of the letter should be limited to two paragraphs through which you can reinforce your interest in the work and explain your qualifications by addressing the skills, experiences, accomplishments, and/or qualities you have that make you a good candidate (for relevant skills, etc., see the “26 Lawyering Effectiveness Factors” on page 11). Do not just restate your resume; use the points on your resume to craft a persuasive argument in favor of your candidacy. Take some time to think back over your experiences in jobs and volunteer organizations to identify what you like to do and have done well (refer back to page 11 as a memory aid) and use those to add depth to your interest in the work as well as your strength as a candidate. Start with a narrative sentence and provide examples—legal or nonlegal—that support your statement and demonstrate your relevant skills, knowledge, and interest. If you are responding to a specific job posting, plan to address the stated qualifications using the key words included in the posting. When applying for government and public interest positions, you should also highlight your commitment to public service and/or the mission of the organization.

The closing paragraph should indicate the materials you have included for review; the action you will take or would like the reader to take (“I will be in Houston over the winter break and would appreciate an opportunity to meet with you to discuss employment opportunities at your firm.”); and thank the reader (“Thank you for your consideration.”).

Sincerely/Regards,

Type Your Name

MS. LEE MARSHALL

999 East 32nd Street | Austin, TX 78705 | 512-555-8793
leemmarshall@utexas.edu | linkedin.com/in/leemmarshallTX

Your email address should be professional

EDUCATION

The University of Texas School of Law, Austin, TX

J.D. expected May YYYY

GPA: No grades received as of November 1, YYYY

- Women's Law Caucus, Member

Correctly post your GPA (as applicable)

Wellesley College, Wellesley, MA

B.A. *magna cum laude* in Latin American Studies received May YYYY

GPA: 3.86

- Phi Beta Kappa
- Elected graduation speaker
- Senior Thesis: "Foundations of Magical Realism in South American Fiction"

Show leadership

Writing ability

La Universidad de Sevilla, Seville, Spain

Year Abroad, September YYYY–May YYYY

- All courses conducted in Spanish

Language skills

EXPERIENCE

Salomon Smith Barney, New York, NY

Analyst, June YYYY–August YYYY

Developed proprietary models for use in structuring cash flows for bond financings. Executed more than \$1 billion of senior-managed financings. Served various clients including the City of Detroit, U.S. Virgin Islands, San Francisco International Airport, New York State Thruway Authority, and the State of Connecticut.

Goldman Sachs, New York, NY

Intern, June–August YYYY

Assisted financial analyst in the mergers and acquisitions department. Drafted memorandums and position papers; compiled statistics in support of international banking merger.

Brief descriptions

Houghton Mifflin Publishing, Dallas, TX

Editorial Intern, May–August YYYY

Assisted children's book editor in all phases of preparing books for print. Edited manuscripts, worked with authors on changes, and briefed managers on status of projects.

Interesting experience

HONORS

- Helen Bates Scholarship for Leadership and High Achievement (four years)
- Rosa Salinas Prize for Outstanding Spanish Major

LANGUAGES & INTERESTS

Fluent in Spanish; extensive travel in Vietnam; and crossword puzzles

Shows something about yourself

Prepared on December 1, YYYY

Include date prepared

EDWARD M. RODRIGUEZ

Austin, TX | 972-556-0081 | erodriguez@gmail.com

December 1, YYYY

Blake Jones
Recruitment Director
Jones, Burns, and Hensley, L.L.P.
2701 Fredericksburg Road
Houston, TX 77002

Dear Mr. Jones:

I am a first-year student at The University of Texas School of Law, and I am writing to apply for a summer associate position with Jones, Burns, and Hensley. I have spent a great deal of time in Houston and have many close friends who live there. I plan to live and practice law in Houston after graduation. In researching law firms in Houston, I learned that Jones, Burns, and Hensley has an excellent reputation in civil litigation, which is the practice area I am most interested in exploring as a career.

As an undergraduate, I improved my writing skills by focusing on classes with a substantial writing component, as well as writing an undergraduate thesis and reporting for the University's student newspaper, THE DAILY TEXAN. In law school, I have developed my legal writing skills through my pro bono work preparing petitions for criminal expunctions and name and gender marker corrections for clients.

I strengthened my leadership skills as an undergraduate student by taking leadership positions in a number of campus organizations, including the Distinguished Speakers Committee of the Texas Union. As chair of the committee, I recruited prominent speakers, including President Bill Clinton and Bob Woodward, to lecture at the University. As a first-year law student, I continue to be active in campus organizations including the Chicano/Hispanic Law Students Association.

My resume is enclosed. I will be visiting Houston over the winter break and would appreciate an opportunity to meet with you to discuss employment opportunities at your firm. Thank you for your consideration.

Sincerely,

Edward M. Rodriguez

Enclosure

EDWARD M. RODRIGUEZ

Austin, TX | 972-556-0081 | erodriguez@gmail.com

EDUCATION

The University of Texas School of Law, Austin, TX

J.D. expected May YYYY; no grades received as of November 15, YYYY
Chicano/Hispanic Law Students Association, Member

The University of Texas at Austin, Austin, TX

B.A. in Plan II Honors received May YYYY
Minor in Spanish, Spanish Department Special Honors
Honors Thesis: “The Role of Distance Learning in Educating the Children of Migrant Workers”

The University of Salamanca, Salamanca, Spain, September YYYY–May YYYY

Studied Spanish art, culture, history, and literature. All classes conducted in Spanish.

LEGAL EXPERIENCE

Mithoff Pro Bono Program, The University of Texas School of Law, Austin, TX

Expunction Project Student Attorney, September YYYY

Conducted client intake, helped determine client eligibility, drafted and reviewed petitions with clients.

Gender Affirmation Project Student Attorney, October YYYY

Interviewed clients, drafted petitions, and prepared court order packets and applications to correct applicant’s identification.

Texas RioGrande Legal Aid, Austin, TX

Volunteer Intake Screener, May–August YYYY

Communicated with clients by telephone, explained services offered, and made initial determination on client’s eligibility for services. Referred clients to attorneys and worked with attorneys.

LEADERSHIP AND ACTIVITIES

Distinguished Speakers Committee, The Texas Union, The University of Texas at Austin, Austin, TX

Chair, YYYY–YY; Member, YYYY–YY

Planned and coordinated lectures at the University by prominent speakers, including President Bill Clinton and Bob Woodward.

THE DAILY TEXAN, The University of Texas at Austin, Austin, TX

Reporter, YYYY–YY

Researched and reported articles for the largest student newspaper in the United States, which has a daily readership of more than 225,000. Also contributed to the paper’s online blog, The Update.

LANGUAGES AND INTERESTS

Fluent in Spanish, proficient in Italian

Enjoy foreign films; reading contemporary fiction; and travel, especially to Mexico

Prepared on December 1, YYYY

MS. LEE MARSHALL

888 Elm Street | Austin, TX 78705 | 512-452-8866 | leemmarshall@utexas.edu

July 24, YYYY

Nancy Gray
Legal Recruiting Manager
Weil, Gotshal & Manges LLP
767 Fifth Avenue
New York, NY 10153

Dear Ms. Gray:

I am a rising second-year student at The University of Texas School of Law and am interested in applying for a summer clerkship with Weil, Gotshal & Manges. I worked in New York for two years following college, and I hope to return to practice law after graduation. I am especially interested in Weil because of your outstanding corporate section.

As a financial analyst at Salomon Smith Barney, I took on significant responsibility in developing proprietary models and executing senior-managed financings. I enjoyed collaborating and communicating with clients in my extensive work with them. My transactional experience, along with my capacity to create productive relationships with clients, make me an especially good fit for Weil's corporate practices. This summer at Jones Day, I have continued to build on my previous transactional experience while working in the mergers and acquisitions group.

In addition to my professional experience, I believe that my solid academic credentials and strong work ethic will be of benefit to your firm. As an undergraduate, I completed a senior thesis and now at Texas Law I am working on a note entitled "The Death of Plaintiff's Law in Texas" that I hope to have published in Volume 86 of the TEXAS LAW REVIEW.

I would welcome the opportunity to further discuss a summer associate position with you. Thank you for your consideration.

Sincerely,

Lee Marshall

MS. LEE MARSHALL

888 Elm Street | Austin, TX 78705 | 512-452-8866 | leemarshall@utexas.edu

EDUCATION

The University of Texas School of Law, Austin, TX

J.D. expected May YYYY

GPA: 3.71

- TEXAS LAW REVIEW, Member
- Texas Business Law Society, Member
- Chicano Hispanic Law Student Association, Vice President for Programs
- Texas Law Professional Development Institute: Prepared for Practice, Spring YYYY

Wellesley College, Wellesley, MA

B.A. *magna cum laude* in Latin American Studies received June YYYY

GPA: 3.86

- Phi Beta Kappa
- Elected student graduation speaker
- Senior Thesis: “Foundations of Magical Realism in South American Fiction”

La Universidad de Sevilla, Seville, Spain

Junior Year Abroad, September YYYY–June YYYY

- All courses conducted in Spanish

LEGAL EXPERIENCE

Graves Dougherty Hearon & Moody, P.C., Austin, TX

Law Clerk, July–August YYYY

Jones Day, Dallas, TX

Summer Associate, May–July YYYY

- Research employment law issues and draft legal memoranda on the Americans with Disabilities Act, the Fair Labor Standards Act, and the Employee Retirement Income Security Act
- Assist document review for toxic tort litigation; attend depositions and participate in witness interviews in a trademark infringement case

OTHER EXPERIENCE

Salomon Smith Barney, New York, NY

Analyst, August YYYY–June YYYY

- Developed proprietary models for use in structuring cash flows for bond financings
- Executed more than \$1 billion of senior-managed financings
- Served various clients including the City of Detroit, U.S. Virgin Islands, San Francisco International Airport, New York State Thruway Authority, and the State of Connecticut

Houghton Mifflin Publishing, Dallas, TX

Editorial Intern, May–August YYYY

- Assisted children’s book editor in all phases of preparing books for print
- Edited manuscripts, worked with authors on changes, and briefed managers on status of projects

LANGUAGES & INTERESTS

Fluent in Spanish; extensive travel in Vietnam; and YYYY New York City Marathon finisher

Prepared on July 15, YYYY

EDWARD M. RODRIGUEZ

Austin, TX | 972-556-0081 | erodriguez@gmail.com | linkedin.com/in/emrodriguez-tx

December 15, YYYY

James Williamson
Williamson, Cannon, and Adams, L.L.P
12345 Commerce Street, Suite 900
Dallas, TX 75201

Dear Mr. Williamson:

I am a second-year student at The University of Texas School of Law. Sandra Blair suggested that I contact you because of your firm's focus on commercial litigation. I have a strong, demonstrated interest in litigation, and I hope to work for a small litigation firm after I graduate. I grew up in Dallas, and I plan to establish my career there. I would welcome the opportunity to work for your firm as a summer associate and I believe that my previous experience makes me a good fit for your firm.

I have developed my writing skills through working as an intern for U.S. Magistrate Judge Andrew Austin and through my work as Associate Editor of THE REVIEW OF LITIGATION. I have acquired valuable litigation experience through my involvement in mock trial and the Board of Advocates as well as working at Jones, Burns & Hensley. My job at Jones, Burns & Hensley was especially valuable, as I developed practical skills in trial preparation. I have also taken a number of litigation courses, including Trial Advocacy, and I will be participating in the Mediation Clinic this spring.

My resume is enclosed. I would welcome an opportunity to meet with you while I am in Dallas the week of January 10 and would be available to meet at your convenience. Thank you for your consideration.

Sincerely,

Edward M. Rodriguez

Enclosure

EDWARD M. RODRIGUEZ

Austin, TX | 972-556-0081 | erodriguez@gmail.com | linkedin.com/in/emrodriguez-tx

EDUCATION

The University of Texas School of Law, Austin, TX

J.D. expected May YYYY

GPA: 3.40; Notable Coursework: Legal Research and Writing, Advanced Trial Advocacy: A;

Evidence, Constitutional Law, Employment Law: A-

- THE REVIEW OF LITIGATION, Associate Editor, YYYY–YY
- Board of Advocates, Member
- Gardere Wynne Novice Mock Trial Competition, Semifinalist, Fall YYYY
- Gardere Wynne Novice Mock Trial Competition, Best Brief, Fall YYYY
- Mithoff Pro Bono Program, Student Attorney in Gender Affirmation Project and Expunction Project, Spring YYYY

The University of Texas at Austin, Austin, TX

B.A. in Plan II Honors received May YYYY

- Minor in Spanish, Spanish Department Special Honors
- Honors Thesis: “The Role of Distance Learning in Educating the Children of Migrant Workers.”
- Study Abroad at The University of Salamanca, Salamanca, Spain, September YYYY–May YYYY

LEGAL EXPERIENCE

Jones, Burns & Hensley, L.L.P., Houston, TX

Law Clerk, July–August YYYY

Researched and wrote memoranda on various legal issues, including choice of law issues in multi-district litigation, insurance law, and environmental regulations; observed depositions; drafted a motion for summary judgment and accompanying brief in a personal injury lawsuit.

The Honorable Andrew Austin, Magistrate Judge

U.S. District Court for the Western District of Texas, Austin, TX

Intern, May–June YYYY

Researched and made recommendations for rulings on motions; drafted orders; observed pretrial proceedings and trials; consulted with Judge and law clerks on rulings.

LEADERSHIP EXPERIENCE

- The Texas Union, The University of Texas at Austin: Distinguished Speakers Committee Chair YYYY–YY; Member, YYYY–YY
- THE DAILY TEXAN, The University of Texas at Austin: Reporter, YYYY–YY

COMMUNITY SERVICE

- Texas RioGrande Legal Aid, Austin, TX: Volunteer Intake Screener, YYYY–YY
- Neighborhood Longhorns, Austin, TX: Volunteer, YYYY–YY

LANGUAGES AND INTERESTS

- Fluent in Spanish; proficient in Italian
- Enjoy foreign films; reading contemporary fiction; and travel, especially to Mexico

Prepared on December 15, YYYY

EDWARD M. RODRIGUEZ

11207 Mountain View Road, Irving, TX 75210 | 972-556-0081 | erodriguez@gmail.com

September 1, YYYY

John Stephenson
The Stephenson Law Firm
9876 Commerce Street, Suite 1100
Dallas, TX 75201

Dear Mr. Stephenson:

I am a recent graduate of The University of Texas School of Law, and I am awaiting the results of the Texas Bar exam, which I took in July. Hank Wills suggested that I contact you because of your firm's focus on commercial litigation. I have a strong, demonstrated interest in litigation, and I would welcome the opportunity to work for The Stephenson Law Firm as an associate.

I am currently working as a postgraduate intern at the Office of the Attorney General of Texas in Austin where I am gaining valuable experience in their Antitrust Division. I have developed my writing skills through working as an intern for U.S. Magistrate Judge Andrew Austin and through my work as Associate Editor of THE REVIEW OF LITIGATION. I have acquired valuable litigation experience through my involvement in mock trial and the Board of Advocates, as well as working at Jones, Burns & Hensley. My job at Jones, Burns & Hensley was especially valuable as it permitted me to develop practical skills in trial preparation. I have also taken a number of litigation courses, including Intensive Trial Practice, and participated in the Mediation Clinic while at Texas Law.

My resume is enclosed. I would welcome an opportunity to meet with you. Thank you for your consideration.

Sincerely,

Edward M. Rodriguez

Enclosure

EDWARD M. RODRIGUEZ

11207 Mountain View Road, Irving, TX 75210 | 972-556-0081 | erodriguez@gmail.com

ADMISSIONS

Sat for July YYYY Texas Bar Exam; admission to the Texas Bar expected November YYYY

EDUCATION

The University of Texas School of Law, Austin, TX

J.D. received May YYYY

GPA: 3.40; Relevant Coursework: Legal Research and Writing, Advanced Trial Advocacy: A; Evidence, Constitutional Law, Employment Law: A-

- THE REVIEW OF LITIGATION, Associate Editor, YYYY–YY
- Board of Advocates, Member
- Gardere Wynne Novice Mock Trial Competition: Semifinalist, Fall YYYY; Best Brief, Fall YYYY

The University of Texas at Austin, Austin, TX

B.A. in Plan II Honors received May YYYY

- Minor in Spanish, Spanish Department Special Honors
- Honors Thesis: “The Role of Distance Learning in Educating the Children of Migrant Workers.”
- Study Abroad at The University of Salamanca, Salamanca, Spain, September YYYY–May YYYY

LEGAL EXPERIENCE

Office of the Attorney General of Texas, Antitrust Division, Austin, TX

Postgraduate Intern, August–November YYYY

Jones, Burns & Hensley, L.L.P., Houston, TX

Law Clerk, July–August YYYY

Researched and wrote memoranda on various legal issues, including choice of law issues in multi-district litigation, insurance law, and environmental regulations; observed depositions; drafted a motion for summary judgment and accompanying brief in a personal injury lawsuit.

The Honorable Andrew Austin, Magistrate Judge

U.S. District Court for the Western District of Texas, Austin, TX

Intern, May–June YYYY

Researched and made recommendations for rulings on motions; drafted orders; observed pretrial proceedings and trials; consulted with Judge and law clerks on rulings.

OTHER EXPERIENCE

- The Texas Union, The University of Texas at Austin: Distinguished Speakers Committee Chair YYYY–YY; Member, YYYY–YY
- THE DAILY TEXAN, The University of Texas at Austin: Reporter, YYYY–YY
- Texas RioGrande Legal Aid, Austin, TX: Volunteer Intake Screener, YYYY–YY
- Neighborhood Longhorns, Austin, TX: Volunteer, YYYY–YY

LANGUAGES AND INTERESTS

- Fluent in Spanish; proficient in Italian
- Enjoy foreign films; reading contemporary fiction; and travel, especially to Mexico

Prepared on September 1, YYYY

Sally Cohen

Austin, TX | 512-111-1111 | sallycohen@utexas.edu

January 2, YYYY

Joe Smith
Assistant District Attorney
Harris County District Attorney's Office
111 Fannin
Houston, TX 77054

Dear Mr. Smith:

I am a first-year student at The University of Texas School of Law and am interested in interning with the Harris County District Attorney's Office this summer. I am interested in exploring a career in criminal law and know the opportunity to learn from the reputable prosecutors in your office would not only allow me to develop this interest but also develop skills I could use to become an effective prosecutor myself. Further, my conversations with Cindy White at the Travis County District Attorney's Office have greatly piqued my interest in the work your office is doing and the new policies District Attorney Ogg has put in place. I would welcome the opportunity to learn from the prosecutors in your office and gain exposure to the criminal justice system in my home state of Texas.

Before graduating last May from Tulane University with a degree in Psychology and Art History, I had the unique opportunity to work at the U.S. Department of Justice in the Environmental Enforcement Division. While there, I conducted pretrial analysis of key issues and observed my supervising attorneys in numerous court proceedings. This experience spurred me to apply to law school and pursue a career in public service. I have further fostered this interest during my first year of law school through my involvement with various pro bono projects as part of the Mithoff Pro Bono Program and my course studies.

My resume is attached. I am available at any time to travel to Houston to interview for a summer intern position. Thank you in advance for your consideration.

Sincerely,

Sally Cohen

Attachment

Sally Cohen

Austin, TX | 512-111-1111 | sallycohen@utexas.edu

EDUCATION

The University of Texas School of Law, Austin, Texas

J.D. expected May YYYY

- Texas Law Fellowships, Section Representative
- Public Interest Law Association

Tulane University, New Orleans, Louisiana

B.A. *magna cum laude* in Psychology and Art History received May YYYY

GPA: 3.75

- Phi Beta Kappa
- Student Government Association: Career Center Liaison

Syracuse University, Florence, Italy

Intensive study in Renaissance Art History, Fall YYYY

EXPERIENCE

Mithoff Pro Bono Program, The University of Texas School of Law, Austin, Texas

Student Attorney, Fall YYYY

Participated in various pro bono projects including Driver's License Recovery Clinic, Gender Affirmation Project, and TABC Expunction Clinic; met with clients and assisted them in completing necessary paperwork.

U.S. Department of Justice, Washington, D.C.

Intern, Environmental Enforcement Section, June–August YYYY

Coordinated with the Environmental Protection Agency and the Department of Justice staff in preparing draft requests for admission for complex civil enforcement litigation; analyzed key pretrial issues and drafted related memoranda; observed various courtroom proceedings.

The Children's Center for Autism, New Orleans, Louisiana

Intern, January–May YYYY

Taught social and verbal skills to integrate children with autism into the community; strengthened existing knowledge of child development psychology; evaluated progress of students.

The San Antonio Museum of Art, San Antonio, Texas

Curatorial Assistant, June–August YYYY

Assisted curator by researching and analyzing paintings in developing a national exhibit; edited the exhibit catalogue for content and composition.

Urban Outfitters, New Orleans, Louisiana

Sales Clerk, June–August YYYY

Worked in part-time sales while attending summer school; assisted customers and developed additional clientele.

LANGUAGES & INTERESTS

- Fluent in Spanish; conversational in Italian
- Running; ceramic pottery; *The West Wing*

Prepared on December 28, YYYY

Sally Cohen

5200 Old Spicewood Springs Road, #1000, Austin, TX 78735 | 1800 Sierra Vista, San Antonio, TX 78258
512-111-1111 | sallycohen@utexas.edu

November 15, YYYY

Grace Ling
Assistant District Attorney
Bexar County District Attorney's Office
300 Dolorosa, 5th Floor
San Antonio, TX 78205

Dear Ms. Ling:

I am a newly licensed attorney and am writing to express my interest in prosecuting at the Bexar County District Attorney's Office. Following graduation from The University of Texas School of Law, I moved back to my hometown of San Antonio to take the bar exam and begin my legal practice. I have a strong, demonstrated interest in government work, particularly criminal prosecution. During my previous internship with your office, I learned that integrity, trial skills, and a commitment to justice are essential to becoming a successful assistant district attorney. I believe I possess not only these skills, but also a sincere desire to serve the people of San Antonio that combined would make me a strong addition to your office.

My work experience over the past two years makes me uniquely qualified for a position in your office. It was at the Bexar County District Attorney's Office during the summer after my 1L year that I first was exposed to the criminal justice system and the excitement of the courtroom. While there, I assisted the Child Abuse Division in preparing for trials by reviewing cases, interviewing victims and their families, and observing courtroom procedures. Through my work at the U.S. Attorney's Office last summer, I learned the intricacies of certain criminal laws and the importance of preserving a court record. Moreover, I have also had the opportunity to work in a defensive capacity by participating in the Juvenile Justice Clinic which provided me with valuable experience and perspective.

My resume is attached. I would welcome an opportunity to meet with you to discuss the possibility of working as a Bexar County Assistant District Attorney. Please contact me if there are any other materials I can provide. Thank you for your consideration.

Sincerely,

Sally Cohen

Attachment

Sally Cohen

5200 Old Spicewood Springs Road, #1000, Austin, TX 78735 | 1800 Sierra Vista, San Antonio, TX 78258
512-111-1111 | sallycohen@utexas.edu

ADMISSIONS

Admitted to the Texas State Bar, November YYYY

EDUCATION

The University of Texas School of Law, Austin, TX

J.D. received May YYYY

GPA: 3.20; Relevant coursework: Criminal Law (A), Evidence (A-), Criminal Procedure (A)

- THE REVIEW OF LITIGATION, Staff Member
- Baron & Budd Endowed Presidential Scholarship, Recipient YYYY
- Texas Law Fellowships, Fellowship Recipient YYYY, Board Member, YYYY
- Public Interest Law Association, Board Member

Tulane University, New Orleans, LA

B.A. *magna cum laude* in Psychology and Art History received May YYYY

GPA: 3.75; Phi Beta Kappa

LEGAL EXPERIENCE

Juvenile Justice Clinic, The University of Texas School of Law, Austin, TX

Student Attorney, Spring YYYY

Represented indigent juveniles charged with criminal offenses; handled all plea adjudications and dispositions; performed all investigations, interviews, discovery, plea bargaining, and trial preparation for cases.

Professor George Dix, The University of Texas School of Law, Austin, TX

Research Assistant, August YYYY–March YYYY; August–November YYYY

Researched criminal law issues and edited sections of casebook, *Criminal Law: Cases and Materials*, and the pocket part of *Texas Criminal Practice and Procedure*.

U.S. Attorney's Office for the Western District of Texas, San Antonio, TX

Law Intern, July–August YYYY

Assisted prosecutors in trial preparation by drafting legal documents, analyzing evidence, and researching legal issues involving search and seizure.

Langley and Banack, Inc., San Antonio, TX

Summer Associate, May–July YYYY

Researched and wrote legal memoranda, advisory letters to clients, and pleadings in areas of employment and commercial litigation for small boutique firm. Received an offer for permanent employment.

Bexar County District Attorney's Office, San Antonio, TX

Intern, Child Abuse Division, May–August YYYY

Assisted in trial preparation for felony prosecutions; assisted in drafting motion that led to guilty plea. Researched and analyzed legal issues relating to hearsay and *Crawford v. Washington*.

U.S. Department of Justice, Washington, D.C.

Intern, Environmental Enforcement Section, June–August YYYY

Coordinated with EPA and the DOJ staff in preparing requests for admission for complex civil enforcement litigation.

LANGUAGES

Fluent in Spanish; conversational in Italian

Prepared on November 2, YYYY

LILY GREENE

200 West 34th Street, Apt. 1205 | Austin, TX 78705 | 512-934-8254 | lgreene@utexas.edu

January 10, YYYY

The Honorable Nathan L. Hecht
Chief Justice
Supreme Court of Texas
P.O. Box 12248
Austin, TX 78711

Dear Chief Justice Hecht:

I am a first-year law student at The University of Texas School of Law, and I am interested in working as a judicial intern in your chambers this summer. I learned about the possibility of interning at the Texas Supreme Court through attending a judicial internship panel at the Law School that featured Mary Gonzalez, one of your previous interns. As a first-year student, I have been fascinated with each area of law that I have encountered. I believe that an internship in your chambers would afford me the opportunity to experience first-hand a wide range of legal issues and problems, which would provide valuable experience and assist me in determining my strongest interest and aptitude in law.

One of my primary focuses in law school has been to develop my legal writing skills. I have always enjoyed writing and, as an undergraduate at the University of Pennsylvania, I realized that I truly loved the investigation and construction of large research projects. My enthusiasm found a fitting challenge in my undergraduate honors thesis, "Urban Models in the Cities of India." For this project, I researched and wrote for a year and a half resulting in a work of 250 pages and the highest grade from the supervising professor. I was able to do this research work while putting myself through college. During this time, I created a program in a West Philadelphia elementary school to reduce class size by providing volunteer teachers. My community service experiences have instilled in me the necessity of working as a member of a team, while also performing the role of a leader.

I have attached my resume, law school transcript, and a writing sample from my legal research and writing class. I would welcome the opportunity to interview with you and appreciate your time and consideration.

Sincerely,

Lily Greene

Attachment

LILY GREENE

200 West 34th Street, Apt. 1205 | Austin, TX 78705 | 512-934-8254 | lgreene@utexas.edu

EDUCATION

The University of Texas School of Law, Austin, TX

J.D. expected May YYYY

GPA: 3.12 (two out of four grades received as of January 10, YYYY)

- Thad T. Hutcheson First-Year Moot Court Competition, Witness
- Street Law: Team-teach legal topics with other Texas Law students in middle and high schools on topics including immigration, the criminal justice system, and jury selection.
- Abuse Survivor Assistance Program, Member

University of Pennsylvania, Philadelphia, PA

B.A. *magna cum laude* in Urban Studies and Sociology received May YYYY

GPA: 3.63

- Thesis: “Urban Models in the Cities of India”
- Worked 15-20 hours per week throughout college.

WORK EXPERIENCE

Barnes & Noble, Philadelphia, PA

Salesperson, June YYYY–May YYYY

Red Robin Café, Philadelphia, PA

Waitress, September YYYY–May YYYY

COMMUNITY SERVICE

Penn’s Center for Community Partnerships, Philadelphia, PA

Lea School Volunteer Program Co-Founder and Coordinator, YYYY–YY

Created program in West Philadelphia elementary school to reduce class size by providing six volunteer teacher-assistants. Co-wrote honors independent-study paper analyzing the program.

PennESL, Philadelphia, PA

Vice President, YYYY; *President*, YYYY

Recruited, trained, and coordinated 30 student volunteers from the University of Pennsylvania for five adult literacy centers in West Philadelphia. Taught weekly ESL beginning literacy class to 10 adults.

Los Martincitos, Lima, Peru

Intern, May–July YYYY

Wrote grant applications for organization that provides financial assistance to disadvantaged elderly Peruvians.

ACTIVITIES

Chi Omega Sorority, University of Pennsylvania, Philadelphia, PA

Philanthropy Chair, YYYY

Organized annual Toys for Tots program and raised \$5,000. Assisted in building two houses for Habitat for Humanity.

INTERESTS & LANGUAGES

NFL football; Texas Law intramural flag football and softball; and chess. Conversational in Spanish.

Prepared on January 10, YYYY

AJAY SALAAM

503 Enfield Road | Austin, Texas 78703 | 512.474.0664 | ajaysalaam@utexas.edu

October 2, YYYY

The Honorable Nathan L. Hecht
Chief Justice
Supreme Court of Texas
P.O. Box 12248
Austin, Texas 78711

Dear Chief Justice Hecht:

I am a third-year student at The University of Texas School of Law, and I am writing to apply for a spring semester internship in your chambers. I have lived in Texas my entire life, and I plan to practice law in Austin upon graduation.

One of my primary focuses in law school has been gaining exposure and experience in legal writing. Serving as a staff editor for the TEXAS JOURNAL ON CIVIL LIBERTIES AND CIVIL RIGHTS has been an invaluable experience. This summer, as a summer associate at Phelps Dunbar, I researched antitrust issues in a telecommunications merger and wrote motions on cases involving employment discrimination and school desegregation. I am now interning at the Lower Colorado River Authority where I am assisting in a case involving the Endangered Species Act. I believe that my research and writing skills will be of benefit to your chambers.

I have attached my resume, law school transcript, and a memorandum I wrote at Phelps Dunbar on school finance. I would welcome the opportunity to interview with you. Thank you for your consideration.

Sincerely,

Ajay Salaam

Attachment

AJAY SALAAM

503 Enfield Road | Austin, Texas 78703 | 512.474.0664 | ajaysalaam@utexas.edu

EDUCATION

The University of Texas School of Law, Austin, Texas

J.D. expected May YYYY

Fall YYYY GPA: 3.74; Overall GPA: 3.40

Notable Grades: Contracts (A), Property (A-), Torts (A-), Wills (A-), Writing Seminar (A-)

- TEXAS JOURNAL ON CIVIL LIBERTIES AND CIVIL RIGHTS, Staff Editor
- Texas Law Fellowships, Section 2 Representative for organization that fundraises to provide fellowships to law students working in the public interest sector
- Asian Law Students Association, Treasurer
- Latham & Watkins Diversity Scholar, Semifinalist, YYYY

The University of Texas at Austin, Austin, Texas

B.A., Plan II Honors and Philosophy received May YYYY

Concentration in Spanish Language and Literature

- Honors Thesis: “Creative Computers: An Evolution in Design”
- THE DAILY TEXAN, Feature Writer, Photographer, and Columnist, YYYY–YY

LEGAL EXPERIENCE

Phelps Dunbar, LLP, New Orleans, Louisiana

Summer Associate, May–July YYYY

Evaluated claims for damages against vessel owner for breach of charter party and drafted related memorandum, complaint, and motion. Prepared memoranda regarding oil field anti-indemnity statutes, pipeline easements, and other litigation issues. Researched antitrust issues in a telecommunications merger and wrote motions on cases involving employment discrimination, school desegregation, and school finance.

Lower Colorado River Authority, Austin, Texas

Law Clerk, June–August YYYY

Researched water law related issues; attended mediation. Drafted memorandum on regulatory changes.

OTHER EXPERIENCE

St. John's School, New Orleans, Louisiana

Upper School English Teacher, YYYY–YY

Coordinated school's participation in the Independent Schools of the Southwest Arts Festivals.

United States Congress, Washington, D.C.

Intern for Congressman John Bryant, May–August YYYY

LANGUAGE & INTERESTS

Intermediate-level Spanish. Fishing, running, and basketball.

Prepared on September 15, YYYY

Steven Michael

1000 San Antonio Street, No. 123 | Austin, TX 78701 | 512-555-6677 | smichael@gmail.com

July 1, YYYY

The Honorable Andrew Austin
Magistrate Judge
U.S. District Court for the Western District of Texas
United States Courthouse
501 West 5th Street, Room 4190
Austin, TX 78701

Dear Judge Austin:

Enclosed please find my application for a clerkship in your chambers for YYYY-YY. I am a rising third-year student at The University of Texas School of Law, and I will graduate in May YYYY. My application includes a resume, transcript, and writing sample. Letters of recommendation from Professors John Jones, Lynn Smith, and Elizabeth Sampson, and Jack Gold are included in this application packet. My recommenders may be reached as follows:

- Professor John Jones, The University of Texas School of Law
jjones@law.utexas.edu; 512-232-1234
- Professor Lynn Smith, The University of Texas School of Law
lsmith@law.utexas.edu; 512-232-5678
- Professor Elizabeth Sampson, The University of Texas School of Law
esampson@law.utexas.edu; 512-232-1357
- Jack Gold, Partner, Norton Rose Fulbright, LLP; Houston, Texas
jack.gold@nortonrosefulbright.com; 713-345-6789

I would value the opportunity to interview with you about this position. If I may provide any additional information, please contact me.

Respectfully,

Steven Michael

Enclosures

Steven Michael

1000 San Antonio Street, No. 123 | Austin, TX 78701 | 512-555-6677 | smichael@gmail.com

EDUCATION

The University of Texas School of Law, Austin, TX

J.D. expected May YYYY

GPA: 3.86; Dean's Achievement Award – Highest Grade in Corporations

- THE REVIEW OF LITIGATION, Research Editor, Volume ## (YYYY–YY): Supervising editor for uniform citation in all journal publications
- Author, Note, “RLUIPA's Equal Terms Provision and the Split Between the Eleventh and Third Circuits,” forthcoming in Volume ## of THE REVIEW OF LITIGATION
- Teaching Quizmaster (YYYY–YY): Teaching Assistant for the 1L Legal Research and Writing Program
- Research Assistant, Professor Jens Dammann: Participated substantially in editing forthcoming article on comparative gender discrimination law.
- Research Assistant, Professor Charles Silver: Participated substantially in editing “The Quasi-Class Action Method of Managing Multidistrict Litigations: Problems and a Proposal,” forthcoming in VANDERBILT LAW REVIEW.

The University of Pittsburgh, Pittsburgh, PA

M.A. program in History, two years coursework completed, YYYY–YY

GPA: 3.75

- Teaching Assistant, Department of History

The University of California, Irvine, Irvine, CA

B.A. in History received June YYYY

GPA: 3.71

- Marjorie and Robert Rawlins Scholarship for Musical Performance, Viola

EXPERIENCE

Weil, Gotshal & Manges, LLP, Dallas, TX

Summer Associate, May–July YYYY

- Prepared motions and memoranda on executory contracts and tracing comingled proceeds while clerking in the Business Finance & Restructuring section.
- Researched Federal, Texas, and Delaware law and prepared memoranda on a variety of issues while clerking in the Litigation section.

Dobrowski, LLP, Houston, TX

Summer Associate, May–June YYYY; July–August YYYY

- Drafted motions, prepared deposition questions, researched Federal and Texas law, and attended court proceedings and deposition for a commercial litigation trial.

The Honorable Kerry Fitzgerald, Court of Appeals for the Fifth District of Texas, Dallas, TX

Judicial Intern, July YYYY

- Analyzed trial record and exhibits for evidence of illegal search and seizure.

INTERESTS

- Late Romantic-era orchestral music; Texas BBQ connoisseur; Big Brothers Big Sisters of Central Texas

Prepared on June 20, YYYY

Amy A. Allen

600 West Sixth Street, Apt. 205 | Austin, Texas 78701 | 512-282-9090 | amyallen@utexas.edu

September 1, YYYY

The Honorable Jane Justice
District Judge
U.S. District Court for the District of Nebraska
United States Courthouse, 111 South 18th Plaza, Suite 1152
Omaha, NE 68102-1322

Dear Judge Justice:

Enclosed please find an application for a clerkship in your chambers for YYYY-YY. I am currently a third-year student at The University of Texas School of Law, and I will graduate in May YYYY. My interest in clerking for you arises from my intention to practice water law. You have written several important opinions on the topic, and you appear to have the largest water law docket in the country. Although I have not lived in Nebraska, my husband will be stationed at a military base near Omaha for the next several years, and we intend to make the state our home.

My application includes a resume, transcript, and writing sample. Letters of recommendation from Professors John Jones, Lynn Smith, and Elizabeth Sampson, and Jack Gold have been sent under separate cover. These recommenders may be reached as follows:

- Professor John Jones, The University of Texas School of Law
jjones@law.utexas.edu; 512-232-1234
- Professor Lynn Smith, The University of Texas School of Law
lsmith@law.utexas.edu; 512-232-5678
- Professor Elizabeth Sampson, The University of Texas School of Law
esampson@law.utexas.edu; 512-232-1357
- Jack Gold, Partner, Norton Rose Fulbright, LLP; Houston, Texas
jack.gold@nortonrosefulbright.com; 713-345-6789

I would value the opportunity to interview with you for this position. If I may provide any additional information, please contact me.

Respectfully,

Amy A. Allen

Enclosures

Amy A. Allen

600 West Sixth Street, Apt. 205 | Austin, Texas 78701 | 512-282-9090 | amyallen@utexas.edu

EDUCATION

The University of Texas School of Law, Austin, Texas

J.D. expected May YYYY

GPA: 3.98

- TEXAS LAW REVIEW, Articles Editor
Note, “The Dynamics of Jury Instructions in Texas Courtrooms,” ## TEXAS LAW REVIEW (forthcoming YYYY)
- *Teaching Quizmaster*, YYYY–YY (teaching assistant in first-year writing program)
- Asian Law Student Association, YYYY–YY, *Vice-President*
- Deans’ Achievement Award in Contracts (given to the top-performing student in the section)
- Outstanding First-Year Memorandum Award (given for the three best memoranda in the first-year legal writing program)
- Co-op Fellow (scholarship given to two second-year students who demonstrate a commitment to public service)

The University of Colorado, Boulder, Colorado

B.A. in Japanese with *high honors* received May YYYY

GPA: 3.95

- COLORADO DAILY NEWS, *Sports Editor*
- *Research Assistant* to Professor Sarah Smith (researched the history of Afghan law for Professor Smith’s book, *Law and Custom: Rebuilding Afghanistan*, (YYYY).)
- Colorado Rowing, *Captain* (a club-level sport that competed with universities throughout the western United States)

WORK EXPERIENCE

Thompson & Knight, LLP, Dallas, Texas

Summer Associate, June–August YYYY

Researched and wrote memoranda on reinsurance and mandatory venue, employment discrimination, and claims for breach of fiduciary duty. Assisted in the research for a treatise on Texas Civil Procedure.

Jenner & Block, LLP, Chicago, Illinois

Summer Associate, June–August YYYY

Researched and wrote memoranda on affiliate status in securities law; Illinois *lis pendens* and judgment lien statutes; helped write brief in *pro bono* death penalty case before the Illinois Supreme Court.

DENVER POST, Denver, Colorado

Reporter, July YYYY–August YYYY

Reported local sports and political news.

VOLUNTEER ACTIVITIES

Big Brothers Big Sisters of Central Texas, Austin, Texas; *Mentor*, YYYY–present

Museum of Science and Industry, Chicago, Illinois; *Tour Guide*, Summers YYYY–YY

INTERESTS

Judo (black belt); modern Japanese literature (in Japanese); bicycle repair

Prepared on August 31, YYYY

George Smith

4505 Dogood Lane, Austin, TX 78751 • 512-555-5555 • gsmith@utexas.edu

January 12, YYYY

Taylor Kelly
Executive Director
American Gateways
314 East Highland Mall Blvd., Suite 501
Austin, TX 78752

Dear Ms. Kelly:

I am currently a first-year student at The University of Texas School of Law, and I am applying for an internship with American Gateways. I am dedicated to upholding and advancing the rights of immigrants and refugees, and I am inspired by the breadth of services that American Gateways provides to the immigrant community. I welcome the opportunity to bring my experience and skills to support your clients this coming summer. As a native Texan, I am passionate about working at an organization such as American Gateways that serves the low-income immigrant community in my home state.

I became interested in immigration in college, where I studied Spanish and International Relations. In an effort to improve my Spanish, I volunteered with organizations in the Boston area that served the Spanish-speaking community. As I spoke with clients and colleagues, I quickly became aware of the many difficulties immigrants in our country face. During my summers, I researched the educational resources available to immigrant students and I worked with children from low-income communities who faced challenges to health, education, and economic opportunity. After graduation, I joined Teach For America and taught immigrant children in one of the poorest school districts in the country. There, I witnessed the inadequacies of our educational system in meeting the unique needs of immigrant children. These experiences sparked my desire to work towards systemic change for immigrant communities as a public interest lawyer. Although I have not worked in a legal setting yet, I believe that I have attained several transferable skills, namely, the ability to write well, think critically, work under pressure, and communicate effectively with people from different backgrounds.

As a research assistant to Professor Ana Alvarez at Tufts University, I analyzed both primary and secondary sources and wrote a paper that was ultimately excerpted in one of Professor Alvarez's publications. During both my summer job as a camp counselor to at-risk youth and as a teacher, I often had to "think on my feet" and change directions. I was often faced with the challenge of finding the teaching moments in events such as altercations between students and school-wide power outages. As a teacher, I had to determine the best way to teach 30 students of varying language and academic abilities, so that they all progressed. Through creative thinking and determination, I was able to increase my students' pass rate for the Texas Assessment of Knowledge and Skills test to 85 percent when the year prior, only 50 percent of my students had passed the same test. Finally, as someone who has worked with children, immigrants, professors, people experiencing homelessness, and even actors, I have developed the ability to communicate effectively in a variety of settings. I would very much like to use my skills to contribute to American Gateways.

I would welcome the opportunity to further discuss my qualifications with you. Thank you for your time and consideration.

Sincerely,

George Smith

George Smith

4505 Dogood Lane, Austin, TX 78751 • 512-555-5555 • gsmith@utexas.edu

Education

The University of Texas School of Law, Austin, TX

J.D. expected May YYYY

GPA: No grades received as of November 15, YYYY

- Public Interest Law Association, Member
- American Constitution Society, Member
- Texas Law Pro Bono Pledge, completed 10 of 50 voluntarily pledged hours as of December 1, YYYY
- Mithoff Pro Bono Program, Student Attorney

Tufts University, Medford, MA

B.A. in Spanish and International Relations received May YYYY

GPA: 3.40, GPA in major: 3.59

- Dean's List YYYY–YY

Experience

Zavala Elementary, Donna, TX

Teach for America Corps Member and Teacher, September YYYY–June YYYY

Taught fourth and fifth grade bilingual classes; implemented entire language curriculum; served on schoolwide curriculum development committee; achieved pass rate of 85 percent for Texas Assessment of Knowledge and Skills Test, the highest pass rate of any bilingual class in the school.

Phillips Brooks House, Cambridge, MA

Camp Counselor, June–August YYYY

Counseled students from Boston's Villa Victoria and Tent City housing projects; lived in neighborhood of students served; developed curriculum and planned outings for day camp; attended diversity and conflict resolution trainings.

Professor Ana Alvarez, Tufts University, Medford, MA

Research Assistant, June–September YYYY

Researched English as a Second Language (ESL) programs in Massachusetts; interviewed Spanish-speaking students; wrote paper regarding rate of English language acquisition of immigrant students who participated in ESL programs versus those who had no additional language instruction.

Service & Involvement

Soup Kitchen, Cambridge, MA

Volunteer, September YYYY–May YYYY

Prepared and served meals for the homeless.

Jumpstart - Americorps Program for Early Childhood Literacy, Boston, MA

Volunteer, September YYYY–May YYYY

Read books to preschool class on weekly basis.

Languages & Interests

Fluent in Spanish; extensive travel through Latin America.

Prepared on December 30, YYYY

George Smith

4505 Dogood Lane, Austin, TX 78751 • 512-555-5555 • gsmith@utexas.edu

November 20, YYYY

Sarah Advocate
Mexican American Legal Defense and Educational Fund
110 Broadway, Suite 300
San Antonio, TX 78205

Dear Ms. Advocate:

I am currently a third-year student at The University of Texas School of Law and am writing to apply for the Staff Attorney position at the San Antonio office of the Mexican American Legal Defense and Educational Fund. I am committed to working for an organization whose mission is to advocate for public policy measures that will protect the rights of Latinos in this country. I believe my dedication to this cause—bolstered by my education, experience, and fluency in Spanish—would make a valuable contribution to your organization. Although I am originally from Boston, I have several family members in San Antonio and I plan to make San Antonio my home upon graduation.

Through my work experiences, I have developed a knowledge and awareness of local, regional, and national issues affecting the Latino community. While working at the Equal Justice Center, I heard the stories of many workers who were undocumented, underpaid, and who had been denied wages by local employers. In both the Immigration Clinic and as a legal intern American Gateways, I advised clients and I advocated for them as they navigated the bureaucratic quagmire of our nation's immigration laws. As a middle school teacher in East Boston, most of my students lived in low-income communities, and I witnessed the stark inequalities in our education system. I have chosen work and educational opportunities to explore many facets of structural inequality, and to affording people equal access to opportunity.

I have analyzed case law and statutes, drafted pleadings and memoranda, argued successfully before administrative judges, and communicated effectively with Spanish-speaking clients. In addition, as a staff editor on the TEXAS JOURNAL ON CIVIL LIBERTIES AND CIVIL RIGHTS, I have honed my attention to detail and my ability to meet tight deadlines. I believe my commitment and practical skills will enable me to effectively advocate for the rights of others.

I would welcome the opportunity to discuss my qualifications with you further and am available to drive to San Antonio. Thank you for your time and consideration.

Sincerely,

George Smith

Enclosure

George Smith

4505 Dogood Lane, Austin, TX 78751 • 512-555-5555 • gsmith@utexas.edu

Education

The University of Texas School of Law, Austin, TX

J.D. expected May YYYY

GPA: 3.61

- TEXAS JOURNAL ON CIVIL LIBERTIES AND CIVIL RIGHTS, Staff Editor
- Public Interest Law Association, President
- American Constitution Society, Member
- Texas Law Pro Bono Pledge, completed 50 voluntarily pledged hours

Tufts University, Medford, MA

B.A. in Spanish and International Relations; concentration in Latin American Studies received May YYYY

GPA: 3.40, GPA in major: 3.59

- Dean's List YYYY–YY

Legal Experience

Equal Justice Center, Austin, TX

Legal Intern, September YYYY–Present

Interview and document testimony of low-wage workers; prepare witnesses for evidentiary hearings; draft briefs for court regarding retrieval of unpaid wages.

Sin Fronteras, Mexico City, Mexico

Legal Intern, June–August YYYY

Researched government programs available to refugees in Mexico; evaluated current state of Mexican law regarding human trafficking and drafted report of findings; assisted with intakes and translated during new client interviews.

Immigration Clinic, The University of Texas School of Law, Austin, TX

Student Attorney, January–May YYYY

Represented low-income immigrants before the immigration courts in bond and deportation hearings; interviewed clients, developed case strategy, and prepared witnesses for same.

American Gateways, Austin, TX

Legal Intern, June–August YYYY

Researched country conditions and collected evidence of client assertions of country conditions; helped clients complete immigration forms; assisted attorneys with developing case strategy.

Service & Involvement

Pro Bono in January, San Juan, TX

Law Student Volunteer, January YYYY

Participated in one-week service trip to the Rio Grande Valley to work with the South Texas Pro Bono Asylum Project. Prepared an application for withholding removal for detained client.

Languages & Interest

Fluent in Spanish; extensive travel through Latin America.

Prepared on November 20, YYYY

MAX SIDLEY

1234 Townes Lane, Austin, TX 78705 | maxsidley@utexas.edu | 512-444-4444

September 1, YYYY

Michael Mouse
Deputy General Counsel
The Walt Disney Company
111 Happy Lane
Anaheim, CA 98201

Dear Mr. Mouse:

I am in my final year at The University of Texas School of Law, and I am seeking a permanent position in the general counsel's office of The Walt Disney Company. Professor David Sokolow, your law school classmate, suggested that I contact you. In addition to pursuing my law degree, I am also enrolled in the MBA program at the McCombs School of Business. I will graduate with both degrees in May YYYY.

I am seeking a position in your music department that will enable me to draw from my legal and business abilities and my background in the music industry. Disney is particularly appealing to me because it is a leader in all areas of entertainment and would allow me to use both my film and music experience.

As the owner and president of Ark Music, I produced numerous concerts and music festivals in both Texas and California. I was a talent buyer and promoter for acts that included Spoon, OneRepublic, and MGMT, among others. As a summer associate at Akin Gump Strauss Hauer & Feld, LLP in Los Angeles, I gained experience in the legal aspects of the entertainment industry, analyzing a feature-length film's chain of title and drafting recording contracts for musical groups. My strong combination of industry and legal experience makes me an especially good fit for Disney's music department in the general counsel's office.

My resume is attached. I would welcome the opportunity to discuss a permanent position with you further. I will be in Los Angeles from September 20-24 and would be available to meet at your convenience. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Max Sidley

Attachment

MAX SIDLEY

1234 Townes Lane, Austin, TX 78705 | maxsidley@utexas.edu | 512-444-4444

EDUCATION

The University of Texas School of Law, Austin, TX

The University of Texas at Austin McCombs School of Business, Austin, TX

J.D./M.B.A. expected May YYYY

Law School GPA: 3.32; Business School GPA: 3.70

- Giles Sutherland Rich Intellectual Property Moot Court, National Champion
- THE REVIEW OF LITIGATION, Administrative Editor, “The Grey Note” published Summer YYYY
- Stanley P. and Claudie P. Wilson Endowed Presidential Scholarship Recipient
- Forty Acres Festival: Chairman, Music Committee

The University of Texas at Austin, Austin, TX

B.B.A. in Finance received May YYYY with *High Honors*

GPA: 3.82

- Beta Gamma Sigma Honor Society

LEGAL EXPERIENCE

Akin Gump Strauss Hauer & Feld LLP, Los Angeles, CA

Summer Associate, May–July YYYY

Analyzed feature-length film’s chain of title for Entertainment and Media Group client; wrote memorandum for Anti-Defamation League surveying fair housing laws in 10 states; determined causes of action for unilateral mistake in the structuring of a major bank loan.

OTHER EXPERIENCE

Professor Steve Smith, The University of Texas McCombs School of Business, Austin, TX

Teaching Assistant, January–May YYYY

Assisted professor with class preparation; instructed small group of students in discussion section; held 2-3 office hours per week.

Ark Music, Inc., Austin, TX

Owner/President, January YYYY–May YYYY

Produced concerts and music festivals in Austin, Houston and Los Angeles; talent buyer and promoter for Spoon, OneRepublic, and MGMT; generated \$500,000 in revenue through musical events for up to 20,000 attendees.

South by Southwest Music, Film and Interactive Conferences, Austin, TX

M.B.A. Project Consultant, January–March YYYY

Created project management template for SXSW’s planned development of an iPhone application.

Velvet Nightclub, Austin, TX

Owner, General Manager, and Talent Buyer, October YYYY–June YYYY

Managed 50 employees and negotiated contracts with major booking agents for talent; created all club advertising campaigns; acted as the primary public relations contact.

INTERESTS

- Produced videos featuring a unique style of freeskiing terrain parks
- Foster parent for abandoned and neglected Jack Russell terriers

Prepared on August 10, YYYY

MR. SAM TOMLINSON

9876 Oak Blvd. | Austin, TX 78722 | 512-524-9977 | samtomlinson@utexas.edu

August 15, YYYY

Sally Smith
Recruiting Coordinator
Jackson Walker L.L.P.
1401 McKinney St., Suite 1900
Houston, TX 77010

Dear Ms. Smith:

I am a second-year student at The University of Texas School of Law and am extremely interested in working at Jackson Walker L.L.P. in Houston. I recently transferred from Boston College Law School where I was ranked in the top ten percent of my class. I am a native of Houston, and I look forward to practicing law in Houston following graduation. I am particularly interested in Jackson Walker L.L.P.'s Houston office because of your highly regarded energy transactions practice.

My background and experiences make me uniquely qualified for a position with your energy section. While at Akin Gump this summer, I assisted with the acquisition of an energy company by the client. I was fortunate to gain exposure to energy transactions and even presented my research to the client during conference calls. As a law clerk at Scott, Douglass & McConnico, I further strengthened my legal research and drafting skills and participated in international commercial arbitration work. I look forward to taking advantage of all of the energy-related opportunities offered at The University of Texas School of Law. I am joining the TEXAS JOURNAL OF OIL, GAS AND ENERGY LAW and planning to work at the law school's Energy Center in the fall.

My resume, transcript, and writing sample are attached. I look forward to the opportunity to discuss a summer clerkship position with your firm. Thank you for your time and consideration.

Best regards,

Sam Tomlinson

Attachment

MR. SAM TOMLINSON

9876 Oak Blvd. | Austin, TX 78722 | 512-524-9977 | samtomlinson@utexas.edu

EDUCATION

The University of Texas School of Law, Austin, TX
J.D. expected May YYYY

Boston College Law School, Boston, MA
J.D. Candidate, September YYYY–May YYYY
GPA: 3.79 (top 10% of class)

- Student Bar Association, 1L Representative, YYYY–YY
- INTERNATIONAL & COMPARATIVE LAW REVIEW, Spring YYYY

Rice University, Houston, TX
B.A. *magna cum laude* in Latin American Studies received June YYYY

- Phi Beta Kappa
- Student Association, Vice-President, YYYY–YY

LEGAL EXPERIENCE

Scott, Douglass & McConnico, L.L.P., Austin, TX
Law Clerk, July–August YYYY

Assist in substantive legal work in the general litigation department, including active participation in Foreign Corrupt Practices Act investigations, international commercial arbitration work, and ongoing *pro bono* litigation. Research and draft memoranda and complaints.

Akin Gump Strauss Hauer & Feld LLP, Houston, TX
Summer Associate, May–July YYYY

Assisted in document review, attended client meetings, and participated in conference calls related to the acquisition of an energy company; conducted legal research regarding ownership of mineral rights; drafted corporate documents for holding company; drafted board minutes and prepared resolutions.

OTHER EXPERIENCE

Campus Recreation, Rice University, Houston, TX
Intramural Supervisor, September YYYY–May YYYY

Supervised intramural competitions; officiated volleyball, flag football, softball, and soccer; trained intramural officials; prepared officials' weekly schedules. Worked 25 hours per week while attending school full-time.

LANGUAGES & INTERESTS

- Fluent in Spanish; conversational in French
- Enjoy boxing, golf, and traveling to South America

Prepared on August 10, YYYY

MS. LEE MARSHALL

999 East 32nd Street | Austin, TX 78705 | 512-555-8793
leemarshal@utexas.edu | linkedin.com/in/leemarshalTX

REFERENCES

Greg Swift
Smith Barney
388 Greenwich Street, 4th Floor
New York, NY 10013
212-816-9999
greg.swift@smithbarney.com

Lisa Zlots
Goldman Sachs 85 Broad Street
New York, NY 10004
212-902-0000
lzlots@goldman.com

Sanjay Hegde
Houghton-Mifflin Publishing
6 Cherry Lane
Dallas, TX 76622
214-563-2121
hegde_sanjay@hmco.com

Professor Tim Trahan
Department of History
Wellesley College
106 Central Street
Wellesley, MA 02167
781-444-1000
trahan@wellesley.edu

Sally Cohen

512-111-1111 | sallycohen@utexas.edu

References

Professor George Dix
The University of Texas School of Law
727 East Dean Keeton Street
Austin, TX 78705
512-232-1238 | gdix@law.utexas.edu

I have assisted Professor Dix part-time for more than a year, researching criminal law issues.

Henry Wilson
Assistant United States Attorney
601 NW Loop 410, Suite 600
San Antonio, TX 78216
210-384-7100 | hwilson@justice.gov

Mr. Wilson supervised my work in the summer of YYYY.

Julie Wright
Assistant District Attorney
Bexar County District Attorney's Office
300 Dolorosa, 5th Floor
San Antonio, TX 78205
210-335-2311 | jwright@bexar.org

Ms. Wright supervised my YYYY summer internship at the Bexar County District Attorney's Office.

MS. LEE MARSHALL

999 East 32nd Street | Austin, TX 78705 | 512-555-8793
leemarshal@utexas.edu | linkedin.com/in/leemarshalTX

WRITING SAMPLE

This writing sample is a memorandum I wrote as a YYYY summer associate at Jones Day. I was granted permission to use this memo as a writing sample by the partner for whom this research was done. All sensitive and identifying information has been redacted from the work in order to maintain client confidentiality.

Steven Michael

1000 San Antonio Street, No. 123 | Austin, TX 78701 | 512-555-6677 | smichael@gmail.com

WRITING SAMPLE

This writing sample is excerpted from a memorandum written for my Legal Research and Writing Class. For the purposes of this excerpt, I have omitted the Brief Answer and Facts sections. Parts have not been renumbered, but footnotes have been renumbered.

Use your judgement when deciding what to omit from your Writing Sample. Make sure the reader will have sufficient context to understand the sample. You can use your cover sheet to give context if needed.

EDWARD M. RODRIGUEZ

3501 East 42nd Street, Austin, TX 78704
972-556-0081 | erodriguez@gmail.com

October 7, YYYY

Bob Williams
Law Offices of Bob Williams, P.C.
4500 Bee Caves Road, Suite 1000
Austin, TX 78738

Dear Mr. Williams:

Thank you for taking the time to visit with me at the reception following the Small and Midsize Firm panel, which was held at The University of Texas School of Law on Tuesday. I enjoyed learning about the opportunities and challenges of working for a smaller firm. At your suggestion, I have contacted Joe Ellis at Wilson, Strauss & Jones. We are planning to meet next week at his office to discuss the practice of real estate law in Houston. I believe that he will be a very valuable contact, and I am looking forward to our meeting.

I appreciate your advice and I hope to see you at the Texas Talks event next month.

Sincerely,

Edward M. Rodriguez

MS. LEE MARSHALL

999 East 32nd Street | Austin, TX 78705 | 512-555-8793
leemmarshall@utexas.edu | linkedin.com/in/leemmarshallTX

September 13, YYYY

Roy Rogers
Weil, Gotshal & Manges LLP
767 Fifth Avenue
New York, NY 10153

Dear Mr. Rogers:

Thank you for interviewing me today for a summer clerkship position with the New York office of Weil. I enjoyed visiting your office, meeting you and your colleagues, and learning more about your firm's exciting corporate work and interesting clients. I was very impressed with the firm and everyone that I met, and I appreciate your hospitality. I particularly enjoyed discussing our mutual love of hiking. After hearing about your recent experiences hiking the Adirondack Mountains, I have added it to my hiking bucket list.

I truly enjoyed meeting you, and I remain very interested in a position with the firm. I look forward to hearing from you soon.

Sincerely,

Lee Marshall

SENT: September 13, YYYY
TO: rrogers@weil.com
CC:
SUBJECT: Thank you for today's interview

Dear Mr. Rogers:

Thank you for interviewing me today for a summer clerkship position with the New York office of Weil. I enjoyed visiting your office, meeting you and your colleagues, and learning more about your firm's exciting corporate work and interesting clients. I was very impressed with the firm and everyone that I met, and I appreciate your hospitality. I particularly enjoyed discussing our mutual love of hiking. After hearing about your recent experiences hiking the Adirondack Mountains, I have added it to my hiking bucket list.

I truly enjoyed meeting you, and I remain very interested in a position with the firm. I look forward to hearing from you soon.

Sincerely, Lee

Ms. Lee Marshall
999 E. 32nd Street
Austin, TX 78705
512-555-8793
leemmarshall@utexas.edu

The University of Texas School of Law
Class of YYYY

MS. LEE MARSHALL

999 East 32nd Street | Austin, TX 78705 | 512-555-8793
leemmarshall@utexas.edu | linkedin.com/in/leemmarshallTX

August 24, YYYY

Dale Evans
Recruiting Coordinator
Roy, Rogers & Trigger, LLP
123 Fifth Avenue
New York, NY 10153

Dear Ms. Evans:

I am writing to apologize for the cancellation of my interview with Roy, Rogers & Trigger, LLP that was scheduled for tomorrow, August 25. Although I am very impressed with your firm, I have decided to accept another offer for a summer clerkship in Houston. I apologize for any inconvenience this may have caused. Please contact me if you have any questions or concerns regarding this matter.

Sincerely,

Lee Marshall

SENT: August 24, YYYY
TO: devans@rrtlaw.com
CC:
SUBJECT: Interview cancellation for Ms. Lee Marshall

Dear Ms. Evans:

I am writing to apologize for the cancellation of my interview with Roy, Rogers & Trigger, LLP that was scheduled for tomorrow, August 25. Although I am very impressed with your firm, I have decided to accept another offer for a summer clerkship in Houston. I apologize for any inconvenience this may have caused. Please contact me if you have any questions or concerns regarding this matter.

Sincerely, Lee

Ms. Lee Marshall
999 East 32nd Street
Austin, TX 78705
512-555-8793
leemarshall@utexas.edu

The University of Texas School of Law
Class of YYYY

MS. LEE MARSHALL

999 East 32nd Street | Austin, TX 78705 | 512-555-8793
leemmarshall@utexas.edu | linkedin.com/in/leemmarshallTX

November 2, YYYY

Robert Jones
Hiring Partner
Knight & Day LLP
767 Fifth Avenue, Suite 2300
New York, NY 10153

Dear Mr. Jones:

This is a follow-up to the voicemail I left you this morning. I truly appreciate the opportunity to have met you and your colleagues during the fall recruiting season, and I was very impressed with your firm. However, I must respectfully decline your summer clerkship offer.

I enjoyed meeting you and the many attorneys I spoke with, and I hope we will have an opportunity to work together in the future. Thank you.

Sincerely,

Lee Marshall

SENT: November 2, YYYY
TO: robert.jones@knightday.com
CC:
SUBJECT: Response to your summer clerkship offer

Remember to respond to an offer in the same manner in which it was conveyed; e.g., respond to an email with an email, a telephone call with a telephone call.

Dear Mr. Jones:

This is a follow-up to the voicemail I left you this morning. I truly appreciate the opportunity to have met you and your colleagues during the fall recruiting season, and I was very impressed with your firm. However, I must respectfully decline your summer clerkship offer.

I enjoyed meeting you and the many attorneys I spoke with, and I hope we will have an opportunity to work together in the future. Thank you.

Sincerely, Lee

Ms. Lee Marshall
999 East 32nd Street
Austin, TX 78705
512-555-8793
lemarshall@utexas.edu

The University of Texas School of Law
Class of YYYY

THE UNIVERSITY OF TEXAS SCHOOL OF LAW
CAREER SERVICES OFFICE
727 EAST DEAN KEETON STREET | TNH 3.130
AUSTIN, TX 78705

512-232-1150 | 512-471-6790 FAX
CSO@LAW.UTEXAS.EDU | LAW.UTEXAS.EDU/CAREER

TEXAS Law
Career Services Office