

SAMPLE REFERENCE PAGE

SALLY STUDENT

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REFERENCES

The Honorable Patrick S. Right
1243 Courthouse Drive
Toledo, OH 43215
right@courthouse.gov
419-123-4545
(Supervised my Clerkship)

Professor Judy K. Smart
Associate Professor of Law
University of Toledo College of Law
Toledo, OH 43606
jksmart@utoledo.edu
419-333-4444
(Contracts and Employment Law Professor)

Roger Sanderson, Esq.
Sanderson White LLP
148 Main Street
Sylvania, OH 43567
RS@sanderson.com
419-867-5522
(Supervising Partner)

Transcript: Many employers appreciate receiving a copy of your law school transcript. It is acceptable to send an unofficial transcript unless an official copy is specifically requested by the employer. An unofficial copy of your student transcript is available by logging into your UT web for students page <http://myut.utoledo.edu/> and clicking on “,my records” and then “view transcript”. Official transcripts must be requested from the Registrar’s Office in Rocket Hall, Room 1100.

Writing Sample: *Do not send* a writing sample until it is requested by the employer. Do take a short legal writing sample to every interview. A writing sample should generally be between 5-10 pages unless otherwise requested. It is acceptable to submit an excerpt from a longer document so long as you provide a frame of reference for the reader. i.e. *“This writing sample is an excerpt from the Appellate Brief that I wrote for my 1st Year Legal Research and Writing Course. We were asked to address the question...”*

What should I use for my writing sample?

- Most 1L students use a document prepared for their legal research and writing class. (Research Memo, Portion of Appellate Brief)

- Upper-level students tend to use an excerpt from Law Review, Moot Court, or a document drafted through the course of legal employment or an externship experience.
- **NOTICE: If you use a document prepared in the course of employment or an externship, be sure to get the permission of the employer to use it and delete any client identification references.**

THANK YOU LETTERS

Thank you letters were once considered to be a nice touch. Now they are fairly standard and are expected. Thank you notes should always be written and mailed within 48 hours of an interview. Your thank you letter must not contain any mistakes or it could actually hurt your chances of securing the position.

In your letter, refer to the positive aspects of the interview, perhaps mentioning a particular topic you discussed with the interviewer. Confirm your interest in the firm by drawing attention again to how your background could be utilized by the employer. The thank you letter is another opportunity for you to demonstrate your communication skills to the employer.

When you have a “day” of interviews at a firm, a letter to the hiring partner and/or to the person who coordinated the interviews should be sufficient. However, if the firm is high on your list of preferred employers, a short letter to each person who spent time with you may make a difference in the selection process.

We are often asked if thank you letters should be typed or hand-written, and our answer is - “It depends”. Some employers prefer receiving hand-written thank you letters because they have a personal touch, while others find anything less than a typed letter on letterhead unprofessional. As a *general* rule of thumb, feel free to use a hand-written letter with public interest, government, and small firm employers, but stick with a formal typed thank you letter for medium and large firms.

SAMPLE THANK YOU

Dear Mr. Kapilian:

I would like to thank you for interviewing me on-campus this past Wednesday. I enjoyed speaking with you about your firm’s Business Practice group. I could tell by the way you spoke about your work that Bingham Dana is a dynamic environment in which to practice.

I am impressed by Bingham Dana's extensive business practice and I am particularly interested in the work of the Investment Management and Entrepreneurial Services group. The firm's commitment to associate development and pro bono activities is also very appealing to me. I would welcome the opportunity to visit the firm and meet with additional attorneys in the Business Practice group.

If you require any additional materials or further information, please feel free to contact me. Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely,
Stuart Student