Sample Language for Writing Sample Cover Page

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[This header should match your resume header]

WRITING SAMPLE

Example of a work assignment as a writing sample:

The attached writing sample is a [memorandum/brief/draft order/etc.] that I drafted as an assignment when I was [a summer associate/a summer law clerk/an intern] [at NAME OF FIRM/ORGANIZATION]. The assignment was [explain what you were asked to do and any limitations]. I performed all of the research and [this work is entirely my own or Although this sample was edited by__________, it is substantially my writing.] All identifying facts and names have been redacted for confidentiality purposes. [If you have removed sections or modified the writing sample to reduce the number of pages, indicate what you have removed or condensed.]

I am submitting the attached writing sample with the permission of [FIRM NAME/ORGANIZATION NAME].

Example of an LPS assignment as a writing sample:

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