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# **Applying and Interviewing:**

Effective Resumes, Cover Letters,  
& Interview Preparation Handbook

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**2017-18 Edition**



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**For more information about conducting your job search,  
see “Career Services and Resources” on Canvas.**

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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 available on Canvas on the CSO website.

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 December 1, YYYY.”

It is not required that you include law school grades on resumes. 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 indicating the GPAs that qualify as top 25 percent and top 50 percent for each class once the rankings are released by the law school’s Student Affairs Office.
- 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 a partial GPA is listed, you have an affirmative obligation to update your resume once the remaining grades have been posted.
- You may wish to emphasize academic improvement over the previous year or semester. To do so, grades should be reported as follows:

Cumulative GPA: 2.93; 2nd Year GPA: 3.20

- If you decide to include or reference **any grade** on your resume, the cumulative GPA that has been released by the Student Affairs Office must also be reported.
- 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.
- A letter GPA may be used in lieu of a numerical GPA. You may indicate the letter average according to the following range:

A+	4.30
A	4.00 - 4.29
A-	3.70 - 3.99
B+	3.30 - 3.69
B	3.00 - 3.29
B-	2.70 - 2.99
C+	2.30 - 2.69
C	2.00 - 2.29
D	1.70 - 1.99
F	1.30 - 1.69

- You may identify the courses in which you excelled, reporting those grades as follows:

Highest grades received: Contracts A+, Torts A, Property A-

You may only do this if you are also including your cumulative GPA on your resume.

- **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.

## Transcript Rules

- **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 (see CSO website), to upload a PDF copy onto Symplicity.
- **Grade Sheets on OSCAR:** Judicial clerkship applicants will enter their grades through an online form provided under the “My Documents” tab on OSCAR, the Online System for Clerkship Application and Review used by federal judges in the judicial application process. OSCAR provides an electronic form for three different types of grade sheets: Law School, Undergraduate School and Other Grade (for advanced degrees). To create a grade sheet, you will need to enter the data from your transcript into the data fields provided in the electronic form. Once completed and uploaded, OSCAR will convert the electronic form into a PDF document. After the conversion, you will be able to view the final form (as the judge will see it) and be able to reopen the form and make adjustments to the final document. Judges participating in OSCAR are aware that these are unofficial transcripts.

For all other transcript requests, please visit the Student Affairs Office.

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## Preparing Your Application Materials

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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 following samples). Every document you provide to an employer needs to be well written and error free. Students participating in any of the interview programs offered by the CSO must first read and abide by the rules of the “Interviewing Policy for On-Campus and Off-Campus Interview Programs,” which is available on Canvas and the CSO website.

### Resumes

Your resume should be clear, concise, interesting to read, and pleasing to the eye. Most legal employers prefer a traditional-style resume.

**Employers will be immediately turned off by a resume that contains mistakes or is hard to read or follow.**

- Keep the layout clean.
- Do not overuse tabs or lines as these may be difficult to convert to a PDF.
- Be sure to highlight your most important achievements and accomplishments. Most people spend less than a minute reviewing a resume.
- Be consistent with your language and punctuation.

**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;
- Condensing information from several lines into one line;
- Adjusting the margins;
- Changing the font or font size, although you shouldn't use type smaller than 11 point; or
- Changing the space between tabs.

**If your resume is too short, try:**

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

### **Organizing Your Information**

- Start by collecting the material you will need, including job information, dates, and references.
- Keep your resume short; generally no more than one page.
- Pick a format from our resume samples and follow it.
- Limit your resume to three or four general headings such as "Education," "Experience," "Service and Activities," and "Interests."
- Omit career objectives and personal statements since they are not included in a legal resume.
- You do not need to write "References available on request" at the end of your resume because employers assume you will have references available when they ask for them.

### **Header**

- Use an email address that is professional and identifies you. Avoid inappropriate email addresses such as hotguy@hotmail.com or cutesick@gmail.com.
- Make sure your voicemail works well and offers a professional outgoing 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 (see resume samples);
- If your name is gender-neutral you may want to put "Mr." or "Ms." in front of your name to clarify with employers. 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.
- 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:

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

- **Joint degree information:** list both degree programs and include both GPAs (if you choose to add a GPA)—do not average your GPAs from two different schools. Example:

J.D./M.B.A. expected May YYYY  
Law School GPA: 3.32; Business School GPA: 3.70

- 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. Example:

TEXAS REVIEW OF ENTERTAINMENT & SPORTS LAW

- Put thesis titles 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."
- If you submitted your resume with grades outstanding, you should submit an updated resume once all grades are in. Talk to a CSO career counselor about the best way to submit updated resumes to employers.

### Honors and Activities

- Usually included under the applicable "Education" entry, but could also appear as a separate section.
- Put your most impressive information near the top of your resume.
- Be aware that some activities may be controversial. If you are unsure about listing these types of activities, see a CSO career counselor.

### Experience

- List jobs in reverse chronological order.
- Highlight in bold (or italics) the employer name and your position title, and include dates of employment.
- Use action verbs when describing your duties and responsibilities (see page 11).
- 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.
- 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 Lexis, Westlaw, or Microsoft Office as special skills as you are expected to have these skills.

### Finalizing Your Resume

- If presenting hard copies of your resume, print on quality paper.
- If you are converting your resume to a PDF, be sure to check that the formatting is consistent with a printed version of your resume.
- All resumes must include the date the resume was prepared in the bottom corner. Only up-to-date resumes should be submitted to potential employers.

### 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 qualifies you for a position with them. An effective cover letter demonstrates your attention to detail, organization and research skills, and your ability to communicate in clear and concise language. Generally, you should include a cover letter with your resume in any employment inquiry. Like a resume, a cover letter ought to be direct, persuasive, descriptive, and attractive.

### 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's 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.
- Don't copy the content provided in the sample cover letters verbatim. Employers can easily tell when you're following a form letter.
- Make sure you spell both the recipient's and employer's name correctly.
- For additional guidance on writing effective cover letters, read *Guerrilla Tactics for Getting the Legal Job of Your Dreams* by Kimm Alayne Walton, J.D., which is available for check-out in the Career Services Office.

### Format

- Cover letters should closely follow a format similar to the sample letters that follow.
- Use your resume header for your cover letter header.
- If you are enclosing a resume, transcript, writing sample or list of references include the word "Enclosure" at the very bottom so the reader knows to look for additional pages.

- A cover letter should be only one-page long and written in three or four paragraphs, and it should follow standard business letter format and project a very professional image.
- Proofread carefully as typographical errors in your correspondence reflect badly on you and the Law School.
- 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.

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 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, mention that person's name 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.

- Include 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.

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

### Mail Merges

For students who choose to send out a large number of resume and covers letters, you might want to perform a mail merge. Use this to create personalized letters for mass mailings from a database mailing list of names and addresses. Students can search employers and download mail merge lists free of charge from the online NALP Directory of Legal Employers (see CSO website for student login). You may also create and populate your own databases using software such as Microsoft Excel. If you perform a mail merge, be sure to review each letter carefully to ensure each designated place holder in the letter has been merged.

For complete information on how to create a mail merge template and perform a mail merge, please consult the Help section of the software you will be using.

## List of References

References are usually provided only at an employer's request. They do not typically accompany a cover letter and resume. If you are asked to provide references, choose between three to five references that support your resume and the kind of job you are trying to obtain.

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 research and writing abilities and should be completely typo-free.

### What to Use as a Writing Sample

- Use a legal writing sample that is five to 10 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 10 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 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 (see CSO website). 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**

Most employers prefer that students submit their resumes online or via email, with the exception of judges. You should check each employer's website or call the recruiting coordinator to identify their preferred method of receiving application materials.

If you plan to send your materials via email, we recommend that you convert your resume and other application materials into a PDF file to avoid potential conversion problems. 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 hardcopy.

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. Note the words that help describe your qualifications and experience and incorporate them into your resume. Always use action verbs when you can and leave out such words and phrases as “duties included” or “responsible for.” Try to avoid using the passive voice whenever possible. Also, remember the excellent advice Mark Twain offered when he said, “Always tell the truth—you’ll have less to remember.”

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



## 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

Your header should match your resume header.

Date

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 (if not obvious from your resume; e.g., “I am particularly interested in working for [Organization] because...; 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 (“Ms. Smith suggested I contact you regarding a position with [Organization].”).

**The body of the letter should be limited to two paragraphs** and should 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 13). Do not just restate your resume; use the points on your resume to craft a persuasive argument in favor of your candidacy. Start with a topic sentence and provide examples that support your statement and demonstrate your relevant skills, knowledge, and interest. You can pull examples from both legal and nonlegal experiences. If you are responding to a specific job posting, you will want to address the qualifications stated in the posting using the key words included in the posting. When applying for government and public interest positions, you might also want to 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 (and sign above)

Enclosure(s)

If you are sending by email or fax, please state as “Attachments.”

## MS. LEE MARSHALL

999 East 32nd Street | Austin, TX 78705 | 512-555-8793  
leemmarshall@utexas.edu

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 December 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

### 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**

3501 East 42nd Street | Austin, TX 78704 ■ 11207 Mountain View Road | Irving, TX 75210  
972-556-0081 | erodriguez@gmail.com

December 1, YYYY

Mr. Blake Jones  
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 your firm. I have many friends who live in Houston and I have spent a great deal of time there. I would very much like to live and practice law in Houston after graduation. In researching law firms in Houston, I learned that your firm has an excellent reputation in civil litigation, which is what I aspire to practice.

As an undergraduate, I worked on developing 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. I also strengthened my leadership skills 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.

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. I will call you next week to possibly arrange a convenient time to visit your office. Thank you for your consideration.

Sincerely,

Edward M. Rodriguez

Enclosure

## EDWARD M. RODRIGUEZ

3501 East 42nd Street | Austin, TX 78704 ■ 11207 Mountain View Road | Irving, TX 75210  
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 December 1, YYYY

Chicano/Hispanic Law Students Association, Member

#### **The University of Texas at Austin, Austin, TX**

B.A. in Plan II Honors, 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.

### 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.

### COMMUNITY SERVICE

#### **Neighborhood Longhorns, Austin, TX**

*Volunteer, YYYY-YY*

Tutored underprivileged middle school students to help them prepare for college.

#### **Texas RioGrande Legal Aid, Austin, TX**

*Volunteer Intake Screener, YYYY-YY*

Spoke with clients by telephone, explained services offered, and made initial determination about referral of clients to attorneys.

### 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

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

Dear Ms. Gray:

I am a 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 City for two years following college, and I am very interested in returning to New York to practice law. I am especially interested in your firm because of its outstanding corporate section.

I spent two years at Salomon Smith Barney in New York as a financial analyst. While there, I:

- developed proprietary models for use in structuring cash flows for bond financing;
- executed more than \$1 billion of senior-managed financings; and
- worked extensively with our clients.

I believe that my transactional experience along with my proven abilities with clients make me an especially good fit for Weil's corporate section.

In addition to my professional experience, I believe that my solid academic credentials will be of benefit to your firm. I graduated *magna cum laude* from Wellesley College and was elected to Phi Beta Kappa. I currently have a 3.71 grade point average and am a member of the TEXAS LAW REVIEW. 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 Journal.

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

Sincerely,

Lee Marshall

Enclosure

## 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
- Thad T. Hutcheson Moot Court Competition
- 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

Researched employment law issues and drafted legal memoranda on the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), and the Employee Retirement Income Security Act (ERISA); assisted in document review for toxic tort litigation; attended depositions and participated 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.

### INTERESTS

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

*Prepared on July 15, YYYY*

**EDWARD M. RODRIGUEZ**

3501 East 42nd Street, Austin, TX 78704 | 11207 Mountain View Road, Irving, TX 75210  
972-556-0081 | erodriguez@gmail.com

December 15, YYYY

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

Dear Mr. Williamson:

Sandra Blair suggested that I contact you because of your firm's focus on commercial litigation. I am a second-year student at The University of Texas School of Law. 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 hope to establish my career there. I would welcome the opportunity to work for your firm as a summer associate.

Through my research, I have learned that your firm has an excellent reputation in the field of commercial litigation. 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 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. I will contact you in the next week to possibly arrange a time to meet that will be convenient for you. Thank you for your consideration.

Sincerely,

Edward M. Rodriguez

Enclosure

## EDWARD M. RODRIGUEZ

3501 East 42nd Street, Austin, TX 78704 | 11207 Mountain View Road, Irving, TX 75210  
972-556-0081 | erodriguez@gmail.com

### EDUCATION

**The University of Texas School of Law, Austin, TX**

J.D. expected May YYYY

GPA: 3.40; Highest grades: 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

**The University of Texas at Austin, Austin, TX**

B.A. in Plan II Honors, 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

**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

- Distinguished Speakers Committee, The Texas Union, The University of Texas at Austin: 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 December 15, YYYY*

## EDWARD M. RODRIGUEZ

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

September 1, YYYY

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

Dear Mr. Stephenson:

Hank Wills suggested that I contact you because of your firm's focus on commercial litigation. 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. I have a strong, demonstrated interest in litigation, and I would welcome the opportunity to work for your firm as an associate.

Through my research, I learned that your firm has an excellent reputation in the field of commercial litigation. 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. I will contact you in the next two weeks to possibly arrange a time to meet that will be convenient for 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; Highest grades: 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, 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

### **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.

## LEADERSHIP

- 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*

## Lauren Cohen

5200 Old Spicewood Springs Road, #1000 | Austin, Texas 78735  
512-111-1111 | laurencohen@utexas.edu

January 2, YYYY

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

Dear Mr. Smith:

Cindy White at the Travis County District Attorney's Office recommended that I contact you about the possibility of interning in your office this summer. I am a first-year student at The University of Texas School of Law and am interested in exploring a career in criminal law. I recognize that the Harris County District Attorney's Office is one of the finest D.A. offices in the country, and I would welcome an opportunity to work with the reputable 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, 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 worked closely with the lawyers there. I learned of the many positive aspects of working for the government, most notably a sense of pride in our justice system that goes along with the job. This experience, coupled with my commitment to community service, has inspired me to pursue a legal internship with the government, particularly in criminal prosecution. Additionally, I received an "A" in Criminal Law, a course that I particularly enjoyed.

My resume is enclosed. I am available at any time to travel to Houston to interview for a summer intern position and will call your office in the next week about the possibility of arranging such an opportunity. Thank you in advance for your consideration.

Sincerely,

Lauren Cohen

Enclosure

# Lauren Cohen

512-111-1111 | laurencohen@utexas.edu

5200 Old Spicewood Springs Road, #1000  
Austin, Texas 78735

1800 Sierra Vista  
San Antonio, Texas 78258

## 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

## RELEVANT EXPERIENCE

**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.

## OTHER EXPERIENCE

**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.

## ACTIVITIES & SKILLS

- Delta Women's Shelter, Mentor
- United Way, Volunteer
- Fluent in Spanish; conversational in Italian

*Prepared on December 28, YYYY*

## Lauren Cohen

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

November 15, YYYY

Ms. 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 join my family and friends. I have a strong, demonstrated interest in government work, particularly criminal prosecution. During my internship with the Bexar County District Attorney's Office, I learned that integrity, trial skills, and a commitment to justice are essential to becoming a successful assistant district attorney. I believe that I have all three.

My work experience over the past two years makes me uniquely qualified for a position in your office. At the U.S. Attorney's Office last summer, I focused on a few cases and worked closely with the attorneys assigned to those cases. I learned the intricacies of certain criminal laws and the importance of preserving a court record. 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. I also had the opportunity to work in a defensive capacity by participating in the Juvenile Justice Clinic. Through the clinic, I represented clients at hearings under the supervision of clinic lawyers, conducted interviews, and negotiated plea agreements. This allowed me to gain experience with case development, witness preparation, and trial procedures.

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 is anything else I can provide for you. Thank you for your consideration.

Sincerely,

Lauren Cohen

Enclosure

# Lauren Cohen

5200 Old Spicewood Springs Road, #1000, Austin, TX 78735 | 1800 Sierra Vista, San Antonio, TX 78258

512-111-1111 | laurencohen@utexas.edu

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 litigation functions 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

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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 enclosed 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

Enclosures

# LILY GREENE

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

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- 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; B.A. in Sociology, May YYYY  
 Minor in American Public Policy  
 GPA: 3.63  
 • Thesis: "Urban Models in the Cities of India"  
 • Worked 15-20 hours per week throughout college.
- WORK EXPERIENCE**    **Borders Book Store**, 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. Met with potential donor organizations and raised \$3,000.
- ACTIVITIES**    **Chi Omega Sorority, University of Pennsylvania**, Philadelphia, PA  
*Philanthropy Chair*, YYYY  
 Organized annual Toys for Tots program and raised \$5,000. Organized weekly Habitat for Humanity outings and assisted in building two houses.
- 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 enclosed 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

Enclosures

# 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

Highest 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, 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

**Lower Colorado River Authority**, Austin, Texas

*Law Clerk*, Fall Semester YYYY

**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.

## 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*, Summer YYYY

## INTERESTS

Fishing; intermediate-level Spanish; 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

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July 1, YYYY

The Honorable Andrew Austin  
U.S. 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 Mr. Jack Gold, Esq. 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, Fulbright & Jaworski, LLP, Houston, Texas  
jack.gold@fulbright.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

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## 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, 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

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September 1, YYYY

The Honorable Jane Justice  
U.S. 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 Mr. Jack Gold, Esq. 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, Fulbright & Jaworski, LLP, Houston, Texas  
jack.gold@fulbright.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*, 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

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January 12, YYYY

Mr. Bennie Factor  
Executive Director  
American Gateways  
314 East Highland Mall Blvd., Suite 501  
Austin, TX 78752

Dear Mr. Factor:

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 very interested in working to uphold and advance the rights of immigrants and feel that I could contribute greatly to your organization and your clients.

My interest in immigration began during college, where I studied Spanish and International Relations. In an effort to hone my Spanish, I began to volunteer with organizations that served the Spanish-speaking community. While there, I quickly became aware of the many difficulties immigrants to our country face. During my summers, I researched the educational resources available to immigrant students and witnessed the harsh conditions of the communities where many immigrants live. After graduation, I joined Teach For America and taught immigrant children in one of the poorest districts in the country. There, I saw the inadequacies of our educational system in meeting the unique needs of immigrant children. These experiences sparked a 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, homeless persons, 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. I will contact you in the next few weeks to discuss the possibility of arranging an interview. In the alternative, please feel free to contact me at the number or email above. 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

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- Education**     **The University of Texas School of Law, Austin, TX**  
 J.D. expected May YYYY  
 GPA: No grades received as of December 1, YYYY
- Public Interest Law Association
  - American Constitution Society
  - Texas Law Pro Bono Pledge, completed 10 of 50 voluntarily pledged hours as of December 1, YYYY
- Tufts University, Medford, MA**  
 B.A. in Spanish and International Relations; 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.
- Torn Ticket II, Tufts' student-run musical theater organization**  
*President, September YYYY-May YYYY; Choreographer, September YYYY-May YYYY*
- 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

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November 20, YYYY

Ms. 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 posted on your website. Although I am originally from Boston, I have several family members in San Antonio and plan on making San Antonio my home upon graduation. I am committed to working with 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.

Through my work experiences, I have developed a knowledge and awareness of local, regional, and national issues affecting the Latino community. For example, while working at the Equal Justice Center, I have heard testimony from numerous undocumented, low-wage workers who have been denied wages by local employers. During my time with both the Immigration Clinic and American Gateways, I assisted individuals trying to navigate the bureaucratic quagmire of our nation's immigration laws. Finally, as a Teach For America corps member, I witnessed the stark inequalities in our educational system. Although my past jobs and internships each dealt with different social issues, they all focused on 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. I am available to drive to San Antonio and will contact you in the next few weeks to discuss the possibility of arranging an interview. In the alternative, please feel free to contact me at the number or email above. 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

<b>Education</b>	<p><b>The University of Texas School of Law, Austin, TX</b>  J.D. expected May YYYY  GPA: 3.61</p> <ul style="list-style-type: none"> <li>• TEXAS JOURNAL ON CIVIL LIBERTIES AND CIVIL RIGHTS, Staff Editor, YYYY-YY</li> <li>• Public Interest Law Association, President, YYYY-YY; Member, YYYY-YY</li> <li>• American Constitution Society, Member, YYYY-YY</li> <li>• Texas Law Pro Bono Pledge, completed 50 voluntarily pledged hours</li> </ul> <p><b>Tufts University, Medford, MA</b>  B.A. in Spanish and International Relations; concentration in Latin American Studies, May YYYY  GPA: 3.40, GPA in major: 3.59</p> <ul style="list-style-type: none"> <li>• Dean's List YYYY-YY</li> </ul>
<b>Legal Experience</b>	<p><b>Equal Justice Center, Austin, TX</b>  <i>Baron &amp; Budd Fellow</i>, 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.</p> <p><b>Sin Fronteras, Mexico City, Mexico</b>  <i>Law Clerk</i>, 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.</p> <p><b>Immigration Clinic, The University of Texas School of Law, Austin, TX</b>  <i>Student Attorney</i>, 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.</p> <p><b>American Gateways, Austin, TX</b>  <i>Law Clerk</i>, 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.</p>
<b>Other Experience</b>	<p><b>Zavala Elementary, Donna, TX</b>  <i>Teach for America Corps Member and Teacher</i>, September YYYY-June YYYY  Taught fourth and fifth grade bilingual class; served on curriculum development committee; achieved pass rate of 85% for Texas Assessment of Knowledge and Skills Test, the highest pass rate of any bilingual class in the school.</p>
<b>Service &amp; Involvement</b>	<p><b>Pro Bono in January, San Juan, TX</b>  <i>Law Student Volunteer</i>, 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.</p>
<b>Languages &amp; Interests</b>	<p>Fluent in Spanish; extensive travel through Latin America</p>

*Prepared on November 20, YYYY*

# MAX SIDLEY

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

September 1, YYYY

Mr. Mick Mouse  
Deputy General Counsel  
Disney Corporation  
111 Happy Lane  
Anaheim, CA 98201

Dear Mr. Mouse:

Professor David Sokolow, your law school classmate, suggested that I contact you. 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 Disney Corporation. 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, One Republic, and MGMT, among others. As a summer intern 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, One Republic, and MGMT; generated \$500,000 in revenue through musical events for up to 20,000 attendees; raised funds for the Health Alliance for Austin Musicians (HAAM) concert at Robert Mueller Airport, which was attended by an audience of 6,000.

**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

Ms. 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 your 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. As an undergraduate at Rice University, I focused my studies on Latin America and developed fluency in Spanish. My language skills and cultural understanding will help me develop my practice as more and more energy companies globalize. 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. 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

Assisting 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  
leemmarshall@utexas.edu

### REFERENCES

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

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

Mr. 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

## Lauren Cohen

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

Mr. 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.

Ms. 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  
leemmarshall@utexas.edu

### **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

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### 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

Mr. 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 Careers in Litigation 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 Cocktails & Conversation Networking Reception later this month.

Sincerely,

Edward M. Rodriguez

**MS. LEE MARSHALL**

999 East 32nd Street | Austin, TX 78705 | 512-555-8793  
leemmarshall@utexas.edu

September 13, YYYY

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

Dear Mr. Rogers:

Thank you for interviewing me today about a summer clerkship 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.

Please pass along my thanks to Ms. Gray and Mr. Simpson, as well as the other attorneys that I had the opportunity to meet. 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 about a summer clerkship 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.

Please pass along my thanks to Ms. Gray and Mr. Simpson, as well as the other attorneys that I had the opportunity to meet. 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

August 24, YYYY

Ms. 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

November 2, YYYY

Mr. 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  
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Austin, TX 78705  
512-555-8793  
leemarshall@utexas.edu

The University of Texas School of Law  
Class of YYYY



# Interview Preparation

## Five Key Points

The top three to five things you want an interviewer to remember about you. Highlight key strengths.

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## This is What I've Done:

Stories/examples that show you're uniquely suited for this position.

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## Why Law School?

What led you to law school and this area of the law?

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## Why Us?

Specific reasons why you want to work for this organization.

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## Areas for Development

Strategic answers to that dreaded "tell me about your weaknesses" question.

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## Specific Challenges

What are some specific challenges you've faced, and how did you overcome them?

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## Short/Long-Term Goals

Why do you want this position? What makes you a good fit? State how this role fits well into your career plans.

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## Questions I Have...

About the position, interviewer, organization, etc. Be sure you're not asking something that can be easily found on the employer's website.

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## Other Notes

List any other notes you may have about the organization.

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## Questions Employers May Ask

You may want to prepare for job interviews by reviewing the following typical interview questions. Avoid answering an interviewer's question with a simple "yes" or "no." Instead, try to offer concrete examples of your skills and experience to support your answers. Every interview question gives you the opportunity to present information that you want the interviewer to have. The following are typical interview questions:

- What are your short- and long-term goals?
- What are your strengths and weaknesses?
- What motivates you?
- What accomplishments have given you the most satisfaction?
- What qualifications do you have that will make you successful in the law?
  
- How has law school prepared you for your career?
- What courses did you like best and least? Why?
- Are your grades a good indication of your capabilities?
- Tell me about your first-year memo (or the writing sample you submitted).
- Why did you decide not to clerk after your first year?
  
- Why did you choose a career in law?
- What areas of law have you considered?
- Why do you want to practice law?
- What is your geographical preference? Why?
- Who else are you interviewing with?
  
- Why are you interviewing with us?
- What can I tell you about our organization?
- How can you contribute to our organization?
- Why are you interested in this organization?
- What two or three things are most important to you in a job?
  
- What have you learned from your work experiences or from participating on a journal, in moot court, and other activities?
- Describe the ideal job for you.
- How do you spend your spare time?

## Behavioral Interviewing

Behavioral questions elicit details of how a candidate has handled certain employment-related situations in the past. This enables an employer to determine desirable qualities and skills possessed by the candidate and how the candidate will respond to particular circumstances that he or she might face while employed by that employer. To prepare for behavioral interview questions, you will need to think about your experiences (work, school, volunteer, and other) that demonstrate that you have the qualities and skills the employer is seeking. Such qualities and skills include:

- Follow-through
- Ability to juggle multiple tasks and prioritize and pick up new information quickly
- Ability to deal with time pressures and tight deadlines
- Team player
- Initiative
- Motivation
- Creativity/Imagination/Inventiveness
- Self-confidence
- Flexibility
- Attention to detail
- Willingness to accept responsibility
- Ability to handle stress
- Goal-orientation
- Enthusiasm
- Problem-solving
- Factual investigation
- Communication (written and verbal)
- Negotiation
- Organization
- Recognizing and resolving ethical dilemmas

#### Consider Using the Following STAR Method

- **Situation:** Your response should include some background information about your experience.
- **Task:** Describe your task or challenge. What were the expectations?
- **Action:** Discuss your actions in relation to the task or challenge. How did you handle the task?
- **Results:** Describe the results that were achieved. Consider adding things you learned from the situation, including things you might do differently if ever in a similar situation.

#### Sample Behavioral Interview Questions

- Do you prefer to work with the “big picture” or the “details” of a situation? Give me an example of an experience that illustrates your preference.
- Give me an example of when you had to go above and beyond the call of duty in order to get a job done.
- Give an example of your ability to build motivation in your co-workers, classmates, or colleagues.
- Have you ever been caught unaware by a problem or obstacles that you had not foreseen? What happened?
- What was the most stressful situation you have faced? How did you deal with it?
- Describe a situation that required you to do a number of things at the same time. How did you handle it? What was the result?
- How many projects do you work on at once? Please describe.
- Describe a situation where you felt you had not communicated well. How did you correct the situation?

- Describe a time where you were able to effectively communicate a difficult or unpleasant idea to a superior.
- Describe how you have built relationships in the past.
- Tell us about a time when you had multiple high-importance projects with overlapping deadlines.
- Discuss how you have managed long-term or ongoing projects in the past.
- Tell us about a time when you received an assignment or directive that you did not fully understand.

### **Suggestions on Answering Difficult Questions**

#### **Tell me about yourself.**

- Interviewers sometimes start the interview by asking this broad question instead of a series of questions about specific items on your resume.
- This is a great opportunity for you to tell the interviewer what you have to offer. Provide details that show qualities that are relevant to the position for which you are interviewing.
- By focusing on your accomplishments, you can avoid one of the biggest pitfalls in answering this question: the chronology. A chronology of your education and your work experience merely provides the interviewer with information that is already available on your resume.
- To keep the interviewer's interest and attention, try to answer in less than two minutes.

#### **What are your strengths? What are your weaknesses?**

- **Strengths:** Be strategic. Discuss those strengths that will most impress the interviewer and are relevant to the position you're applying for. In addition, do not simply list qualities, rather provide an example that demonstrates your point.
- **Weaknesses:** Respond in a way that further demonstrates what you have to offer. One approach is to turn your weakness into a strength. There are many qualities that could be perceived as weaknesses and yet are hidden strengths. Indicate briefly what makes it a weakness and then explain in much greater detail why it is a strength.

Another approach is to discuss a weakness that you have overcome. Spend most of your time using an example to explain the steps that you took to overcome the weakness and the results that you have achieved. For example, if public speaking has been difficult for you in the past, you might explain how practicing public speaking and participating in numerous moot courts have made you more confident.

Whatever approach you follow in your answer, do not dwell on the weakness or give any damaging examples. Highlight what is positive, give positive examples, and end on a positive note.

#### **What would you like to know about our organization?**

- Sometimes interviewers start the interview by asking this question. Even if they do not, you must be prepared with questions that demonstrate your interest in that particular employer.

**Where do you see yourself in five years? In 10 years?**

- Discuss the type of work that you would like to be doing, the amount of responsibility that you would like to have, and, if relevant, the position that you would like to fill in the organization. Be sure that your answer relates to opportunities that would be available with that employer. The interviewer wants to see what thought you have given about your future, what goals you have in mind, or how this position fits in with your career plans.

**Did you receive an offer from your summer employer? If not, why?**

- Each fall, a number of upperclass students return to law school from their summer jobs without offers of permanent employment. While not receiving an offer places the student in a difficult situation, students do succeed in finding other jobs.
- When interviewing for other jobs, you should expect to be asked whether you received an offer from your summer employer and if not, what were the circumstances that led to the “no offer.” The way you respond directly to this question will help you land your next job. To respond to this question effectively and be as strong a candidate as possible, you need to know why you did not receive an offer. Was it based on performance, compatibility, or for economic reasons? Be sure to discuss the situation without making negative comments about your summer employer. Your response should be clear and not evasive or defensive. Be sure that your explanation parallels what your former employer will provide to prospective employers who call to inquire about you. Regardless of the reason for not receiving an offer, be sure to have at least one positive reference from your summer employer, if possible. More importantly, be sure to highlight your strengths, interests, and abilities while conveying your enthusiasm about the practice of law. If you have concerns about how to answer this question, meet with a CSO career counselor to discuss further.

**Questions to Ask Employers**

Solid preparation for any interview includes preparing questions for the interviewer. Your questions should show real interest in the employer. Avoid questions whose answers can easily be found on the employer’s website, such as practice areas or size of the firm. Below are some questions you might want to ask:

**General Questions**

- Why did you choose the type of work that you do?
- Do you have a formal review procedure for new lawyers? If so, describe it.
- How many summer clerks do you plan to hire? Do you allow split summers?
- What type of projects/assignments do summer clerks receive? How are assignments made?
- Is there a chance for involvement in client meetings? Depositions? Hearings?
- What type of evaluation process do you have?
- What factors make a summer clerk successful at your firm?

### **Corporations**

- What is the hiring policy of the department?
- Do you expect growth in the legal department? How much and in what areas?
- How is the department organized? What is the relationship of the general counsel to the Chairperson of the Board? The Board of Directors? How is outside counsel used and for what matters? What is the relationship of the office of the general counsel to outside counsel?
- How are promotions made? What will a typical career pattern look like?

### **Government Agencies and Public Interest Organizations**

- What is the organization of the legal department? Where do junior lawyers fit in?
- How does the legal department relate to the head of the agency/organization?
- What is the typical career trajectory of attorneys at your agency/organization?

### **Judicial Clerkships and Internships**

- What is a typical day like for an intern/law clerk?
- What is the division of labor/cases, including the different types of tasks?
- What criteria do you use to select an intern/law clerk?
- How can I give you more information about me to assist you?
- What would be the scope of my responsibilities?

### **Judicial Clerkships and Permanent Offers from Law Firms**

- If I receive an offer for permanent employment, will it remain open through the period of my judicial clerkship? What about a two-year clerkship?
- If I accept a position with your firm following my judicial clerkship, will my standing be the same as other new recruits or will I receive “credit” toward partnership because of my clerkship?

### **Law Firms**

- Why did you choose to work at this firm?
- What do you see as the benefits of working at a firm of this size?
- What type of client base does the firm have? Does it rely heavily on one client?
- For interviews with an organization with more than one location: Are the offices independent? Is there a shared client base?
- What characteristics distinguish this firm from its competitors?
- How would you describe the firm culture?
- Does the firm have a rotation program for new associates or are new associates assigned to a certain section?
- How is the firm governed? Do associates participate in firm committees?
- What types of cases do you typically handle?
- Can you give tell me about a time when an associate made an important contribution to a case/deal?
- How do associates learn negotiation skills?
- How do associates learn courtroom skills?

- Why did you decide to become a transactional lawyer?
- Can you tell me about a challenging negotiation and how you reached agreement on the terms of the agreement?
- What does a typical team look like for one of your deals?
- How are matters staffed at the firm?
- What skills do you think a litigator/transactional attorney needs in order to be successful?

#### **Once You Have Received An Offer (and Only Then!)**

- How much leeway will I have in choosing the kind of work I do?
- To what extent are new attorneys given immediate responsibility and direct contact with clients?
- What is the billable hour requirement? How many hours does the average associate work and bill? Is any part of my bonus or compensation determined on the basis of bills collected? Are admission or promotion decisions based in part on hours worked or on bills collected? Note: emphasize that you are not deterred by and, in fact, expect significant hour demands.
- What is the growth plan for the firm, company, or agency?
- What is the associate salary structure? “Lock step” until partner, merit, or other?

#### **Dealing with Discrimination in Interviews**

The single most important guideline for lawful interviewing is for interviewers to focus on job-related questions that can be asked of all applicants. Interviewers should take steps to avoid any questions that would be asked of only one group of applicants. The University of Texas School of Law has a strong nondiscrimination policy. Students may file an informal or formal grievance against an employer who asks discriminatory questions in any program or activity sponsored or conducted by the Law School. Please refer to the CSO’s “Interviewing Policy for On-Campus and Off-Campus Interview Programs,” which is available on Canvas and the CSO website.

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