

Foundations, November 2020

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https://law.lclark.edu/centers/law_school_writing_center/

The Writing Center

Our Services

Coursework - Lawyering, WIEs, capstones

Professional Materials - Cover letters, resumes, writing samples, personal statements

Process - Using feedback, communicating with professors, setting deadlines, staying organized

How to Contact Us

Make an appointment:

<https://lawlib.lclark.libcal.com/appointments/writing>

Email us directly:

hillarygell@lclark.edu
carolinetaylor@lclark.edu
legalwrt@lclark.edu

Flexible appointment hours - email us directly if you are unable to find a convenient time on the calendar

The Writing Sample - What Are Employers Looking For?

Cover Page

Different from cover letter

Summarizes original prompt, circumstances, and key facts

Identifies chunks of paper that have been included in excerpt and mentions chunks that have been omitted

Compliance

Respect employers' parameters:

- Length and formatting (font, spacing, margins)
- Contributions and revisions
- Redaction

Consistency

Make writing sample match other application materials to achieve uniformity and demonstrate attention to detail

Do not let style detract from substance

The Writing Sample - How to Make a Good Impression?

Stand Out

Is there something in your document that's unique, that you're especially proud of, that your professor found striking, etc.?

> Feature in excerpt

Ask for a Second Opinion

Did you choose a sample that showcases your strengths?

Did you proofread carefully?

> Fresh eyes can help!

What questions do you have?

Miscellaneous

Send a thank you note!

Tip (especially for face-to-face interviews):

Ask interview organizer or receptionist for names of interviewers;
try to get business cards if feasible.