

D. *Other Materials*

In contrast to the ubiquitous resume and cover letter, you need only provide employers with references, a writing sample, or a transcript when you are requested to do so. (Or, if for some reason, you choose to do so.) However, it is very useful to have all three available at an interview in the event the employer asks you for one, even if the employer gave no indication s/he would do so.

1. Writing Sample:

Your writing sample, like all other materials you give to the employer, must be perfect. If you use a paper, memorandum, or motion written as a class assignment, print a clean copy to give to the employer, free from grades or any other markings. If you use something written during an externship or previous employment, be certain to redact the names of the parties and be sure your prior employer knows you will be using it as a writing sample. If you have more than one possible sample, choose the one most appropriate for the position, or ask the employer what they prefer (e.g., journal comment, motion, seminar paper). If the employer does not state a desired length, anything from 4 to 10 pages is appropriate. If you are submitting a writing sample for a judicial clerkship, you may submit a longer piece. It is important to submit a cover page for your writing sample which includes your name and a brief description/explanation of the sample to give the employer some context for your sample. An example follows.

SAMPLE OF COVER PAGE FOR WRITING SAMPLE

Writing Sample

For

Ally McBeal

Description:

Explain for who or what you wrote this writing sample for (i.e. Legal Research and Writing Class, memorandum for partner in private law firm; Motion for Assistant District Attorney, etc.) Explain what the writing sample is about or what issues it refers to (i.e. remedies under the National Labor Relations Act, piercing the corporate veil, motion to suppress evidence, etc.)

2. References:

Your references should be listed on a separate page, ideally on paper that matches your resume. Seldom will you need more than three references, but you should attempt to have references who know you from a variety of settings (i.e., school, work, extracurricular or volunteer activities). If possible, try to have a law professor as a reference. S/he should not necessarily be the professor in whose course you earned your highest grade, but the professor who knows you the best as a person and as a law student. Check with each individual and make sure they are willing to serve as a reference before you give their name to a prospective employer. It is also a good idea to provide your references with a current resume so that they can speak knowledgeably about you to an employer (who will most likely be looking at your resume when talking with your reference).

Reference checking is usually done by telephone, most often in the final stages of selection. Some employers check references only after hiring; some do not check at all.

SOME TIPS:

- Use a multi-layered approach to the list: people you have worked for, professors, colleagues.
- Construct your list with your professional objective in mind. Highlight certain skills and projects that you want your references to talk about.
- If your name has changed for any reason, make sure your references know you by your new name.

DO:

- √ Ask permission to use your reference's names.
- √ Offer to send your references a copy of your resume.
- √ Coach your references on what skills to highlight when called.
- √ Ask them to tell you when they are called for a reference.
- √ Consider all references as networking contacts.

DON'T:

- ⇒ Attach your reference sheet to your resume -- save it for the interview.
 - ⇒ List your references on your resume.
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SAMPLE REFERENCE LIST

ELLENOR FRUT
777 Seventh Street
Los Angeles, California 90041
(213) 424-2424

Charles McCaslin, CEO
Widget Sound Bite Company
1212 Long Street
Portland, Oregon 53241
(503) 555-8889

Professor Eric Stone
Loyola Law School
919 Albany Street
Los Angeles, CA 90015
(213) 736-1111

Julia Farnham, Esq.
Gibson, Dunn & Crutcher
555 South Figueroa Street, 15th Floor
Los Angeles, California 90013
(213) 736-2222

3. Transcript:

Unless an employer specifically requests an official/certified transcript, photocopies are perfectly acceptable. You should keep numerous copies of your transcript on hand during the fall interview season. Obtain your transcript from the Registrar and make photocopies. Try to remember to give the photocopies to employers and keep the original for yourself so that future photocopies will be clean and legible.