



Writing Sample

A writing sample reflects your best writing. It should be persuasive and analytical. You can submit a published article, motion, appellate brief, or seminar paper. You can use something you have done for class or for work. Review these guidelines to prepare a writing sample for an employer.

Where to Get a Writing Sample

You can produce a writing sample through a number of law school courses and other opportunities.

Consider the following:

- Legal Research and Writing (the LRW memorandum is appropriate for 1Ls to use as a writing sample, but less ideal for upper division students and graduates)
- Appellate Advocacy
- Legal Drafting
- Civil Litigation Skills Practice I & II
- Business Planning (consult Professor Treviño first)
- Seminar with writing component
- Other courses satisfying upper division writing assignment
- Law Review
- Clinic
- Field Placement or Internship

Note: Obtain permission from supervising attorney when using a writing sample from a clinic, field placement or internship.

What to Choose & How Long

When you have multiple samples and the employer has not specified what type of writing sample they require, choose the one most appropriate for the position. You may also consider an excerpt of a longer paper. If the job listing does not indicate a preferred page range, keep your sample between five and twenty pages. You may omit one or more sections to reduce the length.

Post-Graduate Judicial Clerkships

If you are preparing a writing sample for a post-graduate judicial clerkship application, please note the following:

- Although most employers request writing samples that are between five and twenty pages, you may submit a longer piece when applying for a judicial clerkship.

- Former federal law clerks recommend changing names of specific parties rather than redacting information.

For questions about the judicial clerkship application process, please consult Professors Aimee Dudovitz and Jessica Levinson.

Redactions & Omissions

Redact any confidential information when submitting a memorandum or motion written for a prior or current employer. If omitting a section, leave the heading to retain the structure and logic of a memo. Then insert a statement such as the one below:

A. Subheading.

[This section has been omitted due to length but will be provided upon request.]

If the omitted portion is necessary for an understanding of the discussion (e.g., Statement of Facts), provide a short background in the cover sheet (see next page).

Loyola Student Writing Tutors Program

The Loyola Writing Tutors are available to help students with their writing samples. Tutors provide suggestions on organization, writing mechanics, and citation. Because of the limited number of tutors, there is no guarantee that they can process every request. Interested students should submit their writing sample as soon as possible. For more information, review the TWEN pages for Legal Writing Resources and the Loyola Writing Tutors. Please note that the tutors will have special deadlines in conjunction with the On-Campus Interview (OCI) bidding deadlines. Consult Career Development regarding OCI-related dates. Career Development does not review writing samples.





Writing Sample Cover Sheet

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Cover Sheet

Cover sheets identify a writing sample as a part of your application and provides context for readers. Aside from your name, include a summary. The summary has two purposes:

1. explain for whom or what you wrote the document (e.g., memorandum for a partner in an insurance defense firm, Motion to Compel for an Assistant District Attorney)
2. describe the writing sample itself and the issues it addresses (e.g., remedies under the National Labor Relations Act, Motion to Suppress Evidence).

Cover sheets are not cover letters. Do not format it like a letter or address it to a specific individual. Below is an example of a cover sheet you would add to the beginning of your writing sample. Apply the same header as your resume and cover letter so that your application materials are easily identifiable to employers.

If submitting your writing sample electronically, insert the cover sheet as part of the file (i.e., the first page of your PDF) rather than as a separate document. Label your file appropriately with your name, document type, and date (e.g., "Schmidt Shirley Writing Sample Jan 20").

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Writing Sample

Description:

The attached writing sample is an excerpt from a memorandum of points and authorities in support of an opposition to a motion for summary judgement that I drafted during my summer internship at Martinez, Nakayama & Zeigler, LLP. The firm represented the plaintiff in her toxic tort claim against a nuclear power plant. In the memorandum, I argue that the plaintiff should prevail on the motion because she can prove that the chemical released from the power plant is capable of causing cancer, and she can demonstrate that the chemical released from the power plant caused her lung cancer. Plaintiff did in fact prevail on opposing the motion, and the parties settled soon after oral arguments were heard on the motion.