

RESUME GUIDE

Introduction

Your resume introduces you to prospective employers. Usually its purpose is to impress the employer sufficiently that you are offered an interview—not a job...yet. Keep in mind that legal recruiters may screen 100 or more resumes at a time, spending only a minute or two on each. To maximize your chances for an interview, your resume should clearly and concisely tell the reader that you are a prime candidate for the job and you are worth interviewing.

Students often make the mistake of listing every past job and activity on their resume. The main objective, however, is to highlight only relevant education and experiential qualifications. Point out your strong skills and attributes and then illustrate how they will benefit the employer you are contacting.

The Resume Guide walks you through the legal resume writing process. The samples provided use a chronological format, a style commonly used for legal resumes. However, if you are pursuing an “alternative” legal career, then you may need to develop a functional resume. Please meet with the Career Services personnel for guidance on drafting a functional resume.

The Basics

Format

There is no prescribed format for a resume since different people will be reading your resume and have varying preferences as to style and format. Resume writing is an art, not a science. However, general rules have developed over the years to help guide students in preparing legal resumes. These guidelines are meant to provide some direction while also allowing for some individuality. Legal employers expect the categories of EDUCATION and EXPERIENCE to appear on your resume. You may also include an additional category, such as INTERESTS, COMMUNITY SERVICE, or SKILLS.

Your resume should be printed on 8 ½” x 11” medium weight bond paper in white, off white, light cream, or light ecru. Avoid grays or darker shades as they do not copy or fax well. You will want your resume to look clean when reproduced and distributed within a given employer’s office. Rarely should you exceed one page. The general rule is one page for every 10 years of work experience. If you require two pages, include your name and “page 2” at the top of the second page; moreover, you should completely fill up both pages with relevant entries and information.

Choose a font that is easily readable within the 10 to 12 point range. Acceptable font styles are Times New Roman, Book Antigua, Arial, Century Schoolbook, or Garamond. While this “rule” is a bit flexible, the generally accepted guideline is a one-inch margin on all sides. The goal is to have a document that is clear, concise, and readable. Be absolutely certain your resume is error-free.

The top of your resume should contain the information an employer would need in order to contact you.

- Your name (in bold in a larger font size than the rest of the resume)
- Your address (list two addresses, a “school” address and a “permanent” address, if you are trying to get a job out of state)
- E-mail address

Be brief. Do not include unnecessary personal information (height, weight, marital status, etc.). Organize your resume in a way that is aesthetically pleasing and easy to follow. Use lots of action verbs and phrases. Be sure to note all the academic and work-related experiences that make you qualified for a given job.

Keep in mind that attorneys are typically conservative in their view of a proper “legal resume”. Also be mindful that listed participation in a particular religious or political organization may affect an employer’s willingness to consider you.

A Note on Ethics

Always be ethical, honest, and practical. Every piece of information you include on your resume is fair game for questioning in an interview. An employer may also try to verify information on your resume through your references, law school faculty, law school staff, and/or former employers. This does not mean that if you did not perform well with your last boss that you have to disclose it in your resume. There are ways to highlight the positives without exaggerating or misleading. For your own sake, avoid even the appearance of impropriety on your resume.

Preparation

Before you begin drafting your resume, you need to do a little preparation. Your resume will be more effective if you know what type of position you are targeting and what you have to offer.

The best way to narrow down your career options is to talk to as many practitioners as possible across a range of practice areas and settings. Talk to lawyers who work in small firms, medium-sized firms, and large firms. Talk to lawyers who work for government agencies and state and federal judges. Talk to lawyers who work in corporate legal departments and those who are sole practitioners. Talk to lawyers who have chosen alternative careers. Meet with us in the CSO—we have lots of experience with practitioners in virtually every practice area and setting, and we can help you articulate your experiences in a way that will capture the attention of your target employers.

Self-assessment is the other part of your preparation. We have numerous books in the CSO and offer counseling sessions and materials to help you analyze and discover the skills and attributes you have to offer. Take some time to figure out what you have to offer an employer and what type of practice area and work environment will make you happiest.

Resume Content

Education

This section should be written in reverse chronological order and should contain the following information.

- Names and locations of schools and programs
- Dates of graduation (for law school include “Juris Doctor expected, Month/Year” or “Candidate for Juris Doctor”)
- Degrees awarded and whether you graduated with honors
- Grade point average for undergraduate and graduate school programs if 3.0 or better
- Law school class rank (e.g. 22/150 or Top 15%); (we don’t recommend including your law school GPA.)
- Coursework related to position sought (optional)

- Honors, awards, scholarships, activities
- Publications

Generally, you should only list institutions from which you received a degree. One exception of this guideline would include study-abroad programs. Do not list your high school unless it is necessary to establish a geographical identification or if it has a strong reputation in the community where you will be sending your resume.

Work Experience

This section is critical. Employers weigh a number of factors when screening resumes, but the two most important are your academic credentials and your work experience. Make sure you show a record of success.

List your employment/experiences in reverse chronological order, beginning with the most recent. Be sure to include (1) the employer's name, city, and state; (2) your job title; (3) dates of employment; and (4) a brief description of the experiences you had and the skills you developed or demonstrated in that position. For instance, be sure your resume reflects your ability to research, write, analyze, communicate, organize, work independently or as part of a team, and solve problems. Give examples of traits you demonstrated on the job, traits like initiative, exceptional work ethic, ability to persuade, business acumen, well-developed people skills, leadership capabilities, and willingness to accept increased responsibilities. When possible, quantify your successes.

Do not forget to include promotions, company awards, and improvements you made. Be sure to include jobs even if you performed them on a voluntary basis or over summer break. As long as you were providing substantive work, volunteer positions may be appropriately listed under the work experience section of your resume. In drafting this portion of your resume, keep these points in mind.

You should not:

- Describe every aspect of your job
- List every job you have ever had
- Use complete sentences
- Leave large time gaps
- Lie or exaggerate
- Try to be "cute"
- Be wordy

You should:

- Be clear and concise
- Proofread carefully

- Vary your action verbs
- Be selective in summarizing work duties
- Focus only on the skills and accomplishments important to the prospective legal employer

It is important to capture the reader's attention by using appropriate action words for your job descriptions:

Administered	Invented
Advised	Lead
Analyzed	Litigated
Arranged	Located
Assembled	Maintained
Assimilated	Managed
Assorted	Mediated
Awarded	Met with
Billed	Modified
Built	Monitored
Carried out	Motivated
Chaired	Negotiated
Channeled	Operated
Coached	Orchestrated
Collected	Ordered
Communicated	Organized
Compiled	Oversaw
Completed	Participated
Conceptualized	Performed
Conducted	Persuaded
Contacted	Planned
Contributed	Prepared
Controlled	Presented
Coordinated	Produced
Corrected	Programmed
Counseled	Proposed
Created	Provided
Cut	Published
Defended	Purchased
Demonstrated	Recommended
Designed	Recorded
Determined	Reduced
Developed	Referred
Directed	Reported
Dispatched	Represented
Documented	Resolved
Drafted	Reviewed
Edited	Revised
Enacted	Saved
Established	Scheduled
Evaluated	Screened
Expanded	Secured

Formed	Served as
Formulated	Served on
Functioned as	Sold
Gathered	Solved
Generated	Structured
Handled	Suggested
Hired	Summarized
Identified	Supervised
Implemented	Taught
Improved	Tested
Initiated	Trained
Inspected	Translated
Instituted	Utilized
Instructed	Verified
Interpreted	Wrote
Interviewed	Won
Introduced	

References & Writing Samples

References

While including a phrase such as “references furnished upon request” on your resume will not hurt you, it is a waste of precious space. We recommend eliminating this phrase and supplying references only when requested by a prospective employer, unless the employer knows one of your references or your list is extremely impressive.

Your references should be typed on a separate page that is the same type/color of paper as your resume. Use the same heading as that included on the top of your resume--supplying your name, address, phone number, and email address. Put the title “References for (your name)” at the top of the page.

Use only three to five references and list them either down the left side of the page or centered on the page in address label format. Leave a few blank lines between each one. For each reference, list the name, title, place employed, mailing address, phone number, and email address.

For example:

Timothy G. Swensen
Assistant Dean & Director of Career Services
University of Dayton School of Law
300 College Park
Dayton, OH 45469-2774
937/229-3215
tswensen1@udayton.edu

If it is not readily apparent, include how the reference is connected to you. For example, if the reference used to be your boss but no longer works at the same employer, put a parenthetical explanation next to or underneath the name (such as “former supervisor at XYZ Company”).

References should be individuals who can speak knowledgeably about your academic or work abilities. Using family, friends, or character references is not appropriate. Be sure to ask permission to use the person as a reference BEFORE doing so. It is also a good idea to give a copy of your resume to your references and continually update them on your job search progress.

Writing Sample

Your writing sample should be an impressive example of your legal writing ability. It must be an example of legal writing—not something you wrote before law school. Most employers prefer writing samples between 5-10 pages in length. However, employers also understand that 1Ls typically have legal memoranda in excess of 10 pages to choose from their first year legal writing class assignments. Upperclassmen should, if possible, use a writing sample from a legal job or upper level course that falls within the preferred page limitation.

If a writing sample is too long, we encourage you to shorten it or take a 5-10 page excerpt from the sample. If you use an excerpt, be sure to attach a cover sheet which provides the reader with a summary of the missing information. For example, if you omitted the Facts Section at the beginning of a memorandum to decrease length, provide a few sentences in your cover sheet outlining the fact scenario.

Be sure to have your name clearly typed on the front of the document, and edit your writing sample to ensure that it is flawless. Employers will look closely at writing samples as the majority of work performed by clerks—regardless of setting (law firm, judge’s chambers, etc.)—involves legal writing. You should print your writing sample on plain white printer paper.

Sample Upper Level Resume

Arthur B. Radley
aradley@hotmail.com

Permanent Address:
3434 West Avenue
West Chester, OH 45069
(513) 547-1170

School Address:
25 Engle Park Drive, #2
Dayton, OH 45419
(937) 435-4578

Education:

University of Dayton School of Law, Dayton, Ohio

Candidate for Juris Doctor, May 2016

Class Rank: Top 20% (21/130)

- Law Review, 2015-16; Staff Writer, 2014-15, Executive Editor, 2015-16; Comment: "Defining Property Rights," expected publication in University of Dayton Law Review, Fall 2015
- CALI Award: Criminal Procedure—Police Practices
- Presidential Academic Scholarship
- Moot Court Team, 2015-16

Vanderbilt University, Nashville, Tennessee

Bachelor of Science in Criminal Justice, May 2013

GPA: 3.2

- Dean's List, last four semesters
- Alpha Phi Sigma (criminal justice honor fraternity)
- Varsity Tennis, 1999-2003 (Team Captain, Southeastern Conference All-Academic, Southeastern Conference Student Athlete Advisory Committee, Student-Athlete Advisory Committee, Jack Vredevelt Sportsmanship Award Finalist)

Work Experience:

University of Dayton School of Law, Dayton, Ohio

Teacher Assistant to Professor Lori Shaw, August 2015 to present

Research brief topics for first year legal research and writing class; review and edit students' briefs and counsel them on logical organization and structure of legal arguments.

Pickrel, Schaeffer & Ebeling Co., L.P.A., Dayton, Ohio

Summer Associate, May 2015 to August 2015

Drafted amicus brief in federal suit concerning securities fraud class action; prepared memoranda on choice of law analysis and coverage for complex insurance litigation; analyzed case law on enforceability of continuous operation clauses in commercial leases; and researched political subdivision's immunity for exercise of proprietary and governmental functions.

The Honorable Joseph Kessler

Montgomery County Court of Common Pleas, Dayton, Ohio

Law Clerk, May 2014 to August 2014

Conducted research and prepared opinions on cases involving zoning appeals, insurance coverage, real estate transactions, forfeitures, business contracts, and unemployment benefits; attended hearings and trials.

Sample Upper Level Resume

Jean Louise Finch

86 Clearwater Drive, Riverside, OH 45432 · (937) 236-3142 · jlfinch@aol.com

EDUCATION

University of Dayton School of Law, Dayton, Ohio

Juris Doctor expected May 2017

Class Rank: Top 40% (55/150)

- CALI Award: International Tax Problems and Criminal Law
- Dean's Scholarship Recipient
- Volunteer Income Tax Assistance (VITA) Program Supervisor

Miami University, Oxford, Ohio

Bachelor of Arts in Public Administration, May 2014

GPA: 3.3

- Pi Sigma Alpha, Political Science Honorary
- Miami University European Center, Luxembourg, Spring Semester 2013
- Alpha Phi, Community Service Chair

EXPERIENCE

General Electric Aircraft Engines, Cincinnati, Ohio

Law Clerk, (September 2016-Present)

Conduct legal research on international procurement law. Draft and administer training modules for topics relating to United States and international government compliance. Create, maintain, and conduct legal review of corporate books for one Austrian and two Turkish General Electric affiliates.

Georgianna I. Parisi Law Office, Kettering, Ohio

Law Clerk, (summer 2016)

Performed legal research on employment, juvenile, and personal injury issues. Reviewed and summarized case files and conducted client interviews.

Office of Staff Judge Advocate, 88th Air Base, WPAFB, Ohio (Summer 2005)

Law Clerk, (September 2015-Present)

Edited law briefs and evaluated personal injury claims using the Personal Injury Handbook.

Air Force Museum Foundation, Inc., WPAFB, Ohio

Assistant Manager and Gift Shop Cashier, (June 2010-August 2014)

COMMUNITY ACTIVITIES

- Appointed to the City of Riverside Board of Zoning of Appeals (April 2014-April 2017); elected Vice-Chair (April 2015-April 2017).
- Volunteered to perform long-range planning as member of Corridor Overlay Committee for the City of Riverside.

INTERESTS

Enjoy traveling, softball, and scuba diving.

Thomas J. Robinson

423 Cheyenne Drive
Chicago, Illinois 60621
(312) 333-5555
trobinson@law.com

EDUCATION

University of Dayton School of Law, Dayton, Ohio
Juris Doctor expected May 2018

- Honor Council Student Representative
- Hispanic Law Student Association

Northwestern University, Evanston, Illinois
Bachelor of Science in Business Administration, May 2015
GPA: 3.1

- Phi Alpha Delta Pre-Law Honor Society, 2012-2015
- Recipient of Army ROTC Scholarship
- Chair of Senior Giving Advisory Committee, 2011

MILITARY EXPERIENCE

Army Reserve Officer Training Corps, Northwestern University (2012-2015)

- Attended 5-week Army ROTC Advanced Camp which focused on rigorous physical and leadership training (summer 2009)
- Presented weekly briefs to groups of 20-60 cadets
- Participated in battalion staff administration and logistical planning

WORK EXPERIENCE

Priority Account Analyst Intern (summer 2015)

Chelovitz Corporation, Chicago, Illinois

- Performed account recollection and internal auditing
- Prepared financial modules updating account status
- Assisted in billing department and collected delinquent payments

Golf Course Greenskeeper (summers 2013 & 2014)

Westmore Country Club, Chicago, Illinois

- Maintained course greens and fairway
- Prepared grounds for golf tournaments and other club events

Lifeguard (summer 2012)

Evanston Municipal Pool, Evanston, Illinois

- Monitored swimmers and enforced safety rules
- Taught swimming lessons to children ages 3-10
- Certified in Red Cross lifeguard course and Cardiopulmonary Resuscitation

COMMUNITY SERVICE

Hope House Volunteer Network, Evanston, Illinois (2012-present)

Northwestern University Alumni Orchestra, Evanston, Illinois (2015-present)

Elijah's Promise Soup Kitchen, Chicago, Illinois (2012-present)

COVER LETTER GUIDE

Introduction

Your cover letter is as important as your resume because it is another introduction to you and, arguably, your first writing sample a legal employer will consider. First impressions tend to stay with the reader and are difficult to overcome. To create a well-written cover letter takes hard work and many revisions, but it is worth the effort since it may be the deciding factor that persuades the employer to give you an interview.

A cover letter is a sales document that introduces you and tells the employer why he/she should speak with you. Its purpose is to highlight various aspects of your resume and show how they apply to the position available. It is also a sample of your writing ability and organizational skills, so it needs to be perfect. Your cover letter should convey genuine enthusiasm for the position and/or the employer.

Keep in mind that a cover letter (like the resume) will not get you a job offer. It may be instrumental, however, in landing an interview. You want the letter, insofar as it articulates in a clear and engaging style your achievements and enthusiasm, to spark the reader's attention. The best cover letters have a natural tone, use straightforward language, and avoid complex sentences or fancy wording. Your goal is to make a connection with the reader and persuade him/her to meet with you to further discuss your qualifications.

Preparation

Employer Research

Before you begin your cover letter, research the employer and the person to whom you will be sending it. There are many public sources of information. Most students rely on literature from the employer, websites, Martindale-Hubbell, the NALP Directory, legal directories, legal periodicals, and the CSO files. In addition, you should speak to alumni, classmates, or other lawyers in the community who may know the employer. Finally, it is always a good idea to stop by the CSO and ask what additional resources or information may be available for a particular employer.

Useful information to gather before you begin your cover letter:

- ❖ Type of employer (government, firm, corporation, public service organization)
- ❖ Areas of practice
- ❖ Number of lawyers
- ❖ Lawyers' biographical information
- ❖ Cities where the employer has offices
- ❖ Major clients
- ❖ Recent Cases
- ❖ Newspaper articles about the employer or its lawyers

Assessment of Your Strengths

Before you can persuade an employer to hire you, you need to understand what relevant skills and qualifications you have to offer. After you research an employer, you will better understand the type of work it performs and the qualities it seeks in new employees. Knowing this information will allow you to tailor your cover letter so that you highlight the skills and qualifications the employer desires.

Before drafting your letter, conduct a self-assessment and list your accomplishments and personal qualities on a blank sheet of paper. Add to your list a brief discussion of how you have demonstrated these qualities in the past, whether in a work context, volunteer setting, or any other context. Prioritize your strengths based on the employer's needs and select the top 2-4 strengths to showcase in your cover letter.

Contents

Formatting

Your cover letter should be one page in length, single-spaced, and printed on medium-weight bond paper. The color and type of paper should be the same as utilized for your resume. The margins should be one inch all around the page. The font style needs to be easy to read and similar in style and size as used on your resume (refer to resume section for suggested font styles and size ranges). It is important to use a standard business format. As a general rule, you want to limit your cover letter to three or four short paragraphs, together filling one full page. Paragraphs should be in block form, meaning that the first sentence of each paragraph is not indented.

Return Address and Date

There are three options for the position of your return address and date at the top of the page:

- Indent it approximately two thirds from the left margin
- Place it flush left so it is directly above the address of the person to whom you are sending the letter
- Use the same letterhead heading you used at the top of your resume

It does not matter which of the three alternatives you choose. Just be sure that the signature line at the bottom of your letter lines up vertically with the return address and date at the top. See the examples at the end of this section for clarification.

Addressee and Salutation

On the left-hand side of the paper include the name, title, and complete address of the person to whom you are sending the letter. If the cover letter is being sent to a law firm, you should send it to the hiring partner or recruiting coordinator. Be sure you have the correct spelling of the person's name as well as the name of the firm, company or agency.

If addressed to a lawyer, the proper title is *John Brown, Esq.* or *Sarah Brown, Esq.* OR *Mr. John Brown/ Ms. Sarah Brown.* Your salutation should then read *Dear Mr. Brown:* or *Dear Ms. Brown:* (it's probably best to use a colon rather than a comma). Remember never to use Mr. or Ms. and Esq. together in either the address or the salutation. Address a judge as *The Honorable John E. Brown* and in the salutation as *Dear Judge Brown.*

Opening of Letter

The purpose of the opening is to grab the reader's interest. The opening should contain a combination of the following items but not be more than 3-4 sentences in length.

- ❖ An introduction to you: "I am a second year law student at the University of Dayton School of Law"...
- ❖ Why you are writing and what you want: "I am interested in a summer law clerk position with your firm."
- ❖ A referral if possible: "At the suggestion of Judge Donovan, I am submitting my resume for the law clerk position available this summer in your court."
- ❖ Reference any previous contact with the employer: "I enjoyed meeting you last month at the University of Dayton School of Law's annual *Lawyers in Practice* program."
- ❖ How you learned of the position: "I am forwarding my resume and statement of interest in the associate position in response to your posting at the University of Dayton School of Law's Career Services Office."
- ❖ Knowledge of current events at the employer: "Professor Durham mentioned your firm's plans to expand into the area of real estate law".
- ❖ Any outstanding qualifications you do not want to be overlooked in the body of your cover letter: "I have eight years of experience as an engineer and hold an MBA..."

Body of the Letter

The key to the body of the cover letter is to focus on what the employer wants and to show the employer that your skills and qualities meet his/her needs. Instead of focusing on what you desire (I want to be a judge one day and this job will look good on my resume), zero in on what you can do for the employer.

The 1-2 paragraphs of the body of the letter should focus on introducing you in the best light to the reader. You want to sell the following:

Key Qualifications, Experiences, and Personal Attributes

- Skills you have gained from work/volunteer experiences that match with the necessary qualifications for the job
- Activities or events that show your leadership, teamwork skills, organizational skills, motivation, and enthusiasm/dedication
- Legal writing and research skills
- Relevant course work (if appropriate)

Your cover should not restate everything from your resume, but rather highlight your most impressive points and supplement information that is contained on your resume. It is not enough to say, "I am a hard worker." You need to give examples to illustrate how you have demonstrated your unique skills and attributes. For example, "I am very motivated. While attending college full time, I also worked in my family's business 30 hours per week and remained on the Dean's List every semester."

Closing

The purpose of the closing is to thank the reader for his/her consideration and to request the opportunity to interview for a position. An effective closing rounds out the letter and provides a final positive impression of you. Keep the closing paragraph short and simple.

Mention the documents you have enclosed unless you already did so in the opening paragraph. Politely tell the reader what you want: "I would appreciate the opportunity to discuss my qualifications with you in a personal interview". Reiterate how you may be reached. Either tell the employer you will contact him/her at a specific date/time or ask the employer to contact you: "I may be reached at 937/229-3215" or "I will be in Chicago the week of September 22nd and hope to meet with you during that time." Finally, thank the reader for his/her assistance: "Thank you for your consideration and I hope to hear from you soon".

Stop by the CSO or contact us via email or phone to arrange for us to review your cover letter.

Cover Letter Tips

- Spend time developing a cover letter that is easy to read and encourages the reader to consider your resume.
- Remember that your cover letter is a sample of your writing and organizational ability.
- Confirm it is error free. Spelling, grammar, or punctuation mistakes will probably cause you to not be further considered.
- Proofread your cover letter multiple times and ask at least two other people to proofread it.
- Keep it short, concise, and direct.
- Keep a copy of your cover letter for future reference. The employer may ask about it several months later.
- Consider it an introduction to, and expansion of, your resume—not a complete reproduction of it.
- Address your cover letter to a specific person when possible. If you cannot find the person's name during your research, call the employer's office to find out who is in charge of hiring.
- Make sure the spelling of the person's name and contact information is completely accurate.
- Never copy a cover letter word-for-word from an example.
- Use a standard business format: body centered on page, no indentation of paragraphs, equal one-inch margins (like a picture frame around the contents), and proper salutations. Don't forget to include the date at the top and "Enclosure" or "Enclosures" at the bottom.

A Final Tip: Avoid Mass Mailings

Many students wrongly believe that sending out hundreds of identical letters addressed to "Whom it may concern" will increase their chances for interviews. This is a mistake. Employers do not like receiving impersonal, generic letters. You will get better results if you send targeted resumes to employers you have researched and/or to whom you have some connection.

A targeted mailing to a large number of employers may be productive under special circumstances. For example, if you are moving to Chicago and want to practice real estate law, it would be appropriate to do a mailing to most of the real estate law firms in the Chicago area. Or if you wish to do patent work and

are open to relocating, you may want to do a mailing to all UDSL alumni who practice patent law throughout the United States. The key is to do your research and decide what makes sense given the circumstances. Never forget that a tailored letter is always best, even if the tailoring involves very subtle or small additions/revisions to other versions of your “template” letter. The more personalized your letter, the better your chances of making a favorable impression on the reader.

A note of caution: We offer several sample cover letters on the next few pages. Do not parrot any phrases word for word or you will do yourself a disservice. UDSL students often send resumes and cover letters to the same employers. If an employer receives two or more cover letters with the same wording, it will be obvious that your letter is not original.

COVER LETTER FORMULA

Your address
City, State, Zip Code
Email address
Phone number

Current Date

Individual's Name
Title
Employer Name
Address
City, State, Zip Code

Dear Mr./Ms. _____:

State the purpose of your letter: who you are (e.g. a second year law student at the University of Dayton School of Law) and the name of the job for which you are applying. If someone has recommended you, mention the person's name. Tell how you learned of the position (Career Services Office posting, ad, friend) if appropriate. Refer to any ties you have to the employer or the city where the employer is located.

Give details explaining why you are interested in the job and/or the employer. Reasons may include type of employer (e.g. your interest in public service), mix of practice areas, geographic location, specialization in a practice area, or a combination of these.

Tell the employer why you should be considered for the position and list a few qualifications you feel are most likely to impress the reader. Highlight main points from your resume and/or emphasize additional items such as high grades, honors, strong work ethic, leadership skills, prior career or legal experience, or research and writing skills may be important to emphasize here.

Request an opportunity to speak with the employer concerning your interest and qualifications. Provide a phone number where the employer may contact you and thank the employer for his/her consideration of your resume. If you have not already done so, refer to your enclosed resume and any other materials you have included for review.

Sincerely,

(your signature here)

Typed Name

Enclosure(s)

UNSOLICITED APPLICATION LETTER

35 Spring Mill Road
Springboro, OH 45066
charris2@udayton.edu
937-229-3215

October 25, 2015

Mr. Nelle H. Lee
Recruiting Coordinator
Finch & Finch
250 Timberline Way
Cincinnati, OH 45069

Dear Ms. Lee:

I am seeking a position as a summer associate with Finch & Finch that will allow me to hone my legal skills and utilize my business expertise. I am a first year student at the University of Dayton School of Law and ranked in the top half of my class. I hold a B.A. in economics from the University of Cincinnati and an M.B.A. with a concentration in finance from the University of Kentucky. My resume is enclosed for your review.

Prior to entering law school, I worked as a consultant for Deloitte & Touche where I collaborated with large companies such as Nationwide Insurance, Southwest Airlines, and Procter & Gamble. In that capacity, I led multiple account teams in developing sales strategies for our clients. As a sales expert, I facilitated problem-solving sessions, research, strategic planning, and development of sales proposals. I became adept at analytical thinking, advising clients, drafting well-structured communications, and performing business research. I am confident that all of these skills will transfer to a law firm setting and allow me to serve your clients well.

I would appreciate the opportunity to meet with you to further discuss my legal and business experience and the value I could bring to your firm. I may be reached at 937/229-3215. Thank you for your consideration.

Sincerely,

Charles Harris

Enclosure

RESPONSE TO AN ADVERTISEMENT

500 Cheyenne Drive
Dayton, OH 45469
wcunningham1@udayton.edu
(513) 292-3182

February 16, 2016

Mr. Lawrence Wohl
Hiring Partner
Swensen, Jackson & Barney
300 Career Avenue
Los Angeles, CA 90089

Dear Mr. Wohl:

I am first-year student at the University of Dayton School of Law ("UDSL") and a 2014 graduate of the University of Southern California. I will be returning home at the conclusion of the school year and hope to obtain a summer position in the Los Angeles area. Because I have not yet determined what type of law most interests me, my objective is to acquire the best legal experience possible. Your current job posting for a law clerk indicated you were seeking a law student to assist in different practice areas in your firm. I am very interested in this position and have submitted my resume and writing sample for your review.

During my employment with Reynolds & Reynolds before entering law school, I performed several different functions that ranged from drafting sales proposals to making marketing presentations to potential clients. At USC, I developed strong communication skills in a demanding communication program. I applied these skills while writing my senior thesis and graduated with a 3.8 G.P.A. As a first year law student at UDSL I have participated in its highly regarded Legal Profession sequence of courses and have developed exceptional legal research and writing skills. I believe these experiences will enable me to be an effective law clerk with Swensen, Jackson & Barney.

I have enclosed my resume for your consideration and look forward to meeting with you to discuss the possibility of summer employment. If you would like to arrange an appointment, I will be in the Los Angeles area from April 10-14 and I may be reached at my Dayton address, via phone, or email at all other times. Thank you for your time and consideration.

Sincerely,

Walter Cunningham, Jr.

Enclosure(s)

UNSOLICITED

Maude E. Atkinson

5435 Milkyway Blvd.
Dayton, OH 43210
matkinson@gmail.com
Home (937) 932-7474

May 16, 2016

Andrew Strauss, Esq.
Rucker & Marable, PLLC
150 Success Parkway
Louisville, KY 34561

Dear Mr. Strauss:

I am a second-year student at the University of Dayton School of Law seeking to gain practical legal experience in Louisville during the summer between my second and third years of law school. As a native Kentuckian, I look forward to returning to Louisville following graduation to practice law. Susan Elliott, an attorney in your Lexington office, suggested I contact Rucker & Marable regarding the possibility of a summer associate position.

I received significant experience in juvenile and domestic relations law as a law clerk with the firm of Hoffmeister & Schrader last summer. I conducted research on a variety of related legal topics and drafted concise-yet-thorough memorandums of law detailing my findings and analyses, and received positive feedback in response to my efforts. Additionally, my undergraduate degree in criminal justice and social policy from Miami University provided a firm foundation on which to expand these legal interests.

Research and writing represent two of my strengths. This summer I provided background research for a Law Review article for a University of Dayton law professor and I am currently revising class materials for a course in family law taught by the same professor. Additionally, I received the highest grade (CALI Award) in my legal writing class. I am eager to apply these skills, and expand on them, as a law clerk with Rucker & Marable.

I have enclosed my resume for your consideration and welcome the opportunity to discuss a summer law clerk position with your firm in greater detail. Thank you in advance for your time and consideration.

Sincerely,

Maude Atkinson

Enclosure

REFERRAL UNSOLICITED

Henrietta L. Dubose

14 Bay Shore Avenue
Dayton, OH 43210
Home (937) 883-4747
hdubose@yahoo.com

December 17, 2015

The Honorable Margaret Wilson
Montgomery County Court of Common Pleas
200 Third St.
Dayton, OH 45402

Dear Judge Wilson:

At the suggestion of my evidence professor, Tom Hagel, I am submitting my resume to be considered for the clerk position in your chambers beginning in May 2016. My professional goal is to practice law as a litigator in Dayton. Professor Hagel encouraged me to apply for this clerkship since it would provide me with a unique introduction into the inner workings of the court and the challenges facing litigators and judges. I am confident I possess the skills, background, and personal characteristics that will allow me to serve you and the citizens of Ohio with distinction.

At the University of Dayton School of Law, I completed an intensive three-semester writing program and received a B+ each semester. My exposure to writing legal memoranda and motions helped strengthen the writing skills I gained as an English major at Northwestern University. I was also exposed to drafting civil pleadings last summer while working for Patrick Smith, a local criminal defense attorney. I believe these experiences, combined with my coursework in trial advocacy, civil procedure, evidence, law clinic, and criminal law, have prepared me well for a judicial clerkship.

I am very interested in the challenges a judicial clerkship would provide and welcome the opportunity to discuss my qualifications and interests with you. My resume, transcripts, and writing sample are enclosed for your review. Thank you for your consideration.

Sincerely,

Henrietta Dubose

Enclosures

THANK YOU LETTER

107 Westminster Road
Dayton, OH 45410
susan.foley@woh.rr.com
765-422-9913

April 25, 2016

Marty Vesio, Esq.
First Assistant
Columbus Legal Aid
201 East Fourth Street
Columbus, OH 43215

Dear Mr. Vesio:

It was a pleasure speaking with you yesterday during my interview for a summer internship position with Columbus Legal Aid. Your interest in my government service background and volunteer activities was encouraging. As we discussed, I hope to apply these skills to a career in public service.

I thoroughly enjoyed my visit to your office. Everyone I met was friendly, informative, and professional. I especially appreciated the openness of the attorneys regarding both the challenges and rewards of working as a legal aid attorney. Their candor and their enthusiasm for representing low income clients affirmed my desire to pursue a career in public service and work as an intern with Columbus Legal Aid this summer.

I remain interested in the summer position and thank you for taking time out of your busy schedule to meet with me.

Sincerely,

Susan Foley

