

The Abraham S. Ovadia Career Planning & Placement Office

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Writing Samples

- Must be entirely your own work. It should be substantially unedited by anyone else.
- Should show your skill in analyzing a legal issue.
- Should contain facts, a discussion of relevant law, and a conclusion based on the application of the law to the facts.
- Suggested samples for rising 2Ls include: a memorandum prepared for LSV or a portion of a longer law school paper.

Selecting Documents Prepared for an Employer

- You must avoid breaching any confidences or attorney-client privileges.
- You must obtain permission from your employer if using materials prepared during an internship or job.
- Attach a cover sheet saying that you are using the sample with express permission from the employer (see page 5).
- Use generic names to replace identifying confidential information.

Length

- Generally 5-8 pages; maximum 10 pages recommended.
- You may use a section of a larger work. If you do, you must include a note that explains the larger scope of the work, and offers any background needed to understand the context.

Cover Page

- We suggest adding a cover page that would include the same header used on your resume and a brief description of the document. For example:

WRITING SAMPLE

This is a/an excerpt of a memorandum/brief/etc. prepared for my Legal Skills & Values class.

- Adjust as necessary depending on what it is/what it was prepared for.
- If it is a sample that was prepared for an employer, you must seek/state that it is being used with permission and omit any confidential information (see page 3).