



# GUIDE TO OTHER APPLICATION MATERIALS: REFERENCES, WRITING SAMPLES AND TRANSCRIPTS



**CAREER DEVELOPMENT OFFICE**

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In addition to a resume and cover letter, you should also prepare a list of references, a writing sample and your law school transcript for a potential employer in the event that you are asked for them during your legal job search. Some students also find business cards helpful for networking purposes.

#### A. **LIST OF REFERENCES**

Your references should never be listed on your resume. Instead, you should create a list of references that can be provided to an employer.

The format of a reference list is simple. Start with your name and contact information at the top (typically the same letterhead format as on your resume), followed by the names and contact information (name, work address, telephone number, e-mail and relationship to you) of three to four people.

Your references should be diverse, preferably a combination of professors and former employers. They should also be people who know you well enough to recommend you to other professionals. Always obtain permission from your references prior to submitting your list to employers.

The following is a sample reference list:

#### **LIST OF REFERENCES**

1. **Professor Thomas Smith**  
University of Miami School of Law  
1311 Miller Drive  
Coral Gables, Florida 33146  
(305) 284-2339  
tsmith@miami.edu  
Relationship: First-Year Civil Procedure Instructor
2. **Tammy Jones, Esquire**  
Smith & Jones, P.A.  
456 Broadway Avenue  
Miami, Florida 33333  
(305) 555-3456  
tjones@smithjones.com  
Relationship: Supervisor During Summer Clerkship, 20\_\_

## B. WRITING SAMPLE

If you are a first-year law student, or do not have prior legal employment experience, you most likely will submit a class brief or memorandum as a writing sample. It can be a memorandum from a summer job, a portion of a moot court brief or part of a memorandum or brief that you wrote for Legal Communication & Research Skills (LComm). If at the time you are applying you have a law journal note or a seminar paper, use that. Use work from LComm if you did well on the assignment, and you feel that this first year effort reflects your current ability.

If you possess legal experience, you may submit a sample from your previous or current legal jobs - after the employer gives you permission and any privileged information is properly redacted. In either case, make certain that your writing sample depicts your best piece of legal writing, as well as your analytical skills.

Do not choose a lengthy writing sample - brevity is key. The ideal length is between 5-10 pages. If you must use an excerpt from a longer document, be sure to note that at the top of the sample or include a cover page explaining that the sample that follows is an excerpt.

The Career Development Office (“CDO”) does not review writing samples, but students may work with their LComm professor or the Academic Achievement Program Writing Dean’s Fellows to perfect their writing samples. Writing Dean’s Fellows may not review LComm class assignments in draft or final form.

Remember: Grammar and punctuation must be perfect. **Plagiarism** can be deadly. **Typos** are the kiss of death.

## C. LAW SCHOOL TRANSCRIPT

Employers may sometimes ask for a law school transcript to evaluate your overall grade point average and to see how you did in elective classes that relate to their practice areas. Currently enrolled students may obtain an official copy of their transcript through their CaneLink account. Upon logging onto CaneLink, a student may access the “Order Official Transcript” link on the left-hand side of the webpage under the header entitled “Transcript.”

Alumni may obtain an official transcript by accessing the following link:  
<https://www.credentials-inc.com/tplus/?ALUMTROL01536>.

If an alumnus would like to receive an unofficial copy of his/her law school transcript, he/she may do so by creating a visitor account through CaneLink by accessing the following link: <https://caneid.miami.edu/cas/login?service=https%3A%2F%2Fcaneid.miami.edu%2Fidp%2FAuthn%2FRemoteUser>. You may copy and paste your transcript from your CaneLink account onto a Word document.

Alumni may also request an unofficial transcript from the registrar office by submitting a signed written request. A signed written request may be emailed to [lawreg@law.miami.edu](mailto:lawreg@law.miami.edu) or sent by fax to 305-284-1793.

#### D. **BUSINESS CARDS**

A business card is a relatively easy, effective and inexpensive form of networking. You should include your name, contact information and graduation year in the business card. The CDO is pleased to offer business cards for a fee to current students. To order your personal University of Miami School of Law business cards, complete the Order Form online at <http://dsf.docuvis.com/DSF/Companies/umsol/storefront.aspx>. Please note that outside of the pre-approved cards, available through the CDO, University of Miami School of Law does not allow the use of its logo on student business cards.