

Templates and Examples
for Resumes, Cover
Letters, Writing Samples,
References & Networking

RESUME TEMPLATES & EXAMPLES [Sample 1L Resume]

NICOLE JOHNSON

125 East 25th Street
New York, NY 21010

(574) 555-1234 • njohnson12@nd.edu

10 Holmes Hall
Notre Dame, IN 46556

EDUCATION

University of Notre Dame Law School

Juris Doctor Candidate

GPA: TBD

- Women's Law Forum, Member
- Legal Voices for Children & Youth, Member
- Black Law Student Association, First-Year Representative

Notre Dame, Indiana
May 2019

University of Wisconsin

B.A. in Sociology and Economics, cum laude

GPA: 3.50

- Bradford Scholar for Outstanding Senior Thesis Research
- *Wisconsin Herald*, Guest Columnist
- Student Senate, Senior Class Representative
- Women's Center, Community Outreach Chair
- Varsity Swim Team, Co-Captain
- Senior Thesis: *AIDS and Health in the Third World: A Case Study of the Spread of AIDS in Kenya*

Madison, Wisconsin
June 2016

EXPERIENCE

National Association for Women

Staff Assistant

- Staffed an information referral service for women dealing with various legal issues, including domestic violence, rape, divorce, custody, health care, and employment
- Wrote press releases, drafted correspondence and tracked pending legislation

New York, New York
June 2016 – August 2016

University of Wisconsin, Department of Sociology

Teaching Assistant to Professor Mick Dugan

- Graded exams and essay papers for Sociology of Modern Europe section
- Held weekly office hours for sixty students

Madison, Wisconsin
August 2014 – May 2016

Wisconsin State Assembly, Senator Desiree Gould

Legislative Intern

- Researched and analyzed state legislative issues regarding eminent domain
- Contacted key state officials and citizens to testify at committee hearings

Madison, Wisconsin
May 2014 – August 2014

VOLUNTEERISM AND COMMUNITY WORK

- **Volunteer Fundraiser, End Poverty Now Concert Series** (*July 2012 – August 2012*) New York, New York
- **Tutor, Sin Guerra** (*January 2011*) Mexico City, Mexico

LANGUAGE SKILLS

Spanish – Limited Working Proficiency

INTERESTS

Telenovelas, Surfing, and Baking Pies

[Sample 1L Resume]

Nicole L. Johnson

(574) 555-1234 • njohnson12@nd.edu

125 East 25th Street • New York, NY 21010

10 Holmes Hall • Notre Dame, IN 46556

EDUCATION

The University of Notre Dame Law School, Notre Dame, Indiana

Juris Doctor Candidate, May 2019

GPA: TBD

activities: Women's Law Forum, Member; Legal Voices for Children & Youth, Member; Black Law Students Association, First-Year Representative

University of Wisconsin, Madison, Wisconsin

Bachelor of Arts in Sociology and Economics, cum laude, June 2016

GPA: 3.5

honors: Bradford Scholar for Outstanding Senior Thesis Research; Senior Thesis: *AIDS and Health in the Third World: A Case Study of the Spread of AIDS in Kenya*

activities: *Wisconsin Herald*, Guest Columnist; Student Senate, Senior Class Representative; Women's Center, Community Outreach Chair; Varsity Swim Team, Co-Captain

EXPERIENCE

National Association for Women, New York, New York

Staff Assistant, June 2016 – August 2016

- Staffed an information referral service for women dealing with various legal issues, including domestic violence, rape, divorce, custody, health care, and employment
- Wrote press releases, drafted correspondence and tracked pending legislation

University of Wisconsin, Department of Sociology, Madison, Wisconsin

Teaching Assistant to Professor Mick Dugan, August 2014 – May 2016

- Graded exams and essay papers for Sociology of Modern Europe section
- Held weekly office hours for sixty students

Wisconsin State Assembly, Senator Desiree Gould, Madison, Wisconsin

Legislative Intern, May 2014 – August 2014

- Researched and analyzed state legislative issues regarding eminent domain
- Contacted key state officials and citizens to testify at committee hearings

VOLUNTEERISM AND COMMUNITY WORK

Volunteer Fundraiser, End Poverty Now Concert Series, New York, New York

Organizer, July 2012-August 2012

Sin Guerra, Mexico City, Mexico

Tutor, January 2011

LANGUAGES

Spanish – Limited Working Proficiency

INTERESTS

Telenovelas; Surfing; Baking Pies

LESLIE OWENS

53 Elm St. Apt. 2
South Bend, IN 46862

415.555.9378
lowens9@nd.edu

EDUCATION

University of Notre Dame Law School

Juris Doctor Candidate

GPA: 3.82

- *Notre Dame Law Review*, Staff Member
- Student Bar Association, Vice President
- Merit Fellowship (Half-Tuition Merit Scholarship), Recipient
- GALILEE (Group Alternative Live-In Legal Education), Chicago Planning Committee
- Dean's Award (Highest Grade): Contracts, Constitutional Law I, and Torts

Notre Dame, Indiana
May 2018

Wayne State University

Bachelor of Arts in Political Science, cum laude

GPA: 3.41

- Pi Sigma Alpha National Political Science Honor Society
- Women's Cycling Team
- National Achievement Scholar
- Community Problem Solving, Co-Director

Detroit, Michigan
May 2015

EXPERIENCE

Notre Dame Legal Aid Clinic

Certified Law Clerk

- Acted as lead counsel for clients in family and domestic violence matters before local courts
- Executed all motions, briefs, hearings, client interviews and negotiations with opposing counsel
- Devised legal strategy under the supervision of licensed clinical faculty members

Notre Dame, Indiana
August 2016 – December 2016

Glibson and Cole

Summer Associate

- Researched and wrote memoranda on issues involving laches, legal malpractice, and municipal zoning laws
- Prepared recommendations for client comments during administrative rulemaking period
- Worked on pro bono project leading to incorporation of local nonprofit organization

Chicago, Illinois
June 2016 – August 2016

Families in Need, Inc.

Services Coordinator

- Provided social service referrals for families in crisis to facilitate ability of families to remain healthy and intact
- Researched, initiated and maintained community contacts for various referral organizations

New London, Indiana
May 2015 – August 2015

LANGUAGE SKILLS

French – Native Proficiency

INTERESTS

Tennis, Bluegrass Music, and Competitive Logrolling

[Sample 2L Resume]

Leslie M. Owens

(415) 555-9378 • *LOwens9@nd.edu*
53 Elm St. Apt 2 • South Bend, IN 46862

EDUCATION

The University of Notre Dame Law School, Notre Dame, Indiana

Juris Doctor Candidate, May 2018

GPA: 3.82

honors: Dean's Award (Highest Grade): Contracts, Constitutional Law, and Torts; Half-Tuition Scholarship

Activities: *Notre Dame Law Review*, Staff Member; Student Bar Association, Vice President; GALILEE (Group Alternative Live-in Legal Education), Chicago Planning Committee

Wayne State University, Detroit, Michigan

Bachelor of Arts in Political Science, cum laude, May 2015

GPA: 3.41

honors & activities: Pi Sigma Alpha National Political Science Honor Society; Women's Cycling Team; National Achievement Scholar; Community Problem Solving, Co-Director

EXPERIENCE

Notre Dame Legal Aid Clinic, Notre Dame, Indiana

Certified Law Clerk, August 2016 – December 2016

- Acted as lead counsel for clients in family and domestic violence matters before local courts
- Executed all motions, briefs, hearings, client interviews, and negotiations with opposing counsel
- Devised legal strategy under the supervision of licensed clinical faculty members

Gibson and Cole, Chicago, Illinois

Summer Associate, June 2016 – August 2016

- Researched and wrote memoranda on issues involving laches, legal malpractice, and municipal zoning laws, including memoranda arguing that Chicago zoning law unconstitutionally prohibits food trucks from operating within city limits
- Prepared recommendations for client comments during administrative rulemaking period
- Worked on pro bono project leading to incorporation of local non-profit organization

Families in Need, Inc., New London, Indiana

Services Coordinator, May 2015 – August 2015

- Provided social service referrals for families in crisis to facilitate healthy and intact families
- Researched, initiated, and maintained community contacts for various referral organizations

LANGUAGES

French – Native Proficiency

INTERESTS

Tennis; Bluegrass Music; Competitive Logrolling

TIMOTHY WALKER

2500 Zane St.
Little Rock, AR 71920

(574) 555-1300 • twalker4@nd.edu

28 Fischer Grad. Res., Apt. 2G
Notre Dame, IN 46556

EDUCATION

University of Notre Dame Law School

Juris Doctor Candidate

GPA: 3.16

- *Notre Dame Journal of Legislation*, Editor-in-Chief
- Native American Law Students Association, Secretary
- American Constitutional Society, Symposium Chair

Notre Dame, Indiana

May 2018

University of Michigan

Bachelor of Arts in English, magna cum laude

GPA: 3.72

- Pi Sigma Alpha National Political Science Honor Society
- Michigan Club of Arkansas
- National Achievement Scholar
- Community Problem Solving (Michigan-Ann Arbor Community Group), Co-Director
- Circa Blue (Community Service Group), President

Ann Arbor, Michigan

May 2014

EXPERIENCE

Center for Human Rights

Summer Intern

- Researched legal issues on several death penalty cases and drafted motions and briefs
- Represented clients in pre-trial hearings under supervision of lead counsel
- Performed client interviews, observed court proceedings, and investigated private probation system in indigent cases in both Arkansas and Missouri

Little Rock, Arkansas
May 2016 – August 2016

Smythe Community Ventures

Marketing and Business Development Manager

- Developed and maintained strategic partnerships to support portfolio companies and analyzed social return data
- Handled marketing, communications and public relations, including website redesign and major fundraising events
- Managed external event, web, and public relations consultants and interns

San Francisco, California
March 2015 – August 2015

Operations and Marketing Manager

- Conducted financial reporting and managed operating budget of a \$1M nonprofit organization
- Worked with President on fund development strategy, execution, and evaluation
- Developed and produced the first annual report and marketing materials
- Managed administrative staff and interns

June 2014 – March 2015

Save the Whales, Inc.

Intern

- Implemented financial and administrative policies and procedures
- Served as contact for investor relations and created relationships with legal, accounting and insurance firms

San Francisco, California
May 2013 – August 2013

INTERESTS

Marathon Swimming, Modernist Art, and Racquetball; Eagle Scout (2005)

[Sample 2L Resume with one year work experience prior to NDLS]

Timothy A. Walker

(574) 555-1300 • twalker4@nd.edu

2500 Zane Street • Little Rock, AR 71920

28 Fischer Grad. Res., Apt. 2G • Notre Dame, IN 46556

EDUCATION

The University of Notre Dame Law School, Notre Dame, Indiana

Juris Doctor Candidate, May 2018

GPA: 3.16

- Honors & Activities: *Notre Dame Journal of Legislation*, Editor-in-Chief; Native American Law Students Association, Secretary; American Constitution Society, Symposium Chair

University of Michigan, Ann Arbor, Michigan

Bachelor of Arts in English, magna cum laude, May 2014

GPA: 3.72

- Honors & Activities: Pi Sigma Alpha National Political Science Honor Society; Michigan Club of Arkansas; Community Problem Solving (Michigan-Ann Arbor Community Group; Circa Blue (Community Service Group), President

EXPERIENCE

Center for Human Rights, Little Rock, Arkansas

Summer Intern, May 2016 – August 2016

- Researched legal issues on several death penalty cases and drafted motions and briefs
- Represented clients in pre-trial hearings under supervision of lead counsel
- Performed client interviews, observed court proceedings, and investigated private probation system in indigent cases in both Arkansas and Missouri

Smythe Community Ventures, San Francisco, California

Marketing and Business Development Manager, March 2015 – August 2015

- Developed and maintained strategic partnerships to support portfolio companies and analyzed social return data
- Handled marketing, communications and public relations, including website redesign and major fundraising events

Operations and Marketing Manager, June 2014 – March 2015

- Conducted financial reporting and managed operating budget of a \$1M nonprofit organization
- Worked with President on fund development strategy, execution, and evaluation
- Developed and produced the first annual report and marketing materials
- Managed administrative staff and interns

Save the Whales, Inc., San Francisco, California

Intern, May 2013 – August 2013

- Implemented financial and administrative policies and procedures
- Served as contact for investor relations and created relationships with legal, accounting and insurance firms

INTERESTS

Marathon Swimming, Modernist Art, and Racquetball; Eagle Scout (2006)

COVER LETTER TEMPLATE & EXAMPLES

Your Address
City, State Zip
Your Phone Number
Your Email Address

Date

Name of Contact Person
Title of Contact Person
Employer Name
Address
City, State Zip

Dear Mr. (Ms.) last name of contact person:

First Paragraph: Tell why you are writing – name the position for which you are applying. If you have a personal referral or connection, mention it here. Identify your career goals and indicate why you are interested in working for *this* employer. If you have ties to or lived in the area, mention it. Specify your interests in the type of work the employer does. Describe what is particularly appealing to you about the employer.

Second Paragraph: Show how your background qualifies you for the position. Point out the experience and coursework you have that relates to the employer's field or type of work. Focus on what skills or experiences you would bring to the employer. Emphasize pertinent items on your resume and supplement with other details. Tie experience to tangible, transferrable skills. Convince the employer that you would be an asset.

Third Paragraph: Restate your interest in working for the employer. Have an appropriate closing to pave the way for an interview. Indicate your willingness to interview personally by stating when you will be in the area or by offering to make yourself available at the employer's convenience. Thank the employer for his/her consideration.

Sincerely,

(leave 4 blank lines for signature)

Your full typed name

**EXAMPLE OF COVER LETTER FOR
FIRST-YEAR STUDENT APPLYING FOR A
SUMMER ASSOCIATE POSITION**

456 Main Street
Notre Dame, Indiana 46556
ssmith34@nd.edu
574-123-4567

December 1, 2016

Ms. Zoe S. Employer
Baker, Cook & Bottlewasher P.C.
123 "I" Street
Chicago, Illinois 60606

Dear Ms. Employer:

I am a first-year student at Notre Dame Law School, and I am interested in a summer associate position with Baker, Cook & Bottlewasher. As an alumna of DePaul, I intend to return to Chicago to practice upon my graduation in May 2019. I am particularly interested in your firm's labor law practice, given my previous experience as a manager at United States Steel.

My background has prepared me to be a successful summer associate at your firm. Every summer throughout college, I worked in the offices of United States Steel and was promoted to a management position before my junior year. This experience allowed me to observe the interplay between management and employees from the corporate viewpoint. At Notre Dame Law School, I have cultivated strong research and writing skills while preparing memoranda, complaints and an appellate brief in the law school's first-year legal writing program. I look forward to applying these skills and experiences as a summer associate at Baker, Cook & Bottlewasher.

I am very interested in serving as a summer associate with Baker, Cook & Bottlewasher and would be pleased to discuss my qualifications in an interview scheduled at your convenience. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Sylvia A. Smith

EXAMPLE OF LETTER FOR
**FIRST-YEAR STUDENT APPLYING FOR A
JUDICIAL INTERNSHIP**

1234 Eddy Street
South Bend, IN 12345
mjones15@nd.edu
123-456-7890

December 1, 2016

The Honorable John Smith
U.S. District Court for the Eastern District of Michigan
Theodore Levin U.S. District Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226

Dear Judge Smith:

I wish to apply for a judicial internship in your chambers for the summer of 2017. I am a first-year student at Notre Dame Law School and a native of the Detroit area. I am particularly interested in pursuing a career in litigation, and I plan to return to Detroit to practice after my graduation in May 2019. Jim Jones, your former clerk, suggested that I contact you regarding a possible summer internship.

My background has prepared me to contribute meaningfully to your chambers. As an intern for the Washtenaw County Public Defender's Office, I observed courtroom proceedings on a daily basis and prepared clients extensively before they pled their cases. The experience piqued my interest in the inner workings of the judicial system and in a career as a litigator. In addition, I have refined my research and writing skills immensely through my senior thesis coursework at the University of Michigan and through Notre Dame's comprehensive first-year legal research and writing program. I am eager to use these varied experiences to assist your court.

I would be honored to serve as a 2017 summer intern in your chambers and would be pleased to discuss my qualifications in an interview. I will be home in the Detroit area from December 22 through January 12 and can be available at your convenience. Thank you for your consideration, and I look forward to hearing from you soon.

Respectfully,

Mary K. Jones

**EXAMPLE OF LETTER FOR
SECOND-YEAR STUDENT APPLYING FOR A
SUMMER ASSOCIATE POSITION**

456 Main Street
Notre Dame, Indiana 46556
mayajones@nd.edu
123-456-7890

August 15, 2016

Ms. Erin C. Contact
Smith & Moore LLP
1987 Grand Avenue
Los Angeles, California 90071

Dear Ms. Contact:

A mutual friend, John Thompson, suggested I contact you regarding a summer associate position at Smith & Moore. I am a second-year student at Notre Dame Law School and a lifelong resident of Los Angeles. Your firm is of particular interest to me because of its commercial litigation practice, as I am committed to becoming a litigator.

During law school, I have pursued opportunities to develop practical litigation skills. I am a member of the Moot Court trial team and have taken both Trial Advocacy and Deposition Skills classes. Last summer, I worked for the Los Angeles County District Attorney's Office where I interviewed witnesses, assisted with depositions, conducted legal research, and drafted briefs. Given my background and experience, I am confident I can make an immediate and substantive contribution to Smith & Moore.

I travel to Los Angeles on a regular basis and would be pleased to schedule an interview at your convenience. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Maya Z. Jones

EXAMPLE OF LETTER FOR
**THIRD-YEAR STUDENT APPLYING FOR AN
ASSOCIATE POSITION**

456 Main Street
Notre Dame, Indiana 46556
leighwilson@nd.edu
574-123-4789

February 19, 2017

Mr. Richard A. Mortar
Wood, Brick and Mortar
923 Market Street
New York, New York 10001

Dear Mr. Mortar:

I am a third-year student at Notre Dame Law School, and I wish to apply for an associate position with Wood, Brick and Mortar. I am committed to building a career in products liability and am drawn to your firm because of its significant practice in that area. I will be relocating to Manhattan upon my graduation, and I am registered to sit for the New York bar exam in July.

Throughout law school, I have pursued opportunities to prepare myself for a career in products liability. Last summer, I worked for a boutique firm in Brooklyn specializing in products liability defense. There, I participated in depositions and conducted extensive research on negligent design and negligent failure to warn. This spring, I am writing my third-year seminar paper on the products liability system and have represented clients through the law school clinic. Through the clinic, I have managed my own caseload, prepared complaints and argued motions. In addition, I have completed coursework in complex civil litigation, torts, medical malpractice and trial advocacy.

I am very interested in an associate position with Wood, Brick and Mortar and would welcome an opportunity to interview with you. I will be in New York over spring break, March 7-14, and can be available to meet then or any other time that may be convenient for you. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Leigh D. Wilson

WRITING SAMPLE COVER PAGE EXAMPLES

1L COVER SHEET SAMPLE #1

546 Marigold Avenue
South Bend, IN 46617

Jackie P. Olsonson

jolsenson@nd.edu
(574) 555-1835

WRITING SAMPLE

Attached is the analysis section of a longer memorandum. This memorandum was prepared as part of my first-year legal writing class during the 2016 Fall semester. The assignment was to prepare a memorandum analyzing a contract dispute in which one party asserted that the contract was voidable due to a unilateral mistake. The work is wholly mine and not edited by another.

1L COVER SHEET SAMPLE #2

712 Walliwing Way
Los Angeles, CA 90219

Billie J. Makidoon
bmakido@nd.edu • 574.555.9183

847 Fischer Grad, Apt. 2
Notre Dame, IN 46556

WRITING SAMPLE

This writing sample is an excerpt from a legal memorandum I wrote for my first-year legal writing class in the Fall semester of 2016 based on my own research. Professor Jeffrey Dorfman critiqued a previous draft of this memorandum, and this version incorporates his suggestions.

By way of background, the plaintiffs in this case, the O'Briens, and the defendants, the Greens, own adjacent residential lots. The O'Briens' property abuts the Greens' property from the north. Twenty years ago, the O'Briens planted flowers and shrubs from east to west within the Greens' property, operating on the mistaken belief that their land extended thirty feet south beyond the actual, surveyed property line. Since that time, the O'Briens have occasionally used the thirty-foot strip of property. The O'Briens have now sued the Greens for adverse possession of the thirty-foot strip. This excerpt of the discussion addresses whether the O'Briens can establish exclusive use of the Greens' property, a required element of adverse possession.

2L COVER SHEET SAMPLE #1

3272 Daisy Dr.
Remsen, IA 53102

Kevin M. Quinnick
(712) 555-5653 • kquinni@nd.edu

2345 Foster St.
South Bend, IN 46637

WRITING SAMPLE

Attached is a copy of the argument section of my Spring 2014 Moot Court brief on First Amendment freedom of religion guarantees. I wrote the attached section, while the subsequent sections and facts were written by my partner, Patrick Helm. I have included a brief abstract of the jointly drafted portion of this Moot Court brief with the permission of Patrick Helm in order to provide necessary background for the argument section, which is solely my work in its entirety.

2L COVER SHEET SAMPLE #2

3272 Taffytorn Blvd.
Des Moines, TX 75201

Lucy K. Alldacots
(510) 555-5327 • lalldaco@nd.edu

457 Rosales Rd.
South Bend, IN 46622

WRITING SAMPLE

Attached is a copy of a patent application I drafted this previous summer for Smith, Keline, Harris, & Ford LLP. My supervising attorney, Heidi Davis, authorized me to use this application as a writing sample with certain revisions included to protect the confidentiality of the client. I have made the requested revisions, and Ms. Davis has given me permission to submit this ten page patent application as a writing sample. Ms. Davis has done minimal editing of this patent application, which was solely my work.

2L COVER SHEET SAMPLE #3

67 Scivalin Way
Wichita, KS 67209

Fred F. Jabbistor
(923) 555-2384 • fjabbist@nd.edu

702 Ford Street
South Bend, IN 46619

WRITING SAMPLE

This writing sample is a memorandum submitted to Krista Kearney, my supervising attorney at Patrick, Smith, & Moore P.C. on the issue of health care fraud. It was written in June 2015 and has been lightly edited by Ms. Kearney. The memorandum otherwise reflects entirely my own work. Names and all identifying information of clients have been either changed or redacted.

NETWORKING MEETING REQUEST INFORMATION & SAMPLE EMAILS

There are certain goals and information you should consider when writing an email to request a networking meeting. While your meeting request may not hit all of these points, they are good items to consider prior to writing your emails and then again when reviewing them.

GOALS FOR YOUR NETWORKING MEETING REQUEST EMAIL

1. Write in a clear and professional manner. Your meeting request will be the first writing sample an attorney will read from you. It should be polished and error-free.
2. Do not fish for a job. The attorney knows you are looking for employment, so there is no reason to ask. The goal of your meeting is to learn more about a practice area or market. If the attorney with whom you are meeting is impressed by you, employment opportunities may arise, but asking directly about opportunities with the attorney's employer may undermine your meeting and your professional relationship with that attorney.
3. Convey that you are very grateful for any time the attorney would devote to you. Time is a luxury few attorneys have. Be mindful of your email's tone and do not convey an expectation that the attorney has time. Remember, you are asking the attorney to do you a favor, not the other way around.
4. Be sure to state your thankfulness for any time an attorney would give to you and do not veer into a pushy or assuming tone regarding the attorney's ability to meet or speak with you.
5. Highlight the connections you share with the attorney. If someone who knows the attorney has referred you or you have something significant in common with the attorney (i.e. college, professional organization, mutual friend), make sure to include this connection in your first paragraph and your subject line. The stronger the connection or link between you and the attorney, the better your chances are to get the interview.
6. Write a great subject line to increase the likelihood of the attorney opening the email. The subject line should be personal and direct. If you have a connection with the attorney, make sure to allude to that connection in the subject line.

INFORMATION YOU MAY WANT TO INCLUDE

1. Where you are from (if from the attorney's market)
2. Where you intend to practice
3. Your career interests
4. The field about which you would like to learn more information
5. Prior experience you may have in that field
6. Why you are writing this attorney
7. The schools you attended
8. Relevant similarities between your and the attorney's backgrounds
9. That you are aware of time being scarce for the attorney
10. Your flexibility and availability, especially if you will be in the attorney's city

NETWORKING MEETING REQUEST VIA EMAIL

To: Michael Simpson
From: Kelly Smith
Subject: Mr. Simpson (or Michael if appropriate)--Request for a Meeting from an NDLS Student and UCLA Alumna

Dear Mr. Simpson:

I am a second-year student at Notre Dame Law School, a member of Moot Court, and an alumna of UCLA. I grew up in Los Angeles and plan to return here to practice upon my graduation.

I am extremely interested in learning more about the practical aspects of the litigation field, specifically white-collar defense work. My interest in this field stems from my previous internship with a fraud unit of the California Attorney General's Office. I would greatly appreciate the opportunity to hear about your experiences in the field of white-collar defense and litigation and would appreciate your suggestions on how I might best prepare for a career in these practice areas.

Please let me know if you might be available to meet with me or speak with me over the phone. Thank you very much for your time.

Sincerely,

Kelly Smith

NETWORKING MEETING REQUEST VIA EMAIL

To: Gina Chang
From: Andy West
Subject: Ms. Chang (or Gina if appropriate)--Request for a Meeting from a Law Student Interested in Employment Law

Dear Ms. Chang:

I am currently in my first semester at Notre Dame Law School. I am originally from Los Angeles and intend to return to California to practice after I graduate. Specifically, I hope to practice in the field of labor and employment law as my interest in the field led me to attend law school.

I am very interested in learning more about the daily responsibilities a labor and employment law attorney encounters. I am exploring how I might best prepare myself for a career in labor and employment law in the Los Angeles area, and I would appreciate your insight into how I can both enter into and flourish in the field.

I will be home in Los Angeles over winter break from December 17 to January 10 and would welcome the opportunity to meet with you either in person or over the phone. I understand your time is incredibly valuable so thank you in advance for considering my request.

Sincerely,

Andy West

NETWORKING MEETING REQUEST VIA EMAIL

To: Shannon Huntington

From: Andy West

Subject: Ms. Huntington (or Shannon if appropriate)—Sarah Smith Suggested I Request a Meeting for Career Advice

Dear Ms. Huntington:

I am writing at the suggestion of Sarah Smith of Sands & Howard. I am currently in my first semester at Notre Dame Law School. I am originally from Los Angeles and intend to return to California to practice after I graduate. Specifically, I hope to practice tax law.

Sarah thought you would be a great source of information on tax law practice. I am very interested in learning more about the daily responsibilities of a tax lawyer, and I am exploring how I might best prepare myself for a tax law career in the Los Angeles area. I would appreciate your insight into how I can both enter into and flourish in the field.

I will be home in Los Angeles over winter break from December 17 to January 10 and would welcome the opportunity to meet with you either in person or over the phone. I understand your time is incredibly valuable so thank you in advance for considering my request.

Sincerely,

Andy West