



CAREER SERVICES OFFICE

*Resume,  
Cover Letter, Writing  
Sample and Thank  
You Letter Tips*

## *Resume Tips*

Resumes are formal documents that are used by employers to get a sense of who you are and what you have done. While there is no requirement to put every single fact of your life or a job on your resume, what *is* included must be accurate. Read these tips, review the model resumes which follow, and talk with a CSO counselor to get your resume in top form.

1. Most lawyers use Times New Roman as their font of choice. If you use it, your resume and other documents will look familiar and professional to them.
2. Use a font size that makes sense. 12 point is fine if you need to fill up space. 11 point is more common as you gain legal experience through law school and your resume begins to get a little more crowded. 10 point is about the smallest you can reasonably use. Don't forget that you can use half point font sizes, too, to make your resume look its best.
3. As a general rule, your resume should be one page, as it is rare that a law student has so much pertinent experience that an employer needs to read two pages to get a good picture of you. However, this is only a general rule, and there are times when a two-page resume is appropriate. If you are a student with a substantial previous career that is relevant to legal employers then a two-page resume can be justified. Before it goes over to two pages, however, efforts should be made to format your resume so that it looks reasonable on one page. Ask a CSO counselor for help to do this.
4. In general, legal resumes do not contain bullets, which are more common in business resumes. Stick to the paragraph style shown in the models which follow, as this is what legal employers expect to see.
5. Use active verbs to describe your experience. Research and writing skills are most valued by employers, so these activities should come first in a job description (assuming you performed these activities on the job). Common action verbs include, "conduct legal research and draft ...," "analyze," "manage," "supervise," "train," "organize," "attend," "observe," and so many more. Be creative and think how best to make your job responsibilities sound important and meaningful.
6. Use the present tense of verbs for present jobs and the past tense for prior jobs.
7. Keep abbreviations at a minimum. Spell out degrees (Bachelor of Arts, not BA, Juris Doctor, not JD), use month names not numbers, spell out government agency names (Securities and Exchange Commission, not SEC), etc.
8. If you have legal experience, consider using "Legal Experience" and "Other Experience" sections as in several of the models below.
9. Get involved with law school activities and list them on your resume to show employers you are a well-rounded individual.
10. Keep track of your responsibilities on the job and update your resume frequently so that prospective employers get a better picture of the experience you offer them.

**JENNIFER SANCHEZ**  
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Holbrook, NY 11741  
(631) 511-8822  
jennifer-sanchez@tourolaw.edu

## **EDUCATION**

**Touro College Jacob D. Fuchsberg Law Center**, Central Islip, NY  
Juris Doctor Candidate, May 2015  
*Activities:* Student Bar Association, Representative

**Boston University**, Boston, MA  
Bachelor of Science in Physics, May 2012  
*Honors:* Dean's List (2007 – 2008)  
*Activities:* Delta Delta Delta Sorority  
Planetarium Assistant

## **EXPERIENCE**

**Boston University Bookstore**, Boston, MA  
*Assistant Manager* July 2011 – May 2012  
Ordered textbooks and coordinated shipments. Reviewed deliveries to ensure accuracy. Coordinated distribution of books on store shelves. Supervised stocking clerks and cashiers, and trained new employees. Represented the bookstore at University staff meetings.

**Sara Lee, Inc.**, Boston, MA  
*Office Assistant*, Legal Department Summer 2010  
Drafted letters and communicated with business contacts. Organized and maintained files. Attended department meetings and drafted minutes. Answered telephones.

**Starbucks**, Boston, MA  
*Counter Person/Cashier* Summer 2009  
Maintained clean and efficient workspace. Responded to customer needs and concerns. Maintained accurate sales receipts and counted cash drawer after shift. Answered telephone and communicated with vendors.

## **OTHER**

*Languages:* Fluent Spanish; conversational French  
*Interests:* Astrophotography; yoga; crossword puzzles  
*Volunteer:* Big Sister Program (2009 – 2012)

A typical evening student resume. Note the "Evening Student" designation.

**JENNIFER SANCHEZ**

30 Sycamore Street, Apt. #15

Holbrook, NY 11741

(631) 511-8822

jennifer-sanchez@tourolaw.edu

**EDUCATION**

**Touro College Jacob D. Fuchsberg Law Center**, Central Islip, NY

Juris Doctor Candidate, May 2016 (Evening Division)

*Activities:* Student Bar Association, Representative

**Boston University**, Boston, MA

Bachelor of Science in Physics, May 2012

*Honors:* Dean's List (2007 – 2008)

*Activities:* Delta Delta Delta Sorority  
Planetarium Assistant

**EXPERIENCE**

**Walden Booksellers**, Islip, NY

*Assistant Manager*

July 2010 – Present

Order textbooks and coordinate shipments. Review deliveries to ensure accuracy. Coordinate distribution of books on store shelves. Supervise stocking clerks and cashiers, and trained new employees. Represent the bookstore at University staff meetings.

**Sara Lee, Inc.**, Boston, MA

*Office Assistant*, Legal Department

Summer 2009

Drafted letters and communicated with business contacts. Organized and maintained files. Attended department meetings and drafted minutes. Answered telephones.

**Starbucks**, Boston, MA

*Counter Person/Cashier*

Summer 2008

Maintained clean and efficient workspace. Responded to customer needs and concerns. Maintained accurate sales receipts and counted cash drawer after shift. Answered telephone and communicated with vendors.

**OTHER**

*Languages:* Fluent Spanish; conversational French

*Interests:* Astrophotography; yoga; crossword puzzles

*Volunteer:* Big Sister Program (2006 – 2008)

**ELIZABETH J. SMITH**

1313 Mockingbird Lane  
Central Islip, NY 11722  
(631) 993-9933  
elizabeth-smith@tourolaw.edu

**EDUCATION**

**Touro College Jacob D. Fuchsberg Law Center, Central Islip, NY**

Juris Doctor expected, May 2013

*Class Rank:* Top 31% (The general rule is that you put your class rank on if you in the top third.)  
*Honors:* *Touro Law Review*; Dean's List (Fall 2011) (always say when you were on Dean's List)  
*Publications:* The Blue Book cite for your note. If the note or case comment was not published, the title of this category can be *Comment Topic*:  
*Awards:* CALI Awards for Academic Excellence in Contracts and Real Estate Finance  
*Activities:* Real Estate Law Society, President

**University of Toledo, Toledo, OH**

Bachelor of Arts, *cum laude*, in Philosophy, May 2010

*Honors:* Dean's List (all semesters)  
*Activities:* Pre-Law Society

**LEGAL EXPERIENCE**

**Little & Nunn, Huntington, NY**

*Law Clerk* September 2011 – Present  
Conduct legal research and draft memoranda of law and motions in commercial litigation and real estate matters. Review contracts and ensure conformity with negotiated terms. Interview clients and draft factual memoranda. Attend federal and state court proceedings. File documents with court clerks.

**Nassau County Attorney's Office, Mineola, NY**

*Legal Intern, Municipal Transactions Bureau* Summer 2011  
Conducted legal research and drafted memoranda on issues involving real estate and municipal law. Attended contract and real estate negotiation meetings with attorneys and drafted meeting summaries. Reviewed real estate documents to ensure accuracy. Attended court proceedings involving alleged breaches of contract.

**Arrow Electronics, Inc., Melville, NY**

*Legal Intern, General Counsel's Office* January 2011 – April 2011  
Conducted legal research and drafted memoranda on litigation, employment, and contract issues. Presented research findings at staff meetings. Reviewed licensing agreements.

**OTHER EXPERIENCE**

**Spring Brook Country Club, Toledo, OH**

*Assistant Golf Pro* October 2008 – August 2010  
Taught individual and group lessons to players of all ages. Represented club at social events. Presented new proposals to Board of Directors for pro shop expansion. Assisted members with golf equipment purchases at pro shop.

**OTHER**

*Languages:* Fluent French  
*Interests:* Marathon runner; antiques

## ELIZABETH J. SMITH

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(631) 993-9933 • elizabeth-smith@tourolaw.edu

### EDUCATION

#### **Touro College Jacob D. Fuchsberg Law Center**, Central Islip, NY

Juris Doctor expected, May 2013

*Class Rank:* Top 3% (The general rule is that you put your class rank on if you in the top half.)

*Honors:* *Touro Law Review*

*Publications:* The Blue Book cite for your note. If the note or case comment was not published, the  
titled of this category can be *Comment Topic*:

*Awards:* CALI Awards for Academic Excellence in Contracts and Real Estate Finance

*Activities:* Real Estate Law Society, President

#### **University of Toledo**, Toledo, OH

Bachelor of Arts, *cum laude*, in Philosophy, May 2010

*Honors:* Dean's List (all semesters)

*Activities:* Pre-Law Society

### LEGAL EXPERIENCE

#### **Little & Nunn**, Huntington, NY

*Law Clerk*

September 2010 – Present

Conduct legal research and draft memoranda of law and motions in commercial litigation and real estate matters. Review contracts and ensure conformity with negotiated terms. Interview clients and draft factual memoranda. Attend federal and state court proceedings. File documents with court clerks.

#### **Nassau County Attorney's Office**, Mineola, NY

*Legal Intern*, Municipal Transactions Bureau

Summer 2010

Conducted legal research and drafted memoranda on issues involving real estate and municipal law. Attended contract and real estate negotiation meetings with attorneys and drafted meeting summaries. Reviewed real estate documents to ensure accuracy. Attended court proceedings involving alleged breaches of contract.

#### **Arrow Electronics, Inc.**, Melville, NY

*Legal Intern*, General Counsel's Office

January 2010 – April 2010

Conducted legal research and drafted memoranda on litigation, employment, and contract issues. Presented research findings at staff meetings. Reviewed licensing agreements.

### OTHER EXPERIENCE

#### **Spring Brook Country Club**, Toledo, OH

*Assistant Golf Pro*

October 2007 – August 2010

Taught individual and group lessons to players of all ages. Represented club at social events. Presented new proposals to Board of Directors for pro shop expansion. Assisted members with golf equipment purchases at pro shop.

### OTHER

*Languages:* Fluent French

*Skills:* Certified in Westlaw research

*Interests:* Marathon runner; antiques

Now and then, all relevant experience will not fit on one page.  
A two-page resume is sometimes appropriate.  
Check with a counselor to see if a two-page resume makes sense for you.

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james-mcguire@tourolaw.edu

## **EDUCATION**

**Touro College Jacob D. Fuchsberg Law Center**, Central Islip, NY  
Juris Doctor expected, May 2013

*Class Rank:* Top 28%  
Deans List (Spring 2010, Fall 2010)  
*Awards:* CALI Awards for Academic Excellence in Contracts and  
Constitutional Law  
*Activities:* Environmental Law Society, President  
Phi Alpha Delta Law Fraternity

**State University of New York**, Buffalo, NY

Bachelor of Arts in Political Science, May 2008

*Honors:* Dean's List (several semesters)  
*Activities:* Pi Sigma Mu Fraternity, Social Events Chair (2003 – 2005)  
Campus-wide Blood Drive Coordinator

## **LEGAL EXPERIENCE**

**Kane & Fine, P.C.**, Central Islip, NY

*Law Clerk* August 2011 – Present  
Conduct legal research and draft memoranda, pleadings, and motions in general litigation matters, including motions to dismiss and summary judgment motions. Draft arguments in state civil appeals. Interview clients and prepare intake memoranda.

**Kings County District Attorney's Office**, Brooklyn, NY

*Legal Intern* Summer 2011  
Conducted legal research and drafted memoranda and responses to defense motions. Second chaired at arraignments. Communicated with defense counsel and prepared documents for discovery.

**Nassau Suffolk Legal Services**, Huntington, NY

*Legal Intern*, Touro Law Center Family Law Clinic January 2011 – May 2011  
Interviewed victims of domestic violence, and investigate relevant facts. Negotiated on behalf of clients. Conducted legal research and drafted documents for litigation. Represented clients in divorce, child support, and domestic violence cases in court.

**Finkel, Brown & Kean**, Buffalo, NY

*Paralegal*

Summer 2010

Conducted legal research and drafted memoranda summarizing results. Drafted client letters and created transcripts of recorded conversations. Filed documents with court clerks. Performed general administrative tasks.

**OTHER EXPERIENCE**

**Viacom, Inc.**, New York, NY

*Compliance Officer*

August 2008 – August 2009

Analyzed federal and state laws and regulations, and drafted training manuals for employees to ensure compliance. Liaised with Legal Department on various matters.

**Merril Lynch, Inc.**, New York, NY

*Financial Assistant*

July 2006 – August 2008

Analyzed financial statements and prepared summaries of data. Met weekly with senior analysts to discuss special projects.

**OTHER**

Languages:    Fluent Spanish

Interests:    Marathon runner; British history; photography



## Cover Letter Tips

Cover letters are very unique documents. They reflect you, your experience, and your aspirations, and they attempt to answer the question: *Why should an employer hire you?* We do not include model cover letters in this handout as we do model resumes, because we do not want all of your cover letters to read the same. There are, however, general tips for cover letter writing that you should follow.

1. Use the same header (name, address, telephone, email) on your cover letter as you do on your resume. Doing so makes your documents look consistent and professional.

2. When stating the addressee's name, do not include both a title and the term "Esq." Thus, "Ms. Jane Smith, Esq." is incorrect. If the individual is a lawyer, use "Jane Smith, Esq." If the addressee is not a lawyer, use "Ms. Jane Smith."

3. The salutation should rarely be, "To whom it may concern." You might as well write, "Dear Occupant." Always use the name of a person in the prospective employer's office. Talk with a counselor about how to get these names. Accordingly, the salutation of a cover letter should always be something like, "Dear Ms. Smith:" In a business letter, always use a colon at the conclusion of a salutation.

4. Do not start your cover letter, "My name is Bill Jones...." An employer knows your name from the header on your cover letter. Instead, start your letter with something like, "I am a first-year student at Touro Law Center, and I am interested in a summer position with your office." In other words, tell the employer where you are from and why you are writing.

5. The tone of a cover letter should always be what you bring to the table, that is, what skills and experience you have that will lead the employer to believe you are the right person for the job. You should avoid focusing on how much experience you are going to receive from the job, or how interesting it is will be for you. Your guide should always be: *What is in it for the employer?*

6. Your cover letter should not simply repeat the descriptions in your resume. Rather, your cover letter is a teaser to your resume, and should summarize it. Your cover letter also may include information that is not included in your resume, such as particularly good grades in subject areas relevant to the employer. Remember, your letter should focus on what the employer does and the skills you have that would be useful to the employer.

7. Do not conclude a cover letter with something to the effect, "I hope to hear from you soon," as it sounds rather presumptuous. You will hear from the employer when the employer is ready. The closing of the letter should include: Sincerely, and your name. Do not forget to sign your letter.

8. You should have a counselor review each cover letter you send out.

These tips are encapsulated in the cover letter mock-up on the following page.

**JOSEPH MOGLIA**  
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Central Islip, NY 11722  
(631) 939-1123  
joseph-moglia@tourolaw.edu

October 30, 2012

Mary Jones, Esq.  
Haynes & Jones  
2 Bleeker Street  
New York, NY 10001

Dear Ms. Jones:

I am a second-year student at Touro Law Center, and I am interested in a summer position with your firm. My resume (and grade report and/or writing sample) is (are) enclosed for your review.

The second (and sometimes third, depending on the level of your experience) is the meat of the cover letter. It relates your skills and experience with the needs of the employer. The paragraph should be focused and written with the knowledge of the kind of law the employer practices. In other words, if the employer primarily practices litigation, lead with a discussion about your litigation experience. If you don't have litigation experience, think of the skills a litigator needs, like advocacy and writing skills, and focus on them. A counselor can help you focus your letter.

Thank you for your consideration, and I hope to have the opportunity to meet with you.

Sincerely,

Joseph Moglia

## **Thank You Letter Tips**

Thank you letters – letters thanking an employer for an interview – are tricky things. Often, employers will make decisions about the viability of your candidacy within five minutes of you walking out the door, and a thank you letter will have little or no effect. Other employers are more deliberate, and a thank you letter might actually make a difference. It is more likely that a thank you letter will be of value to small to mid-size employers, as opposed to large employers, as ultimate decisions are likely to remain with the person you are thanking with smaller employers. Larger employers utilize hiring committees, and thank you letters usually do not have the same punch. If, after an interview, you believe a thank you letter might be useful, here are a few tips to consider.

1. Use the same header (name, address, telephone, email) on your thank you letter as you do on your resume and cover letter. This will provide all of your documents with a consistent theme.
2. Thank you letters are formal documents, just like a cover letter. Do not write thank you letters on cards or note paper. In addition, if you are going to write a thank you letter, write it and send it immediately after the interview.
3. Hopefully, you said “thank you” at the conclusion of your interview. Accordingly, it makes little sense to simply thank the employer again. Rather, think of something else to say in a thank you letter that gives you a reason to write. For example, perhaps you and the employer talked about a particular case or legal topic. If so, research the case or topic to see if it has been cited or discussed in a recent Court of Appeals case. Let the employer know that you followed up your conversation with research that might benefit the employer.
4. Help the interviewer remember you by including in your thank you letter some particular fact that you discussed. For example, perhaps you discussed the new player the Yankees acquired or how a recent case affected liability laws. In your thank you letter, say that you enjoyed talking about the new Yankees player or new issues in liability law. This will help the employer connect the conversation to you as an individual.

**JOSEPH MOGLIA**  
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(631) 939-1123  
joseph-moglia@tourolaw.edu

November 25, 2012

Mary Jones, Esq.  
Haynes & Jones  
2 Bleeker Street  
New York, NY 10001

Dear Ms. Jones:

Thank you for taking the time to interview me for the summer internship position. I enjoyed our conversation about how liability law has changed after the *Jones* decision. In fact, after we spoke I further researched *Jones* and found a recent Court of Appeals case, *Smith v. Concord*, 35 NY2d 316 (2008), which appears to further extend *Jones* on the issue of the vicarious liability of corporate actors. It will be interesting to see how lower courts interpret the *Jones* and *Smith* cases.

Again, thank you for your consideration of my candidacy. I hope to have the opportunity to meet with you again.

Sincerely,

Joseph Moglia

## **WRITING SAMPLE GUIDELINES**

All writing samples submitted in consideration for employment, should comply with the following criteria:

1. Each writing sample submitted should be no less than 5 and no more than 12 pages in length.
2. Each writing sample should be accompanied by a cover page explaining (a) the sample's original purpose (e.g., a legal writing class assignment; a moot court brief; an internal memorandum for an employer; a court pleading); (b) when and for whom the sample was written; (c) the extent of editing by any third party; and (d) if the writing sample is an excerpt from a larger document, the nature of that larger document, including issues addressed. If an applicant chooses to submit a writing sample containing confidential or privileged information, the applicant must identify the steps taken (e.g., redactions; changed names; consent obtained from a client or an employer) to preserve the confidential or privileged nature of the document.
3. Each writing sample submitted should demonstrate the applicant's ability to analyze legal issues, such as an argument section of a brief. If an applicant submits a portion of a larger work, the applicant should provide context for the section submitted.
4. Each writing sample should be written within two years of submission.
5. For current and former judicial clerks, who choose to submit a judicial opinion or order as a writing sample, it must be a published opinion or order. It also must be accompanied by a letter from the judge authorizing the use of the opinion or order.
6. If a writing sample was authored by more than one attorney, the applicant should identify which portions of the writing sample he or she wrote. When an applicant submits a heavily edited or coauthored writing sample, he or she needs to indicate which sections they authored and describe the extent of the editing. It is desirable for applicants to submit unedited writing samples for consideration.
7. If an applicant submits a writing sample marked "confidential," the applicant must also include a statement that he or she has obtained the necessary permission to use the document as a writing sample.
8. When an applicant submits a redacted writing sample, the applicant should explain the redactions (such as redacting factual information to protect client confidentiality).
9. If an applicant is unable to comply with any of the above criteria, there is nothing inappropriate in submitting a writing sample developed for the express purpose of a job application. Keep in mind that any writing sample submitted should demonstrate the applicant's ability to analyze legal issues and apply the facts to the law (i.e. an argument section of a brief).

**Writing sample cover page:** Include your contact information (as used on your résumé) at the top of the cover page. **Example:** The attached writing sample is from a memo written for my \_\_\_\_\_ class during the \_\_\_ 20XX semester. The assignment in this paper was to forecast the outcome of a case for my fictional firm's attorney, Joe Public. In this fictional role, I was the associate attorney. My professor for this class was (fill in your professor's name). This writing sample is in its original format with no editing (or has minimal grammatical corrections after editing by my professor). (If you received a really good grade in the class, you can also include this information: I received a \_\_\_ on a 4.0 scale for this class.)

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