

EXAMPLES: UNIFORMITY IN FORMATTING RESUMES, REFERENCES, WRITING SAMPLES

The key is to keep the same header for each of these documents. Not only is it better organized and more professional looking, but it will also be easier for the interviewer to keep all of your documents together.

JANE C. DOE

123 Main Street ♦ Minneapolis, MN 55403 ♦ (612) 555-1234 ♦ jcdoe@stthomas.edu

EDUCATION

University of St. Thomas – School of Law, Minneapolis, Minnesota
Juris Doctor expected May 2008

JANE C. DOE

123 Main Street ♦ Minneapolis, MN 55403 ♦ (612) 555-1234 ♦ jcdoe@stthomas.edu

REFERENCES

Past Supervisor
The Honorable Antonin Scalia
Associate Justice
Supreme Court of the United States
One First Street N.E.
Washington, DC 20543
W: (555) 479-5894
Email: ascalia@uscourts.gov

Current Supervisor
C. Montgomery Burns
Owner and CEO
Springfield Nuclear Power Plant
101 Industrial Way
Springfield, IL 55585
W: (555) 769-5820
Email: cmburns@powerplant.com

JANE C. DOE

123 Main Street ♦ Minneapolis, MN 55403 ♦ (612) 555-1234 ♦ jcdoe@stthomas.edu

WRITING SAMPLE

This writing sample is a brief in support of a motion to suppress. It was written for my first-year lawyering skills class. In the interest of brevity, the facts have been omitted. Blah, blah, blah, blah...