

# APPLICATION MATERIALS CHECKLIST

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There is a closed universe of application materials, including the résumé, cover letter, transcript, writing sample, and reference list or letters of recommendation.

## 1. Your **résumé**:

- should be printed single-sided on bond paper; and
- should not exceed one page in length (if it does, it should be clipped together).

## 2. Your **cover letter**:

- should be printed on bond paper;
- should include a date;
- should include the employer's complete address:

|                 |                        |
|-----------------|------------------------|
| John Doe, Esq.  | (name, title)          |
| Doe Law Firm    | (organization name)    |
| 123 Main Street | (street address)       |
| Lyme, NH 03768  | (city, state zip code) |

- should be signed in blue or black ink **between** the closing address (“Sincerely”) and your printed name; and
- should not exceed one page (if it does, it should be printed single-sided and clipped together).

## 3. Your **transcript**:

- is a copy of your grade report, which you may obtain from the Registrar's Office; and
- should be copied on plain, copy paper.

If the employer requests an official transcript, you may obtain one from the Registrar's Office.

## 4. Your **writing sample**:

- should be no more than 10 pages long, ideally 3 – 5 pages; and
- should be printed on plain, copy paper.

If your writing sample is longer than 10 pages, you should:

- excerpt a section of the writing sample that highlights your legal analysis skills; and
- include a cover sheet, describing your sample so the reader can quickly understand the issue being discussed. Include your name at the top of the cover sheet.

## 5. Your **references list**:

- should be printed on bond paper;
- should list three references, including their name, title, mailing address, phone number, and email address. Include your resume heading at the top of your references list.

6. **Letters of recommendation** may be required for some job applications.

- You should request the letters well in advance of the deadline date from your recommenders and provide a job description, contact information, and a deadline date.

7. **Mailing applications**

- Completed applications may be mailed directly in a business or manila envelope. The address should be typed on the outside or typed on a label affixed to the outside of the envelope. Unless otherwise noted, the **deadline date** is the “received by” date, not the postmarked date.