

Skyler Wilkson

234 Superview Way, Santa Clara, CA 95053 (408) 867-5309 swilkson@scu.com

WRITING SAMPLE

EXAMPLES OF HOW TO FORMAT COVER SHEET DEPENDING ON TYPE OF WRITING SAMPLE

MEMORANDUM OF POINTS AND AUTHORITIES

I researched and wrote the attached memorandum as an assignment for Legal Writing II in the spring of 2021. For brevity, I omitted the state of facts [and mention anything else you omitted]. The facts of the case involve [briefly summarize facts of case]. I have revised the memorandum based upon comments from my instructor, but the work is my own.

EXAMPLE FOR WORK PRODUCT

TITLE OF DOCUMENT HERE

I wrote the attached memorandum while I was a summer law clerk with ABC Law Firm, a Santa Clara law firm [OR if Judicial externship...while a judicial extern in the chambers of the Honorable Deborah Fieldspin, Judge, Superior Court for San Francisco County] in 2021. I conducted the legal research and wrote the memorandum myself. I have redacted the names of the parties and, for brevity, have omitted [statement of facts and/or anything you omitted]. The issues addressed involve [explain briefly]. The law firm [OR Judge Fieldspin] has authorized my use of this memorandum as a writing sample.