

The Office of Professional Development: Application Document Style Guide

Letterhead

Creating a Letterhead: Display your name and contact information. Keep it formal: no colors, pictures, or logos. Use this exact letterhead on every document you send to an employer. For example:

FIRST M. LAST
876 Bancroft Street, Apartment _____ - name@gmail.com

Hyperlink: Remove the hyperlink from your email address.

Resumes

GPA and Class Rank: Generally list a GPA if it is above a 3.0 unless the employer explicitly requests it. Generally list class rank if you are in the top 30% of the class.

GPA and Rounding: Round your GPA to two (2) decimal places (hundredths). Use the third decimal place to help you round: if the third decimal place is 0-4, leave the second decimal place the same. If the third decimal place is 5-9, round up the second decimal place. Example: 3.211 becomes 3.21 and 3.567 becomes 3.57.

Degree Name: Your law degree (J.D.) is a *Juris Doctor* not a *Juris Doctorate*. This is a common mistake, so ensure you are using the correct degree name.

Positions/Activities that Have Not Yet Started: Resumes should usually only include things you have done or are in the process of doing. If you have secured a significant activity (Law Review, Moot Court, Trial Advocacy) or prestigious position (federal judicial externship, summer associate position at large firm, etc.) that will start shortly, please contact the OPD for advice on how to list this on your resume as this must be done very carefully and used sparingly.

Joint Degree Programs: If you are pursuing another graduate degree in conjunction with your law degree (called Toledo Law), only list the other graduate degree program if you have been accepted to that program and plan to begin that program within a semester. If you have not begun the program, indicate the semester in which you will begin.

Certificates of Concentration:

References

Reference Lists: References are listed on a document separate from your resume, unless otherwise required by an employer. Use the same letterhead as your other documents and list contact information for 2-3 references unless the employer requests a certain number.

Permission: Always ask for and receive permission before listing anyone as a reference.

Cover Letters

My Name: Never start with this phrase. Your name is already in your letterhead and in the closing of your letter.

Formatting: firm
or organization, and full address. The full date goes above or below the address block (Ex. September 1, 2015)

Salutation: Use only one of the following Dear Mr. [Last Name]: / Dear Ms. [Last Name]: / Dear Judge [Last Name]: (Make sure that you use a colon instead of a comma).

I:

Formality: Do not use contractions, informal language, or an excessive number of superlatives. Keep a respectful tone and do not oversell yourself. Avoid flattery.

Firm Name: Use the full firm name, not the shorter, marketing name (Shumaker, Loop & Kendrick, LLP vs. Shumaker). Double check the punctuation, spelling, and use/non-