

Evaluation letter



Ms. Extern worked in excess of 120 hours during the semester. [nature of tasks and assignments] Ms. Extern was given progressively more complex assignments as she demonstrated her capacity to perform in the position. She began by summarizing deposition testimony in a case presently in litigation. After about a week of reading and summarizing depositions, she was assigned to research and draft responses to dispositive motions in several cases. During the final weeks of her externship, Ms.

Extern researched the issues and prepared a draft motion for summary Judgment. [evaluation of work product] Ms. Extern demonstrated superior research skills in each assignment. She was confident and efficient in her use of both hardbound and electronic resources. When she was unfamiliar with some of the speciality resources, she readily sought guidance from her supervisor and was then able to work independently. Her written products were prepared thoughtfully, thoroughly, and without errors in either spelling or grammar.

Her prose is clear, concise, and demonstrates a facility with language. When called upon to make oral presentations of her research to her supervisors, she did so with economy and thoroughness. [evaluation of interpersonal skills] Ms. Extern possesses strong interpersonal skills. Her interactions with lawyers and staff were consistently excellent. She leaves the externship with an excellent reputation for the courtesy and respect she shows to everyone.

She appears confident and enthusiastic and is calm in the face of emergencies. Throughout her externship she demonstrated a strong interest in the work of this office and a willingness to be of assistance whenever

needed. [overall assessment] Ms. Extern is a very capable third-year student who will make an excellent attorney. I would give her my highest recommendation to any future employer. Sincerely yours, Jason F. Breame

General Counsel Evaluation Letter By Mianl Razi