

**I.**  
**Description of:**  
***Letter Regarding Writing Principles***

The *Letter Regarding Writing Principles* was sent to a student who attended Texas A&M University during the student's first semester of her freshman year. This student was referred to me by a family friend. I tutored her by e-mail and by a few in-person sessions. Her grades improved dramatically within two weeks of beginning tutoring.

This writing sample displays my ability to break down complex topics into understandable information for those unfamiliar with the topics. This sample also expresses some of my general ideas about what constitutes proper writing structure and style.

**II.**  
**Description of:**  
***Appeal of Texas Workforce Commission Decision to Deny Unemployment Benefits to Mike Smith***

The *Appeal of Texas Workforce Commission Decision to Deny Unemployment Benefits to Mike Smith* was written for a friend of mine. He held a position in an unsavory business and became infected with HIV while performing his work duties. In an attempt to escape liability, the company fired and libeled my friend. I wrote this Appeal in order to gain his rightful unemployment benefits and to prepare the case for presentation to an attorney. Names and other identifying information have been changed to protect the identities of those involved.

This writing sample demonstrates my ability to weave a compelling story. It shows my ability to apply evidence to support my conclusions and demonstrates. Finally, this sample shows my critical thinking and reasoning abilities.

**III.**  
**Description of:**  
***Successfully Employing the Mentally Challenged***

*Successfully Employing the Mentally Challenged* was written while I was employed by the Mental Health and Mental Retardation Authority of Harris County. I served as both a Job Development Specialist and Job Coach. Due to the lack of training for my positions and the lack of standards and procedures for securing and training mentally challenged consumers for employment, I decided to create this manual to help organize my thinking and job performance, to assist others who held the same positions which I did, and to assist consumers, employers, and parents of consumers.

This writing sample displays my ability to take complex projects and break them down into essential steps and actions which can be easily understood. This sample shows a logical breakdown of the two positions and mixes concrete actions and training-employment theory in an easily understandable format.

**IV.**  
**Description of:**  
***Memorandum: Analysis of the “Legal Proceedings Privilege”***

The *Memorandum: Analysis of the Legal Proceedings Privilege* was written while I was employed by Able & Monroe, P.C. (a law firm). This memorandum researched the fundamental issue in the case which determined whether the defendant would be held liable for committing libel against our client. Our law firm won the case for our client. Names have been changed to protect the identities of the parties.

This writing sample displays my legal research and writing ability. It demonstrates logical thinking and precise reasoning combined with the application of the facts to the legal principles. Furthermore, it also demonstrates my ability to think “outside the box” and identify issues that may affect the case which are not generally covered by legal research and writing. Specifically, I discuss how the political ideologies of the Appeals Courts Judges and Justices of the Supreme Court of Texas will likely affect the judgment, regardless of proper legal precedent.

**V.**  
**Description of:**  
***An Exploration of Complementary Alternative Medicine Integration***

*An Exploration of Complementary Alternative Medicine Integration* was written to show my ability to research and discuss unfamiliar topics in a professional way. This topic was presented to one of my students who was in a Masters-level program in graduate school. I took it upon myself to research and write my own paper on the topic. *An Exploration of CAM Integration* is presented in accordance with the American Medical Association’s required format for professional paper submission.

This writing sample shows that I can research and discuss topics that are initially unfamiliar to me in a knowledgeable and professional way. This paper shows that I am able to take a relatively obscure topic, explain it in a way that most people can understand, and make reasonable suggestions based on this information. It also shows that I can apply proper formatting and citation conventions with which I was unfamiliar. (Note: *The Table of Contents* is not a part of the proper AMA structure; however it has been added here for the convenience of the readers.)

Furthermore, though almost anyone can read and understand this paper, it is obviously written for an educated, specific target audience (hospital administrators) and would not be dismissed as elementary or too basic for the medical professionals. The paper combines simple explanation, application of evidence, and complex analysis. Finally, it presents a framework for decision-making and provides logical suggestions for action.