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# Creating a Grade Sheet

Office of Career & Professional Development  
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## What is a Grade Sheet?

Your Grade Sheet is an unofficial transcript you will use for most job applications. Copies of your official transcript are rarely required in the initial stages of applying for jobs (and are often problematic with electronic application systems). Instead, create your own Grade Sheet document with all the relevant transcript information. Most local large law firms expressly agree to accept unofficial transcripts for application purposes, and it is the common practice for most legal employers.

## When is an Official Copy of my Transcript needed?

Copies of official transcripts are typically required after acceptance of a job offer or upon beginning employment. Some employers and opportunities (e.g. government offices, fellowship and clerkship applications) may require one with your initial application. Employers may request an official copy of your transcript at any time.

## How do I create a Grade Sheet?

Start with the same header as on your resume. Then either type up your course and grade information, or copy and paste from your WebAdvisor transcript. If you copy from WebAdvisor, copy only the lines of course information, don't take a screen shot (you do not need the WebAdvisor heading and picture on your grade sheet). You may need to clean up the copied information. For example, eliminate duplicate entries like course name and semester, expand the chart to fit the page, and eliminate empty columns (e.g. CEUs, Repeat). It is best to avoid the box/chart formatting and just include the text of transcript information, as conversion to a PDF can alter formatting. It is always a good idea to make PDFs of your documents and review carefully before uploading or sending.

**See the example on the reverse of this page.**

## **JANE Q. STUDENT**

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### **Grade Sheet**

<b>Course Title</b>	<b>Grade</b>	<b>Credits</b>	<b>Term</b>
LEGAL WRITING AND RESEARCH	A	2.00	Fall 2007
TORTS	B+	4.00	Fall 2007
CRIMINAL LAW	B	4.00	Fall 2007
CONTRACTS	C+	4.00	Fall 2007
CIVIL PROCEDURE	B+	4.00	Spring 2008
CONSTITUTIONAL LAW I	B+	3.00	Spring 2008
ENVIRONMENTAL LAW	A-	3.00	Spring 2008
PROPERTY	B+	4.00	Spring 2008
MOOT COURT	Pass	2.00	Spring 2008

**Cumulative GPA    3.146**