

SAMPLE RESUMES

NOTE: These are student resumes from which personal information has been redacted. These resumes are excellent examples but not necessarily “perfect”; furthermore, there are many ways to construct successful and professional legal resumes. These resumes are to be used as examples only and should not be copied.

[NAME/ADDRESS]

EDUCATION

Georgetown University Law Center, Washington, DC

Juris Doctor, expected May 2009

GPA: [X.YZ]

Honors: Dean's List

1L Public Service Award, Office of Public Interest and Community Service

Andrew K. Ruotolo, Jr. Memorial Scholarship, County Prosecutors Association of New Jersey

Foundation

Clinic: DC Street Law, August 2007 to Present

Activities: Georgetown Outreach, Section Leader: coordinated monthly service projects for law school students

Georgetown Youth Advocacy, Co-chair: supervise the development of a pilot mentoring program

Campus Ministry, Retreat Coordinator: designed Georgetown Law's first overnight retreat

Georgetown University, College of Arts and Sciences, Washington, DC

Bachelor of Arts, *summa cum laude*, in Mathematics and Economics (double major), awarded May 2006

Minor: Spanish

GPA: [X.YZ]

Mathematics GPA: [X.YZ]

Economics GPA: [X.YZ]

Honors: Phi Beta Kappa Honor Society

Alpha Sigma Nu Jesuit Honor Society

Henry M. Leslie Award, for the graduating senior with the highest proficiency in Mathematics

Activities: DC Schools Project: tutored youth and taught adults in an English as a Second Language program

UNICEF-Georgetown, President: supervised fundraising, outreach, and advocacy programs

Principles of Micro/Macro Economics, Head tutor: coordinated services available to undergraduates

Study Abroad: University of Salamanca, Salamanca, Spain, Spring 2005

EXPERIENCE

The Center for Juvenile Justice Reform and Systems Integration, Washington, DC

Research Assistant, May – June 2007, Fall 2007

Researched and reviewed multi-disciplinary articles about the juvenile justice and related systems of care for projects concerning the creation of the Center's "Certificate Program" and public policy seminar; surveyed federal legislation for provisions related to the education of youth in detention facilities

Children's Legal Centre, Colchester, UK

Legal Intern, July – August 2007

Analyzed the domestic law of East Timor in relation to the development of a juvenile justice system and evaluated the law and practice in light of international instruments and obligations; researched and drafted an article about the legal standards for inter-country adoption to be published in September 2007 in the British journal, *ChildRight*

The Campaign for Youth Justice, Washington, DC

Legal Intern, Spring 2007

Conducted literature review of legal articles and studies about incarcerated youth in the adult criminal justice system

OTHER EXPERIENCE

- Georgetown Law Office of Residence Life, Washington, DC, Resident Fellow (August 2007 to Present)
- Georgetown Law Early Learning Center, Washington, DC, Teacher's Assistant (Fall 2006 – Spring 2007)
- The Experiment in International Living, Madrid, Córdoba, Guadix, Spain, Group Leader (Summer 2006)

SPANISH LANGUAGE IMMERSION

- Near-fluency in written and spoken Spanish
- Three home-stay experiences in Spain

[NAME/ADDRESS]

EDUCATION

GEORGETOWN UNIVERSITY LAW CENTER, Washington, DC

J.D. expected, May 2009

GPA [X.YZ]

AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW, Washington, DC

First-year J.D. coursework completed 2005-2006

Activities: Public International Law and Policy Group (invitation extended)

GPA [X.YZ]

WASHINGTON UNIVERSITY, St. Louis, MO

B.S.B.A., Majors in International Business and Marketing, May 2000

London Semester Abroad Internship Program, June-December 1999

PROFESSIONAL EXPERIENCE

AOC SOLUTIONS December 2006-Present

Senior Financial Manager, Chantilly, VA

Financial consultant to the Defense Intelligence Agency (DIA)

- Managed system implementation and reconciliation for multi-million dollar financial activities.
- Develop systems requirements and technical logic for a financial management sub-system.

KPMG LLP October 2005-November 2006

Senior Associate, Advisory Services, Washington, DC

Financial consultant to DIA

- Managed two consulting teams who worked on compliance issues for the CFO Act of 1990.
- Performed nation-wide property inventories, and assisted in preparation of financial statements.
- Researched accounting regulations and laws and drafted agency level financial policies.
- Maintained contract status of funds and monthly billing.

US ARMY September 2000-August 2005

Captain, Special Agent

Counterintelligence Staff Officer, Fort Meade, MD

- Senior logistical advisor for the Army's technical counterintelligence organization.
- Accountable for government property in excess of \$85,000,000 -Managed a team of Noncommissioned Officers and a Department of Defense Civilian (GS-11) that oversaw procurement operations and government contracts.
- Developed and implemented operating procedures that resulted in the section being named the best logistical team within the organization NATO Support Staff Officer, Allied Forces North, Brunsum, Netherlands.
- Managed the organization's human resources department; formally recognized for operational improvements and increased efficiency.
- Managed organizational training program; developed and implemented programs that increased training completion rates by over 50 percent.
- Responsible for internal and external organizational communications.

NEW MARKETING TECHNOLOGIES August-December 1999

Project Manager, London, England

- Managed web-page development projects for multi-national corporations
- Researched, developed and proposed new business concepts to clients

OTHER SKILLS, QUALIFICATIONS AND EXPERIENCE

- Working knowledge of German
- Extensive experience living and working in the Netherlands, England and Germany

[NAME/ADDRESS]

EDUCATION

Georgetown University Law Center, Washington, DC

JD, expected May 2008

GPA: [X.YZ]

Honors: 2L Top 10% and Dean's List; 1L Top 15% and Dean's List

Activities: Equal Justice Foundation: 1L Section Representative 2005-2006; LRAP Vice Chair 2006-2007
Youth Advocacy Group: Treasurer 2006-2007; 2007-2008

Oberlin College, Oberlin, OH

BA in French, Politics minor, awarded May 2001

GPA: [X.YZ]

Honors: Phi Beta Kappa

Delegate to US Naval Academy Foreign Affairs Conference (Spring 2001)

Activities: Women's Resource Center – Charter Member; Policy Board Secretary (1997-1998)

Oberlin Peace Activist League – Member (2000-2001)

Study Abroad: Beloit College, Dakar, Senegal (Spring 2000)

EXPERIENCE

Department of Justice, Civil Division, Civil Frauds

Washington, DC

Intern

Fall 2007

Provide legal research and writing support to litigation team on civil fraud matters.

AARP Litigation Foundation

Washington, DC

Intern

Fall 2007

Conduct legal research, draft memoranda, and edit appellate briefs and professional writing projects for staff attorneys regarding ERISA litigation.

Willkie Farr & Gallagher, LLP

Washington, DC

Summer Associate, Offer of Permanent Employment Extended

May – August 2007

Conducted legal research, drafted memoranda, and assisted in drafting motions for attorneys on civil litigation matters. Participated in professional development training on legal writing, cost-effective research strategies, and presentation skills.

Georgetown University Law Center

Washington, DC

Tutor

March – May 2007

Met weekly with first year student to provide intensive tutoring on contract and tort law.

Workplace Flexibility 2010

Washington, DC

Research Assistant

September 2006 – May 2007

Conducted research on laws and policies pertaining to workplace flexibility, including state and federal family and medical leave laws, private employer practices, and phased retirement initiatives. Compiled resources and edited comprehensive staff attorney memoranda provided to working groups of plaintiff and defense attorneys and academics working on innovative workplace flexibility policy proposals.

Counsel for Child Abuse and Neglect (CCAN)

Washington, DC

Intern

Summer 2006

Drafted legal memoranda for attorneys representing children and low-income parents in child abuse and neglect cases. Assisted CCAN Branch Chief with attorney training and support.

District of Columbia Family Court

Intern

Drafted case digests and bench memoranda for magistrate judge in child abuse and neglect cases.

Washington, DC

January – April 2006

Georgetown University Law Center

Research Assistant to Professor Lisa Heinzerling

Conducted legal research and drafted legal memorandum for petition for writ of certiorari in *Massachusetts v. EPA*, a landmark global warming case heard by the Supreme Court in 2006.

Washington, DC

February 2006

Communities in Schools of Transylvania County, Inc. (CISTC)

Interim Executive Director

Reconfigured budgetary and programmatic priorities of struggling organization. Worked with board to manage and balance organizational budget. Continued program management of 21st Century Community Learning Center.

Brevard, NC

February – June 2005

Program Director – 21st Century Community Learning Center

Managed \$400,000 grant budget. Supervised after-school tutoring program for at-risk elementary school children, including recruitment of participants; communication with parents, teachers and school administrators; and staff supervision.

November 2004 – February 2005

AmeriCorps VISTA – Mentors And Youth Director

Responsible for recruiting, screening, training and coordinating volunteer tutors and mentors. Created and directed Elementary Day Camp, including training and supervision of staff members. Drafted several successful grant proposals.

November 2003 – November 2004

LANGUAGES

French – Proficient

Spanish – Basic knowledge