



SAMPLE RESUMES

First M. Last

987 Sycamore Lane, Rockville, MD 20848 · (301) 123-4567 · gw1L@law.gwu.edu

Education

The George Washington University Law School Washington, DC
J.D. expected May 2019

Activities: Member, Corporate and Business Law Society
Participant, First Year Moot Court and Negotiation Skills Competitions

Southern Connecticut State University New Haven, CT
B.S., *magna cum laude*, in Political Science and Business Management May 2016

Honors: Honors Student, School of Business (ranked 1 out of class of nearly 300)
Recipient, Scholastic Achievement Award (awarded annually to top School of Business scholar in Junior and Senior academic class), May 2015 and 2016
Vice-President, Delta Mu Delta (Business Honor Society)

Activities: Member, Financial Management Association

Study Abroad: EDHEC Business School, Roubaix, France (Spring 2015)

Experience

U.S. House of Representatives, The Honorable Rosa DeLauro Washington, DC
Legislative Intern June 2016 – August 2016

- Conducted research on outsourcing of state manufacturing jobs, extension of unemployment benefits, and tax policy issues; briefed legislative assistant on findings
- Drafted correspondence on behalf of Congresswoman to address constituents' concerns regarding unemployment benefits and healthcare reform measures

Rent-A-Car Agency New Haven, CT
Intern November 2015 – May 2016

- Drafted correspondence to corporate customers and local business partners regarding business services and promotions
- Conducted sales calls and marketed rental services to local insurance agents, dealership sales and service departments, and private companies
- Received regional Outstanding Attitude Award for providing exceptional customer service

Westbrook Swim Club Hamden, CT
Head Manager June 2015 – August 2015

- Supervised staff of fifteen lifeguards
- Managed and maintained customer registration and information desk

Skills & Community Service

- Classical pianist and instructor
- Co-director, A.Y.S.: A youth program designed to provide weekly self-enhancement and spiritual development, educational opportunities, and recreational and social activities for inner-city youth
- Volunteer, various domestic violence and nursing homes, Meals on Wheels, Family Life, and Sharing Means Caring

FIRST M. LAST

1600 Laurel Avenue NW, Washington, DC 20001
202-555-5555 • gw1L@law.gwu.edu

EDUCATION

The George Washington University Law School, Washington, DC

J.D. expected, May 2019

GPA: 3.486 (Thurgood Marshall Scholar (Top 16-35% of class, as of Fall 2016))

Activities: Moot Court Board; Mock Trial Skills Board; Alternative Dispute Resolution Skills Board; Criminal Law Society (Member); GW Street Law (Participant)

University of Maryland, College Park, MD

B.A., *magna cum laude*, in Political Science, minor in U.S. History, May 2014

Activities: Varsity Tennis (4 years); Singing Frosh (Business Manager)

Leadership: Chair and Member, Community Adjudication Board, Office of Student Conduct (held hearings on non-academic infractions of Code of Student Conduct) (2013)

Thesis: *Hope for Resolution: Modern Day Genocide and the Rule of Law*

PROFESSIONAL EXPERIENCE

U.S. Department of Justice: Environment and Natural Resources Division, Washington, DC

Honors Paralegal Specialist, Natural Resources Section (NRS), September 2014-June 2016

- Received Assistant Attorney General's Award for Excellence for work on the Deepwater Horizon Litigation; Special Commendation for Outstanding Service in ENRD; U.S. Department of Justice: Outstanding Performance Rating Award
- Managed discovery, administrative records, and privilege review for NRS's nine cases originating from the 2010 Deepwater Horizon Gulf Oil Spill
- Researched case law, drafted legislative histories, and cite-checked court-filings in Oil and Natural Gas Law, Takings Law, Water Rights Law, Indian Law, and Natural Resources Law for an 80-attorney office
- Participated in training program on legislative and case law research, federal court rules, citation rules (Bluebook), and case management from discovery through trial
- Paralegal Representative on NRS' Environmental Justice Working Group and NEPA Committee; Volunteer and NRS Chairman for the Combined Federal Campaign

U.S. Senate, Office of Senator Harry Reid, Washington, DC

Intern, Summer 2013

- Researched policy and monitored federal legislation for health care issues including programs within the Affordable Care Act, Medicaid, Medicare, National Institutes of Health, and U.S. Department of Veterans Affairs
- Attended meetings with congressional staff, political fundraisers, and meet and greets

CIVIC ENGAGEMENT

Alliance for Progress (Board Member), 2011-Present

Young Democrats of Montgomery County (Member), 2012-Present

First M. Last

123 Maple Way, Apt. #123, Vienna, VA 23456 · (703) 123-4567 · gw2L@law.gwu.edu
<https://www.linkedin.com/in/student-name>

EDUCATION

The George Washington University Law School Washington, DC
J.D. Candidate May 2018
GPA: 3.239

Activities: Member, Student Intellectual Property Law Association; Co-President, Lambda Law;
Participant, Moot Court Competition

Study Abroad: Munich Intellectual Property Summer Program (June 2016)

Florida State University Tallahassee, FL
B.S., *cum laude*, in Biological Science May 2015
GPA: 3.56

Honors: Dean's List (all semesters, 2013-2015)

EXPERIENCE

Law Offices of Smith & Jones Washington, DC
Law Clerk July 2016

- Drafted domestic and foreign biotechnology patent applications, opposition briefs, and office action replies under the supervision of an attorney
- Researched patent, trademark, and copyright issues in preparation for trial

Strain PLLC Intellectual Property Training Program Washington, DC
Trainee January – May 2016

- Participated in a series of seminars and training exercises to learn practical application of intellectual property law concepts

Florida State University, Biological Science Department Tallahassee, FL
Research/Teaching Assistant August 2014 – May 2015

- Developed immunoassay applications for microsphere separation technology
- Analyzed and evaluated reports, assisted with instruction of biological science courses, and supervised experiment setups

MI Pharmaceuticals, Inc. Lansing, MI
Intern June – July 2014

- Developed and documented optimization protocols for current chemical manufacturing processes and presented results to managing engineers for implementation
- Drafted reports summarizing research on chemical production best practices to improve efficiency

Florida State University, University Housing Department Tallahassee, FL
Resident Advisor August 2013 – May 2014

- Coordinated student events and advised first-year students on university policy and procedures
- Served as a mentor and first point of contact for new students to ease transition to college

LANGUAGES & INTERESTS

Spanish (fluent); French (conversational)
5K Races, Historical Fiction, South American Travel

FIRST M. LAST

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EDUCATION

The George Washington University Law School

Washington, DC

J.D. expected

May 2018

- **GPA:** 3.622 (George Washington Scholar, Top 15% as of Spring 2016)
- **Leadership:** GW Street Law (President); Equal Justice (First Year Representative)
- **Activities:** Human Rights Law Society (Member); Latino Law Students Association (Member)

Dartmouth College

Hanover, NH

B.A., cum laude, in Government, minor in Spanish

May 2011

- **Leadership:** Amnesty International (President); Student Language Society (President)
- **Awards:** Dickey Department Award for Best Government Senior Honors Thesis; Geisel Student Service Award
- **Activities:** Dartmouth Outing Club; Features Editor, *The Daily Dartmouth* (daily student newspaper)
- **Study Abroad:** Spanish language program in Barcelona, Spain (August – December 2010)

PROFESSIONAL EXPERIENCE

The George Washington University Law School

Washington, DC

Student-Attorney for Neighborhood Law and Policy Clinic

Fall 2016

- Provide legal representation to two Spanish-speaking DC residents, one seeking federal clemency for a non-violent drug offense and one seeking expungement of conviction for offense committed as a minor

Justice for Youth Offenders

Washington, DC

Law Clerk

Summer 2016

- Assisted in post-disposition representation in DC Superior Court of incarcerated non-violent youth offenders
- Researched and drafted white paper on strengthening rehabilitative focus of juvenile justice in Washington, DC
- Drafted and updated web-based training manuals and materials for pro bono volunteers and pro se litigants

NOVA Collaborative for Elementary Education

Alexandria, VA

Education Policy Coordinator

July 2013 – July 2015

- Orchestrated new initiative to narrow local elementary-school achievement gap by recruiting over 50 private sector volunteer tutors for eight non-profit educational organizations
- Coordinated advocacy, education programs, and events to promote high-quality education in Northern Virginia
- Collaborated with communications and marketing teams to draft press releases and website content

Barcelona Ministry of Education

Barcelona, Spain

English Language Instructor

September 2011 – May 2013

- Taught conversational and written English language classes to high school students and adult professionals
- Created lesson plans that developed students' English grammar, conversation, and writing skills
- Tutored high school students preparing for National Spoken English Exams, with 100% pass rate

COMMUNITY SERVICE

Upper Valley Big Brothers, Big Sisters, White River Junction, VT, *Youth Mentor* (2009 – 2011)

Green Harvest Food Bank, Fairfax, VA, *Public Policy and Advocacy Intern*, (Summers 2008, 2009)

Teen Mental Health Advocates, Lebanon, NH, *Phone Hotline Volunteer*, (2007 – 2011)

LANGUAGES & INTERESTS

- Fluent in Portuguese and Spanish | Conversational in French
- Catalan cooking and cuisine; flat water kayaking; yoga (completed 60 hours of instructor training to date)

FIRST M. LAST

1234 Oak St. NW, Washington, DC 20052 | (202) 123-4567 | gw3L@law.gwu.edu | www.linkedin.com/in/student-name

EDUCATION

The George Washington University Law School **Washington, DC**
J.D. expected (GPA: 3.123) May 2017

Activities: Federal Circuit Bar Journal (Managing Editor); Labor & Employment Law Society (Secretary); 2016 Wagner National Labor & Employment Law Moot Court Competition (Participant); Student Bar Association (Director of ABA Relations); Research Assistant to Professor John Doe (Summer - Fall 2016)

University of California, Irvine **Irvine, CA**
B.A., *summa cum laude*, in Environmental Studies (GPA 3.92) May 2014

LEGAL EXPERIENCE

United Center for Work and Families **Washington, DC**
Law Clerk, Employer Relations Programs *Spring 2017*

- Interpreted federal and state work-family legislation and court litigation (primarily on paid family and medical leave)
- Substantiated organization's comments for Notice of Proposed Rulemaking on EEOC's Enforcement Guidance on Retaliation, EEOC's Revision of the EEO-1 Report, and DOL's Paid Sick Leave for Federal Contractors
- Researched and analyzed legal and policy matters, including Wage and Hour Division's Administrator's Interpretation on Joint Employment under FLSA and DOL's NPRM for Workforce Innovation and Opportunity Act

The George Washington University Law School, Public Justice Advocacy Clinic **Washington, DC**
Student Attorney *Fall 2016*

- Represented low-income clients in cases involving unemployment compensation disputes
- Interviewed clients to determine case merit, executed terms, reviewed fees, and discussed case strategy with clients
- Developed factual and legal theory of the case, prepared client and additional witness for testimony
- Prepared, reviewed, and filed motions and petitions on client's behalf
- Represented client before the Office of Administrative Hearings; admitted evidence, conducted three cross examinations, and gave closing arguments resulting in positive disposition for the client

U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) **Washington, DC**
Summer Honors Intern, Office of Whistleblower Protection Programs *Summer 2016*

- Evaluated six cases through the 11(c) Request for Review process; reviewed investigative case file to determine whether prima facie case was established and whether a thorough and proper investigation was conducted
- Drafted recommendations for supervising attorneys on whether to uphold the region's dismissal of the complaint or recommend the case be sent back to the region to be re-opened
- Wrote research memoranda on wide variety of employment law issues, such as the taxability of settlements

U.S. Equal Employment Opportunity Commission **Washington, DC**
Law Clerk, Office of the Commissioner *Fall 2015 - Spring 2016*

- Researched and wrote legal memoranda; briefed supervising attorneys on employment law and public policy issues
- Reviewed and made recommendations for litigation determinations (such as Commissioner Charges)
- Drafted talking points, speeches, and messaging of core issues for speaking engagements and meetings

U.S. Department of Labor, Civil Rights Center **Washington, DC**
Law Clerk, Office of Compliance and Policy *Summer 2014*

- Conducted research and writing for office responsible for enforcing the non-discrimination and equal opportunity sections of the Workforce Investment Act (WIA)
- Drafted guidance on citizenship non-discrimination obligations for entities in the public workforce system
- Conducted research and drafted memoranda on various employment law topics, including providing reasonable accommodations under Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973

OTHER EXPERIENCE

Surfside Counseling Center, Irvine, CA, *Office Manager* (September 2012 - July 2014)
Widgets Incorporated, Tustin, CA, *Sales Manager* (July 2010 - August 2012)

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Education

The George Washington University Law School, Washington, DC

J.D. Candidate; May 2017; GPA: 3.952

- George Washington Scholar (top 1 – 15% of class as of Fall 2016); Merit Scholarship Recipient
- Senior Notes Editor, *The George Washington Law Review*
- Essay, *The Constitutionality of ALJ Appointments*, GEO. WASH. L. REV. (forthcoming, 2017)

Oberlin College, Oberlin, OH

B.A., *magna cum laude*, May 2012; Majors: Philosophy, Anthropology

- Honors in Political Science; Presented at the 2010 First Experience in Research Poster Session
- Captain, Rugby Football Club
- Publication: *Defining Catholic: A Study of Individuals Self-Labeling and Legitimizing*, JOURNAL OF COMPARATIVE RELIGION (2009)

Experience

Cravath Swaine & Moore LLP, New York, NY

Summer Associate, Litigation and Corporate, May – July 2016

- Drafted client memoranda on areas including the extraterritorial reach of U.S. statutes, the status of customary international law in U.S. courts, and international anti-corruption compliance
- Participated in litigation strategy formation and discovery process, including drafting interrogatories, responses to document requests and interrogatories, settlement proposals, and internal research memoranda; drafted appeal letter, interviewed witness, and examined witness before administrative law judge; and drafted corporate governance and disclosure documents submitted to FINRA

U.S. Securities and Exchange Commission, Washington, DC

Honors Program Intern, Enforcement Division, Trial Unit, January – April 2016

- Researched and drafted memoranda concerning legal issues arising during the investigation and subsequent litigation of suspected violations of the federal securities laws
- Reviewed documents and data collected pursuant to investigation of potential securities laws violations; and drafted memorandum outlining facts substantiating government's claims

U.S. District Court for the District of Columbia, Washington, DC

Judicial Intern, Judge Richard Leon, May – August 2015

- Assisted Judge and law clerks in criminal and civil matters
- Prepared Judge for hearings; conducted legal research; drafted reports and recommendations, detention memoranda, and orders; and crafted solutions to discovery disputes

Kobre & Kim, LLP, New York, NY

Senior Analyst (May 2013-August 2014); Analyst (July 2012-May 2013), July 2012 – August 2014

- Supervised and trained 50 analysts over seven global offices at boutique litigation firm specializing in complex financial disputes, government enforcement defense and internal investigations
- Managed trial preparation and case deadlines; prepared deposition outlines based on review of relevant case documents; conducted legal research; and drafted memoranda and correspondence for attorneys

Interests

Rugby; scuba diving; traveling without an itinerary