

**BOSTON UNIVERSITY SCHOOL OF LAW  
OFFICE OF CAREER DEVELOPMENT AND PUBLIC SERVICE**

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**RESUME HANDBOOK  
2016–2017**

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## **THE LEGAL RESUME**

Your resume is perhaps the most important tool in marketing yourself to prospective employers. It offers a snapshot of your unique accomplishments and experiences. Employers typically spend less than one minute scanning a resume, so your resume must create a good impression at a glance. Your resume is also a sample of your written work. A well-written, well-formatted, professional-looking resume will reflect well on you.

If you are considering different practice areas or geographical locations, you may need more than one resume. Consider creating alternative resumes to reflect your interest in a particular specialty (e.g., real estate law), your ties to a geographic area, or your longstanding involvement with a particular organization. While your resume alone cannot get you a job, it is an indispensable part of the process for getting you an interview. The rest is up to you.

Before you begin, please carefully review the “Resume Integrity” section below, which includes information on BU Law’s Disciplinary Regulations as they relate to resume writing.

## RESUME INTEGRITY

The information you include on your resume must be completely accurate and truthful to the best of your knowledge. Willfully misrepresenting yourself on a resume is a serious matter which, when discovered, will most assuredly bar you from many employment opportunities. In addition, misrepresentation on a resume could lead to disciplinary action by the School of Law that, in turn, may prohibit you from being admitted to the bar. The CDO enforces the Disciplinary Regulations of BU Law. Article III of the School of Law's Disciplinary Regulations provides that:

[a]ny student who engages in unprofessional conduct with regard to any matter, whether or not related to the School of Law or to Boston University, may be subject to disciplinary action pursuant to these Regulations.

Article III also states that "[u]nprofessional conduct includes . . . (b) conduct that involves dishonesty, fraud, or deceit; or (c) conduct that violates the standards of professional ethics established for lawyers or otherwise adversely reflects on the fitness of the student for admission to the bar." Furthermore, the Disciplinary Rules of the Commonwealth of Massachusetts provide that "[i]t is professional misconduct for a lawyer to . . . engage in conduct involving dishonesty, fraud, deceit or misrepresentation." Mass. R. Prof. C. 8.4(c).

Most students who misrepresent themselves on their resumes do so inadvertently by listing something as an honor that the School considers only an activity, or wording a description so as to take full credit for a project that was a joint effort or on which they only assisted. Unfortunately, there are also people who knowingly misrepresent themselves on their resumes (like rounding up their GPA) believing that no one will find out. As a deterrent to misrepresentation, please know that employers do verify students' credentials and CDO Advisors randomly spot-check student resumes for accuracy. If you are unsure how to represent something, contact a CDO Advisor.

### Representation of Grade Point Average (GPA) and Class Rank

All truthful and verifiable grading information may be presented on a resume subject to the CDO's policies outlined below. If you seek to represent your grades in any other fashion, you must first consult a CDO Advisor.

- **GPA**

If you choose to include your GPA on your resume, you must do so in the exact manner presented by the Registrar's Office.

**NOTE:** All GPAs extend to the hundredths place. Students *must not* round up their GPAs or attempt to approximate their standing by percentage if outside of the expressly defined GPA cut-off. You may, however, list your exact GPA and then provide the GPA for the nearest cut-off for context. And remember, BU Law grades are based on a 4.3 scale (not 4.0).

- **Transfer Students:** BU Law does not rank incoming transfer students or include them in the GPA cut-offs until the completion of 2L year. At that time, and from then on, transfer students may use either the class year cut-offs or the cumulative average cut-offs.
- **Class Rank**

Each year, the Registrar's Office provides GPA cut-off points for the top 5%, 10%, 15%, 20%, 25%, and top 1/3 of *each 1L section*, as well as a cut-off point for the top 5 students of *each 1L section*. Similarly, 2Ls and 3Ls are given the same GPA cut-offs *by class* after fall and spring semester. A final GPA cut-off is also given at the end of 3L year. The Registrar's Office shows GPA cut-off points on its [website](#), in addition to the cut-offs for various scholarly categories, which should be consulted for accurate and up-to-date information on GPA cut-off points for 1Ls, 2Ls, and 3Ls.

**NOTE:** Do not attempt to estimate your class rank based on your GPA. Any attempt to do so violates BU Law's regulations.

For example: Rising 3Ls

- Honors based upon second year cumulative average
  - If your GPA is equal to or greater than the number listed for top 5%, you can write "top 5% of class (cumulative through second year)"
  - If your GPA is equal to or greater than the number listed for top 10% (but less than the number for top 5%), you can write "top 10% of class (cumulative through second year)", etc., for each cut-off through the top 1/3.
- Honors based upon second year only
  - If your GPA is equal to or greater than the number listed for top 5%, you can write "top 5% of second year class"
  - If your GPA is equal to or greater than the number listed for Paul J. Liacos Distinguished Scholar and top 15 students, you can write "Paul J. Liacos Distinguished Scholar and ranked [x] in second year class"
  - If your GPA is equal to or greater than the number listed for the Paul J. Liacos Scholar and top 10% (but less than the number for Paul J. Liacos Distinguished Scholar and top 15 students), you can write "Paul J. Liacos Scholar and top 10% of second year class"
  - If your GPA is equal to or greater than the number listed for top 15% (but less than the number for the Paul J. Liacos Scholar and top 10%), you can write "top 15% of second year class", etc., for each cut-off through the top 1/3.

**\*NOTE:** The numbers used below are *examples only* and do not reflect actual grade distributions.\*

For example: First-Year Grades\*:

- GPA: 3.70 (Top 10% of First-Year Section)
- GPA: 3.96 (section rank: 3/75)
- GPA: 3.56 (3.58 GPA = Top 25% of First-Year Section)

**NOTE:** All comparative rank references relating to first-year grades must indicate that your rank is in relation to your section, not the entire class.

For example: Second-Year Grades\*:

- GPA: 4.10 (Rank: 2/223)
- GPA: 3.70 (Top 20% of Class)
- GPA: 3.58 (3.60 GPA = Top 25% of Class)

**NOTE:** Cumulative GPAs and rankings may be represented on your resume after the second year.

For example: Third-Year Grades\*:

- GPA: 3.82 (Top 15% of Class)
- GPA: 3.61 (3.62 GPA = Top 33% of Class); 3.95 (3L GPA, ranked 4/220)

**NOTE:** Any 3L listing his or her GPA from first and second years must clearly denote the year to which each GPA relates.

### Representation of Honors and Awards

The "Honors" category may only include BU Law journals, awards, and moot court and mock trial competitions for which you were selected based on merit. **If you have any questions about what to list as an "Honor," please consult a CDO Advisor.** Examples of "Honors" include:

- Early Decision Distinguished Scholar
- Dean's Scholarship
- Public Interest Scholar
- Journal membership and/or editorial position
- G. Joseph Tauro Scholar or Distinguished Scholar Designation
- Paul J. Liacos Scholar or Distinguished Scholar Designation
- Edward F. Hennessey Scholar or Distinguished Scholar Designation
- Dean's Awards for a particular class or classes
- Stone Moot Court Competition awards
- Homer Albers Moot Court Competition
- Moot Court Board Member for Albers, Stone, or Esdaile Moot Court
- Selection to represent BU Law in regional or national competitions
- Participation in an interscholastic moot court competition
- Legal Writing Fellow

- Receipt of named, competitive scholarships or summer fellowships
- *Pro Bono* Award as graduating 3L with greatest number of *pro bono* hours
- Graduation Awards

**NOTE: neither your participation in nor any form of recognition for Esdaile Moot Court Competition (First Year) may be listed as an "Honor" or "Activity," other than Board Membership as a 2L or 3L.**

### Use of Examples in This Handbook

Several sample resumes are included in this Handbook. These samples are provided to give you *examples* of effective resume drafting and styles. **You should not copy job descriptions or other information verbatim from the Handbook.** Copying job descriptions directly from the sample resumes arguably violates the School of Law's Disciplinary Regulations and places students at a competitive disadvantage relative to other job applicants, because employers notice when two or more resumes from BU Law students contain exactly the same job descriptions.

## BEFORE YOU BEGIN

Before you start your resume, you should ask yourself:

- Who will be reading my resume? What are they interested in knowing? If I were an employer what would I want to know about a potential candidate? What information would I find helpful in making a decision on whom to interview?
- What aspects of my background demonstrate that I possess the knowledge, skills, and experience that an employer may find attractive?
- What skills have I learned from my previous job or education that would transfer to practicing law?
- What are the skills that set me apart from other candidates?
- What are my major accomplishments? How can I present this information in a format that is appealing and easy to read?

When you describe your experiences and accomplishments, emphasize:

- Writing and research skills
- Analytical skills
- Time-management skills
- Interpersonal skills
- Leadership
- Experiences that show self-confidence, self-motivation, commitment, and ability to handle pressure

On the other hand, you should leave out of your resume the following:

- **A job objective:** for the legal market, a job objective would be either too narrow or so broad as to be meaningless.
- **Pre-college education:** you should not include your high school information on your resume. Exceptions: 1) you attended a highly competitive or highly regarded high school and you are sending your resume to a fellow alum; or 2) you wish to highlight a connection to a city not otherwise obvious from the rest of your resume.
- **Your score on a law school (or equivalent) entrance examination (including the LSAT)**
- **Slang, abbreviations, contractions, or jargon**
- **"I" or "Me":** "Experience" descriptions should begin with an action verb. The subject "I" is understood and should not be written.
- **Personal information:** *such as your health, weight, age or marital or parental status*—these items are not relevant to your candidacy.
- **The phrase "References, writing samples, and transcripts are available upon request":** this statement is unnecessary.
- **A list of references:** references should be included in a separate document entitled "References."



## **BASIC GUIDELINES**

### **Remember the Reader**

The legal community is conservative and legal employers expect to see a traditional resume. Attempts to be creative and "get noticed" may leave a potential employer questioning your discretion and judgment. Keep it simple and clear, without fancy fonts, colors, borders, etc., and pay attention to the following guidelines.

Depending on the scope or focus of your career search, you may wish to create more than one resume. For example, the resume you submit to a public interest organization should include additional experiences important to those employers that a private law firm may not be as interested in seeing. Likewise, if you are looking for a job in more than one geographical area, you may want a different resume for each, with each resume tailored to highlight your connections to the area.

**TIP:** Resumes for positions with the federal government generally include more detail than a traditional legal resume and often follow a specific format. See the "Federal Resumes" section below for more information.

### **Length**

Employers typically spend less than a minute reviewing a resume, so it is crucial to be clear and concise. A law student's resume generally should not be longer than one page unless the student's relevant experiences and accomplishments warrant continuation onto a second page, such as, for instance, for someone who has been out of school for five or more years. If your resume continues onto a second page, it should fill at least half of the second page. Be sure to include your name and contact information on the top of the second page as well.

Even if you have 10 years or more of experience, resist the temptation to extend your resume to a third page. It is best to summarize your non-legal experience in a brief paragraph that accurately describes your experience and emphasizes your transferable skills.

Of course, to every rule there is an exception. Resumes submitted for federal government jobs can cover several pages (see "Federal Resumes" section below). Many international employers also expect students' resumes to exceed one page. Please make an appointment with a CDO Advisor if you have any questions about the length of your resume.

**TIP:** If you have published extensively, consider attaching a separate page entitled "Publications."

### **Style**

It is important to make your resume visually pleasing. Use bold letters, italics, varying font sizes (but not varying typefaces), underlines, or capital letters to emphasize certain parts of your resume including your name, school and employers' names, job titles, and section headings, but

do not go overboard. Some good resumes become hard to read because they are too “busy.”

### **Formatting**

Be consistent with formatting throughout your resume. For instance, if you bold and underline the names of the schools you attended in the "Education" section, do the same with the names of employers in the "Experience" section.

Be consistent within categories and abbreviations: if one position title is in italics, put all position titles in italics; if you use JD instead of Juris Doctor, use BA, MA, or PhD for your other degrees. Use italics for degree designations, such as *magna cum laude*.

Do not use full sentences (start with an action verb and omit personal pronouns and articles).

When e-mailing your resume and cover letter to employers, we recommend that you title both documents with your name and “resume” or “cover letter” (e.g., Jane Smith Resume) so that the attachments are clear to the recipient of the e-mail. We also recommend that you e-mail documents as PDFs to avoid the document changing when the recipient opens it.

### **Paper**

We recommend using white or off-white (i.e., beige, ecru, cream, ivory, egg-shell) bond paper. Pastels, patterns, and bright colors are not well suited for professional correspondence. You can find wide selections of resume paper at CVS, Kinko's, Staples, Office Depot, and similar stores, as well as online. It is best to use the same paper for your resume, cover letter, and reference page. However, it is appropriate to print your writing sample on copy paper.

Your resume should be laser printed with black ink. Documents printed on most types of ink-jet printers can bleed and look unprofessional. A matching envelope makes a professional statement. However, depending on your preference, you can also use an 8 ½ x 11 manila or white envelope. It is a good idea to use computer-printed labels for your mailings.

### **Font**

It is best to use an easy-to-read, businesslike font. Times New Roman, Book Antiqua, Century Schoolbook, Garamond, and Arial are all good choices. If possible, avoid Courier, which looks like a typewriter and wastes space. Script, ornate, decorative styles, or multiple fonts may make your resume hard to read.

Generally, resumes should be in 11- or 12-point font depending on the typeface. A font smaller than 10 points will make your resume illegible. While it may seem better to keep your resume to one page by using a smaller font, you do not want the hiring attorney to be forced to squint to read your resume.

### **Margins**

Typically, a resume's margins will be about 1" on the left and right and between 0.8" and 1.0" on the top and bottom. You need margins that are wide enough to eliminate a cramped feeling, while at the same time keeping your margins small enough to prevent the appearance of space-filling. Strive for consistency and centering throughout your resume in terms of spacing within the text

and the white space at the borders.

### **Organization**

List your education and experience in reverse chronological order, with your current or most recent degree or experience first. While you are in school, and for a few years after you graduate, your education should appear before your experience.

### **Additional Considerations for Resumes Uploaded to Symplicity**

- **Formatting:** Do not use text boxes or symbols on your resume. These can cause small formatting and spelling errors when you upload the document to Symplicity. Your resume also needs to be in Word format, not PDF, or it will not upload properly. Symplicity converts your Word document to a PDF automatically when you upload it.
- **Margins:** When uploading your resume onto Symplicity, your resume does not *have to* have 1-inch or greater margins. That said, use your discretion as to how small your margins are. Keep in mind that Symplicity will shrink your document slightly to create a PDF.
- **Double-Check:** Regardless of your resume's formatting or margins, you should always open the PDF on Symplicity to confirm the document has uploaded and converted properly.

## RESUME CONTENT

### Heading

Your heading should include your relevant contact information, including your name, current address, e-mail, and telephone number. Think carefully before using a cell phone as your contact number. It is easy to be caught off guard or in a situation where you can't speak. If you use voice mail, be sure that your outgoing message sounds professional and identifies you by your full business name ("Hi, this is Skip. Leave one," may be confusing to people who are looking for Cameron Mitchell Tucker). We recommend checking your voicemail frequently. It is also a good idea to use a conservative e-mail address (coolchick@gmail.com is best left for your friends). A name-related e-mail address (e.g., [hdunphy@gmail.com](mailto:hdunphy@gmail.com)) is best.

If you think that it is difficult to identify your gender from your first name, you can add, "Ms." or "Mr." before your name. This will help employers when addressing correspondence.

**TIP:** You do not need to include the words "E-mail:" or "Phone:" before your e-mail address or phone number.

#### *Example 1*

**JANE M. SMITH**  
1069 Beacon Street, Apartment 4  
Brookline, MA 02446  
(617) 264-9967  
jmsmith@bu.edu

#### *Example 2*

**JANE M. SMITH**  
jmsmith@bu.edu

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1069 Beacon Street, Apartment 4, Brookline, MA 02446 • (617) 264-9967

#### *Example 3*

**MR. SYDNEY M. SMITH**  
969 Commonwealth Avenue, Apt. 2 • Allston, MA 02134 • (617) 462-6841 • smsmith@bu.edu

If you are looking for employment in your home city, you should indicate both your local and permanent address to show geographic ties to the area:

**Example 4**

**JANE M. SMITH**  
jmsmith@bu.edu

Local Address

1069 Beacon Street, Apt. 4  
Brookline, MA 02446  
(617) 264-9967

Permanent Address

555 Oak Street  
Naples, FL 32222  
(321) 123-4567

or

**Example 5**

**JANE M. SMITH**  
jmsmith@bu.edu

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Local Address: 1069 Beacon Street, Apt. 4 • Brookline, MA 02446 • (617) 264-9967

Permanent Address: 555 Oak Street • Naples, FL 02446 • (321) 123-4567

Education

• **Educational Institutions**

The “Education” section of your resume should list all post-secondary educational institutions in reverse chronological order starting with the most current. Thus, BU Law will be listed first on your resume. For each entry, include the name of the institution, its location (city, state/province, country), degree received (or anticipated), and the month and year in which you received it (or will receive it).

You should list non-degree granting institutions *only* if you believe that it will enhance your candidacy. For instance, you do not need to list the community college that you attended for two years, if you received your bachelor's degree from another institution. Similarly, if you transferred as an undergrad, you may list the first school, *but only if it adds something that your degree-granting institution does not*. In this latter case, you may want to use qualifying language to avoid confusion, ambiguity, or misrepresentation.

***Example:***

**Cornell University**, Ithaca, NY

B.A. *cum laude* in Mathematics, May 2015

GPA: 3.74

**Villanova University**, Philadelphia, PA

Completed first two years of college

GPA: 3.96

**NOTE:** You should not include your high school information, with two possible exceptions:

- you attended a highly competitive or highly regarded high school with a strong alumni network (e.g., Phillips Exeter Academy, Milton Academy, Trinity School), **and you are sending your resume to a fellow alum**
- you wish to show ties to a geographic area not otherwise obvious from the rest of your resume (e.g., you went to high school in Colorado, undergrad in New York, and law school in Boston, and wish to return to Colorado to work, but have not worked in Colorado since high school).

***Example 1***

**EDUCATION**

**Boston University School of Law**, Boston, MA

J.D. anticipated, May 2019

**Smith College**, Northampton, MA

B.A. in English Language and Literature, May 2014

***Example 2***

**EDUCATION**

**Boston University School of Law**, Boston, MA

Juris Doctor expected, May 2019

**University of West Florida**, Pensacola, FL

Bachelor of Arts, Accounting, May 2015

**Universitaet Bielefeld**, Bielefeld, Germany

August 2013 – August 2014

Studied German corporate regulation and European Union monetary and economic policy.

*Example 3*

**EDUCATION**

**Boston University School of Law**, Boston, MA

J.D. anticipated, May 2019

**Boston University Questrom School of Business**, Boston, MA

M.B.A. anticipated, May 2019

**University of Illinois at Urbana–Champaign**, Urbana, IL

B.S. in Biology, December 2015

*Example 4*

**EDUCATION**

**Boston University**, Boston, MA

Juris Doctor, expected May 2019

**University of Oregon**, Eugene, OR

Master of Arts in Teaching, May 2013

**Pitzer College**, Claremont, CA

Bachelor of Arts in Government; Minor in Education, June 2012

*Example 5*

**EDUCATION**

**Boston University School of Law**, Boston, MA

J.D., expected May 2018

LL.M. in Banking & Financial Law, expected May 2018

**Tufts University**, Medford, MA

B.A. *cum laude* in Economics/ B.A. in International Relations, February 2015

*Example 6*

**EDUCATION**

**Boston University School of Law**, Boston, MA

J.D., expected May 2018

**Boston University School of Public Health**, Boston, MA

M.P.H., expected January 2019

**University of Minnesota**, Minneapolis, MN

B.A. in English and Political Science, June 2015

- **Grade Point Average (GPA) and Class Rank**

**NOTE:** Please read the “Resume Integrity” section of this handbook before listing GPA, Class Rank, and Honors on your resume.

Employers vary in the importance they attach to your GPA. Generally, if your GPA is 3.0 or above you should consider including it. However, whether to include your GPA on your resume or not is, ultimately, up to you. Be aware that some employers may assume your grades are poor if you don’t include them. **If you choose to include your GPA on your resume, you must do so in the exact manner presented by the Registrar's Office.**

Each year, the Registrar’s Office provides GPA cut-off points for the following:

1Ls

Top 5%, 10%, 15%, 20%, 25%, and top 1/3 of each 1L section

Top 5 students of each 1L section

2Ls

Top 5%, 10%, 15%, 20%, 25%, and top 1/3 (based on fall cumulative average (i.e., three semesters))

Top 5%, 10%, 15%, 20%, 25%, and top 1/3 (based on two-year cumulative average)

Top 5%, 10%, 15%, 20%, 25%, and top 1/3 (based on second year average only)

Top 15 students (based on second year average only)

3Ls

Top 5%, 10%, 15%, 20%, 25%, and top 1/3 (based on fall cumulative average (i.e., five semesters))

Top 5%, 10%, 15%, 20%, 25%, and top 1/3 (based on third year average only)

Top 1% (*summa cum laude*), 5%, 10% (*magna cum laude*), 15%, 20%, 25%, and top 1/3 (*cum laude*) (based on three-year cumulative average)

Top 15 students (based on third year average only)

**NOTE:** The top 1% represents the cut-off point for those eligible for *summa cum laude*, but the school is not obliged to award such an honor. Therefore, students may not represent that a GPA close to the top 1% is a GPA close to *summa cum laude*; rather, such students may only represent that their GPA is close to the top 1% of the class.

All GPAs extend to the hundredths place (e.g., 3.15). **Students *must not* round up their GPAs or attempt to approximate their standing by percentage if outside the expressly defined GPA cut-off.** You may, however, list your exact GPA and then provide the GPA for the top 10%, 25% or 1/3 for context. Remember that BU Law grades are based on a 4.3 scale (not 4.0). You may



also choose to include your class rank on your resume if you receive an exact rank from the Registrar. If so, list your exact GPA and then provide your class rank in parentheses. For example, if your GPA is 3.83 and your class rank is 5<sup>th</sup> out of 220 students, then you can write, “GPA: 3.83 (rank: 5/220).”

While grades are a consideration for many employers, very few use them as a strict screening tool. The following are very general considerations on employers’ views about grades and may not be true in all instances. It is very important for you to research all employers carefully to determine their specific criteria, if any.

- **Large Firms & Most OCI Law Firm Employers:** Many of these employers list grade requirements, and expect to see grades on students’ resumes. If you do not list your GPA on your resume, they may assume that your grades are poor. Additionally, you may be asked about your grades during an interview, at which time you must provide honest answers. Even if you are not entirely satisfied with your grades, be straightforward and brief. Show an upward trend, if that is the case, and turn the question into an opportunity to focus on what sets you apart from other candidates.
- **Small and Mid-Sized Firms & Government Agencies:** There is wide variety among small and mid-sized firms. Some do not request grades upfront, while others might. The same is true for many government agencies. With the exception of extremely competitive government positions, which have specific grade requirements (e.g., the U.S. Department of Justice Attorney General’s Honors Program), these types of employers will balance grades against other factors, such as a demonstrated interest in a specific practice area or commitment to public service, unique law-related experience, or prior employment.
- **Public Interest Employers:** Public interest employers are primarily looking for sincere commitment and dedication to the populations they serve and their mission. Many public interest employers do not expect you to include GPA or class rank on your resume. Usually, grades are not discussed during an interview. Listing current and recent volunteer activities on your resume is crucial to demonstrate your commitment to public sector and to make yourself attractive to these employers. Be aware, however, that some of the most competitive and selective public interest and fellowship organizations do consider grades.

### ***Example 1 (1L)***

#### **EDUCATION**

**Boston University School of Law, Boston, MA**

J.D. anticipated, May 2019

GPA: 3.95 (Section Rank: 3/75)

**Example 2 (1L)**

**EDUCATION:**

**Boston University School of Law**, Boston, MA  
Candidate for Juris Doctor, May 2019  
GPA: 3.80 (Top 10% of First-Year Section)

**Example 3 (1L)**

**EDUCATION**

**Boston University School of Law**, Boston, MA  
J.D. expected, May 2019  
GPA: 3.46 (3.48 GPA = Top 33% of First-Year Section)

**Example 4 (2L)**

**EDUCATION**

**Boston University School of Law**, Boston, MA  
J.D. anticipated, May 2018  
GPA: 4.10 (Rank: 2/220)

**Example 5 (2L)**

**EDUCATION:**

**Boston University School of Law**, Boston, MA  
Candidate for Juris Doctor, May 2018  
GPA: 3.74 (Top 15% of Class)

**Example 6 (2L)**

**EDUCATION**

**Boston University School of Law**, Boston, MA  
J.D. expected, May 2018  
GPA: 3.56 (3.58 GPA = Top 33% of Class); 3.86 (Top 10% of Second-Year Class)

- **Honors and Activities**

Using subheadings under each educational institution, list “Honors” and/or “Awards” under the school to which they relate. Please note that Latin honors (i.e., *cum laude*, *magna cum laude*, *summa cum laude*) are not capitalized and should be italicized. If you have undergraduate honors that are likely to be unfamiliar to those outside the school community, you may want to include a parenthetical explaining the honor (e.g., “awarded to three students for exceptional leadership” or “awarded to top student in major”).

If you have numerous honors or activities, try to be selective and include only those that are most prestigious or most relevant for the employers. Please refer to the “Resume Integrity” section in this handbook for examples of what you may include as “Honors.”

### ***Example 1***

#### **EDUCATION**

##### **Boston University School of Law**

Boston, MA

J.D. anticipated, May 2017

GPA: 3.53 (top 1/3 of class)

Honors: *Boston University Law Review* - Editor-in-Chief (2016-2017); Stone Moot Court Competition Best Brief; Dean's Award - Constitutional Law

Activities: Albers Honors Moot Court Competition; Public Interest Project - Auction Co-chair; Student Advisor

##### **Case Western Reserve University**

Cleveland, OH

B.A. in English Language and Literature, May 2012

GPA: 3.39

Activities: Dormitory President; Rugby player; Radio DJ (WRUW-FM)

##### **Oxford University Summer Seminar, Trinity College**

Oxford, England

Focus of study: British literature, Summer 2010

### ***Example 2***

#### **EDUCATION**

##### **Boston University School of Law, Boston, MA**

J.D. anticipated, May 2018

GPA: 3.39

Activities: 2016 Boston University Business Plan Competition, Participant  
Intellectual Property Law Society, Member

### ***Example 3***

#### **EDUCATION**

##### **Boston University, Boston, MA**

Juris Doctor, expected May 2017

GPA: 3.60 (top 25% of class)

##### **Pace University, New York, NY**

Master of Science in Teaching, May 2014

GPA: 3.8

##### **State University of New York at Albany, Albany, NY**

Bachelor of Arts in Public Affairs and Policy; Minor in Education, June 2012

GPA: 3.5

Honors: Rockefeller Center Leadership Fellow

Activities: Korean Students Association President; Pan-Asian Council Admissions Committee Chair; Sexual Abuse Peer Advisor

**Example 4**

**EDUCATION**

**Boston University School of Law, Boston, MA**

J.D., expected May 2018

Honors: *Public Interest Law Journal*, Stone Moot Court

Activities: *Elected 1L Representative*, J.D. Program Committee; *Member*, Black Law Students Association; *Member*, OutLaw; *Participant*, Peggy Browning Fund

**Boston University Graduate School of Arts and Sciences, Boston, MA**

M.A. in Philosophy, expected May 2018

**Clark University, Worcester, MA**

B.A. *cum laude* in Economics/ B.A. in International Relations, February 2014

Honors: University College of Citizenship and Public Service Grant Recipient

- **Joint Degrees**

If you are pursuing a joint degree, you may list your joint degree under either one or two entries depending on whether you receive a combined or separate GPA for each course of study.

**Example 1 (Combined GPA)**

**Boston University School of Law, Boston, MA**

J.D. and M.B.A., expected May 2019

GPA: 3.40

**Example 2 (Separate GPA)**

**Boston University School of Law, Boston, MA**

Juris Doctor, expected May 2019

GPA: 3.40/4.3

**Boston University Questrom School of Business, Boston, MA**

Master of Business Administration, expected May 2019

GPA: 3.20/4.0

- **Transfer and Visiting Students**

Transfer and visiting students may list both the institution attended and the degree-granting one as in the examples below. Once you graduate, however, you need not list the school from which you transferred. You may wish to do so to show your stand-out performance, such as being at or near the top of your class at your previous law school.

***Example 1 (Transfer student)***

**Boston University School of Law, Boston, MA**

Juris Doctor, expected May 2018

GPA: 3.32

**University of Florida Levin College of Law, Gainesville, FL**

Attended, 2015–2016

GPA: 3.7 (top 10% of section)

Honors: Invitation to the *Florida Law Review*

***Example 2 (Visiting student)***

**EDUCATION**

**BOSTON UNIVERSITY SCHOOL OF LAW, BOSTON, MA**

Juris Doctor, expected May 2017

**NEW YORK UNIVERSITY SCHOOL OF LAW, NEW YORK, NY**

Attended, 2016-2017

**Experience**

As with your “Education,” you should list your experience in reverse chronological order. Describe current positions in the present tense and prior positions in the past tense. It is appropriate to list both legal and non-legal positions, regardless of whether you were paid. If the experience is relevant to the type(s) of jobs in which you are interested, include it on your resume. You can also use your “Experience” section to describe law school clinics, *pro bono* service trips, community activities, educational internships, and, if applicable, military status.

Write the employer's name and location on the first line and your official job title and dates of employment on the second. Next, provide a brief description of the substantive work you performed. Highlight your accomplishments as well as transferable skills (oral and written communication, research and analysis, teamwork, negotiation, organization and management of complex projects). When truthful and appropriate, use adjectives and adverbs, *e.g.*, “successfully,” to advocate for yourself.

This is perhaps the most important part of your sales pitch, and you want to make sure that with every description you include, you say what exactly you did (using “action verbs” from the list below), and either why it was important or how the result helped the employer or client.

Be concise, starting each sentence with an action verb, and feel free to omit “a” and “the” in most cases. *E.g.*, “Researched and drafted motion to dismiss” instead of “Researched and drafted a motion to dismiss.” Avoid acronyms, abbreviations, or jargon without an explanation.

When describing legal experience or training, use the appropriate legal terms in order to instill

in prospective employers a greater degree of confidence in your ability. However, you should never reveal the name of any client or the specific nature of a case or deal that would constitute privileged attorney–client communications. Instead of using names, you can use wording such as, “multi–million dollar litigation,” “antitrust investigation involving multi–national company” or “high–profile acquisition of family–owned business.”

If you are applying for public interest employment, you should describe community activities and involvement that demonstrate long–term commitment to public service. You can list participation in the BU Law *pro bono* spring break service trips as “Experience” (see Example 2, below).

The “Before” and “After” job descriptions below give you an example of how to instill life and personality into your resume.

**Before:**

**DEWEY CHEATHAM LLP, Boston, MA**

*Law clerk, summer 2016*

Performed research on case law and drafted memoranda in a variety of matters. Attended client meetings.

**After:**

**DEWEY CHEATHAM LLP, Boston, MA**

*Law clerk, summer 2016*

Researched and drafted memoranda on variety of corporate matters, including legitimacy of freezing order in multi–national shareholder dispute. Independently drafted partnership agreement related to acquisition of low–income housing project by syndicate of investors.

**TIP: PROOFREAD, PROOFREAD, PROOFREAD.** The CDO will point out spelling mistakes and typos as they see them, but it is **YOUR** responsibility to make sure that your resume is 100% error–free.

**Words often misspelled:**

Appellate; committed/commitment; constitutional; criterion (pl. criteria); alumnus (pl. alumni); alumna (pl. alumnae); *cum laude*; memorandum (pl. memoranda); judgment; precede/proceed.

**Words often misused:**

Juris Doctor (not Doctorate); affect/effect; capital/capitol; complement/compliment; council/counsel; oriented (not orientated); perspective/prospective; principal/principle; advice/advise.

*Examples of past-tense action verbs (remember to use appropriate verb tense):*

accelerated	conducted	exhibited	marketed	reproduced
accomplished	consolidated	expanded	mastered	researched
achieved	constructed	expedited	measured	resolved
acquired	consulted	explained	mediated	responded
activated	contacted	facilitated	modeled	restored
adapted	continued	financed	modified	retained
adjusted	contracted	focused	monitored	retrieved
administered	controlled	forecasted	motivated	revamped
advised	convened	formed	named	reviewed
allocated	conveyed	formulated	negotiated	revised
analyzed	coordinated	fostered	observed	rewrote
annotated	corresponded	founded	obtained	routed
anticipated	counseled	functioned	operated	scheduled
applied	created	generated	ordered	searched
appraised	crafted	governed	organized	selected
approved	critiqued	grouped	originated	served
argued	decided	guided	outlined	set up
arranged	defined	handled	oversaw	shaped
articulated	delegated	headed	participated	simplified
assembled	delivered	helped	perceived	solicited
assessed	demonstrated	identified	performed	solved
assigned	derived	illustrated	persuaded	specified
attained	designed	implemented	pinpointed	spoke
attended	detailed	improved	planned	stimulated
authored	detected	increased	prepared	strategized
balanced	determined	influenced	presented	streamlined
briefed	developed	informed	presided	structured
budgeted	devised	initiated	produced	studied
built	directed	innovated	programmed	suggested
carried out	discovered	installed	proposed	summarized
catalogued	distributed	instituted	protected	supervised
categorized	drafted	instructed	provided	supported
chaired	drew up	interpreted	publicized	synthesized
clarified	earned	interviewed	questioned	targeted
coded	edited	introduced	raised	taught
collaborated	educated	invented	recommended	trained
collected	elicited	investigated	recorded	translated
communicated	eliminated	judged	reduced	updated
compared	encouraged	launched	reinforced	utilized
compiled	engineered	lectured	rendered	won
completed	established	led	reorganized	wrote
composed	evaluated	listened	repaired	
computed	examined	maintained	reported	
conceived	executed	managed	represented	

*Examples of functional job descriptions by skills:*

**Research**

- Researched variety of matters, including issue of first impression involving interpretation of regulation promulgated under the Americans with Disabilities Act
- Researched tax and accounting issues under federal, state, and local laws

**Writing**

- Researched and drafted memorandum on applicability of Stark Law to joint venture between physician group and hospital
- Drafted pleadings, motions, discovery requests, and responses in antitrust case involving multinational manufacturing company
- Prepared summaries of testimony and summarized depositions in preparation for mediation

**Trial preparation & participation**

- Prepared trial notebooks and assembled witness binders in preparation for construction defect trial
- Oversaw discovery and document production in employment discrimination case
- Attended depositions, motion and scheduling hearings, and supported litigators in preparation for trial

**Analytical Skills**

- Identified pertinent facts and issues and analyzed relevant cases to determine possible claims to assert against former business partner
- Analyzed and researched specific issues and prepared summary memorandum in complex shareholder dispute
- Conducted due diligence and tax audits of public projects financed by European Union and World Bank

**Negotiation**

- Participated in negotiation of \$3.5 million purchase and sale agreement on behalf of leading plastics manufacturer
- Prepared commercial lease agreements and licenses for multinational companies

**Consultation**

- Evaluated cases and suggested course of legal action under supervision of attorney
- Briefed attorneys on case issues and status
- Met with attorneys to obtain or exchange factual information concerning the case(s)
- Interviewed potential witnesses and briefed attorneys on scope of witnesses' knowledge
- Interviewed clients to determine case issues and possible causes of action

**Trial Experience**

- Argued motions, observed negotiation settlements, and cross-examined witnesses under the supervision of an attorney



### **Case Management**

- Briefed clients on case status
- Handled cases from client intake interview through settlement negotiations

### ***Example 1***

#### **EXPERIENCE**

**Boston University School of Law, Boston, MA**

***Research Assistant for Prof. Tracey Maclin***

May – August 2016

- Edited and researched conference paper on bias crime
- Summarized relevant Supreme Court decisions for Anti-Defamation League conference call with over 100 participants

**Boston University, Office of Undergraduate Admissions, Boston, MA**

***Assistant Director***

September 2013 – July 2015

- Managed and led recruitment efforts in the Midwest United States through secondary school presentations and college fairs
- Established and fostered relationships with prospective students and their families, as well as with guidance counselors and regional alumni
- Led admissions receptions across the United States
- Reviewed and evaluated undergraduate applications for admission
- Conducted large and small information sessions for visitors to the University
- Selected and trained student panel for Accepted Student Open Houses

**AmeriCorps, City Year Boston, Boston, MA**

***Service Leader/Recruiter***

October 2011 – April 2013

- Developed recruitment strategy to address decline in college applicants
- Created and produced online newsletter for new corps members to increase retention rate
- Served as project manager for “Serve-a-Thon,” City Year’s annual fundraiser
- Led training workshops for outside organizations on topics ranging from public speaking to healthy living

## **Example 2**

### **EXPERIENCE**

#### **PINE TREE LEGAL ASSISTANCE, PORTLAND, ME**

*Pro Bono Volunteer, Boston University Spring Break Trip*

March 2016

Researched “revenge porn” and contemporary laws. Researched Maine secondary school open-enrollment regulations. Communicated with other legal service organizations to better understand special circumstance immigrant eligibility.

#### **CENTER FOR REPRODUCTIVE RIGHTS, New York, NY**

*Summer Associate, Domestic Legal Program*

Summer 2015

Provided legal research and writing in support of litigation, including motions and memoranda on preemption, standing, advance directives, and protective orders; cite-checked appellate and amicus briefs and policy publications; contacted and obtained statements from potential clients.

#### **MASSACHUSETTS COALITION FOR HEALTHY COMMUNITIES, Lexington, MA**

*Rappaport Fellow in Law & Public Policy*

Summer 2014

Researched and wrote policy paper on the impact of state appropriations on teen pregnancy prevention and related programs in Massachusetts; facilitated strategic partnerships with other local advocacy organizations.

## **Example 3**

### **EXPERIENCE**

#### **Massachusetts Office of the Attorney General, Trial Division**

Boston, MA

*Legal Intern*

June to August 2016

Supported Assistant Attorneys General in defending the Commonwealth in civil cases, particularly in personal injury and employment actions. Researched and drafted motions, pleadings, memoranda, interrogatories, and settlement letters. Researched and drafted motion to dismiss that motivated plaintiff to drop suit. Observed depositions, hearings, and one five-day trial.

#### **World Cancer Research Fund (WCRF UK)**

London, England

*Fundraising Development Officer*

November 2013 to July 2015

Wrote and edited informational fundraising leaflets for supporters. Managed and expanded media relations program. Drafted and distributed news releases to national, regional and local media. Developed ongoing e-newsletter for supporters. Oversaw maintenance of website content; wrote and edited text for web pages.

#### **Get the Vote**

Washington, DC

*Co-founder and Board Member*

January 2012 to May 2013

Co-founded nonprofit organization that aims to pass U.S. constitutional amendment granting congressional voting representation for Washington, DC. Collaborated in drafting mission, bylaws and logo and participated in incorporation process. Built alliances with local organizations, fundraised, and developed educational materials.

#### **DC Vote**

Washington, DC

*Volunteer*

January 2010 to November 2011

Planned and organized rallies and awareness-raising events for nonprofit organization working to secure voting representation for Washington, DC. Trained and coordinated volunteers. Edited quarterly newsletter and educational materials. Lobbied Congressional offices and staffed informational tables.

## Example 4

### EXPERIENCE

**Boston University School of Law American Legislative Practice Clinic**, Boston, MA  
*Student Attorney*, Fall 2016

**Dewey Square Group**, Washington, DC  
*Summer Fellow*, May – July 2016

- Advocated legislative and regulatory positions and formulated strategic communications for a Fortune 15 telecommunications firm as an on-site consultant in campaign-style “War Room.”
- Produced public affairs materials for corporate campaigns and congressional briefings during prominent multi-billion dollar merger effort.
- Tracked and summarized legislative and regulatory activity related to wireless communications, broadband networks, video distribution systems, and other telecommunications industry matters.

**State Street Corporation**, Boston, MA  
*Senior Auditor*, May 2014 – August 2015

- Supervised Sarbanes-Oxley Section 404 testing.
- Evaluated the effectiveness of internal controls over financial reporting.
- Documented control deficiencies and developed remediation plans with management.

*Auditor*, September 2012 – May 2014

- Managed internal audit process through planning, execution, and reporting. Supervised and trained teams of up to six junior staff. Drafted audit reports and presented audit findings and recommendations to senior level management.
- Designed and executed audit procedures to ensure compliance with corporate policy, banking regulations, and securities laws. Evaluated processes to improve operational efficiency and internal control. Researched various legal and regulatory issues and consulted with corporate counsel.
- Performed process and compliance audits in various areas, including: custody, accounting, and administration of mutual funds, hedge funds, and pension plans; investment management services; brokerage services; and commercial lending (direct and syndicated deals).
- Worked in Hong Kong, Frankfurt, Dublin, Toronto, New York, Kansas City, and Princeton offices.

#### • Judicial Internships/Externships

Judicial internships and externships can be listed in one of two ways: (1) naming the court as the employer and mentioning the judge in the job title; or (2) naming the judge as the employer. Your decision about listing the court or the judge first will depend on the court, the name recognition of the judge and the types of employment you are considering. **NOTE:** In general, an “intern” works with a judge or in a court during the summer, while an “extern” is that same position during the school year and is usually for academic credit. “Law Clerk” applies only to full-time work with a judge or court after graduation.

### ***Example 1***

**THE HONORABLE NANCY TORRESEN, UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MAINE**, Bangor, ME  
Judicial Intern, Summer 2016

- Drafted orders, directions to parties, summary judgment notices, and decisions
- Researched and drafted bench memoranda on a variety of procedural and substantive matters
- Analyzed and summarized evidence gathered during the investigative process
- Participated in mediation and settlement conferences

### ***Example 2***

**Massachusetts Superior Court**, New Bedford, MA  
Judicial Intern, *June 2016 to August 2016*

- Researched and wrote memoranda in preparation for criminal trials and motion hearings.
- Drafted decisions on a variety of motions argued in the criminal sessions.

### ***Example 3 (federal externship)***

**THE HONORABLE JUAN TORRUELLA, UNITED STATES COURT OF APPEALS FOR THE FIRST CIRCUIT**, Boston, MA  
*Judicial Extern – Fall 2016*

Wrote bench memoranda, reviewed staff attorney memoranda, and drafted opinions.

### **• *Pro Bono* and Clinical Experience**

BU Law offers many programs that enable you to gain valuable practical experience while giving back to the community, including *pro bono* service trips during spring break and clinical programs during the school year. You can list your participation in these activities as (a) “Experience,” (b) in a “*Pro Bono*” section under “Education,” or (c) in a “*Pro Bono*” section after “Experience.” The clinics and the *pro bono* service trips, as well as any *pro bono* work you undertake independently, can help you demonstrate legal experience and commitment to public interest. If you do *pro bono* work as part of a project hosted or sponsored by a law firm, check with your supervisor at the firm to see how they would prefer you list the project.

### ***Example 1***

**NEW JERSEY INSTITUTE FOR SOCIAL JUSTICE**, Newark, NJ  
*Spring Break Pro Bono Intern*, March 2015

- Participated in local firm’s effort to assist former detainees in re-assimilating into society and becoming contributing citizens of the state.
- Compiled 50-state survey of legislative treatment of former detainees in the work force.

### ***Example 2***

**Boston University School of Law**, Boston, MA

J.D. Anticipated, May 2018

Activities: Legal Follies; Federalist Society

*Pro Bono*: Pine Tree Legal Assistance, Portland, ME (2016 BU Spring Break Pro Bono Service Trip)

**Example 3**

**PRO BONO EXPERIENCE**

**Gay & Lesbian Advocates & Defenders (GLAD), Boston, MA**

*Pro Bono Volunteer for GLAD Answers, September 2016-present*

- Provide legal information on LGBT rights on weekly telephone hotline.

**Massachusetts Historical Commission, Boston, MA**

*Pro Bono Volunteer, February 2016-April 2016*

- Wrote memorandum on how proposed amendment to pending House bill could alter Massachusetts municipal law.

**American Civil Liberties Union-Massachusetts, Boston, MA**

*Pro Bono Volunteer, March 2016-April 2016*

- Co-wrote memorandum on Boston Neighborhood Coalition.
- Researched and compiled database on open records laws in all American states.

**Women's Bar Association, Boston, MA**

*Pro Bono Volunteer for Family Law Project for Battered Women, October 2015-January 2016*

- Researched and drafted memorandum on methods for reducing recidivism in domestic violence.

**Example 4**

**Boston University School of Law International Human Rights Clinic, Boston, MA**

*Student Attorney, September 2016-May 2017*

Filing asylum claim for Afghan refugee. Working on team to research, conduct interviews, and write report on status of Afghans in India.

**Example 5**

**Boston University School of Law Criminal Law Clinic, Boston, MA**

*Student Attorney, Fall 2016*

Languages

If you speak another language, you should list it under a separate heading. You do not need to be fluent to mention your training in another language, but you should be accurate in the way you describe your oral and written language abilities. An employer could put your language skills to the test during an interview. You may choose to include your language skills under an "Interests" section as opposed to a separate "Languages" section.

*Examples:*

- Fluent Japanese
- Conversational Russian
- Fluent German, Proficient Spanish
- Native Portuguese, Fluent English, Proficient Spanish
- Native Urdu, Fluent English, Working knowledge of Modern Standard Arabic
- French (native language), German (fluent), Spanish (reading)

## Interests

Including an “Interests” section is optional but recommended. You should use this section to show that you are a well–rounded and interesting person. It can also serve as a good conversation starter and, on occasion, enable you to make a connection with your interviewer. You can list community involvement, travel experiences, languages, and business skills. However, you do not need to record those abilities the employer will take for granted, like computer and online research skills. Listing your experience with specific software is unnecessary (unless specifically relevant to a job description). Also, avoid making very general statements, such as “enjoy sports and reading.” There are many options for the title of this section as noted in the examples below.

Remember that the purpose of an “Interests” section is to create another way to connect to an employer. Different types of employers view these sections differently. Consult a CDO Advisor if you have any questions about what to include.

### *Example 1*

#### **INTERESTS AND ACTIVITIES**

Fluent in French; largely financed undergraduate education by working up to 40 hours/week; worked as security guard over summer and winter vacations; interests include fly-fishing and folk music.

### *Example 2*

#### **LANGUAGE SKILLS AND INTERESTS**

*Proficient in Chinese (Mandarin and Cantonese); enjoy salsa dancing and playing the violin*

### *Example 3*

#### **INTERESTS**

- Assistant coach for Boston College women’s lacrosse and Newton youth lacrosse
- Freelance writer with over 20 publishing credits

#### ***Other Examples of Interests:***

- enjoy rugby and golf
- semi–professional blues musician
- worked as vendor at Fenway Park during high school
- aviation (soloed Cessna airplane)
- interests include opera, crossword puzzles, and independent ice–cream shops
- Lived in Hong Kong; traveled extensively throughout Europe and Asia
- Running (marathons and half marathons) and scuba diving
- Reading contemporary British fiction

## Licenses

If relevant to the job that you are applying for, you may list professional licenses and certificates, such as Rule 3:03 Certification to Practice under Supervision, RN, Certified Financial Planner, Professional Engineer, CPA, or Real Estate Broker (for instance, if you are applying for a tax associate position with one of the Big Four accounting firms, you would want to include your CPA). List legal and non-legal affiliations, including name of organization and state of issuance.

### *Example*

Rule 3:03 Certification to Practice under Supervision, June 2015  
Certified Public Accountant, Certificate Number 12345, October 2012

## Bar Status

After graduation, we recommend including a “Bar Status” section. You may also want to include this section during your 3L year if you are planning to take the bar in the state to which you want to relocate in order to show your commitment to that particular location. There are several places on your resume where you may appropriately place this section: at the top, before or after the “Education” section, or at the very end. List when and where you were admitted to practice law or when and where you intend to sit for the bar examination.

### *Example 1*

#### **BAR STATUS**

Sitting for California Bar Examination, February 2017

### *Example 2*

#### **BAR ADMISSION**

Sat for the Massachusetts Bar Examination, July 2016; awaiting results

### *Example 3*

#### **BAR ADMISSION**

Passed July 2016 Massachusetts and New York Bar Exams, awaiting admission

### *Example 4*

#### **BAR LICENSE**

Admitted to practice in Massachusetts, December 2015

## Publications

It is important to list any legal writing that you have published. You may include this under a separate heading called “Publications” or in your “Education” section.

Published work provides evidence of your writing and scholarly abilities and it may make you more attractive to employers. Remember that if you refer to your written work in your resume, you may be expected to discuss its substance during an interview. If your list of publications is quite long, you may consider listing them in an attached page. You should include all published work, not only legal publications. All publications should be listed in Bluebook format.

### *Example 1*

#### **ACADEMIC PUBLICATIONS**

Jane Smith, *Against Rising Tides: Global Climate Change and the Alliance of Small Island States*, 10 HEMISPHERES: TUFTS U. J. INT’L AFF. 244 (2015).

### *Example 2*

**PUBLICATIONS:** Theresa Matthews, *Number of Controversies Decline as Schools Adopt Conservative Policies*, 30 SIECUS REPORT 4 (Aug./Sept. 2013); Theresa Matthews, *What Abstinence-Only-Until-Marriage Education Looks Like in Communities Today* 28 SIECUS REPORT 24 (Aug./Sept. 2012)

## **A Final Word – Proofread, Proofread, Proofread**

It is extremely important to review your draft resume for accuracy and clarity and for grammatical, typographical, spelling, and formatting errors. Be especially aware of verb tense errors; descriptions of positions you no longer hold or activities in which you no longer participate should be described in the past tense, while ongoing projects should be described in the present tense (with verbs ending in “-ing”). In a profession that demands precision, errors are unacceptable and employers will often discard a resume with even one error. Spelling and grammatical errors also reflect poorly on your language skills. Before you finalize your resume, have others review your resume as well. Consult the CDO, an alum, another attorney or a fellow student. Consider any advice and then decide whether you are comfortable incorporating comments into your resume.

**NOTE:** Although your CDO Advisor will certainly note a typo or mistake if he or she sees it, CDO Advisors do not proofread.



## **FEDERAL RESUMES**

Federal resumes can include significantly more detail than your traditional law resume and often follow a specific format, which may vary by agency.

### **Tips for Creating a Successful Resume**

- Review the duties and qualifications sections found in each job vacancy announcement, identify the keywords in the description, and include them in your resume;
- Review the “Knowledge, Skills, and Abilities” competencies and include these experiences in your resume;
- Be sure to include your community service and volunteer work (for instance, in the “Experience” section or in a “Community Service” section);
- Describe your work and the results of your work with numbers (time, money, quantity) whenever possible; and
- Include all information requested. If they ask for your salary and the contact information of your supervisor, then provide that. Do not leave it out because it is worded as a “request” and not a “requirement.”

REMEMBER: Be clear and concise. Avoid acronyms.

### **Resume Resources on USAJobs**

<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>

<https://www.usajobs.gov/Content/pdfs/Tutorials-Resume.pdf>

### **Sample Federal Resume**

The following resume includes a range of categories that may be expected for a government application. However, some agencies may not require you to include all of the information provided and in those cases you would simply follow the above “tips” and add detail to your standard resume. Just always remember to follow the specific job vacancy instructions to see what is required when creating a federal resume.

**JANE DOE**

500 Harvard Street, Apt. 2D, Brookline, MA 02446  
JDoe987654@bu.edu  
(617) 987-6543

**JOB INFORMATION**

Attorney, GS-0905-11

Department of Homeland Security  
U.S. Customs and Border Protection (CBP)  
Office of the Associate Chief Counsel

Vacancy Announcement No.: 10A – 97

**PERSONAL INFORMATION**

Social Security Number: 111-11-1111  
Country of Citizenship: U.S.A.  
Veteran's Preference: N/A  
Highest Federal Civilian Grade held: N/A

**EDUCATION**

**Boston University School of Law**, Boston, MA 02115

J.D. expected May 2017, GPA 3.38\*

Honors: Note Editor, *Public Interest Law Journal*, 2015-2016

Academic Publications: Jane Doe, Note, *Fighting Climate Change in Domestic Courts*, 22 PUB. INT. L.J. 500 (2015)

Activities: Public Interest Project, Vice President, Fall 2015  
Stone Moot Court Competition, Participant, Fall 2014

*Pro Bono*: New Orleans Legal Services Spring Break Trip, Spring 2014

**University of Louisville**, Louisville, KY 40292

B.A. International Studies & Anthropology, May 2013, GPA 3.74

Honors: Dean's List, University of Louisville, 2010-2013

Activities: Founder and President of University of Louisville Running Club, 2011-2013

Study Abroad: St. Lawrence University Kenya Semester Program, Nairobi, Kenya  
August 2011 - December 2011, 12 Semester Credits Earned

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\* If job requires listing the GPA scale, remember that BU Law's GPAs are out of 4.3 (e.g., 3.41/4.3)

# JANE DOE

## EXPERIENCE

**Representative Amos Fox's Office**, State House, Room 165, Boston, MA 02133

Legal Intern September 2015-January 2016  
20 hours per week Salary: N/A  
Supervisor: Cynthia Katz, Chief of Staff Tel.: (617) 722-7000

Evaluated curriculum policy and funding mechanisms of Massachusetts's education system and proposed legislation filed in January 2016 to implement improvements. Analyzed proposed constitutional amendments in preparation for Constitutional Convention.

**United States Attorney's Office**, 1 Courthouse Way, Suite 9200, Boston, MA 02210

Legal Intern, Economic Crimes Unit June 2015 – August 2015  
40 hours per week Salary: \$4000 Public Interest Grant  
Supervisor: Joe Doe, Assistant U.S. Attorney Tel.: (617) 777-7777

Drafted sentencing memoranda for the Court. Worked with Assistant U.S. Attorneys to formulate presentations for sentencing hearings. Prepared reply to motion for time extension on restitution order. Researched and wrote legal memoranda on insider trading, money laundering, and sentencing.

**Oggles and Eagens, LLC**, 123 South Street, Suite 202, Boston, MA 02216

Summer Associate June 2014 – August 2014  
45 hours per week Salary: \$3,000/week  
Supervisor: Erik Swanson Tel.: (617) 243-4321

Independently drafted partnership agreement related to acquisition of low income housing project by syndicate of investors. Conduct due diligence review in preparation for closing of multi-million-dollar real estate project. Research and drafted memoranda on variety of complex matters, including issues relating to the fiduciary duty of outside directors of a publicly held corporation.

**The Consortium**, Phanat Nikhom Refugee Processing Center, P.O. Box 17, Cholburi, Thailand 20140

Teacher and Trainer May 2013 - August 2013  
40 hours per week Salary: \$320/month  
Supervisor: Karen Nalsap Tel.: (202) 313-4245

Taught Indochinese refugees English language, cultural orientation, and work skills in preparation for U.S. resettlement. Provided weekly curriculum reviews and training to teachers and teacher aides. Selected, trained, and managed 150 refugee workers in vocational training workshops. Developed and conducted English language-based cooking, guitar, arts and crafts, singing, and sport programs for students, ages 11-19, at the recreational facility.

## **JANE DOE**

### **PROFESSIONAL MEMBERSHIP**

Association for International Law, Student Division  
Boston Bar Association

### **LANGUAGE SKILLS**

Conversational Thai and Spanish

### **OTHER INTERESTS**

Painting and drawing portraits  
Running marathons

## **SAMPLE RESUMES**

**NAME**  
Address  
Telephone Number  
Email

[or]

Current Address

Permanent Address

**EDUCATION**

**BOSTON UNIVERSITY SCHOOL OF LAW**, Boston, MA

J.D. anticipated, Date (month and year)

GPA:

Honors:

Activities:

*Pro Bono*: (if applicable)

**UNDERGRADUATE SCHOOL**, City, State

Degree Awarded, Date (month and year)

GPA or GPA in Major: (optional)

Honors:

Activities:

Thesis: (if applicable)

Study Abroad: (if applicable)

**EXPERIENCE** (Listed in reverse chronological order)

**EMPLOYER**, City, State

Position Title, Dates

Description of Job

**LANGUAGES:** (if applicable)

**INTERESTS:** (Be specific) Activities, volunteer activities

The following shows a before and after version of a resume. The first version is an example of what *not* to do.

**OLGA O’CONNOR**

1434 Beacon Street  
Brookline, MA 02446  
617/738-1234

**OBJECTIVE:** To obtain a challenging summer position in a dynamic legal environment that allows me to utilize my strong analytical, communication, and research skills.

**EMPLOYMENT:**

Summer 2009 Senior Camp Counselor

Alford Lake Camp, Hope, Maine

Responsible for overseeing the safety and welfare of cabin of 12 campers, ages 12-13.

Supervised staff of 20 counselors.

Summer 2010 Bartender/Waitperson

The Thirsty Pig, Portland, Maine

Took orders and served food. Mixed and served drinks. Helped to tally the evening’s receipts and made bank deposits.

September 2017 Receptionist/Secretary

to August 2013 Fennemore Craig, Scottsdale, AZ

Office communications and deliveries. Assisted paralegals in research and daily activities. Worked on documents and made appointments for attorneys. Learned word processing.

June 2014 Volunteer Counselor/Legal Advisor

to August 2014 Arizona Coalition Against Domestic Violence, Phoenix

Worked part-time as a volunteer for this organization in conjunction with the Arizona State University Battered Women’s Advocacy Program. Intake interviews. Also, did legal counseling and guidance at several community crisis shelters.

Summer 2015 Legal Assistant

Summer 2016 Community Legal Services, Phoenix, AZ

Responsible for the preparation of literature providing legal advice and information to victims of domestic violence. Research legal issues.

**EDUCATION:**

9/15 – Present BOSTON UNIVERSITY SCHOOL OF LAW

Candidate for Juris Doctorate

LSAT Score: 163

9/11 – 5/15 ARIZONA STATE UNIVERSITY  
Bachelor of Arts G.P.A.: 3.58  
Majors: Political Science, French  
University of Paris – The Sorbonne, Paris, France  
Summer 2010 – Certificate of French Language and Civilization

**HONORS/ACTIVITIES:**

Phi Alpha Delta Legal Fraternity  
International Law Society  
Battered Women’s Advocacy Project  
Graduate Magna Cum Laude  
Graduate of the Honors College  
East Valley Partnership Scholarship Award  
Golden Key National Honor Society  
Phi Kappa Phi National Honor Society

**PERSONAL:**

Date of Birth: October 21, 1993; Height: 5’4”;  
Weight: 130 lbs; Health: Fair; Marital Status: Single  
Enjoy Reading, Sports, Movies

*References are available upon request*



**OLGA O'CONNOR**  
 1434 Beacon Street  
 Brookline, MA 02446  
 (617) 738-1234  
 oconnor@bu.edu

## EDUCATION

### **Boston University School of Law, Boston, MA**

Candidate for Juris Doctor, May 2018

G.P.A.: 3.31

Activities: Environmental Law Society  
 Student Advocates for Ending Domestic Violence

### **Arizona State University, Tempe, AZ**

Bachelor of Arts, *magna cum laude*, in Political Science and French, May 2015

G.P.A.: 3.58

Honors: Graduate of the Honors College  
 East Valley Partnership Scholarship Award  
 Golden Key National Honor Society  
 Phi Kappa Phi National Honor Society

### **University of Paris - The Sorbonne, Paris, France**

Certificate of French Language and Civilization, Summer 2013

## EXPERIENCE

### **Community Legal Services, Phoenix, AZ**

*Legal Assistant*, Summers 2015 and 2016

Prepared literature providing legal advice and information to victims of domestic violence. Researched legal issues related to unemployment compensation.

### **Arizona Coalition Against Domestic Violence, Phoenix, AZ**

*Volunteer Counselor/Legal Advisor*, Summer 2014

Provided legal counseling and guidance to victims of domestic violence at several community crisis shelters in conjunction with the Arizona State University Battered Women's Advocacy Program. Conducted intake interviews with prospective clients.

### **Fennemore Craig, Scottsdale, AZ**

*Receptionist/Secretary*, September 2011 to August 2012

Conducted legal research on statutes of limitations and methods of service to out-of-state defendants. Prepared subpoenas for service. Coordinated all office communications and deliveries. Scheduled appointments for attorneys.

## INTERESTS

Enjoy classic French cooking, French and British novels, and ballet.

## Sample 1L Resumes

Jennifer Lee**Current Address:**

88 Beacon Street Apt. 4  
 Brookline, MA 02445  
 (612) 555-2490

JLee@gmail.com

**Permanent Address:**

26 Abby Lane  
 Wis. Rapids, WI 54494  
 (715) 555-3259

**EDUCATION:**

**Boston University School of Law**, Boston, MA

J.D. expected, May 2019

**Macalester College**, St. Paul, MN

B.A., *magna cum laude*, in Economics and Psychology, May 2016

GPA: 3.89/4.00

Honors: Dean's list equivalent (every semester, Fall 2012-Spring 2016)  
 David Meiselman Prize (outstanding accomplishment in macroeconomic theory)  
 Phi Beta Kappa, national undergraduate honors society  
 Omicron Delta Epsilon, International Honor Society in Economics  
 Psi Chi, National Honor Society in Psychology

Activities: Women In Economics, Co-President, Fall 2014-Spring 2015

Capstone: "Women's Empowerment: Its Conceptualization and Relationship to Countrywide Income Inequality"

**EXPERIENCE:**

**Macalester College Economics Department Search Committee**, St. Paul, MN

*Student Representative*, Fall 2015-Spring 2016

- Evaluated résumés of potential economics professors to assist with hiring decisions
- Interviewed candidates and evaluated research
- Communicated student opinions to campus-wide search committee

**Macalester College Library Computer Lab**, St. Paul, MN

*Lab Consultant/Student Manager*, Summer 2014-Spring 2015

- Supervised over 25 student staff members
- Fixed hardware and software problems and answered lab patrons' questions
- Performed upkeep for all library computers; upgraded library printing system
- Completely redesigned student employment website

**Macalester College Psychology Department**, St. Paul, MN

*Teaching Assistant – Research Methodology and Statistics*, Spring 2014

- Ran weekly study sessions to answer students' questions and help them with homework
- Graded homework and tests and ran lab sessions during professor's absences

**Macalester College Psychology Department**, St. Paul, MN

*Research Assistant*, Fall 2013-Spring 2012

- Planned and executed studies with department chair
- Conducted and transcribed confidential interviews
- Gathered survey data for graduate thesis research on memory

**LANGUAGE SKILLS:**

Working knowledge of Spanish

**Ryan Rizzo**

22 Bay Street, Apartment 2R • Cambridge, MA 02139  
(315) 555-7003 • rrizzo@bu.edu

**EDUCATION:**

**Boston University School of Law, Boston, MA**

J.D. expected, May 2019

**Bowdoin College, Brunswick, ME**

B.A. in Sociology/Anthropology and Music, Mathematics minor, May 2014

G.P.A.: 3.38

Honors: Dean's List all four years

Activities: Co-Founder, Field Notes (Sociology/Anthropology Department Newsletter)  
Volunteer, McKeen Center for the Common Good and Bowdoin Humane Society  
Musical Director and Treasurer, Mamajamas (a capella group)  
Co-Manager Jazz Department, WBOR 91.1 FM  
Treasurer and Pledge Director, Quinby Social House

**EXPERIENCE:**

**MMC Recordings, Reading, MA**

*Assistant Manager*, October 2015 – August 2016

Prepared and organized scores and sheet-music for composer William Thomas McKinley. Devised and implemented audio and sheet-music database systems. Facilitated artist and repertoire decisions. Organized CD booklet and corresponded with clients. Developed and tested CD sales models. Supervised domestic and international CD sales.

**Orange County Sheetmetal, Newburgh, NY**

*Foreman, HVAC Mechanic*, June 2015 – September 2015

Directed team of mechanics installing Energy Star HVAC systems in energy efficient residential and commercial buildings. Managed daily and long-term work schedules. Coordinated communication between site supervisors, subcontractors, and company owner.

**Sagadahoc County Wood Restoration, Bath, ME**

*Co-Founder, Owner and Operator*, May 2014 – June 2015

Founded and managed painting and power-washing company. Developed and executed advertising, marketing, and sales strategies. Administered accounts and corresponded with clients. Established and implemented schedules. Supervised job performance of staff of 10.

**Syracuse University School of Social Work, Syracuse, NY**

*Research Assistant*, May 2013 – August 2013

Conducted research for an evaluation of federally-funded KinNET (children in the care of a relative) program. Generated and maintained databases. Formulated surveys and templates and performed data analysis. Interpreted and evaluated source materials and prepared briefs for evaluating professors and program coordinators. Participated in national KinNET conference.

**INTERESTS:**

Composing music, playing guitar, alpine skiing, baseball, and my Labrador Retriever-mix, Amos

Dual-degree student interested in health policy issues, particularly access for underserved populations. To that end, she describes clinical experience in a way that reflects exposure to these issues as a nurse.

**Gillian Ginsburg**

198 St. Paul Street  
Brookline, MA 02446  
617-555-6666  
gginsburg@bu.edu

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**EDUCATION**

**BOSTON UNIVERSITY SCHOOL OF LAW**, Boston, MA  
Juris Doctor, Concentration in Health Law, anticipated May 2019

**BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH**, Boston, MA  
Master of Public Health, anticipated January 2019

**EMMANUEL COLLEGE**, Boston, MA  
Bachelor of Science in Chemistry, *cum laude*, May 2012

**EXPERIENCE**

**GOTHAM HOSPITAL**, Gotham, NY  
**Registered Nurse**, 2012 – 2016

- Provided triage and acute care services in emergency room of large, metropolitan teaching hospital
- Carefully monitored and recorded progress of patients enrolled in clinical trials
- Commended by physicians, nurse managers, and senior administrators for patient-relations skills
- Gained exposure to broad range of medical specialties while serving an economically disadvantaged and ethnically diverse community

**EMMANUEL COLLEGE EMERGENCY MEDICAL SERVICES**, Boston, MA  
**Volunteer Emergency Medical Technician**, 2010 – 2012

- Provided Basic Life Support (BLS) care to students, faculty, staff, and visitors on campus during spring and fall semesters, arranging with local ambulances for patient transport to hospitals as needed

**EMMANUEL COLLEGE, OFFICE OF RESIDENCE LIFE**, Boston, MA  
**Resident Assistant**, 2010 – 2011

- Oversaw day-to-day functions and activities of 120-student dormitory

**SKILLS**

- Licensed Registered Nurse (RN) in New York and Massachusetts
- Fluent in Spanish

Margaret Cohen

1 Melvin Avenue, Apt.6 • Brighton, MA 02135 • (202) 555-6894 • mcohen@bu.edu

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**Education**

**Boston University School of Law**, Boston, MA  
Juris Doctor anticipated, May 2019

**Northeastern University**, Boston, MA  
Bachelor of Arts *summa cum laude* in Political Science and Sociology, June 2011

**GPA:** 3.8

**Awards:** University Honors Program Distinction, Golden Key National Honor Society, Phi Kappa Phi

**Relevant Experience**

**Reading Is Fundamental, Inc.**, Washington, DC

*Senior Program Specialist, Team Leader, Region III, June 2014-August 2016*

- Directly supervised three-member team, interviewed and hired employees, and conducted employee reviews
- Acted as liaison between national office and local grantees
- Managed renewal of annual grants and provided technical assistance to local programs

*Program Specialist, May 2013-June 2014*

- Acted as liaison between national office and local programs
- Provided timely and effective technical assistance to ensure program success

**Community Based Shelter**, Rockville, MD

*Shelter Aide / Legislative and Education Advocacy Aide, January 2012-May 2013*

- Performed essential office tasks including summary of payroll
- Maintained clinical files, communicated with residents regarding services, scheduled meetings for residents, and informed incoming staff members of changes and problems occurred throughout shift
- Updated homeless tracking system, CBS statistics, and other tracking forms
- Researched and summarized legislative issues related to the organization

**Executive Office of the Governor**, Boston, MA

*Receptionist, June -September 2011*

*Dukakis Scholar, Office of Michael Hannahan, Special Advisor for Strategic Planning, April - June 2010*

- Analyzed current events and wrote memoranda proposing communication planning and response strategies; aided in creating and maintaining events database and attended related meetings

**Dail Eireann (Irish Parliament), Office of Deputy Brian Hayes**, Dublin, Ireland

*Intern, October -December 2009*

- Researched and wrote summaries analyzing proposed legislation
- Updated constituent databases, prepared and sent mailings and performed necessary office tasks

**Additional Cooperative Education Internships**

**Massachusetts State Senate, Office of David P. Magnani**, Boston, MA, *September -December 2010*

**CASCAP, Inc.**, Cambridge, MA, *June - December 2009*

**Cable News Network (CNN) International**, Atlanta, GA, *June -December 2008*

## Michael P. Chang

11 Commonwealth Avenue, Apt. 55  
Allston, Massachusetts 02134

mchang@bu.edu, (408) 555-0790

2006 Orchard Meadow Drive  
Saratoga, California 95070

### EDUCATION

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#### **BOSTON UNIVERSITY SCHOOL OF LAW, Boston, Massachusetts**

Juris Doctor Candidate, May 2019

Activities: Shelter Legal Services – Law Student Advocate  
BU Intramural Soccer – Team Captain

#### **UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, California**

Bachelor of Arts in History with Honors, May 2014

GPA: Overall: 3.63/4.00 Departmental: 3.89/4.00  
Honors: Graduation with Honors, Department of History  
Activities: INSPIRE Youth Mentoring – Mentor  
Computer Literacy 4 Kids – Tutor

Thesis: *Virtue, Terror, and the General Will: The Rousseauvian Influence on Revolutionary France under Robespierre*

### EXPERIENCE

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#### **PEOPLE'S TEST PREPARATION SERVICE, Berkeley, California**

Executive Director

*May 2015 – August 2016*

Directed student-run volunteer organization that conducts free SAT test preparation courses to inner-city high school students across East San Francisco Bay Area. Coordinated successful transition to New SAT curriculum, budget proposals, room allocations, fundraising and grant propositions, curriculum development, teacher recruitment, and correspondence with affiliated organizations and funding sources. Expanded organization to ten sites serving over 300 students. (Also served as Site Coordinator, January – May 2011; Teacher, August 2009 – December 2010)

#### **LAW OFFICE OF SALLY KILBURG, Alameda, California**

Legal Assistant

*January 2014 – April 2015*

Assistant to solo practitioner attorney specializing in personal injury and small business litigation. Drafted office correspondence, legal pleadings and motions, discovery requests, case management statements, demand letters, and complaints. Conducted client interviews and client record requests. Managed all office computer, phone, and database systems, calendars and deadlines, case management, supply inventory, and filing. Performed transcription. Managed day-to-day office accounts payable, client cost cards, and billing. Performed routine upkeep of office computer systems.

#### **CAL MOCK TRIAL TEAM, Berkeley, California**

Mock Attorney

*August 2013 – May 2014*

Participated as both defense and plaintiff's attorney on Cal Mock Trial Team at UC Berkeley. Developed case theory and strategy, prepared and delivered opening statements, prepared witnesses, and performed direct and cross examinations.

### LANGUAGE SKILLS

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Fluent in Cantonese; highly proficient in Spanish; proficient in Mandarin and French

**Cora A. Rossi**

10 Littell Rd. Brookline, MA 02446 (330) 555-1131 corarossi@gmail.com

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**EDUCATION**

**BOSTON UNIVERSITY SCHOOL OF LAW**, Boston, MA

J.D. expected, May 2019

Activities: American Constitution Society

**MIAMI UNIVERSITY UNIVERSITY**, Oxford, OH

B.A., *magna cum laude*, in Political Science and Communication, Minor in Philosophy, June 2015

GPA: 3.89

Honors: Miami University Honors Program; Phi Beta Kappa  
Won nine scholarships totaling over \$40,000

Activities: Phi Alpha Delta Law Fraternity, *President* (2014-2015), *Vice-President* (2011-2012)  
College of Social and Behavioral Sciences Budget and Planning Committee (2014-2015)

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**EXPERIENCE**

**OHIO ATTORNEY GENERAL'S OFFICE**, Columbus, OH

*Special Assistant to the Attorney General* (June 2015-July 2016)

- Addressed confidential and time-sensitive issues as needed for members of senior legal staff.
- Worked with Counsel to the Attorney General on major litigation, investigations, and legislative priorities.
- Reorganized summer law clerk program for over 40 law clerks and scheduled guest speakers.
- Streamlined intake process of Class Action Fairness Act notices, including analysis of settlement dates and details.

**DANN FOR OHIO**, Columbus, OH

*Finance Coordinator for Sen. Marc Dann's Attorney General Campaign* (June-November 2014)

- Coordinated all Central and Southern Ohio fundraising efforts for campaign.
- Compiled contributor information to accurately report campaign contributions to the Secretary of State.
- Spoke on behalf of then-Sen. Dann at campaign events and conveyed citizens' concerns to Dann.

**THE BRADDOCK ORGANIZATION**, Columbus, OH

*Principal Researcher* (September 2013-May 2014)

- Researched Ohio's campaign finance regulations and analyzed candidates' financial reports.
- Investigated contracts awarded by the Attorney General's Office and contributions to the Attorney General.

**DR. LEE DERVIN**, Columbus, OH

*Research Assistant* (April-September 2013)

- Developed code scheme and coded over 25,000 questionnaire responses for statistical analysis.
- Edited and updated 2004 article on public communication campaigns for republication.

**NATIONAL MULTIPLE SCLEROSIS SOCIETY**, Washington, DC

*Policy Intern* (January-March 2013)

- Summarized Congressional hearings and legislation related to biomedical research and Medicare Part D.
- Collaborated with office staff to determine issue priorities and plan annual public policy conference.

**THOMPSON LAW FIRM**, Columbus, OH

*Intern* (March-August 2012)

- Organized clients' files for deposition preparation and filing motions.
- Wrote summaries of cases for potential co-counsel and maintained all office correspondence.



## HELEN CHO

20 Aberdeen St, Apt 3 • Boston, MA 02215 • 917.555.3191 • hcho@bu.edu

### EDUCATION

**Boston University**, Boston, MA

Juris Doctor, expected May 2019  
GPA: 3.23

**Auburn University**, Auburn, AL

Master of Arts in Teaching, May 2014  
GPA: 3.8

**Providence College**, Providence, RI

Bachelor of Arts in Government; Minor in Education, June 2013  
GPA: 3.5

Honors: Messing Family Public Service Fellow

Activities: Student Government Association President, Student Government Admissions Committee Chair, Sexual Abuse Peer Advisor

### EXPERIENCE

**Teach for America/PS 335**, Brooklyn, NY

*First Grade Teacher*

August 2014 – June 2016

- Served as member of national corps of college graduates who commit two years to teach in under-resourced rural and urban public schools
- Implemented student-driven, hands-on curriculum through balanced literacy, mathematics, and social studies program for 43 students over two years
- Led curriculum planning for the year as principal-appointed first-grade team leader
- Achieved significant academic gains of an average increase of 1.8 years in reading levels

**Providence College, Office of Residential Life Staff**, Providence, RI

*Undergraduate Advisor*

2010-2011, 2012-2013

- Completed extensive leadership training in diversity, mediation, and campus resources
- Developed and implemented cultural, educational, social, and co-curricular programs in dormitory

**Children's Defense Fund**, Washington, DC

*Field Intern*

March – June 2012

- Established relationships with national advocacy organizations to encourage and support grassroots movement for child advocacy and social justice among youth and students
- Researched and presented findings to Field Director on issues of child poverty, social justice, and importance of political activism within the Asian-American community

**ABC News**, New York, NY

*Intern, Law & Justice Unit*

January – March 2012

- Conducted in-depth research on news events, court cases, and key characters; supported production shoots, transcribed tapes, and edited scripts
- Received production credit on "Fit to Serve", a Jan. 30, 2012, World News Tonight and PrimeTime piece exploring American military policy towards same sex relationships

### VOLUNTEER

- Earthwatch Institute Education Fellow - (July 2013) - Researched species diversity in Brazil's wetlands
- Landmark Volunteers Team Leader - (July 2012) - Supervised high school students as students worked to beautify and alleviate staffing issues at multicultural summer camp

**SAMANTHA STEVENS**

784 Beacon Street, Apt. 6  
Brookline, MA 02446  
617-555-1111  
sstevens@bu.edu

**EDUCATION:**

**Boston University School of Law**, Boston, Massachusetts

J.D. anticipated, May 2019

GPA: 3.68 (3.70 = top 20% of first-year section)

Activities: Student Bar Association, First-Year Section Representative

**Wayne State University**, Detroit, MI

B.S., Industrial and Labor Relations, May 2016

G.P.A.: 3.81

Honors: Dean's List (all years)

Saul Wallen Municipal Labor Scholarship (top student in major)

Sidney H. Guller Undergraduate Scholarship

Irving Ives Award Finalist (awarded to outstanding member of freshman class)

Golden Key National Honor Society

National Society of Collegiate Scholars

**EXPERIENCE:**

**Office of Collective Bargaining**, New York, NY

*Legal Assistant*, May to August 2016

Selected for position through competitive process headed by Municipal Labor Committee. Reviewed and analyzed city employee surveys to determine if duties were managerial, and ultimately whether they were entitled to participate in collective bargaining. Conducted legal research regarding managerial and confidential employees for Continuing Legal Education lecture given by Director of Representation of the agency.

**School of Industrial and Labor Relations Library**, Detroit, MI

*Student Library Assistant*, August 2014 to May 2016

Aided students, alumni and faculty members in using various media for research.

Maintained and computerized labor-management document archive at library's Theodore W. Kheel Center.

**INTERESTS:** Baseball, American history, volunteering, wines

**VOLUNTEER:** Red Cross Volunteer since 2011

# JANE RHODES

21 Main Street • Charlestown, MA 02129 • (892) 555-2467 • jrhodes@bu.edu

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## EDUCATION

### **Boston University School of Law**, Boston, MA

J.D. with concentration in Transactional Practice expected, May 2019

LL.M. in Banking and Financial Law expected, May 2019

Activities: Business Law Society, Women's Law Association

### **The George Washington University**, Washington, DC

B.B.A., *magna cum laude*, in Marketing and International Business, May 2014

GPA: 3.6

Honors: GW Delegate to the Stern Summit on Global Business; Awarded Presidential Scholarship senior year; Dean's List

Activities: Delta Sigma Pi (business fraternity)

## EXPERIENCE

### **Natalie P. Shear Associates**, Washington, DC

*Conference & Event Associate*, May 2014 – August 2015

- Served as Account and Project Manager for corporate, not-for-profit, and government events
- Promoted after first four months of employment
- Coordinated conferences of up to 2,000 people, fundraisers generating over \$300,000, gala dinners, award luncheons, and other special events
- Negotiated contracts between vendors and clients
- Developed and implemented event timelines and marketing strategy; created and correlated organizational and event branding to maintain unified public image
- Drafted fundraising letters; developed copy for event programs and promotional materials; edited all written materials relating to events
- Acted as liaison with advance team for high-level diplomats and public officials to ensure successful appearances

### **Eastwood & Azia, LLP**, Washington, DC

*Marketing Intern/ Legal Assistant*, January – May 2014

- Drafted sections of retainer agreements and Freedom of Information Act requests
- Created information packets and brochures for clients; updated office newsletter

### **UBS Financial Services**, Washington, DC

*Marketing Intern*, September – December 2013

- Created marketing materials aimed at increasing clientele

## INTERESTS

Tennis, hatha yoga, traveling by train, French language and culture

## Isaac Stein

(617) 555-3109 • 113 Hamilton Street, Cambridge, MA 02139 • istein@bu.edu

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### EDUCATION

#### **Boston University School of Law**, Boston, MA

J.D. anticipated, May 2019

Activities: Student Hurricane Network, Legislative Tracking Project  
Public Interest Project, Section Representative

#### **University of Massachusetts, Amherst**, Amherst, MA

B.A., *magna cum laude*, in English and International Relations, May 2011

GPA: 3.64

Activities: University of Massachusetts Lacrosse, Captain and MVP  
University of Massachusetts Religious Union for Cooperation and Ecumenism, President

#### **American University**, August-December 2010, Washington, DC

Washington Semester Program in International Environment and Development Studies

### EXPERIENCE

#### **United States Army**

*1st Lieutenant, Military Police Company Executive Officer*, Fort Lewis, WA Aug 2014 – April 2016

- Managed five teams in 150-soldier company as second-in-command; oversaw day-to-day operations and administration; assigned as primary custodian for equipment valued in excess of \$18 million.
- Ranked by Battalion Commander in top 3 of 25 lieutenants under his command.

*1st Lieutenant, Platoon Leader*, Kandahar, Afghanistan Aug 2012 – Aug 2014

- Managed 40-soldier military police platoon during counter-insurgency operations in Afghanistan; managed and controlled equipment valued in excess of \$30 million; served as primary mentor and trainer for 250 Afghan police officers.
- Awarded Bronze Star Medal, Army Commendation Medal, and Army Achievement Medal for meritorious service. Recipient of Combat Action Badge.
- Ranked by Battalion Commander in top 2 of 35 platoon leaders.

*2nd Lieutenant, Assistant Plans Officer*, Fort Lewis, WA; Kandahar, Afghanistan Oct 2011 – Aug 2012

- Planned distribution of over 750 military police soldiers across Kandahar City; synchronized efforts of U.S. State Department, Canadian Forces, and U.S. Army aid programs throughout Kandahar City.
- Planned, resourced, and managed construction of six development projects worth over \$4 million.
- Rated by Battalion Commander in top 10% of 40 lieutenants under his command.

### ACTIVITIES AND INTERESTS

Broadway musicals, 19<sup>th</sup>-century U.S. history, snowboarding, and bungee jumping.

**MR. MORGAN BYNNER**

3 Harvard Avenue, Apartment 7  
Brookline, MA 02446  
(617) 555-6409  
mbynner@bu.edu

**EDUCATION**

**Boston University School of Law, Boston, MA**

J.D. anticipated, May 2019

Activities: Intramural Basketball

**Boston University Questrom School of Business, Boston, MA**

M.B.A. anticipated, May 2019

**Williams College, Williamstown, MA**

B.A. in History and Music, May, 2012

GPA: 3.82/4.00

Activities: College Choir (2010-2012)

Senior Thesis: *Black, White and Green: Racism and the Boston Celtics*

**EXPERIENCE**

**JPMorgan Chase, Boston, MA**

*Senior Fund Accountant*

December 2013 - August 2016

- Reviewed and verified work of staff of 8 mutual fund accountants
- Delivered onshore and offshore mutual fund prices to NASDAQ daily
- Oversaw diverse portfolio of funds, including equity funds, bond funds, and hedge funds

**Brown Brothers Harriman, Boston, MA**

*Global Fund Accountant*

December 2012 – December 2013

- Performed accounting tasks for offshore mutual funds based in Ireland and Luxembourg
- Recorded debits and credits, tracked expenses and reconciled cash wires
- Wrote original Microsoft Excel macro programs to increase team productivity

**Semi-Professional Musician**

*Singer, Songwriter, Performer*

December 2010 - present

- Perform sets and shows at Boston-area venues (*The Draft, The Baseball Tavern, Copperfield's, The Bell in Hand*)
- Produced and distributed four record albums comprising original material

**INTERESTS**

**Travel:** Spent June - November 2012 living in Honolulu, Hawaii

**Music:** Adept at guitar, percussion, string bass, piano, voice; experience in composing

## Sample 2L Resumes

## ELLEN HOLMES

100 Beacon St, Apt. 1, Brighton, MA, 02135, (617) 555-1234, eholmes@bu.edu

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### EDUCATION

#### **Boston University School of Law, Boston, MA**

J.D. anticipated, May 2018

GPA: 3.39

Honors : *American Journal of Law and Medicine*; First-Year Writing Fellows Program, Fellow

Activities: BU Law Orientation, Student Co-Director; OutLaw (BU Law's LGBT Student Organization), Co-Chair; Massachusetts Lesbian and Gay Bar Association, Member

#### **Belmont University, Nashville, TN**

B.A. *cum laude*, in International Relations, May 2014

GPA: 3.57

Honors: Fulbright Scholarship Recipient; Belmont University Alumni Association Senior Award; Dean's List, seven semesters

Activities: Inter-Greek Council, Vice President & Judicial Chair, 2011; Varsity Swimming and Diving Team: Captain, 2013 & 2014; Most Deserving Senior Award, 2014

### EXPERIENCE

#### **Middlesex County Probate and Family Court, Cambridge, MA**

*Judicial Extern to the Honorable Judith Nelson Dilday*, August 2016 – present

Draft court orders regarding various topics, including divorce, child support, custody, and probate issues. Review, evaluate, and draft memoranda regarding findings of fact. Observe daily hearings.

#### **Grayer & Dilday, Boston, MA**

*Summer Associate*, May – August 2016

Researched and drafted memoranda in support of motions involving various substantive areas of law, including criminal law and civil rights. Observed hearings and depositions.

#### **Davidson County Court Appointed Special Advocate, Nashville, TN**

*Volunteer Court Appointed Special Advocate*, July 2014 – July 2015

Interviewed abused and neglected children, their custodial parents, and others. Prepared and filed reports for judges' review or consideration. Completed thirty-six hours of pre-service training.

#### **Belmont Wilderness Orientation, Belmont University, Nashville, TN**

*Coordinator*, February -- August 2013, *and Trip Leader*, August 2012 and August 2013

- Hired and trained staff and organized wilderness trips for over 200 incoming first-year students.

#### **Writing Fellows Program, Belmont University, Nashville, TN**

*Head Fellow*, May 2013 – May 2014, *and Fellow*, August 2012 – May 2013

- Developed and coordinated academic integrity workshops for incoming classes.

#### **McKinley, Ittersagen, Gunderson & Berntsson, PA, Attorneys at Law, Lebanon, TN**

*Legal Intern*, June – August 2012

- Worked closely with attorneys specializing in residential and commercial real estate transactions.
- Communicated with sellers, buyers, and banking institutions to facilitate closings.

### SKILLS & INTERESTS

Enjoy salsa dancing and fiddle playing

## Kaia T. Spencer

Home address: 52 Danbury Road, Bethesda, MD 20814 • (240) 555-9891

School address: 13 Commonwealth Ave., Apt. 29, Allston, MA 02134 • kariat@bu.edu

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### EDUCATION

#### **Boston University School of Law**, Boston, MA

J.D. candidate, May 2018

GPA: 3.09

Honors: Goldfarb Family Scholarship (all years)  
*American Journal of Law and Medicine*, Member

Activities: Student Advisor; Native American Law Student Assoc., Secretary 2015-2016

#### **Stanford University**, Stanford, CA

B.A., International Relations, June 2012

GPA: 3.72

Activities: Student Academic Advisor; Flute Ensemble; Flute Senior Recital

### EXPERIENCE

#### **U.S. District Court Judge Joseph L. Tauro**, *Legal Intern* — Boston, MA May-August 2016

- Drafted an opinion granting summary judgment to defendant employer in case of alleged age discrimination and retaliation against former employee
- Wrote bench memoranda with analysis and proposed disposition in preparation for motion and scheduling hearings; observed trials and oral arguments before Court
- Researched procedural and substantive issues, including civil rights and statutory violations

#### **U.S. Senator Dianne Feinstein**, *Legislative Correspondent* — Washington, DC March 2013-July 2015

- Researched public policy, statutes, and legislation on health topics including Medicare, Medicaid, prescription drugs, FDA, healthcare access, National Institutes of Health, cancer, stem cell research
- Led Senator's successful campaign to reauthorize the Breast Cancer Research Stamp in 2011
- Wrote information and decision memoranda to Senator regarding legislation and constituent requests
- Wrote letters to constituents and met with constituents regarding legislation and policy issues

#### **U.S. Senator Dianne Feinstein**, *Staff Assistant* — Washington, DC August 2012-March 2013

#### **Stanford Institute for International Studies**, *Research Assistant* — Stanford, CA August 2010-May 2012

- Researched and summarized source documents for Professor Gi-Wook Shin and his book, "Ethnic Nationalism in Korea Genealogy, Politics, and Legacy" (March 2011, Stanford University Press)

#### **Center for Strategic & International Studies**, *Intern* — Washington, DC June-September 2010

- Conducted research, wrote and planned for East Asia project and worked on cross-strait relations website

### COMMUNITY INVOLVEMENT

#### **Good Shepherd Ministries**, *Volunteer Math Tutor* — Washington, DC August 2012-June 2013

#### **Everybody Wins, Reading Program**, *Volunteer Mentor* — Washington, DC October 2012-May 2013

#### **Capital Area Immigrants' Rights Coalition**, *Volunteer* — Washington, DC/VA January and August 2013

Volunteered on day visits to Virginia regional jails; researched and drafted materials for legal rights presentations, information distribution and data collection; attended Political Asylum Training, D.C. Bar *Pro-Bono* program



## MICHAEL S. ROBERTS

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mroberts@gmail.com

### EDUCATION

#### BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

Juris Doctor anticipated, May 2018

G.P.A.: 3.32

Honors: *International Law Journal*

Activities: International Law Society  
Client Counseling Competition (Semi-Finalist)  
Edward C. Stone Moot Court Competition

#### TEMPLE UNIVERSITY, Philadelphia, PA

Bachelor of Arts, *magna cum laude*, in English Literature, May 2015

G.P.A.: 3.65

Honors: Dean's List 2012-2013 & 2014-2015

Activities: Habitat for Humanity, 2012-2015

Study Abroad: Penn Italian Studies Summer Institute, Summer 2014

### EXPERIENCE

#### CHOATE HALL & STEWART LLP, Boston MA

*Summer Associate*, Litigation Group, May – August 2016

- Researched and drafted memoranda on procedural and substantive issues including evidence preclusion, judicial estoppel, and complex bail request.
- Observed expert witness deposition and license negotiation.
- Summarized deposition testimony in preparation for drafting summary judgment statement of facts

#### NEW YORK COUNTY DISTRICT ATTORNEY'S OFFICE, New York, NY

*Intern*, Family Violence and Child Abuse Bureau, May – August 2014

- Investigated allegations of child abuse in several ongoing investigations
- Assembled exhibit binders and chinks for trial and attended three-day criminal trial
- Interviewed witnesses and defendants to explore possible alibis and scope of testimony

#### UBS FINANCIAL, New York, NY

*Intern*, Investment Group, May – August 2013

- Researched, analyzed, and evaluated companies' performances in variety of industries

### SKILLS & INTERESTS

- Language skills: proficient in French, understanding of Hebrew
- Interests: tennis, golf, horseback riding, cooking, playing guitar, European travel

**KRISTA PEREZ**

14 Bay State Road, Box 1234 · Boston, MA 02215 · 617-555-5393 · kperez@gmail.com

**EDUCATION**

**Boston University School of Law, Boston, MA**

Candidate for Juris Doctor, May 2018

GPA: 4.09 (Section Rank: 1/98)

Honors: G. Joseph Tauro Distinguished Scholar (Awarded to Top 5 of First-Year Section)

*Boston University Law Review*

Dean's Awards in Civil Procedure and Contracts

**Boston University, Boston, MA**

Bachelor of Science *cum laude* in Human Physiology, May 2012

GPA: 3.48

Honors: Golden Key National Honor Society

Boston University Academic Achievement Award

**EXPERIENCE**

**Boston University School of Law, Boston, MA**

*Research Assistant for Professor Tracey Maclin*, Summer 2016

- Edited and researched conference paper on bias crime
- Summarized relevant Supreme Court decisions for Anti-Defamation League conference call with over 100 participants

**Boston University, Office of Undergraduate Admissions, Boston, MA**

*Assistant Director*, Fall 2013-Summer 2015

- Managed and led recruitment efforts in Midwest through secondary school presentations and college fairs
- Established and fostered relationships with prospective students and their families, as well as with guidance counselors and regional alumni
- Led admissions receptions across the United States
- Reviewed and evaluated undergraduate applications for admission
- Conducted large and small information sessions for visitors to the University
- Selected and trained student panel for Accepted Student Open Houses

**AmeriCorps, City Year Boston, Boston, MA**

*Service Leader/Recruiter*, Fall 2011-Spring 2012

- Developed recruitment strategy to address decline in college applicants
- Created and produced monthly newsletter for new corps members to increase retention rate
- Served as project manager for "Serve-a-Thon," City Year's annual fundraiser
- Led training workshops for outside organizations on topics ranging from public speaking to healthy living

**Town of Weston Recreation Department, Weston, MA**

*Day Camp Counselor*, Summers 2009 - 2011

- Planned and coordinated daily crafts and physical activities for groups of 12 campers aged 12-13.

**INTERESTS**

Italian cooking, Red Sox baseball, and hiking

## Jasira Bishil

(757) 451-6673 • 62 Bow St., Cambridge, MA 02139 • jbishil@bu.edu

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### EDUCATION

#### **Boston University School of Law, Boston, MA**

Candidate for Juris Doctor, May 2018

GPA: 3.15

Honors: *Public Interest Law Journal*

Leadership: Asian Pacific American Law Students Association - *Community Outreach Chair*  
Immigration Law and Policy Society - *Treasurer*

Activities: Negotiation Competition, Pay It Forward Student Mentoring, *Pro Bono* Pledge, Public Interest Project, 1L Orientation Leader, 1L Peer Advisor, Stone Moot Court

#### **University of Colorado at Boulder, Boulder, CO**

Bachelor of Arts, *summa cum laude*, in Political Science, Minor in Dance, December 2013

GPA: 3.87

Honors: Phi Beta Kappa Honor Society, Dean's List 2010-2012, Highest Honors for Honors Thesis

Activities: Political Science Student Internship Program, Political Science Honors Program

### LEGAL EXPERIENCE

#### **Boston University School of Law Criminal Law Clinic, Boston, MA**

*Student Attorney*, January 2016 - present

Represent indigent defendants charged with criminal offenses in Boston Municipal Court.

#### **Shelter Legal Services – Rosie's Place Clinic, Boston, MA**

*Volunteer*, August 2015 - present

Conduct legal research and client intakes for low-income women and children at women's shelter's free legal clinic.

#### **Loyola Immigration Law Clinic, New Orleans, LA**

*Intern*, Summer 2016

Represented low-income and indigent clients in immigration matters including: asylum, refugee, and special immigrant juvenile. Researched and wrote memoranda on immigration and criminal issues. Conducted interviews and represented client in Immigration Court.

#### **Volunteer Lawyers Project, Boston, MA**

*Volunteer*, March 2016 - April 2016

Represented claimant at hearing addressing challenge to her unemployment insurance benefits.

#### **Greater Boston Legal Services, Boston, MA**

*Volunteer*, January 2015 - April 2015

Aided Haitian immigrants filing for Temporary Protected Status.

#### **Asian American Legal Defense and Education Fund, Boston, MA**

*Volunteer*, October 2014 - December 2014

Surveyed election-day polls in non-English speaking communities to ensure voters were able to cast ballots.

### OTHER EXPERIENCE

**Boston Beer Works, Boston, MA, March 2014 - present** (*Bartender and Server*)

**Everett High School Color Guard, Everett, MA, August 2014 - August 2015** (*Director*)

**The Asgard, Cambridge, MA, December 2013 - March 2014** (*Server*)

### INTERESTS

**Winter Color Guard Groups:** Blessed Sacrament Color Guard, Oracle Winterguard, Signature Winterguard, Incognito Color Guard, October 2008 - April 2014

## Julia T. Fiorello

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1111 Washington St., Apt. 10 • Boston, MA 02118 • (617) 555-1234 • jfiorello@bu.edu

### EDUCATION

**Boston University School of Law**, Boston, MA

*J.D.* expected, May 2018

Activities: Edward C. Stone Moot Court Competition

*LL.M in American Law*, May 2016

GPA: 4.04

Honors: Sebastian Horsten Prize for Academic Achievement (Highest cumulative GPA in the program)  
Dean's Award in Trademarks and Unfair Competition

**Università di Roma**, Rome, Italy

*M.S. in Law*, May 2015

Activities: President of Model United Nations Studenti Roma, member of ESEG

*B.S. in Law*, October 2012, Final grade of 101/110

### EXPERIENCE

**Hyperion Software, Inc.**, Burlington, MA

*Summer Intern*, May - September 2016

Worked on contract analysis and review, assessing structural, substantive and qualitative consistency of licensing and purchasing agreements. Completed cross-jurisdictional compliance research for Rocket's foreign subsidiaries.

**Boston University School of Law**, Boston, MA

*Research and Teaching Assistant to Prof. Jack Beermann, Introduction to American Law*, August – December 2015

**Tribunale Ordinario di Roma – Intellectual Property and Unfair Competition Court**, Rome, Italy

*Judicial Clerk*, March 2013 – June 2015

Researched and wrote opinions and drafted responses to motions on unfair competition and intellectual property issues. Served as mediator for mandatory attempt at reconciliation between parties before court proceedings. Completed official minutes for all hearings and responded to party inquiries outside hearings.

**Unicredit Business Partner S.p.A.**, Rome, Italy

*Legal Intern*, October 2012 – December 2012

Managed and responded to criminal investigation requests and completed yearly compliance reviews.

**U.N. Model Italy**, Rome, Italy

*Director of college network and Professor*, September 2011 – May 2012

Prepared syllabus and study guides, taught students in Rome, Milan, and Florence. Managed relationships and promotion with universities, organized and conducted on-campus promotional events.

### LANGUAGES

Italian – native; English – Fluent; Spanish – Highly proficient

## JILL SMITH

2 College Hill Rd. Apt.1, Somerville, MA 02144 · (208) 555-4612 · jsmith2@bu.edu

### EDUCATION

**Boston University School of Law**, Boston, MA

JD, expected May 2018

**Boston University Graduate School of Arts and Sciences**, Boston, MA

MA in Philosophy, expected May 2018

Honors: *Public Interest Law Journal*

Activities: *Elected 1L Representative*, J.D. Program Committee; *Member*, Black Law Students Association; *Member*, OutLaw; *Participant*, Peggy Browning Fund; *Participant*, Stone Moot Court

**Stonehill College**, BA, *cum laude*, in Economics and International Relations, February 2014, Easton, MA

Honors: College of Citizenship and Public Service Grant Recipient

### EXPERIENCE

**Neighborhood Legal Services**, Lynn, MA

*Legal Intern*, May 2016 - September 2016

Mediated cases in Northeast Housing Court through the Lawyer for a Day Program, interviewed clients, and completed casework addressing issues such as public and subsidized housing, eviction, and homelessness. Conducted research on relevant legal issues including foreclosure eviction of first-year Section 8 tenants.

**Boston Area Rape Crisis Center, Legal Advocacy Unit**, Cambridge, MA

*Legal Intern*, June 2015 - September 2015

Completed casework addressing housing and employment issues and navigated criminal legal process with clients.

**Student Hurricane Network, MatchMakers For Justice**, Nationwide

*Co-Chair*, May 2015 - present

Organize fourth year of program by partnering law students, universities, and practicing attorneys throughout the country with legal services organizations in the Gulf Coast to conduct remote legal assistance for Gulf Coast residents.

*Student Participant*, January 2012 - present

Assist New Orleans residents with succession casework. Participate on an “on-call” basis to conduct remote and on-the-ground research for the “Jena 6” case.

**Massachusetts Lesbian and Gay Bar Association, Committee on Transgender Inclusion**, Statewide

*Committee Member*, March 2014 - present

Rally support surrounding an inclusive Employment Non-Discrimination Act and House Bill 1722: An Act Relative to gender-based discrimination and hate crimes. Cooperate with TransCEND to create legal clinic that would provide legal assistance to indigent transgender communities.

**Lawyers Committee for Civil Rights**, Boston, MA

*Volunteer*, November 2013

Conducted legal research on 1960s civil rights cases for Mr. Charles Walker, former Executive Director of the Lawyers Committee for Civil Rights.

### INTERESTS AND LANGUAGE SKILLS

Fluent in French; largely financed undergraduate education by working up to 40 hours/week; worked as security guard over summer and winter vacations; interests include fishing, social movements of the 1960s, and folk music

**Brian Breyer**

990 Commonwealth Avenue, Apt.2b · Boston, MA 02215 · 617-222-3333 · breyer@bu.edu

**EDUCATION****Boston University School of Law, Boston, MA**

JD anticipated, May 2018

GPA: 3.83 (Top 10% of Class)

Honors: *Public Interest Law Journal*

G. Joseph Tauro Scholar (Top 10% of First Year Section)

Activities: President, Environmental Law Society

**University of Vermont, College of Arts and Sciences, Burlington, VT**

BA, *cum laude*, in Environmental Studies, May 2011

GPA: 3.87

Thesis: *A Comparison of State Environmental Laws Throughout New England, 1970-1990*

Activities: President, Environmental Council

Designed and taught undergraduate course: The Environment and the Law

**EXPERIENCE****The Environmental Conservancy, Washington, DC**

*Legal Intern*, Summer 2016

Researched changes in federal environmental laws since 1980 in order to track activity of each presidential administration and make recommendations regarding future lobbying efforts.

**The Charles River Association, Boston, MA**

*Volunteer*, Summer 2015

Prepared report on effects of grassroots lobbying efforts on environmental policies in Massachusetts over last 20 years to track best practices and improve current efforts.

**The Avian Society, Birdville, VT**

Promoted twice into positions of increasing responsibility within this nonprofit organization

*Manager of Development Programs*, June 2014 – July 2015

*Development Coordinator*, April 2013 – June 2014

*Development Associate*, May 2012 – April 2013

- Managed all aspects of foundation and government grant process, including researching possible sources of funding, writing proposals, and producing reports for current grants. Increased incoming grant totals by 50% over four-year period.
- Directed individual donor campaigns, including large-scale direct mail efforts and telephone solicitations; oversaw dedicated volunteer staff of twelve.
- Wrote copy for annual events brochure and monthly member newsletter.
- Maintained and updated donor databases including weekly accounting of incoming donations; compiled monthly reports for Director.
- Spearheaded efforts to reorganize and automate gift-tracking system. Gained proficiency in Raiser's Edge and Lotus Approach to conduct research into potential donors and track prospects.
- Annually updated Board of Directors and Board of Overseers handbooks to insure accuracy and timeliness of donor and grant income information prior to meetings.

**Eastern Mountain Sports, Boston, MA**

*Sales Associate*, September 2011 – April 2012

**INTERESTS**

International travel: Completed 16-month, self-funded tour of Latin America, 2006-2007

## MONIQUE JOHNSON

20 East Street, Providence, Rhode Island 02906 • (570) 555-8392 • mjohnson@bu.edu

### EDUCATION

- Boston University School of Law**, Boston, Massachusetts  
Candidate for Juris Doctor **May 2018**
- *Public Interest Law Journal*, Staff Member
- Roger Williams University School of Law**, Bristol, Rhode Island  
*First Year of Studies* **2015-2016**
- Top 5% of 1L Class, *Law Review* invitation
  - Awards for highest grades in Legal Writing and Research and Contracts
- Moravian College**, Bethlehem, Pennsylvania  
Bachelor of Arts *magna cum laude* in Sociology and Criminal Justice **May 2015**
- Minor in Business Management
  - Omicron Delta Kappa Society, National Leadership Honor Society (2013)
  - Pre-Law Club, President (2012-2014)
  - Society for Human Resource Management, Vice President (2012-2014)

### EXPERIENCE

- Motley Rice LLC**, Providence, Rhode Island  
*Legal Intern* **May 2016-Aug. 2016**
- Advocated for utility customers at Public Utility Commission termination hearings.
  - Negotiated long-term utility payment plans for clients.
  - Interviewed clients and prepared arguments for hearings.
  - Researched and wrote legal memoranda on Unfair Trade Practices Act.
- Court of Common Pleas**, Allentown, Pennsylvania  
*Intern for Judge Thomas A. Wallitsch* **May 2015-Aug. 2015**
- Wrote argument summaries.
  - Drafted opinions and court orders.
  - Organized case files and edited transcripts.
  - Observed courtroom proceedings, including both civil and criminal proceedings.
- Bucks County Council, Inc.**, Doylestown, Pennsylvania  
*Prevention Specialist* **Jan. 2014-May 2015**
- Co-Coordinator of *Lead-On Youth Leadership Conference*.
  - Designed and implemented drug and alcohol prevention programs for youth.
  - Conducted smoking cessation trainings for health care professionals.
- Clerical Support (10 hours/week while attending college full-time)* **May 2012-Dec. 2013**
- Revised and edited five-year strategic plan and personnel policy.
  - Designed brochures and other publicity material.
- Lincoln Elementary School**, Bethlehem, Pennsylvania  
*America Reads Tutor (8 hours/week while attending college full-time)* **Sep. 2012-Dec. 2012**
- Provided intensive reading and mathematics tutoring to third grade students.

**LAILA RODRIGUEZ**(617) 333-4422 | 100 Good Street, Apt. 3, Brighton, MA 02135 | lrodriguez@bu.edu

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**EDUCATION****Boston University School of Law**, Boston, MA

J.D. anticipated May 2018, GPA: 3.66 (top 25% of class)

Honors: *Boston University Law Review*

Activities: American Constitution Society, Health Law Association, Women's Law Association

*Pro Bono*: Southern Louisiana Legal Services, New Orleans, LA, Spring 2016**Boston University School of Public Health**, Boston, MA

M.P.H. anticipated January 2019

**The City College of New York**, New York, NYBachelor of Arts, *magna cum laude*, January 2015, GPA 3.85

Majors: Anthropology and East Asian Studies

Honors: CUNY Trustee Scholarship

**EMPLOYMENT****Volunteer Lawyers Project of the Boston Bar Association**, Boston, MA*Legal Intern*, Spring and Summer 2016

- Conducted initial client interviews, investigated cases, and filed responsive pleadings for clients involved in landlord/tenant disputes
- Advised *pro se* litigants facing eviction at lawyer-for-the-day table at Housing Court; answered questions regarding mediation and filing responsive pleadings
- Conducted legal research in support of litigation (including issues such as substitution of parties, service of process, and settlement agreements) and to expand library on eviction and public housing issues
- Wrote and organized trainings for volunteer attorneys on condition-of-housing cases and on ethical issues in dealing with *pro se* litigants

**American Civil Liberties Union: Racial Justice Program**, New York, NY*Legal Assistant*, March 2014 – July 2015

- Conducted research, filed court documents, and drafted correspondence for several cases involving the School to Prison Pipeline ("STPP")
- Participated in planning and organization of national conference on the STPP

**LanguageMate**, New York, NY*Intern*, Spring 2013

- Researched materials and contributed documents for several National Institute of Health grants concerning health issues within Portuguese- and Spanish-speaking immigrant communities
- Prepared and conducted interviews about dental health in Portuguese, Spanish, and English

**Hafo Kindergarten**, Oaxaca, Mexico*English Teacher*, Fall 2012

- Taught English to six classes of children three to five years of age

**LANGUAGE SKILLS**

Proficient in Spanish and Portuguese



## Sample 3L Resumes

## MARISA THOMAS

12 Chiswick Road, Apt. 5, Brighton, MA 02135 • mthomas@gmail.com • (617) 555-3214

### EDUCATION

#### **BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA**

Juris Doctor, expected May 2017; GPA: 3.50 (Top 33% = 3.51)

Activities: President, BUSL-American Civil Liberties Union;

Executive Board, BU Law Students for Choice; Co-Coordinator, Law Students for Choice;

Drafter, Legislation Drafting Clinic, Fall 2015 for Office of Massachusetts Attorney General

#### **NEW YORK UNIVERSITY, GRADUATE SCHOOL OF EDUCATION, New York, NY**

Master of Arts, *magna cum laude*, Health Education, Human Sexuality, May 2013

Honors: President's Service Award for Leadership; Pi Lambda Theta Honor Society

#### **NEW YORK UNIVERSITY, COLLEGE OF ARTS & SCIENCE, New York, NY**

Bachelor of Arts, *magna cum laude*, Psychology, May 2010

### EXPERIENCE

#### **BOSTON UNIVERSITY, CAREER DEVELOPMENT OFFICE, Boston, MA**

*3L Peer Advisor*

Sept. 2016 to present

Advise law students regarding employment, funding sources, and academics; research and write various career-related resources; plan student panels and other events; advocate for greater support for public interest careers.

#### **MASSACHUSETTS ALLIANCE ON TEEN PREGNANCY, Boston, MA**

*Member, Board of Directors*

Aug. 2014 to present

Contribute to fundraising efforts; strategize on state-wide campaign and collaborate with partner organizations; promote the Alliance and its presence as resource in the Commonwealth.

#### **CENTER FOR REPRODUCTIVE RIGHTS, New York, NY**

*Summer Associate, Domestic Legal Program*

Summer 2016

Provided legal research and writing in support of litigation, including motions and memoranda on preemption, standing, advance directives, and protective orders; cite-checked appellate and amicus briefs, and policy publications; contacted and obtained statements from potential clients.

#### **MASSACHUSETTS COALITION FOR HEALTHY COMMUNITIES, Boston, MA**

*Rappaport Fellow in Law & Public Policy*

Summer 2015

Researched and wrote policy paper on impact of state appropriations on teen pregnancy prevention and related programs in Massachusetts; facilitated strategic partnerships with other local advocacy organizations.

#### **SEXUALITY INFORMATION & EDUCATION COUNCIL OF THE UNITED STATES (SIECUS), New York, NY**

*State and Community Advocacy Associate*

Sept. 2010 to July 2014

Monitored sexuality education controversy nationwide, including state and local mandates; researched opposition groups; provided technical assistance to local groups; researched and wrote advocacy materials.

### OTHER EXPERIENCE

*Recipient*, New York City Commission on the Status of Women Student Grant (July 2012); *Graduate Assistant*, Sexual Health Advocate and Volunteer, NYU Health Center (Jan. 2011-May 2013); *Presenter*, Society for the Scientific Study of Sexuality Eastern Regional Conference (Spring 2013).

### PUBLICATIONS

Marisa Thomas, *Number of Controversies Decline as Schools Adopt Conservative Policies*, 30 SIECUS REPORT 4 (Aug./Sept. 2014)

Marisa Thomas, *What Abstinence-Only-Until-Marriage Education Looks Like in Communities Today* 28 SIECUS REPORT 24 (Aug./Sept. 2012)

## Jean-Pierre Robert

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### EDUCATION

#### **BOSTON UNIVERSITY SCHOOL OF LAW**, Boston, MA

Candidate for J.D., with Intellectual Property Law Concentration, May 2017

GPA: 3.75 (top 20% of class)

Honors: Administrative Editor, *Boston University Law Review*  
Selected as Teaching Assistant for First Year Writing Program

Activities: Co-Director of Student Orientation Committee  
Student Advisor  
Law School Tour Guide/Admissions Advisor

#### **DEPAUL UNIVERSITY**, Chicago, IL

B.S. in Industrial Engineering and Economics (double major), June 2012

Activities: Institute of Industrial Engineers, President  
*The Daily DePaul* Newspaper, Op-Ed Columnist  
Kappa Sigma Fraternity, Executive Council  
Dance Marathon, Fundraiser/Dancer

### EXPERIENCE

#### **LATHAM & WATKINS, LLP**, Chicago, IL

*Summer Associate (offer extended)*

Summer 2016

- Worked closely with partners of international law firm specializing in mergers and acquisitions and real estate finance
- Researched and drafted memoranda on variety of matters, including issues under Foreign Corrupt Practices Act
- Independently drafted partnership agreement related to acquisition of low income housing project by investors' syndicate
- Drafted sale and acquisition documentation, including escrow agreements and corporate resolutions

#### **KAPLAN TEST PREP**, Boston, MA

*LSAT Instructor*

Summer 2015

- Taught complex Kaplan methods and strategies to class
- Instructed students individually to set practice schedules and personalized study plans
- Completed training program including presentation and mentoring strategies

#### **EPIC SYSTEMS CORPORATION**, Madison, WI

*Project Manager, Implementation Services*

Aug. 2012 – July 2014

- Managed implementation of integrated healthcare software solutions
- Consulted with clients on configuration decisions to help tailor the system to their needs
- Contributed to future development of healthcare software applications
- Led internal workgroup responsible for implementation methodology improvements
- Demonstrated software to prospective customers as part of sales and demonstration team
- Coordinated customer focus groups to facilitate improvement of software

#### **ROCKWELL AUTOMATION**, Milwaukee, WI and Chicago, IL

*Asset Management Intern*

Summers 2010 and 2011

- Called on customers to sell asset management services
- Reduced customers' on-site inventory and overhead
- Created database to streamline processes

## Richard Robertson

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1700 Beacon Street, Apt.78 · Brookline, MA 02445 · 617-111-2222 · rrobertson@bu.edu

### EDUCATION

#### **Boston University School of Law**, Boston, MA

JD anticipated, May 2017

GPA: 3.35

Activities: Communication, Entertainment, and Sports Law Association

#### **Boston College**, Chestnut Hill, MA

BA, History, May 2014

GPA: 3.40

Activities: Varsity hockey (member of 2011 and 2013 NCAA National Championship teams)  
Member, Pre-Law Society

### EXPERIENCE

#### **Xander, Yale, and Ziff, LLP**, Boston, MA

*Summer Associate*, Corporate (eCommerce and Information), Summer 2016

- Drafted licensing agreement for specialized business-to-business ecommerce technology.
- Researched various technology trademark and copyright issues. Drafted legal memoranda on copyright infringement and protective orders in Massachusetts.

*Law Clerk*, Business Litigation, Summer 2015

- Researched and drafted successful motion for summary judgment in employment discrimination case.
- Observed trial proceedings for medical insurance fraud case.

*Paralegal*, Business Litigation, May 2014 – September 2014

- Chosen as sole paralegal to work on high profile banking industry case for which firm was local counsel to Houston-based litigation team. Oversaw organization of massive document production. Reviewed documents with associates assigned to case and prepared 600-page index.
- After banking case settled, rotated through different specialty areas within the department, including employment law, white collar crime, and product liability.

#### **Chuck's Clam Shack**, Edgartown, MA

*Assistant Manager*, Summers 2011 and 2012; *Wait Staff*, Summers 2009 – 2012

- Reported directly to owner/manager of one of Martha's Vineyard's most popular eating establishments. Gained exposure to all aspects of high-volume, successful small business.

### INTERESTS

Volunteer hockey coach, St. Mark's School, Newton, MA, 2014 – present

Enjoy hiking in New York's Adirondack Park

**KATHLEEN MCGUIRE**

19 Easson Ct. ♦ Vallejo, CA 94591 ♦ (805) 555-1617 ♦ kmcguire@gmail.com

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**EDUCATION:**

**BOSTON UNIVERSITY SCHOOL OF LAW**, Boston, MA

J.D. expected, May 2017

*Activities:* International Law Society, Amnesty International at Boston University, Women's Law Association, Student Welcomer, Student Advisor, Stone Moot Court Competition

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA**, Santa Barbara, CA

B.A. in Political Science, June 2013

*Honors:* National Society of Collegiate Scholars, Participant in UCSB Honors Program, Dean's Honors (Fall 2010, Winter 2011)

**EXPERIENCE:**

**BOSTON UNIVERSITY SCHOOL OF LAW**, Boston, MA

*Research Assistant for Professor Keith N. Hylton*, Fall 2016

Edit and revise portions of article comparing European and American monopolization law. Review and investigate sources and citations of two antitrust articles and an article on punitive remedies. Research and write memorandum about history of Anglo-American copyright law.

**GOODWIN PROCTER, LLP**, Boston, MA

*Summer Associate*, June 2016-August 2016

Edited and revised expert reports, numerous court filings, memoranda, and outlines for Corporate Litigation, Intellectual Property, Environmental, and Real Estate practice areas. Composed general office memoranda for Banking and Intellectual Property practice areas. Prepared presentation summarizing discovery findings and outlining strategy for defendants in patent infringement suit.

**COMMUNITY DEVELOPMENT AGENCY**, Marin County, CA

*Affordable Housing Summer Legal Intern*, June 2015-August 2015

Researched minority preference systems in affordable housing. Investigated ways to increase minority diversity in Marin County. Conducted legal research, reviewed other programs, and interviewed experts. Co-wrote resolution summarizing findings. Investigated new federal regulations regarding federal subsidized housing and National Historic Preservation Programs.

**PACIFIC CAPITAL BANK, N.A.**, Goleta, CA

*Merchant Customer Service Representative and Mentor*, July 2013-July 2014

Facilitated and identified merchant transactions and needs. Completed several certification projects required to meet federal banking regulations, including updating documentation for tax identification numbers and account titles to comply with Bank Secrecy and Patriot Acts. Investigated and researched customer complaints, specifically unauthorized ATM transactions. Trained and supervised new employees. Created comprehensive check cashing guideline used bank-wide for training purposes.

**WASHINGTON MUTUAL BANK**, Santa Barbara & Corte Madera, CA

*Customer Service Representative*, June 2012-August 2012

**INTERESTS:**

Proficient in written and spoken Italian; sailing centerboard and J-24 boats; European travel  
Undergraduate education 100% self-financed

## JULIEANNE T. MARTIN

3 Saint Joseph Street, 3rd Floor • Jamaica Plain, Massachusetts 02130 • (617) 555-9077 • martin@bu.edu

### EDUCATION:

#### **BOSTON UNIVERSITY SCHOOL OF LAW**, Boston, MA

Juris Doctor anticipated, May 2017

Master of Arts in International Relations anticipated, December 2017

Activities: Edward C. Stone Moot Court Competition, International Law Society, Women's Law Association,  
Student Welcomer, Student Ambassador

#### **AMERICAN UNIVERSITY**, Washington, DC

Bachelor of Arts, *cum laude*, in International Affairs, May 2012

Concentration in Western Europe; Minor in French and Fine Arts & Art History

Honors: Dean's List, Presidential Academic Scholarship

#### **INSTITUTE FOR THE INTERNATIONAL EDUCATION OF STUDENTS (IES)**, Nantes, France

Attended classes at the *Université de Nantes* and IES, September 2010-May 2011

### EXPERIENCE:

#### **BOSTON UNIVERSITY SCHOOL OF LAW**, Boston, MA

*Research Assistant to Professor Daniela Caruso*, June 2016 - September 2016

- Developed curriculum for "European Law and Social Change," seminar to be taught at Harvard Law School in the Spring semester of 2017.

#### **REPRESENTATIVE ALICE WOLF'S OFFICE**, Boston, MA

*Legal Extern*, September 2015 - January 2016

- Researched effective improvements in curriculum policy and funding mechanisms of Massachusetts's education system and drafted legislation filed in January 2016.
- Analyzed proposed constitutional amendments in preparation for Constitutional Convention.

#### **ROPES & GRAY, LLP**, Boston, MA

*Litigation Support Intern*, May 2015 - August 2015

- Located, evaluated, recommended and summarized pleadings to use as examples in internal pleadings library.
- Updated and reorganized internal litigation website; attended Summer Associate workshops and training sessions.

#### **UNION BANK OF CALIFORNIA**, San Francisco, CA

*Sales Associate*, September 2012 - July 2014

- Developed marketing materials; met with realtors and clients; performed administrative duties; completed loan applications and followed their progress through funding.
- Covered supervisor's duties during extended absences: originated new loans, maintained contact with existing clients, and concluded mortgage transactions.

#### **CONGRESSWOMAN ELLEN TAUSCHER'S OFFICE**, Washington, DC

*Intern*, January 2012 - May 2012

- Responded to constituent mail from 10th District of California; communicated with the press; updated office briefing book; led tours of the Capitol, and acted as staff assistant.

### LANGUAGES, SKILLS & INTERESTS:

Fluent in French, basic reading comprehension of Spanish and Haitian Creole

Travel - Western Europe, Croatia, Slovenia, "cross-country" USA, Puerto Rico, and Vietnam

Calligraphy- Over ten years' experience providing lettering for formal invitations and envelopes

ELLEN STAHL

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**EDUCATION**

**BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA**

J.D., *cum laude*, 2017; Concentration in Litigation and Alternative Dispute Resolution with Honors

Third-year GPA: 4.08 (top 10%, Edward F. Hennessey Distinguished Scholar); Cumulative GPA: 3.57

Honors: Best Oralist, Best Brief, Winning Team, Albers Prize Moot Court Competition, Director (2016); Note Editor, *Public Interest Law Journal*

Note: *The Mass. Anti-SLAPP Statute: A Real Slap in the Face for Civil Practice and Procedure*  
16 B.U. PUB. INT. L.J. 97 (Fall 2016)

Activities: Public Interest Project (grant recipient, Secretary), Pro Bono Pledge Honoree, 2015 Children's Health Law Conference (Co-chair), Human Rights Week

**LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE, London, U.K.**

M.Sc. in Human Rights, *Degree with Merit*, 2013

Dissertation: *Responsibility for Non-State Actors: The Local-Global Paradigm*

Papers: *How Universal are the Best Interests of the Child? Social & Econ. Rights in the Developing World*

**UNIVERSITY OF MARYLAND, COLLEGE PARK, College Park, MD**

B.A., *summa cum laude* with Departmental High Honors, in Government & Politics, 2011

Dissertation: *Protecting Privacy Rights in an Age of Technology: Comparing the U.K. and U.S.*

B.S., *magna cum laude* in Mathematics, 2011

University Gemstone (interdisciplinary team research, thesis), Honors, and Scholars Citations

GPA: 3.97

Honors: University Commencement Speaker; University Medal Finalist (highest honor to graduating student); Baneker/Key Scholar (full scholarship, highest award to entering freshman); Phi Beta Kappa; Truman Scholarship Finalist; Meghan Price Scholarship (leadership and involvement)

Activities: Avirah Israeli Dance Troupe (President), Senior Council (Young Alumni Liaison)

**EXPERIENCE**

**UNITED STATES COURT OF APPEALS FOR THE FIRST CIRCUIT, Boston, MA**

*Judicial Extern to the Honorable Juan R. Torruella*, Fall 2016

Drafted opinions, composed bench memoranda, reviewed staff attorney opinions, and attended oral arguments.

**U.S. DEPT. OF JUSTICE, CIVIL DIVISION, OFFICE OF IMMIGRATION LITIGATION, Washington, DC**

*Honors Summer Law Intern Program*, Summer 2016

Researched and wrote draft motions and briefs; attended mock oral arguments, weekly legislative and management meetings.

**MEDICAL AND LEGAL PARTNERSHIP FOR CHILDREN, Boston, MA**

*Legal Intern*, Summer 2015

Advised patients of Boston Medical Center and neighboring health centers. Researched and drafted memoranda on immigration, housing, public benefits, health care, and education.

**STUDENT LEGAL AID OFFICE, College Park, MD**

*Legal Intern, Student Defender*, 2009-2010

Researched landlord-tenant and drug issues; conducted client interviews. Accompanied charged students to hearings, provided opening and closing statements, prepared witnesses, wrote letters of appeal.

**LAW AND SOCIETY PROGRAM, Exeter College, Oxford, England**

*Summer Scholar*, 2010

Researched evolution of British constitution. Analyzed Human Rights Act of 1998.

**INTERESTS**

Tae Kwon Do (black belt), tennis, tap dancing, travel