

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

**RESUME HANDBOOK
2015-2016**

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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.

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.

- **Transfer Students:** Note that incoming transfer students are not ranked or included 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.

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).

- **Class Rank**

BU Law issues exact student rankings only to the top 5 students in each of the 1L sections, and to the top 15 students in the 2L class and in the 3L class (based on GPA for that year as well as based on cumulative GPA). These specific rankings may be included on your resume. 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. Thus, the following may be listed under "Honors":

- Journal membership and/or editorial position
- Dean's Scholarship
- Public Interest Scholar
- 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 for Best Brief and Best Oralist (for the *entire* competition, not a particular argument)
- Homer Albers Moot Court Competition
- Moot Court Board Member for Albers, Stone, or Esdaile Moot Court
- Selection to represent BU Law in Regional ABA Negotiation or ABA Client Counseling Competition

- Selection to represent BU Law in Regional or National Transactional LawMeet
- “Best Draft” award for any level of the Transactional LawMeet
- Participation in any of the following interscholastic moot court competitions: ABA National Appellate Advocacy Competition, National Moot Court Competition, The Oxford International Intellectual Property Law Moot Court, National First Amendment Moot Court, Sutherland Moot Court, and John J. Gibbons Criminal Procedure Moot Court Competition
- Winner of, or recipient of an individual award at, the BU Law Intramural Mock Trial Tournament
- Team rank (but only if ranked highly), or receipt of an individual award, at a regional or national mock trial 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
- Early Decision Distinguished Scholar

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. Before listing a law school honor on your resume other than those indicated above, please consult with a CDO Advisor.

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; 2) you were the valedictorian or won a prestigious award; or 3) 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 inch on the left and right and between 0.6 and 1.0 inches 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) 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

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

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 2014

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 three 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)
- you were the valedictorian or won a prestigious award
- you wish to show ties to a geographic area not otherwise obvious from the rest of your resume

Example 1

EDUCATION

Boston University School of Law, Boston, MA

J.D. anticipated, May 2018

Smith College, Northampton, MA

B.A. in English Language and Literature, May 2013

Example 2

EDUCATION:

Boston University School of Law, Boston, MA

Candidate for Juris Doctor, May 2018

James Madison University, Harrisonburg, VA

Bachelor of Social Work, May 2015

Example 3

EDUCATION

Boston University School of Law, Boston, MA

J.D. expected, May 2018

University of West Florida, Pensacola, FL

B.A., Accounting, May 2014

Universitaet Bielefeld, Bielefeld, Germany

August 2012 – August 2013

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

Example 4

EDUCATION

Boston University School of Law, Boston, MA

J.D. anticipated, May 2018

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 2014

Example 5

EDUCATION

Boston University, Boston, MA

Juris Doctor, expected May 2018

University of Oregon, Eugene, OR

Master of Arts in Teaching, May 2012

Pitzer College, Claremont, CA

Bachelor of Arts in Government; Minor in Education, June 2011

Example 6

EDUCATION

Boston University School of Law, Boston, MA

J.D., expected May 2017

LL.M. in Banking & Financial Law, expected May 2017

Tufts University, Medford, MA

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

Example 7

EDUCATION

Boston University School of Law, Boston, MA
J.D., expected May 2017

Boston University School of Public Health, Boston, MA
M.P.H., expected January 2018

University of Minnesota, Minneapolis, MN
B.A. in English and Political Science, June 2014

- **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 faculty 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 33.3% 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 5th out of 220 students, then you can list your GPA as “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 2018

GPA: 3.95 (Section Rank: 3/75)

Example 2 (1L)

EDUCATION:

Boston University School of Law, Boston, MA

Candidate for Juris Doctor, May 2018

GPA: 3.70 (Top 10% of First-Year Section)

Example 3 (1L)

EDUCATION

Boston University School of Law, Boston, MA

J.D. expected, May 2018

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 2017

GPA: 4.10 (Rank: 2/220)

Example 5 (2L)

EDUCATION:

Boston University School of Law, Boston, MA

Candidate for Juris Doctor, May 2017

GPA: 3.74 (Top 15% of Class)

Example 6 (2L)

EDUCATION

Boston University School of Law, Boston, MA

J.D. expected, May 2017

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, etc.).

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 note that you may list as BU Law honors only those designated as such by the Law School Faculty Committee (please refer to the “Resume Integrity” section in this handbook).

In determining what activities you want to include in your resume, there may be additional considerations. For example, if you are an LGBT student involved in OutLaw, keep in mind that including your involvement in OutLaw on your resume is going to “out” you to your prospective employer. Whether or not you want to do this is, of course, a personal choice. Involvement in the American Constitution Society or the Federalist Society may be viewed negatively by prospective employers with beliefs that are different from those of those organizations. Similarly, including involvement in religious student groups is a personal decision. Mentioning your involvement in any of these or similar groups could just as easily enhance your candidacy, so you should weigh the pros and cons and decide from there. Many students ultimately decide they would not want to work for an employer who would hold their involvement in a particular group against them. We mention these issues only so you can make an informed decision about what to include. If you have questions about which activities to include or want to discuss these issues, [contact a CDO Advisor](#).

Example 1

EDUCATION

Boston University School of Law

Boston, MA

J.D. anticipated, May 2016

GPA: 3.53

Honors: *Boston University Law Review* - Editor-in-Chief (2015-2016); Stone Moot Court Competition BestBrief; 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 2011

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 2009

Example 2

EDUCATION

Boston University School of Law, Boston, MA

J.D. anticipated, May 2017

GPA: 3.39

Activities: 2015 Boston University Business Plan Competition, Participant
Intellectual Property Law Society, Member

Example 3

EDUCATION

Boston University, Boston, MA

Juris Doctor, expected May 2016

GPA: 3.60

Pace University, New York, NY

Master of Science in Teaching, May 2013

GPA: 3.8

State University of New York at Albany, Albany, NY

Bachelor of Arts in Public Affairs and Policy; Minor in Education, June 2011

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 2017

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

Activities: *Elected IL 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 2017

Clark University, Worcester, MA

B.A. *cum laude* in Economics/ B.A. in International Relations, February 2013

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 2018

GPA: 3.40

Example 2 (Separate GPA)

Boston University School of Law, Boston, MA

Juris Doctor, expected May 2018

GPA: 3.40/4.3

Boston University Questrom School of Business, Boston, MA

Master of Business Administration, expected May 2018

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 2017

GPA: 3.32

University of Florida Levin College of Law, Gainesville, FL

Attended, 2014–2015

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 2016

NEW YORK UNIVERSITY SCHOOL OF LAW, NEW YORK, NY

Attended, 2015-2016

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, negotiation, organization and management of complex projects, research and analysis). 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.*, “Drafted memorandum” is better than “Drafted a memorandum.” 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 2015

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 2015

Worked closely with partners of international law firm specializing in mergers and acquisitions and real estate finance. Performed extensive research and drafted memoranda on a variety of complex substantive and procedural matters, including legitimacy of freezing order in a 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 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 complex substantive and procedural matters, including issue of first impression involving the interpretation of a 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 the 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

- Counseled clients on commercial matters, including antitrust and warranty issues
- 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 initial interview through settlement negotiations

Example 1

EXPERIENCE

Boston University School of Law, Boston, MA

Research Assistant for Prof. Tracey Maclin

May – August 2015

- 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 2012 – July 2014

- 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 2010 – April 2012

- Developed recruitment strategy to address the 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 2015

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 2014

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 2013

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 2015

Supported Assistant Attorneys General in defending the Commonwealth in civil cases, particularly in personal injury and employment actions. Researched and wrote motions, pleadings, memoranda, interrogatories, and settlement letters. Wrote 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 2012 to July 2014

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 2011 to May 2012

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 2009 to November 2010

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 2015

Dewey Square Group, Washington, DC
Summer Fellow, May – July 2015

- Advocated legislative and regulatory positions and formulated strategic communications for a Fortune 15 telecommunications firm as an on-site consultant in a campaign-style “War Room.”
- Produced public affairs materials for corporate campaigns and congressional briefings during a 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 2013 – August 2014

- 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 2011 – May 2013

- 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. Please note that, 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 2015

- Drafted orders, directions to parties, summary judgment notices, and decisions
- Performed extensive legal research on complex substantive and procedural 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 2015 to August 2015*

- 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 2015

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. Please note that 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 2014

- Participated in local firm’s effort to assist former detainees in re-assimilating into society and becoming contributing citizens of the state.
- Compiled a 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 2017

Activities: Legal Follies; Federalist Society

Pro Bono: Pine Tree Legal Assistance, Portland, ME (2015 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 2015-present

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

Massachusetts Historical Commission, Boston, MA

Pro Bono Volunteer, February 2015-April 2015

- 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 2015-April 2015

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

Women's Bar Association, Boston, MA

Pro Bono Volunteer for Family Law Project for Battered Women, October 2014-January 2015

- 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 2015-May 2016

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

Example 5

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

Student Attorney, Fall 2015

Languages

If you speak languages besides English, you should list them 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
- Study of 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, so we suggest consulting a CDO Advisor about whether to include this section and what to include in it.

Example 1

INTERESTS

Fluent in French; largely financed undergraduate education by working up to 40 hours/week; worked as a 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 a vendor at Fenway Park during high school
- aviation (soloed a 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 2014

Certified Public Accountant, Certificate Number 12345, October 2011

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 2016

Example 2

BAR ADMISSION

Sat for the Massachusetts Bar Examination, July 2015; awaiting results

Example 3

BAR ADMISSION

Passed July 2015 Massachusetts and New York Bar Exams, awaiting admission

Example 4

BAR LICENSE

Admitted to practice in Massachusetts, December 2014

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 (2014).

Example 2

PUBLICATIONS: Theresa Matthews, *Number of Controversies Decline as Schools Adopt Conservative Policies*, 30 SIECUS REPORT 4 (Aug./Sept. 2012); Theresa Matthews, *What Abstinence-Only-Until-Marriage Education Looks Like in Communities Today* 28 SIECUS REPORT 24 (Aug./Sept. 2011)

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://help.usajobs.gov/index.php/Most_Effective_Resumes

<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 2016, GPA 3.38*

Honors: Note Editor, *Public Interest Law Journal*, 2014-2015

Academic Publications: Jane Doe, Note, *Fighting Climate Change in Domestic Courts*, 22 PUB. INT. L.J. 500 (2014)

Activities: Public Interest Project, Vice President, Fall 2014
Stone Moot Court Competition, Participant, Fall 2013

Pro Bono: New Orleans Legal Services Spring Break Trip, Spring 2013

University of Louisville, Louisville, KY 40292

B.A. International Studies & Anthropology, May 2012, GPA 3.74

Honors: Dean's List, University of Louisville, 2009-2012

Activities: Founder and President of University of Louisville Running Club, 2010-2012

Study Abroad: St. Lawrence University Kenya Semester Program, Nairobi, Kenya
August 2010 - December 2010, 12 Semester Credits Earned

* 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 2014-January 2015
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 2015 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 2014 – August 2014
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 2013 – August 2013
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. Assisted partners of international law firm specializing in mergers and acquisitions and real estate finance by conducting due diligence review in preparation for closing. Performed extensive legal research and drafted memoranda on variety of complex substantive procedural matters.

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

Teacher and Trainer May 2012 - August 2012
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 2008 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 2009 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 2016 Receptionist/Secretary

to August 2012 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 2013 Volunteer Counselor/Legal Advisor

to August 2013 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 2014 Legal Assistant

Summer 2015 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:

9/14 – Present BOSTON UNIVERSITY SCHOOL OF LAW

Candidate for Juris Doctorate

LSAT Score: 163

9/10 – 5/14 ARIZONA STATE UNIVERSITY
Bachelor of Arts G.P.A.: 3.58
Majors: Political Science, French
University of Paris – The Sorbonne, Paris, France
Summer 2009 – 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, 1992; 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 2016

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 2014

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 2010

EXPERIENCE

Community Legal Services, Phoenix, AZ

Legal Assistant, Summers 2014 and 2015

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 2013

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 2010 to August 2012

Assisted paralegals with legal research and daily activities. Coordinated all office communications and deliveries. Prepared documents and 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 2018

Macalester College, St. Paul, MN

B.A., *magna cum laude*, in Economics and Psychology, May 2015

GPA: 3.89/4.00

Honors: Dean's list equivalent (every semester, Fall 2011-Spring 2015)
David Meiselman Prize (outstanding accomplishment in macroeconomic theory)
Phi Beta Kappa, a national undergraduate honors society
Omicron Delta Epsilon, the International Honor Society in Economics
Psi Chi, the National Honor Society in Psychology

Activities: Women In Economics, Co-President, Fall 2013-Spring 2014

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 2014-Spring 2015

- 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 2013-Spring 2012

- Supervised over 25 student staff members
- Fixed hardware and software problems and assisted lab patrons with questions
- Assisted in the upkeep of 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 2013

- 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 2012-Spring 2013

- Helped department chair plan and execute studies
- 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 2018

Bowdoin College, Brunswick, ME

B.A. in Sociology/Anthropology and Music, Mathematics minor, May 2013

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 2014 – August 2015

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 2014 – September 2014

Directed a 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 the company owner.

Sagadahoc County Wood Restoration, Bath, ME

Co-Founder, Owner and Operator, May 2013 – June 2014

Founded and managed a 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 2012 – August 2012

Conducted research for an evaluation of a 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

EDUCATION

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA
Juris Doctor, Concentration in Health Law, anticipated May 2018

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH, Boston, MA
Master of Public Health, anticipated January 2018

EMMANUEL COLLEGE, Boston, MA
Bachelor of Science in Chemistry, *cum laude*, May 2011

EXPERIENCE

GOTHAM HOSPITAL, Gotham, NY
Registered Nurse, 2011 – 2015

- Provided triage and acute care services in the emergency room of a 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, 2009 – 2011

- 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, 2009 – 2010

- 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

Education

Boston University School of Law, Boston, MA
Juris Doctor anticipated, May 2018

Northeastern University, Boston, MA
Bachelor of Arts *summa cum laude* in Political Science and Sociology, June 2010

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 2013-August 2015

- Directly supervised three-member team, assisting in the hiring process and employee review
- Acted as liaison between the national office and local grantees
- Managed renewal of annual grants and provided technical assistance to local programs

Program Specialist, May 2012-June 2013

- 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 2011-May 2012

- 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 2010

Dukakis Scholar, Office of Michael Hannahan, Special Advisor for Strategic Planning, April - June 2009

- 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 2008

- 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 2009*

CASCAP, Inc., Cambridge, MA, *June - December 2008*

Cable News Network (CNN) International, Atlanta, GA, *June -December 2007*

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

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, Massachusetts

Juris Doctor Candidate, May 2018

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 2013

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

PEOPLE'S TEST PREPARATION SERVICE, Berkeley, California

Executive Director

May 2014 – August 2015

Directed student-run volunteer organization that conducts free SAT test preparation courses to inner-city high school students across the 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 2010; Teacher, August 2008 – December 2009)

LAW OFFICE OF SALLY KILBURG, Alameda, California

Legal Assistant

January 2013 – April 2014

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 2012 – May 2013

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

LANGUAGE SKILLS

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

EDUCATION

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

J.D. expected, May 2018

Activities: American Constitution Society

MIAMI UNIVERSITY UNIVERSITY, Oxford, OH

B.A., *magna cum laude*, in Political Science and Communication, Minor in Philosophy, June 2014

GPA: 3.89

Honors: Miami University Honors Program; Phi Beta Kappa

Self-financed 100% of college education, including nine scholarships totaling over \$40,000

Activities: Phi Alpha Delta Law Fraternity, *President* (2013-2014), *Vice-President* (2010-2011)

College of Social and Behavioral Sciences Budget and Planning Committee (2013-2014)

New Leadership Ohio, John Glenn Institute for Public Service and Public Policy (2012-2013)

EXPERIENCE

OHIO ATTORNEY GENERAL'S OFFICE, Columbus, OH

Special Assistant to the Attorney General (June 2014-July 2015)

- Addressed confidential and time-sensitive issues as needed for members of senior legal staff.
- Assisted 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 2013)

- 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 2012-May 2013)

- 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 2012)

- Developed code scheme and coded over 25,000 questionnaire responses for statistical analysis.
- Edited and updated a 2003 article on public communication campaigns for republication.

NATIONAL MULTIPLE SCLEROSIS SOCIETY, Washington, DC

Policy Intern (January-March 2012)

- 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 2011)

- 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 2018
GPA: 3.23

Auburn University, Auburn, AL

Master of Arts in Teaching, May 2013
GPA: 3.8

Providence College, Providence, RI

Bachelor of Arts in Government; Minor in Education, June 2012
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 2013 – June 2015

- Served as member of national corps of college graduates who commit two years to teach in under-resourced rural and urban public schools
- Implemented a student-driven, hands-on curriculum through a balanced literacy, mathematics, and social studies program for 43 students over two years
- Led curriculum planning for the year as the 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

2009-2010, 2011-2012

- 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 2011

- 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 the importance of political activism within the Asian American community

ABC News, New York, NY

Intern, Law & Justice Unit

January – March 2011

- 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, 2011, World News Tonight and PrimeTime piece exploring American military policy towards same sex relationships

VOLUNTEER

- Earthwatch Institute Education Fellow - (July 2012) - Researched species diversity in Brazil's wetlands
- Landmark Volunteers Team Leader - (July 2011) - 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 2018

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 2015

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 2015

Selected for position through competitive process headed by the 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 a Continuing Legal Education lecture given by the Director of Representation of the agency.

School of Industrial and Labor Relations Library, Detroit, MI

Student Library Assistant, August 2013 to May 2015

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

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

INTERESTS: Baseball, American history, volunteering, wines

VOLUNTEER: Red Cross Volunteer since 2010

JANE RHODES

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

EDUCATION

Boston University School of Law, Boston, MA

J.D. with concentration in Transactional Practice expected, May 2018

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

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 2013

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 2013 – 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 a 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 2013

- 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 2012

- 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

EDUCATION

Boston University School of Law, Boston, MA

J.D. anticipated, May 2018

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 2010

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 2009, 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 2013 – April 2015

- 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 2011 – Aug 2013

- 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 2010 – Aug 2011

- 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, 19th-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 2018

Activities: Intramural Basketball

Boston University Questrom School of Business, Boston, MA

M.B.A. anticipated, May 2018

Williams College, Williamstown, MA

B.A. in History and Music, May, 2011

GPA: 3.82/4.00

Activities: College Choir (2009-2011)

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

EXPERIENCE

JPMorgan Chase, Boston, MA

Senior Fund Accountant

December 2012 - August 2015

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

Brown Brothers Harriman, Boston, MA

Global Fund Accountant

December 2011 – December 2012

- 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 2009 - 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 2011 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

EDUCATION

Boston University School of Law, Boston, MA

J.D. anticipated, May 2017

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 2013

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, 2012; Varsity Swimming and Diving Team: Captain, 2012 & 2013; Most Deserving Senior Award, 2013

EXPERIENCE

Middlesex County Probate and Family Court, Cambridge, MA

Judicial Extern to the Honorable Judith Nelson Dilday, August 2015 – 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 2015

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 2013 – July 2014

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 2012, *and Trip Leader*, August 2011 and August 2012

- 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 2012 – May 2013, *and Fellow*, August 2011 – May 2012

- Developed and coordinated academic integrity workshops for incoming classes.

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

Legal Intern, June – August 2011

- 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 □ kaia@bu.edu

EDUCATION

Boston University School of Law, Boston, MA

J.D. candidate, May 2017

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 2014-2015

Stanford University, Stanford, CA

B.A., International Relations, June 2011

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 2015

- Drafted an opinion granting summary judgment to the defendant employer in a 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 2012-July 2014

- 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 the Senator's successful campaign to reauthorize the Breast Cancer Research Stamp in 2010
- Wrote information and decision memos to the 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 2011-March 2012

Stanford Institute for International Studies, *Research Assistant* — Stanford, CA August 2009-May 2011

- Researched and summarized source documents for Professor Gi-Wook Shin and his book, "Ethnic Nationalism in Korea Genealogy, Politics, and Legacy" (March 2010, Stanford University Press)

Center for Strategic & International Studies, *Intern* — Washington, DC June-September 2009

- 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 2011-June 2012

Everybody Wins, Reading Program, *Volunteer Mentor* — Washington, DC October 2011-May 2012

Capital Area Immigrants' Rights Coalition, *Volunteer* — Washington, DC/VA January and August 2012

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

MICHAEL S. ROBERTS

200 West End Avenue · Apartment 22 · New York, NY 10023 · 212-555-1234
mroberts@gmail.com

EDUCATION

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

Juris Doctor anticipated, May 2017

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 2014

G.P.A.: 3.65

Honors: Dean's List 2011-2012 & 2013-2014

Activities: Habitat for Humanity, 2011-2014

Study Abroad: Penn Italian Studies Summer Institute, Summer 2013

EXPERIENCE

CHOATE HALL & STEWART LLP, Boston MA

Summer Associate, Litigation Group, May – August 2015

- 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 2013

- Investigated allegations of child abuse in several ongoing investigations
- Assisted with trial preparation 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 2012

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

SKILLS & INTERESTS

- Language skills: proficient in French, understanding of Hebrew
- Interests: tennis, golf, horseback riding, cooking, playing the 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 2017

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 2011

GPA: 3.48

Honors: Golden Key National Honor Society

Boston University Academic Achievement Award

Self-financed 100% of college education

EXPERIENCE

Boston University School of Law, Boston, MA

Research Assistant for Professor Tracey Maclin, Summer 2015

- 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 2012-Summer 2014

- Managed and led recruitment efforts in the 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 2010-Spring 2011

- Developed recruitment strategy to address the 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 2008 - 2010

- 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

EDUCATION

Boston University School of Law, Boston, MA

Candidate for Juris Doctor, May 2017

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 2012

GPA: 3.87

Honors: Phi Beta Kappa Honor Society, Dean's List 2009-2011, 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 2015 - present

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

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

Volunteer, August 2014 - present

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

Loyola Immigration Law Clinic, New Orleans, LA

Intern, Summer 2015

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 a client in Immigration Court.

Volunteer Lawyers Project, Boston, MA

Volunteer, March 2015 - April 2015

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

Greater Boston Legal Services, Boston, MA

Volunteer, January 2014 - April 2014

Aided Haitian immigrants filing for Temporary Protected Status.

Asian American Legal Defense and Education Fund, Boston, MA

Volunteer, October 2013 - December 2013

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 2013 - present (*Bartender and Server*)

Everett High School Color Guard, Everett, MA, August 2013 - August 2014 (*Director*)

The Asgard, Cambridge, MA, December 2012 - March 2013 (*Server*)

INTERESTS

Winter Color Guard Groups: Blessed Sacrament Color Guard, Oracle Winterguard, Signature Winterguard, Incognito Color Guard, October 2007 - April 2013

Julia T. Fiorello

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 2017

Activities: Edward C. Stone Moot Court Competition

LL.M in American Law, May 2015

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 2014

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

B.S. in Law, October 2011, Final grade of 101/110

EXPERIENCE

Hyperion Software, Inc., Burlington, MA

Summer Intern, May - September 2015

Worked on contract analysis and review, assessing the 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 2014

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

Judicial Clerk, March 2012 – June 2014

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 the beginning of 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 2011 – December 2011

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 2010 – May 2011

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 2017

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

MA in Philosophy, expected May 2017

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 2013, Easton, MA

Honors: College of Citizenship and Public Service Grant Recipient

EXPERIENCE

Neighborhood Legal Services, Lynn, MA

Legal Intern, May 2015 - September 2015

Mediated cases in the 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 the foreclosure eviction of first-year Section 8 tenants.

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

Legal Intern, June 2014 - September 2014

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

Student Hurricane Network, MatchMakers For Justice, Nationwide

Co-Chair, May 2014 - present

Organize fourth year of the 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 2011 - 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 2013 - 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 a legal clinic that would provide legal assistance to indigent transgender communities.

Lawyers Committee for Civil Rights, Boston, MA

Volunteer, November 2012

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

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EDUCATION

Boston University School of Law, Boston, MA

JD anticipated, May 2017

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 2010

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 2015

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 2014

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 2013 – July 2014

Development Coordinator, April 2012 – June 2013

Development Associate, May 2011 – April 2012

- 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 2010 – April 2011

INTERESTS

International travel: Completed 16-month, self-funded tour of Latin America, 2005-2006

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 2017**
- *Public Interest Law Journal*, Staff Member
- Roger Williams University School of Law**, Bristol, Rhode Island
First Year of Studies **2014-2015**
- 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 2014**
- Minor in Business Management
 - Omicron Delta Kappa Society, National Leadership Honor Society (2012)
 - Pre-Law Club, President (2011-2013)
 - Society for Human Resource Management, Vice President (2011-2013)

EXPERIENCE

- Motley Rice LLC**, Providence, Rhode Island
Legal Intern **May 2015-Aug. 2015**
- 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 the Unfair Trade Practices Act.
- Court of Common Pleas**, Allentown, Pennsylvania
Intern for Judge Thomas A. Wallitsch **May 2014-Aug. 2014**
- 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. 2013-May 2014**
- 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 2011-Dec. 2012**
- 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. 2011-Dec. 2011**
- 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

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

J.D. anticipated May 2017, 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 2015**Boston University School of Public Health**, Boston, MA

M.P.H. anticipated January 2018

The City College of New York, New York, NYBachelor of Arts, *magna cum laude*, January 2014, 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 2015

- 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; assisted them with 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 2013 – July 2014

- Conducted research, filed court documents, and drafted correspondence for several cases involving the School to Prison Pipeline ("STPP", the legal & bureaucratic mechanisms that funnel children of color from school into the penal system)
- Assisted with the organization of a national conference on the STPP

LanguageMate, New York, NY*Intern*, Spring 2012

- 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 2011

- 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 2016; 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 2014 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 2012

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 2009

EXPERIENCE

BOSTON UNIVERSITY, CAREER DEVELOPMENT OFFICE, Boston, MA

3L Peer Advisor

Sept. 2015 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. 2013 to present

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

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, Boston, 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.

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

State and Community Advocacy Associate

Sept. 2009 to July 2013

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 2011); *Graduate Assistant*, Sexual Health Advocate and Volunteer, NYU Health Center (Jan. 2010-May 2012); *Presenter*, Society for the Scientific Study of Sexuality Eastern Regional Conference (Spring 2012).

PUBLICATIONS

Marisa Thomas, *Number of Controversies Decline as Schools Adopt Conservative Policies*, 30 SIECUS REPORT 4 (Aug./Sept. 2013)

Marisa Thomas, *What Abstinence-Only-Until-Marriage Education Looks Like in Communities Today* 28 SIECUS REPORT 24 (Aug./Sept. 2011)

Jean-Pierre Robert

15 Beacon St. Apt. 4 • Brookline, MA 02446 • (608) 555-2323 • jprobert@bu.edu

EDUCATION

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

Candidate for J.D., with Intellectual Property Law Concentration, May 2016

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 2011

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 2015

- Worked closely with partners of international law firm specializing in mergers and acquisitions and real estate finance
- Performed extensive research and drafted memoranda on a variety of complex substantive and procedural matters
- 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 2014

- 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. 2011 – July 2013

- Managed the implementation of integrated healthcare software solutions
- Consulted with clients on configuration decisions to help tailor the system to their needs
- Contributed to the 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 2009 and 2010

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

Richard Robertson

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 2016

GPA: 3.35

Activities: Communication, Entertainment, and Sports Law Association

Boston College, Chestnut Hill, MA

BA, History, May 2013

GPA: 3.40

Activities: Varsity hockey (member of 2010 and 2012 NCAA National Championship teams)
Member, Pre-Law Society

EXPERIENCE

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

Summer Associate, Corporate (eCommerce and Information), Summer 2015

- 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 2014

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

Paralegal, Business Litigation, May 2013 – September 2013

- Chosen as sole paralegal to work on a 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 2010 and 2011; *Wait Staff*, Summers 2008 – 2011

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

INTERESTS

Volunteer hockey coach, St. Mark's School, Newton, MA, 2013 – present

Enjoy hiking in New York's Adirondack Park

KATHLEEN MCGUIRE

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

EDUCATION:

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

J.D. expected, May 2016

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 2012,

Honors: National Society of Collegiate Scholars, Participant in UCSB Honors Program, Dean's Honors (Fall 2009, Winter 2010)

EXPERIENCE:

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

Research Assistant for Professor Keith N. Hylton, Fall 2015

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 2015-August 2015

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

COMMUNITY DEVELOPMENT AGENCY, Marin County, CA

Affordable Housing Summer Legal Intern, June 2014-August 2014

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 a 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 2012-July 2013

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 the Bank Secrecy and Patriot Acts. Investigated and researched customer complaints, specifically unauthorized ATM transactions. Trained and supervised new employees. Created a comprehensive check cashing guideline used bank-wide for training purposes.

WASHINGTON MUTUAL BANK, Santa Barbara & Corte Madera, CA

Customer Service Representative, June 2011-August 2011

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 2016

Master of Arts in International Relations anticipated, December 2016

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 2011

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 2009-May 2010

EXPERIENCE:

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

Research Assistant to Professor Daniela Caruso, June 2015 - September 2015

- Developed curriculum for "European Law and Social Change," a seminar to be taught at Harvard Law School in the Spring semester of 2016.

REPRESENTATIVE ALICE WOLF'S OFFICE, Boston, MA

Legal Extern, September 2014 - January 2015

- Researched effective improvements in the curriculum policy and funding mechanisms of Massachusetts's education system and drafted legislation filed in January 2015.
- Analyzed proposed constitutional amendments in preparation for the Constitutional Convention.

ROPES & GRAY, LLP, Boston, MA

Litigation Support Intern, May 2014 - August 2014

- 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 2011 - July 2013

- 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 2011 - May 2011

- Responded to constituent mail from the 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

estahl@bu.edu · 58 Commonwealth Ave. · Unit 817 · Boston, MA 02215 · 617-555-0787

EDUCATION

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

J.D., *cum laude*, 2016; 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 (2015); 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 2015)

Activities: Public Interest Project (grant recipient, Secretary), Pro Bono Pledge Honoree, 2014 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*, 2012

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, 2010

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

B.S., *magna cum laude* in Mathematics, 2010

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); Banneker/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 2015

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 2015

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 2014

Assisted attorneys in providing legal advice to Boston Medical Center and neighboring health centers' patients. Researched and drafted memoranda on immigration, housing, public benefits, health care, and education.

STUDENT LEGAL AID OFFICE, College Park, MD

Legal Intern, Student Defender, 2008-2009

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, 2009

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

INTERESTS

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