



LEGAL RESUMES

PURPOSE

Your resume is a **marketing tool** used to present your credentials and skills to an employer. The resume provides a first impression to an employer and must be clear, easy to read, directed, and persuasive. The goal is to secure you an interview. Additionally, it provides a guide for the interviewer and can direct the course of your interview based on what you include. A strong resume depicts the future (where you want to go) as well as the past by presenting your past experience in a way that supports your next career move.

Legal resumes are conservative in format, emphasizing your education, legal experience and/or transferable skills. A strong resume will highlight relevant experiences rather than provide exhaustive detail. Keep your audience in mind when writing your resume – what employers care about is what you can do for them based on what you did in the past. Be focused and selective - not everything needs to be included.

Lastly, your resume needs to be a fluid document that changes when you change. As you gain experience, former, less relevant jobs should be removed from the resume. You can also have different resumes for different types of employers. For instance, you can gear a resume towards government employers, one for law firms, and another for public interest agencies.

RESUME WRITING STYLE

Resume writing style is such that sentences are written more as sound-bites rather than complete sentences. Never refer to yourself or use personal pronouns such as “I managed a staff of four paralegals” as it is assumed you are writing about yourself since this is your resume. Instead this should be written as “Managed staff of 4 paralegals.” The writing style must be simple, with strong active verbs that presents you as a producer, problem-solver, and doer. When writing job descriptions, avoid phrases such as “Responsible for,” “Assisted with,” or “Job duties included.” These are weak phrases that result in a laundry list of duties and do little to market your successes or accomplishments. Lastly, legal employers prefer that resumes are written in **reverse chronological order**, i.e., the most recent employment is listed first, with more space devoted to the most current position.

SECTIONS

Legal resumes do NOT contain an “Objective” section. Rather, this information belongs in your cover letter. Typically, the “Education” section is listed first, followed by “Experience,” then any optional sections.

1. **CONTACT INFORMATION.** Include your name, address, telephone number (preferably cell phone) and email address at the top of the page. Your name needs to be

the most visible item on the page. Use **bold** and a larger font (14-18 points) to highlight your name. DO NOT put your contact information in a header. This causes problems when a resume is transmitted electronically. We have had instances when name and contact information fail to appear when resumes are submitted online as the header drops off the page during a .PDF conversion.

2. **EDUCATION.** List all schools in reverse chronological order. For each school, list the official name (do not abbreviate), the degree(s) earned, your major(s) and the date(s) you received them. “University of San Francisco School of Law” is the law school’s official name. List “*summa/magna/cum laude*” (in all lower case letters) or “*with Honors*” in *ITALICS* next to your degree, followed by your major. List your expected Juris Doctor as “J.D. expected May 2010” or “Juris Doctor Candidate, May 2011.” (*Note that Juris Doctor is the degree given by USF – it is not Juris Doctorate.*) Be consistent in listing degrees. If you spell out “Juris Doctor” then spell out your undergraduate degree as “Bachelor of Arts” instead of “B.A.” Do not include your high school information.

The following information should be listed under the appropriate school:

- a. **G.P.A./Standing:** The law school provides percentile standings – it does rank students. If you choose to include your GPA, list it exactly as it appears on your transcript. **Rounding up a GPA or calculating a new percentile standing is considered a violation of the school’s Student Honor Code.** Employers who come on campus to interview are given the latest GPA/percentile standing information chart and will notice discrepancies. If you include your undergraduate GPA, be consistent and include your law school GPA and/or percentile standing; otherwise, the employers may notice the absence and may question you about your law school grades.
- b. **Scholarships, Awards, Honors:** Include honors you have received in law school. These might include: Honors, McAuliffe Honor Society and CALI Award for Excellence. For undergraduate, list items that are nationally recognized or include a brief parenthetical explanation. Refrain from listing every honor or scholarship you have received. Employers are more interested in your job skills than your ability to receive a scholarship.
- c. **Activities:** List activities that demonstrate leadership, initiative, responsibility, interest, and skills such as student government and athletics. Moot court competitions, law review and appellate advocacy are of particular interest to legal employers. When indicating participation in a scholarly publication, list the journal, position held, and applicable class year. Again, refrain from a long list of activities as the “Experience” section should be the largest section on your resume, not the “Education” section.

3. **EXPERIENCE:** List work experience in reverse chronological order. Include the employer name, city and state of employer’s location, dates worked and position(s) held. Include paid and unpaid positions such as legal clerkships, clinical internships, judicial

externships, and volunteer positions, especially if they were legally related. Salary information should not be disclosed on a resume. Employers look for both practical and transferable skills. You can break out your Experience in separate sections. For instance, list “Legal Experience” first then add another section such as “Business Experience”, or “Other Experience.” If the work experience was gained in high school, it no longer belongs on your resume.

- **Job Descriptions:** Start with strong verbs and focus on the results of your efforts. For example, “Drafted motion for summary judgment in First Amendment case, ultimately granted in part.” instead of “I worked on a motion for summary judgment in a case regarding a First Amendment issue.” The more recent jobs should have longer job descriptions, 3 to 5 sentences, while older jobs only require 1 to 3 sentence descriptions. Provide detailed job descriptions: do not assume that the employer is familiar with the activities performed by law clerks, legal interns, or judicial externs. Describe HOW you performed the duties and be specific about the topics you researched instead of just listing WHAT you did.

HOW TO DRAFT EFFECTIVE JOB DESCRIPTIONS

- ◆ **List Accomplishments 1st.** Start with the most impressive thing you did.
- ◆ **Note Quantifiable results 2nd.** The numbers speak for themselves.
- ◆ **List Skills Obtained or Honed 3rd.** Show that you have an upward career path; that you have developed or gained more skills over the years.
- ◆ **List Duties and Responsibilities last.** Remember that your resume is a marketing document. There is no need to list every duty you did. Pick the best ones that highlight skills relevant to a legal employer.

There is a hierarchy of the order in which to describe your jobs:

1. List your accomplishments first. This is what the employer will see first and it should be the most impressive. Employers are interested in whether you can save them time, make them money, or improve the bottom line. Remember that a law firm is a business whose goal is to make a profit. Thus, if you cut costs, improved revenues, managed a budget, raised funds, or increased productivity, state so and make your accomplishment stronger by giving concrete examples of the results.

Examples: Began as temporary employee and hired three weeks later based on performance, then promoted to supervisor within one year; Successfully represented client in burglary case as lead attorney; Devised and implemented new automated tracking system to replace unreliable and spotty paper system; Presented results of research findings to the board of

governors and received funding for new line of research; Negotiated key contract resulting in cost savings of \$50,000.

2. **List quantifiable results second.** Be specific by giving numbers, percentages, and dollar amounts. Examples: Worked 20 hours/week while attending college full-time and competing in national diving competitions; handled caseload of 50 immigration applications; interviewed over 35 clients to prepare responses to interrogatories; Increased sales by 50%; Decreased attrition rate by introducing new employee benefits and professional development opportunities; Closed deals ranging from \$500,000 to \$3 million.
3. **List skills developed or honed third.** Your career path needs to show growth – there is no need to list the same skill set over and over again. Vary your verbs and highlight the new skills you learned. Examples: Sales Associate - Built relationships with diverse client base from different cultures and socio-economic backgrounds. Journalist - Wrote assignments quickly and concisely under strict time constraints. Office Assistant - Worked with very little supervision and given increasing responsibility over time, culminating in planning and coordinating annual company holiday party attended by over 300 people.
4. **List duties and responsibilities last.** Examples: Law Clerk – Performed legal research on landlord/tenant law, breach of contract issues, and immigration; drafted arbitration and mediation briefs and motions to compel; engaged in ongoing discovery by propounding interrogatories and responding to over 25 requests for productions. Attorney – Negotiated over 100 software licensing agreements, non-disclosure agreements and maintenance agreements. Teacher – Taught English as a second language to classes consisting of 30+ students and increased learning and vocabulary by introducing creative journal writing techniques.

OPTIONAL SECTIONS

- **SKILLS.** For those interested in IP or with technical backgrounds list computer languages and skills relevant to that field. There is no need to list basic computer skills such as Word, Excel, PowerPoint or computer assisted legal research skills such as Lexis and Westlaw (unless you have advanced training or certification).
- **LANGUAGES.** List languages, other than English, and the recognized levels of fluency - limited, conversational, proficient, or fluent.
- **COMMUNITY SERVICE.** List volunteer and service positions not listed in your Experience or Education sections. List the organization, your position and the dates you served. You generally do not include a description of duties unless it is relevant to the position you are seeking.
- **PUBLICATIONS.** If you have only one publication, list it under the “Education” section. If you have more than one publication, use a separate heading.

- **LICENSES AND PROFESSIONAL AFFILIATIONS.** List all legal and non-legal affiliations including name of organization, title, and years of membership. For example, if listing CPA, notary public, real estate licenses, include dates along with state of license, if applicable. Do not list USF or undergraduate student organizations here – they belong in the Education section.
- **INTERESTS.** This category is the most expendable on a resume. Include Interests if space is available and the interests contribute to your marketability. Be specific with interests. Instead of just listing “reading”, “movies”, “travel”, or “sports”, indicate what type of books you like to read, film genre you watch, countries you’ve traveled to, or sports team you love. For example: “Harry Potter books, Hong Kong action movies, extensive travel to South-East Asia.” After interviewing 15 students in one day, a tired interviewer may just likely talk to you about your Interests section. Make sure your interests spark conversation and establish connection. Do not include information on race, religion, marital status, age, gender or other hot button items.

LAYOUT AND OTHER GUIDELINES

- **FORMAT.** Your resume needs to be pleasing to the eye, with enough white space to allow for ease of readability, allowing employers to find information quickly and easily. When looking over a resume, an employer usually sees information on the left side first as this is the natural flow of the reader’s eye. Thus, the most important and relevant information needs to be on the left side (employer names, job titles). Less important information should be placed on the right side (dates of employment, geographical information).

The resume must be well organized and consistent in layout. For example, if you use bullet points for your job descriptions, and you use a period at the end of one sentence, you must use a period at the end of all bulleted sentences. The legal profession is a conservative profession and fancy fonts, double underlines and unusual bullets detract from your qualifications. Use **bold**, *italics*, underlining, or ALL CAPITALS to highlight significant points such as section headers, school or employer names, and job titles. The resume templates typically available in Word or on the Internet are often inappropriate for the legal profession. It is best to start from the templates our office provides which have been favorably received by employers.

- **LENGTH/MARGINS.** A one page resume in 11 to 12 point font in *TIMES NEW ROMAN* is preferred by employers. Do not go smaller than a 10 point font and avoid combining several fonts on one resume. Adequate margins should be at least one inch on both sides. Top and bottom margins should also be one inch. This ensures your resume will still be readable after being photocopied, scanned, or faxed by an employer.

There are a few exceptions to the one-page rule:

- a. **Public Interest Sector.** Some public interest employers seek demonstrated commitment to particular issues or causes shown by prior experience with public interest organizations, community, and/or volunteer efforts. Thus, more detailed descriptions of your involvement may necessitate a second page.

- b. Intellectual Property.** For patent or other IP careers, those with extensive technical or scientific experience may need a second page in order to effectively communicate your level of expertise in these areas.
- c. Significant Work Experience.** Those with a previous career or attorneys who have been practicing law for many years may expand to a second page.

- **PAPER.** Use good quality 8½ x 11 inch bond paper in a neutral color (white or ivory/cream). Darker colors do not photocopy well. Use the same paper for your resume as for your cover letter and list of references for a coordinated, professional look. Use a high quality laser printer for printing. You may use the printer in OCP for printing your resumes.

REFERENCES

Do not include references on your resume – they belong on a separate document. Additionally, there is no need to list “References available upon request” as this wastes precious space. If an employer wants your references, she will ask. An example of a Reference sheet is included in the resume samples that follow.

BAR LICENSE

- **PENDING RESULTS.** Underneath your name and contact information, write: “California State Bar License Pending.”
- **ADMITTED:** Include a “**Professional,**” “**Licenses,**” or “**Bar Admissions**” Section either as the first or one of the last sections in your resume, and underneath write: “Member, State Bar of California,” include date of admission if you passed the first time, or just list your State Bar Number.
 - **TIP: Add a “Professional” Section.** Often, it is better to include a “Professional” or “Professional Affiliations” section and include your Bar Admission in that section. Typically, once you pass the bar, you will also join bar associations, become admitted to other courts or states and a “Professional” section can encompass your various post-bar activities.

General Resume Tips

- ◆ Begin each sentence with an action verb to convey your skills, level of responsibility and accomplishments: “Researched and drafted Section 995 motion to set aside Grand Jury Indictment” is more powerful than “Responsible for performing research.”
- ◆ Only proper nouns (specific names of people, places and objects) should be capitalized, *i.e.*, Governor Jerry White, New York City, the Constitution, the Supreme Court, the Equal Employment Opportunity Commission. Names of motions, discovery, contracts, agreements, and other legal documents should not be capitalized.
- ◆ Be consistent with verb tenses, spacing, headings, location of dates and punctuation.
- ◆ Highlight skills that are most relevant to the prospective employer.
- ◆ Do not include your LSAT score on your résumé or any items dating back to high school.
- ◆ Do not use abbreviations *except* when referring to the state in employer and school location (*i.e.*, University of San Francisco School of Law, San Francisco, CA).
- ◆ Refrain from using acronyms particular to a specific job or industry. For instance, not everyone will know “B2B” means “business to business.” Instead, spell it out. Names of well known laws or government agencies can sometimes be abbreviated such as ERISA, the FDA or the EEOC (but typically only if you are sending your resume to employers that would know what these acronyms means).
- ◆ Do not use personal pronouns – sentences with “I” belong in your cover letter.
- ◆ Have an OCP Director and/or a friend proofread your final product for clarity, spelling and grammatical errors.

IMPORTANT - Make sure that every statement on your resume is accurate. Any misleading information on your resume can lead to serious professional consequences and possible disciplinary action under the University of San Francisco School of Law Student Honor Code.

ACTIVE VERBS

Action verbs are the proper way to start off job descriptions for your resume. The following verbs are a sampling for your use.

| | | | |
|---------------|-------------|-------------|-----------|
| Acquire | Defend | Interface | Query |
| Act | Delegate | Interpret | Question |
| Administer | Demonstrate | Interview | Recommend |
| Advise | Depose | Lead | Recruit |
| Advocate | Determine | Lecture | Represent |
| Affect | Develop | Litigate | Request |
| Allocate | Direct | Locate | Require |
| Analyze | Distribute | Maintain | Research |
| Appear | Document | Manage | Resolve |
| Approve | Draft | Market | Review |
| Arbitrate | Edit | Mediate | Revise |
| Argue | Enact | Modify | Schedule |
| Assimilate | Examine | Monitor | Screen |
| Assess | Execute | Negotiate | Secure |
| Augment | Exercise | Notify | Set up |
| Boost | Evaluate | Officiate | Solve |
| Chair | Facilitate | Organize | Structure |
| Coach | File | Oversee | Summarize |
| Collect | Follow-up | Participate | Supervise |
| Communicate | Form | Perform | Supply |
| Complete | Formulate | Persuade | Support |
| Conceptualize | Forward | Plan | Syndicate |
| Conduct | Generate | Prepare | Take |
| Consolidate | Guide | Present | Train |
| Construct | Handle | Process | Transact |
| Contribute | Identify | Procure | Transfer |
| Control | Implement | Produce | Translate |
| coordinate | Include | Promote | Utilize |
| Correct | Inform | Propose | Verify |
| Counsel | Initiate | Protect | Validate |
| Create | Instruct | Provide | Win |

SAMPLE RESUME- 1L

SAMUEL J. SMITH

456 - 4th Avenue ▪ San Francisco, CA 94118
Cell ▪ 415-444-1234 ▪ ssmith@yahoo.com

EDUCATION:

University of San Francisco School of Law, San Francisco, CA
Juris Doctor Candidate, May 20__

Pepperdine University, Malibu, CA
Bachelor of Arts, *cum laude*, English Literature, May 20__
English Literature Association, Vice President, 2006 - 2007
Language Immersion Program, Paris, France, 2004 - 2005

EXPERIENCE:

Pepperdine University, Malibu, CA 8/06 – 5/07
Residence Hall Advisor

- Supervised residence hall with 75 students.
- Administered university disciplinary system.
- Mediated and resolved conflicts between residents.
- Planned academic, social and cultural programs.
- Responded to media inquiries about residence life.
- Wrote “Residence Life”, a guide to dorm living.

Pepperdine University, Malibu, CA Summer 2006
Computer Consultant, Academic Computing

- Taught faculty and students word processing programs and communication software.
- Drafted office manual for use during training.

Blockbuster Video, Los Angeles, CA 1/02 – 8/04
Assistant Manager

- Supervised ten employees during shift.
- Managed all inventory shipments and purchases.
- Interviewed applicants and assisted in hiring decisions.
- Coordinated employee work schedules.

Special Olympics, Washington, D.C. Summer 2001
Coordinator

- Planned competitive events for developmentally challenged athletes.
- Raised more than \$10,000 in cash donations and sponsorships.
- Scheduled social activities for over 100 participants and counselors.

OTHER:

Languages: Proficient in Spanish and French

Interests: SCUBA diving, underwater photography, South-East Asia travel

JACKSON L. HEWITT

222 Fulton Street # 4 • San Francisco, CA 94115 • jhewitt@gmail.com • cell (415) 555-9999

EDUCATION

University of San Francisco School of Law

Juris Doctor Candidate, May 2011

- Awarded Merit Scholarship, 2007-2008
- GPA: 3.190; Top Third

University of California, Davis

Bachelor of Arts, *with High Honors*, Economics, March 2007

- Honors Thesis: "The Repercussions of Airline Deregulation"
- Dean's Honor List: Winter 2004, Winter 2005, Spring 2005
- Intercollegiate Athletics Honor Roll, Spring 2005-March 2007

LEGAL EXPERIENCE

Office of the County Counsel of Orange County, Laguna Niguel, CA

06/06-09/06

Legal Intern

Provided litigation support and assisted with discovery by interviewing city employees in order to obtain interrogatory responses. Observed trials, hearings, and depositions.

International Institute of Orange County, Irvine, CA

05/05-8/05

Intern

Worked one-on-one with Spanish-speaking clients, collecting their personal documents and taking declarations concerning domestic violence. Prepared general immigration cases including Adjustment of Status and Petition to Remove a Condition on Residence. Aided attorneys at the Institute's free legal clinic. Translated documents from Spanish to English.

OTHER EXPERIENCE

Woodland Gymnastics, Woodland, CA

11/03-06/04; 10/04-02/05

Boys' Team Assistance Coach and Girls' Academy Coach

Coached intermediate boys gymnastics team, ages 7 to 14 and assisted team in competition. Instructed girls' recreational gymnastics classes, ages 7 to 13. Counseled students through psychological fears of learning new skills and dealing with competition pressures.

COMMUNITY

Earth Village English Program, Lima, Peru

07/04-09/04

Volunteer Instructor and Program Photographer

Developed age appropriate English language and American culture curriculum to Peruvian elementary school students. Created program materials and brochures through photographic documentaries of children and their families.

LANGUAGE

- Fluent Spanish

SAMPLE RESUME- 2L

BARBARA M. DECKER

330 Parker Street • San Francisco, CA 94118 • Cell 415.444.1234 • bmdecker@gmail.com

EDUCATION

University of San Francisco School of Law San Francisco, CA

Juris Doctor Candidate, May 2010

- Top 20%
- *USF Law Review*, Staff Member
- Black Law Students Association, Secretary, 2006-2007

University of Southern California Los Angeles, CA

Master of Arts, International Relations, May 2006

- 3.75 G.P.A.
- Awarded Research Fellowship

University of Michigan Ann Arbor, MI

Bachelor of Arts, *with Honors*, Political Science and Economics, May 2004

LEGAL EXPERIENCE

United States District Court, Northern District of California, Oakland, CA 1/08-present

Judicial Extern - The Honorable Saundra Brown Armstrong

Draft bench memoranda recommending rulings on motions before the court. Brief judge and judge's law clerk regarding findings on writs of habeas corpus, in addition to writing legal memoranda. Research issues of federal civil procedure and areas of law such as employment discrimination, trademark infringement and ERISA.

Professor Paul Stone, University of San Francisco School of Law 5/07-8/07

Research Assistant

Researched judicial systems in Commonwealth of Independent States for new textbook. Drafted two chapters analyzing and comparing the criminal justice systems of those countries.

OTHER EXPERIENCE

Senator Bob Briggs, United States Senate, Washington, D.C. 2/00-3/01

Senior Intern

Acted as liaison to federal, state, and local agencies and organizations. Researched legislation and compiled legislative histories. Assisted in media relations, communicated with constituents, and facilitated legislative hearings.

Senator Jane Smith, United States Senate, Washington, D.C. & Dallas, TX 1/99-1/00

Staff Assistant and Senior Intern

Managed constituent correspondence operation, researched bills, wrote correspondence, and supervised interns. Performed case and field work for Dallas and Parker County constituencies.

Governor Bill Simon, State of California, San Diego, CA 3/01-8/02

Field Assistant

Researched and analyzed political issues concerning implementation of computer science classes for inner city schools. Represented the Governor at community events. Arranged and coordinated local visits.

SAMPLE REFERENCE LIST

BARBARA M. DECKER

330 Parker Street • San Francisco, CA 94118 • Cell 415.444.1234 • bmdecker@gmail.com

REFERENCES

The Honorable Sandra Brown Armstrong
United States District Court, Northern District of California
1301 Clay Street
Oakland, CA 94612-5212
(510) 673-0000, ext. 5271

Milly Johnson
Post-Bar Clerk for the Honorable Sandra Brown Armstrong
United States District Court, Northern District of California
1301 Clay Street
Oakland, CA 94612-5212
(510) 673-0000, ext. 5272
mjohnson@gmail.com

- Ms. Johnson is my supervisor at the Court and assigns my caseload.

Professor Paul Stone
University of San Francisco School of Law
2130 Fulton Street
San Francisco, CA 94117
(415) 422-0000
pstone@usfca.edu

- Professor Stone was my International Law professor for whom I also worked as a research assistant.

LAWRENCE J. LEE

2444 Parker Street ▪ San Francisco, CA 94704 ▪ cell: 510-326-4782 ▪ Lawrence.Lee@gmail.com

EDUCATION

University of San Francisco of School of Law

Juris Doctor Candidate, May 2009

- Top 30%
- Arthur C. Zief, Jr. Scholarship (\$21,000 annually), 2007-2008
- Intellectual Property Law Bulletin, Technical Editor, 2007-2008

University of California at Los Angeles

Bachelor of Science, Computer Engineering, 2000

- Language immersion program, Shanghai, China, Summer 1997

EXPERIENCE

Perlegen Sciences, Inc., Mountain View, CA

5/05 – 8/05

Legal Intern for Gulshan Shaver, General Counsel

Maintained and managed company's internal patent docket. Drafted responses for patent application Office Actions from the United States Patent and Trademark Office covering a broad range of rejections. Learned methods and strategies for effectively overcoming patent office rejections. Drafted new patent application.

Morgan Stanley MSCI Barra, Berkeley, CA

9/04 – 8/06

Associate Data Analyst

Managed U.S., Canadian, Australian and Mexican equity SAS databases on Linux and Unix systems. Rebalanced, maintained and distributed MSCI Barra Canadian Value and Growth indices. Provided institutional portfolio managers with proprietary market data for risk management. Collaborated with London, Hong Kong, and Sydney offices on team projects and client inquiries related to global equities.

Yahoo! Inc. (Previously Overture/AltaVista), Sunnyvale, CA

7/98 – 3/04

Software Engineer

Engaged in multimedia Internet search design and maintenance. Built and sustained text/html/pdf indices and web discovery/grab platform. Created company's first automated 404 detection and scrub system for main html database. Processed multi-billion URL crawl and grab lists weekly. On call 24/7 for troubleshooting, debugging and complaint resolution related to crawl processes.

VOLUNTEER EXPERIENCE

Doctors Without Borders, Beijing, China

5/04 – 8/04

Program Assistant Intern

PROFESSIONAL ASSOCIATIONS

- San Francisco Intellectual Property Lawyers Association
- American Intellectual Property Law Association

RELEVANT COURSEWORK

- Practicing Law Institute, Fundamentals of Patent Prosecution, February 2007
- Practicing Law Institute, Advanced Patent Prosecution, May 2007

SAMPLE 3L CRIM RESUME

William T. Lozben

3333 Los Flores Avenue • Oakland, CA 94612

Cell: (510) 555-7775 • lozbenw@yahoo.com

EDUCATION

University of San Francisco School of Law

Juris Doctor, December 2009

Survey and Technical Editor, Maritime Law Journal, 2007

Recipient, Public Interest Law Foundation Grant

University of California, Los Angeles

Bachelor of Arts, English, June 2001

Copy Editor and Fiction Contributor, *Music From A Farther Room*, 1998

LEGAL EXPERIENCE

Alameda County Public Defender's Office, Oakland, CA

1/08-Present

Certified Law Clerk

- Successfully represented client in DUI trial as lead attorney.
- Argued before the Appellate Division of Superior Court in speedy trial appeal.
- Worked to take misdemeanor prostitution to trial, ultimately settling prior to trial.
- Engaged in settlement negotiations with district attorney and judges.
- Researched and drafted Section 995 motion to set aside Grand Jury indictment in first degree murder case.
- Write and file variety of motions such as an appellate reply brief, motions to dismiss, due process motions and motion to reduce felony to misdemeanor.

San Francisco Public Defender's Office, San Francisco, CA

Summer & Fall 2007

Certified Law Clerk

- Analyzed legal issues and researched criminal law and procedure, local rules of court, evidence and constitutional law to prepare motions in misdemeanor and felony cases.
- Interviewed defendants to gather facts to plan a legal defense.
- Appeared in arraignment hearings for misdemeanor cases.
- Conducted preliminary hearings, cross examined witnesses, made objections and presented oral argument.
- Drafted motions to demur, motions to compel discovery, and motions to suppress evidence.

San Francisco Human Rights Commission, San Francisco, CA

Summer 2006

Law Clerk

- Researched ordinances, contracts, and affirmative action law on minority and women owned businesses.
- Contributed to drafting of regulations for new Disadvantaged Business Enterprise program.
- Conducted business site visits and presented reports to the Director.
- Participated in hearings involving the Director's rejection of businesses from Disadvantaged Business Enterprise program.

SAMPLE PUBLIC INTEREST RESUME

BRENDA AGUIRRE AGUILAR

1414 Carolina Street • Oakland, CA 94612

Brenda_Aguilar@yahoo.com

Cell: (510) 272-5555

EDUCATION

University of San Francisco School of Law, San Francisco, CA

Juris Doctor Candidate, May 2010

Recipient, Public Interest Law Foundation Grant, Summer 2008

Social Chair, La Raza Law Student Organization, 2008-2009

Co-Chair, Equal Justice Works, 2008-2009

Dartmouth College, Hanover, NH

Bachelor of Arts, *cum laude*, Spanish Literature, June 2003

President, La Raza Students Association, 2002-2003

EXPERIENCE

Centro Latino Resource Center, Bakersfield, CA

9/05-12/06

English Instructor

- Taught English as a Second Language (ESL) classes designed to facilitate cross-cultural learning and exchange between English and Spanish speakers.
- Planned and coordinated activities to encourage discussion and provide nurturing environment for students to practice language skills.

National Hispana Leadership Institute, Washington, D.C.

1/04-8/05

Conference Coordinator

- Organized 2 major Chicana/Latina conferences with over 500+ attendees annually.
- Drafted successful budget proposals to secure funds to ensure free admission to students.
- Contacted nationally known speakers and provided logistical support.

Center on Social Welfare Policy and Law, New York, N.Y.

8/03-12/03

Research Assistant

- Interviewed potential plaintiffs for class action welfare rights litigation, prepared affidavits, and gathered evidentiary documentation.
- Researched history of U.S. welfare litigation and drafted findings for Official Comment on Wisconsin welfare reform.
- Wrote articles and literature summaries for agency's online newsletter.

COMMUNITY ACTIVITIES

Big Brothers/Big Sisters of Alameda County, Mentor, 2007-present

Refugee Assistance, Youth Volunteer, Fresno, CA, 2005-2006

Global Youth Connect, Human Rights Delegate, Quetzaltenango, Guatemala, Summer 2002

Tu Techo (Your Roof), Volunteer House Builder, Guadalajara, Mexico, Summer 2001

SAMPLE LITIGATION ATTORNEY RESUME

SUZANNE L. BRADLEY, ESQ.

123 Fell Street # 321 • San Francisco, CA 94115 • sbradley@gmail.com • cell: (415) 555-5555

EDUCATION

University of San Francisco School of Law

Juris Doctor, May 2006

- CALI Award for Excellence in Civil Procedure

University of California, Los Angeles

Bachelor of Arts, Political Science, May 2001

- President, Make-A-Wish Foundation, Bruins Chapter, 1999-2000

LEGAL EXPERIENCE

Waterman & Baker, San Francisco, CA

June 2005 to Present

Associate Attorney; Law Clerk

Manage 50+ case load of family law matters. Interview clients during initial intake interview and maintain client relationships throughout proceedings. Draft marital settlement agreements, motions in limine and motions for emergency jurisdiction. Conduct discovery, propound and respond to special interrogatories, requests for production of documents, and requests for admissions. Research legal issues pertaining to paternity determination, clergy-penitent privilege, res judicata and collateral estoppel. Wrote legal memoranda on issues such as determining nullity of marriage and presumption of paternity.

Street Law Program, San Francisco, CA

Spring 2005

Instructor & Assistant Coordinator

Taught middle school children practical application of family law, consumer law, landlord/tenant law, and criminal law. Managed volunteer law student program and coordinated instructor schedules. Acted as liaison between law school and community schools; addressed and resolved issues as they arose.

Pacific Gas & Electric, San Francisco, CA

Summer 2004

Legal Intern

Researched and drafted memoranda relating to regulatory issues concerning privately owned telecommunications, electric, natural gas, water, railroad, rail transit and passenger transportation companies. Drafted summaries and orally advised staff attorneys regarding transfer of public utility property and applications for exemptions to regulations.

Office of the City Attorney, City and County of San Francisco

Summer 2003

Law Clerk – Airports Division

Analyzed legal issues concerning San Francisco International Airport. Researched and drafted legal memoranda regarding profiling of terror suspects, contract disputes between the airport and restaurant vendors, and employee sexual harassment.

BAR ADMISSION / PROFESSIONAL

- Admitted, State Bar of California, December 2006
- Co-Chair, Education Committee, Queen's Bench Bar Association, 2007 to present
- Member, Family Law Section, Bar Association of San Francisco, 2006 to present

SAMPLE CORPORATE TRANSACTION ATTORNEY

Jared M. Peters

2000 S. Las Vegas Blvd. # 671, Las Vegas, NV 89109 • 310-555-2555 • jmpeters@gmail.com

EDUCATION

University of San Francisco School of Law, San Francisco, CA

J.D., May 2005

- Top 10%

University of San Diego, San Diego, CA

B.A., Economics, *magna cum laude*, January 1997

- Minor: Business Administration

LEGAL EXPERIENCE

Progressive Gaming International Corporation, Las Vegas, NV

1/08 to Present

Associate General Counsel & Director of Corporate Governance

- Handle all public filings, financings, and corporate matters for international gaming company.
- Manage staff of attorneys and paralegals as well as outside counsel in cost effective manner to implement and maximize core competencies of legal department.
- Create and maintain sound governance practices throughout organization including SEC filings, Board of Directors' meetings, and shareholders' meetings.
- Respond to legal inquires from domestic and international business units.
- Participate in and provide guidance on all corporate transactional matters.

San Manuel Band of Mission Indians, Highland, CA

5/07 to 1/08

Staff Attorney

- Negotiated, drafted, and reviewed gaming, entertainment and other non-tribal contracts.
- Drafted form agreements for consultants as well as resolutions for tribal entities.
- Advised project managers of legal issues for real estate, media and event projects.
- Streamlined review of documents to ensure more timely approval process.

Cooley Godward Kronish, LLP, San Diego, CA

9/05 to 5/07

Associate

- Offered corporate legal solutions to existing clients while generating additional and new business for the firm.
- Conducted diligence review and drafted documents for a wide variety of transactions, including mergers and acquisitions and public and private company financings.
- Prepared corporate documents including board resolutions, officer and secretary certificates, and formation documents.
- Investigated and advised on compliance with SEC rules and regulations for financial filings.
- Coordinated with clients to ensure adherence to contract language that may otherwise lead to a breach in performance.

SAMPLE LLM RESUME

MS. SANJITA P. MANDEEPTRA

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San Francisco, CA 94115
smandeepra@gmail.com
C: (415) 555-5555

EDUCATION

University of San Francisco School of Law, San Francisco, CA
LL.M Candidate May 2009

- Intellectual Property and Technology Law

National Academy of Legal Studies and Research University of Law, Hyderabad, India
Bachelor of Law, *with Honors*, 2001

- Class Rank: No. 2 of 41

Bharatiya vidya bhavan, Hyderabad, India
Diploma in Industrial Relations and Personal Management, 1997

LEGAL EXPERIENCE

Balakrishmman Group, Hyderabad

March 2005-August 2007

Associate

Drafted settlement agreements, non disclosure agreements, and analyzed legal memorandums for labor law firm, representing management. Prepared complaints and filed cases. Attended court proceedings and board meetings and drafted corporate minutes.

Singh & Partners, Advocates and Solicitors, Hyderabad

December 2002-February 2005

Associate

Drafted and analyzed consultant agreements, confidentiality agreements, leave and license agreements, and lease deed. Incorporated new companies. Wrote Articles of Association and conducted due diligence. Assigned registration of Software technology parks of India and issued legal notices.

Mr. Kiran Sharma, Senior Advocate, High Court of Andhra Pradesh January 2001-November 2002

Junior Counsel

Handled cases regarding municipal corporation of Hyderabad, Andhra Pradesh state road transport corporation, matters in Original as well as Appellate side, civil, criminal, debt recovery tribunals, consumer forum.

Mr. Sunil Kuman, Advocate, Secunderabad

April 1998 - December 2000

Junior Counsel

Conducted title search and verification of properties. Filed suits for declaration, recovery of money, and injunction suits against breach of contract and non-compliance of contracts and property matters. Filed writ petitions and appeals.

PROFESSIONAL

- Enrolled member, Bar Council of Andhra Pradesh, India, 1998
- Life member, Secunderabad Bar Association, Hyderabad, India
- Life member, City Civil Court Bar Association, Hyderabad, India