

CREATING A PROFESSIONAL RESUME

Creating a professional resume is one of the more difficult steps in the job search process. It is often considered a major stumbling block by job hunters eager to get on with their job search. Yet, the resume is critical to your success so - read on!

It is impossible to know what every employer will find interesting or useful. Some are only concerned with your educational qualifications, some look for community ties, and other focus on your experience to the exclusion of all else. In many instances, your resume will receive only a 20-30 second review. Therefore, your resume needs to be concise, yet highlight your strengths and make potential employers want to meet with you. This handout was created to help you formulate just that kind of document.

The Purpose

Your resume serves to introduce you to potential employers, to highlight your significant achievements and to convince someone that it would be wise to meet you in person. In other words, its purpose is to get you the interview. Your resume is YOUR statement and, therefore, can take many forms and shapes but there are some general guidelines that will help you.

Getting Started

Creating a resume for the first time or updating an old one can be a daunting task for even the most creative person. You may find it easier if you break the task down into several smaller ones, beginning with the heading. If you are interesting in more than one type of employment, consider developing more than one resume rather than trying to accommodate all employers in a one-size fits-all resume.

Format

The Heading

The legal field tends to be more conservative than many others, so room for dramatically creative resumes is rather limited. Instead, begin your resume with your name, address, telephone number and e-mail address. If you are planning to move out of the area and have a permanent address you can use to show employers that you have a connection to the area, list a current and permanent address. Otherwise, use only your current address and telephone number.

Education

While most people place their educational qualifications before experience, you may address your experience first if you feel employers will consider it to be substantially more important than your educational background. For law firms and most legal employers, education should be prominently displayed.

What should you include? In reverse chronological order (most recent first), list the schools you have attended since high school, the degrees earned, the months/years you

graduated or expect to graduate, the locations of the schools (city/state) and any honors or activities worth highlighting.

You are trying to put your best foot forward so you may want to highlight or downplay certain items. For instance, although you would not typically include high school information on a professional resume, you may want to if you graduated from a very well known high school that you think will impress employers. Another area of concern for some people may be their age. Employers often use the date of graduation from college to estimate the age of the applicant. You may delete the date of college graduation if you think it is to your advantage to do so.

Class Rank/GPA

To some employers, particularly those that receive hundreds, sometimes thousands, of resumes, GPA and class rank are important criteria. Most will assume it has been deleted for a reason if it is not included on the resume. There are a number of schools of thought on this issue, so you need to think carefully about the type of employers you are pursuing and decide what works best for you. In general, if you are in the top half of the class, you should include information about your grades, rank or both. Select the information that you believe presents your situation in the most positive way:

"maintaining a B average"

"top 40% of class"

"G. P.A. :81.00"

"Relevant coursework: Tax - 88.00; Corporations: 86.00"

If you are not in the top half, you may find your G.P.A. and information regarding your best grades to be most effective.

WARNING RE: RANK AND GPA!!!!!!

Information listed on your resume **MUST** be completely accurate, particularly with regard to your class rank and GPA. If you choose to list your rank or GPA, it is imperative that you reflect it exactly as the information is provided to you. Your GPA is calculated to two decimal places (ex: 85.33), therefore, you **MUST** print it that way on your resume. It is never acceptable to "round" the GPA or rank.

Your rank may be expressed as the ration that is provided to you (i.e. 75/150 or as a percentage or fraction (i.e. top 50 % or top half). If in doubt, remember, you should only list a figure for which you can receive official confirmation from the Records Office.

Resumes that list GPA or rank will be checked prior to participation in the Fall recruiting program - those with errors are reported to Assistant Dean Spriggs and corrections must occur before participation is allowed.

Experience

For many job hunters, this section of the resume requires the most time (and patience). Note that the preferred title is "experience" not "employment." The reason being that

“experience” allows you to include volunteer, clinical or school experiences that are relevant to your future employers. Your goal is to concisely describe each relevant experience.

You may also find it helpful to break up your experience sect "Legal Experience" and "Business Experience" or "Litigation E: If subsections help you get your point across more quickly, then use them.

If you find it difficult to distill a significant work experience into a few lines, try breaking down the task into smaller sections. Start with your most recent experience. I performed in this job/experience. Using action verbs, list not o those that may have occurred less frequently.

If you have trouble demonstrating "lawyering" skills, demonstrate your ability to get the job done whatever the field. For example, as a sales representative, you exceeded your quota and were awarded the Salesperson of the Month award twice - say so! If your efforts reduced costs, increased productivity or generated new clients, quantify your success if possible. (For example: "reduced costs by 30% during first year," "genera resulting in a \$25,000 increase in sales," "designed new record keeping system which improved productivity," etc.) In addition, employers may be looking with exposure to or knowledge of, a certain industry or type of law. Highlight those experiences that demonstrate your ability to do the job.

Repeat this process for each position you intend to include on your resume.

Generally, you need not list jobs held more than ten years ago or that have no relevance to the type of work you are now seeking. Try, however, not to leave chronological gaps in your experience section.

To recap: Brainstorm. Narrow your list based on what skills, knowledge, abilities, and characteristics you want to demonstrate. Develop concise language using action verbs to convey your intended message.

Interests or Community Service

An Interest or Community Service section often acts as a nice "ice breaker" during an interview. If you have space and would like to include some additional information, do so. If you are pursuing Public Interest/Sector employment, you should definitely include community service activities on your resume. These types of employers look for a commitment to serving the public.

Other Categories

You may want to include additional information, such as: foreign languages, travel, special skills, publications, political activities, professional memberships, etc. Remember to qualify your language skills to denote your level of proficiency. For instance, if you are fluent, say so. If not, perhaps a qualifier will avoid confusion: "conversational French," "proficient written Spanish," "familiarity with Japanese," "working knowledge of German," etc.

The Big Debate: One Page or Two?

In general, you should strive to include all your relevant information on a one-page resume. If you have had significant, relevant experience you may want to use a second page. Keep in mind that most resumes are reviewed in less than 30 seconds (roughly 25 seconds on the first page, 5 seconds on the second page). Remember, the resume is a marketing piece used to interest an employer in meeting you in person - too much information may lead to your elimination from consideration in some cases.

References

You may include references on your resume but most people have the names, addresses and telephone numbers of three or four references on a separate sheet. Make sure your name, address and telephone number appear on the sheet. In general, lawyers like to talk to other lawyers so use employers and law professors whenever possible. Try to choose people who can speak in-depth about your abilities. Be sure to supply a copy of your resume to all your references and keep them posted regarding your search.

Before you copy your resume

Have someone review your final copy before you have it copied. Typos and grammatical errors will almost always lose you the interview and maybe the job!

Copying options

The most economical and professional way to reproduce your resume is to print it on a laser printer. Standard paper types are generally 25% - 100% cotton, white or off-white, letter-sized paper. Cover letters, thank you letters, reference lists and envelopes should match your resume.

Final Thoughts

- Proofread!
- Use action verbs
- Be consistent. Example: If you spell out months on some dates, spell them out throughout.
- Do not use personal pronouns
- Do not list age, marital status, physical characteristics, health status, etc.
- Do not include an objective. This information should be in your cover letter.
- Make sure someone else reviews your resume

RESUME ACTION VERBS

Below is a list of action verbs to assist you in describing your experiences and accomplishments:

accelerated	constructed	explained	measured	reproduced
accomplished	contacted	explored	mediated	researched
achieved	continued	facilitated	modeled	resolved
acquired	contracted	figured	modified	responded
activated	convened	financed	molded	restored
adapted	conveyed	focused	monitored	retained
adjusted	coordinated	forecasted	motivated	retrieved
administered	corresponded	formed	named	reviewed
advised	counseled	formulated	negotiated	revised
allocated	created	fostered	observed	rewrote
analyzed	critiqued	founded	obtained	routed
annotated	decided	functioned	operated	scheduled
anticipated	defined	generated	ordered	searched
applied	delegated	governed	organized	selected
appraised	delivered	grouped	originated	served
arranged	demonstrated	guided	outlined	shaped
articulated	derived	helped	oversaw	shared
assembled	designed	identified	perceived	showed
assessed	detected	illustrated	performed	simplified
assigned	determined	immunized	persuaded	solicited
authored	developed	implemented	planned	solved
balanced	devised	improved	planted	specified
briefed	directed	increased	presented	spoke
budgeted	distributed	informed	presided	stimulated
built	drafted	initiated	printed	structured
catalogued	edited	instituted	produced	studied
categorized	educated	instructed	protected	supervised
chaired	effected	interpreted	provided	supported
clarified	elicited	interviewed	publicized	synthesized
cleared	encouraged	introduced	questioned	targeted
coded	established	invented	raised	taught
collaborated	evaluated	investigated	recommended	tested
compared	examined	judged	recorded	trained
compiled	executed	led	recruited	translated
completed	exhibited	listened	reduced	tutored
composed	expanded	maintained	rendered	updated
computed	expedited	managed	repaired	utilized
conducted	experienced	marketed	reported	verified
consolidated	experimented	mastered	represented	wrote

EDWARD T. KANG
16 Trowbridge Street
Cambridge, Massachusetts 02139
(617)492-4779

EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., June 2001

Activities: Korean Law Students Association, Co-Chair
City Year, Volunteer and Serve-A-Thon participant
Office of Public Interest Advising, Section Representative

UNIVERSITY OF KANSAS, M.A. in Literature, June 1998

Thesis: Political Crisis as Motif in Pacific-Rim Literature

UNIVERSITY OF KANSAS, B.A. in History and Literature, June 1996

Honors: magna cum laude
Activities: Asian Student Association, President and Founder
St. Joseph's High School, Tutor in English
The Kansas Crier, Staff Writer

EXPERIENCE

POLITICAL SCIENCE DEPARTMENT, KANSAS UNIVERSITY

Topeka, KS 1996--1998
Researched the socio-economic effects of changes in public policy in the former Soviet Union and the social effects of the fall of Communism for Professor Karen Swartz.

TOPEKA COMMUNITY CENTER

Topeka, KS 1995-1996
Volunteered with the afternoon Latch Key Program. -Helped children with homework.
Led athletic activities.

KIM, O'BRIEN, AND SMITH PEDIATRICS

Huntington, NY 1996, 1997
Tested childrens' eyesight and hearing before their physicals. Calmed patients while in waiting room. Filed and typed patients' records.

INDIAN ACRES SUMMER CAMP

Fryeberg, ME Summer 1995
Senior camp counselor for boys ages 14 through 16. Taught tennis lessons and lived with the campers.

PERSONAL

Traveled extensively through Europe in the Summer of 1993. Enjoy keeping a journal, writing poetry, and playing tennis.

Emma L. Smith
1588 Beacon Street, Apt. 8
Boston, MA 02142
617-352-5666
e-mail: emmalismith@aol.com

Education

HARVARD LAW SCHOOL, J.D., expected 1997
Captain, Intramural Softball Team
Volunteer Coordinator-Legal Service for the Elderly

EMORY UNIVERSITY, Atlanta, Ga., B.A., History, 1994
Summa cum laude, Phi Beta Kappa
Varsity Tennis Team, Departmental Thesis Award
Personally financed 75% of college expenses with part-time and summer jobs.

Salem Academy, Winston-Salem, N.C.
Graduated 1990, Valedictorian

Experience

Summer 1994	U.S. China Forum Washington, D.C. <u>Research Assistant</u> Organized and administered Chinese educational programs for visiting dignitaries. Performed related research and translated documents from Chinese to English.
Summers 1990-1993	Wellington Smith, C.P.A. Charlotte, N.C. <u>Accounting Assistant</u> Worked in family-owned accounting practice. Performed general office functions, set up new computer system, trained personnel, negotiated contracts with vendors.
Other Experience	Attended intensive eight-week course in Mandarin at Middlebury College in Middlebury, Vt., summer 1994. Worked as a tour guide in France for six weeks, summer 1993. Have also worked as a waitress, tennis coach, and computer programmer to help finance college and law school expenses.

Interests/Skills

Fluent in French and Mandarin Chinese. Familiar with WordPerfect, Excel, and Lotus. Interests include tennis, Chinese art, and community service.

sample IL resume

EMILY DEXTER BELL

130 Oxford Street
Cambridge, MA 02140
(617)495-4856

EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., June 2002

Activities: International Law Journal
Student Public Interest Network

WESLEYAN UNIVERSITY, B.A. with High Honors in International Politics, June 1997

Honors: Phi Beta Kappa
Skirm Prize for best research project in Government Department
Robert Jones Memorial Award for outstanding contribution to community service
International Relations Award, Political Science Department

Activities: Ingersoll Youth Shelter Volunteer Program, Director
Snow Elementary School Volunteer Program, Co-Founder and Director

Thesis: German Decision-Making During World War II

EXPERIENCE

SMITH, MALLORY AND WHITE, New York, NY 1997-1999
Assisted litigation department with international practice. Responsible for document review and deposition summaries in class-action tort case involving a Korean airline. Conducted on-site discovery in Germany on a case involving a car manufacturer. Managed pro bono project involving development in Eastern Europe.

WESLEYAN UNIVERSITY, OFFICE OF COMMUNITY SERVICE OUTREACH, Middletown, CT 1996-1997 Student Coordinator of Community Services
Supervised student-run volunteer programs at area youth shelters, elementary schools, and churches. Founded and coordinated a tutoring program for a local elementary school. Organized toy and food drives for inner city families.

MANHATTAN DISTRICT ATTORNEY'S OFFICE, New York, NY Summer 1997
Interviewed witnesses and aided in preparation of evidence for cases involving assault, tax evasion, and drugs. Attended preliminary hearings, trials, and sentencings. Worked closely with Assistant District Attorney.

FARREN AND KING, New Haven, CT Summer 1996
Helped defense attorney prepare evidence in a murder trial. Interviewed witnesses and reviewed documents.

PERSONAL

Interests include international relations, weightlifting, racquetball, mountain bicycling, river rafting, and chess.

Sample IL Resume

MARIA LOPEZ

Current Address

150 Linnow Lane
Ann Arbor, MI 44441
(313) 000-5580

Permanent Address

375 Devine Drive
Albuquerque, NM 11111
(222) 888-6754

EDUCATION

THE UNIVERSITY OF MICHIGAN LAW SCHOOL, Ann Arbor, MI

Juris Doctor expected, 2000

Activities: Law School Student Senate, Treasurer
Latino Law Students Association, Member

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA

Bachelor of Arts in Art History, 1997

Honors: Dean's List, Fall 1995 and Winter 1997
Activities: Literacy Association of Los Angeles, Tutor
USC Band, French horn

EXPERIENCE

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA

Resident Advisor, part-time 1996-97

- * Counseled students on academic and non-academic issues
- * Participated in disciplinary hearings
- * Organized educational programs for students on a variety of topics, including alcohol and drug abuse prevention, budgeting and financial planning

WATERFALL BOOKS, Albuquerque, NM

Sales Clerk, Summer 1994

- * Provided customer assistance
- * Researched hard-to-find titles

INTERESTS

Fluent in Spanish, enjoy Russian novels

sample IL resume for someone with little work experience prior to law school

WILLIAM ZABALA

14 Fairmont Street
Cambridge, MA 02137
(617)493-2727

EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., June 2001
Activities: Children's Rights Project

UNIVERSITY OF MARYLAND, B.A. in History, June 1998
Honors: G.P.A. 3.6 with honors
Activities: Kids Day Organizer
Varsity Tennis Team
Admissions Tour Guide

NEW YORK UNIVERSITY IN PARIS, Spring 1997
Studied Renaissance Art and European History during semester abroad.

EXPERIENCE

UNIVERSITY OF MARYLAND, College Park, MD 1997-1998
Resident Advisor
Planned academic, social, and cultural programs for co-ed hall of 57 students. Administered residential disciplinary system. Conducted residential judicial hearings for floor residents.

UNIVERSITY OF MARYLAND, College Park, MD 1997-1998
Tutored seven high school students in History and English. Instructed students in essay writing, note-taking, and studying techniques.

CAMP HEARTLAND, Blairstown, NJ Summer 1997
Camp counselor for eleven children, ages eight through ten, with or affected by HIV/AIDS. Created and supervised daily activities.

WHINKLER POOL COMPANY, St. Olaf, MN Summer 1996
Head Manager
Supervised 20 person lifeguard staff. Coordinated and taught swimming lessons. Coached swim team to regional championship. Ensured overall safety of public pool.

COLLEGE TOWN RECORDS, College Park, MD 1996-1998
Assistant Manager
Responsible for all inventory shipments and purchases. Coordinated work schedules. Assisted in hiring decisions.

LANGUAGE **Fluent in Spanish.**

PERSONAL Enjoy basketball, reading, fishing, hiking, and surfing the net.

Haley D. Randall
112 W. 7th Street
Ann Arbor, MI 99999
(313) 555-5555
haley@umich.edu

EDUCATION

THE UNIVERSITY OF MICHIGAN LAW SCHOOL, J.D. candidate, 1999
Member, Environmental Law Society

TULANE UNIVERSITY, B.A. in English Literature, 1995
magna cum laude
Phi Beta Kappa
Editor, The Tulane Times

EXPERIENCE

SMITH, SMITH & JONES, P.C., Boston, MA Summer 1997
Summer associate in 12-attorney law firm specializing in environmental law

- ?? Researched and drafted memoranda on variety of environmental law issues
- ?? Reviewed and drafted summary of provisions of the Clean Water Act
- ?? Analyzed environmental impact studies
- ?? Conducted pretrial preparation: summarized witness testimony; organized and prepared trial notebooks

SOFTWARE, INC., Detroit, MI 1995-1996
Sales Clerk

- ?? Organized and maintained business records

WOMEN'S CRISIS CENTER, New Orleans, LA 1993-1994
Peer Counselor, part-time

- ?? Advised clients on a variety of problems including health care, domestic violence, and divorce
- ?? Trained other peer counselors and wrote training manual

INTERESTS

Creative Writing, Skydiving, Jazz Festivals

sample 2L resume

JASKARAN K. GREWAL

19 Upland Road, Apt. 17
Cambridge, MA 02138
(617)863-7348

EDUCATION

HARVARD LAW SCHOOL, J.D. candidate, 2000

Activities: Human Rights Law Journal
Law School Council, Section Representative
Amnesty International, Co-chair

YALE UNIVERSITY, B.A. in Economics, 1995

Honors: Phi Beta Kappa
magna cum laude
T Edwards Prize for outstanding community service
Activities: Yale Journal of Human Rights, Editor
Yale College Council
Admissions Office Tour Guide
Intramural Lacrosse

AMERICAN UNIVERSITY IN CAIRO, Egypt, Fall 1994

Intensive study of Arabic history and culture as part of semester abroad program.

EXPERIENCE

TENANT ADVOCACY PROJECT, Cambridge, MA Fall 1998-Present

Represent low-income tenants before the Cambridge Rent Control Board. Perform client interviews. Mediate disputes. Advise tenants of legal rights under the statutes of the city of Cambridge.

HUMAN RIGHTS WATCH, Geneva, Switzerland Summer 1998

Monitored United Nations conferences. Drafted internal memoranda and reports. Researched international human rights statutes
Fielded phone calls regarding alleged human rights violations in Central America.

CONNECTICUT COMMISSION FOR HUMAN RIGHTS, New Haven, CT 1995-1997

Investigated employment and housing charges of discrimination. Conducted fact-finding conferences. Negotiated settlements between disputing parties. Researched applicable state and federal law. Drafted official investigatory reports for the Commissioners.

PROF. ROGERS SMITH, DEPARTMENT OF POLITICAL SCIENCE, Yale University, New Haven, CT 1994-1995

Led weekly review sections for 15 students and held office hours for "Law and Public Policy" seminar. Graded papers.

PUBLICATION

Note, "International Human Rights: Emerging Trends Behind the Iron Curtain," 42 Human Rights Journal 25 (1998).

LANGUAGE

Working knowledge of Punjabi and Spanish.

MEGAN MALARKEY
7831 Ocean Front Drive
Pacifica, CA 94044

(707) 123-4567

Malark@lawnet.com

EDUCATION

University of San Francisco School of Law

J. D., anticipated, 2001

Class Rank: 8/252 (3.65 GPA)

Honors: Associate Editor, Law Review

Activities: President, Brehon Law Society

University of California, Davis

B.A., Marketing, magna cum laude (3.75 GPA), 1996

Honors: Alpha Kappa Sigma (Literary Honors Society)

Dean's List

EXPERIENCE

Synge, Heaney & Joyce, San Francisco, CA

Summer Associate, 2000

Researched and prepared memoranda of law on various issues, including employment discrimination, civil rights and occupational safety and health. Participated in depositions, court hearings, contract negotiations, and arbitrations.

Professor Sean O'Casey, U. of San Francisco School of Law
Research Assistant, 1999

Assisted Professor O'Casey with online research, case analysis, copy-editing and preparation of materials for a law review article on the impact of recent changes in affirmative action programs.

Kilfenorapress.com, Wayne, PA
Director of Marketing, 1996 - 1998

Created, designed, and implemented the successful launch of a business start-up and e-commerce venture. Initiated an extensive marketing campaign, wrote advertising copy, established media and press relations, and facilitated the development of a national and international market presence for this small press specializing in Irish prints and pictures.

LANGUAGES

Spanish, Gaelic.

Second-Year Resume

Emma L. Smith
1588 Beacon Street, Apt. 8
Boston, MA 02142
617-352-5666
e-mail: emmalismith@aol.com

Education

HARVARD LAW SCHOOL, J.D., expected 1997
Honors: First Place, Williams Contract Negotiation Competition
Activities: Big Brothers/Sisters Program, Resident Assistant
EMORY UNIVERSITY, Atlanta, Ga., B.A., History, 1994
Summa cum laude, Phi Beta Kappa
Varsity Tennis Team, Departmental Thesis Award
Personally financed 75% of college expenses with part-time and summer jobs.
Salem Academy, Winston-Salem, N.C.
Graduated 1990, Valedictorian

Experience

Albert, Flint & Moore
Summer
1995
Charlotte, N.C.
Summer Associate (invitation to return during 2L summer)
Assisted in drafting general correspondence and research for corporate clients and related real estate matters. Worked closely with senior partner in civil litigation matter for major Louisiana shipping company. Participated in strategy sessions.

U.S. China Forum
Summer
1994
Washington, D.C.
Research Assistant
Organized and administered Chinese educational programs for visiting dignitaries. Performed related research and translated documents from Chinese to English.

Wellington Smith, C.P.A.
Summers
1990-1993
Charlotte, N.C.
Accounting Assistant
Worked in family-owned accounting practice. Performed general office functions, set up new computer system, trained personnel, negotiated contracts with vendors.

Languages Fluent in Mandarin Chinese and French

Interests/Skills

Familiar with WordPerfect, Excel, and Lotus. Interests include tennis, community service, and Chinese art. Classical pianist.

JAMIE S. FRANKLIN
1234 S. Legal Avenue * Chicago, IL 60615 * (312) 123-4567

EDUCATION

THE UNIVERSITY OF CHICAGO LAW SCHOOL, Chicago, IL. JD expected 1997.
Homeless Assistance Project of the Mandel Legal Aid Clinic.

DUKE UNIVERSITY, Durham, NC. BA 1993, Cultural Anthropology and Art History. Dean's List with Distinction; senior thesis project; cultural anthropology 2nd prize.

EXPERIENCE

LEGAL ASSISTANCE FOUNDATION OF CHICAGO, Chicago, IL. April 1996-present.
Recipient of the Edelman and Combs Consumer Law Fellowship. Research consumer law issues, write briefs and memoranda, assist with discovery and trial preparation.

FRANKEL & COHEN, Chicago, IL. Jan. 1995-present. Law clerk. Research employment discrimination and criminal matters for Chicago civil rights partnership, write briefs and memoranda, assist with discovery and trial preparation.

CITIZENS UTILITY BOARD, Chicago, IL. Nov. 1995-June 1996. Law clerk. Researched consumer rights and regulatory issues concerning public utilities wrote briefs and memoranda.

THE EDWIN F. MANDEL LEGAL AID CLINIC, Chicago, IL. June 1995-Sept. 1995.
Recipient of summer fellowship in Homeless Assistance Project. Researched constitutional issues for filing class action suit on behalf of homeless citizens; met weekly with homeless youth and adults in city shelters; conducted SSI benefits hearings before administrative law judges.

AARON DIAMOND AIDS RESEARCH CENTER, New York, NY. Aug. 1993-Sept. 1994.
Assistant to Staff Investigators. Created graphical presentations and slides of data in AIDS research laboratory; prepared figures and tables for publication in scientific journals; edited manuscripts; prepared research grants.

CHILDREN'S TELEVISION WORKSHOP, New York, NY. June 1993-Aug. 1993. Research Assistant. Researched topics on children's relationship to television programming and commercials.

BRUNNER/MAZEL PUBLISHERS, New York, NY. Oct. 1992-May 1993. Assistant Bookstore Manager. Oversaw all aspects of psychology publishing company's in-house bookstore.

DUKE INSTITUTE OF THE ARTS SEMESTER IN NEW YORK ARTS PROGRAM, New York, NY. Aug. 1992-Dec. 1992. Program Coordinator, Teaching Assistant and Resident Advisor. Led semester-long arts program for Duke University students studying art in New York City.

INTERESTS

Labrador retrievers, biking, reading, writing, ceramics, sculpture.

EDMUND CAMPION

Local Address:
158 Sheridan Towers
South Bend, IN 46624
(219)123-4567

Permanent Address:
713 Rockne Avenue
Chicago, IL 60610
(312)123-4567

EDUCATION

Legal **University of Notre Dame School of Law**
J.D., 2000

College **University of Indiana**, Bloomington, IN
B.S. (*cum laude*), Sociology, 1997
Editor-in-Chief, Forum (student government newspaper)

EMPLOYMENT

Legal **Wiseman, Newman & Manning**, Chicago, IL
Law Clerk, 1998 - 2000

Participated in all aspects of major firm negligence practice, including drafting of pleadings, motions and discovery proceedings. Assisted in the negotiation of pre-trial agreement favorable to a firm client.

Pre-Legal **Brompton Enterprises, Inc.**, Chicago, IL
Assistant Manager of recreational facility, 1994 - 1997 (June - September)

Customer relations. Training, supervision and coordination of a staff of approximately 25 employees.

INFORMATION RESOURCES

Westlaw, NEXIS-LEXIS

BAR MEMBERSHIP

State of Illinois (anticipated, 2000)

INTERESTS

Golf enthusiast; scuba diving.

Third-Year Resume

William R. Evans
498 Avalon Road, Apartment 12
Gainesville, FL 32611
904-566-7861

Education

UNIVERSITY OF FLORIDA, J.D., expected 1996
GPA-3.0, estimated top 1/3
President, Environmental Law Society
First-Year Writing Instructor

WASHINGTON & LEE UNIVERSITY, Lexington, Va., B.A. History, 1992
GPA-3.2
Member, Varsity Tennis Team

Experience

WESTON, HILL & NELSON

Summer 1995 Philadelphia, Pennsylvania
Summer Associate
Worked primarily on litigation matters in insurance defense firm. Attended depositions and trials. Worked on briefs and memos for clients. Attended numerous trial technique training sessions.

NATIONAL LEGAL WEEKLY

Summer 1994 Washington, D.C.
Writer Intern
Interned at national legal weekly publication's main office. Worked with reporters in writing copy, proofreading, checking references, etc. Worked exclusively in the environmental and legislative areas.

LEGAL AID SOCIETY OF GREATER TAMPA

1993-1994 Tampa, Florida
Paralegal/Law Clerk
Started as unpaid intern, performing general duties in nonprofit legal clinic. Promoted to paid staff member. Worked with clients, attended hearings, depositions, etc. Acted as receptionist, courier, clerk, paralegal, etc.

Summer 1992 Traveled extensively in South America for three months in Chile, Argentina, Peru, Bolivia, Colombia. Wrote chapters on Peru and Bolivia for national travel guide. Also wrote travel stories for three local newspapers.

Interests/Skills

Familiar with Excel, Word, Lotus, and WordPerfect. Proficient on the Internet and Web.

KATHERINE EISENHAUER BURDICK

11 Morrison Street, Apt 17
Somerville, MA 02143
(617)625-0158
kburdick@law.harvard.edu

EDUCATION

HARVARD LAW SCHOOL, LL.M. candidate, June 2003

Honors: Fulbright Scholarship
Harry Crossley Scholarship
Wilfred Kramer Law Grant
Activities: Human Rights Law Journal
Amnesty International
International Law Society

UNIVERSITY OF CAPE TOWN, SOUTH AFRICA, LL.B., December 1996

Honors: Dean's Merit List
Johannesburg Consolidated Investments Scholarship
Ranked fifth in class
Activities: Editor, On Trial
Law Students Council
Legal Aid

UNIVERSITY OF STELLENBOSCH, SOUTH AFRICA, B.A., December 1994

Honors: University Academic Merit Scholarship
Johannesburg Consolidated Investments Scholarship
Rated among top ten students in class of 150
Activities: Assistant editor, Die Matie
Junior Student Representative Council
Vice Chairperson of current affairs organization, SARK
National Union of South African Students (NUSAS)
Lawyers for Human Rights

EXPERIENCE

PROF. M. FIELD, HARVARD LAW SCHOOL, Cambridge, MA Fall 2001
Conducted extensive international research on reproductive rights of mentally handicapped

BOWMAN, GODFREY & ROGERS, Johannesburg, South Africa 1998-2001
Candidate Attorney engaged in labor litigation on behalf of trade unions. Passed attorneys admission examination in April 1996.

HUMAN RIGHTS COMMISSION, Johannesburg, South Africa 1995
Acted as liaison to progressive political organizations and human rights attorneys.
Monitored human rights abuses in South Africa. Prepared press statements. Helped prepare a monthly human rights publication.

CONSOLIDATED MINES, Johannesburg, South Africa 1996
Industrial Relations Officer
Oversaw disciplinary enquiries in a neutral advisory capacity to ensure adherence to the disciplinary code.

PUBLICATION

"The Death Penalty in South Africa," published by the Human Rights Commission

LANGUAGES

Fluent in Afrikaans and English. Read and understand Dutch.

HUA C. WANG
19 Upland Road, Apt. 17
Cambridge, MA 02138
(617)863-7348
hwang@ law.harvard.edu

EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., 2003
Activities: Civil Rights-Civil Liberties Law Review, Executive Technical Editor

KENNEDY SCHOOL OF GOVERNMENT, Candidate for M.P.P., June 2002
Concentration: Human Services, Labor, and Education

COLUMBIA UNIVERSITY, B.A. in Economics, *summa cum laude* May 1996
Honors: Phi Beta Kappa
T. Edwards Prize for outstanding community service
Activities: Community Impact, Treasurer
GED Tutoring
Advocacy for the Homeless

EXPERIENCE

CROWELL & MORING, LLP Washington, D.C. Summer 2001
Wrote legal memoranda on topics including class certification and agency status under Freedom of Information Act. Tracked and analyzed health care legislation. Investigated legal liability resulting from disposal of leased office equipment.

NAACP LEGAL DEFENSE AND EDUCATION FUND, Washington, D.C. Summer 2001
Wrote legal memoranda on voting rights, employment discrimination, and transportation issues associated with welfare reform.

BROOKLYN LEGAL SERVICES, CORPORATION "B," Brooklyn, NY Summer 2000
Worked on cases involving denial of or reduction in government benefits, focusing especially on compliance with workfare regulations. Prepared clients for administrative hearings. Drafted section of appellate brief. Researched changes in law stemming from 1996 Welfare Reform Act. Created factsheets for local community on Medicaid and food stamp eligibility.

CENTER ON SOCIAL WELFARE POLICY AND LAW, New York, NY Summer 1999
Interviewed potential plaintiffs for class action welfare rights litigation and prepared affidavits. Researched history of U.S. workfare litigation. Assisted with preparation and bluebooking of Official Comment on Wisconsin welfare reform. Wrote articles and literature summaries for newsletter.

THE BROOKINGS INSTITUTE, Washington, D.C. 1996-1998
Assisted senior economists on diverse projects including changes in income distribution and family structure in the U.S. and Canada. Analyzed aggregate and survey data. Wrote literature reviews and edited manuscripts.

PERSONAL

Studied at St. Petersburg State University, Russia, summer 1996. Working knowledge of Hindi, Punjabi, French and Spanish. Enjoy traveling and competitive skiing.