

Name

xxx123@cornell.edu · 607-555-5555

Local Address

Home Address

Education

Cornell Law School, Ithaca NY

Candidate for J.D., May 20xx

Honors: American Bar Association Equal Opportunity Scholarship

Activities: Frederick Douglass Moot Court Competition; Phi Alpha Delta (service fraternity);
Student representative for Native American Law Student Association

Princeton University, Princeton, NJ

B.A. in Middle Eastern Studies and Government; Minor in French, June 20xx

Honors: Princeton University Third Honor Group (20xx-20xx); Rockefeller Center Public Policy Fellow (20xx);

Study Abroad: University of Bordeaux, Bordeaux, France

Activities: Princeton Student Assembly; Drug and Alcohol Peer Advisor; Native Americans at Princeton

Experience

AmeriCorps: Hoopa Tribal Community Civilian Corps, Hoopa, CA

Corps Member, Nov 20xx- July 20xx

- Designed, researched, budgeted and aided in projects to provide disaster relief
- Communicated with tribal leaders, corps members and program director

Princeton University Committee on Standards, Hanover, NH

Student Representative, Jan 20xx-June 20xx

- Coordinated informational events and mock disciplinary trials to increase students' awareness of Princeton Honor Principle
- Heard cases involving alleged violations of Honor Principle, determined student responsibility and penalties

Journal of International Affairs, Princeton, NJ

Senior Editor, Sept 20xx-June 20xx

- Collected, reviewed, selected and edited student articles for publication
- Supervised staff editors, provided instruction on MLA style, editing and citations

Bernstein Litowitz Berger and Grossmann, LLP, San Diego, CA

Intern/ Research Assistant, June-Sept 20xx

- Researched case law, assisted in document preparation and management, analyzed data and created detailed reports and charts evidencing alleged insider trading
- Developed detailed strategy, memoranda, training and handbook for office document management and storage

Office of United States Senator Barbara Boxer, Washington, D.C.

Intern, March-May 20xx

- Performed policy research and drafted memorandum pertaining to immigration statistics and policy
- Synthesized and summarized party policy briefings, led Capitol tours, attended press events, assisted in writing press releases

Languages

Fluent in spoken French, Proficient in spoken Italian