

Name

Local Address
Ithaca, NY 14850
xxx123@cornell.edu
(607) 555-5555

EDUCATION

Cornell Law School, Ithaca, NY

- Candidate for J.D., May 20xx
- G.P.A.: 3.5
- *Honors:*
 - *Legal Information Institute Supreme Court Bulletin*, Associate Editor
 - Arent Fox, LLC Public Interest Fellowship
 - Competitively selected for McGee National Civil Rights Moot Court Competition (Minneapolis, MN, March 20xx)
- *Activities:*
 - President – National Lawyers Guild (20xx)
 - Treasurer – Public Interest Law Union (20xx-20xx)
 - Fasken Moot Court, Sexual Orientation Moot Court (20xx)
 - American Cancer Society’s Relay for Life (20xx)

University of Connecticut, Storrs, CT

- B.A., *magna cum laude*, in English Literature, May 20xx
- G.P.A. 3.72
- Honors: First Place, Advanced Composition Award; Dean’s List
- *Activities:*
 - President – Women’s Chorale Ensemble (20xx)
 - Chapel Choir (20xx-20xx)
- *Volunteer Experience:*
 - Tutoring at City High School (20xx) and Martin Township Middle School Science Olympiad Team (20xx)
 - Alternative Spring Break: Migrant Farm Workers’ Union (20xx – Texas); YMCA camp (20xx – Colorado); Crossroads Girls’ Home (20xx – South Carolina)

EXPERIENCE

Judicial Codes Counselor Office, Head Judicial Codes Counselor (May 20xx – present) Ithaca, NY

- Meet with accused students and advise them of their rights
- Draft direct and cross examination questions and prepare witnesses for hearings
- Argue before Hearing Board to defend accused
- Advocate for Code of Conduct changes that protect students’ rights
- Selected, trained, and supervise two Assistant Judicial Codes Counselors

Electronic Privacy Information Center (EPIC), Clerk (June – August 20xx) Washington, DC

- Researched and drafted memoranda on topics including medical record privacy, social networking privacy, open government, and spyware
- Composed material for non-expert readers of website (www.epic.org); edited biweekly newsletter (20,000+ subscribers) by drafting content, editing articles, and soliciting submissions

Cornell Law School Labor Law Clinic, Clinical Student (January 20xx – May 20xx) Ithaca, NY

- Researched and wrote memoranda on falsification, wrongful discharge, ADA, and FMLA in connection with representation of union and employee grievant
- Prepared direct and cross examination
- Met with client and grievant to develop strategy

Law Guardian Office, Part-time Extern (January 20xx – May 20xx) Ithaca, NY

- Assisted Law Guardian by conducting document review, researching and drafting memoranda, and drafting closing argument
- Topics included abuse and neglect proceedings, custody disputes, Person in Need of Supervision (PINS), and juvenile delinquency
- Assisted social worker on home visits
- Attended family treatment court and custody meetings with Department of Social Services, clerks, social workers, and judges.

Cornell Law School Legal Information Institute, Associate Editor (January – May 20xx) Ithaca, NY

- Researched and wrote about current Supreme Court cases, including fact patterns, legal background, and legal analysis geared towards lay people
- Topics included Freedom of Speech and Association, futures markets, and tort law

ACLU, Hartford, Summer Intern (May 20xx – August 20xx) Hartford, CT

- Researched and wrote on civil rights related issues, including Due Process, Freedom of Association, Separation of Church and State, and Equal Protection
- Contacted clients to gain more information for cases
- Assisted staff attorney in researching and drafting of memoranda, interrogatories, depositions, and letters

Harris E. Miller, CFRE, Administrative Assistant (May 20xx–May 20xx) Hartford, CT

- Assisted Certified Fundraising Expert to coordinate campaigns through small scale lobbying, grant applications, and donor databases
- Drafted and edited letters of support and case statements for clients and politicians to assist with large-scale fund-raising campaigns for non-profit organizations.