

RESUME CHECKLIST

Overall

- Be truthful and accurate
- Check thoroughly for typographical, grammatical, spelling & formatting errors
- Effectively use white space, headings and indenting
- Use white, off-white or cream resume weight paper
- Consider using an addendum to list relevant courses and grades if you are pursuing a non-traditional position
- Do not include an objective
- Do not include information regarding health, age or marital status
- Do not include LSAT score
- Use one font type and keep it in the 10-12 point range, however, your name should appear in a larger font size
- Do not use a flashy format
- Think twice before leaving unexplained gaps in time on your resume
- Do not state “References and writing samples available upon request”

Heading

- Include one local phone number and address, but consider adding your “home” address if you will be applying to employers close to home

Education

- List GPA if over 3.0, if listing GPA, list rank too
- Don’t round your GPA, list it only to the first 2 decimal points
- Ranks must be rounded up (17.3 = 18%)
- List all educational institutions where received degree
- Include anticipated date of graduation
- High school information is generally not to be included
- List education in reverse chronological order

Experience

- Tailor your resume to the employer
- Start with action verbs – do not use personal pronouns (“I”)
- Be concise (use one page per ten years of work experience)
- Stress positive points
- List experience in reverse chronological order
- When using bullets, do not use periods at the end of the bulleted item

Sections to appear on the bottom

- Consider having a Skills and Interests section (not necessary if your resume is “full”)
- Always list all foreign language skills
- Left and Right Margins should be of equal size (0.8” -1 inch), Top and Bottom need not be but should be close

I. Designing an Effective Legal Resume

A resume should provide a profile of you. It should outline your education and experience as they relate to a specific job or type of employment. A resume is not a detailed biography of your marital status, age and other such personal information. Nor is a resume just a compilation of previous job descriptions. Most legal resumes follow a very traditional style and format. Legal professionals prefer a chronological format, which is what we recommend.

It is not realistic to assume that one resume is suitable for all employers. Think about who will be reading your resume -- is it a public interest lawyer or a partner at a large law firm? Different employers look for different information on a resume. Typically, public interest employers look for some type of public interest experience or activities which would reflect a commitment to community service. A large law firm is much more interested in academic achievements including grades and class ranking. Therefore, be prepared to draft a different resume for different types of employers.

TYPE FONT, PAPER & PRINTER

We recommend a Times New Roman font with between 10 to 12 pitch for a resume depending on the amount of information you have and the overall visual appeal. Stay away from the fancy fonts, like script.

Use good bond paper. Stick with traditional colors, some version of white, off white or ivory is fine. Speckled paper does not fax well and should not be used. Generally, the legal profession is still a fairly conservative group. Therefore, you want to strive for a professional, sophisticated presentation with your resume and cover letter.

Finally, print your resume using a laser printer in good condition. Be sure that the printer doesn't leave stray marks or other unwanted ink on your paper. Use black ink only.

Follow these same rules for your correspondence.

HEADING

Your name, school address, phone number and e-mail address should be at the top. Keep this information current since employers may try to contact you at the address and telephone number listed. Also, think about whether you want to add your permanent address. A permanent address may be useful in establishing a geographic connection in an area where you are seeking employment. For example, if you are from Los Angeles and want to find a job in California you should include your permanent address. If, however, you want to look for a job in Boston, just put your school address. However, only one phone number should be listed. This way you won't have to check multiple voice-mail "mailboxes." Also, avoid using your cell phone number. What if you are out at a noisy place and you answer your phone and it is an employer calling to invite you for an interview?

EDUCATION

Your education should be listed in reverse chronological order regardless of how many degrees you have earned, where they are from or your age. List law school first with the degree and your expected graduation date. The degree which will be conferred from the College of Law is a **Juris Doctor** not a Juris Doctorate. Continue listing all higher educational institutions from which you have received degrees.

School related **honors** and **activities** are to appear in this section. If these activities (or others that might appear in an **interests** or **volunteerism** section) reveal “highly-charged” or what-can-be controversial things (things like political affiliation, religious beliefs, beauty pageant participation, views on or use of guns, gay and lesbian issues, etc.) then read pages 255-261 of Kimm Alayne Walton’s book *Guerilla Tactics for Getting the Legal Job of your Dreams* to help you decide if you want to include this information in your resume.

EXPERIENCE

Experience, including jobs, internships, clinics and volunteer positions, should be listed in reverse chronological order. Describe your accomplishments and duties in action-oriented verbs, and make your narratives fairly descriptive. Use the past tense for a position held in the past and the present tense for a current position. Stress skills or attributes that a legal employer is looking for, such as the ability to research, write, negotiate, advise, communicate and analyze. Include skills which will set you apart from other candidates. Do not use personal pronouns such as “I wrote” or “I was responsible for” in your resume.

Take your time. Preparing a good resume takes time and practice. If you are new to resume writing, you may find it helpful to write out your jobs and accomplishments on a blank piece of paper. Then, “translate” your duties and accomplishments into one of the resume formats appearing later in this Chapter. Try using bullets and compare that to how your resume would look with a narrative format. Also, test out other formatting options, varying spacing and font sizes to see what looks best.

Feeling inexperienced? If you feel you have minimal experience, as many new-college-grad-turned-law students feel, you may be being too hard on yourself. Your experience section of your resume can include summer jobs, jobs with temporary employment agencies, leadership positions held in student groups or community groups, work study jobs, etc. List these experiences on your resume. Also, be sure to apply for a clinic or externship for your 2L & 3L years (the process is usually described by the Office of Clinical Legal Education about a month prior to registration), so that you can earn credit and gain experience at the same time. If you can handle working a part time job during the school year (especially as a 1L & 2L) in a law firm, corporate or government legal department, etc., seek such opportunities. Also, try to get a part-time office job over winter break.

Are you a career changer? If attending law school will lead you into your second, third or fourth, etc. career, be sure to keep an eye out for tips on “job changers.” Kimm Alayne Walton’s book *Guerilla Tactics for Getting the Legal Job of your Dreams* has a great sample resume style for job changers on page 281. The Adams books on cover letters and resumes also provide excellent job-changer examples.

SKILLS (Optional, unless you have foreign language skills)

This section can help to make you more marketable. If you have room on your resume that you need to “fill up,” list your special skills, including computerized research skills. This section is optional, but should be included if you have language skills.

INTERESTS (Optional)

This is another optional section which may be used to list any unusual experiences and or interests such as marathon running, rock climbing, sky diving, etc. The reason for including this

information is that it can be the thing that catches the resume reviewer's eye when nothing else does, or when you are not as strong a candidate as your competition. You never know if you will have something in common with the person who is reading your resume or interviewing you. Also, this will give future interviewers material to use as an icebreaker in starting an interview. Talking about your interests in an interview can be very helpful in establishing a rapport with the interviewer.

COMMUNITY ACTIVITIES/VOLUNTEER WORK (Optional)

If you are looking for a public interest type of position it is important for you to list any community involvement and any volunteer work you have performed. This will help to demonstrate your interest and commitment to public service. Other employers may also be interested in your civic involvement.

II. Other “Application” Materials: References & Writing Samples

Generally speaking, references should only be provided if requested. Ask permission to use a person as a reference before you list them as a reference. When references are requested by an employer, they'll usually want three. These should be listed on a page all by itself, on the same paper you use for your cover letter and resume. Use the same paper and type font that you used for your resume and cover letter, and be sure your information – name, address and phone number (maybe e-mail, too) – appears at the top. Consider using the same “header” that you use for your resume.

Your references should typically include one faculty member who is acquainted with your academic work, preferably someone whose class you have taken, and, ideally, one employer who is familiar with your written work and other work abilities. Be sure to list the person's name, title, address (including the employer's name), telephone number and e-mail address. See the last page of this chapter for a sample. Letters of recommendation are rarely needed (one exception is post-graduate judicial clerkship applications) and will be specifically requested if appropriate.

Be prepared to provide a writing sample upon request. Writing samples may be requested before, during or after an interview. A good writing sample will demonstrate your analytical skills and writing ability. If possible, it should be something similar to what you would be doing for the employer requesting the sample. It is very important to think about confidentiality issues when using written work from a current or previous employer. Ask permission, if necessary, and redact any client information where necessary. Use good judgment; a potential employer will appreciate it. If you have nothing legally related from work, use something from law school such as a writing assignment from first year which you have reread to check for typos or other errors. Your writing sample should be printed from a laser printer, and should generally be no more than 10 pages in length, with 4 to 6 pages being ideal.

III. Action Verbs

Whenever possible, it is best to begin descriptions of accomplishments and duties with action verbs. The following list contains some action verbs that will help you to highlight your accomplishments.

accelerated	compiled	evaluated	judged
accomplished	completed	examined	led
achieved	composed	executed	listened
acquired	computerized	exhibited	maintained
acted	conceived	expanded	managed
activated	concluded	expedited	manned marketed
adapted	conducted	experienced	mastered
added	consolidated	experimented	measured
adjusted	constructed	explained	mechanized
administered	consulted	explored	mediated
adopted	contacted	extended	modified
advertised	continued	facilitated	molded
advised	contracted	familiarized	monitored
advocated	controlled	figured	motivated
aided	convened	financed	named
allocated	conveyed	focused	negotiated
analyzed	convinced	forecasted	observed
annotated	cooperated	formed	obtained
anticipated	coordinated	formulated	occupied
applied	corresponded	fostered	operated
appointed	counseled	founded	ordered
appraised	created	functioned	organized
arbitrated	credited	generated	originated
arranged	critiqued	governed	outlined
articulated	cut	grouped	oversaw
assembled	decided	guided	participated
assessed	decreased	handled	penetrated
assigned	defined	hired	perceived
attained	delegated	identified	performed
authored	delivered	illustrated	persuaded
authorized	demonstrated	immunized	pioneered
averted	derived	implemented	planned
avoided	designated	improved	planted
balanced	designed	increased	prepared
bolstered	detected	incorporated	presented
boosted	determined	identified	presided
briefed	developed	influenced	prevailed
budgeted	devised	informed	prevented
built	directed	initiated	printed
catalogued	discovered	inspected	processed
categorized	distributed	inspired	produced
chaired	drafted	installed	programmed
changed	edited	instituted	projected
clarified	educated	instructed	promoted
classified	effected	integrated	protected
cleared	elected	interpreted	provided
coded	elicited	interviewed	publicized
collaborated	eliminated	introduced	published
collected	encouraged	invented	purchased
communicated	enlisted	invested	
compared	established	investigated	

qualified	responded	shaped	targeted
questioned	restored	shared	taught
raised	restructured	showed	terminated
reached	retained	simplified	tested
received	retrieved	sold	trained
recommended	reversed	solicited	transformed
reconciled	reviewed	solved	translated
recorded	revised	specified	turned
recruited	revitalized	spoke	tutored
rectified	returned	structured	uncovered
reduced	rewrote	staffed	utilized
re-evaluated	routed	stimulated	updated
rendered	saved	strategized	verified
reorganized	scheduled	studied	worked
repaired	searched	summarized	wrote
reported	secured	supervised	
researched	selected	supported	
resolved	served	synthesized	

IV. Resume Examples

The resumes appearing on the following pages are to be referenced as samples that follow the resume rules set forth in this chapter. The formats are those that we have found are well received by today's legal employers.

The formats have these things in common:

- They are just one page (longer may be OK if you have 10+ years of work experience)
- The location and dates of employment appear on the right side of the page
- School activities & honors are listed in the Education section
- Reverse chronological order is used for the Experience section
- Only one font type and one font size is used for the main text; a larger font size but same font type is used for the name

Suzanne L. Firstyear

109 Slocum Heights
Syracuse, New York 13210
(315) 443-1941 sfirsty@syr.edu

EDUCATION

Syracuse University College of Law, Syracuse, NY

J.D. candidate, May 2009

Activities: Health Law Society
Career Options Night Planning Committee

Marist College, Poughkeepsie, NY

B.A. in Liberal Arts, May 2006

Honors: Varsity Crew
Dean's List, 5 semesters
Activities: Sigma Kappa Sorority, Chapter President
Psychology Club

EXPERIENCE

Lerner

Syracuse, NY

Sales Associate

July 2005 – Present

- Assist customers in locating merchandise and accessing fitting rooms
- Straighten displays for aesthetic appeal and to ensure floors are free of scattered merchandise
- Accept payment for purchases

Sigma Kappa Sorority

Poughkeepsie, NY

President, Delta Chapter

May 2004- May 2005

- Worked closely with executive team on planning, philanthropy and service projects, and coordinating social events
- Represented the organization at campus events and meetings with Marist administrators
- Drafted and sent monthly reports of goals, achievements, and activities to oversight committee
- Conducted weekly management meetings

Jay's Bar and Grill

Syracuse, NY

Waitress

Summers 2002-2004

- Interacted with customers, describing specials and taking food and drink orders
- Worked with kitchen, bar and bus staff to deliver orders in a timely manner
- Performed miscellaneous customer service and other tasks as needed

SKILLS AND INTERESTS

- Lexis, Westlaw, Microsoft Office, and Internet
- Enjoy volunteering at dog shows, collecting political buttons and orienteering

Simone L. Firstyear

109 Slocum Heights
Syracuse, New York 13210
(315) 443-1941
sfirsty@syr.edu

Comment [jmc1]: This sample is included for students who have held no jobs. The types of entries outlined here can also be referenced and incorporated into the resumes of students who have limited work experience.

EDUCATION

Syracuse University College of Law, Syracuse, NY

J.D. candidate, May 2009

- Activities: Health Law Society
Career Options Night Planning Committee

Marist College, Poughkeepsie, NY

B.A. in Psychology, May 2006

- Honors:** Start with ones you had a leadership position in (President, Treasurer, etc.)
Then list longest names or most impressive or relevant
End with shortest name or least impressive or relevant
- Activities: Start with ones you had a leadership position in (President, Treasurer, etc.)
Then list longest names or most impressive or relevant
End with shortest name or least impressive or relevant

OVERSEAS COURSEWORK

University of Coimbra

Coimbra, Portugal

Give dates here. Intensive study of International Human Rights and Comparative Criminal Justice with an emphasis on Portugal.

EXPERIENCE

Marist College Intermediate Portuguese Speech Competition

2005

2nd Place Winner

Location

- Researched
- Drafted....
- Presented a paper on _____ before an audience of 200 peers, professors and others
- More, talk about topic, maybe how many competitors there were

Intercollegiate Water Polo Team, Marist College

2004

Co-Captain

Location

- Led team to 2003 Water Polo Division Championship
- More detail, maybe include info on time commitment, etc.

Psi Chi Psychology Honor Society

2003

2nd Place Winner, 2002 Essay Contest

Location

- Researched
- Drafted
- More, talk about topic

SKILLS & INTERESTS

- Portugese (Working Knowledge)
- Playing competitive table tennis; learning Tai Chi

Elle Woods Secondyear

500 Westcott Street
Syracuse, New York 13210
(315) 443-1870 essecond@syr.edu

EDUCATION

Syracuse University College of Law, Syracuse, NY

J.D. candidate, May 2008

Honors: Highest Grade in Research and Writing Course
Activities: Family Law Society
Public Interest Grant Opportunities Program

Manhattan College, Riverdale, NY

B.A. in Psychology, May 2005

Honors: Psi Chi, National Psychology Honor Society
Student Life Award
Activities: Jaspers Newspaper, Contributing Writer

EXPERIENCE

New York State Unified Court System

Cortland, NY

Judicial Legal Intern, Sixth District

May 2006 - Aug. 2006

- Researched and prepared drafts of judicial orders and recommendations
- Drafted legal memoranda and conducted research on issues and motions before the Court
- Communicated regularly with judges, judicial clerks, and trial attorneys

Kelly Services Employment Agency

Syracuse, NY

Temporary Office Assistant

July 2005 – Aug. 2005

Assignments at: **Mass Mutual, Blue Cross Blue Shield, and Time Warner Cable**

- Word processed correspondence and memoranda
- Assisted in preparing official Board of Director meeting packets
- Entered data into Microsoft Excel and customized computer databases
- Answered 40 line switchboard and departmental phone lines

Beau Dietl, Private Investigator

Queens, NY

Intern

Jan. 2005 – May 2005

- Observed client intake and update meetings
- Summarized weekly investigator strategy and report meetings
- Re-organized filing for improved office efficiency

Manhattan College

Riverdale, NY

Resident Advisor, Office of Residence Life

Aug. 2003 - May 2005

- Developed, advertised and implemented educational and social events
- Counseled peers on academic, health and personal matters
- Enforced rules and regulations and assisted in maintaining a secure campus
- Mediated roommate conflicts
- Documented and reported student code violations

Joseph Watkins
46 Easy Street
Syracuse, NY 13210
(315) 445-4576 / watkins@syr.edu

EDUCATION

SYRACUSE UNIVERSITY COLLEGE OF LAW, Syracuse, NY
SYRACUSE UNIVERSITY MAXWELL SCHOOL OF PUBLIC ADMINISTRATION

Juris Doctor/Master of Public Administration, expected May 2003

GPA: 3.14

Rank: Top 27%

Activities: Academic Standards Committee; West Point Liaison Officer

UNITED STATES MILITARY ACADEMY, West Point, NY

Bachelor of Science in Aerospace Engineering, June 1991

Honors: Dean's List

NCAA Lacrosse: Four Year Letterman and NCAA Championship Tournament

EXPERIENCE

U.S. DEPARTMENT OF JUSTICE

Syracuse, NY

United States Attorney, Northern District of New York

June 2002 - Present

Law Clerk

Conduct legal research and write memoranda on various issues including criminal procedure, evidence and sentencing guidelines. Analyze trial records and investigate reports to determine whether to prosecute alleged drug offenders. Observe, participate, and support Assistant U.S. Attorneys during motions and criminal trials.

ERNEST & JULIO GALLO WINERY

Baldwinsville, NY

State Manager for New York

Sept. 1997 - Aug. 2000

Developed and implemented strategy to achieve annual sales and marketing objectives. Managed six Marketing Managers. Consistently exceeded annual budget.

PEPSICO, INC.

Lynchburg, VA

General Sales Manager

Oct. 1996 - Sept. 1997

Managed all phases of sales and operations of a thirty-six person sales branch while controlling expenses. Developed and implemented sales strategy to achieve monthly sales objective.

District Sales Manager

Nov. 1995 - Oct. 1996

Managed all phases of sales and operations of an eight person sales department while controlling expenses. Consistently exceeded monthly sales objectives.

Sales Account Manager

July 1994 - Nov. 1995

Prospected and developed new accounts while maintaining existing account base for an eight city region. Negotiated equipment, sales, and services contracts.

MILITARY SERVICE

UNITED STATES ARMY

Fort Hood, TX

Captain

June 1989 - June 1994

Managed, organized and directed unit level operations. Analyzed, reported and advised commanders on personnel, combat readiness, and logistical operations.

Honors/Medals: Meritorious Services Medal
Army Achievement Award (1st Oak Leaf Cluster)
Association of the U.S. Army Award for Leadership
Honor Graduate for Officer Training

Sally Park

14 Pine Street
Syracuse, NY 13210

spark@mailbox.syr.edu
(315) 428-3138

12 Oak Lane
Lynden, WA 12345 123445

EDUCATION

Syracuse University College of Law, Syracuse, New York

Juris Doctor candidate, May 2007

GPA: 3.34 / 4.0 Scale

Class Rank: 35 / 247 --Top 14% of Class

Honors: *Journal of International Law and Commerce*
Moot Court Honor Society

Activities: University Appeals Board
Black Law Students Association (BLSA)
Syracuse University Academic Support for Football, Mentor and Tutor

Syracuse University School of Education, Syracuse, New York

Master of Science, Higher Education Administration – Student Affairs, May 2004

Thesis: Political Crisis in Educational Leadership

Central Washington University, Ellensburg, Washington

Bachelor of Science, Business Administration – Finance, June 1996

Honors: National Association of Intercollegiate Athletics (NAIA) Varsity Basketball

American University, Washington, DC

Washington Semester Certificate Program-American Politics, June 1994

EXPERIENCE

Syracuse University

Syracuse, New York

Program Advisor/Graduate Assistant, Student Activities

September 2004-Present

Conduct on-site management and problem-solving of student events in the University's Student Center. Advise 45 active student organizations in event planning and organizational development. Review contracts for campus events.

Garvey, Schubert & Barer

Seattle, Washington

Summer Associate

June 2006-August 2006

Researched topics including higher education, labor and employment, bankruptcy, and sports and entertainment law. Summarized researched findings in memoranda. Researched and wrote trial brief. Prepared materials for CLE presentation. Reviewed sports and entertainment contracts. Observed depositions, arbitrations, and mediations. **(offer extended)**

Keesal, Young & Logan

Long Beach, California

Summer Associate

July 2005-August 2005

Drafted memoranda summarizing research findings on employment, securities, real estate, and maritime law. Drafted mutual release agreement and prepared correspondence. Advocated for the homeless. Summarized depositions. Observed trials and hearings.

University of Puget Sound

Tacoma, Washington

Admission Counselor, Office of Admissions

June 1996-June 2003

Applied University admission standards, policies, and regulations to credentials of prospective students to determine their admissibility at a private institution. Traveled nationally to present information regarding admission policies, procedures, and programs. Advised at-risk students about post-secondary education.

Thomas Clark
14 Orley Drive
Syracuse, New York 13210
(315) 425-9700 / clark@syr.edu

EDUCATION

Syracuse University College of Law Syracuse, New York
Juris Doctor candidate, May 2007
Honors: Dean's List Fall 2005 & Spring 2006
Highest Grade in Legal Research and Writing Course

Le Moyne College Syracuse, New York
Bachelor of Arts in History, May 2001
Honors: Varsity Soccer

EXPERIENCE

Mingolelli Law Firm Syracuse, New York
Law Clerk June 2006 - Present

- Conduct legal research and draft motions and memoranda involving civil litigation
- Draft and file pleadings and organize civil management plans
- Conduct discovery
- Regularly communicate with clients
- Participate in real estate contracts and closings

Criminal Law Clinic Syracuse, New York
Student Attorney, Syracuse University College of Law Summer 2005

- Represented clients charged with misdemeanors before Syracuse City Criminal Court
- Researched criminal law and drafted motions and memoranda
- Managed cases from arraignment through completion

Frank S. Ravitch, Adjunct Professor Syracuse, New York
Research Assistant, Syracuse University College of Law Summer 2005

- Performed both legal and social science research on various First Amendment issues

New York State Assembly/Chairman of the Housing Committee
Office of Assemblyman William Lasher Albany, New York
Intern January 2004-May 2004

- Met with constituents to issue spot and propose courses of action
- Drafted correspondence to respond to constituents' concerns
- Attended Assembly sessions, Housing Committee meetings and Hearings
- Provided clerical and organizational support

SKILLS AND INTERESTS

Fluent in French. Read and write Spanish. Proficient in Italian.
Use Lexis, Westlaw, Windows, Word, and WordPerfect.
Interests include kayaking, hot air ballooning, and cutting-edge environmental issues.

PROFESSIONAL CERTIFICATION

Paralegal Certification, University of California Berkeley, July 2001
Enrolled for CPA examination (New York), November 2002

Timothy George
111 Lancaster Avenue
Syracuse, New York 13210
(315) 428-1111
TG007@yahoo.com

EDUCATION

SYRACUSE UNIVERSITY COLLEGE OF LAW, Syracuse, NY

Juris Doctor expected May 2004

GPA: 3.71/4.00

Class Rank #4 out of 250 students

Honors: Syracuse Law Review
Dean's List
Who's Who Among American Law Students
Activities: American Bar Association, and New York State Bar Association

WASHINGTON STATE UNIVERSITY (Honors College), Pullman, WA

Bachelor of Arts in Broadcast Management, December 1998

Minors in Business Administration and Music/Jazz Studies

GPA: 3.70/4.00

Honors: President's Honor Roll
Dean's List
1998 Student Leader of the Year
Activities: Station Manager: KZUU Radio
Saxophonist: WSU Symphony & Jazz Band

EXPERIENCE

U.S. DISTRICT COURT, NORTHERN DISTRICT OF NEW YORK Syracuse, NY

Student Law Clerk for Hon. Norman A. Mordue September 2002-Present

- Research and prepare drafts of judicial opinions and orders
- Assist Judge in preparing for trials and proceedings
- Conduct legal analysis and research for Judge and senior clerks

SULLIVAN & CROMWELL

Washington, D.C.

Summer Associate

May 2003 -September 2001

- Actively participated in negotiations, depositions and court proceedings and trials
- Worked with transactional and litigation-based practice groups

Offer Extended

KRXY FM/KITI FM/KITI AM

Olympia, WA

News Director

January 1999-August 2001

- Designed stations' news programming and delegated assignments to staff
- Anchored morning drive-time newscasts

SKILLS AND INTERESTS

- Proficient in Lexis, Westlaw, Microsoft Windows, MS Word, WordPerfect
- Enjoy playing the saxophone, jazz, billiards/pool, weight training, and running

A. Public Interest Example

Dionne Wong, J.D.

234 NW 23rd Court, #1407
Arlington, VA 22204
Dwong@syr.edu (703) 257-8990

EDUCATION & BAR STATUS

Awaiting New York State and New Jersey July 2002 Bar Exam Results.

Syracuse University College of Law, Syracuse, NY

Juris Doctor, May 2002

Honors: Journal of International Law and Commerce, Executive Editor; Dean's List; McCrillis Public Interest Scholarship; Who's Who Among American Law Students; New York State Bar Association Achievement Award; U.S. Senate Special Services Award; and Moot Court Negotiation Team

Activities: Civil Liberties Union, President; Feminist Action League, Co-founder and Co-chair; University Senate, Senator; Student Lawyer's Guild

Florida International University, Miami, FL

Bachelor of Arts in Political Science and English, May 1999

Honors: Deans List; Sigma Tau Delta, English Honor Society

Activities: National Organization for Women, Vice President; Writing Across the Disciplines, Conference Team; NASA Project Vision, Program Assistant; Women's Center, Peer Counselor and Mediator

Trinity College, Dublin, Ireland, Fall 1998

Semester Abroad. Intensive study of International Human Rights and Comparative Criminal Justice with an emphasis on Northern Ireland.

EXPERIENCE

Public Interest Law Firm, Syracuse University College of Law

Syracuse, NY

Student Attorney

Aug. 2001-May 2002

Successfully negotiated a settlement on behalf of prisoner in a guard brutality case. Conducted legal research. Wrote motions, jury instructions, voir dire, memoranda, and verdict form; prepared trial binder; and prepared opening statement, closing argument, cross examinations, and objections in anticipation of trial in 2nd Circuit Federal Court. Researched and drafted motion for attorneys' fees. Interviewed, counseled, represented, and advocated for clients, under student practice order, in the areas of civil rights and civil liberties.

Office of the Public Defender

West Palm Beach, FL

Legal Intern, Felony Division

May 2001- Aug. 2001

Wrote memoranda and motions ultimately granted by the court. Conducted client interviews at felony arraignment and jail. Negotiated plea bargains with Assistant State Attorneys and reviewed offers and waivers with clients. Analyzed client files, conducted legal research and site investigations, and drafted memoranda. Observed court proceedings. Participated in trial strategy, depositions, and jury selection.

New York Civil Liberties Union, Central New York Chapter

Syracuse, NY

Legal Intern

Sept. 2000-May 2001

Conducted intake and responded to requests for legal assistance and advice. Prepared memoranda and reports for the Executive Director of the Chapter Office and the Legal Action Committee. Assisted with special events. Trained new interns.

ADDITIONAL PUBLIC SERVICE

Martin Luther King, Jr. Elementary School Reading Program, Volunteer; Miami Clinic Access Project, Team Leader; Food Not Bombs, Organizer; National Lawyer's Guild Legal Observer

PUBLICATION

"International Women's Rights" Paper and policy recommendations published by U.N. Secretariat, Vienna, Austria, Jan. 1999.

VI. Reference Example

Jacob L. Alexander

109 Slocum Heights
Syracuse, New York 13210
(315) 443-1941 jalex@sy.edu

References

Professor Samuel Aba

Visiting Professor
Syracuse University College of Law
E.I. White Hall
Syracuse, NY 13244
saba@sy.edu
(315) 440-1000

Taught my Torts and Constitutional Law classes

Mary Cicci, Esq.

Cicci, Jefferson, Able and Moskow, LLP
500 South Salina Street
Syracuse, NY 13202
cicci@jam.com
(315) 451-1234

Supervisor for 2003 summer associate job

Professor Maria Hunt

Professor of Philosophy
University of Maryland
R. M. Black Hall
College Park, MD 00963
mhunt@maryland.edu
(202) 382-1846

*Three classes taken with Professor Hunt,
including "The Philosophy of Law"*