

Sample Resume (student¹)

Name

xxx123@cornell.edu

Local Address
Ithaca, NY 14850
(607) xxx-xxxx

Home Address
Seattle, WA 98101
(206) xxx-xxxx

EDUCATION

Cornell Law School, Ithaca, NY

Candidate for Juris Doctor, May 20xx

GPA: 3.52

Honors: Journal of Law and Public Policy

Associate, Legal Information Institute Supreme Court Bulletin

Round of 16 (of 130), Langfan Family Moot Court Competition

Dean's List: Spring 20xx, Fall 20xx

Note: *Religion at the Altar and in the Courtroom: A Jewish Argument for Same-Sex Civil Marriage After Lawrence*

Publication: "Supreme Court Previews: Chase v. McArthur," *The Federal Lawyer*, Vol. xx, No. xx, Nov/Dec p. xx-xx

Activities: President, Lambda Law Students

Cornell University, College of Arts and Sciences, Ithaca, NY

Bachelor of Arts in Government and History, *cum laude*, May 20xx

GPA: 3.74

Honors: 20xx Barnes Shakespeare Prize for "Evil with a Hint of Social Consciousness: Iago and Edmund as Advocates for Social Change"

Thesis: "Liked, Trusted, and Needed: Colonel House, Clark Clifford and the Making of the Modern Presidential Advisor"

Activities: Columnist, The Cornell Progressive

RELEVANT EXPERIENCE

Blank Rome LLP, Philadelphia, PA

Summer Associate, June – July 20xx

Will research and prepared written memoranda on a wide range of time-sensitive matters, including securities law, RICO, and constitutional law.

United States Attorney's Office, Northern District of New York, Syracuse, NY

Law Clerk, Summer 20xx

Researched and wrote memoranda on issues arising in appeals of criminal prosecutions, such as affirming district court decisions on forfeited or waived claims, sentencing departures or reductions under 18 U.S.C. § 3852(c)(2), Application Note 4 of the Federal Sentencing Guidelines, and admissibility of evidence.

¹Alumni should flip their resume so that the Education section is at the bottom of the page.

Wiley Rein, LLP, Washington, DC

Intern, Attorney Recruiting Department, June - August 20xx

Helped design, organize, and implement programs and events for summer associates. Wrote speeches for named partner. Summarized articles. Researched and presented information on minority recruiting and retention efforts, website design of area firms, and other topics. Designed initial template for 20xx-xx recruiting brochure.

United States Supreme Court, Washington, DC Intern,

Office of the Clerk, January - May 20xx

Answered questions regarding filing dates and helped attorneys comply with rules. Assisted with admission of lawyers to Supreme Court Bar. Checked credentials on oral argument days. Filed, researched, worked on projects for Clerk.

Patty Murray for US Senate, Seattle, WA Intern, May

- July 20xx

Drafted press releases, organized campaign appearances, and recruited volunteers.

Michelle Robinson, Washington Secretary of State, Seattle, WA

Campaign Finance Office Assistant, August and December 20xx - January 20xx Wrote fundraising letters, conducted research, answered phone calls, interacted with voters, entered data, and organized mailings.

OTHER EXPERIENCE

Olin Café, Cornell University Library, Ithaca, NY Barista,

January 20xx-May 20xx

Washington National Zoo, Washington, DC Tour

Guide/Birthday Party Leader, March - August 20xx

INTERESTS

Pick-up basketball, political races, Major League Baseball, vegetarian cooking