

## SAMPLE RESUME #1: FIRST-YEAR STUDENT

### Min Zhang

101 Olive Street, Apt 6D, New Haven, CT, 06511 | (203) 555-1212  
min.zhang@yale.edu

## EDUCATION

### YALE LAW SCHOOL, New Haven, CT

J.D. expected, June 20XX

*Activities:* *Yale Journal on Regulation* (Edit Team); First Generation Professionals;  
Women of Color Collective

### THE OHIO STATE UNIVERSITY, HONORS PROGRAM, Columbus, OH

B.A., *summa cum laude*, in Economics and in Chinese, May 20XX

*Honors:* Honors Research Distinction in Economics; Honors in Arts and Sciences

*Activities:* Mock Trial; The Buckeye Philharmonic Orchestra; Chinese Christian Fellowship

*Thesis:* "The Intersection of China's Economic Growth and Local Officials' Incentives"

## EXPERIENCE

### INTERNATIONAL REFUGEE ADVOCACY PROJECT, New Haven, CT

*Volunteer*, Fall 20XX

Worked on Liberian Refugee Immigration Fairness Project. Conducted research and filed FOIA requests with the Department of Homeland Security to identify locations where Liberian nationals are held in immigration detention. Researched standards for legal challenges to restrictions on distribution of information to unrepresented people in detention.

### PROFESSOR META BROWN, THE OHIO STATE UNIVERSITY, Columbus, OH

*Research Assistant*, September 20XX to May 20XX

Conducted research in primary sources and drafted research summaries to contribute to forthcoming book on the global dollar system and its geopolitics.

### CAMP MOLLY LAUMAN, Lucasville, OH

*Counselor*, Summers 20XX- 20XX

Served as lead counselor for groups of 10 campers, ages 4-14, at over-night summer camp. Insured health and safety of campers and administered first aid. Taught outdoor skills including swimming, archery, and tennis. Managed interpersonal issues among campers, problem solved with supervisors, and communicated with parents and caregivers.

### BISTRO 2110 AT THE BLACKWELL, Columbus, OH

*Server*, February 20XX – December 20XX

Worked 15-35 hours per week while maintaining full course load. Memorized rotating menus, managed up to 9 tables at a time, and trained new employees. Maintained food and customer safety.

## SKILLS AND INTERESTS

Fluent in written and spoken Mandarin Chinese. Proficient in written and spoken Spanish.  
Enjoy biking, tabletop games, and pickleball.

## SAMPLE RESUME #2: FIRST-YEAR STUDENT

### ZURI MENSAH

zuri.mensah@yale.edu

#### CURRENT ADDRESS

P.O. Box 208203  
New Haven, CT 06520-8203  
(203) 555-1212

#### PERMANENT ADDRESS

10035 Arrow Drive  
Arlington, VA 22111  
(703) 555-1212

#### EDUCATION

**YALE LAW SCHOOL**, New Haven, Connecticut

J.D. expected, June 20XX

*Activities:* *Yale Journal on Regulation*, Editor  
Temporary Restraining Order Project, Volunteer

**UNIVERSITY OF VIRGINIA**, Charlottesville, Virginia

B.A., *summa cum laude*, in History and in Economics, May 20XX.

*GPA:* 3.89

*Honors:* Phi Beta Kappa  
Duncan Clark Hyde Award for Highest GPA in Economics Department

*Study Abroad:* Danish Institute for Study Abroad, Copenhagen, Denmark, Fall 20xx

*Thesis:* *Extremism in the Pursuit of Liberty: Activism in the ACLU in the Late 1960's*

*Activities:* Jefferson Literary and Debating Society

#### EXPERIENCE

**LOWENSTEIN PROJECT WITH WORLD HEALTH ORGANIZATION**, Yale Law School Fall 20XX

*Volunteer*

Conduct legal research and draft materials for publication on organization's website. Topics of articles include refugee rights and international health issues.

**SOUTHEASTERN RURAL MENTAL HEALTH CENTER**, University of Virginia Summer 20XX

*Research Assistant*

Revised and critiqued articles in preparation for submission to professional journals. Collaborated with researchers investigating physical and mental health care among rural, minority and impoverished populations in Virginia.

**UNIVERSITY JUDICIARY COMMITTEE**, University of Virginia

*Student Judge* 20XX-20XX

Heard cases, conferred with counselors, drafted rulings, and implemented sanctions for violations of the University Standards of Conduct.

*Counselor* 20XX-20XX

Counseled students accused of violating University Standards of Conduct through trial process. Investigated facts, interviewed and prepared witnesses, and determined case strategy in preparation for trial. Represented students at trial by examining witnesses and arguing before the judiciary committee.

**THE GO PROJECT**, Arlington, VA

*Teaching Assistant*

Summer 20XX

Worked with a class of 15 rising, low-income 4th graders who were struggling academically and socially. Led small work groups in math, reading, and writing. Reviewed existing curriculum, researched comparable programs and resources, and suggested updates to Executive Director. Edited Project website and initiated Instagram page to enhance student/teacher connections.

**PAUL MORRIS**

1675 Orange Street ▪ New Haven, CT 06520 ▪ (203) 555-1212  
paul.morris@yale.edu

**EDUCATION**

**YALE LAW SCHOOL**

J.D. expected, June 20XX

*Activities:* *Yale Law and Policy Review*, Edit team  
Environmental Law Association  
First Generation Professionals

**UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

B.S., *magna cum laude*, in Biochemistry, June 20XX

*Honors:* Morehead Scholar – awarded for academic excellence and demonstrated leadership ability

Phi Beta Kappa

Eric Svensson Book Prize for Excellence in the Arts

*Thesis:* “Transport Fate of Ammonium in Waterlogged Soils,” published in *Biogeology & Chemistry*, March 20XX

**EXPERIENCE**

**FUND FOR PUBLIC INTEREST**, Washington, DC 20XX-20XX

*Fundraiser/Activist.* Organized and coordinated membership drives within professional organizations and colleges for US PIRG, a national environmental lobby group. Developed and oversaw publication of informational material detailing the organization’s environmental work.

**SIERRA CLUB**, Washington, DC Summer 20XX

*Research Intern.* Researched and wrote political advocacy and public education materials for Brazilian environmental groups. Negotiated and served as a liaison among these groups to enhance cooperation on a national air-quality initiative.

**SLACKCO CHEMCOR**, Bethesda, Maryland 20XX-20XX

*Research Assistant.* Tested new chemical formulations for pesticide use and presented results at quarterly research team meetings. Wrote Hazardous Material Worksheets describing the uses and hazards of pesticides, in accordance with OSHA standards, for distribution with the pesticides.

**U.S. SENATOR ALAN J. DIXON**, Washington, DC Summer 20XX

*Intern.* Wrote issue briefs for Senator Dixon. Researched legislative issues and wrote letters on behalf of the Senator to address constituents' concerns.

**INTERESTS**

Fluent in Portuguese. Enjoy jazz saxophone.

# SAMPLE RESUME #4: FIRST-YEAR STUDENT

**KENNEDY LEE** (they/them)

[kennedy.lee@yale.edu](mailto:kennedy.lee@yale.edu)

• 100 Wall Street, New Haven, CT 06510

• Cell: (203) 555-1212

## EDUCATION

**YALE LAW SCHOOL**, New Haven, Connecticut

Candidate for J.D., June 20XX

Activities: Research Assistant, Professor Law  
Yale University Student Advisory Group on Diversity, Equity, and Inclusion  
Asian Pacific American Law Students Association

**YALE UNIVERSITY**, New Haven, Connecticut

Ph.D., Classics and Philosophy, May 20XX

Dissertation: *Aristotle's Analytical Jurisprudence*  
Research and conference presentations on statutory interpretation and legal theory  
Honors: Mellon Fellowship, Bradford Fellowship  
Activities: Yale Tour Guide, Minorities and Philosophy, Yale World Fellows (Affiliate)

**UNIVERSITY OF PENNSYLVANIA**, Philadelphia, Pennsylvania

B.A., *summa cum laude*, in Classics (with distinction), in Philosophy (with distinction), and in History, May 20XX

Honors: Phi Beta Kappa, Senior Classics Prize  
Activities: Editor-in-chief and editor, *Penn History Review*  
Penn Cognoscenti; Penn Museum (Summer Fellow); Peer Advisor

## EXPERIENCE

**VIS INTERNATIONAL COMMERCIAL ARBITRATION MOOT**, New Haven, Connecticut and Hong Kong

*Participant*

Fall 20XX – Spring 20XX

Analyze a complex contractual dispute and research the law of international sales transactions. Draft claim memorials (briefs) and participate in oral arguments.

**GRADUATE STUDENT ASSEMBLY**, Yale University, New Haven, Connecticut

*Secretary of the General Assembly and Representative*

Summer 20XX – Spring 20XX

Managed advocacy efforts of an elective body of 85 representatives. Authored a strategic plan outlining the short-term and long-term goals of the organization. Represented 700 students in a university committee for transforming a dorm building into a hub of teaching and learning; secured dedicated work space for graduate students. Improved organizational efficiency and internal governance by revising the bylaws. Liaised between the student body and the university administration.

**YALE UNIVERSITY**, New Haven, Connecticut

*(Sole) Instructor*

Fall 20XX – Spring 20XX

Taught and devised course materials for undergraduate seminars. Lectured on Greek and Latin literature and philosophy. Facilitated class discussions and assessed academic performance. Mentored students and developed updated curriculum.

**UNIVERSITY OF PENNSYLVANIA (LAW SCHOOL AND HISTORY DEPARTMENT)**, Philadelphia, Pennsylvania

*Research Assistant*

Fall 20XX – Spring 20XX

Conducted research in modern European intellectual history and international and comparative law. Analyzed and summarized scholarly articles. Translated foreign legal documents into English.

## SELECT PUBLICATIONS

Reasonable Moral Doubt, 97 NYU LAW REVIEW (20XX, forthcoming).

Acquaintance, Knowledge, & Value, 199 SYNTHESIS 14035 (20XX).

Legal Obligation & its Limits, 38 LAW & PHILOSOPHY 109 (20XX).

## SKILLS/INTERESTS

Grew up in six countries; avid traveler; skier. Languages: Ancient Greek, Latin, French (advanced), and Chinese (fluent).

## **SAMPLE RESUME #5: SECOND-YEAR STUDENT**

### **PETER GUTIERREZ**

peter.gutierrez@yale.edu | (203) 555-1212  
New Haven, CT

#### **EDUCATION**

**YALE LAW SCHOOL**, New Haven, CT

J.D. expected, June 20XX

*Activities:* *Yale Journal on Regulation* – Bulletin Editor; Lead Editor  
Yale Law and Business Society – Co-Vice President of Professional Development;  
The Federalist Society  
Latinx Law Students' Association – Chair of Professional Development

*Select Courses:* Business Organizations, Federal Income Taxation I, Secured Transactions (expected Fall 20XX), Adv. Entrepreneurship & Innovation Clinic Seminar (expected Fall 20XX)

**HARVARD COLLEGE**, Cambridge, MA

A.B., *cum laude*, Government, Secondary in Philosophy, May 20XX (GPA X.XX)

*Honors:* Charles Joseph Bonaparte Prize – awarded to the juniors with the highest academic distinction in Government

*Activities:* *The Harvard Review of Philosophy* – Editor-in-Chief  
The Edmond J. Safra Center for Ethics – Undergraduate Fellow; Recipient of the Lester Kissel Grant in Practical Ethics  
Summer Humanities and Arts Research Program – Undergraduate Research Fellow

#### **EXPERIENCE**

**THE U.S. SECURITIES AND EXCHANGE COMMISSION**, Washington, D.C.

May 20XX – July 20XX

*Student Honors Program Legal Intern – Division of Enforcement*

Reviewed documents, bank records, and recordings for the factual development of an offering-fraud investigation and an unregistered broker-dealer investigation. Conducted legal research on securities law topics including the imputation of scienter and the Sarbanes-Oxley Act's claw-back provision for these matters and for an accounting and disclosure fraud case. Drafted subpoenas for a digital asset case. Assisted staff attorneys in their preparation for witness interviews. Participated in educational webinars and trainings.

**THE ENTREPRENEURSHIP & INNOVATION CLINIC**, Yale Law School, New Haven, CT

Jan 20XX – May 20XX

*Student Attorney – Supervised by Sven Riethmueller, Clinical Associate Professor of Law*

Provided legal counsel on transactional matters to two start-ups in the medical device and educational technology industries. Negotiated and revised a patent license agreement with a major research university. Drafted various transactional documents including an independent contractor agreement, a stock purchase agreement, an 83(b) election, and IP assignment forms. Reviewed commercial contracts. Communicated regularly with and explained legal issues and work product to clients.

**THE HARVARD CRIMSON**, Harvard University, Cambridge, MA

Dec 20XX – Dec 20XX

*Associate Editorial Editor*

Edited and prepared two to three op-eds every week for daily publication. Provided comprehensive line-by-line and structural edits to student, faculty, and alumni contributors. Fact-checked written claims. Communicated closely with team of editors to make decisions regarding editorial content.

**THE GOVERNMENT ACCOUNTABILITY PROJECT**, Washington, D.C.

May 20XX – Aug 20XX

*Harvard Mindich Public Service Fellow & Summer Intern*

Assisted Senior Counsel and Director of Education with research and writing projects on corporate whistleblowing, ethics and compliance programs, immigration, and FOIA.

#### **SKILLS AND INTERESTS**

Proficient in spoken Mandarin Chinese. Enjoy modernist literature, jazz music, and pick-up basketball.

**ANDREW CARTER**

91 Lyman Orchard Way, New Haven, CT 06511 ▪ (203) 555-1212  
andrew.carter@yale.edu

**EDUCATION**

**YALE LAW SCHOOL**, New Haven, CT  
J.D. expected, June 20XX

Activities: Black Law Students Association  
*Yale Journal of Health Policy, Law & Ethics*, Edit team  
Pro Bono Network  
Ludwig Program in Public Sector Leadership of The Tsai Leadership Program, Ludwig Fellow

**JOHNS HOPKINS UNIVERSITY**, Baltimore, MD  
A.B., *summa cum laude*, Nursing, 20XX

Honors: Graduated #2 in class  
Phi Beta Kappa  
Dudley Prize for Excellence in Nursing  
Activities: Advisory Committee on Investor Responsibility, Student Appointee  
Student Support Network Hotline  
Collis Student Center Governing Board, Chairperson

**EXPERIENCE**

**TEMPORARY RESTRAINING ORDER PROJECT**, Yale Law School

*Director* Fall 20XX – Present  
Organize the training of Yale Law School students to assist applicants seeking temporary restraining orders. Direct the operations of the Project's office in the New Haven Courthouse. Coordinate the Project with court clerks, domestic violence service professionals, and lawyers.

**CENTER FOR REPRODUCTIVE LAW & POLICY**, New York, NY

Summer 20XX

*Summer Intern*  
Researched and wrote legal memorandum on the enforceability of surrogacy contracts. Visited community organizations and local gathering spots to recruit for educational groups and enhance contacts between the Center and community residents.

**NATIONAL HEALTH LAW PROGRAM**, Washington, DC

20XX-20XX

*Research Assistant*  
Monitored congressional hearings on health care issues and wrote reports identifying and outlining current legal issues surrounding managed care and systemwide health care reform. Researched and responded to legal questions from Legal Services attorneys. Researched and wrote articles for *Health Advocate* newsletter.

**MASSACHUSETTS GENERAL HOSPITAL**, Boston, MA

20XX-20XX

*Assistant Ombudsperson*  
Assisted patients and families with adjustment to illness, discharge planning, and management of benefits and public entitlements. Presented cases in departmental Grand Rounds and in weekly medical/social work rounds.

**SKILLS AND INTERESTS**

Fluent in Spanish. Enjoy cooking and sailing.

**LAVENDER STEVENS**

645 Ellsworth Avenue • New Haven, CT 06511 • (203) 555-1212 • lavender.stevens@yale.edu

**EDUCATION**

**Yale Law School**, New Haven, CT

J.D. expected, June 20XX

**Vermont Law School**, South Royalton, VT

J.D. candidate, transferred after first year, 20XX-20XX

*Rank:* 2/150

*Honors:* *Vermont Law Review*, selected for membership based on first-year grades Moot Court Competition, Finalist  
American Jurisprudence Book Award for Constitutional Law

**University of Colorado**, Boulder, CO M.A.,

History, May 20XX

A.B., *summa cum laude*, Asian Studies, May 20XX

*Honors:* Phi Beta Kappa

Wilson Prize in Asian Studies

*Activities:* University of Colorado Marching Band

Alpha Phi Sorority, President

**EXPERIENCE**

**U.S. Department of Justice, Civil Division, Torts Branch**, Washington, DC

Summer 20XX

*Legal Intern.* Researched and drafted briefs and memoranda on 11th Amendment issues. Assisted at depositions and in trial preparation: participated in strategy sessions, interviewed potential witnesses, drafted witness statements and organized deposition and trial exhibits.

**University of Colorado**, Boulder, CO

20XX – 20XX

*Adjunct Professor of History.* Taught history courses at all levels, from freshman survey of world history to graduate seminars. Conducted weekly small group seminars for students. Supervised graduate students' thesis work and dissertations. Counseled graduate students seeking employment. Conducted independent research and wrote numerous papers and articles on the effects of war in Southeast Asia.

**PUBLICATIONS AND PRESENTATIONS**

Wrote numerous articles published in national and international journals. Presented two papers at national conferences.

**SKILLS AND INTERESTS**

Fluent in written and spoken Vietnamese. Enjoy golf, baking artisan bread, and my golden retriever, Alice.

## SAMPLE RESUME #8: SECOND-YEAR JOINT DEGREE STUDENT

(Garamond, 11pt.)

81 Mansfield St., New Haven, CT 06511

**QUINN A. KLEIN**  
quinn.klein@yale.edu

Cell: (203) 555-1212

### EDUCATION

**Yale Law School**, New Haven, CT

**Yale School of Forestry & Environmental Studies**, New Haven, CT

Joint J.D./M.E.M. expected 20XX

Activities: *Yale Journal on Regulation*, Articles Editor  
Yale Environmental Law Association – Co-director  
American Constitution Society – Judicial Nominations Project  
Environmental Attitudes & Behavior Project

**University of California, Berkeley**, Berkeley, CA

B.A., *summa cum laude*, Mathematics, May 20XX. GPA 3.92

Honors: Phi Beta Kappa  
Awards: DeForest Senior Prize and Anthony D. Stanley Prize for excellence in field of Mathematics  
Activities: Head freshman counselor for Morse College, elementary school mentor through Science and Math Achiever Teams, club ultimate frisbee

### EXPERIENCE

**Environmental Defense**, Boulder, CO

Summer 20XX

Researched and wrote comments to submit to EPA critiquing proposed rule on stationary diesel engines. Drafted strategy memorandum explaining and defending legal course of action to take in a pending case. Researched and wrote memorandums on topics pertaining to the Clean Air Act, and conducted research for legal briefs.

**YLS Environmental Protection Clinic**, Client: Palau's Ambassador to the UN Spring 20XX – present

Prepared comprehensive scientific and legal justification for a global moratorium on bottom trawl fishing, drafted strategy points, and met with UN delegates in support of a UN General Assembly Resolution on bottom trawling. Currently serving as Teaching Assistant for the clinic and drafting national legislation in Palau designed to help protect the country's marine resources from destructive fishing practices.

**Yale Pro Bono Network**, Client: Natural Resources Defense Council

Spring 20XX

Researched and analyzed comparative provisions of the Clean Water Act pertaining to oil and hazardous substances and subsequent case law with emphasis on potential for litigation over compliance with hazardous substance provisions.

**American Museum of Natural History**, New York, NY

20XX-20XX

Researched and prepared series of talks on environmental issues in Bhutan and the Galapagos Islands for the director of the Center for Biodiversity and Conservation. Edited books on urban sprawl, conservation genetics, and the status of Vietnamese biodiversity. Coordinated the creation of and edited educational modules designed to facilitate teaching of environmental science in developing countries.

**Ornithological Fieldwork**, Texas, California, Missouri, Hawaii

20XX-20XX

Conducted seasonal fieldwork with birds as part of several longitudinal studies investigating optimal logging practices, bird population trends, and impacts of invasive species on native birds.

### INTERESTS

Classical piano, composing music, ultimate Frisbee



**ARIANNA PATEL**  
91 Lyman Orchard Way  
New Haven, Connecticut 06511  
(203) 555-1212; arianna.patel@yale.edu

**EDUCATION**

**YALE LAW SCHOOL**, New Haven, CT

J.D. expected, June 20XX

Activities: *Yale Journal of Law and the Humanities*

*Yale Journal on Regulation*

Yale Law Women +

Chae Fellow, Chae Initiative in Private Sector Leadership of The Tsai Leadership Program

**DARTMOUTH COLLEGE**, Hanover, NH

A.B., Comparative Religion and Greek, May 20XX

Honors: Phi Beta Kappa

Dudley Prize for excellence in Religious Studies

Class of 1936 Women's Award for outstanding contribution to Dartmouth

Activities: Advisory Committee on Investor Responsibility, Student Appointee

Student Support Network Hotline, Founder and Director

Collis Student Center Governing Board, Chairperson

**EXPERIENCE**

**ARNOLD & PORTER**, Washington, DC

*Summer Associate*

Summer 20XX

Drafted briefs in support of litigation matters including civil and class action complaints, summary judgment motions and demand for compliance actions. Researched and analyzed case and statutory law under the Employee Retirement Income Security Act and summarized research in legal memorandum to client company relating to dispute regarding employee pension plan.

*Received offer of permanent employment.*

**MANATOS & MANATOS**, Washington, DC

*Intern*

Summer 20XX

Gained experience in government relations, public policy, and international affairs as intern for government relations and advocacy firm. Conducted research on foreign and domestic policy issues, including the Turkish occupation of Cyprus. Participated in Heritage America, co-founded by Manatos & Manatos and National Hellenic Society, an experiential program connecting Greek-American college students to Greek-American government and business leaders.

**CONDORDIA**, New York, NY

*Editorial Assistant*

20XX-20XX

Supported nonprofit organization dedicated to fostering cross-sector partnerships for social impact.

Assisted in editing and developing program materials, including session descriptions, speaker briefing materials, social media, and website text for Concordia's annual Summit during UN General Assembly week in New York. Performed content research on various public policy issues to help fine tune program focus and speaker talking points.

**ERIE CERAMIC ARTS COMPANY**, Erie, PA

*Human Resources Assistant*

Summer 20XX

Wrote employee handbook, including sections relating to employee rights and responsibilities. Updated personnel policies to comply with existing law and company policy. Organized hazardous material safety data for compliance with OSHA regulations.

**FATIMA HABIB**

1145 Chapel St., Apt. 2A, New Haven, CT 06511  
(203) 555-1212 fatima.habib@yale.edu

**EDUCATION**

**YALE LAW SCHOOL**, New Haven, CT  
J.D. expected, June 20XX

ACTIVITIES: *Yale Journal of Law and Feminism*, Articles Editor  
Greenhaven Prison Project, Director  
Students for Social Justice

**PRINCETON UNIVERSITY**, Princeton, NJ

B.A. *magna cum laude*, in Psychology, 20XX

HONORS: Highest Honors in Psychology major

ACTIVITIES: Undergraduate Student Government  
Vice President, Association of Women in Science

**EXPERIENCE**

**YALE LAW SCHOOL**, Professor Stephen B. Duke, New Haven, CT Fall 20XX – present  
Research Assistant: Research alternative sentences for juvenile offenders, their success, and the political and factual precursors to their implementation.

**SOUTHERN CENTER FOR HUMAN RIGHTS**, Birmingham, AL July – August 20XX  
Legal Intern: Researched and wrote memoranda and interviewed clients in preparation for litigation challenging conditions for physically disabled prisoners.

**BRADLEY ARANT ROSE & WHITE**, Birmingham, AL May – June 20XX  
Summer Associate: Wrote memorandum for health care division on the impact of legislation mandating third-party reimbursement for registered nurses. Assisted in preparation of pre-trial memorandum for litigation regarding disability coverage for short-term mental health problems.

**PROSECUTION EXTERNSHIP**, Yale Law School, New Haven, CT Fall 20XX – Spring 20XX  
Extern: Assisted state prosecutor specializing in career criminals. Examined witnesses and presented arguments in court proceedings.

**PUBLIC DEFENDER SERVICE OF THE DISTRICT OF COLUMBIA**, Washington, DC Summer 20XX  
Legal Intern: Represented indigent clients in District of Columbia Superior Court on a variety of state criminal charges. Participated in client interviews, negotiated on behalf of clients, and represented clients in court proceedings.

**PUBLICATION**

Note, "Uneasy Bedfellows: Bridging the Philosophical Gap That Paralyzes the Use of Psychological Data in Habeas Proceedings," *108 YALE L. J.* 47 (20XX).

**SKILLS AND INTERESTS**

Fluent in French. Basic knowledge of Spanish. Habitat-for-Humanity volunteer.

**SAMPLE RESUME #11: THIRD-YEAR STUDENT  
UPCOMING CLERKSHIP**

(Font: Times New Roman, 11 pt.)

**FORREST FITZPATRICK**

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forest.fitzpatrick@yale.edu

**EDUCATION**

**YALE LAW SCHOOL**, New Haven, CT

J.D. expected June 20XX

*Activities:* Coker Fellow, Prof. Daniel Markovits (teaching assistant for Contracts small group)  
Research Assistant, Prof. Cristina Rodríguez  
Articles Editor, *Yale Law & Policy Review*  
Board Member, Morris Tyler Moot Court of Appeals  
Veterans Legal Services Clinic  
Yale Schola Cantorum (chamber choir selected from university-wide auditions)

**UNIVERSITY OF ALABAMA**, Tuscaloosa, AL

B.A., *summa cum laude*, American Studies and French, May 20XX

*Honors:* Phi Beta Kappa  
Algernon Sydney Sullivan Award (outstanding male & female members of senior class)  
President, Iota Circle of Omicron Delta Kappa (national leadership honor society)  
University Honors Program

*Honors Thesis:* *Racial Idiom: The Evolution of Racially Coded Speech in Alabama Politics 1950-70*

*Activities:* Rules Committee Chair, Student Senate  
Tenor, University Singers (selected by Music faculty in competitive audition)  
Columnist, *The Crimson White* (student daily newspaper)

**EXPERIENCE**

**HON. JILL A. PRYOR**, U.S. Court of Appeals for the Eleventh Circuit, Atlanta, GA 20XX – 20XX  
*Prospective Law Clerk.*

**BONDURANT, MIXON & ELMORE**, Atlanta, GA Summer 20XX  
*Summer Associate.* Staffed variety of civil matters at boutique litigation firm. Drafted interrogatories, requests for production, and deposition questions in Title VII suit against a regional seafood wholesaler. Researched and drafted memorandum analyzing potential Truth in Lending Act violations in auto financing schemes. Drafted section of Eleventh Circuit brief challenging the legality of a sheriff's search of a houseboat at a private marina.

**SOUTHERN POVERTY LAW CENTER**, Montgomery, AL Summer 20XX  
*Summer Intern.* Participated in all aspects of trial preparation for civil suit brought on behalf of mentally challenged African-American man beaten by four white men, which resulted in a \$9 million jury verdict. Interviewed potential witnesses, prepared trial exhibits, drafted responses to discovery objections, and assisted in preparation of jury instructions. Attended discovery and settlement conferences.

**U.S. REPRESENTATIVE JO BONNER (R-AL)**, Washington, DC 20XX-20XX  
*Legislative Correspondent.* Investigated constituent issues concerning a variety of government benefits and drafted responses to constituent queries. Regularly updated content for Constituent Services section of Congressman Bonner's website and drafted material for monthly e-newsletter.

**SKILLS AND INTERESTS**

Fluent in French. Enjoy running, table tennis, and Cajun zydeco music.