

RÉSUMÉ GUIDE



CAREER DEVELOPMENT OFFICE

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THE LEGAL RESUME

A. WHAT IS A RESUME?

A resume is a formal timeline of your past educational and professional experiences and employment skill sets as they relate to the job you are seeking. It is not necessarily an exhaustive listing of everything that you have done. Rather, it should give the employer a concise, honest and positive impression. It also should be aesthetically pleasing and brief because employers generally do not spend more than a few minutes initially reviewing it.

You will revise your resume several times throughout your law school career. As such, you should remember that there are several different ways to organize resumes, and that no one style is correct. Note that resumes vary in font, size, format and structure. Some use paragraphs to describe a job, others use bullet points. Some spell out state names, others do not. Some use bold and italics frequently, others do not. **In Appendix I of this guide, we have attached various resume samples for your reference.**

B. PURPOSES OF A RESUME

- It is a marketing tool and a “calling card.”
- It is primarily designed to produce a job interview.
- Often, it is a first chance to make a good impression on a potential employer.
- It is proof to an employer that the applicant’s writing is clear, concise and error-free.
- Since a resume merely provides a brief glance at the applicant’s accomplishments, it must grab an employer’s attention and motivate that employer to contact the applicant.
- Carefully choose which information you will include, keeping in mind those qualities that best reflect the kind of lawyer you will be. It should make the employer want to meet you.
- Employers do not just look for prestigious names on a resume, but also seek persons who show commitment, poise and ambition through prior experiences. Make sure to include the activities and accomplishments that reflect these qualities to an employer, whether legally related or not.

C. BASIC RESUME GUIDELINES

- **Keep resume to ONE page, while still conveying RELEVANT information.** Avoid unnecessary words. Make every word earn its spot. If law is your second career and you need two pages, the same rules apply, but make sure your name is on both pages.
- Your resume should be printed on 8.5" by 11" computer or bond paper. Your reference list, cover letter and envelope should all be on matching paper. When sending applications via U.S. mail, the address on your envelopes should be printed. You should print your resume in black ink only and cover letters should be signed in black or dark blue ink.
- Your resume should be free of graphics, photos, images, charts, colors, and boxed information.
- Font size should not exceed 12-point and should not be smaller than 10- or 11-point (depending on the font style). Remember to use simple, businesslike fonts on your resume. Helvetica and Times New Roman are good professional choice. If you are very experienced, you may use Garamond to incorporate a lengthy background into a single page. Garamond is legible and easy for the eye to follow.
- Generally, all margins should be one inch. However, you may have to decrease some or all of the margins in order to make the resume fit on one page. Remember that the resume should be aesthetically pleasing. Avoid making the margins so small that the resume appears unappealing and crowded. Do not go less than .5 inch margins.
- Use your full name, with your middle initial, if desired. Write out your address in full: 35 South Fifth Street, #407. Your name, address, phone number and professional email should be at the top of the page. If you are planning to return "home" and are seeking a job there, include your permanent address as well. If you are not from the South Florida area, but plan to seek a job and remain in the area, list only your current address. Make sure that the voicemail on your telephone has a professional message.
- Tailor your resume for the targeted employers (i.e., firm, government, public interest, and non-traditional). Be consistent in word usage, tense, grammar and punctuation. If you are currently working, descriptions should be in present tense. If you are no longer employed there, use past tense.
- **PROOFREAD YOUR RESUME.** Have your CDO advisor and someone else review it as well.
- Make sure your resume is updated regularly.

D. WHAT NOT TO INCLUDE IN A LEGAL RESUME

- *DO NOT* include an "Objective," "Career Goals," "Position Sought" section or other similar statements on the resume.
- *DO NOT* include specific class rank or GPA if you feel they do not reflect as positively on your abilities as your other experiences do.
- *DO NOT* use a "slick" advertising format to attract attention of traditional legal employers.
- *DO NOT* provide personal information such as marital status, age, number of children, etc. Such information should not be relevant to the hiring decision, and therefore customarily is not included on a legal resume.
- *DO NOT* include anything negative that will spur the employer to eliminate you from consideration.
- *DO NOT* include anything in your resume you would not want to discuss in an interview.
- *DO NOT* include any information regarding earnings, such as salary history unless the employer specifically requests it.
- *DO NOT* include or reference political affiliations, religious organizations or controversial groups, unless you were previously employed by one of the above and/or are applying to such a group.
- *DO NOT* misrepresent facts or furnish inaccuracies on your resume. Be truthful in the information you provide to a potential employer.
- *DO NOT* list your references on your resume, or state the obvious -- "References Available Upon Request." Employers already know that, and if they require references, they will request them separately.
- *DO NOT* use abbreviations unless they are universally understood.

E. CONTENTS OF A LEGAL RESUME

1. The Heading

Your heading should include your name, current address, e-mail and a telephone number where an employer may reach you or leave a message. Be sure your e-mail address is appropriate. When providing your cell phone number, avoid picking up a call if you are in a situation where you cannot speak if an employer attempts to reach you for an interview. If you use voice mail, you should make sure that the message is conservative, professional and identifies you by your full name.

If you are looking for employment locally, we suggest that you list only your local address. However, you should indicate both your local and permanent address if you want to show ties to the geographic area of the employer to whom you are applying. Centering your **bolded** name and contact information at the top of the page is the standard format for your heading:

JANE M. DOE
jmdoe@law.miami.edu
(305) 264-9967

Local Address
100 Miller Road, Apartment 4
Coral Gables, FL 33134

Permanent Address
555 Oak Street
Brookline, MA 02446

2. The "Education" Section

a. General

Present your educational background in reverse chronological order. The name of the institution (starting with your current law school) should be followed by the geographic location (city and state) of the institution. Underneath your law school name, you should indicate your degree (**you are receiving a Juris Doctor, not a Juris Doctorate**) and date of graduation (i.e., "Juris Doctor Candidate, May 2022," or "Juris Doctor expected, May 2022," or "Candidate for Juris Doctor, May 2022"). You should use this same format for your undergraduate institution, and other higher education institutions. Note that it is rarely appropriate to list high school attended.

University of Miami School of Law, Coral Gables, Florida
Juris Doctor Candidate, May 2022

Transfer and Visiting Students: If you attended another law school, as either a transfer or visiting student, you should list that school with the dates attended.

Transfer Student Example:

University of Miami School of Law, Coral Gables, FL
Candidate for Juris Doctor, May 2022

University of Florida College of Law, Gainesville, FL
Completed first year of legal studies, August 2019 - May 2020

Visiting Student Example:

University of Miami School of Law, Coral Gables, FL
Candidate for Juris Doctor, May 2022

University of Florida College of Law, Gainesville, FL
Visiting Student, Fall 2020

b. Grade Point Average ("GPA") and Class Rank

Whether or not to include your GPA on your resume is a personal decision. However, be aware that some employers may assume your grades are poor if you do not include them. Generally, if your GPA is a 3.0 or above, you should consider including it. Upon receipt of grades, **if you choose to include your GPA on your resume, you must be accurate and do so in the exact manner presented by the Registrar's Office.** You may also choose to include your class rank on your resume. There are two ways to indicate class rank: you can list it using actual rank (37/479), or percentage (Top 20%). Unless your rank is very near the top of the class, it is better to use percentages: top 10%, top 25%, upper third. Finally, if you choose not to include your law school GPA and class rank, you should not include your undergraduate ones either (except as a first-year student before you have law school grades). **If you are uncertain about how to present your grades, ask your CDO advisor.**

c. Honors and Activities

List your honors and activities under the appropriate institution: law school honors go under the date of law school graduation and GPA, if included. You may choose to list a Law Review under its own heading, or you may include it in your honors section. Activities go directly under honors. Similarly, your undergraduate honors and activities should be listed underneath your undergraduate institution date of graduation and GPA, if any. Stylistically,

you may list these headings in several ways: you may bold the words "honors" and "activities," you may underline them, or you may italicize them. Similarly, you may bold, italicize or underline "Law Review" or "Moot Court."

Honors: *University of Miami Inter-American Law Review*
 Charles C. Papy, Jr. Moot Court Board

OR

Law Review: *University of Miami Inter-American Law Review*
Honors: Charles C. Papy, Jr. Moot Court Board
 Dean's List (3 semesters)
Activities: President, Student Bar Association
 Miami Law Women

3. The "Experience" Section

a. Introduction

This section should be presented in reverse chronological order, with the most recent experience first. Generally, "*experience*" is a preferable term to "*employment*" because many employers associate "employment" with compensation, whereas, many of your experiences may have been unpaid internships or volunteer work. Regardless of whether the work was full-time or part-time, legal and non-legal experience should be listed in this section. Keep this section consistent with the education section above. List the name of the firm or organization in the same manner you listed the names of your educational institutions. To the right of the name, list the city and state in which the organization is located. Underneath the name of the organization, list your title (in italics, or bold) and the dates you worked there.

b. Duties

When including a brief description of your job, use active verbs and avoid using phrases such as "responsibilities included" or "duties included." Remember, each word is earning its spot. The purpose of this description is to attract the employer's attention and cause him or her to ask further questions about your work. Try to include those aspects of your job which were particularly noteworthy or interesting. *Your descriptions should not reveal the actual names of the employers' clients.* Use generic phrases such as "antitrust matter involving a multinational corporation" or "a high-profile products liability matter." Job descriptions should be written in the past tense unless you are currently employed at the particular job you are describing. Be sure to vary the verbs so you do not repeat the same language and bore the reader:

"worked closely with," "developed a concept for," "participated in," "researched" and "performed" are some examples. **In Appendix II of this guide, there is a list of action verbs for your reference.**

c. Spelling/Grammar

Carefully review spelling and grammar. (Note that the plural of memorandum is memoranda.)

d. Legal vs. Non-Legal Experience

Only relevant experience should be listed on your resume. If all of your prior experience is non-legal, then that IS the relevant information for the time being. When listing non-legal experience, highlight the accomplishments which utilized skills that are transferable to a legal job such as customer (i.e. client) interaction, problem solving, research, analysis, etc. With legal jobs, make sure to include areas of law you were exposed to, legal issues researched, skills developed, special projects or extra responsibilities given and training or certifications completed. For example,

BLACK & CROSWELL, Tallahassee, Florida

Summer Associate, June - August 2020

Worked closely with senior partner in the litigation department on "Big Tobacco" cases. Performed document review. Prepared motions and discovery requests. Assisted in depositions and evidentiary hearings. Conducted legal research on substantive and procedural issues, including offers of judgment and motions in limine.

4. The "Skills & Interests" Section

a. Introduction

Being a good lawyer requires more than a thorough grounding in legal principles. If you have special skills that enhance your marketability as a lawyer, you should list them. Include proficiency in a foreign language, professional certifications or licenses, and/or significant community involvement/volunteer activities. You should also include personal interests/activities that are important to you, especially if they are slightly unusual and likely to spark an employer's interest, such as a private pilot's license, marathon runner, classical trained pianist, etc.

b. Languages

When listing a language, you should indicate your precise knowledge of the language on your resume. If you are truly **fluent** in a language, you should be able to read and write that language completely, with no regard to the topic. If you are **proficient**, you are a bit less than fluent, but still very good. If you are **conversational**, you are indicating to an employer that you can get by using the language, but you have areas where you may lack the ability to write or translate it. A **working knowledge** of the language means you are between rudimentary and proficient. Remember that your interviewer may speak the language you claim to know, so be prepared to conduct a portion of your interview in the language if you have indicated that you are qualified to do so.

c. Publications

Since the practice of law requires solid writing skills, evidence that you write well is invaluable. Nearly any publication, including many of those outside the legal profession, is impressive enough to be included in your resume. Make sure the publication titles are in Blue Book format.

d. Military Service

This can be a positive addition to your resume, particularly if it occurred within the last four or five years, and you had a position of leadership or authority, or received special awards or commendations.

e. "References Available Upon Request"

Do NOT include this on your resume. Instead, have a separate sheet of paper titled: "References" with the same heading as your resume on the top of the page. List each reference with his/her title, company, address, phone number, and email address. If an employer asks for your references, you will have this sheet ready to give to them. Call your references BEFORE you list them, and ask their permission to be used as a reference. As a general rule, you should list former employers, faculty members or someone in the same profession as you, preferably who has knowledge of your work. Do not list personal (family and friends) references.

F. FREQUENTLY ASKED RESUME QUESTIONS

Question: Should I include information regarding high school?

Answer: Typically, no. Exceptions may apply if: a) you attended a highly regarded or prestigious high school; b) you were valedictorian or won a prestigious award; or c) it is known that the employer has connections to that school.

Question: When is a two-page resume okay?

Answer: When you have relevant information that helps you sell yourself to a potential employer. For example, if you have significant prior work experience that is relevant to the work done by the employer to whom you are writing. Also, if law is your second career, and you have impressive prior work experience. Lastly, resumes for public interest employers can go over one page in order to demonstrate your past commitment to public interest work.

Question: What should I do if I have a joint degree or another advanced degree?

Answer: Typically, the level of connection between the other degree(s) and the specific position you are seeking will determine how much space you devote to the alternate degree on your resume.

Question: What if I do not have any legal experience?

Answer: Do not worry. Many first-year law students do not have legal experience. Employers do not necessarily expect impressive pre-law school legal experience. Instead, focus on the experience you do have, as well as the leadership, analytical and speaking skills that you developed as a result of your non-legal experiences.

PROOFREAD! PROOFREAD! PROOFREAD!

Good luck on writing your resume! We encourage you to have your CDO advisor review your resume prior to sending it. To make an appointment or if you have questions, please contact the CDO at cdo@law.miami.edu or 305-284-2668.

APPENDIX I

SAMPLE RESUMES

Sample 1L Resume

ANA MARIA LOPEZ

1122 Southwest 99th Avenue • Miami, Florida 33112

(305) 888-9999 • alopez@yahoo.com

EDUCATION

University of Miami School of Law, Coral Gables, Florida

Juris Doctor expected, May 2022

Honors: CALI Excellence for the Future Award in Contracts

Activities: Hispanic Law Students Association

American University, Washington, D.C.

Bachelor of Science in Political Science, May 2019

Minor: French

Honors: Dean's List (three semesters)

Golden Key National Honor Society

Activities: Gamma Phi, Treasurer (2018-2019)

EXPERIENCE

Boies, Schiller & Flexner, LLP, Washington, D.C.

Legal Assistant/Paralegal (part-time), February 2017 – May 2019

Worked on a trial team litigating a major merger in the U.S. airline industry and on one of the largest antitrust suits in U.S. history involving the payments industry. Aided litigation team of paralegals during a federal court trial involving the advertising industry. Assisted partners at depositions by assigning exhibits. Composed letters to clients and opposing counsel and assisted in drafting pleadings and motions.

Center for American Progress (CAP), Washington, D.C.

National Security and International Policy Intern, September 2016 – January 2017

Researched issues on Department of Homeland Security initiatives, terrorism, and the wars in Iraq and Afghanistan. Edited and researched a major report on Homeland Security and a book chapter on terrorism and the media. Collaborated with other think tanks/organizations, relaying impressions and analyses to the CAP National Security team.

United States Senator John Mayes, Washington, D.C.

Intern, May 2016 – August 2016

Handled constituent inquiries and concerns. Researched Proposition 463 and its effects on certain districts. Performed constituents' advocacy tasks. Prepared correspondence.

VOLUNTEER EXPERIENCE

Habitat for Humanity, Mclean, Virginia

Volunteer, Fall 2018

Partnered with university student organizations for homebuilding project.

A Wider Circle, Bethesda, Maryland

Volunteer, 2017 – 2018

Assisted nonprofit addressing the needs of adults and children challenged by homelessness and poverty.

Sample 1L Resume

CHARLES AMADOR

2345 SW 117th Avenue • Miami, FL 33173
(777) 555 – 1234 • camador1@gmail.com

EDUCATION:

University of Miami School of Law, Coral Gables, FL

Candidate for Juris Doctor, May 2022

GPA: 3.14/4.00

The University of Alabama, Tuscaloosa, AL

Bachelor of Arts in History, May 2019

Minor: Spanish

GPA: 3.51/4.00

Honors: Chancellor's List (4 semesters)

Phi Alpha Theta National History Honors Society

Activities: President, Pre-Law Society (2018-2019)

Vice President of Administration, Honors College Association (2017-2018)

Ambassador, Honors College

EXPERIENCE:

Pak Mail, Tuscaloosa, AL

Customer Service Representative, July 2018 – August 2018

Assisted customers throughout the store and operated the point of sale (“POS”) system. Responded promptly to customer inquiries and complaints. Maintained records of customer interactions, transactions, comments and complaints. Served as a translator for Spanish-speaking customers.

Stein Mart, Tuscaloosa, AL

Assistant Manager, January 2017 – September 2017

Hired and trained sales associates. Processed inventory, shipments, and store transfers ensuring product quality and availability. Delegated operational tasks. Organized visual merchandise.

Translated for Spanish-speaking customers. Opened and closed the store as one of four keyholders.

Sales Associate, May 2016 – December 2016

Executed sales using POS system. Maintained presentation of the sales floor, products, signage, and displays. Communicated effectively with customers.

CONFERENCE PRESENTATION:

The Early Ottoman Empire Presented at: Phi Alpha Theta Alabama Regional Conference, Univ. of Alabama Tuscaloosa, AL (2019)

LANGUAGES:

Proficient in Spanish

Sample 1L Resume

Jayla Jones

123 Main Street #1 • Miami, FL 33333
(305) 555-1234 • Jjones@gmail.com

EDUCATION

University of Miami School of Law, Coral Gables, FL

Juris Doctor Candidate, May 2022

Honors: Dean's Merit Scholarship (awarded full academic scholarship)

Rutgers University, New Brunswick, NJ

Bachelor of Arts, *magna cum laude*, in Political Science, May 2019

Cumulative GPA: 3.6/4.0 *Major GPA:* 3.9/4.0

Honors: Dean's List (7 semesters)

National Collegiate Honor Society

Activities: Pre-Law Society

Intramural Volleyball, Captain (2018-2019)

EXPERIENCE

Patrick & Warren LLP, New York, NY

Document Clerk, Summers 2018, 2019

- Prepared pleadings and correspondence binders
- Performed legal research and assisted in compiling documents for production
- Managed and organized litigation documents in preparation of trial
- Filed depositions and indexed case documents

Garden State Community Center, Newark, NJ

Academic Tutor, Summer 2017

- Assessed academic needs of students, and compiled lesson plans to meet students' goals
- Assisted elementary school students with homework and tests on a variety of subjects

Rutgers University Informational Services, New Brunswick, NJ

Informational Assistant, September 2016 – January 2017

- Provided faculty and students with information regarding the university
- Assisted prospective students with the application process

LANGUAGES

Fluent in French

Sample 2L Resume

SEAN SMITH

123 Main Street • Miami, Florida 33333 • (305) 555-1234 • ssmith@gmail.com

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Juris Doctor Candidate, May 2021

GPA: 3.7/4.0 *Class Rank:* 20/400

Law Review: University of Miami Law Review

Honors: Dean's List (two semesters)

Dean's Fellow for Property (Fall 2019)

Activities: Black Law Students Association

Military and National Security Law Society, *Vice President* (2019-2020)

U.S. ARMY, Ft. Drum, New York

Officer Candidate School, May 2012

Armor Basic Officer Leadership Course, October 2013

FLORIDA STATE UNIVERSITY, Tallahassee, Florida

Bachelor of Science, *cum laude*, in Information Technology, May 2010

GPA: 3.4/4.0

Honors: Dean's List (all semesters)

Golden Key National Honor Society

Activities: Black Student Union

EXPERIENCE

SKADDEN, ARPS, SLATE, MEAGHER & FLOM, LLP, San Francisco, California

Summer Associate, June 2019 - July 2019

Researched and analyzed international privacy laws affecting various Fortune 500 technology companies.

Conducted legal research on intellectual property rules affecting international banking institutions.

Drafted corporate documents for the acquisition of domestic and international start-up companies.

UBER TECHNOLOGIES, INC., San Francisco, California

Legal Intern, May 2019 - June 2019

Analyzed and reported Uber's legal risks under the U.S. Department of Transportation. Updated privacy policies between Uber's clients and drivers. Researched and prepared memoranda outlining the legal and policy risks associated with requested improvements to the Uber App.

U.S. ARMY, Ft. Bragg, North Carolina

Captain, Explosive Ordnance Disposal (EOD) Officer, November 2014 - June 2018

Served in various leadership positions, including EOD operations manager of 5,000-person taskforce and commander of 42-person EOD unit in Afghanistan that completed over 140 combat operations.

Combat Deployments: Operation Enduring Freedom 2014

Awards: Bronze Star Medal, Army Commendation Medal (3 awards), Senior EOD Badge

Platoon Leader, First Lieutenant, October 2013 – October 2014

Responsible for the training, property management, mission planning, vehicle/weapons maintenance, deployment capability, and the overall development of all personnel within the platoon.

INTERESTS

Rock climbing, skydiving and long-distance running (completed two marathons).

Sample 2L Resume

NATALIA GREENE

1234 Southwest 56th Avenue • Miami, Florida 33333
ngreene@students.law.miami.edu • (305) 555-1111

EDUCATION

University of Miami School of Law, Coral Gables, Florida

Juris Doctor Candidate, May 2021

GPA: 3.18/4.00

Law Review: *University of Miami Inter-American Law Review*

Honors: Dean's Merit Scholarship

Activities: Books and Buddies
Miami Law Student Ambassador

University of Texas at Austin, Austin, Texas

Bachelor of Science in Advertising, May 2018

Cumulative GPA: 3.3/4.00 Major GPA: 3.7/4.00

Honors: University Honors (3 semesters)

Dean's List (4 semesters)

Activities: Zeta Beta Tau Fraternity
Intramural Softball

EXPERIENCE

Miami-Dade Office of the State Attorney, Miami, Florida

Legal Intern, Summer 2019

Drafted responses to various post-conviction motions on behalf of the State. Completed court certified responses that addressed a range of topics, including Fla.R.Crim.P 3.850, Fla.R.Crim.P. 3.800 and a petition for Writ of Habeas Corpus. Attended hearings and observed client interviews.

General Technology Information Systems (GTIS), Austin, Texas

Project Analyst, June 2018 – June 2019

Worked directly under the head of Business Development to coordinate capture efforts. Created metrics to track and evaluate the Business Development team. Developed marketing materials and managed tradeshow efforts. Oversaw performance and finance-based information systems for branches. Served as the unit's sole voting representative on a corporate process control board.

Humboldt Advisors, Austin, Texas

Intern, Summer 2018

Analyzed fixed income investments for the implementation of funds into client portfolios. Compiled industry, sector and company specific analyst reports daily. Gained first-hand experience and insight into the brokerage business, various investment vehicles and asset classes.

INTERESTS

Politics, Cinematography, Technology and Entrepreneurship

Sample 2L Resume

SAM S. GOLDBERG

sgoldberg@law.miami.edu

(305) 888-9999

Local Address:

1122 Southwest 99th Avenue
Miami, Florida 33112

Permanent Address:

166 East Cain Drive
Tarrytown, New York 11223

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Juris Doctor Candidate, May 2021

Honors: Dean's List (Spring 2019)

H.O.P.E. (Helping Others Through *Pro Bono* Efforts) Fellow, Summer 2019

Activities: Immigration Law Society

Student Bar Association, Senator (2019-2020)

SYRACUSE UNIVERSITY, Syracuse, New York

Bachelor of Arts, *cum laude*, in English, May 2016

Activities: Fiske Volunteer, English and Literature

Student Government, Senator (2015-2016)

Study Abroad: Universidad de Chile, Santiago, Chile (Spring 2015)

EXPERIENCE

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Research Assistant for Professor John Doe, September 2019 – Present

- Research individual property rights and the power of eminent domain
- Assist Professor in editing constitutional law text
- Analyze content, style and grammar and conduct citation verification

FLORIDA IMMIGRANT ADVOCACY CENTER, Miami, Florida

HOPE Summer Public Interest Fellow, May 2019 – August 2019

- Interviewed clients in Spanish and English
- Researched immigration law issues affecting Florida residents and drafted legal memoranda
- Prepared Cuban Adjustment Act citizenship applications and completed medical waivers

BINK AND BILAN, P.A., Syracuse, New York

Filing Clerk, Summer 2018

- Filed motions in state and federal court
- Organized case files for senior lawyers and aided in document collection
- Assisted paralegals and attorneys with preparation of trial exhibits

SKILLS

Fluent in Spanish

Sample 3L Resume

MAKAYLA BROWNE

50 NW 19th Street, Miami, Florida 33333
305-555-1234 · mbrowne@gmail.com

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Juris Doctor expected, May 2020

GPA: 3.457 /4.000

Honors: Dean's List (Fall 2018)

Law Review: *Race & Social Justice Law Review*, Articles and Comments Editor (2019-2020)

Activities: Miami Law Student Ambassador
Black Law Students Association

UNIVERSITY OF WESTERN ONTARIO, London, Ontario

Honors Specialization in Finance and Administration, Specialization in Economics, April 2018

Thesis: "The Causal Connection between International Trade and Climate Change"

EXPERIENCE

MIAMI DADE PUBLIC DEFENDER'S OFFICE, Miami, Florida

Certified Legal Intern, Fall 2019

Provide litigation support to assistant public defenders. Conduct client interviews. Meet with clients to provide case status updates. Appear in court. Perform legal research and writing on various substantive and procedural matters.

LEINOFF & LEMOS P.A., Coral Gables, Florida

Law Clerk, Summer 2019

Performed legal research on various family law matters and drafted memoranda. Prepared motions for summary judgment and motions to dismiss. Reviewed and summarized depositions.

UNIVERSITY OF MIAMI CHILDREN & YOUTH LAW CLINIC, Coral Gables, Florida

Legal Intern, August 2018 – May 2019

Represented children in foster care and former foster youth in dependency, education, independent living, immigration, and other general civil legal matters. Appeared on behalf of clients in proceedings before the Florida Department of Children & Families Office of Appeal Hearings.

MACDONALD, SAGER, MANIS, Toronto, Ontario

Law Clerk, Summer 2018

Performed legal research on various business law matters and assisted in compiling documents for production. Reviewed contracts and prepared memoranda in preparation of trial. Managed and organized litigation documents in preparation for trial. Prepared real estate closing documents.

Sample 3L Resume

OLGA KORBUT

1234 Southwest 36th Street Apt 310 ♦ Miami, FL 33333
(212) 555-1234 ♦ olgakorbut@gmail.com

EDUCATION

University of Miami School of Law, Coral Gables, FL

Candidate for Juris Doctor, May 2020

GPA: 3.46/4.00

Law Review: *University of Miami Business Law Review*

Honors: Dean's Certificate of Achievement Award in Legal Communication and Research Skills I and II; CALI Excellence for the Future Award in Business Associations

Activities: Entertainment and Sports Law Society

University of Miami Frost School of Music, Coral Gables, FL

Master in Music Business and Entertainment Candidate, May 2020

GPA: 3.88/4.00

Fordham University, Bronx, NY

Bachelor of Arts, *cum laude*, in American Studies, May 2016

GPA: 3.5/4.00

EXPERIENCE

Greenspoon Marder, Miami, FL

Law Clerk, October 2019 – Present

Assist attorneys in firm's entertainment, media and technology group. Participate in talent negotiations, draft recording agreements and record contracts, and work with attorneys on advising companies on corporate structuring and operations. Research and draft memoranda on trademark and copyright law matters.

Ultra Music Festival, Miami Beach, FL

Legal Intern, May 2019 – July 2019

Worked with supervising attorney on agreements involving events produced by the company in Miami and abroad. Drafted language for new agreements. Prepared amendments to and revised language in existing agreements. Performed legal research and prepared memoranda on current events in music industry. Assisted in developing processes regarding contract administration.

University of Miami Children and Youth Law Clinic, Coral Gables, FL

Legal Intern, August 2018 – April 2019

Worked with supervising attorney on cases involving young people who either are or were in the foster care system. Prepared case plans. Performed legal research and prepared memoranda on questions of law. Met with, interviewed, and counseled clients. Appeared at administrative hearings.

AAA Artists, New York, NY

Intern, May 2016 – August 2016

Sent out press releases. Contacted newspapers and magazines to promote shows. Researched possible sponsors for tours.

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Music and Entertainment Industry Student Association (MEISA); GrammyU; Habitat for Humanity

Sample 3L Resume

John Hopkins

123 Main Street, Unit #111 • Miami, FL 33333
Tel: (305) 555-1234 • E-mail: Jhop@gmail.com

EDUCATION

University of Miami School of Law, Coral Gables, FL

Juris Doctor Candidate, May 2020

GPA: 3.70/4.00 Class Rank: Top 5%

Law Review: *University of Miami Law Review*

Honors: Dean's List (five semesters)
Charles C. Papy, Jr. Moot Court Board

CALI Excellence for the Future Award: Property and Contracts

Activities: Business Law Society, Vice President (2018–2019)
OUTLaw

St. Thomas University, Miami, FL

Bachelor of Business Administration in Marketing and Management, May 2017

Minor: Sociology

GPA: 3.67/4.00

Honors: Dean's List (5 out of 5 semesters)
Florida Academic Scholar

Activities: New Student Organization Volunteer

EXPERIENCE

Florida Supreme Court, Tallahassee, FL

Judicial Extern for The Honorable Peggy A. Quince, August – December 2019

Researched and drafted legal memoranda. Drafted and edited oral argument summaries and summarized arguments for death row appeals. Assisted staff attorneys in compiling background research for oral argument summaries and opinions.

Holland & Knight LLP, Miami, FL

Summer Associate, May – August 2019

Researched and drafted legal memoranda on contractual matters, commercial disputes, corporate fraud investigations and real estate litigation. Drafted client letters, corporate contracts and real estate closing documents. Researched the Sarbanes-Oxley Act and its implications on mergers and acquisitions and corporate compliance in SEC investigations. Prepared and presented research to attorneys. Assisted in real estate closings.

Florida Third District Court of Appeal, Miami, FL

Judicial Intern for the Honorable Leslie B. Rothenberg, Chief Judge, Summer 2018

Researched and wrote legal memoranda on civil and criminal issues, such as motions to suppress, ineffective assistance of counsel, improper venue, personal jurisdiction, attorneys' fees, and motions for post-conviction relief. Attended oral arguments.

SKILLS AND INTERESTS

Classically trained piano player and jazz saxophone player; enjoy the theater

Sample 3L Resume

ADRIANA WRIGHT

121 Southwest 15th Avenue • Miami, FL 33112
(305) 888-9999 • awright@law.miami.edu

EDUCATION:

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL

Candidate for Juris Doctor, Litigation and Dispute Resolution Concentration, May 2020

GPA: 3.42 / 4.00 Class Rank: Top 33%

Law Review: *University of Miami Business Law Review*: Symposium and Events Editor (2019-2020); Articles and Comments Editor (2018-2019)

Honors: Dean's Merit Scholarship
Dean's List (Spring 2019)

Moot Court: Charles C. Papy, Jr. Moot Court Board
2019 John J. Gibbons Moot Court Competition
2018 Robert Orseck Moot Court Competition, Semifinalist
John T. Gaubatz Competition Committee Member

Activities: Miami Law Women

ST. THOMAS UNIVERSITY SCHOOL OF LAW, Miami Gardens, FL

Completed first-year of legal studies, 2017-2018

UNIVERSITY OF ARIZONA, Tucson, AZ

Bachelor of Arts in German and Linguistics, May 2017

GPA: 3.6 / 4.0

Honors: Dean's List (4 semesters)

Activities: Women's Swimming and Diving Team, Captain (2016-2017)

EXPERIENCE:

FLORIDA THIRD DISTRICT COURT OF APPEAL, Miami, FL

Judicial Intern for the Honorable Kevin Emas, September 2019 – Present

Conduct extensive research and writing on a variety of substantive and procedural matters. Prepare bench memoranda for submission to the entire judicial panel prior to consideration of cases. Observe oral argument.

WALTERS & LEE, LLP, Tucson, AZ

Law Clerk, Labor & Employment Department, June 2019 – August 2019

Conducted initial client interviews and guided clients through the legal process. Compiled initial case reviews, managed files, monitored deadlines and handled scheduling. Conducted research and drafted legal memoranda on matters involving alleged violation of ERISA, ADA, and Title VII.

U.S. DISTRICT COURT, SOUTHERN DISTRICT OF FLORIDA, Miami, FL

Judicial Intern for the Honorable Jonathan Goodman, June 2018 – August 2018

Researched and wrote orders, and report and recommendations on civil issues. Observed mediations and attended criminal and civil hearings.

COMMUNITY INVOLVEMENT:

Little Lighthouse Foundation, Volunteer (August 2018 – Present)

Books & Buddies, Volunteer (April 2017 – Present)

Tucson Museum of Art, Docent (January – May 2016)

Sample 3L Resume, Visiting Student

Sofia Vasquez

123 Main Street #2B • Miami, Florida 11215
646-968-3782 • svasquez@law.miami.edu

EDUCATION:

Antonin Scalia Law School, George Mason University, Arlington, VA

Juris Doctor Candidate, May 2020

GPA: 3.56 /4.00

Honors: Dean's List (4 semesters)

Activities: La Raza Law Students Association

University of Miami School of Law, Coral Gables, FL

Visiting Student, Fall 2019

University of California, Berkeley, Berkeley, CA

Bachelor of Arts in History, May 2015

GPA: 3.53/4.00

Activities: *Daily Californian*, Editor, 2014-2015

EXPERIENCE:

Smith & Jones, LLP, Washington, DC

Summer Associate, Summer 2019

- Assisted in all phases of plaintiffs' trial preparation
- Researched viability of lawsuits for wrongful death related to delayed mammographies
- Wrote memorandum concerning state-level decisions regarding liability of homeowners for sidewalk slip-and-fall lawsuits
- Attended depositions of doctors and expert witnesses
- Observed oral arguments and cross-examinations during hearings and trials

Superior Court of the District of Columbia, Washington, DC

Judicial Intern for the Hon. James A. Keller, Summer 2018

- Researched and wrote memoranda concerning elevator maintenance and workplace injuries
- Observed courtroom proceedings
- Attended status conferences

INTERESTS:

Ultimate Frisbee, snowboarding, cooking and travel

Sample Recent Graduate Resume (Without Bar Exam)

SUSAN J. SMITH

22 Southwest 36th Avenue • Miami, Florida 33112 • (305) 888 – 9999 • s.smith@gmail.com

BAR MEMBERSHIP

Sitting for Florida Bar Examination, July 2020

EDUCATION

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, May 2020

GPA: 3.24/4.00

Honors: Charles C. Papy, Jr. Moot Court Board; First-Year Moot Court Competition, First Place (2018); Dean's Certificate of Achievement Award in Property

Activities: Phi Alpha Delta, Executive Board Member (2019-2020); Miami Law Women; Miami Law Student Ambassador

University of Colorado, Boulder, Colorado

Bachelor of Arts in Sociology and Social Conflict Studies, May 2017

GPA: 3.30/4.00

Activities: Student Coalition Against Hunger and Homelessness, Founder; Boulder and National Volunteer Training Program; Alpha Chi Omega Sorority

EXPERIENCE

Law Offices of Elizabeth Walter, Esq., Miami, Florida

Law Clerk, June 2019 – May 2020

Researched and drafted legal memoranda on family law matters including dissolution of marriage, paternity, custody, child support, modification and enforcement proceedings and appeals. Assisted with a mediation.

University of Miami School of Law, Coral Gables, Florida

Research Assistant to Professor Martha Mahoney, May 2018 – June 2018

Researched and compiled a cross-state analysis on "co-occupant's duty to retreat" in preparation for domestic violence brief.

Dade Legal Aid, Miami, Florida

Intern, June 2018 – August 2018

Assisted attorneys in providing legal services to low income residents of Miami-Dade County. Performed client intake, conducted legal research and drafted pleadings.

Volunteer of America, Foster Grandparents Program, Denver, Colorado

Volunteer and Site Supervisor, May 2017 – July 2017

Supervised foster grandparents at 20 volunteer stations, elementary schools, adolescent teen shelters and low-income day-care centers. Participated in the planning and implementing of evaluation programs. Processed and documented foster grandparent data. Trained volunteers.

AWARDS

Colorado Meritorious Service Medal (highest ranking civilian recognition by the Governor of Colorado), 2017; AmeriCorps Education Award (educational grant for National Service to the community), 2017

Sample Recent Graduate Resume (Without Bar Exam)

ZOE WOLFE

1122 SW 99th Avenue • Miami, Florida 33112 • (305)888-9999 • z.wolfe@yahoo.com

BAR ADMISSION

Sat for Florida Bar Examination, July 2020 (results pending)

EDUCATION

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, May 2020

Law Review: *University of Miami Business Law Review*

Activities: Cardozo Jewish Legal Society

Bucknell University, Lewisburg, Pennsylvania

Bachelor of Arts in International Relations and Russian, May 2017

EXPERIENCE

Press, Potts & Moss, LLC, Miami, Florida

Law Clerk, October 2019 – May 2020

Produced work product and summarized material for attorneys in advance of hearings. Assisted in drafting motions and responding to discovery requests. Researched and prepared memoranda on a variety of matters including contractual disputes, bankruptcy litigation, intellectual property, and landlord-tenant issues.

U.S. District Court for the District of Maryland, Greenbelt, Maryland

Judicial Intern for the Honorable Peter J. Messitte, Summer 2019

Drafted case status reports summarizing all pending motions in a given case. Wrote final recommendations based on an examination of the pleadings and independent research. Prepared draft opinions. Researched and produced work product on a project on family law, in concert with the Organization for American States. Observed courtroom proceedings.

City of Miami, Office of the City Attorney, Miami, Florida

Law Clerk, Fall 2018

Performed extensive research and analysis in the labor and land use departments. Attended and observed city commission hearings. Assisted staff attorneys with legal projects.

University of Miami School of Law, Coral Gables, Florida

Research Assistant for Professor Robert Mann, Summer 2018

Conducted legal research on welfare reform, family cap, domestic violence and immigration issues. Drafted memoranda regarding gender discrimination cases.

PROFESSIONAL MEMBERSHIPS

Florida Bar Association, Young Lawyers Division; American Bar Association

Sample Recent Graduate Resume (With Bar Admission)

Sajani Patel

123 South 24th Avenue · New York, New York 11111 · (212) 555-1234 · spatel@yahoo.com

BAR ADMISSION:

New York Bar, May 2019

EDUCATION:

University of Miami School of Law, Coral Gables, FL

Juris Doctor, *cum laude*, December 2018

GPA: 3.41/4.00 Class Rank: Top 25%

Law Review: *Race & Social Justice Law Review*

Honors: Charles C. Papy, Jr. Moot Court Board; Dean's Certificate of Achievement Award in Legal Communication and Research I; CALI Excellence for the Future Award in Legal Communication and Research II; Dean's List (3 semesters); Dean's Merit Scholarship

Activities: South Asian Law Students Association, President (2017-2018); Student Bar Association, Co-Dean's Cup Chair (2017-2018); Entertainment and Sports Law Society

Fordham University School of Law, New York, NY

Visiting Student, Summer 2018

Columbia University, Barnard College, New York, NY

Bachelor of Arts in Psychology, May 2015

GPA: 3.26/4.00

Honors: Dean's List (2 semesters); All-Ivy League Academic Honors

Activities: Varsity Women's Basketball, Captain (2014-2015)

EXPERIENCE:

The Center for Protection of Athletes' Rights, New York, NY

Attorney Selection Committee Member, May 2019 – Present

Recruit qualified attorneys to provide legal assistance to economically disadvantaged non-professional athletes and teams. Conduct the screening process for volunteer attorneys. Draft volunteer attorney agreements. Draft and present committee reports to the Board of Directors.

Netmix Sports & Entertainment Group, New York, NY

Summer Associate, Summers 2017 & 2018

Performed legal research and drafted memoranda regarding successor liability, business corporation law, contract law, trademark law, employment law and landlord-tenant law. Wrote summary judgment motions, deposition summaries, status reports and pre-trial reports. Prepared for trial with supervising attorney by creating Power Point presentations and visual displays to present to the jury. Researched NCAA eligibility requirements and amateur standing for European athletes and summarized results to supervising sports agents. Assisted with preparation for depositions and attended depositions.

PROFESSIONAL AFFILIATIONS:

American Bar Association; New York State Bar Association; New York City Bar Association

INTERESTS:

Basketball/Coaching; Flag Football; Calypso Music; Traveling

Sample Recent Graduate Resume (Awaiting Swearing In)

Michelle F. Hernandez
123 Main Street #111 • Miami, FL 33333
(305) 555-1234 • mhernandez@gmail.com

BAR ADMISSION

Passed Florida Bar Examination, July 2019 (pending swearing in)

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL

Juris Doctor, May 2019

GPA: 3.5/4.0

Law Review: *University of Miami Inter-American Law Review*

Honors: Dean's List (2 semesters)

Dean's Certificate of Achievement Award: Legal Communication and Research Skills I

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA

Bachelor of Arts, *cum laude*, in English Literature, May 2016

GPA: 3.7/4.0

Honors: Dean's List (all semesters)

Activities: Arts and Sciences Career Center Advisory Board, *Co-Founder*
Alpha Epsilon Phi, *Vice President*, 2014-2015

EXPERIENCE

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL

Fellow, Center for Ethics and Public Service, August 2018 – May 2019

Supervised team of 6 interns with mission of promoting equitable development in distressed communities through the creation of resident ownership mechanisms, civil rights litigation, legislative advocacy and public relations efforts. Drafted articles of incorporation, bylaws and ground lease for a community land trust and assisted the trust with land acquisition by identifying potential problems with encumbrances and liens. Coordinated and moderated ABA-sponsored panel of community development lawyers.

UNITED STATES SECURITIES AND EXCHANGE COMMISSION, Miami, FL

Legal Intern, Summer Honors Program, Summer 2018

Helped senior counsel and accountants enforce the federal securities laws by investigating corporations for evidence of misconduct including accounting fraud and insider trading. Drafted legal memoranda regarding lawyer/accountant liability for use in final Action Memoranda to the Commission. Attended and helped prepare for depositions.

FEDERAL PUBLIC DEFENDER'S OFFICE, SOUTHERN DISTRICT OF FLORIDA, Miami, FL

Legal Intern, Summer 2017

Wrote objections, motions and legal memoranda involving tax fraud, drug trafficking and violations of supervised release. Wrote a motion to suppress evidence from which a hearing was granted. Assisted Chief of Appeals with research for certiorari petitions relating to the sealing of post-9/11 detention hearings and with research for appellate briefs regarding habeas corpus issues. Assisted with preparation for hearings and trials.

Sample Alumni Resume

Janet Jones

200 West Maple Street · Miami, Florida 33333 · (305) 555 – 1111 · jj@aol.com

BAR ADMISSION

State of Florida

EDUCATION

University of Miami School of Law, Coral Gables, FL

Juris Doctor, *cum laude*, May 2019

GPA: 3.464/4.000

Law Review: *University of Miami Inter-American Law Review*, Managing Editor (2018-2019)

Honors: Honor Council, President (2018-2019); Writing Dean's Fellow (Fall 2017); Supervising Writing Dean's Fellow (Fall 2018); Dean's Certificate for Achievement Award in Legal Communication and Research Skills II; Dean's List (three semesters)

Activities: Research Assistant to Professor JoNel Newman (Spring 2019)

Florida International University, Miami, FL

Bachelor of Arts, *magna cum laude*, in Economics, December 2016

GPA: 3.74/4.00

Honors: Delta Epsilon Iota Honor Society; Golden Key International Honor Society

EXPERIENCE

LexisNexis Group, Coral Gables, FL

LexisNexis Associate, October 2018 – May 2019

Assist faculty, staff and students with research questions on a wide variety of legal subjects and assignments. Trained and certified in all aspects of legal research on the LexisNexis Research System.

Office of the Miami-Dade Public Defender, Miami, FL

Certified Legal Intern, Juvenile Division, August – December 2018

Participated in court proceedings, interviewed clients, took depositions, researched potential defenses and arguments for motions, and prepared cases for trial.

Intern, Juvenile Division, June – July 2018

Researched potential defenses, annotated depositions and body worn camera footage, and observed court proceedings in Unified Family Court and G.R.A.C.E. Court.

Intern, Capital Litigation Unit, January – May 2018

Researched case-specific topics, attended client interviews, and observed court proceedings as part of the University of Miami Death Penalty Practicum.

Eleventh Judicial Circuit of Florida, Criminal Division, Miami, FL

Judicial Intern for the Honorable Lily A. Dawson, Summer 2017

Researched the sentencing guidelines for felonies offenses in Florida. Observed pre-trial hearings and a jury trial.

AMELIA GARCIA

123 MAPLE DRIVE
MIAMI, FLORIDA 33333

TELEPHONE: 305-555-1234
EMAIL: Agarcia@GMAIL.COM

BAR ADMISSION:

State of Florida, 2010

PROFESSIONAL EXPERIENCE:

St. Mary's Hospital, Fort Lauderdale, Florida

Vice President of Legal Affairs, September 2016 - Present

Director of Risk Management/Legal Counsel, May 2014 – September 2016

Responsible for all legal matters, including litigation, risk management and physician contracts. Serve as legal advisor to the Board of Directors, medical staff and hospital management regarding risk issues and strategic initiatives. Developed hospital-wide corporate compliance program and served as Chair of Compliance Committee. Serve in a leadership role in formation and reorganization of a physician-hospital organization. Coordinate defense of pending litigation with outside counsel. Represent hospital before the Equal Employment Opportunity Commission and other regulatory and licensing agencies. Advise senior management and Board of Directors regarding guidelines for hospital-physician transactions. Achieved 85% success rate at trial of professional liability cases.

Doe & Fawn, P.A., Miramar, Florida

Attorney, November 2010 – May 2014

Managed all aspects of pretrial litigation in medical malpractice and general liability cases, including depositions and motion practice. Oversaw medical records review in toxic chemical exposure case involving over 100 plaintiffs. Conducted legal and medical research.

UCLA Hospital, Los Angeles, California

Staff Nurse in Surgical Intensive Care Unit, December 2005 – June 2007

Assessed patient health problems and needs. Maintained medical records. Administer nursing care to critically ill patients.

EDUCATION:

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, May 2010

University of Southern California, Los Angeles, California

Bachelor of Science in Nursing, June 2005

COMMUNITY SERVICE:

Fairchild Gardens, Board of Directors

Habitat for Humanity, Volunteer

Monica Suarez

123 Mercer Street • Miami, FL 87107
505-555-1222 • msuarez@gmail.com

BAR ADMISSIONS

State of Florida
United States Court of Appeals for the Eleventh Circuit
United States District Court, Southern District of Florida
United States District Court, Northern District of Florida
United States District Court, Middle District of Florida

EXPERIENCE

LAW OFFICES OF MONICA SUAREZ, P.A., Coral Gables, FL

Managing Partner/Founder, October 2013 – Present

Manage general practice firm primarily engaged in representing individuals and corporate entities in corporate matters and in litigation. Serve as outside general counsel to businesses, negotiate and draft agreements and render general legal advice related to all facets of each business. Represent clients in civil litigation matters including foreclosure defense, credit card defense, business transactions involving the formation and sale of small business and breach of contract matters including the breach of the sale of real property and the failure to perform contracted services. Research, draft and argue motions in civil litigation cases. Propound and respond discovery requests. Represent clients at mediation and depositions. Successfully negotiate and draft settlement agreements in disputed civil matters.

ROE, WADE & MINOR NATIONAL DEVELOPMENT CORP., Miami, FL

Corporate Senior Attorney, January 2010 – October 2013

Led development of high-priority, strategic legal initiatives to increase company's competitive market position worldwide by structuring high profile public and private M&A transactions. Proficiently provided legal and business advice to corporate executives. Spearheaded a broad range of international projects and transaction structuring.

JONES & JONES, P.A., Miami, FL

Associate Attorney, October 2007 – January 2010

Provided legal counsel to various purchasers, sellers and entities regarding securities, mergers and acquisitions and partnership transactions. Served the interests of public companies with compliance issues. Defended borrowers under credit facilities. Represented a national consortium in the development, construction and project financing of a 1,000 megawatt electrical transmission line between California and Nevada.

Monica Suarez
Resume - Page Two

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL
Juris Doctor, *cum laude*, May 2007
GPA: 3.5/4.00

UNIVERSITY OF MIAMI, Coral Gables, FL
Bachelor of Arts, *magna cum laude*, in Spanish and English, May 2004
GPA: 3.8/4.00

BAR MEMBERSHIPS & PROFESSIONAL AFFILIATIONS

Miami-Dade County Bar Association; Cuban American Bar Association

LANGUAGE SKILLS

Fluent in Spanish

LICENSES

Florida Supreme Court Certified Circuit Civil Mediator, 2013

Sample LL.M. Resume

ETHAN KLEIN

1122 Southwest 99th Avenue • Miami, FL 33112 • (305) 888 – 9999 • Eklein@yahoo.com

BAR ADMISSION:

State of Florida, 2016

EDUCATION:

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL
LL.M. in Taxation Candidate, May 2019

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL
Juris Doctor, *cum laude*, May 2016

GPA: 3.50/4.00

Class Rank: Top 14%

Law Review: *University of Miami Business Law Review*, Editor-in-Chief (2015-2016)

Honors: Dean's Certificate of Achievement Award in Tax Law, Fall 2015
CALI Excellence for the Future Award in Litigation Skills, Spring 2015
Phi Delta Phi Honor Fraternity
Dean's List (3 semesters)

Competitions: National Mock Trial Competition, Winner, 2016
University of Miami Mock Trial Competition, 2015

COLUMBIA UNIVERSITY, New York, NY
Bachelor of Arts in Political Science, May 2013

GPA: 3.37/4.00

EXPERIENCE:

SMITH & JONES, P.A., Miami, FL

Attorney: Class Action Litigation, May 2017-July 2018

Managed asbestos class action cases. Drafted class certification briefs and pleadings. Researched and wrote legal memoranda and discovery motions. Prepared extensive discovery.

LAW OFFICES OF BILL & DOE, Miami, FL

Civil Litigation Attorney, September 2016-May 2017

Litigated commercial law disputes and real estate matters. Researched, prepared and argued motions in state and federal court. Responsible for client counseling and negotiating fees. Obtained a \$500,000 verdict for a client.

MIAMI-DADE STATE ATTORNEY'S OFFICE, Miami, FL

Certified Legal Intern, Fall 2015

Prosecuted misdemeanor cases under attorney supervision. Managed an extensive criminal caseload. Prepared and argued pre-trial motions. Assisted in updating evidence portions of the State Attorney's Handbook.

LAW OFFICES OF MARK & SPARK, Miami, FL

Law Clerk, Civil Litigation, Summer 2014

Researched and wrote memoranda in personal injury and neurological damage litigation cases. Drafted pleadings and prepared arguments for court. Interviewed witnesses. Attended all pre-trial hearing and settlement conferences.

Sample Two-Page Public Interest/Fellowship Resume

RANDI ROBINSON

1234 Camillo Avenue, Coral Gables, Florida 33134
(305) 232-5677 · rrobinson@gmail.com

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL

Juris Doctor Candidate, May 2021

GPA: 3.5 / 4.0

Honors: Miami Scholar

Summer Public Interest Fellow (2019)

Dean's Certificate of Achievement Award in Constitutional Law I

Activities: Public Interest Leadership Board (PILB)

Hope Day of Service

Empowered Youth, Tutor; Books & Buddies, Volunteer

AMERICAN UNIVERSITY, Washington, DC

Bachelor of Arts in Elementary Education, May 2016

Minor: Spanish

GPA: 3.6 / 4.0

Honors: National Collegiate Scholars, Merit Award Winner

Dean's List (three semesters)

Activities: Student Government, *Vice President* (2015-2016)

Spring 2015 Study Abroad, Madrid, Spain

LEGAL EXPERIENCE

UNIVERSITY OF MIAMI SCHOOL OF LAW, CHILDREN & YOUTH LAW CLINIC, Coral Gables, FL

Legal Intern, Fall 2019

Represented six clients in various cases ranging from disability to dependency. Researched complex areas of federal and state laws including Social Security and adoption. Prepared for an administrative hearing regarding Social Security disability payments and wrote a winning brief. Conducted aspects of trial including preparing examinations of witnesses and fact investigation. Drafted several adoption petitions.

LEGAL SERVICES OF GREATER MIAMI, INC., Miami, FL

Summer Public Interest Fellow/Law Clerk, Children's Advocacy Project, Summer 2019

Selected for highly competitive eight-week fellowship program. Drafted complaints against school districts for failing to provide accommodations to disabled children. Drafted materials to assist low-income families in applying for scholarships for disabled children. Prepared and summarized medical records and exhibits for Social Security Disability Hearings.

OTHER EXPERIENCE

AMERICORPS: CITY YEAR, Miami, FL

Literacy Coordinator, August 2017–June 2019

Mentored and taught 32 at-risk tenth-grade students of Miami Carol City High School. Managed a team of 11 reading interventionists implementing a tenth-grade reading curriculum and promoting school-wide literacy. Completed 1700+ service hours and received the Eli Segal Education Award.

WORLDTEACH, Riobamba, Ecuador

Teacher, June 2016–August 2017

Worked as a volunteer with WorldTeach, a non-profit program based at Harvard University. Designed curriculum and diagnostic exams for all English classes at local university.

NATIONAL CENTER FOR YOUTH LAW, Washington, DC

Intern, Summer 2016

Published article about sibling separation in the child welfare system. Wrote memorandum on standard for terminating consent decrees. Investigated effect of impact litigation on child welfare workforce by finding and analyzing provisions in consent decrees and by interviewing stakeholders in these jurisdictions.

RANDI ROBINSON
RESUME – PAGE 2

NATIONAL COMMITTEE FOR RESPONSIVE PHILANTHROPY, Washington, D.C.
Policy Intern, Fall 2015

Researched and reported on patterns in foundation giving to ensure that funding goes to those with the greatest need. Contributed to report for progressive foundations analyzing how conservative foundations helped to instigate and drive the conservative movement.

VOICES FOR AMERICA’S CHILDREN, Washington, D.C.
Intern, Summer 2015

Wrote new version of the Child Advocacy Primer, providing information and strategies for child advocates. Published article on an organization’s effort to pass legislation creating an oversight commission for the foster care system in New York. Researched and reported on other current issues affecting children for nationwide publications. Attended and reported on congressional briefings and other meetings.

TOYS AND TALES, Washington, DC
Volunteer, Fall 2014

Collected books and toys for students in inner-city school for holidays. Planned ceremony to present gifts to students.

OFFICE OF THE CORPORATION COUNSEL, Washington, DC
Intern, Family Services Division, Summer 2014

Interviewed victims of domestic violence and drafted intake reports. Accompanied attorneys to court daily.

BETTER BASICS, Birmingham, Alabama
Volunteer, Summers 2013-2014

Tutored inner-city students. Helped organize and direct summer camp for inner-city children. Prepared educational materials at organization’s headquarters.

CAMP SMILE-A-MILE, Birmingham, Alabama
Camp Counselor, Summer 2012

Counselor at overnight camp for children with cancer.

SKILLS AND INTERESTS

Proficient in Spanish. Enjoys Pilates and baking deserts.

APPENDIX II

ACTION VERBS

**THE FOLLOWING LIST OF ACTION VERBS WILL BE USEFUL IN
PREPARING JOB DESCRIPTIONS ON YOUR RESUME:**

accomplished	enforced	negotiated	scheduled
achieved	engineered	obtained	selected
acquired	established	operated	served
adapted	evaluated	ordered	set up
administered	examined	organized	settled
advanced	exceeded	originated	shaped
analyzed	executed	overcame	showed
applied	expanded	oversaw	simplified
arranged	expedited	participated	sold
assessed	financed	performed	solved
assigned	forecasted	pioneered	specified
assisted	formed	planned	sponsored
attained	formulated	prepared	staffed
audited	found	presented	standardized
bought	founded	prevented	started
broadened	filled	processed	simulated
brought	generated	produced	streamlined
calculated	guided	programmed	strengthened
centralized	handled	projected	studied
collaborated	headed	promoted	suggested
completed	helped	proved	summarized
composed	hired	provided	supervised
conceived	identified	published	supported
concluded	implemented	purchased	surpassed
conducted	improved	realized	surveyed
consolidated	improvised	recommended	sustained
constructed	increased	reconciled	taught
consulted	influenced	recruited	terminated
contributed	initiated	redesigned	tested
controlled	instituted	reduced	tightened
coordinated	insured	regulated	traded
created	integrated	reinforced	trained
decreased	interpreted	rejected	transacted
delivered	interviewed	related	transferred
demonstrated	introduced	renegotiated	transformed
designed	invented	reorganized	translated
determined	investigated	reported	trimmed
developed	liquidated	represented	tripled
devised	located	researched	undertook
directed	made	reshaped	unified
distributed	maintained	resolved	used
documented	managed	restored	utilized
doubled	marketed	reviewed	vitalized
drafted	mediated	revised	withdrew
earned	minimized	revitalized	worked
edited	modernized	revived	wrote
eliminated	modified	saved	
employed	monitored		
ensured	motivated		

