

BOSTON UNIVERSITY SCHOOL OF LAW
OFFICE OF CAREER DEVELOPMENT AND PUBLIC SERVICE

ALUMNI RESUME HANDBOOK

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THE LEGAL RESUME

Your legal resume is an important tool in marketing yourself to prospective employers. Its purpose is to offer a snapshot of your unique accomplishments and experiences. Employers typically spend less than one minute scanning a resume, so your resume must create a good impression at a glance. Your resume is also a sample of your written work. A well-written, well-formatted, professional looking resume will reflect well on you.

If you have varying interests, one resume may not be sufficient. Consider creating alternative resumes to reflect your interest in a particular specialty (for instance, international law), your ties to a geographic area or your longstanding involvement with an organization or charity. While your resume cannot get you a job, it can help you get an interview. The rest is up to you.

UPDATING YOUR RESUME AFTER GRADUATION

Once you have graduated from BU Law, you will need to make some changes to your resume.

Bar Admissions

As a graduate, you should include a “Bar Admissions” or “Bar Status” section in your resume. There are a few places on your resume where you can appropriately place this section: at the top, before or after the “Education” section, or at the very end. List where and when you were admitted to practice law or if/when you intend to sit for a bar exam.

EXAMPLES

- Sitting for the Massachusetts Bar Examination, February 2015
- Sat for the Massachusetts Bar Examination, July 2014 (awaiting results)
- Passed July 2014 Massachusetts Bar Exam, awaiting admission
- Admitted to practice in Massachusetts, May 2008
- Admitted to practice in: Massachusetts (2009); District of Massachusetts (2009); New York (2011)

Use of “Esq.”

Do not add “, Esq.” after your name on your resume (or anywhere else)¹. Once you have been admitted to practice, the honorific “Esquire” or its abbreviation, “Esq.”, can be applied after your name. However, “Esquire” is an honorific, meaning it is used to convey honor and respect to someone else. You should always include the “, Esq.” when addressing another attorney in writing, but you should not use it when referring to yourself. If you want to make sure prospective employers know that you are licensed to practice, try including a Bar Admissions section (see above) instead.

Experience

Once you have graduated, the Experience section becomes the most important section of your resume, and it should be the main focus of your resume. That means it should be given the most space and should be the section to which the eye is naturally drawn. It is appropriate to list both legal and non-legal positions, regardless of whether you were paid. If the experience is/was relevant to the type(s) of jobs in which you are interested, include it on your resume. You can also use your "Experience" section to describe community activities, educational internships and, if applicable, military status.

The job descriptions in your Experience section should highlight your accomplishments and transferable skills (oral and written communication, negotiation, organization and management of complex projects, research and analysis, etc.). When truthful and appropriate, use adjectives and adverbs, *e.g.*, “successfully,” to advocate for yourself. Try to be concise using short sentences that begin with “action verbs” (see list below). Do not use acronyms, abbreviations, or colloquial/industry terms without an explanation.

¹ One exception to this rule is in cases where it is important for your clients or others to know that you are a licensed attorney where it is not implied by the job title. For example, the Career Advisers in the CDO who are licensed attorneys include “Esq.” in their auto-signatures to indicate to students and alumni that they are licensed attorneys. Under no circumstances, however, should “Esq.” ever be used on a resume.

When describing legal experience or training, use the appropriate legal terms in order to instill in prospective employers a greater degree of confidence in your ability. However, you should never reveal the name of any client or the specific nature of a case or deal that would constitute privileged attorney–client communications. Instead of using names, you can use wording such as, “multimillion dollar litigation,” “antitrust case involving multinational company” or “high–profile acquisition of multinational holding company.”

If you are applying for public interest employment, you should describe community activities and involvement that demonstrate long–term commitment to public service.

The “Before” and “After” job descriptions below give you an example of how to instill life and personality into your resume.

Before:

BUSH & CHENEY LLP, Boston, MA

Associate, Corporate Practice Group, September 2012 – present

Research case law and draft memoranda in the areas of corporate law and real estate finance. Attend client meetings.

After:

BUSH & CHENEY LLP, Boston, MA

Associate, Corporate Practice Group, September 2012 – present

Perform extensive research and draft memoranda on a variety of complex substantive and procedural matters, including legitimacy of freezing order in a multinational stockholder dispute. Drafted partnership agreement related to acquisition of low–income housing project by syndicate of investors.

Judicial Clerkships

Judicial clerkships can be listed in two different ways: 1) naming the court as the employer and mentioning the judge in the position description; or 2) naming the judge as the employer. Your decision about listing the court or the judge first will depend on the court, the name recognition of the judge and the types of employment you are considering.

Option 1:

Land Court Division, Superior Court of Massachusetts, Boston, MA

Law Clerk for the Honorable Keith C. Long, September 2013 – present

Research and write memoranda in preparation for motion hearings; draft opinions on a variety of legal matters; observe oral arguments before court.

Option 2:

The Honorable Michael Boudin, Chief Judge, US Court of Appeals, First Circuit, Boston, MA

Law Clerk, September 2013 – present

Examine motions and appeals pending before a federal appellate court. Conduct research on a variety of procedural and substantive issues. Write bench memoranda with analysis and proposed disposition.

Education

Once you have been working for a year or so after graduation, you should move your Education section so that it is after your Experience section. There can be exceptions to this rule. For example, you may have been working in a non-legal job and want to pursue legal positions. In that case, it may be appropriate to leave your Education section at the top of your resume so that it is clear you have a law degree, despite your non-legal work experience. However, this issue can usually be resolved by having a Bar Admissions section at the top instead (see Bar Admissions above).

If you went on to obtain another degree after law school, such as an LL.M., this may be a reason to bring your Education section back up to the top. This will make it clear to employers that you have been spending your time pursuing an LL.M. or other graduate degree and eliminate any concerns over “gaps” in your resume. You may also want to highlight your new specialized experience.

EXAMPLES

Example 1

The University of Florida Levin College of Law, Gainesville, FL
LL.M. in Taxation, May 2014

Boston University School of Law, Boston, MA
J.D., *cum laude*, May 2011

Brandeis University, Waltham, MA
B.S., *magna cum laude*, in Psychology, May 2008

Example 2

Harvard University School of Public Health, Cambridge, MA
Master of Public Health, anticipated May 2015
Concentration: Law and Public Health

Boston University School of Law, Boston, MA
Juris Doctor, May 2012

Boston University, Boston, MA
Bachelor of Arts in Statistics and Probability, May 2008

- **Joint Degrees**

If you received a joint degree, you may list your joint degree under either one or two entries depending on whether you received a combined or separate GPA for each course of study.

EXAMPLES

Example 1(Combined GPA)

Boston University School of Law, Boston, MA
J.D. and M.B.A., May 2012
GPA 3.4

Example 2 (Separate GPA)

Boston University School of Law, Boston, MA
Juris Doctor, May 2012
GPA 3.41/4.3

Boston University School of Management, Boston, MA
Master of Arts in Business Administration, May 2012
GPA 3.2/4.0

Length

Unless you have been practicing for five or more years, have a substantial amount of experience, or had another career before law school, you should generally keep your resume to one page, even after graduation. If your resume continues onto a second page, it should fill at least half of the second page. Be sure to include your name and contact information on the top of the second page as well. Even if you have 10 or more years of experience, resist the temptation to extend your resume to a third page. It is best to summarize your non-legal experience in a brief paragraph that accurately describes your experience and emphasizes your transferable skills.

Of course, to every rule there is an exception. It is acceptable and not unusual for resumes submitted for federal government jobs to exceed one page (see: [Federal Job Application Guide](#) and the sample federal resume below). Additionally, many international employers expect candidates' resumes to exceed one page. Please [make an appointment](#) with a CDO Adviser to discuss your international resume.

In determining how to keep your resume to one page as you add new positions, be mindful of highlighting relevant, transferable skills on your resume. Ask yourself, "Why have I included this?" Everything on your resume should be there for a reason. Keep in mind that as your career moves forward, your work experience becomes more important and your activities from school, particularly your undergraduate school, become less important.

TIP: If you have published extensively, consider attaching a separate page entitled "Publications."

Professional Affiliations

You might want to include a section listing the professional organizations with which you are affiliated, such as bar associations and other industry-specific organizations. This can demonstrate your commitment to a particular practice area, leadership (if you hold a position), community involvement, and your potential to develop business.

Interests

Including an “Interests” section is optional. Once you have been out of law school and working, you may no longer have the space to include this section. This section can show that you are a well-rounded and interesting person and serve as a good conversation starter. However, it should not be left in or included at the expense of valuable space that could be spent in your Experience section. If you decide to include an Interests section, review the [Resume Handbook](#) to see how to do so effectively.

BASIC GUIDELINES

Remember the Reader

The legal community is conservative and legal employers expect to see a traditional resume. Your attempts to be creative and "get noticed" may leave a potential employer questioning your discretion and judgment. In addition, you may want to create more than one resume depending on the scope or focus of your career search. For example, the resume you submit to a public interest organization should include additional experiences important to those employers that a private law firm may not be as interested in seeing.

TIP: Resumes for positions with the Federal government generally include more detail than a traditional legal resume and often follow a specific format. See the sample below as well as the CDO's [Guide to the Federal Job Application](#) for more information.

Style

It is important to make your resume visually pleasing. Use bold letters, italics, varying font sizes (but not varying typefaces), underlines or capital letters to emphasize certain parts of your resume including your name, school and employers' names, job titles, and section headings, but do not go overboard. Some good resumes become hard to read because they are too busy visually.

Formatting

Be consistent with formatting throughout your resume. For instance, if you bold and underline the names of the schools you attended in the "Education" section, do the same with the names of employers in the "Experience" section.

Be consistent within categories and abbreviations: if one position title is in italics, put all position titles in italics, or if you use J.D. instead of Juris Doctor, use B.A., M.B.A. or Ph.D. Use italics for degree designations, such as *magna cum laude*. Do not use full sentences (start with an action verb and omit personal pronouns and articles).

When e-mailing your resume and cover letter to employers, we recommend that you title both documents with your name and "resume" or "cover letter" (*i.e.*, Jane Smith Resume) so that the attachments are clear to the recipient of the e-mail. We also recommend that you e-mail documents in PDF format to avoid changes to the document when the recipient opens it.

Paper

We recommend using white or off-white (*i.e.*, beige, ecru, cream, ivory, egg-shell) high-quality paper. Pastels, patterns and bright colors are not well-suited for professional correspondence. You can find wide selections of resume paper at Kinko's, Staples, Office Depot and similar stores. It is best to use the same paper for your resume, cover letter, and reference page. However, it is appropriate to print your writing sample on copy paper.

Your resume should be laser-printed with black ink. Documents printed on most types of ink-jet printers can bleed and look unprofessional. A matching envelope makes a professional statement. However,

depending on your preference, you can also use an 8 ½ x 11 manila or white envelope. It is a good idea to use computer printed labels for your mailings.

Font

It is best to use an easy-to-read, businesslike font. Times New Roman, Book Antiqua, Century Schoolbook, Garamond, and Arial are all good choices. If possible, avoid Courier, which looks like an antiquated typewriter and wastes space. Script, ornate, or decorative styles and multiple fonts may make your resume hard to read.

Generally, resumes should be in 11 or 12 point font depending on the typeface. An 8-point font will make your resume illegible. While it may seem better to keep your resume to one page by using a smaller font, do you want the hiring attorney to be forced to squint to read your resume?

Margins

Typically, a resume's margins will be about 1 inch on the left and right and between 0.6 and 1.2 inches on the top and bottom. You need to leave margins that are wide enough to eliminate a cramped feeling, while at the same time keeping your margins small enough to prevent the appearance of space-filling. Strive for consistency and centering throughout your resume in terms of spacing within the text and the white space at the borders.

Organization

Employers expect to see your education and experience listed in reverse chronological order (*i.e.*, you list your most recent experience and/or degree first).

RESUME POINTERS

Words often misspelled:

Appellate, committed/commitment, constitutional, criterion (pl. criteria); alumnus (pl. alumni); alumna (pl. alumnae), *cum laude*; memorandum (pl. memoranda); judgment; precede/proceed.

Words often misused:

Juris Doctor (not Doctorate); affect/effect; capital/capitol; complement/compliment; council/counsel; oriented (not orientated); perspective/prospective; principal/principle; regardless/irregardless; advice/advise.

Examples of action verbs (remember to use appropriate verb tense):

accelerated	categorized	delivered	experienced	inspired
accomplished	chaired	demonstrated	experimented	installed
achieved	clarified	derived	explained	instituted
acquired	coded	designed	explored	instructed
activated	collaborated	detailed	facilitated	interpreted
adapted	collected	detected	figured	interviewed
adjusted	compared	determined	financed	introduced
administered	compiled	developed	focused	invented
advised	completed	devised	forecasted	investigated
allocated	composed	directed	formed	judged
analyzed	computed	discovered	formulated	launched
annotated	conceived	distributed	fostered	led
anticipated	conducted	doubled	founded	lectured
applied	consolidated	drafted	functioned	listened
appraised	constructed	drew up	generated	maintained
approved	consulted	earned	governed	managed
argued	contacted	edited	grouped	marketed
arranged	continued	educated	guided	mastered
articulated	contracted	effected	handled	measured
assembled	controlled	elicited	headed	mediated
assessed	convened	eliminated	helped	met (with)
assigned	conveyed	encouraged	identified	modeled
attended	coordinated	engineered	illustrated	modified
authored	corresponded	established	implemented	molded
balanced	counseled	evaluated	improved	monitored
briefed	created	examined	increased	motivated
budgeted	critiqued	executed	influenced	named
built	decided	exhibited	informed	negotiated
carried out	defined	expanded	initiated	observed
catalogued	delegated	expedited	innovated	obtained

operated	printed	repaired	scheduled	streamlined
ordered	produced	reported	searched	structured
organized	programmed	represented	selected	studied
originated	proposed	reproduced	served	suggested
outlined	protected	researched	set up	summarized
oversaw	provided	resolved	shaped	supervised
participated	publicized	responded	shared	supported
perceived	questioned	restored	showed	synthesized
performed	raised	retained	simplified	targeted
persuaded	recommended	retrieved	solicited	taught
pinpointed	recorded	revamped	solved	trained
planned	reduced	reviewed	specified	translated
prepared	reinforced	revised	spoke	updated
presented	rendered	rewrote	stimulated	utilized
presided	reorganized	routed	strategized	wrote

Examples of functional job descriptions by skills:

Research

- Performed extensive legal research on a variety of complex substantive and procedural matters, including an issue of first impression involving the interpretation of a regulation promulgated under the Americans with Disabilities Act
- Researched issues under federal, state, and local laws

Writing

- Researched and drafted legal memoranda on applicability of Stark Law to joint venture between physician group and hospital
- Drafted pleadings, motions, and discovery requests and responses in antitrust case involving multinational manufacturing company
- Prepared summaries of testimony and summarized depositions

Trial preparation & participation

- Prepared trial notebooks and exhibit binders for trial.
- Oversaw discovery and document production
- Attended depositions, hearings, and trials and supported litigators

Analytical Skills

- Identified pertinent facts and issues and analyzed cases
- Analyzed and researched all pertinent issues and prepared comprehensive summary memorandum
- Conducted due diligence and tax audits of public projects financed by European Union and World Bank

Negotiation

- Negotiated \$3.5 million purchase and sale agreement on behalf of leading plastics manufacturer
- Drafted commercial lease agreements and licenses for multinational companies

Consultation

- Counseled clients on commercial matters, including antitrust and warranty issues
- Briefed partners and clients on case issues
- Met with co-counsel to obtain or exchange factual information concerning the case(s).
- Interviewed potential witnesses
- Interviewed clients to determine issues for litigation

Trial Experience

- Argued motions, observed negotiation settlements, and cross-examined witnesses
- Second-chaired successful medical malpractice trial resulting in \$1 million jury verdict

Case Management

- Briefed clients on case status
- Handled cases from initial client interview through settlement negotiations

A Final Word – Proofread, Proofread, Proofread

It is extremely important to review your draft resume for accuracy and clarity and for grammatical, typographical, spelling, and formatting errors. Be especially aware of verb tense errors; descriptions of positions you no longer hold or activities in which you no longer participate should be described in the past tense. In a profession that demands precision, errors are unacceptable and employers can discard a resume with even one error. Spelling and grammatical errors also reflect poorly on your language skills. Before you finalize your resume, have others review your resume as well. Consult the CDO, an alum, or another attorney. Consider any advice and then decide whether you are comfortable incorporating comments into your resume.

Note: Though we will certainly note a typo or mistake if we see it, the CDO does not proofread.

CAREER TRANSITIONS

If you are considering a career transition, such as changing your practice area or moving on to an alternative career, you will need to make some adjustments to your resume.

Filling Gaps

If you find yourself between jobs, it is a good idea to pursue legal work, if possible, in some capacity while you search for permanent employment. Working during this time, even as a volunteer, may be advantageous for several reasons, including preventing resume gaps, which may require an explanation in future job searches. It is acceptable to include volunteer work in your Experience section; just be honest about your role.

EXAMPLES

Example 1

Alternatives for Community and Environment, Roxbury, MA

Volunteer Attorney, May 2014 - present

- Conduct legal research and draft memoranda on environmental, real estate, and governmental affairs matters
- Represented nonprofit intervenor in DPU hearings for pre-approval of 2014-2016 Energy Efficiency Plans

Example 2

District of Columbia Office of Administrative Hearings, Washington, DC

Volunteer, July– September 2014

Conducted in-depth, issue-targeted legal research for administrative law judges in multiple state and municipal agency jurisdictions. Drafted substantive legal memoranda, orders, and decisions and prepared hearing materials.

Re-Entering the Law

If you have spent time away from practicing law, you should try to get some recent legal experience on your resume, even if only as a volunteer. Having more recent legal experience shows the prospective employer you are serious about returning and also avoids having a large gap right at the start of your resume. You should also consider including any volunteer work, even if non-law related, during your time away from practice. Being a trustee for your condominium association might not seem relevant, for example. However, this experience likely included overseeing and balancing a substantial budget, communicating complicated issues to lay persons in simple terms, reviewing legal documents, and using leadership skills.

Alternative Careers

If you are planning to leave the practice of law to embark on an alternative career path, you will need to make some changes to your resume. First, you may need to adjust the language on your resume. Your resume is most likely written in terms that other lawyers will understand. But will your non-lawyer prospective employer speak legalese? Saying that you “handled discovery and document production” will not mean much to a non-lawyer. Try rewriting your resume using words non-lawyers will understand and, better yet, words used in the job descriptions for positions you are seeking. As you would with any resume targeting a particular position, highlight any relevant experience and transferable skills you have gained as an attorney. Keep in mind that resumes for different industries vary greatly. Ask someone in the industry in which you want to work review your resume for you so that you can get feedback on what is expected in that particular field.

EXAMPLES

Example 1

Before:

Smith, Jones & Burns, LLP, Lexington, MA

Associate, September 2010 - May 2014

- Represented a Fortune 500 company in complex commercial real property transactions, including planning and development of commercial projects and municipal land use and zoning matters
- Represented underwriters and not-for-profit borrowers in tax-exempt bond financing transactions
- Conducted due diligence reviews for real estate component of large corporate transactions

After (targeting job in law school career services):

Smith, Jones & Burns, LLP, Lexington, MA

Associate, September 2010 - May 2014

- Represented clients in complex commercial real property transactions as part of the Real Estate Practice Group
- Served as a member of the Hiring Committee in 2010 and 2011
- Created a summer intern program for the firm, resulting in 2 summer interns being hired in the summers of 2010 and 2011
- Interviewed summer intern and lateral candidates

Example 2

Before:

Star, Anthony & Lee, LLP, Boston, MA

Associate, Corporate Department, September 2009 - present

- Draft and negotiate sale and acquisition documentation, including purchase agreements, transition services agreements, lease agreements, and supply and distribution agreements
- Perform due diligence and prepare and review letters of intent
- Engage in substantial client contact regarding the negotiation and drafting of transaction documentation and the implementation of transactions after closing
- Draft, review, and negotiate corporate documentation of various complexities in a non-transactional context, including distribution agreements, terms and conditions, employment agreements, non-competition agreements, corporate organizational documentation, management agreements, amendments, and waivers

After (targeting consulting position):

Star, Anthony & Lee, LLP, Boston, MA

Associate, Corporate Department, September 2009 - present

- Represent clients in various industries (manufacturing, technology, education, forestry, medical devices, medical practices) in connection with the purchase and sale of assets and ownership interests in transactions ranging from \$600,000 to \$30M
- Manage the transaction process and act as a point of contact for all parties involved in the transaction
- Coordinate and direct the participation of the various Star, Anthony & Lee departments (including tax, employee benefits, real estate, and environmental) involved in transactions
- Explain complex legal issues arising in the course of the negotiation and drafting of transaction documentation to clients
- Participate in the planning and negotiation of transaction structures
- Correspond regularly with the management of several client companies

Transitioning From Private Sector to Public Interest

If you are thinking about leaving private practice to do work in the public sector, you will most likely want to rethink your resume. Your law firm resume, as is, may not be what public interest employers are looking for. When trying to make a transition from private sector to public interest work, keep the following suggestions in mind:

- Arrange your resume such that it highlights your public interest experience. All the public interest work you have done, including law school clinics, *pro bono* work, and volunteer work, belongs in your Experience section.
- Consider adding a “Community Service” section if you have done a substantial amount of volunteer public interest work to highlight your commitment to public service.
- Highlight public interest work, even if it means taking out some of your other experiences. If, for example, you are a corporate associate who has left off your *pro bono* work with the firm because it was litigation work, put that *pro bono* experience

back on your resume even if it means you have to take out one of the deals you worked on as a corporate associate.

See the Sample Resumes below for one example of how to adjust your resume.

Contract Lawyering

You may find yourself doing contract work at some point in your legal career, either to fill a gap while you search for more permanent employment or as a deliberately chosen alternative to an associate position. You may choose to list your contract positions separately or, if you have worked for many agencies on many projects, you may list them as one entry. Examples of both of these options are listed below. Whichever way you choose, you should not be misleading by listing the name of the firm at which you did a project as the employer, unless that firm was actually your employer. If you did work at a firm while employed by an agency, it would be misleading to list the law firm as your employer.

EXAMPLES

Example 1

Robert Half Legal, Boston, MA

Contract Attorney, January 2014 – present

- Perform electronic document review on a contract basis, carrying out document production requests in antitrust, FCPA, EPA, contract dispute, employment discrimination, and consumer class action litigation contexts
- Mastered several e-discovery software interfaces, including: Catalyst; Applied Discovery; Relativity; Kroll Ontrack; First Advantage

Counsel on Call, Boston, MA

Contract Attorney, May – September 2013

- Conducted legal research and drafted memoranda on FCPA issues on a contract basis for one of the largest mutual fund and financial services groups in the world

Example 2

Various Legal Staffing Firms, Washington, DC

Contract Attorney, April 2011-present

- Employed by Hudson Legal; Clutch Group; De Novo Legal; and Special Counsel
- Perform electronic document review on a contract basis, carrying out document production requests in antitrust, FCPA, EPA, contract dispute, employment discrimination, and consumer class action litigation contexts
- Mastered several e-discovery software interfaces, including: Catalyst; Applied Discovery; Relativity; Kroll Ontrack; First Advantage

TRANSACTION SUMMARIES/DEAL SHEETS AND REPRESENTATIVE CASES SHEETS

If you have been working as an attorney and you are looking to make a career move, you should consider including a representative transaction summary or “deal sheet” (transactional) or a list of representative cases (litigation) as an addendum to your resume. Including a deal sheet or representative cases list allows you to provide more detail about the legal transactions you have worked on throughout your career. Deal sheets are generally one or two pages in length and include transactions with bulleted descriptions. The transactions on a deal sheet are usually grouped by practice area or type under headings. Representative cases lists do not necessarily need to have the cases grouped or categorized and the descriptions are generally in a paragraph format rather than bulleted.

You should list the most impressive deals or cases, those you would like to highlight, first. You do not need to worry about chronology because dates will not be used. This your opportunity to give more detail about the deals, including dollar amounts where appropriate. The representative cases list should show the employer the variety and complexity of cases you have worked on and the role you played in each case. You should always be mindful, of course, of not including anything that would violate attorney–client privilege.

See the sample deal sheet at the end of this handbook to help you get started. If you need assistance creating a list of representative cases, [contact the CDO](#).

SAMPLE ALUMNI RESUMES

NAME
Address · Telephone Number · Email

BAR ADMISSIONS: (this section can also go at the bottom)

EXPERIENCE:

(Listed in reverse chronological order)

EMPLOYER, City, State

Position Title, Dates

Description of Job

EDUCATION:

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

J.D., Date (month and year)

GPA:

Honors:

Activities:

Certification Paper: (optional)

Clinical Programs: (optional; may also be listed under "Experience")

UNDERGRADUATE SCHOOL, City, State

Degree Awarded, Date (month and year)

GPA or GPA in Major: (optional)

Honors:

Activities:

Thesis: (if applicable)

LANGUAGES: (if applicable)

VOLUNTEER: (optional)

INTERESTS: (optional)

PROFESSIONAL AFFILIATIONS: (optional)

Emily B. Lee

750 N. Herman Apt. 22 · Chicago, Illinois · 555-555-5555 · emilyblee@mail.com

LEGAL EXPERIENCE

Austin Nash LLP, Chicago, IL

Associate Attorney, Insurance and Financial Services, September 2010 to present; *Summer Associate*, Summer 2009

Insurance and Commercial Litigation

- Represent a Fortune 500 insurance company in a commutation dispute involving reinsurance contracts.
- Coordinated the review of over 100,000 pages of electronic and hard copy documents by eight attorneys and legal assistants and drafted sections of a comprehensive electronic discovery protocol.
- Counsel clients on litigation strategy, including drafting sections of various memoranda for settlement negotiations.
- Drafted sections of a motion in response and reply to a motion to stay litigation in favor of arbitration and various other non-dispositive motions, including document requests and responses, protective orders, motions to compel, motions to extend deadlines, and scheduling orders.
- Attend hearings and argue dispositive and non-dispositive motions in federal court.
- Drafted sections of dispositive briefs, including a section of an Opposition to Certification for the United States Supreme Court.
- Prepare for taking and defending depositions of numerous witnesses, including providing extensive assistance for expert witnesses testifying on intellectual property matters.

Regulatory and Transactional

- Advise clients on various insurance regulatory matters regarding insurance company insolvencies.
- Conduct research, draft memoranda, and draft corporate documents for insurance corporate transactions.

Pro Bono Litigation

- Lead associate coordinating six attorneys and legal assistants to implement the litigation strategy for the post-conviction appeals of a prisoner on death row in Mississippi.

EDUCATION

Boston University School of Law, Boston, MA

Juris Doctor, magna cum laude, May 2010; GPA 3.71 (top 10% of class)

Honors: Paul J. Liacos Scholar, Edward F. Hennessey Scholar; Articles Editor, *Public Interest Law Journal*

University of Michigan, Ann Arbor, MI

Bachelor of Arts in History, May 2003; GPA 3.54

Honors: Class Honors, 2001, 2002, 2003; Golden Key National Honor Society

ADDITIONAL EXPERIENCE

University of Texas at Austin-Division of Recreational Sports, Austin, TX

Office Manager/Marketing and Development Assistant, January 2006 to August 2007

- Hired, scheduled and supervised ten part-time employees and served as the database administrator for the department's 15,000-record alumni database.

US House Representative Bob Clement, Nashville, TN

Community Outreach Coordinator/District Scheduler, July 2003 to October 2005

- Served as a liaison between constituents and government agencies.

BAR ADMISSIONS

Admitted to practice in Illinois (2010) and Northern District of Illinois (2010)

LANGUAGES

Fluent in Italian, conversant in Spanish

MARLON J. CLEARY

2651 Jefferson Place, #105 ▪ Vienna, VA 22180
703-555-5555 ▪ marlon.cleary@mail.com

BAR ADMISSIONS

Admitted to practice in: Massachusetts (2010); District of Columbia (2011); New York (2012)

LEGAL EXPERIENCE

Legal Staffing Firms, Washington, DC

Contract Attorney, April 2011-present

- Employed, at various times, by Hudson Legal; Clutch Group; De Novo Legal; and Special Counsel
- Perform electronic document review on a contract basis, carrying out document production requests in antitrust, FCPA, EPA, contract dispute, employment discrimination, and consumer class action litigation contexts
- Mastered many e-discovery software interfaces, including: Catalyst; Applied Discovery; Relativity; Kroll Ontrack; First Advantage

Boston University School of Law, Boston, MA *Research Assistant*, December 2010-April 2011; July 2009-August 2009

- Authored memoranda on unjust enrichment and restitution law (Prof. John J. Doe, 2010-2011)
- Researched and drafted essay on Civil Rights Act of 1964; edited seminal court opinions for inclusion in on-line archive exploring development of corporate law (Prof. Jane L. Doe, 2009)

Boston University Civil Litigation Clinic, Boston, MA

Student Attorney, September 2008-May 2009

- Advocated on behalf of indigent clients before administrative tribunal in supplemental security income claims, unemployment insurance claims, and divorce proceedings
- Constructed and presented opening statements and closing arguments, and prepared and conducted direct and cross examinations
- Researched statutes and case law and drafted memoranda and briefs
- Interviewed and counseled clients and witnesses

Massachusetts Commission Against Discrimination, Boston, MA

Investigative Intern, June 2008-August 2008

- Investigated and assessed the merits of discrimination claims in employment and public accommodation contexts
- Interviewed complainants and witnesses, summarized allegations and issues, and drafted interrogatories and document production requests

ADDITIONAL EXPERIENCE

Temporary Staffing Agencies, CT & NY

Paralegal / Administrative Assistant, September 2004-August 2007

- As a paralegal, conducted case-material audits; reviewed and redacted documents for production; assembled relevant documents for attorneys preparing for depositions; represented “payoff banks” at real estate closings
- As a financial data processor, processed and archived securities certificates remitted during tender offers; examined letters-of-instruction, legal documentation, and correspondence from shareholders; performed data entry associated with stock transfers and corporate reorganizations; transferred abandoned securities to state
- As an administrative assistant, composed correspondence and PowerPoint presentations; performed data entry and database management, helped executives prepare for presentations, recruited prospective employees, and archived new employee information

EDUCATION

- **Boston University School of Law**, Boston, MA
- *Juris Doctor*, May 2010
- GPA: 3.22
- **Clark University**, Worcester, MA
- *Bachelor of Arts, cum laude, in Psychology*, May 2004
- GPA: 3.43
- Honors: Dean’s List; Golden Key International Honor Society

MAYA BAYLOR

277 Commonwealth Avenue, Apartment 2, Boston, MA 02134 · 617.555.5555 · mbaylor@mail.com

EDUCATION

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

LL.M. in Banking and Financial Law, May 2013

GPA: 3.50

Concentrations: Compliance, International Banking and Finance

BOSTON UNIVERSITY, Boston, MA

M.A. in International Relations, September 2011

GPA: 3.46

Thesis: *Montenegro's Future in the European Union* (arguing that economic liberalization alone is insufficient if legislative and judicial bodies remain incapable of functioning efficiently)

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

J.D., May 2011

GPA: 3.04

Honors: International Law Journal – Notes Editor

Activities: ABA Negotiation Competition, Participant; Stone Moot Court, Participant;
Women's Law Society, Treasurer

THE UNIVERSITY OF KANSAS, Lawrence, KS

B.S., summa cum laude, in Applied Music: Piano Performance, December 2006

GPA: 3.77

Honors: Phi Beta Kappa; Pi Kappa Lambda (selected by professors); Honors Program

EXPERIENCE

GREATER BOSTON LEGAL SERVICES, Boston, MA

Volunteer Attorney, Low-Income Tax Clinic, June 2013 – present

Represent low-income families on tax issues, including Earned Income Tax Credit audits. Conduct legal research on tax issues and draft summaries for staff attorneys.

LAWYERS CLEARINGHOUSE, Boston, MA

Volunteer Attorney, Non-Profit Incorporation Program, June 2012 – present

Counsel non-profit clients on incorporation and obtaining tax-exempt status. Teach seminars on structuring and incorporating non-profit corporations.

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA

Research Fellow for Professor Eliza Jones, September 2011 – February 2012

Researched and drafted memoranda on pre-removal order detention habeas corpus.

DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION, Boston, MA

Student Trainee, Economic Crimes Squad, August 2010 – July 2011

Drafted memoranda analyzing financial data for securities fraud and other economic crimes.

DEPARTMENT OF JUSTICE, OFFICE OF THE U.S. ATTORNEY, Boston, MA

Law Clerk for Assistant U.S. Attorney James Haggerty, Civil Division, September – December 2010

Drafted summary judgment motions on Witness Security Reform Act of 1984 and exemptions to Privacy Act. Wrote summary judgment motions for Bivens and § 1983 cases using sovereign and qualified immunity as well as Gun Control Act warrant exceptions.

BEN, JARVIS, GREEN & ELLIS, Boston, MA

Volunteer Law Clerk for Attorney Margaret Rosen, August 2010

Drafted memoranda regarding Bivens, § 1983, and Prison Litigation Reform Act limits on recovery for prisoners' rights.

DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION, Washington, DC

Scholastic Honors Intern for the Office of General Counsel, June - August 2010

Drafted memoranda analyzing 50 years of Comptroller General decisions. Conducted legal research and wrote memoranda on issues including fiscal, government contracts, and national security law.

SUKUK & ARAŞTIRMA, Ankara, Turkey

Law Clerk for Professor and Partner Ahmed Altaş, May – June 2010

Drafted memoranda on New York Convention recognition and enforcement of international commercial arbitration judgments in the United Kingdom, India, Germany and Turkey. Analyzed jurisdiction and enforceability issues for large Turkish corporation suing French bank in British and United States courts.

MENDEL & FRANK, P.C., Washington, DC

Law Clerk, July – August 2009

Researched case law and drafted memoranda regarding Americans with Disabilities Act of 1990, Civil Rights Act of 1866, privacy law, and traditional labor law topics using both electronic and print resources.

UNITED STATES COURT OF FEDERAL CLAIMS, Washington, DC

Judicial Intern for the Honorable Iris R. Rogers, May – July 2009

Drafted bench memoranda with proposed dispositions for summary judgment and evidentiary motions in multi-plaintiff government contracts cases. Observed trials and arguments in Court of Federal Claims and Court of Appeals for the Federal Circuit.

LANGUAGES

Conversational and written German, familiarity with Spanish, Dutch, Turkish and Romanian

Jasmine Hilbis

(757) 555-5555 • 62 Bow St., Cambridge, MA 02139 • jhilbis@mail.com

EXPERIENCE

Weil, Gotshal & Manges LLP, Boston, MA

Associate, January 2009-present; *Summer Associate*, June-August 2007

Independently drafted formation documents for a nonprofit corporation. Completed at least 150 hours of *pro bono* work each year 2009 – 2014. Represent prospective adoptive parents seeking to adopt children in foster care, and counsel other adoptive parents in connection with post-adoption legal hurdles involving government subsidies and custody disputes as part of firm's *pro bono* Adoption Project.

Boston University School of Law Criminal Law Clinic, Boston, MA

Student Attorney, September 2007-May 2008

Represented indigent defendants charged with criminal offenses in the Boston Municipal Court.

Shelter Legal Services – Rosie's Place Clinic, Boston, MA

Volunteer, September 2006-September 2007

Conducted legal research and client intakes for low-income women and children at a women's shelter's free legal clinic.

Volunteer Lawyers Project, Boston, MA

Volunteer, March 2007-April 2007

Represented a claimant at a hearing addressing a challenge to her unemployment insurance benefits.

Greater Boston Legal Services, Boston, MA

Volunteer, January 2007-April 2007

Aided Haitian immigrants filing for Temporary Protected Status.

Asian American Legal Defense and Education Fund, Boston, MA

Volunteer, October 2006-December 2006

Surveyed election-day polls in non-English speaking communities to ensure voters were able to cast ballots.

Fenway Community Health Center, Boston, MA

Intern, October 2006-November 2006

Created a presentation for the board of directors discussing nonprofit health center compliance issues.

Loyola Immigration Law Clinic, New Orleans, LA

Intern, Summer 2006

Represented low-income and indigent clients in immigration matters including: asylum, refugee, special immigrant juvenile, and VAWA.

EDUCATION

Boston University School of Law, Boston, MA

Juris Doctor, May 2008

GPA: 3.45

Honors: *Public Interest Law Journal*

Leadership: Asian Pacific American Law Students Association - *Community Outreach Chair*; Immigration Law and Policy Society - *Treasurer*

Activities: Pay it Forward Student Mentoring; *Pro Bono* Pledge; Public Interest Project; 1L Orientation Leader; 1L Peer Advisor

University of Colorado at Boulder, Boulder, CO

Bachelor of Arts, *summa cum laude*, in Political Science, Minor in Dance, May 2005

GPA: 3.87

Honors: Phi Beta Kappa Honor Society; Dean's List (all semesters); Highest Honors for Honors Thesis

COMMUNITY INVOLVEMENT

Big Brothers Big Sisters of Massachusetts Bay, Boston, MA, Volunteer Big Sister, June 2005-present

Rosie's Place, Boston, MA, Volunteer, April 2009-present

BARTON PITT

29 Pleasant Street, Cambridge, MA 02139 • 857.555.5555 • bpitt@mail.com

EXPERIENCE

Human Rights Watch, London, UK

Arthur Koenig Fellow, August 2011 - present

Monitor and draft reports on human rights developments in various countries. Conduct on-site investigations of the treatment of people with mental illness in Croatia.

Boston University School of Law Civil Litigation Clinic, Boston, Massachusetts

Student Attorney, Immigration Law Division, September 2010 - May 2011

Represented low-income clients in matters before administrative agencies and courts. Appeared on behalf of clients at trials and hearings. Drafted various legal memoranda and court documents.

Office of Senator Elizabeth Warren, Foreign Policy/Armed Services Division, Washington, DC

Foreign Policy Intern, June 2010 - August 2010

Researched and drafted Senator's floor statement. Wrote multiple issue memoranda to Senator on major foreign-policy committee hearings and international developments. Analyzed and helped write military-related legislation. Wrote official correspondence, answered constituent inquiries, and attended briefings.

Organization for the Prohibition of Chemical Weapons (OPCW), The Hague, The Netherlands

Legal Intern, Legal Advisors Office (LAO), March 2010 - May 2010

Drafted member state compliance reports for use by Deputy General in delegate meetings. Designed presentations on implementing chemical weapons legislation domestically. Critically reviewed and proofread OPCW's Survey of National Implementing Legislation to be distributed to member states.

United Nations International Criminal Tribunal for Rwanda (UNICTR), Arusha, Tanzania

Legal Intern, Witness and Victim Support Section (WVSS), June 2009 - August 2009

Researched and wrote 20-page orientation manual outlining all medical, legal, and protective policies concerning witnesses. Wrote numerous legal memoranda to Chamber discussing witness-related issues. Revised and co-presented WVSS results-based budget to Finance Department.

New Alternatives, Inc., San Diego, California

Child Development Counselor, June 2006 - August 2008

Rehabilitated emotionally disturbed boys; analyzed complex medical and psychological histories.

University of Delaware, Newark, Delaware

University Teaching Assistant, World Religions Class, September 2003 - May 2004

Research Assistant, January 2003 - October 2003

Researched, analyzed, and edited a book entitled *Philosophical Ideas in Rock 'n' Roll*.

EDUCATION

Boston University School of Law, Boston, Massachusetts

J.D., May 2011

G.P.A.: 3.72 (*Spring 2011*); 3.31 (*cumulative*)

Activities: *President*, International Law Society (ILS); *Member*, Public Interest Law Committee; *Member*, Human Rights Week Planning Committee; *1L Section Representative*, ILS

Leiden University, Leiden, Netherlands, January - April 2011

One of four BUSL students selected to study international and human rights law at Leiden University

University of Delaware, Honors Program, Newark, Delaware

B.A. in Philosophy, May 2006

G.P.A.: 3.56

Honors: Advanced Honors Certificate, First-Year Honors, Dean's List

Activities: College Sailing Team, Intramural Soccer

The following shows before and after versions of a two-page resume. The first version is the traditional legal resume. The second is the same resume revised to target a consulting position.

Eloise R. Burns

1325 Commonwealth Ave., #21 • Boston, MA 02116 • (617) 555-5555
eloiseburns@mail.com

EXPERIENCE:

State Street Global Advisors

Boston, MA

Assistant Vice President, Litigation Counsel, August 2010 – present

- Analyzed lawsuits for cost-effective and time-efficient strategy in litigation
- Built consensus among internal claims attorneys, clients, and outside counsel on appropriate measures to settle and litigate cases
- Deposed parties in litigation, and devised means of effectively eliciting information from friendly and adverse parties
- Researched and presented memoranda on criminal and civil liability, federal and state court procedure, and various topics within the fields of title insurance, real estate, and commercial law
- Drafted motions to dismiss (demurrers), motions for summary judgment, complaints, discovery requests, settlement agreements, and other documents associated with an active law and motion practice

Massachusetts Attorney General's Office

Boston, MA

Attorney (temporary), March 2010 – July 2010

- Evaluated numerous loan pool purchase and securitization documents from investment banks for information pertaining to mortgage lender underwriting guidelines
- Drafted memoranda on underwriting and loan securitization review standards, assorted mortgage lender corporate documents, and analyses of corporate committee meetings

Massachusetts Law Reform Institute

Boston, MA

Volunteer Attorney, October 2009 – January 2010

- Negotiated with attorneys on behalf of tenants regarding evictions, rent payments and other housing issues
- Counseled tenants and landlords in Housing Court processes and specially appeared for them in court

Hall & Dana

Boston, MA

Business Law Associate, Summer 2007 and September 2008 – March 2009

- Consulted with a corporation on its securities history, and prepared and drafted stock certificates, board resolutions, votes for transfers of stock and explained to the client its stock transfer history
- Ascertained the organizational intent of a charity's managers, and revised and reviewed the charity's bylaws to reflect their new goals and management structure
- Advised bank clients on issues concerning forbearance agreements, loan default and loan workouts through client letters and telephone conversations
- Reviewed documents for bank clients, analyzed corporate bylaws and charters, and drafted purchase and sale and security agreements in connection with loans and corporate mergers
- Researched and drafted memoranda on priority of security interests in bankruptcy proceedings, lawyer advertising rules, and debt buyback programs

EDUCATION:

Boston University School of Law, Juris Doctor, May 2008

Boston, MA

Journal: Boston University International Law Journal, Note Editor

GPA: 3.52

Studied in China, Spring, 2008

Boston College, B.A., *magna cum laude*, Economics, May 2005

Boston, MA

GPA: 3.78

Honors: Dean's Scholar; Dean's List

ACTIVITIES AND INTERESTS:

- I lived in China for six months, teaching English to 700 students and other teachers. I still understand basic Mandarin Chinese and have a strong interest in regaining Chinese language proficiency.
- While studying in China, I travelled extensively throughout Asia, enjoying the cultures, people and food in Vietnam, Cambodia, Indonesia, Thailand and Japan.
- I've taken cross-country trips on my bicycle, and believe voyages are always best on two wheels.

Eloise R. Burns

1325 Commonwealth Ave., #21 • Boston, MA 02116 • (617) 555-5555 • eloiseburns@mail.com

EXPERIENCE:**State Street Global Advisors**

Boston, MA

Assistant Vice President, Litigation Counsel, August 2010 – present

- Work on 25-35 active cases in courts across Massachusetts, representing approximately \$10 million in claims, saving tens of thousands of dollars in outside attorney fees; resolved approximately 20 claims
- Analyze lawsuits in order to pursue the most cost-effective and time-efficient litigation strategy and formulate ideas to expedite case resolution
- Build consensus among internal attorneys, clients, and outside counsel on settlement and litigation strategy
- Effectively elicit information from friendly and adverse parties through depositions to develop settlement and litigation roadmaps, and to provide attorneys with sufficient information to determine appropriate insurance coverage
- Research criminal/civil liability issues, federal and state court procedure and topics within title insurance, real estate and commercial law, and present findings to attorneys and company executives
- Draft numerous documents associated with an active law and motion practice and argue motions in court

Massachusetts Attorney General's Office

Boston, MA

Attorney (temporary)- Sub-Prime Mortgage Lending Prosecution Action, March 2010 – July 2010

- Evaluated numerous loan pool purchase and securitization documents for information pertaining to mortgage underwriting guidelines
- Drafted memoranda for lead attorneys on underwriting/securitization review standards and mortgage lender corporate documents and analyzed bank corporate committee meetings

Massachusetts Law Reform Institute

Boston, MA

Volunteer Attorney, October 2009 – January 2010

- Negotiated with opposing counsel and landlords on behalf of tenants in eviction and other housing cases, resulting in 15-20 families maintaining the right to occupy property pursuant to reduced payment plans

Hall & Dana

Boston, MA

Business Law Associate, Summer 2007 and September 2008 – March 2009

- Served law partners at 500-attorney law firm specializing in private equity, venture capital, M&A, debt finance, and public offerings in a wide variety of industries across the globe
- Achieved and maintained compliance with SEC regulations by consulting with a software company on its securities history, and by drafting stock certificates, board resolutions, votes, and stock transfers
- Restructured non-profit's bylaws to reflect changing goals and management structure
- Advised multinational bank clients on issues concerning forbearance agreements, loan default and loan workouts to maintain stable lender/borrower relationships, and achieve debt repayment
- Drafted purchase/sale and security agreements to facilitate debt finance transactions and mergers, and reviewed corporate bylaws and charters to ensure compliance with internal corporate governance rules
- Researched and drafted memoranda on priority of security interests in bankruptcy proceedings, lawyer advertising rules, and debt buyback for partners advising diverse clients and issues

EDUCATION:**Boston University School of Law**, Juris Doctor, May 2008

Boston, MA

Journal: *Boston University International Law Journal*, Note Editor (edited student submissions)

GPA: 3.52

Studied in China, Spring, 2008 (courses on International Projects, Business, and Litigation)

Boston College, B.A., *magna cum laude*, Economics, May 2005

Boston, MA

GPA: 3.78

Honors: Dean's Scholar (recommended by faculty; sole recipient in Economics department); Dean's List

ACTIVITIES AND INTERESTS:

- Lived in China for six months, teaching English to 700 students and other teachers
- Travelled extensively throughout Asia, including Vietnam, Cambodia, Indonesia, Thailand, and Japan
- Enjoy cross-country trips by bicycle

Lily Wu

96 Dwight St., #3 ♦ Waltham, MA 02452 ♦ (617) 555-5555 ♦ lilywu@mail.com

LEGAL EXPERIENCE

Volunteer Lawyer's Project of the Boston Bar Association, Boston, MA

Volunteer Attorney (part-time), April 2014-present

- Drafted incorporation documents for nonprofit corporation serving disadvantaged youth
- Answer questions and advise callers on complex tax issues on Trust & Estates hotline

Hudson & Russell, LLP, Waltham, MA

Associate, September 2004-July 2009; *Summer Associate*, May-August 2003

- Represented clients in various industries, including manufacturing, technology, education, and medical devices, in connection with the purchase and sale of assets and ownership interests in transactions of various sizes (\$600,000 to \$10M)
- Drafted, and participated in the negotiation of, sale and acquisition documentation, including purchase agreements, lease agreements, supply and distribution agreements, research and development agreements, and escrow agreements
- Engaged in substantial client contact regarding the negotiation and drafting of transaction documentation and the implementation of transactions post-closing
- Managed the transaction process and acted as a point of contact for all parties involved in the transaction
- Participated in the planning and negotiation of transaction structures
- Performed due diligence and prepared and reviewed letters of intent
- Drafted, reviewed and negotiated corporate documentation of various complexities in a non-transactional context, including distribution agreements, terms and conditions, employment agreements and non-competition agreements

First Marblehead Corporation, Boston, MA

Legal Intern/ Compliance Intern for Education Loan Securitization Corporation, June-August 2002

- Summarized Federal Reserve Board banking regulations and surveyed various business groups to identify regulation applicability
- Reviewed and analyzed contracts and drafted memoranda regarding best practices in asset management
- Analyzed and updated securitization contracts and schedules in preparation for upcoming securitization

ADDITIONAL EXPERIENCE

96 Dwight Street Condominium, Waltham, MA

Trustee, June 2005- present

- Collaborate with four other trustees to balance a \$550,000 budget each year
- Drafted documentation successfully seeking a variance from the Zoning Board of Appeals
- Worked with outside counsel to draft substantial revisions to condominium documents

EDUCATION

Boston University School of Law, Boston, MA

Juris Doctor, *cum laude*, May 2004

GPA: 3.57 (top 1/3 of class)

Honors: Review of Banking and Financial Law, Executive Editor for Professional Articles (2003-2004)

University of Florida, Fisher School of Accounting, Gainesville, FL

B.S and M.A. in Accounting, Specialization in Tax, August 2000

GPA: 3.46

Honors: President's Honor Roll; FICPA Fellowship; Golden Key National Honor Society

PROFESSIONAL AFFILIATIONS

Boston Bar Association, Corporate Law Committee (2004-present); Women's Leadership Initiative Task Force, Women's Bar Association of Massachusetts (2008-present)

JANE DOE

500 Harvard Street, Apt. 2D, Brookline, MA 02446
JDoe987654@bu.edu
(617) 987-6543

JOB INFORMATION

Attorney, GS-0905-11

Department of Homeland Security
U.S. Customs and Border Protection (CBP)
Office of the Associate Chief Counsel

Vacancy Announcement No.: 10A – 97

PERSONAL INFORMATION

Social Security Number: 111-11-1111
Country of Citizenship: U.S.A.
Veteran's Preference: N/A
Highest Federal Civilian Grade held: N/A

EDUCATION

Boston University School of Law, Boston, MA 02115

J.D., May 2012, GPA 3.38

Honors: Note Editor, *Public Interest Law Journal*, 2011-2012
Academic Publications: Jane Doe, Note, Fighting Climate Change in Domestic Courts, 22 PUB. INT. L.J. 500 (2011)
Activities: Public Interest Project, Vice President, Fall 2011
Stone Moot Court Competition, Participant, Fall 2010
New Orleans Legal Services Spring Break Trip, Spring 2010

Washington University in St. Louis, St. Louis, MO 63105

B.A. International Studies & Anthropology, May 2009, GPA 3.74

Honors: Dean's List, Washington University in St. Louis, 2006-2009
Activities: Founder and President of Washington University Running Club, Fall 2007-2009

Study Abroad: St. Lawrence University Kenya Semester Program, Nairobi, Kenya
August 2007 - December 2007, 12 Semester Credits Earned

JANE DOE

EXPERIENCE

Representative Amos Fox's Office, State House, Room 165, Boston, MA 02133

Legal Counsel September 2012 – current
40 hours per week Salary: \$45,000/year
Supervisor: Cynthia Katz, Chief of Staff Tel.: (617) 722-7000

Evaluated curriculum policy and funding mechanisms of Massachusetts's education system and proposed legislation filed in January 2013 to implement improvements. Analyzed proposed constitutional amendments in preparation for the Constitutional Convention.

United States Attorney's Office, 1 Courthouse Way, Suite 9200, Boston, MA 02210

Legal Intern, Economic Crimes Unit June 2011 – August 2011
40 hours per week Salary: \$4000 Public Interest Grant
Supervisor: Joe Doe, Assistant U.S. Attorney Tel.: (617) 777-7777

Drafted sentencing memoranda for the Court. Worked with Assistant U.S. Attorneys to formulate presentations for sentencing hearings. Prepared reply to motion for time extension on restitution order. Researched and wrote legal memoranda on insider trading, money laundering, and sentencing.

Ogges and Eagens, LLC, 123 South Street, Suite 202, Boston, MA 02216

Summer Associate June 2010 – August 2010
45 hours per week Salary: \$3,000/week
Supervisor: Erik Swanson Tel.: (617) 243-4321

Independently drafted partnership agreement related to acquisition of low income housing project by syndicate of investors. Conducted due diligence review of multimillion-dollar commercial real estate transaction in preparation for closing. Performed extensive legal research and drafted memoranda on variety of complex substantive and procedural matters.

The Consortium, Phanat Nikhom Refugee Processing Center, P.O. Box 17, Cholburi, Thailand 20140

Teacher and Trainer May 2009 – August 2009
40 hours per week Salary: \$320/month
Supervisor: Karen Nalsap Tel.: (202) 313-4245

Taught Indochinese refugees English language, cultural orientation, and work skills in preparation for U.S. resettlement. Provided weekly curriculum reviews and training to teachers and teacher aides. Selected, trained, and managed 150 refugee workers in vocational training workshops. Developed and conducted English language-based cooking, guitar, arts and crafts, singing and sport programs for students, ages 11-19, at the recreational facility.

PROFESSIONAL MEMBERSHIP

Association for International Law, Student Division
Boston Bar Association

JANE DOE

LANGUAGE SKILLS

Conversational Thai and Spanish

OTHER INTERESTS

Painting and drawing portraits
Running marathons

SAMPLE TRANSACTION SUMMARY/DEAL SHEET

CLAUDIA JEAN CREGG12 M Street ▪ Washington, DC 12345 ▪ (555) 123-9876 ▪ c.j.cregg@westwing.com

REPRESENTATIVE TRANSACTIONS AND DEAL LIST**Commercial Real Estate Development Deals**

- Represented large, publicly traded retailer, including its REIT affiliate, as counsel for both approvals and transactions in thirteen complex commercial development projects, including municipal land use and zoning matters in Maryland. Drafted and negotiated purchase agreements, easements with covenants and restrictions, joint development agreements, escrow agreements, and municipal approvals applications.
- Represented intermunicipal agency in \$1.2 billion construction program to renovate manufacturing facilities. Negotiated master design and construction agreement with program provider, drafted procurement and purchasing documents, and prepared various compliance policies.
- Represented international company in construction of a \$430 million biotech facility in Reston, Virginia, including obtaining and structuring tax-exempt incentives totaling approximately \$100 million over a 10-year period. Drafted and negotiated commercial mortgage loan documents and PILOT documents, and prepared application for tax-exempt benefits.

Acquisition and Disposition Transactions

- Represented large REIT in acquisition of real property from national retail chain out of bankruptcy, including drafting and negotiating purchase agreement, development agreement, cross-access easements, and construction escrow agreement.
- Represented seller in real estate component of \$175 million disposition of professional sports franchise, including overseeing due diligence sessions to review leasing and licensing documentations, and drafting summary of prerequisites to transfer rights.
- Represented premier operator of acute care hospitals in acquisition and disposition of real property in Virginia, Maryland, Delaware, and North Carolina.

Leasing Transactions

- Represented a commodities firm in multi-state leasing of office space, including negotiation of term sheets, lease agreements, and work letters.
- Represented large retailer in leasing space from shopping center owners for Washington, DC, projects, including negotiating anchor tenant leases and drafting operating leases between REIT and operating company.
- Represented industrial distributor in lease arrangements and resolving leasing disputes for facilities in West Virginia, including negotiating lease agreements and work letters, and drafting default notices and demand letters to landlord.
- Represented for-profit education institution in assigning and terminating multi-state lease arrangements in connection with asset purchase.

Municipal Bond and Tax-Exempt Financing Transactions

- Served as bond counsel in tax-exempt bond financing transactions up to \$500 million. Drafted and negotiated bond documents, bond resolutions, opinion letters, and closing certificates. Facilitated working group conference calls and worked closely with special tax counsel in structuring fund accounts.
 - Represented major public authority in financing green power plant with Build America Bonds.
 - Represented network of nursing homes in financing new phase of elder care facilities.
- Represented national underwriters in tax-exempt bond financings up to \$350.4 million. Drafted and negotiated official statements, bond purchase agreements, continuing disclosure agreements, and 15c2-12 certificates. Drafted “Blue Sky” surveys and due diligence questionnaires, and ran due diligence sessions with borrowers to ensure 15c2-12 compliance.
 - Represented underwriter in financing municipal infrastructure improvements.
 - Represented underwriter in financing an animal hospital facility.
 - Represented underwriter in financing a municipal water treatment facility.
- Represented conduit borrowers in tax-exempt bond financings up to \$277.8 million. Negotiated official statements and bond documents, and drafted closing resolutions with statements of official intent pursuant to Treasury Regulations Section 1.150-2(e).
 - Represented intermunicipal agency in financing renovation of charter school facilities.
 - Represented university in financing the construction of educational facilities.

Commercial Lending Transactions

- Represented green energy company in multimillion dollar mortgage financing for one of the largest wind energy facilities in the western United States. Negotiated mortgage loan documents and drafted lease modifications to reflect new financing.
- Served as counsel to major commercial bank in mortgage loan financing for construction of multimillion dollar government office building involving tax-exempt financing. Drafted and negotiated loan documents for construction loan, mortgage loan, and demand line of credit.
- Served as counsel to commercial lender in restructuring of distressed loan facilities for shopping center developer. Drafted and negotiated mortgage spreader agreement, mortgage consolidation and modification agreements, security agreements, pledge and assignments, and note allonges.

Represented tool manufacturer and molding company in multimillion-dollar construction loan financing to expand existing manufacturing facility. Negotiated PILOT agreements, construction loan documents, and construction contracts, and drafted new lease agreement with operating company.