

EXPERIENCED GRADUATES – SAMPLE RESUME

Agustin Labarthe

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BAR ADMISSIONS

New York (20XX); New Jersey (20XX)

EXPERIENCE

Law Offices of Richard Ames, New York, NY

Counsel, April 20XX-August 20XX

Associate, May 20XX-April 20XX

Litigated own docket of real estate investment fraud and securities cases, and negotiated complex real estate financing agreements. Drafted all necessary briefs and corporate documents. Took and defended depositions, argued before New York trial and appellate courts. Negotiated terms of purchase agreements.

Becker, David and Adams, New York, NY

Attorney, August 20XX- May 20XX

Conducted depositions and attended motion hearings, compliance conferences, and preliminary conferences. Represented defendants in property damage trials, including cases of trespass and nuisance. Represented applicants in commercial and residential mortgage transactions. Edited loan documents and reviewed title.

New York City Law Department, New York, NY

Legal Intern, January 20XX-May 20XX

Drafted memoranda on international and domestic trade laws affecting the ports of New York. Compiled case briefs for requests provided to the New York City Mayor's Office.

Macy's, Inc., New York, NY

Legal Intern, May 20XX-August 20XX

Researched regulatory, employment, and commercial law issues. Drafted various legal documents, including employment contracts and releases. Reviewed and revised contracts between buyers and merchants.

United States Patent and Trademark Office, Crystal City, VA

Legal Intern, May 19XX-August 19XX

Analyzed current trademark laws. Corresponded with applicants to attain necessary information for application review. Gathered evidence for USPTO attorneys to assist in decisions regarding applications.

Morgan Stanley, Raleigh, NC

Management Assistant, June 19XX-July 19XX

Analyzed portfolios and proofread account transactions. Researched and discovered new markets where a client base could be established. Learned investment strategies from financial consultants.

EDUCATION

Benjamin N. Cardozo School of Law, New York, NY

Juris Doctor, May 20XX

GPA: 3.43

Honors: *Cardozo Public Law, Policy & Ethics Journal*; Moot Court

Activities: Cardozo Labor and Employment Law Society

Boston College, Boston, Massachusetts

Bachelor of Science in Computer Science, May 19XX

LANGUAGE SKILLS

Conversational French

Name

Street Address, City, ST 11111 • 212-123-4567 • email@yu.edu

EDUCATION

Benjamin N. Cardozo School of Law, New York, NY

Juris Doctor Candidate, June 20XX

GPA: 3.564

Simulation Course: Introduction to Financial Statements

Activities: Treasurer, Public Interest Law Students Association; Intellectual Property Law Society

Columbia University, New York, NY

Bachelor of Arts, *summa cum laude*, in Psychology and Education, May 20XX

Honors: Dean's List (six semesters)

GPA: 3.789

Activities: President, Students for a free Grand Fenwick; Columbia Model United Nations Team; Columbia Community Outreach

Study Abroad: Stockholm University, Fall 2014

EXPERIENCE

Farmworker Legal Services of New York, Inc., Rochester, NY

Law Clerk, Summers 20XX – 20YY

Researched and drafted memoranda examining statutory language of federal, criminal, and international justice acts to define federal causes of action in connection with cases of suspected human trafficking. Examined remedies for dairy workers exposed to hazardous pesticides. Analyzed labor laws to determine potential causes of action and remedies. Conducted community outreach to farmworkers to provide education about workers' compensation, health care, and consumer financial services.

Urban Outfitters, New York, NY

Sales Manager, March 20YY – June 20ZZ

Sales Associate, January 20XX – March 20YY

Worked full time while enrolled in college. Guided customers through the sales process including demonstrating range of store stock, and upselling where appropriate. Set store sales record in three consecutive months. Opened and closed store and had responsibility for cash count. Resolved customer complaints. Awarded employee of the month for 16 consecutive months, breaking store record. Managed eight sales associates, each of whom broke sales records.

Syracuse Public School System, Syracuse, NY

Substitute Teacher, August 20XX – June 20XX

SKILLS AND INTERESTS [where applicable]

Languages: Croatian (native); Spanish (fluent)

Interests: Hiking in national parks; Brown belt in Karate

Comment [Ja1]: After first semester, May Entry students can show GPA as 3.564 (as of 10 credits). Thereafter, May Entry students would just show their current GPA with no parenthetical. August Entry students may list a GPA as shown in the sample at left after all grades have been released at the end of the semester and the Registrar has calculated a GPA. At the end of the Academic Year, once the Registrar has calculated and released Class Rankings, students in the top 33 1/3 percent or above may choose to list GPA as 3.564; Class Rank: Top 15%

Comment [NS2]: Students having taken one of the intensive simulation courses over winter break (e.g., ITAP, ITRANS, I-FinS) can list them as such .

COLLEEN GONZALEZ KWIATKOWSKI

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BAR STATUS

Passed New York Law Examination. Intend to sit for July 20XX New York State Bar Examination (**UBE**).

EDUCATION

Benjamin N. Cardozo School of Law, New York, NY

Juris Doctor, June 20XX

GPA: 3.445

Honors: Moot Court Honor Society

Activities: *Treasurer*, Public Interest Law Students Association; Cardozo Dispute Resolution Society

Columbia University, New York, NY

Bachelor of Arts in Psychology and Education, May 20XX

GPA: 3.789

Honors: Dean's List (all semesters)

Activities: Columbia Model United Nations Team; Columbia Community Outreach

EXPERIENCE

New York State Attorney General's Office, New York, NY

Graduate Intern, Fall 20XX

Bet Tzedek Legal Services Clinic, Benjamin N. Cardozo School of Law, New York, NY

Legal Intern, Fall 20XX-Spring 20XX

Represented clients from case inception through final disposition on matters including government entitlement programs, housing, consumer and family problems, and wills. Researched, drafted and advocated before administrative agencies and courts. Extensive training in lawyering and litigation skills.

Richards, Perry, Anderson, Jenkins, LLP, New York, NY

Summer Associate, Summer 20XX

Researched and drafted detailed memoranda analyzing environmental hazards arising from the collapse of the World Trade Center in connection with commercial tenant dispute. Conducted legal research and drafted briefs and responses to regulatory subpoenas and requests. Participated in pro bono child custody case; drafted motion requesting jurisdictional intervention.

Farmworker Legal Services of New York, Inc., Rochester, NY

Legal Intern, Summer 20XX

Drafted memoranda examining statutory language of federal, criminal and international justice acts to define federal causes of action in connection with cases of suspected human trafficking. Researched and wrote memoranda examining remedies for dairy workers exposed to hazardous pesticides. Analyzed labor laws to determine potential causes of action and remedies. Conducted community outreach to farmworkers to provide education about workers' compensation, health care and consumer financial services.

Syracuse Public School System, Syracuse, NY

Substitute Teacher, August 20XX-June 20XX

LANGUAGE SKILLS, INTERESTS AND PROFESSIONAL MEMBERSHIPS

Fluent in Spanish. YMCA Masters Swim Team member and Bird-watching enthusiast. New York City Bar Association member.

Comment [ja1]: BAR STATUS section is updated to accurately reflect each stage of progress toward bar admission. Sample subsequent updates: "Sat for July 20XX (UBE) New York Bar Examination. Results pending."; "Passed July 20XX New York State Bar Examination (UBE). Awaiting admission."; and once one is awaiting being sworn in after the character and fitness interview, "Passed July 20XX New York State Bar Examination (UBE). Admission pending." One does not need to list MPRE results. Including New York Law Exam (which can be taken before graduation) may be helpful at early stages of job search to show employers you have succeeded in a portion of the process toward bar admission. Finally, once sworn in update heading to BAR ADMISSION and reflect status as "Admitted in New York". Typically recent graduates keep their Bar Admission status at top of resume for the first 3 years of practice or so.