

Appendix E.: Sample Resumes

Maya M. Beerling

123 Gratin Way · Vienna, VA 23456 · (703) 123-4567 · mbeerling@law.gwu.edu

EDUCATION

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL, Washington, DC

J.D. expected, May 2009

GPA: 3.795 – George Washington Scholar (top 1-15% of the class as of fall 2009)

Activities: Member, Black Law Students Association
Participant, Moot Court and Negotiation Skills Competitions

SOUTHERN CONNECTICUT STATE UNIVERSITY, New Haven, CT

B.S. in Political Science and Business Management, *magna cum laude*, May 2006

Honors & Activities: Honors Student, School of Business (ranked 1 out of class of nearly 300)
Recipient, Scholastic Achievement Award (awarded annually to top School of Business scholar in Junior and Senior academic class), May 2005 and 2006
Vice-President, Delta Mu Delta (Business Honor Society)

EXPERIENCE

OFFICE OF THE ATTORNEY GENERAL, CIVIL LITIGATION DIVISION

Washington, DC

Legal Intern

May 2007 – present

- Draft motions to stay, motions for expansion of time, motion for partial summary judgment, cross-claims, answers, interrogatories, affidavits, and requests for production
- Research case law and draft memoranda regarding false arrest and imprisonment, wrongful death, and qualified immunity defense
- Draft deposition outline, prepare exhibits, and assist during trial

U.S. HOUSE OF REPRESENTATIVES, THE HONORABLE ROSA DELAURO

New Haven, CT

Legislative Intern

January 2007 – May 2007

- Conducted research on outsourcing of state manufacturing jobs, extension of unemployment benefits, and tax policy issues
- Drafted correspondences on behalf of Congresswoman to address constituents' concerns regarding employment issues

RENT-A-CAR AGENCY

Hamden, CT

Intern

November 2005 – May 2006

- Fulfilled rental needs of customers and local business partners
- Conducted sales calls and marketed rental services to local insurance agents, dealership sales and service departments, and private companies
- Recipient of regional *Outstanding Attitude Award* for providing exceptional customer service

SKILLS & COMMUNITY SERVICE

- Classical pianist and instructor
- Co-director, A.Y.S.: A youth program designed to provide weekly self-enhancement and spiritual development, educational opportunities, and recreational and social activities for inner-city youth
- Volunteer, various domestic violence and nursing homes, Meals on Wheels, Family Life, and Sharing Means Caring

Robert K. McDaniel

123 Keen Avenue, NW · Washington, DC 20008 · (202) 123-4567 · rmcdaniel@law.gwu.edu

EDUCATION

The George Washington University Law School, Washington, DC

J.D. expected, May 2012

- Maintaining B+ average
- Member, *The George Washington International Law Review*

University of California, Berkeley

The Inter-University Program for Chinese Language Studies at Tsinghua University, Beijing, China, 2001

Princeton University, Princeton, NJ

A.B., Woodrow Wilson School of Public and International Affairs, May 2000

- GPA: 3.7

PROFESSIONAL EXPERIENCE

Walker & Runner, Washington, DC

Law Clerk

September 2007 – present

- Manage numerous individual clients' cases for visa and asylum applications
- Conduct research and draft motions for briefs filed in United States Court of Appeals for the Fourth Circuit

Law Partners, Taipei, Taiwan

Summer Associate

Summer 2006

- Worked with US attorneys at leading firm in Taiwan representing multinational client's interests
- Conducted extensive UCC research for US litigation on perfecting security interests in foreign collateral
- Revised Stock Purchase and Satellite Lease Agreements for Japanese-Taiwanese joint venture
- Drafted memoranda on US antitrust law and exclusive broadcast rights for television content
- Researched US, Japan, and Taiwan tax law on multinational transfer pricing for firm's clients

US Overseas Private Investment Corporation (OPIC), Washington, DC

Intern, Legal Affairs Department

January – April 2007

- Worked on financing and political risk insurance for foreign investments
- Drafted OPIC memorandum of determinations for political violence insurance claim
- Researched tax implications of OPIC investments in Poland

US Department of Commerce, Import Administration, Washington, DC

Intern

July – December 2006

- Worked on international trade issues for Policy Division's Trade Remedy Compliance Staff
- Wrote memoranda on WTO anti-dumping cases for Foreign Commercial Service staff in Beijing
- Summarized legal arguments of anti-dumping petitions by Chinese companies written in Chinese

Not-for-Profit Legal Center, Washington, DC

Intern

May – July 2005

- Helped produce report for World Bank on development of civil society in Albania

LANGUAGE SKILLS

Mandarin Chinese (fluent); **Japanese** (proficient); **Spanish** (proficient)

Olivia D. Marshall

1234 Peanut Lane, Arlington, VA 12345 · (703) 123-4567 · omarshall@law.gwu.edu

EDUCATION

The George Washington University Law School

Washington, DC

J.D. expected; GPA: 3.619 (Fall 2004), 3.344 (Cumulative)

May 2005

Activities: Student Intellectual Property Association, Volunteer Interpreter Program, Hispanic Law Student Association

Study Abroad: European Intellectual Property Summer Program, Munich, Germany

Florida State University

Tallahassee, Florida

M.S. in Chemical Engineering

April 2002

B.S. in Biological Sciences

April 1998

Thesis: *Thesis Title*

EXPERIENCE

Federal, Criminal, and Appellate Legal Clinic

Washington, DC

Student Attorney

Fall 2004 - Spring 2005

- Represent clients in felony criminal appeals and post-conviction proceedings before Maryland state courts
- Manage cases, from docketing through completion of oral arguments

The George Washington University Law School

Washington, DC

Research Assistant, Professor S.F. Knowledge

Summer 2004 and Spring 2005

- Performed legal research on US laws in Spanish
- Assisted in translation of legal topics in constitutional and comparative law for lectures abroad

US Patent and Trademark Office

Arlington, Virginia

Legal Intern

Fall 2003

- Assisted in preparation and prosecution of patent and trademark application
- Conducted validity infringement and right to use searches
- Researched and drafted memoranda on patent, trademark, and copyright related matters

Law Offices of Macon & Money

Munich, Germany

Legal Intern

Summer 2003

- Assisted in preparation of European patent applications, opposition briefs, and office action replies for firm specializing in biotechnology patents

Florida State University, Chemical Engineering Department

Tallahassee, Florida

Research/Teaching Assistant

1998 - 2001

- Developed immunoassay applications for microsphere separation technology
- Analyzed and evaluated reports, assisted with instruction of chemical engineering courses, and supervised experiment setups

Big Corporation

Midland, Michigan

AWS Summer Intern

Summer 1999

- Developed optimization protocols for current chemical manufacturing processes and presented results to managing engineers for implementation

LANGUAGE SKILLS & INTERESTS

- Spanish (fluent)
- Backpacking throughout Europe
- Outdoor activities and sports

Susan Jones

123 Center Street, NW • Washington, DC 12345 • (202) 123-4567 • sjones@law.gwu.edu

EDUCATION

The George Washington University Law School, Washington, DC

Juris Doctor expected, May 2007 – Maintaining a B Average

- Student Bar Association (Academic Integrity Committee)
- Street Law Mentoring Program

The College of William and Mary, Williamsburg, VA

Bachelor of Business Administration, Finance, August 2002

- Judicial Council
- Circle K Service Organization
- Student Assembly
- Project Phoenix Outreach Program for At-Risk Youth

EXPERIENCE

Ayuda, Inc., Washington, DC

Legal Intern for Family Law and Domestic Violence Division

Summer 2004

- Assisted clients in the preparation for and filing of Civil Protection Orders
- Prepared for CPO hearings, including discovery, negotiating, interviewing and preparing witnesses, conducted legal research and drafted memoranda relating to domestic violence issues
- Prepared motions and complaints for family law issues, including divorce, custody, and visitation for domestic violence victims
- Interviewed clients who are low-income, immigrant domestic violence victims

The Law Firm of Irena I. Karpinski, Washington, DC

Legal Intern

Spring 2004

- Drafted motions, subpoenas, and court documents relating to family and immigration law cases
- Researched revised PERM regulations

Counsel for Child Abuse and Neglect (Division of the DC Superior Court), Washington, DC

Legal Intern

Fall 2003

- Conducted legal research and drafted memoranda in connection with child abuse and neglect cases
- Assisted individual court appointed attorneys with legal research projects addressing issues arising in child abuse and neglect cases
- Edited articles relevant to child abuse and neglect law for CCAN monthly newsletter, updated child neglect, adoption, and termination of parental rights case law summaries
- Attended court hearings in connection with child abuse and neglect cases

The Jacob Burns Community Legal Clinics- Immigration Clinic, Washington, DC

Research Assistant, Immigration Clinic

Summer 2003

- Prepared motions on immigration issues, asylum/withholding of deportation, and change of status
- Conducted interviews with and completed naturalization, immigrant visa, and asylum applications

Research Assistant, Domestic Violence Clinic

Summer-Fall 2003

- Conducted appellate and domestic violence research on issues such as *pro hac vice* motions, vicarious traumatization, Lautenberg Amendment, and child custody

The D.C. Bar Pro Bono Program Advice & Referral Clinic, Washington, DC

Intern

- Researched pro bono services and legal resources for DC residents with low to moderate incomes
- Created webpage for DC site of www.lawhelp.org

LANGUAGE SKILLS

- Spanish (working knowledge); Telugu (South Indian language; fluent)