

SAMPLE STUDENT RESUMES

This resource contains a collection of sample student resumes from students with varying levels and types of experience. This collection of resumes is meant to be used as a guide only for students preparing their own resumes.

ARACELY P. MUNOZ

Current: 181 W. Palm Drive, Valparaiso, IN 46383
Permanent: 8420 N. Hinsdale Lane, Dallas, TX 75201
(214) 498-5555; amunoz@avemarialaw.edu

EDUCATION

Valparaiso University Law School – Valparaiso, Indiana

Juris Doctor Expected, May 2009

- GPA: 3.5/4.0; Class Rank: 15/200
- Dean's List – two semesters
- *Valparaiso Appellate Competition*, awarded Best Brief
- *ABA National Appellate Advocacy Competition*, Selected for 2007-2008 Team
- Women's Law Association – organized outreach to legal community for career panel and helped publicize event

University of Texas – Austin, Texas

Bachelor of Arts, English Literature, *magna cum laude*, May 2004

- GPA: 3.8/4.0
- Susan B. Higgins Award for Academic Excellence
- News-writer for *The Daily Texan*

EXPERIENCE

Moore & Moore – South Bend, Indiana

Law Clerk, May 2008 – August 2008

- Researched family law and criminal matters related to alimony, protection from abuse, and custody of minor children
- Attended and assisted with preparations for attorney-client conferences, settlement meetings, and court proceedings

Teach For America – Atlanta, Georgia

Teacher, August 2004 – June 2006

- Taught math to under-privileged high school students; developed lesson plans, created simple methods for learning algebra, and worked with students one-on-one to address individual needs
- Took students from failing benchmark exams in 2004 to beating benchmark averages in 2006

COMMUNITY SERVICE

All Saints Catholic Church – Austin, Texas

Missionary, Villa Riva, Dominican Republic, July 2003 and 2004

- Coordinated fundraisers to build church; distributed food and clothing
- Assisted with Youth Ministry and education programs

LANGUAGES

- Fluent in Spanish

Elizabeth S. Lawyer

100 Petition Drive
Valparaiso, Indiana 46383

(219) 555-9999
Elizabeth.Lawyer@valpo.edu

EDUCATION:

Valparaiso University Law School, Valparaiso, Indiana
Juris Doctor Candidate, May 2012

- GPA: 3.1/4.0
- Phi Alpha Delta Legal Fraternity
- Business Law Society
- Indiana State Bar Association, Student Member

Indiana University, Bloomington, Indiana
Bachelor of Science, Biology, May 2009

- Minor: Political Science
- GPA: 3.6/4.0
- Academic Scholarship Recipient
- Swim Team, Co-Captain
- Pre-Law Society

EXPERIENCE:

The Law Office of Joe Smith (five attorney general practice firm), Bloomington, Indiana
Legal Assistant, May 2009 – August 2009

- Researched legal issues related to child custody, garnishments, and wrongful arrest
- Reviewed medical records and compiled medical records summaries in personal injury cases
- Filed pleadings with the Cass County Clerk of Court
- Answered phones and scheduled client meetings and court hearings
- Summarized deposition transcripts from plaintiffs' depositions

Cozy Inn Suites, Bloomington, Indiana
Banquet Room Leader, July 2007-April 2009

- Met with clients to confirm event organization and to review contracts
- Set up banquet rooms for groups ranging from thirty to two hundred individuals
- Provided high quality customer service to guests
- Recipient of Employee of the Month, January 2009

VOLUNTEER EXPERIENCE:

- The Caring Place, Summer 2009
- Habitat for Humanity, Summer 2008
- Bloomington Soup Kitchen, Winter 2008

LANGUGAE SKILLS:

- Fluent in Spanish

BRIAN M. FIRSTYEAR

400 Greenwich Street
Valparaiso, Indiana 46383
219-555-5565
Brian.firstyear@valpo.edu

EDUCATION:

Valparaiso University School of Law, Valparaiso, Indiana
Juris Doctor Candidate

May 2012

- Scholarship Recipient
- Student Bar Association, IL Representative
- Sports and Entertainment Law Association
- Illinois Bar Association, Student Member

Loyola University, Chicago, Illinois
Bachelor of Arts, History

May 2009

- Minor: Criminal Justice
- Dean's List
- Student Senate, Vice President
- Tennis Team, Co-Captain
- Recipient of Public Service Award

EXPERIENCE:

Smith & Jones Law Offices, Chicago, Illinois
Law Clerk

Summer 2009

- Investigated unfair labor practice charges
- Researched legal issues related to union grievances
- Analyzed discovery documents including Interrogatories and Requests for Production
- Interviewed witnesses from several manufacturing plants

Loyola Newspaper, Loyola University, Chicago, Illinois
Student Director

2007-2009

- Wrote news releases on campus events
- Directed athletic statistical compilation
- Sold advertising to local business owners
- Managed staff of three student aides

City of Chicago, Chicago, Illinois
Lifeguard

Summers 2005-2007

- Earned lifeguard, CPR and water safety certifications
- Provided instruction during water safety classes
- Supervised Chicago Park District open swim sessions
- Cleaned pool before and after instructional classes

LAUREN LAWSTUDENT, CPA

400 Thornbury Drive
Valparaiso, Indiana 46383

(219) 555-1111
lauren.lawstudent@valpo.edu

EDUCATION

Valparaiso University School of Law, Valparaiso, IN

J. D. Candidate

May 2010

- GPA 3.1/4.0; Class Rank: Top 35%
- Legal Writing First Semester: A
- VU Student Judicial Board, Law School Representative
- Phi Alpha Delta Legal Fraternity, Executive Board

Southern Methodist University, Dallas, Texas

B.B.A. Accounting

May 2002

- GPA 3.0/4.0
- Recipient of Excellence in Accounting Award
- Worked 20 hours a week throughout all four years of college

PROFESSIONAL EXPERIENCE

Porter County Superior Court, Valparaiso, Indiana

Judicial Extern, Judge William Alexia

Spring Semester 2010

- Prepared draft orders for cases in civil litigation docket

City of South Bend Legal Department, South Bend, Indiana

Pro Bono Law Clerk

Summer 2009 - Present

- Research zoning and municipal law issues and draft memoranda
- Attend City Council and Board of Commissioners Meetings
- Serve citizens with Notice of Board of Zoning Meetings pursuant to statute

Price Waterhouse Coopers, South Bend, Indiana

Contract Accountant

Summer 2008

- Reconciled America Fund capital accounts per audited financial statements to DDT database
- Assisted in the preparation of a financial model to predict future realized gains and losses

Merck Pharmaceutical, Bell Weather, New Jersey

Internal Auditor

May 2006 – April 2008

- Performed financial and operational audits of Merck and its subsidiaries
- Drafted audit reports for distribution to Vice President of audited division
- Assisted the external auditors with the annual TADOS audit

USA Corp., San Diego, CA

Senior Accountant

May 2002 - May 2006

- Closed monthly books and generated financial statements of anytown.com
- Managed daily treasury activities and reconciled balance sheet accounts of citystreet.com
- Implemented accounts payable procedures and supervised accounts payable staff
- Prepared monthly and quarterly sales tax returns for all entities

Ronald Lawmaker

123 Penny Lane, Strawberry Fields, IL 60000
847-555-1111; ronald.lawmaker@valpo.edu

EDUCATION

Valparaiso University School of Law, Valparaiso, Indiana

Juris Doctor Candidate, May 2010

- Jewish Law Student Association
- Lexis and Westlaw Certified
- New Orleans Public Defender's Office, Pro Bono Law Clerk

University of Iowa, Iowa City, Iowa

Bachelor of Arts, May 2006

- Major in Spanish Literature, Minor in Political Science

LEGAL EXPERIENCE

Bombardier Motor Corporation of America, Sturtevant, Wisconsin

Summer Associate, June 2009-August 2009

- Drafted legal documents including corporate contracts, waivers of liability, promissory notes, confidentiality agreements, service agreements, and consulting agreements.
- Assisted in-house counsel with due diligence in preparation for the sale of the Recreational Products Division and participated in corporate staff meetings

Environmental Protection Agency, Crown Point, Indiana

Legal Research Assistant, February 2009-May 2009

- Researched environmental laws for EPA's National Beach Grant Program

Nineteenth Judicial Circuit, Waukegan, Illinois

Law Clerk, June 2008-August 2008

- Researched laws and drafted memoranda on legal topics pending before the circuit court
- Observed criminal, civil and family court proceedings and discussed with presiding judge
- Drafted proposed orders for cases pending in the circuit court

Access Immigration Services, San Diego, California

Pro Bono Law Clerk, Spring Break 2008

- Assisted women in applying for work authorization under Violence Against Women Act
- Filed INS forms and assisted clients at their INS residency appointments

OTHER EXPERIENCE

Aeroambulancias, S.A., Quito, Ecuador

Intern, June 2007-August 2007

- Assisted with the coordination of emergency medical flights in Ecuador and the Andean Region

Northern Illinois University, Office of International Training, DeKalb, Illinois

Latin American Programs Assistant, May 2006-June 2007

- Assisted with the formation of the Latin American Bankers Program

LANGUAGE SKILLS

Fluent in English and Spanish

Proficient in French

Clark K. Caselaw

999 North Michigan Avenue, Apt. B
Valparaiso, Indiana 46383

219/555-1212
clark.caselaw@valpo.edu

EDUCATION

Valparaiso University School of Law, Valparaiso, Indiana

Juris Doctor Candidate, May 2010

- Class Rank: 7/140; GPA: 3.6/4.0
- Executive Editor, *Valparaiso University Law Review*, Volume 37
- *Valparaiso University Law Review*, Note for Publication, Spring 2009, "Where did all the Music Go? A look at the ringtone revolution."
- Volunteer Income Tax Assistance Program

Purdue University, West Lafayette, Indiana

Bachelor of Science, Economics, May 2007

- Served on Student Advisory Committee to Dean of Student Affairs

LEGAL EXPERIENCE

Valparaiso University School of Law Mediation Clinic, Valparaiso, Indiana

Legal Intern, Fall 2009-Present

- Review mediation summaries prior to mediation
- Discuss mediation process with opposing parties
- Mediate pending cases in Small Claims Court under supervision of licensed attorney

Schiff, Hardin and Waite, Merrillville, Indiana

Summer Associate, Summer 2009

- Researched legal issues arising under the Indiana Public Service Act and the Federal Power Act
- Prepared pleadings with the Indiana Utility Regulatory Commission
- Analyze regulations to mergers and stock transactions between public utilities and private companies
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United States Attorney's Office, Hammond, Indiana

Extern, Spring 2009

- Drafted an appellate brief regarding reduced sentencing statute
- Appeared in federal court for status and sentencing hearings
- Assisted attorneys during both jury trials and bench trials

Blachly, Tabor, Bozik and Hartman, Valparaiso, Indiana

Law Clerk, Summer 2008

- Drafted complaints, summary judgment motions, evidentiary pleadings and appellate briefs.
- Analyzed legal issues regarding, corporate law, trusts, family law and municipal representation

PROFESSIONAL DEVELOPMENT:

- Corporate Law Lecture, American Bar Association, September 2009
- Business Law Continuing Legal Education Seminar, Indiana Bar Association, May 2009

Jennifer FirstYear

522 Morgan Avenue, Apartment 6
Valparaiso, IN 46385

(219) 555-1111
jennifer.firstyear@valpo.edu

EDUCATION:

Valparaiso University School of Law, Valparaiso, IN
Juris Doctor Candidate, May 2015

- Member, Phi Alpha Delta, 2012
- Member, International Law Society, 2012
- Student Member, Indiana Bar Association, 2012

Manchester College, North Manchester, IN
Bachelor of Arts, Business Management, May 2012

- GPA: 3.6/4.0
- Recipient, John P. Jones Business Scholarship, 2011
- Treasurer, Pre-Law Society, 2011
- Member, Business Club, 2009-2011
- Member, Soccer Team, 2009-2012

EXPERIENCE:

Manchester College, Manchester, IN
Student Ambassador, Fall 2010-Spring 2012

- Participated as a student panelist to share information with prospective students
- Provided campus tours to prospective students and their families
- Served as liaison between Admissions Office and admitted students

Charter Sports Complex, South Bend, IN
Camp Counselor, Summer 2010 & Summer 2011

- Organized daily activities for twenty children ages ten to twelve years old
- Supervised field trips to sporting events
- Provided soccer lessons to students enrolled in camp

COMMUNITY SERVICE:

- Porter County Highway Clean-Up, Spring 2012
- St. Joseph County Human Society, Summer 2011
- Hilltop Food Pantry, Fall 2010

Justin Jurisdiction

213 Legal Drive, Apartment 2
Valparaiso, IN 46385

(219) 555-1111
justin.jurisdiction@valpo.edu

EDUCATION:

Valparaiso University School of Law, Valparaiso, IN

Juris Doctor Candidate, May 2015

- Member, Multicultural Law Student Association, 2012
- Member, Equal Justice Works, 2012
- Member, Amnesty International, 2012

Ball State University, Muncie, IN

Bachelor of Science, Criminal Justice, May 2012

- GPA: 3.3/4.0
- Dean's List, 2010-2012
- Secretary, Criminal Law Society, 2011
- Member, Phi Omega Fraternity, 2009-2011

EXPERIENCE:

Grant County Prosecutor's Office, Rochester, IN

Intern, Fall 2011

- Reviewed case files and entered relevant information into database
- Answered phones and interacted with victims
- Observed bench trials and sentencing hearings in a variety of criminal law cases

Brown County State Park, Nashville, IN

Gate Attendant & Concessions Assistant, January 2010-March 2011

- Staffed the gate and checked campers in and out of the campground
- Provided customer service by answering questions of individuals visiting State Park
- Prepared food orders and kept concession area clean

LANGUAGE SKILLS:

Fluent in Spanish

COMMUNITY SERVICE:

- Volunteer, Brown County Habitat for Humanity, Summer 2012