
Sample Resumes

Sample 1L Resume-Before Revisions

GIDEON TAYLOR

919 West 185th St #B1 NY, NY 10036 • 212-888-2285 • gt667@columbia.edu • Skype:GT2285

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY
Juris Doctor expected May 2019

UNIVERSITY OF RHODE ISLAND, Kingston, RI
Bachelor of Arts in History, *cum laude*, received May 2015

EXPERIENCE

ACLU OF RHODE ISLAND

Assistant Clerk

Organized files and reviewed forms.

Providence, RI
Summer 2016

BROWN UNIVERSITY SPORTS FOUNDATION

Intern

Helped with fundraising efforts.

Providence, RI
Summer 2015

SHOWCASE CINEMA

Ticket Agent

Assisted patrons with ticket purchases.

Warwick, RI
Summer 2014

YOUNG MEN'S CHRISTIAN ASSOCIATION

Lifeguard

Monitored Olympic-size pool on team of lifeguards.

Riverside, RI
Summer 2013

Sample 1L Resume—After Revisions

GIDEON TAYLOR

919 West 185th Street, #B1, New York, NY 10036 • 212-888-2285 • gt667@columbia.edu • Skype: GT2285

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY J.D., expected May 2019

Activities: New England Law Students Association
Deans' Cup
Environmental Law Society

UNIVERSITY OF RHODE ISLAND, Kingston, RI

B.A., *cum laude*, received May 2016

Major: History
Honors: Scholar Athlete Award
Activities: Men's Soccer Team (4 years)
Campus Orientation and Tour Committee

EXPERIENCE

ACLU OF RHODE ISLAND

Assistant Clerk

Providence, RI

May–Aug. 2016

Organized legislative files from past legislative sessions on bills pertaining to voting rights, free speech and immigrant rights. Reviewed complaint forms submitted by individuals seeking ACLU assistance.

BROWN UNIVERSITY SPORTS FOUNDATION

Intern

Providence, RI

May–Aug. 2015

Helped with fundraising efforts and outreach to donors for Brown Athletics Department.

SHOWCASE CINEMA

Ticket Agent

Warwick, RI

May–Aug. 2014

Assisted patrons with ticket purchases.

Young Men's Christian Association (YMCA)

Lifeguard

Riverside, RI

May–Aug. 2013

Monitored Olympic-size pool as part of a team of lifeguards. Promoted to supervising role after one month.

Sample 1L Resume—Before Revisions

RUBY THOMAS

200 West 111th Street, Apartment 2K, New York, NY 10027
(212)555-0011, sunshinebunny92@gmail.com

EDUCATION

Columbia Law School, New York, NY
Juris Doctor, expected May 2019

Activities

- Journal of Gender and Law
- Columbia Law Women's Association
- DeVinimus

University of Iowa, Iowa City, IA

Bachelor of Arts in Social Movements, Protest, and Policy in America, received May 2013

Honors

- Graduated *cum laude* with Distinction in all Subjects
- Dean's Scholar Research Grant
- University Honors Society

Thesis

- *Act, Identity, and the Fourteenth Amendment*

Activities

- LGBT Liaison for University of Iowa Student Assembly
- Kappa Delta Tri Sorority

EXPERIENCE

Reading Is Fundamental, Inc.

Washington, DC

Senior Program Specialist/Team Leader

Aug. 2015–July 2016

- Led annual allocation of over \$2.5 million dollars in federal funds to 980 literacy programs through federal subcontracts.
- Provided direct training and assistance to local programs.
- Trained, supervised and evaluated four staff members.
- Analyzed program data and prepared reports.

Program Specialist

Jan. 2014–Aug. 2015

- Reviewed several hundred proposal packages for federal funding for children's literacy programs.
- Provided written and verbal technical assistance and training to program coordinators.
- Developed new training materials and revised existing materials. Facilitated trainings.

Feminist Majority Foundation

Arlington, VA

Campus Organizer

Aug. 2013–Dec. 2013

- Organized college activists into pro-choice feminist student organizations.
- Advised students on event planning and meeting facilitation.
- Presented workshops.

Advocates for Youth

Washington, DC

Intern, HIV/STD Department

May 2012–Aug. 2012

- Revised, researched and edited a peer education manual for adolescents on HIV/AIDS.
- Drafted several new sections of the handbook.

Sample 1L Resume—After

RUBY THOMAS

200 West 111th Street, Apartment 2K, New York, NY 10027
(212) 555-0011, rgt2279@columbia.edu

EDUCATION

Columbia Law School, New York, NY

J.D., expected May 2019

Activities: *Journal of Gender and Law*
Columbia Law Women's Association (1L Representative)
Outlaws

University of Iowa, Iowa City, IA

B.A., *cum laude*, received May 2013

Major: Social Movements, Protest, and Policy in America
Honors: Dean's Scholar Research Grant
University Honors Society
Activities: LGBT Liaison for University of Iowa Student Assembly
University of Iowa Committee on Non-Discrimination Policy
Thesis: *Act, Identity, and the Fourteenth Amendment*

EXPERIENCE

Reading Is Fundamental, Inc.

Washington, DC

Senior Program Specialist/Team Leader

Aug. 2015–July 2016

Led annual allocation of over \$2.5 million in federal funds to 980 literacy programs through federal subcontracts. Provided direct training and assistance to local programs. Trained, supervised and evaluated four staff members. Analyzed program data and prepared reports.

Program Specialist

Jan. 2014–Aug. 2015

Reviewed several hundred proposal packages for federal funding for children's literacy programs. Provided written and verbal technical assistance and training to program coordinators. Developed new training materials and revised existing materials. Facilitated trainings.

Feminist Majority Foundation

Arlington, VA

Campus Organizer

Aug. 2013–Dec. 2013

Organized college activists into pro-choice feminist student organizations. Advised students on event planning and meeting facilitation. Presented workshops on organizing and reproductive rights.

Advocates for Youth

Washington, DC

Intern, HIV/STD Department

May 2012–Aug. 2012

Revised, researched and edited a peer education manual for adolescents on HIV/AIDS. Drafted several new sections of the handbook including a section on cultural competency.

Office of Representative John E. Baldacci (D-ME)

Bangor, ME

Intern

June 2011

Answered constituents' phone calls. Drafted letters to constituents about their concerns.

Sample 1L Resume

MORGAN S. HENRY

555 West 112th Street • Apt 3B • New York, NY 10027 • (212) 555-7777 • msh2222@columbia.edu

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY

Juris Doctor expected May 2019

Activities: Civil Rights Law Society
National Native American Moot Court Competition
Columbia Human Rights Internship

YALE UNIVERSITY, New Haven, CT

Bachelor of Arts in History received May 2015

Honors: Mellon Grant for Senior Essay Research
Activities: Yale Women's Rowing

EXPERIENCE

UNCONTESTED DIVORCE WORKSHOP

Student Advocate

New York, NY
Oct. 2016-present

In conjunction with attorneys from Sanctuary for Families, draft divorce petition and advocate for client in court.

HEALTH AND EDUCATION CENTER FOR YOUTH

Program Associate

San Francisco, CA
Fall 2014–Spring 2015

Designed and facilitated educational sessions for youth on topics such as HIV education, STDs, pregnancy prevention, decision-making, self-esteem, and substance abuse. Developed programs for a variety of settings and audiences. Instructed youths in peer-led HIV education trainings.

GLOBAL SERVICE CORPS

HIV Educator

Machakos, Kenya
Summer 2014

Developed an AIDS education program in conjunction with the Kenyan Red Cross, the Machakos Ministry of Education, and community leaders to increase awareness of HIV, free testing, and safer sex practices. Presented program to students, rural women's groups, and truck drivers.

ALFORD LAKE CAMP

Resident Counselor/ Staff Coordinator

Hope, ME
Summers 2012, 2013

Directed "Out-of-Camp" trip program. Trained staff of four to assess risks and respond to emergencies on hiking and canoeing trips ranging from 1-5 days. Managed logistics including food, transportation, and safety for 30 trips. Provided first-aid training to staff.

CITYQUICKER.COM

Assistant

New York, NY
Summer 2011

Proof-read web-content for Internet start-up company providing professionals with relocation information.

LANGUAGES Proficiency in French.

Sample 1L Resume

BEN AHMED

444 West 77th Street, Apt. 2K, New York, NY 10024
(212) 555-0011 • bya1822@columbia.edu

EDUCATION

Columbia Law School, New York, NY

J.D., expected May 2019

Activities: Public Interest Law Foundation
Environmental Law Society
Columbia Society for Law, Science and Technology
South Asian Law Students Association

Cornell University, College of Agriculture and Life Sciences, Ithaca, NY

B.S., *magna cum laude*, received May 2013

Major: Applied Economics and Business Management
Honors: Ho-Nun-De-Kah, College of Agriculture & Life Sciences Honor Society
Golden Key National Honor Society
Dean's List
Activities: Ho-Nun-De-Kah Honor Society, Publicity Chair
Cornell University Program Board
Student Orientation Committee

EXPERIENCE

Pillsbury Winthrop LLP

New York, NY

Legal Assistant

July 2014–Aug. 2016

Interviewed expert witnesses for pro bono litigation involving a wrongful death penalty conviction.

Prepared, filed, and coordinated service of pleadings in Chapter 11 bankruptcy cases. Conducted legal and factual research. Prepared marketing materials for potential clients and legal notices for publication in national media.

Cornell Office of Counseling, Advising, and Minority Programs

Ithaca, NY

Peer Advisor and Administrative Assistant

Aug. 2012–June 2014

Advised new, underrepresented students on topics of academic, professional, and personal interest.

Provided information and referrals on academic majors, university support networks, college procedures and deadlines, and campus events. Performed general administrative duties.

Department of Agricultural, Resource, and Managerial Economics

Ithaca, NY

Teaching Assistant, Marketing Management

Jan.–May 2014

Analyzed and presented marketing case studies for instructional use. Evaluated student papers and assisted in grading examinations.

TakeNote, Inc.

Ithaca, NY

Business Editor

Aug. 2013–Jan. 2014

Reviewed notes for undergraduate business classes. Revised factual, grammatical, and typographical errors. Clarified ambiguities in material presented and adjusted formatting of notes to fit standard company template.

Penguin Putnam Inc.

New York, NY

Subsidiary Rights Intern

June–Aug. 2013

Helped to negotiate and draft subsidiary rights contracts with book clubs and film studios.

Sample 1L Resume

ABEL ASSEFA ZENAWI

874 West 119th Street, #10B, New York, NY 10027
301-267-8514 • az5412@columbia.edu

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY

J.D., expected May 2018

Activities: African Law Students Association

UNIVERSITY OF MARYLAND, College Park, MD

B.A., with honors, received May 2015

Major: Anthropology

Activities: Anthropology Student Association

Semester Abroad in Jamaica

Thesis: *The Economic and Social Ramifications of Conflict on Youth in War-Torn Africa*

EXPERIENCE

UNIVERSITY OF MARYLAND

Department of Anthropology, Research Assistant

College Park, MD

June 2015–Aug. 2015

Researched topics pertaining to indigenous people's rights in Argentina for Dr. Judith Freidenberg. Led outreach efforts to Native American communities to develop new anthropological studies program.

UNIVERSITY OF MARYLAND

Admissions Assistant

College Park, MD

Sept. 2014–May 2015

Assisted staff in Office of Undergraduate Admissions with preparations for incoming freshman activities. Edited admissions materials for upcoming admissions cycle.

GIANT SUPERMARKET

Sales Clerk

Silver Spring, MD

June 2013–Aug. 2014

Assisted customers with grocery checkout and bagging. Led efforts to educate management about African cuisine in effort to expand offerings in international ingredient aisle.

WALGREENS

Stockroom Clerk

College Park, MD

Aug. 2011–May 2013

Stocked store shelves and organized excess inventory in stockroom.

LANGUAGE Fluent in Amharic, Oromo

Sample 2L Resume—Before Revisions

FRANCESCA SILVESTRI

111 West 121st St #555 New York, NY 10027 212-555-1212 fus1111@columbia.edu

EDUCATION

- 2015–2017 COLUMBIA UNIVERSITY LAW SCHOOL, New York, NY
J.D. degree anticipated May 2016
- 2010–2014 UNIVERSITY OF ROCHESTER, Rochester, NY
B.A. degree, *summa cum laude*, awarded May 2013
Double major in Political Science and Spanish
Minor in Latin American Studies
- 2009–2010 COLEGIO VILLA RICA, Veracruz, MEXICO
Rotary International Exchange Student following graduation from high school
Attended Colegio Villa Rica for one full year, becoming fluent in Spanish
Traveled extensively throughout central Mexico and the Yucatán peninsula

HONORS AND SCHOLARSHIPS

Phi Beta Kappa Honor Society Member
Selected as Chief Student Marshall at the University of Rochester 2011 Commencement
Golden Key Scholarship, awarded to highest academically ranked junior
Susan B. Anthony Institute Women's Leadership Award
U.S. Department of Defense National Security Education Program, David L. Boren Scholar

INTERNATIONAL EXPERIENCE

- Spring Semester 2014 SCHOOL FOR INTERNATIONAL TRAINING, Fortaleza, Ceará, BRAZIL
Culture, Development, and Social Justice Scholar. Participated in a study abroad program focused on heightening social awareness through a seminar on Brazil's history, economics, politics, and culture, including field studies. Completed an advanced Portuguese language course. Conducted original research on Brazilian agrarian reform and the social movements surrounding it.
- Summer 2012 U.S. EMBASSY, INSTITUTE OF INTERNATIONAL EDUCATION, Mexico City, MEXICO
Office for Latin America Intern. Utilizing bilingual Spanish-English skills, advised and counseled Mexican and Latin American citizens regarding policies and approaches for completing high school, undergraduate, and graduate studies in the U.S. Conducted group orientation sessions in Spanish. Assisted with the research, editing, and design of the *Bilingual Schools in Mexico City* publication. Created a law school informational diskette and electronic newsletter.
- Summer 2011 AMIGOS DE LAS AMERICAS INTERNATIONAL, Rio Grande do Norte, BRAZIL
Health Care Volunteer. Worked in a rural Brazilian village to improve health and sanitary conditions. Built latrines; planted trees; renovated an elementary school; and provided education in dental health, breastfeeding, and first aid. Became proficient in conversational Portuguese.

WORK EXPERIENCE

- Fall 2015–present OPEN SOCIETY JUSTICE INITIATIVE, New York, NY
Legal Intern for the Mexico Migration Project. Researching the effects of the U.S.’s border management policies on Mexico’s domestic immigration policies and procedures. Comparing Mexico’s policies of migrants’ due process rights to the international standards.
- Summer 2015 DEPARTMENT OF HOMELAND SECURITY, Minneapolis, MN
Office of Chief Counsel, Bureau of Immigration and Customs Enforcement Intern. Attended deportation hearings and provided assistance when needed. Conducted in-depth research on Central American asylum cases, utilizing knowledge of the historical political situations and language skills. Acquired a broad understanding of the Department’s duties through attending seminars on fraudulent documents, attending interviews of applicants for benefits, and observing the U.S. Border Patrol at the Minneapolis International Airport.
- Summer 2013 HENNEPIN COUNTY ATTORNEY’S OFFICE, Minneapolis, MN
Child Protection Division Intern. Worked in the division filing system and databases, and assisted with the newly developed electronic distribution of reports. Provided Spanish translation for victim-witness staff in the Juvenile Prosecution Division.
- 2013–2014 UNIVERSITY OF ROCHESTER, Rochester, NY
Teaching Assistant for Elementary Spanish and Microeconomics. Prepared and facilitated weekly recitation sessions, held weekly office hours, assisted with student test preparation and grading. Served as a general liaison between faculty and students.
- 2013–2014 *Community Assistant & Resident Advisor.* Created residential climate conducive to academic achievement, good scholarship, and intellectual stimulation. Duties included community development; organizing programs and events for residents; serving as an emergency resource, counselor and advisor; and operating as a floor leader.
- 2011–2013 *Sesquicentennial Student Manager and Fairbank Alumni House Office Assistant.* Provided office support related to marketing the University to alumni and friends. Became proficient with Excel spreadsheets and several other databases. Appointed “Student Sesquicentennial Manager” for the University’s 150th anniversary; responsibilities included managing a special account of book orders for the Alumni Department regarding the University’s Pictorial History.

CAMPUS AND COMMUNITY ACTIVITIES

- 2014–present *Columbia Society of Immigrant and Refugee Rights.* Attend meetings.
- 2014–present *Columbia Society of International Law.* Assist in the coordination of the Friedman Conference, a one-day conference focusing on an issue of Public International Law. This year’s conference is focusing on Nation Building.
- 2013–2014 *University of Rochester Student Government Chief-of-Staff.* Appointed by the President to serve as second-in-command in the Executive Cabinet. Created, coordinated, and executed projects to better the lives of the Rochester students. Collected and provided feedback as an official representative of the student body.

INTERESTS

Softball, reality television, big cities.

Sample 2L Resume—After (For Domestic Jobs)**FRANCESCA SILVESTRI**

111 West 121st Street, #555, New York, NY 10027
 212-555-1212 • fus1111@columbia.edu

EDUCATION**Columbia Law School**, New York, NY

J.D., expected May 2018

Activities: Columbia Society for International Law
 Society for Immigrant and Refugee Rights

University of Rochester, Rochester, NY

B.A., *summa cum laude*, received May 2015

Majors: Political Science and Spanish

Honors: Phi Beta Kappa

U.S. Department of Defense Boren Scholar

Golden Key Scholarship (awarded to highest-ranked female junior)

Activities: Student Government, Chief-of-Staff (University Presidential Appointment)
 Semester abroad in Fortaleza, Brazil

EXPERIENCE**Open Society Justice Initiative**

New York, NY

Legal Intern, Mexico Migration Project

Fall 2016-Present

Research effects of U.S. border management policies on Mexico's domestic immigration policy. Compare Mexico's policies on migrants' due process rights to international standards.

Department of Homeland Security

Minneapolis, MN

Intern, Office of Chief Counsel, Bureau of Immigration and Customs Enforcement

Summer 2016

Assisted attorneys in deportation hearings. Conducted research on Central American asylum cases.

University of Rochester

Rochester, NY

Teaching Assistant for Spanish and Microeconomics

2014-2015

Prepared and facilitated weekly recitation sessions. Assisted with test preparation and grading.

Resident Advisor

2013-2014

Created supportive residential climate for students. Served as advisor and floor leader.

Hennepin County Attorney's Office

Minneapolis, MN

Intern, Child Protection Division

Summer 2014

Updated the division filing system and databases. Provided translation for victims and staff.

U.S. Embassy, Institute of International Education

Mexico City, Mexico

Intern, Office for Latin America

Summer 2013

Advised Mexican and Latin American citizens regarding policies and approaches for completing high school, undergraduate, and graduate studies in the U.S.

LANGUAGE SKILLS Spanish (fluent); Portuguese (proficient).

Sample 2L Resume—After (For International Jobs)¹**FRANCESCA SILVESTRI**

111 West 121st Street, Apt. 555, New York, NY 10027
 +1 212-555-1212 • fus1111@columbia.edu • skype: francescasil

EDUCATION**COLUMBIA LAW SCHOOL**, New York, New York

J.D., expected May 2018

Activities: Columbia Society for International Law

UNIVERSITY OF ROCHESTER, Rochester, New York

B.A., *summa cum laude*, received May 2015

Majors: Political Science and Spanish

Minor: Latin American Studies

Honors: Phi Beta Kappa

U.S. Department of Defense Boren Scholar

Susan B. Anthony Institute Women's Leadership Award

Golden Key Scholarship (awarded to highest-ranked female third year)

Activities: Student Government, Chief-of-Staff (University Presidential Appointment)

Social Justice Scholar (with fieldwork) at School for International Training, Fortaleza, Brazil

COLEGIO VILLA RICA, Veracruz, Mexico

Rotary International Exchange Student, Sept 2010–May 2011

EXPERIENCE**OPEN SOCIETY JUSTICE INITIATIVE**

New York, NY

Legal Intern, Mexico Migration Project

Sept. 2016–Present

Research effects of U.S. border management policies on Mexico's domestic immigration policy. Compare Mexico's policies of migrants' due process rights to international standards.

DEPARTMENT OF HOMELAND SECURITY

Minneapolis, MN

Intern, Office of Chief Counsel, Bureau of Immigration and Customs Enforcement

June–Aug. 2016

Assisted attorneys in deportation hearings. Conducted research on Central American asylum cases.

UNIVERSITY OF ROCHESTER

Rochester, NY

Teaching Assistant for Spanish and Microeconomics

2013–2015

Prepared and facilitated weekly recitation sessions. Assisted with test preparation and grading.

HENNEPIN COUNTY ATTORNEY'S OFFICE

Minneapolis, MN

Intern, Child Protection Division

June–Aug. 2014

Updated the division filing system and databases. Provided translation for victims and staff.

U.S. EMBASSY, INSTITUTE OF INTERNATIONAL EDUCATION

Mexico City, Mexico

Intern, Office for Latin America

June–Aug. 2013

Advised Mexican and Latin American citizens regarding policies and approaches for completing high school, undergraduate, and graduate studies in the U.S.

LANGUAGE SKILLS: Spanish (fluent); Portuguese (proficient).

¹ For more tips on applying to international jobs, please see the International Public Interest Job Search Toolkit under Publications at www.law.columbia.edu/social-justice.

Sample 2L Resume

MICHAEL GOLDBERG

555 West 120th Street, Apt. 3, New York, NY 10027
212-555-1212 • mhg4487@columbia.edu

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY

J.D., expected May 2018

Honors: Harlan Fiske Stone Scholar (for superior academic achievement)
Class of 1912 Prize (for top 1L student in the subject of contracts)

Activities: *Human Rights Law Review*

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA

B.A., *summa cum laude*, received May 2015

Major: Cognitive Science

Honors: Phi Beta Kappa
College Alumni Society Prize in Cognitive Science

Publication: "Approval Voting and Parochialism," *Journal of Conflict Resolution* (forthcoming), with Jonathan Baron and Stephan Kroll

Activities: Cuba Health Project
Peer Advisor

EXPERIENCE

COMMUNITY ENTERPRISE CLINIC

New York, NY

Student Participant

Fall 2016

Provide legal assistance (including transactional, regulatory, and tax assistance) to non-profit organizations and small businesses. Work on community development issues. Clients include Housing Plus Solutions and UHAB Housing Development Fund Corporation.

PROFESSOR VINCENT BLASI, COLUMBIA UNIVERSITY SCHOOL OF LAW

New York, NY

Research Assistant

Fall 2016

Researched first amendment issues related to campaign spending regulations. Provided research and editorial assistance for revision of textbook on First Amendment Law.

U.S. ATTORNEY'S OFFICE, S.D.N.Y.

New York, NY

Intern

Summer 2016

Researched and wrote memoranda on a variety of civil litigation matters, including *Bivens* suits, Title VII, immigration, and taxation cases. Drafted motions, deposition outlines and correspondence. Attended depositions, mediation sessions, trials, oral arguments and client interviews.

COURTROOM ADVOCATES PROJECT, SANCTUARIES FOR FAMILIES

New York, NY

Student Advocate

Fall 2015

Assisted a victim of domestic violence to obtain an order of protection. Conducted client interviews, drafted pleadings, and appeared in court as the client's advocate.

UNIVERSITY OF PENNSYLVANIA

Philadelphia, PA

Department of Neurology, Undergraduate Research Assistant

2014–2015

Assisted with processing, organizing and collating neuroimaging data and patient data files.

Sample 2L Resume

Nidhi Khan

222 West 111th Street, Apt. 2T, New York, NY 10027
(212) 555-5599 • nk2211@columbia.edu

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY

J.D., expected May 2018

Honors: *Columbia Law Review*

Activities: South Asian Law Students Association, Academic Chair

BOSTON COLLEGE, Boston, MA

B.A., *cum laude*, received May 2014

Majors: International Relations and English

Activities: Center for the Advanced Study of India, Research Assistant

Writing Across the University, Writing Advisor

South Asian Students Association

EXPERIENCE

ASIAN AMERICAN LEGAL DEFENSE & EDUCATION FUND

New York, NY

Legal Intern

Spring 2017

Investigated wage and hour, and unsafe workplace claims by day laborers of South Asian descent. Organized outreach projects to inform community of immigrants' and workers' rights.

NEUFELD SCHECK & BRUSTIN, LLP

New York, NY

Legal Intern

Fall 2016

Researched and wrote memoranda on legal issues related to wrongful conviction. Drafted motions and complaints. Conducted document review of discovery, including police and forensic reports, to prepare for depositions.

NEIGHBORHOOD DEFENDER SERVICE OF HARLEM

New York, NY

Legal Intern

Summer 2016

Assisted with preparation of witnesses for direct and cross examination during trial. Interviewed clients and witnesses. Researched and drafted legal instruments such as motions and pleadings.

TENANTS RIGHTS PROJECT, COLUMBIA LAW SCHOOL

New York, NY

Legal Intern

Fall-Spring 2016

Worked with low income clients to file petitions against landlords for violations of housing codes in their apartments. Advocated for clients in court hearings and settlement discussions with landlords' attorneys.

BAIN & COMPANY

Boston, MA

Associate Consultant

Summer 2014-Spring 2015

Researched and analyzed financial services, consumer products, and retail industries by interviewing experts and surveying customers. *Pro bono* work included research on the recession's impact on NYC non-profit sector.

PUBLICATIONS

Know Your Rights: A Guide for Immigrant Women Navigating U.S. Workplaces, Harvard University Press (forthcoming)

South Asian Refugees and Immigrants: A Human Rights Dilemma, 22 Hum. Rts. Q. 59. (2011)

Sample 3L Resume

GERALD DAVINGNON

222 West 121st Street, Apt. 3K, New York, NY 10027

(212) 555-6677 • ghd323@columbia.edu

EDUCATION

Columbia Law School, New York, NY

J.D., expected May 2017

Honors: *Columbia Law Review*, Senior Editor

Harlan Fiske Stone Scholar (for academic achievement): Fall 2012, Spring 2015

Activities: Rightslink

Human Rights Internship Program

Capitol Appeals Project (death penalty relief trip, March 2015)

Columbia University, New York, NY

B.A., received May 2013

Major: Economics and Political Science

Honors: Dean's List

King's Crown Leadership Award

Activities: Middle East Initiative, Co-founder (Arab-Jewish discussion group)

International School of Geneva, Geneva, Switzerland

Bilingual International Baccalaureate Diploma, received August 2012

EXPERIENCE

Center for Constitutional Rights, New York, NY

Summer 2016

Summer Intern

Researched and wrote memoranda on: immigrants' due process rights, governmental infringement of the Fourth Amendment, racial discrimination patterns in law enforcement, and various issues arising out of international human rights litigation in U.S. courts.

National Coalition for Haitian Rights, Port-au-Prince, Haiti

Summer 2015

Summer Intern

Assisted activists and lawyers in monitoring the judiciary, police, and other governmental institutions. Organized basic legal and human rights education seminars for members of grassroots organizations. Investigated abuses of Haitian migrant workers in the Dominican Republic.

Lawyers Committee for Human Rights, New York, NY/ Beirut, Lebanon

2013- 2014

Intern

Trained youths in the use of video equipment and interviewing techniques at the Palestinian refugee camps in Lebanon for *Witness*, a LCHR film project. Helped gather testimony.

UN Conference on Trade and Development, Geneva, Switzerland

Summer 2012

Intern

Researched and wrote on North-South inter-firm cooperation in the construction industry and its effects on technology transfer and development.

LANGUAGES

Fluent in Arabic and French.

Sample 3L Resume

DOUGLAS POVINELLI

22 West 102nd Street, Apartment 4C, New York, NY 10025
(917) 677-7777 • douglas.povinelli@law.columbia.edu

EDUCATION

Columbia University School of Law, New York, NY

J.D., expected May 2017

Honors: James Kent Scholar 2014-2015 (for outstanding academic achievement)
Emil Schlesinger Labor Prize (for student most proficient in the subject of labor law)
Class of 1912 Prize (for first-year student most proficient in the subject of contracts)

Activities: Unemployment Action Center

Columbia University, Columbia College, New York NY

B.A., *summa cum laude*, received May 2013

Honors: Phi Beta Kappa, inducted junior year (for the top two percent of the graduating class)
Dean's List, all semesters
Columbia University Named Scholarship

Activities: Columbia University Student Health Outreach, Coordinator

EXPERIENCE

Fried, Frank, Harris, Shriver & Jacobson LLP², New York, NY

Summer Associate, May 2016 – July 2016

Conducted research and wrote memos on a variety of tax law questions, with a particular focus on the taxation of real estate and real estate transactions. Wrote a report on proposed Treasury Regulations for the NYS Bar Association. Conducted research for a matter litigated before Tax Court.

South Brooklyn Legal Services, Foreclosure Prevention Project, Brooklyn, NY

Summer Intern, June 2015 – August 2015

Drafted motions on behalf of foreclosure defendants. Conducted research and wrote memos on predatory lending and related real property questions for ongoing litigation in both state and federal court. Advocated for clients facing foreclosure by calling lenders to negotiate loan modifications. Staffed a walk-in clinic at Brooklyn Supreme Court and advised clients of their rights before and during foreclosure.

Lenox Hill Neighborhood House, New York, NY

Health Care Advocate, June 2013 – August 2014

Advised clients of legal rights with respect to public benefits and tenant-landlord disputes. Represented clients who were erroneously denied benefits at administrative hearings. Enrolled individuals into public health insurance programs. Assisted clients in applying for food stamps, Medicare Savings Programs, Unemployment Insurance Benefits, Public Assistance and other public benefits. Conducted self-help workshops on public benefits.

Food Bank For New York City, New York, NY

Policy Intern, May 2012 – August 2012, May 2011 – August 2011

Prepared agency directors for testimonies before the New York City Council on summer meals and obesity. Researched and coauthored policy papers that proposed legislative and community-based approaches to hunger relief. Facilitated meetings of emergency food providers and local elected officials to discuss implementing hunger policy.

² Tip: Remember to include any pro bono work that you do at a firm.

Sample Graduate Resume (Partial)

MARY CUMMINGS BROWN

200 New Jersey Avenue, NW, Apt. 12E, Washington, DC 20001
marybrown@gmail.com • (202) 222-2222

EXPERIENCE

NATIONAL WOMEN'S LAW CENTER

Washington, DC

Staff Attorney

2010-Present

Draft amicus briefs for pending Supreme Court cases and federal court cases on a variety of women's health and employment issues. Draft testimony for legislative hearings, including *Violence Against Women Act* reauthorization hearings. Present updated state-by-state analysis of contraceptive equity laws, and draft edits to consumer guide entitled "Contraceptive Equity Laws in Your State: Know Your Rights – Use Your Rights" (available at www.nwlc.org/pdf/concovstateguide2009.pdf).

QUEENS COUNTY DISTRICT ATTORNEY'S OFFICE

New York, NY

Extern

Spring 2010

Handled own prosecution of misdemeanor domestic violence cases at Queens Family Justice Center, in conjunction with Columbia Law School Domestic Violence Prosecution Externship.

CENTER FOR REPRODUCTIVE RIGHTS

New York, NY

Legal Intern

Summer 2009

Researched evidentiary issues for challenge to state law requiring pregnant women to view ultrasounds prior to scheduling abortions. Drafted memo assessing potential legal challenge to recently-introduced state fetal personhood law. Participated in national conference calls on state and federal legislative issues.

LINCOLN CENTER FOR THE PERFORMING ARTS

New York, NY

Legal Intern

Summer 2008

Drafted memoranda and assisted the General Counsel on a broad range of legal issues, including entertainment law, intellectual property law, labor and employment law, and trusts and estates.

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY

J.D., received May 2010

Honors: Pauline Berman Heller Prize Fund (highest ranked female graduating law student)
Best Oral Argument, 1L Moot Court Competition

Activities: *Columbia Law Review*, Notes Editor
Law Students for Reproductive Justice

YALE UNIVERSITY, New Haven, CT

B.A., *cum laude*, received May 2007

Major: Art History

Honors: Departmental honors in Art History

Activities: *Yale Undergraduate Journal of Comparative Literature*

Sample Graduate Resume

SAMIR PATEL

202 West 99th Street, New York, NY 10024

sjp@gmail.com • 202-228-2297

EDUCATION

COLUMBIA UNIVERSITY SCHOOL OF LAW, New York, NY

J.D., received May 2013

Honors: Kent Scholar 2010-2011 (for outstanding academic achievement)
Stone Scholar 2011-2012 (for superior academic achievement)

Hamilton Fellowship (merit-based full tuition scholarship)
Activities: *Columbia Journal of European Law* (member of editorial board)
Student Senate (Graduation Co-chair)

GEORGETOWN UNIVERSITY, Washington, DC

B.A., magna cum laude, in History and English, received May 2010

Honors: Phi Alpha Theta, National History Honors Society

Activities: *The Georgetown Voice* (staff writer)

EXPERIENCE

FEDERAL RESERVE BANK OF NEW YORK

New York, NY

Recent Law School Graduate Fellowship

Summer 2013-present

Brief senior staff in preparation for congressional hearing; analyze Dodd-Frank rule proposals; assist in the implementation of transparency initiatives; help craft legislative proposals for aiding underwater mortgage holders.

FEDERAL TRADE COMMISSION

Washington, DC

Law Clerk, Bureau of Consumer Protection

Summer 2012

Surveyed state law on fair hiring practices; prepared training memo on the Commission's consumer protection jurisdictional constraints; surveyed emerging legal concerns with social networking websites.

NEW YORK CITY LAW DEPARTMENT

New York, NY

Extern, Administrative Law Division

Spring 2012

Wrote answers to Article 78 petitions for the NYPD Licensing Division and the Department of Health and Mental Hygiene; researched a variety of agency practices; prepared documents for court submission.

NORTH CAROLINA DEPARTMENT OF JUSTICE

Raleigh, NC

Legal Intern, Consumer Protection Division

Summer 2011

Interviewed consumers and wrote declarations; drafted CIDs; participated in e-discovery; prepared legal memoranda on issues of federal law; filed consent decrees at state courthouse; wrote criminal appellate brief regarding plea bargaining.

BAR ADMISSIONS

Admitted in New York State and Southern District of New York.

Portion of Sample Resume with Joint Degrees

OPTION 1

ERIC ANDERS

105 West 120th Street, Apt. 2n, New York, NY 10027
212.699.9999 • Eric.Anders@law.columbia.edu

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY

J.D., expected May 2016

Activities: American Constitution Society Moot Court
Columbia Human Rights Law Review
Columbia Society of International Law

PRINCETON UNIVERSITY, WOODROW WILSON SCHOOL OF PUBLIC AFFAIRS, Princeton, NJ

M.P.A., expected May 2016

Concentration: International Relations

RICE UNIVERSITY, Houston, TX

B.A., *magna cum laude*, received June 2012

Activities: Semester Abroad at University of London
Big Brothers Big Sisters Program

Thesis: *The Remaining Resistance: The Role of the South African Council of Churches (SACC) In the Anti-Apartheid Struggle*

OPTION 2

ERIC ANDERS

105 West 120th Street, Apt. 2n, New York, NY 10027
212.699.9999 • Eric.Anders@law.columbia.edu

EDUCATION

COLUMBIA LAW SCHOOL/ PRINCETON UNIVERSITY, WOODROW WILSON SCHOOL OF PUBLIC AFFAIRS, New York, NY/ Princeton, NJ

Joint J.D./Master of Public Affairs Degree, expected May 2016

Concentration: International Relations

Activities: American Constitution Society Moot Court
Columbia Human Rights Law Review
Columbia Society of International Law

RICE UNIVERSITY, Houston, TX

B.A., *magna cum laude*, received June 2012

Activities: Semester Abroad at University of London
Big Brothers Big Sisters Program

Thesis: *The Remaining Resistance: The Role of the South African Council of Churches (SACC) in the Anti-Apartheid Struggle*

Portion of Sample Resume with Permanent Address

SOLOMON A. KING

Solomon.King@law.columbia.edu (347) 847-9923

Current Address:

400 West 120th Street, Apt. 9
New York, NY 10027

Permanent Address:³

31 Weaver Drive
Philadelphia, PA 99999

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY

J.D., expected May 2017

Activities: Public Interest Law Foundation
Student Senate
ACLU

UNIVERSITY OF VIRGINIA, Charlottesville, VA

B.A., with distinction, received May 2012

Major: Political Science

Honors: Holland Scholar (full-tuition scholarship)

Activities: College Democrats

EXPERIENCE

NEW YORK STATE OFFICE OF THE ATTORNEY GENERAL

New York, NY

Extern, Civil Rights Bureau

Spring 2016

Assisted lawyers in Civil Rights Bureau through Columbia Law School's externship program. Investigated potential claim concerning an employer's denial of a request for religious accommodation. Performed legal research about ADA's public accommodation provision pertaining to polling site.

PROF. MATTHEW WAXMAN, COLUMBIA LAW SCHOOL

New York, NY

Research Assistant

Summer 2015

Researched U.S. national security intelligence and surveillance restrictions. Researched and edited content for casebook on privacy issues and Fourth Amendment jurisprudence in light of new digital technologies.

TEACH FOR AMERICA

Oregon City, OR

Kindergarten Teacher

Summer 2011-Spring 2014

Taught 30 students to exceed one year's growth in reading and mastery of key state benchmarks in math. Established afterschool program and new reading programs.

³ Tip: Use your permanent address when applying for summer internships or jobs in that geographic area.

Portion of Sample Resume for a Transfer Student

AKEYLA HARRISON

222 Riverside Drive, #2, New York, NY 10026
212-227-9153 • akeyla.harrison@law.columbia.edu

EDUCATION

Columbia Law School, New York, NY

J.D., expected May 2018

Honors: Human Rights Internship Program

Activities: Harlan Fiske Stone Moot Court Society

Columbia Journal of Environmental Law, Submissions Editor

Note: Legal Measures to Curtail Global Warming, 22 *CJEL* (2013) (forthcoming)

Brooklyn Law School, Brooklyn, NY

September 2015-May 2016 (then transferred)

Honors: Phi Delta Phi Honor Society

Activities: Black Law Students Association

Health Law and Policy Association

McGill University, Montreal, Canada

B.A., with great distinction, received May 2013

Honors: Edward Beatty Scholarship

Activities: Greenpeace University Chapter, President

QPIRG, Board of Directors

Simply Sweetly Choir

EXPERIENCE

Environmental Law Clinic, Columbia Law School

New York, NY

Student Participant

Fall 2017

Researched environmental impact (including pollution and waste) of proposed expansion of slaughterhouse in Brooklyn on low-income communities and communities of color. Advised residents of their rights and resources.