

Sample Professional Resumes

Attached are two sample resumes (of “real” people), edited to hide their identity. Good cover letters are more difficult to pinpoint, because they are all so different. Some basic requirements for a cover letter should contain:

1. A **brief** cover letter (email)
2. that tells me **which position** they are interested in,
3. **what relevant experience** they have (i.e., why they believe they are qualified),
4. **why they are interested** (e.g., relocation for family reasons, RIF, new challenge, etc.), and
5. whether there is anything on their resume they need to explain.

What should be avoided are typos, misspellings, or a letter addressed to the wrong person (from a prior letter that was not changed). And again, the shorter the better; if it’s too long (more than 2 paragraphs) it may not be read fully.

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EXPERIENCE

ANHEUSER-BUSCH – Houston, Texas
Senior Litigation Counsel

January 2004 - Present

Senior member of 40-person in-house team responsible for all U.S. legal matters for the largest brewing company in the United States. Duties involve the following:

Litigation Management

- Provide assistance, settlement guidance, and advice regarding claims to business units from plant-level personnel to senior management. Support Risk Management Group by providing oversight of litigated insured claims.
- Manage pending litigation for Anheuser-Busch and all US subsidiaries and affiliates. Matters include contract interpretation, employment matters, product liability, permitting, real estate, and insurance matters.
- Assist in oversight, reporting, and management of MSHA/OSHA matters and collection actions.
- Select and oversee outside counsel. Review and approve budgets, legal invoices, legal pleadings, correspondence, and discovery responses. Maintain and distribute monthly litigation and case inventory reports for business units.

Corporate

- Provide general legal advice on a variety of issues arising within business units on an ongoing basis.
- Draft, negotiate, and revise purchase and sale contracts, review real estate documents, assist in due diligence efforts for potential acquisitions, and provide general transactional advice to business units.

Other

- Counsel and advise Human Resource Department from senior management to field representatives on employee discipline, hiring, terminations, accommodation and other daily employee issues.
- Develop and present training to business units on Code of Ethics, Contract Drafting and Negotiation, Antitrust, and EEO Laws and Harassment Prevention.
- Develop, revise and oversee corporate policies and procedures.
- Participate in international governance/compliance initiative roll-out for company.
- Oversee garnishments, subpoenas, and requests for records. Develop and oversee records retention policy.

AKIN GUMP STRAUSS HAUER & FELD LLP – Dallas, Texas
Associate, Labor & Employment Section

September 1999 - January 2004

Associate in Dallas office of 700+ attorney firm with offices worldwide.

- Counseled clients and litigated claims on wide-range of labor and employment issues, including Title VII, NLRA, FMLA, ADA, ADEA, and various state laws and regulations.
- Developed employee training programs for employees on Equal Employment Opportunity, anti-harassment, workplace violence, and handling of human resource issues.
- Gave numerous speeches on various labor & employment topics to business groups
- Served on firm's Recruiting and Associate Development Committees.

EDUCATION

VANDERBILT UNIVERSITY – Nashville, Tennessee
J.D., 1999 - *Magna Cum Laude*
Vanderbilt Law Review – Managing Editor

UNIVERSITY OF TEXAS AT AUSTIN – Austin, Texas
B.A., 1995

MEMBERSHIPS

United States Supreme Court Bar
United States Court of Appeals for the Fifth Circuit Bar
State Bar of Texas

JONATHAN PETER BURGER

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Dallas, Texas 75607

Home: (214) 330-8004
E-mail: jburger@gmail.com

EXPERIENCE

GLOBAL PRODUCTS, LTD. Dallas, Texas 1990 – Current

Associate General Counsel, Litigation (December 1999 – Current)

Senior Counsel, Litigation (May 1995 – December 1999)

Counsel, Litigation (August 1990 – May 1995)

Head of Litigation Section of international retail company with nine divisions around the world, extensive product lines throughout the clothing and toys industries, and over \$3 billion in annual revenues. Direct management responsibility of up to 8 attorneys, claims administrators, paralegals and support staff. Practice and responsibilities originally focused on litigation and product safety and later expanded to include general corporate and process improvement.

Litigation - Managed, defended, and prosecuted litigation and claims throughout U.S. and the world including product liability, toxic tort, class action, commercial/contract, unfair competition, patent and trademark, environmental, employment, construction, insurance and bankruptcy matters. Standardized processes for tracking and reporting on the litigation and product safety functions, including counsel selection, consolidation and management to maximize cost effectiveness.

- Managed defense of toxic tort cases alleging personal injuries to approximately 1000 plaintiffs from exposure to PCB's and dioxins
- Managed defense of class action suits in multiple jurisdictions alleging defects in children's clothing
- Managed asbestos personal injury docket involving several different products and tens of thousands of claims
- Evaluated, defended, and prosecuted patent and trademark actions brought by and against Global and negotiated and drafted settlements and licenses
- Pursued indemnity rights under merger, asset transfer, supply and other agreements throughout the world resulting in millions of dollars in recoveries
- Managed/participated in numerous successful trials/significant cases (partial list attached)
- Defense of preference and other bankruptcy claims and assertion of claims and participation in bankruptcy proceedings
- Participated in numerous depositions, hearings, mediations and arbitrations
- Drafted summary judgment, *Daubert*, trial and appellate briefs

Risk Management - Analyzed and advised Global on insurance, indemnities and other issues of risk minimization

- Analyzed/evaluated insurance programs of Global, its predecessors and acquisition targets
- Evaluated and negotiated indemnity provisions in contracts including M&A agreements
- Negotiated with insurers regarding issues of coverage and defense

- Advised Global on public statements in connection with losses, investigations and litigation
- Drafted and implemented formal legal hold policy and tracking mechanisms, working with senior management and IT department heads; advised IT department on data storage infrastructure
- Consulted on workplace safety and environmental audit processes

Advisory/Compliance - Counseled Global and its divisions on matters including:

- Product safety evaluations, development of warnings and instructions, and institution and leadership of division product safety committees
- Evaluation and implementation of product recalls, post-sale warnings and retrofits including development and management of product recall programs throughout U.S. and Europe
- Inquiries and investigations by the Consumer Product Safety Commission, FCC, FTC, FDA and compliance/enforcement proceedings
- FCPA, trade compliance, and corporate “hotline” investigations
- Financial reserves for litigation-related matters and compliance with SOX 404/FAS 5
- Chaired Global Corporate Compliance Committee and assisted in preparing reports to Audit Committee of the Board of Directors
- Prepared and made frequent seminar presentations to business units on issues including legal holds and document retention, writing smart, product development and product recalls

General Corporate

- Served as division general counsel for Global Clothing (Global’s largest division with \$1 billion in revenue) and combined divisions of more than \$1.6 billion.
- Counseled divisions on contract formation and interpretation, distributor terminations, non-compete obligations, product advertising and labeling, and antitrust
- Reviewed and negotiated master supply, vendor, license, and lease agreements and advised on breaches and remedies
- Drafted and negotiated confidentiality agreements including with investment banks representing numerous M&A targets throughout the world
- Participated in acquisition due diligence in areas including asbestos, toxic tort, product liabilities and indemnities
- Evaluated and negotiated “hold back” rights and obligations under M&A agreements
- Advised on creditors rights and bankruptcy procedures and claims

Process Initiatives/Administrative

- Implemented case management guidelines for outside counsel to promote and ensure effective and cost efficient matter handling including budgeting and early case evaluation
- Implemented outside counsel convergence program
- Customized and updated case management software for litigation section
- Developed metrics for litigation docket performance and evaluation of outside counsel
- Standardized processes for handling/tracking of class action and bankruptcy claims and regulatory agency inquiries
- Managed section, matter and division/corporate litigation budgets and instituted standardized reports to business units
- Created on-line product safety/litigation/compliance resources for company intranet and instituted periodic product safety newsletter to divisions

- Prepared and presented annual report on status of litigation to Global's Board of Directors

JONES DAY Dallas, Texas

1984 – 1990

Litigation Associate (October 1984 – July 1990)

Practiced in litigation section of 2400+ attorney firm with offices worldwide. Handled diverse litigation docket for corporate clients in the energy, oilfield services and finance industries.

Admiralty/Maritime - First-chaired defense of Jones Act, LHWCA, OCSLA and general maritime personal injury cases, suits for cargo and hull damage, breach of charter and carriage contracts, and enforced and defended maritime liens and vessel arrests.

Personal Injury/Product Liability Defense - First-chaired all aspects of oilfield personal injury, premises liability and product liability cases.

Commercial/Insurance/Bankruptcy - Prosecuted and defended breach of contract, indemnity claims, and claims for property loss; analyzed coverage and prepared opinions under general liability, casualty and protection and indemnity policies; litigated coverage and bad faith insurance claims and declaratory judgment actions, and represented unsecured creditors committee and other clients in bankruptcy reorganization proceedings.

Other - Conducted and defended over 200 depositions of fact and expert witnesses, examined fact and expert witnesses at trial and evidentiary hearings.

EDUCATION

DUKE UNIVERSITY SCHOOL OF LAW, J.D. 1984

Order of the Coif, AmJur Award - Business

AMHERST COLLEGE, B.A. 1981

Political Science, Minor – Economics

Phi Beta Kappa, Summa Cum Laude

National Institute of Trial Advocacy

Corporate Lean/Six Sigma training

Corporate Financial Accounting training

SIGNIFICANT LITIGATION EXPERIENCE

- Jacob Marsh et. al. v. Global Products (Federal court – Missoula, MT 2003) Over 300 plaintiffs claimed personal injury from exposure to PCB's and dioxins from predecessors' site operations. Obtained dispositive ruling on causation/expert grounds just before trial.
- Orange County Office Building Fire Litigation (State court – Los Angeles, CA 2003) 22 suits by families of six deceased and numerous injured plaintiffs arising out of tragic building fire in which Global Clothing product was only alleged cause of fire. Obtained unprecedented summary judgment.
- Used Battery Class Action Litigation (State and federal courts – VA, NC, NY, OH 2003) Multiple class action suits alleging billions of used batteries were defective and presented risk of fire. Aggressive defense of merits and class certification positioned cases for extremely favorable resolution.
- Donaldson v. Dukes (State court – Sunnydale, CA 2002) Multi-party environmental contamination suit allegedly resulting from defective convertible parts. After three-month trial of bellwether sites, Global obtained directed verdict.
- Jack Tolbert et. al. v. Global Products (State court – Evergreen, AL 1996) \$1 million+ property loss arising from fire allegedly due to a defective circuit in a toy. Defense verdict after 3-day trial.
- David Stewart v. Global Products (Federal court – Miami, FL 1996) Wrongful death of 29 year- old factory worker involving tool that was allegedly improperly guarded. After 6-day trial, jury found decedent was 75% at fault and awarded widow and family \$125,000.
- Bobby Thorne v. Global Products (State court – Kansas City, KS 1995) Personal injury suit claiming defective design of fluorescent toy part. Defense verdict.
- Patricia Wells v. Global Products (State court – Ithica, NY 1995) Wrongful death case alleging decedent's asphyxiation was due to defective design of a Global product used in manufacturing plant. Plaintiffs accepted \$300,000 settlement after 5-week bench trial.
- Global Products v. Auto Garages (Federal court – Hattiesburg, MS 1995) Breach of contract, warranty and product liability suit as a result of a defective garage door on a Global Clothing manufacturing facility. After a 6-day trial, the jury awarded Global \$1.64 million – the entire amount sought by Global.
- Ronald Isley v. Global Products (State court – Princeton, NJ 1995) Wrongful death of assembly worker due to allegedly defective product. Defense verdict after 3-week trial.
- Edgar Jimenez v. Global Products (State court – San Diego, CA 1993) Plaintiff suffered burn injuries to hand and arm due to allegedly defective ironer. Verdict for Global after 3-week trial.
- Dina White v. Global Products (State court – Loughfton, KY 1993) Wrongful death product liability case alleging failure to have backup alarm and other defects in a factory. Defense verdict after 3-day trial.