

LAW SCHOOL RESUME EXAMPLE

123 Your Address, City, State, Zip Code • your.name@gmail.com • (123) 456-7890

Aspiring legal professional with a Bachelor of Law degree who possesses legal experience gained through internships in law firm environments. Seeking admission to Columbia University School of Law to acquire a comprehensive legal education, refine my analytical and advocacy skills, and prepare for a fulfilling career in environmental law.

PROFESSIONAL EXPERIENCE

Legal Intern

WILLKIE, FARR, & GALLAGHER, New York City, NY

January 2023–July 2023

- Deliver proactive support to team of 47 legal professionals in various administrative and research-related tasks
- Develop strategies and arguments for presenting cases
- Use strong knowledge of civil and commercial dispute resolution and criminal matters to assist lawyers at the firm
- Contribute to due diligence process for the initial public offering of 20+ clients
- Provide support in drafting letters and conducting research on corporate legal matters

Legal Intern

DEBEVOISE & PLIMPTON LLP, New York City, NY

June 2022–December 2022

- Interviewed 10+ clients and witnesses to determine the facts of a case and assess collected evidence to formulate a defense
- Performed legal research and drafted 50+ client documents and letters
- Prepared briefs, studied multiple legal issues, and observed court proceedings
- Worked with legal clerk and secretary in document retrieval and filing
- Wrote various legal documents and maintained accurate records for attorneys

EDUCATION

BIRMINGHAM SCHOOL OF LAW, BIRMINGHAM, AL

May 2022

Bachelor of Law

Honors: cum laude (GPA: 3.9/4.0)

ADDITIONAL SKILLS

- Understanding of the court system and legal terminology
- Legal research
- Drafting affidavits and letters
- Case file management
- Conducting client interviews
- Windows/Mac and Microsoft Office Suite (Word, Excel, and PowerPoint)
- Communication and presentation skills