

LAW CLERK RESUME SAMPLE

By Resume Genius

SUMMARY

Law Clerk with 4+ years of experience in reviewing administrative and legal case-related materials.

Adept at drafting legal memoranda and correspondence. Seeking a position at Lewis & Richardson LLP to conduct legal research and support your firm with litigation matters.

EDUCATION

May 2018
George Washington University Law School
Washington, DC
Juris Doctor,
Honors: summa cum laude (GPA: 3.9/4.0)

RELEVANT SKILLS

Communication	<div><div></div></div>	80%
Research	<div><div></div></div>	70%
Documentation	<div><div></div></div>	90%
Confidentiality	<div><div></div></div>	100%
Interpersonal skills	<div><div></div></div>	95%
Attention to detail	<div><div></div></div>	80%
Proofreading	<div><div></div></div>	70%
Westlaw, Nexis	<div><div></div></div>	90%
Problem solving	<div><div></div></div>	75%
Microsoft Office	<div><div></div></div>	95%

CERTIFICATION

September 2017
DELE Certification (C1)
Cervantes Institute

CONTACT

Phone: (360) 476-4168

Email: anthony.lewis@gmail.com

LinkedIn: linkedin.com/in/anthony-lewis/

PROFESSIONAL EXPERIENCE

September 2020–Present
Law Clerk
CACI, Washington, DC

- Analyze case details and evidence, including police reports, accident reports, previously filed pleadings, and applicable laws
- Assist 6 attorneys with preparing interrogatories, legal briefs, appeals, pleadings, correspondence, subpoenas, discovery requests, wills, and contracts
- Compile legal research, argue court motions, interview witnesses, and present criminal cases under the supervision of a deputy district attorney
- Evaluate 50+ policy issues relating to the Equal Pay Act, age discrimination in the workplace, and unemployment infringements

June 2018–August 2020
Law Clerk
Chenega Corporation, Washington, DC

- Managed new client interviews to recognize legal hitches before accepting cases and participated in client meetings, trials, mediations, and outreach
- Studied legal opinions by judges, legal articles, and codes while partnering with 15+ attorneys to prepare arguments, motions, and other related case filings
- Maintain the law library, handled logistics, and prepared research schedules to ensure work ran smoothly and deadlines were clear and implementable
- Prepared, organized, stored, and retrieved 10+ case files weekly, including evidence, exhibits, depositions, pleadings, and exhibits