

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.

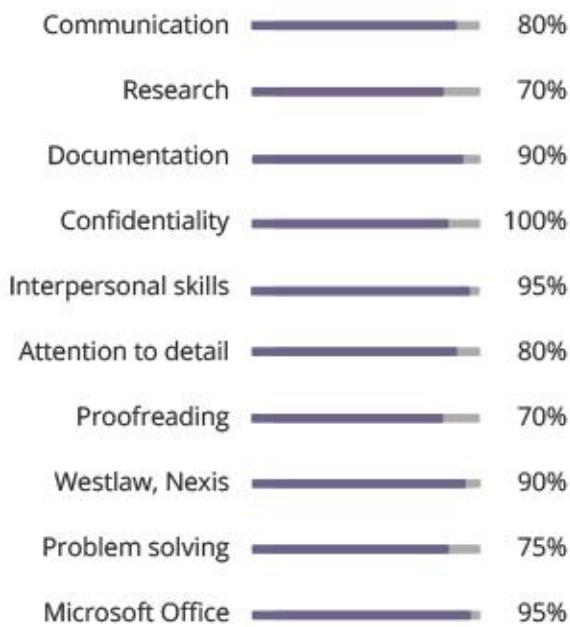
EDUCATION

May 2018

George Washington University Law School
Washington, DC
Juris Doctor,

Honors: summa cum laude (GPA: 3.9/4.0)

RELEVANT SKILLS



CERTIFICATION

September 2017

DELE Certification (C1)
Cervantes Institute

CONTACT

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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