HOW TO CREATE A RESUME PACKET

Paperclip

(Please do NOT put the post-it note under the paperclip!)

Upper Level Example

• (508) 123-4567 • maye.n@neu.edu

Education

Northeastern University School of Law, Boston, MA
Juris Doctor expected May 2009

Selected Courses: Labor Law, Collective Bargaining, Negotiation, Administrative Law

Social Justice Project: Worked with team of first-year law students to research and analyze the implications of federal funding restrictions on the content of HIV/AIDS prevention and educational materials for the Justice Resource Institute (Spring 2007).

St. Marshfield University, Halton, NY
Bachelor of Arts, *cum laude*, Government, May 2002

Honors: Dean's List (all semesters); John Smith Award to outstanding Government major.
Study Abroad: University of Bologna, Italy (Spring 2001). Coursework in European Union politics

Legal

Post-It Note

Sandulli Grace, P.C., Boston, MA   Spring 2008
Legal Intern
• Drafted complaints, discovery requests and
• Assisted attorneys at employment discrimi
• Attended collective bargaining negotiation

U.S. Ct. of Appeals for the 1st Circuit → **Employer**

Massachusetts Labor Relations Commission, Bo
Legal Intern
• Assisted with fair resolution of labor dispu
• Researched and wrote legal memoranda on
• Investigated charges and interviewed empl
• Drafted complaints, dismissal letters and re

Judge Selya → **Division**

Busin

Providence, RI → **Location**

MoonAmerica Financial, Ganglewood, OH
Qualified Plans Specialist (7/05 – 8/06)
Qualified Plans Assistant (1/05 – 7/05)
• Provided guidance to over sixty 401(k) and profit sharing plans on applicable law.
• Analyzed and reviewed plan contracts and performed annual anti discrimination testing.

Pan Mistas Associates, Alaurita, OH   September 2004 - January 2005
401(k) Consultant Financial Analyst
• Worked with team of accountants to adjust union and non-union participant accounts.
• Researched source documents to complete internal financial audits and ensure compliance with Department of Labor regulations.

ABC Investment Management, Boston, MA   May 2003 - September 2004
Qualified Plans Representative
• Researched and resolved issues with 401(k) participant accounts for over 500 retirement plans.
• Trained and supervised all new qualified plans representatives.

Co-op/Course Evaluations and Writing Sample *(if required)*