

DAVID BARD

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EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., May 2012

Activities: *Harvard Law and Policy Review*, 1L Editor
Public Interest Section Representative
Reading Group: Socrates for Lawyers

CARLETON COLLEGE, B.A., *magna cum laude* in Political Science, June 2007

Honors: 2006 American Political Science Association Award:
Best Undergraduate Paper on the Presidency
Distinction in Major

Activities: Education and Curriculum Committee

Simplify your dates by using years and semesters or seasons rather than months. This makes your resume easier to read.



EXPERIENCE

ICF INTERNATIONAL, Fairfax, VA

2007 – 2009

Analyst

Created internal auditing system for the Federal Motor Carrier Safety Administration to monitor its responses to inter-governmental policy recommendations. Researched policy and performed cost-benefit analyses relating to regulation of large trucks. Interacted frequently with clients, often without supervision, including working on-site at the Department of Transportation.

OFFICE OF U.S. SENATOR RUSSELL FEINGOLD, Washington, DC

Winter 2007

Legislative Intern

Researched foreign aid budgeting and voting machine reform proposals. Attended hearings. Authored policy memos for senior staff.

CARLETON COLLEGE INSTITUTIONAL RESEARCH, Northfield, MN

Summer 2006

Research Intern

Analyzed survey, admissions, and student assessment data. Presented multiple policy recommendations to the Dean of the College. Produced internal reports.

CARLETON COLLEGE DEPT. OF POLITICAL SCIENCE, Northfield, MN

2005 – 2007

Research Assistant

Designed research project on European Political Economy. Researched George W. Bush's presidency. Analyzed election media coverage.

CARLETON COLLEGE ALUMNI ANNUAL FUND, Northfield, MN

2003 – 2007

Student Supervisor

Trained, motivated, and monitored six-person calling shifts. Analyzed donor statistics to evaluate solicitation techniques. Developed new caller incentive program.

PUBLICATION

David Bard and Joe Smith, *American Foreign Policy Opinion in 2004: Exploring Underlying Beliefs*, 27 Am. Rev. of Politics 295 (2007)

PERSONAL

Volunteer as an Assistant Class Agent, raising donations for Carleton College. Volunteered regularly at N Street Village, a DC homeless shelter, from 2008 – 2009. Spent two weeks traveling through the western U.S and backpacking in North Cascades National Park.

Research assistant positions can be listed with your undergraduate activities as your experience grows. If listing in your experience section, use short, specific sentences and include the name of the department or professor in the title.



MIA L. BECKETT

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EDUCATION**HARVARD LAW SCHOOL**, Candidate for Juris Doctor, May 2013 (Expected)

Activities: *Human Rights Journal*, Subciter
 Harvard Defenders
 Harvard Prison Legal Assistance Program
 Black Law Students Association

COLUMBIA UNIVERSITY, COLUMBIA COLLEGE, Bachelor of Arts, Sociology, May 2008

Honors: Kluge Scholar
 Activities: Community Impact, GED Tutor
 Double Discovery, Middle School Tutor
 Columbia College Student Council, Liaison to the School of General Studies
 Thesis: *Prison Recidivism and the Stabilization of the New York State Criminal Justice System*

UNIVERSITY OF CAPE TOWN, Semester abroad with a full course load in social sciences and humanities, Fall 2006

Activities: Students' Health and Welfare Centres Organisation, Children's Home Volunteer

EXPERIENCE**GOLDMAN, SACHS & CO.**, New York, NY 2008-2010

Analyst, Fixed Income, Currency & Commodities Legal
 Drafted, edited and negotiated terms of non-disclosure agreements (NDA) for all transaction types and business lines. Produced weekly analysis of New York region NDA volume for report to senior legal management. Maintained 50 regulatory licenses for five firm affiliates including applications, regulatory examinations and annual reports. Conducted due diligence on more than 100 firm investments for required reporting to the Federal Reserve.

Summer Analyst, Employment Law Group (ELG) Summer 2007
 Researched legal and regulatory issues for policy development purposes, including for use in firm-wide orientation. Created an online electronic library of global ELG materials for cross-regional use and access.

COLUMBIA UNIVERSITY OFFICE OF PUBLIC AFFAIRS, New York, NY 2005-2008

Assistant to the Office Administrator
 Researched media-related university information to respond to public inquiries. Maintained media exposure list for use in managing university public relations.

FAIRFAX COUNTY PUBLIC SCHOOL SYSTEM, Fairfax, VA

Summer Clinic Assistant Summer 2005
 Worked closely with school personnel and parents to schedule student disability assessments. Updated student information database used for tracking and addressing student needs during the school year.

KINGS COUNTY DISTRICT ATTORNEY'S OFFICE, Brooklyn, NY

Legal Assistant Fall 2007
 Drafted criminal complaints based on interviews with police officers, witnesses, and victims. Liaised with Assistant District Attorneys to determine charges and submitted orders of protection and evidentiary notices.

OTHER LEADERSHIP AND VOLUNTEER ACTIVITIES**Goldman Sachs Legal, Compliance and Internal Audit Black Network** 2009-2010

Recruitment, Retention and Advancement Subcommittee Member

New York Cares 2009

Soup Kitchen Volunteer

Columbia University Alumni Representative Committee 2008- 2009

Volunteer Admissions Interviewer

A short section like this may be a good choice for students with community service or leadership activities that took place while they were working after graduation, but are not robust enough to list in the experience section. Note that clear job titles are used in place of longer descriptions.

Smaller margins can be okay -- but be sure to do a test print before moving them lower than .75 in.

RACHEL MOSS

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rmoss@jd11.law.harvard.edu

EDUCATION

HARVARD LAW SCHOOL, J.D. Candidate, May 2011

Activities: *Harvard Law and Policy Review*
American Constitution Society
Women’s Law Association
1L Section Events Committee

UNIVERSITY OF TEXAS AT AUSTIN

B.A. with High Honors in American Studies and English, May 2008

Honors: Phi Beta Kappa
Rapoport-King Honors Thesis Scholarship
Kemp-Foreman Unrestricted Endowed Presidential Scholarship
Activities: University Democrats
Blanton Museum of Art Student Guild
First-Generation College Student Mentorship program, mentor
Thesis: *“They Aren’t Hearing Us – They’re Rich”: Consequences of Social Difference on Public Housing in New Orleans and Nationwide*

Including your thesis can be helpful if it relates to the work you are pursuing. This student went on to discuss her thesis work in her cover letter. Remember to italicize your thesis title.

EXPERIENCE

Your work in student practice organizations can be listed under "Experience."

TENANT ADVOCACY PROJECT

Fall 2008 – Present

Harvard Law School, Cambridge, MA
Represent tenants facing eviction and other housing issues such as application denials, transfers, and reasonable accommodation in Housing Authority grievance hearings.
Advise tenants of legal rights by telephone.

CENTER FOR AMERICAN HISTORY

Summer – Fall 2007

Austin, TX
Served as student page in University of Texas archival library. Retrieved archival materials for researchers. Entered data in a biographical newspaper database, compiled newspaper clippings for vertical files, and assisted with special projects.

UNIVERSITY OF TEXAS RESIDENCE LIFE

Fall 2005 – Spring 2007

Austin, TX
Provided support, peer education, conflict mediation, policy enforcement, emergency management, and event planning for a floor of 40-50 student residents. Performed administrative shifts at residence hall front desk.

MARK STRAMA FOR TEXAS STATE REPRESENTATIVE

Summer 2006

Austin, TX
Volunteered for eight weeks of full-time grassroots campaign work including phone banking, canvassing, and direct mail. Obtained training in local issues, constituent interactions, voter registration, and fundraising through Campaign Academy program.

PERSONAL

Interests include travel, movies, vegetarian cooking, reading fiction, following political news, and practicing yoga.

SARA TSVETANOVA

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Somerville, MA 02144
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stsvetanova@jd12.law.harvard.edu

EDUCATION

HARVARD LAW SCHOOL, Cambridge MA

Candidate for J.D., May 2012

Activities: Federalist Society, Speakers Committee

Reading groups should be included with your activities.

→ 1L Reading Group, *Adoption and Reproductive Technology*

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL

B.S. in Journalism, May 2009

Honors: University Honors (top 3% of graduating class)

Chancellor's Scholar/Campus Honors Program

Phi Kappa Phi Honor Society

Harold E. and Dorothy Jonson Sorter Journalism Scholarship

Illinois Sheriff's Association Scholarship

Activities: Campus Honors Program, Orientation Group Leader and Senior Sibling
Daily Illini On the Air, Radio News Reporter

EXPERIENCE

UNIVERSITY OF ILLINOIS, Urbana, IL

2008-2009

News Director for Television 2 Class

Use your descriptions to highlight transferable skills like leadership, organization, and time management.

Directed a 30-minute live newscast twice a week as a paid teaching assistant. Led a team of other students through the newscast. Made split-second decisions to correct any mistakes made on-air. Trained students on the use of news cameras and computer equipment.

Include all work experience (space permitting), even if it doesn't seem relevant to a legal internship. Employers do appreciate the value of these experiences.

LONESTAR STEAKHOUSE AND SALOON, Champaign, IL

2006-2009

Served customers in a fast-paced restaurant. Made bar drinks. Trained new employees. "Closed" the restaurant several nights a week, which included checking the work of other servers. Worked 20-30 hours per week during the academic year and during the summer to finance education.

COLLEGE COMMUNICATIONS LIBRARY, Urbana, IL

2006

Helped patrons find books. Retrieved books from the reserves. Checked books in and out of the library electronically. Occasionally served as sole librarian on weeknights and locked up library.

INTERESTS

Cooking, scrapbooking, playing the piano.

TINA WAKEFIELD

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Somerville, MA 02143
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EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., May 2011

Activities: *Harvard Civil Rights-Civil Liberties Law Review*
Human Rights Advocates

DARTMOUTH COLLEGE, B.A. *magna cum laude* in Government, June 2004

Add a brief description if award titles do not provide enough information.

Honors: Colby Prize, presented annually to one senior for excellence in Government
Two citations for outstanding work in Government courses
Activities: Government and Psychology Departments, Research Assistant
Big Brother Big Sister, Mentor
Branches Neighborhood After-School Program, Co-Founder and President
Quality Community Council, Community Organizer



When you have more experience and space is an issue, move research assistant positions and other undergrad roles up to activities.

EXPERIENCE

RESULTS EDUCATIONAL FUND, Washington, D.C.

2007 - 2008

Managed projects, organized political and media outreach, wrote briefings and fact sheets, and coordinated international efforts for global political advocacy campaign to fight poverty and its effects. Functioned as a U.S. liaison to international affiliates in six countries. Served as one of several lead organizers for annual five-day international poverty conference. Worked with consultants to develop a marketing plan and new website for international tuberculosis campaign. Co-wrote two policy papers on U.S. foreign assistance for basic education.

AMERICA VOTES, Washington, D.C.

This is a strong example of how to list two positions at the same organization.

Website and State Resources Coordinator

2006 - 2007

Supported launch of nine state offices for national voter outreach and registration campaign. Coordinated field strategy among state offices and with national office. Managed national website content, online tools, and volunteer database. Wrote briefings and newsletters on organization's activities for potential donors and coalition partners.

Use job titles, dates, and a small space to distinguish the positions. Try not to repeat duties and responsibilities in the descriptions.

Executive Assistant to the President

2005 - 2007

Created and edited briefings, speeches, and presentations for the President. Assisted in high-level fundraising and coalition building.

AMERICA COMING TOGETHER, Manchester, N.H.

Summer - Fall 2004

Developed statewide processes for recruiting and tracking of 5,000 volunteers for voter mobilization campaign. Led team of five full-time volunteers to support field staff in recruiting 2,500 Election Day volunteers. Participated in senior staff meetings to develop and implement Get Out the Vote strategy for New Hampshire.

JOHN KERRY FOR PRESIDENT, Hanover, N.H.

Fall 2003 - Winter 2004

Organized candidate and surrogate events, volunteer recruitment, and voter education and mobilization.

Paul R. O'Neal

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EDUCATION

University of Notre Dame

2003-2007

Bachelor of Arts in Political Science and Honors Theology, *Summa cum Laude*

GPA: 3.92

Student Organizations: Glee Club, Student Theater, Center for Social Concerns

Study Abroad Fall 2005: John Cabot University, Rome, Italy

WORK EXPERIENCE

Capital Area Immigrants' Rights Coalition, Washington, DC

August 2007-Present

Legal Assistant/Board of Immigration Appeals Accredited Representative

- Directly representing detained clients before the Arlington Immigration Court, Immigration and Customs Enforcement, and the Arlington Asylum Office for asylum, waivers of inadmissibility, adjustment of status, humanitarian parole, and removal proceedings – including complex immigration legal claims.
- Mentoring *pro bono* attorneys who have taken cases on referral from CAIR Coalition.
- Managing the Credible Fear Partnership with the Arlington Asylum Office, including the training of *pro bono* attorneys. My oversight of this project included serving as faculty at the DC Bar Foundation's Annual Asylum Training for approximately 100 *pro bono* attorneys.
- Leading CAIR Coalition's case screening process and playing a specialized role regarding complex legal issues in asylum law and the immigration consequences of criminal convictions.
- Supervising jail visits to explain immigration procedures to persons in the custody of the Department of Homeland Security in accordance with the Executive Office for Immigration Review's Legal Orientation Program.
- Supervising and coordinating detainee correspondence and other legal materials.
- Performing factual investigations and legal research on cases that are being prepared for *pro bono* referral.
- Answering telephone inquiries from clients and *pro bono* attorneys regarding issues of immigration law.
- Administering CAIR Coalition's client database and managing the storage of physical client files.

Catholic Relief Services, Kampala, Uganda

Summer 2006

Peacebuilding Intern

- Facilitated monitoring and evaluation field work of various peacebuilding and HIV/AIDS projects in Bundibugyo, Uganda.
- Developed training materials for CRS partner organizations.
- Prepared and edited reports and proposals for USAID grants.
- Designed and maintained database of articles and reports concerning the peace process in northern Uganda.

Shalom Catholic Worker House, Kansas City, KS

Summer 2005

Summer Service Project Intern

- Oriented, supervised, and supported each day's volunteers.
- Supported the day-to-day running of the homeless shelter.

VOLUNTEER EXPERIENCE

Center for Social Concerns, Notre Dame, IN

2004-2007

- Participated in several of the Center's service learning projects, including the winter break Education Seminar and two summer service learning seminars.
- Volunteered several times a semester on community service projects sponsored through the South Bend Center for the Homeless, the Notre Dame Glee Club, and the Peter Claver Catholic Worker House.
- Served on the selection team for the International Summer Service Projects for the summer of 2007.
- Co-facilitated the Notre Dame Peace Fellowship, a student group that advocated for non-violent social change on campus, in our communities, and globally.

Foundry United Methodist Church, Washington, DC

2007-Present

- Served as an English as a Second Language teacher for Spanish-speaking people in the community that Foundry serves.
- Participated in Foundry's efforts in coalition with the Washington Interfaith Network to garner support on the District of Columbia City Council for funding for permanent supportive housing for chronically homeless individuals and other homelessness/fair housing issues.
- Was recently selected to serve as the Worship Leader for the church's Mission Council, which provides vision and leadership to Foundry's social justice activities.

PUBLICATIONS

"Beyond *Just War*: Catholic Peacebuilding since John XXIII." Senior Honors Thesis, Department of Theology, University of Notre Dame, May 2007.

LANGUAGES

Spanish - intermediate proficiency in speech, reading, and writing

French- basic competence in speech, reading, and writing

Italian - basic competence in speech, reading, and writing

AWARDS AND HONORS

- Recognized twice by the Mennonite Mission Network in news articles written about my work at CAIR Coalition.
- Notre Dame Scholar – for academic excellence.
- Andrew's Scholar – for commitment to community service
- Dean's List – Every Eligible Semester
- Departmental Honors – Theology
- Eagle Scout

PAUL R. O'NEAL

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EDUCATION

HARVARD LAW SCHOOL – J.D. Candidate, May 2013

Activities: *Harvard Human Rights Journal*, 1L Editor
Harvard Immigration Project, Board Member

UNIVERSITY OF NOTRE DAME – B.A. in Honors Theology/Political Science, May 2007

Honors: *summa cum laude* ← Note that Dean's List and GPA were omitted. These aren't needed when you have Latin or university honors that speak to the same achievement.
Department Honors – Theology
Activities: Center for Social Concerns (service-learning opportunities)
Notre Dame Glee Club

Honors Thesis: *Beyond Just War: Catholic Peacebuilding Since John XXIII*

As you gain experience and advance in your career, you will start to pare down your undergraduate details to just those things that are the most meaningful and relevant to your search.

EXPERIENCE

TENANT ADVOCACY PROJECT, Cambridge, MA

August 2010–Present

Student Representative

Represented low-income family in Section 8 termination hearing. Research landlord-tenant problems and deliver advice through hotline for low-income callers. Will join the intake committee in Spring 2011, researching and screening cases for potential representation.

CAPITAL AREA IMMIGRANTS' RIGHTS COALITION, Washington, DC

2007–2010

Board of Immigration Appeals Accredited Representative/Legal Assistant

Directly represented detained immigrants in complex immigration claims before the Arlington Immigration Court and the Department of Homeland Security. Managed the Credible Fear Program and the Detained Children's Program. Screened cases for *pro bono* referral and mentored attorneys. Performed factual investigation and legal research. Supervised intake volunteers during jail visits.

FOUNDRY UNITED METHODIST CHURCH, Washington, DC

2007 – 2010

Served as an English as a Second Language teacher for Spanish-speaking people in the local community. Participated in Foundry's efforts in coalition with the Washington Interfaith Network to garner support on the District of Columbia City Council for funding for permanent supportive housing for chronically homeless individuals and other homelessness/fair housing issues. Served as the Worship Leader for the church's Mission Council, which provides vision and leadership to Foundry's social justice activities.

CATHOLIC RELIEF SERVICES, Kampala, Uganda

Summer 2006

Facilitated monitoring and evaluation sessions with local partner organizations implementing USAID-funded peacebuilding and AIDS programs. Developed training materials. Prepared and edited reports and proposals for USAID grants.

SHALOM CATHOLIC WORKER HOUSE, Kansas City, KS

Summer 2005

Oriented, supervised, and supported each day's volunteers. Supported the day-to-day running of the homeless shelter.

PUBLICATIONS

"Respondent's Brief (full name redacted for purposes of the sample)." (Published as an appendix to practice manual)
Available at [URL goes here]. ← If including links, be sure they are working and do not require a password.

PERSONAL AND LANGUAGES

Recognized twice by the Mennonite Mission Network in news articles written about my work at CAIR Coalition. Earned rank of Eagle Scout. Proficient in Spanish and French. Conversational in Italian.

ANNA BRADY
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EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., June 2011

Activities: *Harvard Civil Rights-Civil Liberties Law Review*

UNIVERSITY OF CHICAGO, B.A. in Sociology with Honors, June 2006

Honors: Phi Beta Kappa

Student Marshal

Activities: Breaking Barriers, President

EXPERIENCE

TENANT ADVOCACY PROJECT, Cambridge, MA

Intake Committee

Review potential cases for student representation including preliminary factual investigation and legal research.

Assess viability of cases and make strategic determinations about which to accept based on available resources and potential to impact the outcome.

Student Advocate

Represent public housing residents and applicants at grievance panel hearings and administrative appeals. Prepare clients and witnesses for hearings. Gather supporting documents including medical records, affidavits and police reports. Negotiate with local housing authorities on behalf of clients. Advise members of the public about landlord-tenant law and their housing rights.

Significant student activities can go in the experience section, especially when you have a leadership role and/or the activity relates to the work you are seeking. Fall 2009 – Present

NATIONAL CENTER FOR LAW AND ECONOMIC JUSTICE, New York, NY

Summer 2009

Assisted with fact development for litigation by interviewing potential named plaintiffs. Conducted research and wrote legal memos on public benefits law and issues relating to federal and state court litigation. Drafted motion for preliminary injunction. Catalogued documents produced by defendants in discovery.

HALT, INC., Washington, DC

Remember to vary your language. This description shows the many ways writing tasks can be described.

2006 – 2008

Program Assistant

Researched and wrote opinion editorials and issue briefs. Drafted and submitted comments to state courts and bar associations. Prepared six- to 10-page self-help guides for consumers that explain legal topics in plain language. Composed letters of inquiry, proposal narratives and project budgets. Coordinated major donor relations and foundation fundraising.

EMPLOYMENT JUSTICE CENTER, Washington, DC

2007 – 2008

Intake Volunteer

Interviewed low-income workers about workplace problems. Consulted with experienced employment law attorneys about legal advice and aid to offer workers. Assisted workers in drafting demand letters, filing complaint forms with administrative agencies, and preparing pleadings.

PERSONAL

Enjoy public service, dancing, swimming and watching movies.

SAMANTHA CASTILLO

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EDUCATION

HARVARD LAW SCHOOL, J.D. candidate, June 2010

Activities: Harvard Real Estate Association, Speakers Chair
Harvard Law Entrepreneurs, Director of Public Interest Programs and Events
Harvard Law School Student Government, 2L Representative
2008 Public Interest Auction, Faculty Committee Chair

HARVARD UNIVERSITY, B.A. magna cum laude in History and Literature, Spanish Citation, June 2004

Honors: The David Rockefeller Center, Real Colegio, and The Center for European Studies thesis grants
Harvard College and Elizabeth Cary Agassiz Scholarships
Dunster House Prize, for leadership and house spirit
Activities: Pedagogy Committee of Curricular Review
Harvard College Fund, Senior Gift House Chair
Thesis: In His Time: Ernest Hemingway, the Spanish Civil War, and the 1930s
Study Abroad: New York University, Madrid, Spain, Summer 2001

EXPERIENCE

UNITED STATES ATTORNEY’S OFFICE, New York, NY

Southern District, Criminal Division, Violent Crimes Unit Summer 2008
Worked on successful four-defendant murder trial involving narcotics conspiracy. Researched and drafted legal memoranda for pre-trial motions and on evidentiary issues. Observed courtroom proceedings. Reviewed trial records and transcript. Researched case law on murder motives and found Second Circuit opinion that was incorporated into jury instructions. Helped write facts section of appellate brief. Drafted government’s brief in response to habeas corpus petition in narcotics case.

HARLEM SUCCESS ACADEMY CHARTER SCHOOL, New York, NY

Director of Instructional Development 2006-2007
School Culture, Policies, and Operations While not common, headings like these can help organize a description with many varied parts.
Member of six-person start-up team that opened elementary charter school in eight months for 155 students. Authored school policies and co-designed implementation systems. Requested material changes to charter. Managed staff.
Faculty Recruitment and Training
Executed strategy for highly competitive faculty recruitment. Orchestrated three-week faculty orientation for 14 founding faculty members. Wrote 30-page teacher manual. Monitored staff development and oversaw certification.
Instruction and Reporting
Supervised in-house curricula development. Led initiative to increase nightly reading by 60%. Monitored assessments to target instruction. Oversaw intensive tutoring program. Coordinated special education services and compliance.

NEW YORK CITY COUNCIL MEMBER EVA MOSKOWITZ, New York, NY

Education Policy Analyst for Eva Moskowitz, Chair of the New York City Council Education Committee 2005
Managed heavy caseload that included school placement and safety issues. Maintained 24-hour response time. Submitted information requests and prepared briefing papers for hearings. Organized forums and negotiated with advocacy groups.

EVA MOSKOWITZ FOR MANHATTAN BOROUGH PRESIDENT, New York, NY

Volunteer Coordinator 2005
Led parent outreach effort and directed five-day blitz at 20 politically strategic schools for Democratic primary campaign.

LANGUAGES/PERSONAL

Fluent in Spanish (native). Interests include Vinyasa yoga, new restaurants, and urban development. Travel in Europe, South America, and Asia. Harvard College Fund Associates Committee. If space is an issue, and your language skills are not critical to your application, you can group these attributes. Be sure to keep your writing concise.

ELIZABETH CRAWFORD

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EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., June 2012

Honors: Covey Fellow in Public Interest Environmental Law, Summer 2010
 Dean's Scholar in Civil Procedure; Property; Legal Research and Writing; Sources of Environmental Law
 Outstanding Appellee Brief, 1L Ames Moot Court Competition

Activities: *Environmental Law Review*, Managing Editor
 Board of Student Advisers, Teaching Assistant (First-Year Legal Research and Writing)
 Professor I. Glenn Cohen, Teaching Assistant (Civil Procedure)
 Environmental Law Society, Events Chair
 Women's Law Association, Public Interest Chair

LAFAYETTE COLLEGE, B.A. in English and Geology, May 2009

Honors: *summa cum laude*
 Phi Beta Kappa
 Valedictorian

Activities: Speech and Debate Team (Ranked top 12 nationally in impromptu speaking, 2008-09 and 2007-08)

Thesis: *Saving the Planet, Fighting Ourselves: Propopian Narratives in Popular Climate Change Discourse*

EXPERIENCE

Include clinical experience in this section (see here and below)

HARVARD EMMETT ENVIRONMENTAL LAW AND POLICY CLINIC, Cambridge, MA 2010-2011

Composed litigation strategy memorandum for potential class action lawsuit. Presented strategy at Buffalo Environmental Law Journal symposium, spring 2011. Drafted litigation documents, including client and expert affidavits, reply brief to prosecuting counsel's opposition to motion to serve interrogatories, and motion for expedited hearing on preliminary injunction. Lead phone conferences with clients and opposing counsel.

PROFESSOR JODY FREEMAN, HARVARD LAW SCHOOL, Cambridge, MA 2010-2011

Identified, categorized, and summarized statutory provisions on interagency cooperation for memorandum to National Commission on the BP Deepwater Horizon Oil Spill and Offshore Drilling. Researched interagency MOUs and joint rulemaking for use in forthcoming administrative law articles.

HARVARD SUPREME COURT LITIGATION CLINIC, Washington, D.C. Winter 2011

Researched, co-authored, and revised amicus brief of legal scholars regarding absolute immunity on behalf of respondent in *Ashcroft v. Al-Kidd*. Observed arguments before Supreme Court and moot arguments.

MASSACHUSETTS ATTORNEY GENERAL'S OFFICE, Boston, MA Summer 2010

Environmental Protection Division

Drafted motions for summary judgment under state air and species protection acts and amended complaint under state hazardous release act. Crafted supporting documents including memoranda of law and expert affidavits. Conducted and summarized legal research on suite of state and federal environmental laws, and civil and administrative procedure.

PROFESSOR WENDY JACOBS, HARVARD LAW SCHOOL, Cambridge, MA Summer 2010

Reviewed administrative record relied on by Kansas Department of Health and Environment in determining whether to award coal factory permit. Synthesized and condensed record for distribution to first-year law students.

Specific, contextual details, like those used here and throughout, are essential to distinguishing your research and writing projects.

LAFAYETTE COLLEGE WRITING PROGRAM, Easton, PA 2006-2009

Edited student papers with focus on content, style, and construction. Facilitated series of planning and revision conferences with each of approximately 16 student writers in assigned class.

INTERESTS

Reading, community service, piano, classic Hollywood films. Studied volcanoes in Hawaii, Winter 2008.

Have a unique experience that doesn't fit elsewhere?
 You can use this section to add a few words about it.

MATTHEW MERIWEATHER

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EDUCATION**HARVARD LAW SCHOOL**

Candidate for J.D., May 2011

Activities: *Harvard Environmental Law Review*, Article Editor
No One Leaves Boston Foreclosure Task Force, Leadership Team
Harvard Mediation Program, Small Claims Court Mediator

FRANKLIN & MARSHALL COLLEGE, Lancaster, PA

B.A. *summa cum laude* in Government and Sociology, May 2005

Honors: Phi Beta Kappa
Truman Scholar Finalist, 2004
Rouse Scholar (full scholarship awarded for leadership and achievements)

Activities: Keep Lancaster Beautiful, Founding Board Member and Volunteer
Committee on Student Conduct, Chairperson

SYRACUSE UNIVERSITY, Strasbourg, France, 2004

Coursework in French language and European government.

← Study abroad experience can be a separate entry in your education section. Be sure to include a line explaining your program or coursework.

EXPERIENCE

Adding specific details, like these report topics, will strengthen your descriptions.

CONGRESSIONAL OVERSIGHT PANEL FOR TARP, Washington, D.C.

Summer 2009

Legal Intern

Analyzed programs, legislation, and statutes related to the federal government's financial crisis interventions. Wrote, researched, and edited portions of the following oversight reports: June report on bank stress tests, July special report on farm credit conditions, and August report on troubled assets. Attended Treasury Department briefings and assisted with congressional committee hearing testimony preparation.

FRANKLIN & MARSHALL COLLEGE, Lancaster, PA

2007-2008

Alumni Fellow, Alumni Programs Office

Designed and carried out special projects related to young alumni engagement. Developed a leadership program for college seniors. Assisted the office director with alumni events as needed.

LE BIHAN FAMILY, Paris, France

2006-2007

Part-time Household Worker, Private Residence

Cared for an eight-year-old French boy 4-5 days a week. Cooked, cleaned, and practiced English with the child and his older brother. Performed various other household errands.

F&M IN PARIS, Paris, France

2006

Program Assistant

Assisted in the creation of a new study abroad program in Paris. Participated in the teaching of French politics and cultural perception classes. Served as a residential mentor and student advisor.

CRAVATH, SWAINE & MOORE LLP, New York, NY

2005-2006

Corporate Legal Assistant, Banking Practice Area

Managed the administrative aspects of secured lending transactions including preparation of government filings, communication with opposing counsel, preparation of post-deal closing documentation and assisting lawyers during deal closing.

CROSS CULTURAL SOLUTIONS, Arusha, Tanzania

Winter 2005

Volunteer, WAMATA

Assisted Tanzanian AIDS awareness non-profit in establishing a budget and learning basic computer skills. Taught English to interested volunteer members of WAMATA.

LANGUAGE

Proficient in French

INTERESTS

Cooking, maps, rock concerts, bike riding, hiking, *A Prairie Home Companion*

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Cambridge, MA 02138
Cell: (617)-495-3108

EDUCATION**HARVARD LAW SCHOOL**, Cambridge, MA

Candidate for J.D., May 2012

Activities: *Harvard International Law Journal*, Features Editor
Ames Upper Level Moot Court Competition, Team Captain & Phase II Qualifier
Committee on Sports and Entertainment Law, Member/ Sports Symposium Committee

PENNSYLVANIA STATE UNIVERSITY, SCHREYER HONORS COLLEGE, University Park, PA

B.S. with highest distinction in Finance, May 2009

B.A. with high distinction in International Politics, May 2009

Honors: Minors in Spanish and History

Phi Beta Kappa

Activities: Smeal Undergraduate Case Competition Team
Golden Key International Honour Society, Treasurer and THON Chair
International Scholar Laureate Program, Summer 2007

Thesis: *Winner-Takes-All Prediction Markets v. Polls: A Case Study of the 2008 US Presidential Election*

UNIVERSITY OF S. MISSISSIPPI at KING'S COLLEGE LONDON, London, UK

British Studies Program in Journalism, Summer 2008

EXPERIENCE**UNITED STATES ATTORNEY'S OFFICE—DISTRICT OF MASSACHUSETTS**

Spring 2011

Clinical Intern, Major Crimes Unit

Drafted reply to Defense's motion to suppress evidence and to Defendant's motion for habeas review. Researched evidentiary rules for supervised release revocation hearings. Reviewed affidavits for search warrants. Participated in witness interviews. Viewed First Circuit oral arguments.

UNITED STATES NAVY JAG CORPS, Naples, Italy

Summer 2010

Intern, Region Legal Service Office, Europe, Africa, and Southwest Asia

Drafted motion in limine to pre-admit statements and a reply to Defense's motion to dismiss charges. Researched and wrote memoranda on topics including the military rape shield statute, the *Daubert* standard's applicability to actuarial risk assessment tools, and the circumstances that require rights warnings under U.C.M.J. Article 31(b). Prepared a complete case summary, including charges. Drafted questions for witness interviews. Evaluated forensic victim interviews and evidence in preparation for hearings. Studied the Manual for Courts-Martial. Edited letters requesting investigations for the Assistant Staff Judge Advocate. Completed a Military Protective Order for witnesses.

LAW & INTERNATIONAL DEVELOPMENT SOCIETY, Cambridge, MA

Spring 2010

Root Capital Project Team Member

Researched international arbitration bodies and agreements such as the New York Convention and the L'Organisation pour l'Harmonisation en Afrique du Droit des Affaires (OHADA) Convention. Wrote memoranda on arbitration practices in Namibia and Cameroon.

PENN STATE INT'L AFFAIRS & DEBATE ASSOC., University Park, PA

Fall 2006-Spring 2009

President/Head Delegate (2008-2009) and Secretary General (2007-2008)

Planned the inaugural intercollegiate model United Nations conference (PUNC) at Penn State. Oversaw the secretariat, worked to organize crisis scenarios, booked space, and advertised for participants. Prepared delegations of students to compete at international crisis simulations by teaching debate tactics and reviewing factual backgrounds. Awarded Best Delegate on the Israeli Cabinet at the 2009 McGill conference and an Honorable Mention on the Venetian Doge's Council at the 2008 UVA conference.

LANGUAGE

Spanish (proficient in reading and writing, conversational speaking)

Use clear terms when talking about your language skills.

PERSONAL

Enjoy experiencing different cultures and have traveled extensively throughout Europe over the last six years. Interests include college football, watching Jeopardy, and playing volleyball.

Relevant student activities can go in experience. Do not repeat them in "Activities" above. →

DANIELLE NAVA

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EDUCATION HARVARD LAW SCHOOL

J.D. Candidate, June 2011

Honors: Heyman Summer Fellowship Program
Human Rights Fellowship

Activities: *Harvard Human Rights Journal*
Professor Gabriella Blum, Research Assistant

UNIVERSITY OF WISCONSIN-MADISON

B.A. in Political Science, International Studies, and French, May 2007

Honors: B.A. with Comprehensive Honors, Graduated with Distinction
Phi Beta Kappa

Activities: *UW-Madison Journal of Politics*, Co-Founder and Co-Editor
Pi Sigma Alpha (National Political Science Honor Society), Board Member

INSTITUT D'ETUDES POLITIQUES AND FACULTE DE LETTRES, Aix, France

2005-2006

Studied International relations, European history, and French literature.

EXPERIENCE HARVARD LAW SCHOOL CLINICAL PROGRAMS, Boston, MA

2009-Present

Conducted fieldwork in Nepal and currently writing advocacy report with International Human Rights Clinic. Researched and wrote memoranda on international criminal law for various tribunals and analyzed war crimes legislation with War Crimes Prosecution Clinic. Interviewed clients, drafted affidavits, and attended immigration hearings with Immigration and Asylum Clinic.

U.S. STATE DEPT., OFFICE OF THE LEGAL ADVISER, Washington, D.C.

June-Aug. 2010

Worked in Office of Claims and Investment Disputes and Office of Human Rights and Refugees. Wrote U.S. response to Human Rights Council complaint, analyzed treaty provisions for compliance with U.S. law, and helped coordinate inter-agency review of treaty.

CENTER FOR JUSTICE & INTERNATIONAL LAW, Washington, D.C.

May-June 2010

Researched issues of crimes against humanity and procedural requirements for case before Inter-American Court of Human Rights. Crafted Petitioner's response to State's preliminary objections.

ASOCIACIÓN POR LOS DERECHOS CIVILES (ADC), Buenos Aires, Argentina

Summer 2009

Researched and wrote 30-page paper in Spanish on role of courts in promoting social and economic rights, particularly the right to education. The paper will be published by the ADC.

DIRECT COMMUNITY SERVICE, Mumbai, India and Cartago, Costa Rica

2007- 2008

Taught English and math to indigent children in Mumbai. Worked with individual students and led classes. Led daily activities and exercises at day center for indigent elderly in Cartago.

UNITED STATES MISSION TO UNESCO (STATE DEPT.), Paris, France

Summer 2007

Represented U.S. at UNESCO conferences and meetings. Drafted reporting cables to Washington regarding UNESCO meetings. Conducted research and wrote memoranda for attorney.

UNITED KINGDOM HOUSE OF COMMONS, London, U.K.

Summer 2005

Conducted research and wrote memoranda on forced marriage for Mike Hancock MP.

LANGUAGES Fluent in English and French. Proficient in Spanish. Basic level of Hindi.

Use clear terms to describe your language skills.

PERSONAL

Have traveled extensively and lived in Asia, Europe, and Latin America.
Interests include Wisconsin 4-H (Key Award recipient), ballet, reading, and baking.

If you've split your summer, it can be helpful to list months rather than the typical "Summer 2010."



RANDY HOLT

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EDUCATION

HARVARD LAW SCHOOL, J.D. Candidate, June 2008 Cambridge, MA

Activities: *Harvard Human Rights Journal*
 Harvard Tenant Advocacy Project, Student Advocate
 Jon Hanson, Professor of Law, Research Assistant
 Jeanne Charn, Director of Access to Civil Legal Services Project, Research Assistant
 Harvard Law School v. Yale Law School Public Interest Basketball Game, Director

Honors: Honorable Mention for Best Appellee Brief, 1st-Year Moot Court Competition, Section Two

Final Project: Combined Law and Public Policy Research Project on Affordable Housing Preservation

JOHN F. KENNEDY SCHOOL OF GOVERNMENT, M.P.P. Candidate, June 2008 Cambridge, MA

Coursework: Concentration in Housing, Urban Development, and Transportation
 Cross-Registered at Harvard Business School, Real Property

Activities: Real Estate Club, Member

STANFORD UNIVERSITY, B.S. in Symbolic Systems (Cognitive Science), April 2003 Stanford, CA

Activities: Amnesty International, President
 Night Outreach Homeless Community-Building Group, Member
Street Forum Newspaper on Homelessness and Poverty in San Francisco Bay Area, Editor
 La Clinica San Juan de Dios, Volunteer at Children's Hospital in Peru
 Sri Sathya Sai Institute of Higher Medicine, Researcher

Honors: Phi Beta Kappa, Junior Year Inductee
 Goodman Family Fellowship, Scholarship Recipient
 Symbolic Systems Graduate with Distinction

CLAREMONT HIGH SCHOOL, Diploma, June 1999 Claremont, CA

Activities: Amnesty International, President
 Claremont School Board of Education, Student Member
 Claremont Youth Partnership, Co-Chair

Honors: Ranked #1 in Class of over 500

EXPERIENCE

SMITH & SMITH, Boston, MA

Summer Associate — Affordable Housing & Real Estate Practice Groups Summer 2007
 Conducted legal research related to a proposed 730-unit affordable housing development in Kingston, Massachusetts, under the State's novel Smart Growth Overlay Zoning District Program. Assisted attorneys in the formation of a new limited liability company (LLC) for purposes of structuring a low-income housing tax credit deal to convert old mills in Fitchburg, Massachusetts, into affordable housing. Drafted loan opinion provided to a bank making a seven million dollar construction and permanent loan in a tax credit deal. Drafted letter to HUD in response to its claim that a client management company must comply with a federal regulatory agreement rather than a state regulatory agreement, despite a mortgage rider signed by HUD and the client stating the contrary.

NATIONAL LAW CENTER ON HOMELESSNESS AND POVERTY, Washington, DC

Summer Law Intern — Law & Policy Section July – August 2006
 Assisted attorneys working on *McWaters v. FEMA*, a class action lawsuit arising out of the mismanagement of federal housing programs following Hurricane Katrina. Conducted legal research on the reauthorization of the Violence Against Women Act, charter schools, and the constitutionality of a proposed homeless curfew in Jackson, Mississippi. Helped coordinate national low-income and homeless voter registration events.

UNITED STATES DEPARTMENT OF JUSTICE, Washington, DC

Summer Law Intern — Tax Division

May – July 2006

Drafted appellate briefs submitted to the Fourth and Sixth Circuit Courts of Appeal on issues involving the ineffective assistance of counsel, the preclusive effect of a civil suit on subsequent federal criminal prosecutions, and the admissibility of business records as a hearsay exception. Drafted legal memoranda on the federal insanity defense and the availability of criminal forfeiture procedures following the 2005 reauthorization of the USA PATRIOT Act.

GREATER BOSTON LEGAL SERVICES, Cambridge, MA

Equal Justice America Fellow – Housing Division

Summer 2005

Managed a caseload of fifteen clients with housing issues ranging from public and private evictions and Section 8 voucher terminations to general landlord/tenant disputes. Presented opening and closing statements, as well as direct and cross questioning at administrative hearings. Negotiated settlements with opposing counsel. Prepared pleadings and motions. Conducted intake interviews with potential clients. Translated for Spanish speaking clients.

TENANT ADVOCACY PROJECT, Cambridge, MA

Student Advocate

2005 - 2006

Represented low-income tenants in civil housing matters before the Boston housing authority. Conducted client interviews and housing law research. Advised tenants of legal rights under federal and state law.

JONES & JONES, Redding, CA

Legal Intern

2003 - 2004

Worked on multiple cases including *Reed v. Tenet Healthcare Corp.*, a massive coordinated action lawsuit following an FBI raid of Redding Medical Center to investigate allegations of unnecessary cardiology procedures. Duties included legal research, independently drafting legal settlement demands, and interviewing clients.

LA CLINICA SAN JUAN DE DIOS, Cuzco, Peru

Volunteer/Spanish Student

April – May 2002

Provided daily care to fifty developmentally and physically disabled Peruvian children at a youth hospital. Studied Spanish at a local Peruvian school and lived with a local Peruvian family.

UNITED STATES DEPARTMENT OF JUSTICE, Washington, DC

Goodman Fellow – Office of Legal Policy

Summer 2001

Compiled data on racial profiling, conducted research for the speechwriter of the U.S. Attorney General, and designed, implemented, and managed the official website of the Office of Legal Policy.

SRI SATHYA SAI INSTITUTE OF HIGHER MEDICINE, Puttaparthi, India

Researcher

July 2000

Awarded grant by Stanford University to study a unique hospital in India that provides advanced medical services to low-income individuals free of charge. Designed an original research proposal, traveled to India, and conducted extensive research by interviewing top officials and physicians, on-site inspections, and mass data collection.

PERSONAL

Big Brothers Big Sisters of America, Classical/Jazz Piano, Intramural Basketball and Volleyball, L.A. Lakers Fan.

CHRISTINE S. LIGHT

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EDUCATION

HARVARD LAW SCHOOL, J.D. candidate, expected May 2011

Journal: *Civil Rights-Civil Liberties Law Review*, Executive Editor for Special Projects

Activities: Food Law Society, Outreach Chair

Environmental Law Society, Activities Chair

Asian Pacific American Law Student Association, Conference Co-Chair

Child and Youth Advocates, Executive Board

Harvard Law Students for Reproductive Justice, Campus Issues Chair; 3L Representative

Employment: Harvard Law School Housing, Resident Assistant

Graduate Green Living Program, Green Living Representative

If you have a lot of on-campus experience and not a lot of space, titles like the ones used here can help break up and distinguish your involvements.

UNIVERSITY OF OREGON, B.A., *summa cum laude*, Philosophy, French, and Political Science, June 2007

Honors: Phi Beta Kappa Oregon Six (awarded to the six most outstanding members-elect)

Departmental honors in Philosophy and French

Thesis: "A Philosophical Exploration of Friendship Across Difference"

Activities: Feminist Philosophy Club, coordinator

Cascades Raptor Center, animal care volunteer

Women and Gender Studies 101, Discussion Section Facilitator

Study Abroad: Université Lyon 2 and the Institut d'Études Politiques, Lyon, France, 2005-2006

EXPERIENCE

HARVARD MEDIATION PROGRAM, Harvard Law School

Spring 2008-present

Mediate cases in small claims court, tenant-to-tenant disputes in local housing authorities, and cases referred from juvenile court. Teach training modules and assist with selection and recruitment of new members.

FAMILY LAW CLINICAL, Legal Services Center of Harvard Law School

2009-10, 2010-11

Provide direct services, including abuse prevention orders and divorce and custody cases, to clients who have experienced domestic violence. Conduct research, represent clients in court, and assist with trial preparation.

NEW YORK LAWYERS FOR THE PUBLIC INTEREST, New York, New York

Summer 2010

Conducted legal research, writing, and innovative advocacy in civil rights law with practice areas of health justice, disability law, and environmental justice using a community lawyering model. Focused on special education through direct client services, mediation, and outreach.

ADVOCACY, INC., Austin, Texas

Summer 2009

Conducted legal research and assisted attorneys with discovery. Prepared and settled a Medicaid fair hearing case. Drafted complaint for a federal lawsuit. Conducted policy research and wrote materials for resulting campaigns.

IMPACT NORTHWEST, Portland, Oregon

2007-2008

AmeriCorps Community Engagement Specialist at Schools Uniting Neighborhoods program, Clark Elementary School. Taught extended-day classes; tutored and mentored students. Organized school events, managed volunteers, increased parental involvement, and developed community partnerships.

AUTISTIC CHILDREN'S ACTIVITY PROGRAM, Portland, Oregon

Summers 2001-2007

Lead classroom aide. Accompanied one to two students with autism on daily community field trips. Assisted with personal needs as well as academic and social development.

Note that formal job titles are not listed above, but the descriptions make each position very clear. This is a great way to save space on your resume.

IRIS ROBINSON

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1234 Main Street
Birmingham, AL 35223

EDUCATION**HARVARD LAW SCHOOL**, J.D. candidate, June 2007

- Honors: Best Brief Award in First Year Moot Court Competition
Equal Justice America Fellowship, 2005 and 2006
Featured in *Harvard Law Bulletin* for clinical work in Child Advocacy Program
Panelist on Careers in Public Interest Law Panel for Leadership in Law Conference, Oct. 2006
- Activities: Child and Youth Advocates, Co-President
Cambridge School Volunteers

DUKE UNIVERSITY, B.A. in Psychology, May 2003

- Honors: *summa cum laude* (Ranked 1 out of 1490, GPA 4.0+)
Phi Beta Kappa
National Collegiate Scholars, Merit Award Winner
Golden Key International Honor Society
Chief Student Marshal (to facilitate 2002 commencement exercises)
- Activities: Duke in Florence
FOCUS Program: Forging Social Ideals
Tutor and Volunteer at George Watts Elementary School
Toys and Tales
Tour Guide

EXPERIENCE**TRAUMA AND LEARNING POLICY INITIATIVE**, Jamaica Plain, MA

2006-2007

Promote educational rights of children traumatized by family violence through direct representation and systemic projects. Work with children and youth whose emotional, social, behavioral, and psychological problems impede their ability to succeed in school. Represent parents in team meetings and appeals to Bureau of Special Education Appeals to ensure that children receive services guaranteed by law. Will train juvenile court judges and surrogate parents on special education law and representing children in foster care.

THE DOOR, New York, NY

Summer 2006

Advised and represented youth with foster care, education, housing, employment, public benefits, and immigration problems. Helped youth obtain housing and food; find employment; attend school or receive academic support; get financial aid for college; enter foster care; and acquire green cards. Helped to organize and lead Foster Youth Peer Education Project, program to train youth to conduct legal rights workshops about at foster care agencies around city.

CHILD ADVOCACY PROGRAM (CAP), Cambridge, MA

2005-2006

Studied how policies and programs targeting abuse and neglect, foster care, adoption, education, and juvenile delinquency affect youth, including intensive review of scholarly literature. Participated in workshop where leading researchers, advocates, and policymakers discussed issues affecting children and potential means of reform. Worked on Committee on Expediting Dependency and Termination Appeals (see below) through CAP Clinical Workshop.

COMMITTEE ON EXPEDITING DEPENDENCY/TERMINATION APPEALS, Seattle, WA

Win./Spr. 2006

Worked in Seattle with Washington Court of Appeals Commissioner during Winter Term and continued placement from Harvard in Spring. Interviewed stakeholders statewide to reveal sources of delay in dependency and termination appeals and ways to address these problems. Researched practices in other states. Presented findings to Committee for use in designing new court rule and other reforms to accelerate permanency for children in foster care.

CHILD AND YOUTH ADVOCATES, Cambridge, MA

2005-Present

Co-president. Organize community service projects, on-campus events, and community-building activities. Tutor students struggling with state standardized test at Academic Support Center. Work with CAP faculty and administrative directors to plan activities, such as film events.

NATIONAL CENTER FOR YOUTH LAW, Oakland, CA Summer 2005
Published article about sibling separation in the child welfare system. Wrote memorandum on standard for terminating consent decrees. Investigated effect of impact litigation on child welfare workforce by finding and analyzing provisions in consent decrees and by interviewing stakeholders in these jurisdictions.

NATIONAL COMMITTEE FOR RESPONSIVE PHILANTHROPY, Washington, D.C. Fall 2003
Researched and reported on patterns in foundation giving to ensure that funding goes to those with the greatest need. Contributed to report for progressive foundations analyzing how conservative foundations helped to instigate and drive the conservative movement.

VOICES FOR AMERICA'S CHILDREN, Washington, D.C. Summer 2002
Wrote new version of the Child Advocacy Primer, providing information and strategies for child advocates. Published article on an organization's effort to pass legislation creating an oversight commission for the foster care system in New York. Researched and reported on other current issues affecting children for nationwide publications. Attended and reported on congressional briefings and other meetings.

BALCH & BINGHAM, LLP, Birmingham, AL Summer 2001
Assisted attorneys with research for cases. Attended and summarized depositions. Performed secretarial tasks (e.g., typing, filing, xeroxing, faxing).

UNIVERSITY OF ALABAMA AT BIRMINGHAM (UAB) HOSPITAL, Birmingham, AL Summer 2000
Assisted research on Growth Hormone by reviewing scholarly articles and performing laboratory procedures. Assisted at clinic serving individuals with hormonal disorders.

GEORGE WATTS ELEMENTARY SCHOOL, Durham, NC 2000-2003
Tutored elementary school students struggling with math and reading. Volunteered in after-school program, helping children to participate in a variety of activities.

TOYS AND TALES, Durham, NC Fall 1999
Collected books and toys for students in inner-city school for holidays. Planned ceremony to present gifts to students.

BETTER BASICS, Birmingham, AL Summers 1996-1998
Tutored inner-city students. Helped organize and direct summer camp for inner-city children. Prepared educational materials at organization's headquarters.

CAMP SMILE-A-MILE, Birmingham, AL Summer 1998
Counselor at overnight camp for children with cancer.

PUBLICATIONS *Providing for the Best Interests of the Child?: The Adoption and Safe Families Act of 1997*, 12 APPLIED DEVELOPMENTAL PSYCHOLOGY 523 (2004).

Keeping Siblings Together: Past, Present, and Future, YOUTH LAW NEWS, Oct.-Dec. 2005.

Giving a Voice to the Voiceless: Child Advocates Create a State Commission on the Quality of Foster Care, CHILD ADVOCATES MAKING A DIFFERENCE, July 2002.

Harry Spence and the Massachusetts Department of Social Services, Harvard University John F. Kennedy School of Government, Case Studies in Public Policy and Management (to be published).

Contributed portions of NAT'L COMMITTEE FOR RESPONSIVE PHILANTHROPY, AXIS OF IDEOLOGY: CONSERVATIVE FOUNDATIONS AND PUBLIC POLICY (2004).

LANGUAGE Some knowledge of Spanish.

THOMAS WATSON

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EDUCATION

HARVARD LAW SCHOOL, Candidate for Juris Doctor, 2010

Activities: Research Assistant, Professor Howell Jackson
Research Assistant, Committee on Capital Markets Regulation



If you're in a joint degree program,
list each school separately.

JOHN F. KENNEDY SCHOOL OF GOVERNMENT

Candidate for Master in Public Policy, Emphasis in Business and Government Policy, 2010
Earned full-tuition Presidential Scholarship for exceptional commitment to public service



UNIVERSITY OF MICHIGAN, Stephen M. Ross School of Business

Bachelor of Business Administration, Emphasis in Corporate Social Responsibility, May 2005
Honors: 2004-2005 Frank and Harriet Turner Scholar for outstanding academic achievement
Publication: Co-author, "Promises and Perils at the Bottom of the Pyramid" (2005)

EXPERIENCE

U.S. SECURITIES AND EXCHANGE COMMISSION, Washington, DC

Summer 2009

Summer Honors Program, Division of Trading & Markets

Reviewed seven self-regulatory organization (SRO) proposed rule changes, assessing compliance with federal securities laws and internal consistency with existing SRO rules. Prepared notices of proposed rule changes for publication in the Federal Register. Wrote memorandum analyzing legislative history of automated quotation system for penny stocks mandated by Section 17B of the Securities Exchange Act of 1934. Researched and summarized 25 years of SEC enforcement actions brought under Securities Exchange Act of 1934 provision as part of potential revised rulemaking.

PARTNER & PARTNER LLP, Washington, DC

Summer 2008

Prepared client development memorandum on foreign investment bank for legislative practice group detailing bank's potential public policy interests in 111th Congress. Managed pro bono client's successful request for reconsideration of Social Security disability benefits. Gathered and analyzed medical records, met with doctors, drafted affidavits, and wrote letter brief on client's behalf.

U.S. SENATE PERMANENT SUBCOMMITTEE ON INVESTIGATIONS, Washington, DC

Summer 2007

Analyzed 10,000 wire transfers and bank statements produced in response to subpoenas regarding potential violations of the Foreign Corrupt Practices Act. Wrote memoranda detailing findings and recommending follow-up questions for entities under investigation. Reviewed 25,000 instant messages as part of investigation into oversight of U.S. natural gas markets. Identified messages indicating energy traders exploited regulatory loopholes, including 30 messages selected for publication in subcommittee report.

CITY YEAR, Washington, DC

2005 – 2006

AmeriCorps Member

Volunteered 10 months of full-time community service as a member of HIV/AIDS Outreach Prevention Education (HOPE) Team. Taught HIV awareness to 450 Southeast DC high school students using 8-week, CDC-approved curriculum, increasing students' peer pressure resistance by 90 percent.

PERSONAL

Policy director for ServiceNation campaign. Weekly academic support tutor at Cambridge Rindge and Latin School. Avid Big Ten football and Cincinnati Reds baseball fan.

Carlos Reyes Garcia

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EDUCATION

HARVARD LAW SCHOOL, Cambridge, MA, USA

LL.M. Candidate, expected May 2011

Courses: Taxation, Business Taxation, International Aspects of US Taxation, Taxation: Foreign Investment by US Companies (reading group), Comparative Tax and Policy, Local Government Law, and Public Finance (Kennedy School of Government).

COLUMBIA LAW SCHOOL & UNIVERSITY, New York, NY, USA

English for Professional Purposes: Law, Summer 2010

UNIVERSIDAD PANAMERICANA, Mexico City, Mexico

Graduate Program in Tax Law, November 2009

Courses: Introduction to Tax Law, Corporate Income Tax, Personal Income Tax, Value Added Tax, State of Mexico and Mexico City Taxation, Tax Procedure Law, Administrative Procedure, Tax Constitutional Procedure, Basic Accounting & Tax Law Seminar.

OECD (ORGANIZATION FOR THE ECONOMIC CO-OPERATION AND DEVELOPMENT)

Tax Treaties: Special Issues Diploma, Tax Policy Diploma & Non-residents Diploma, One week intensive training programs between 2009-2010

FACULTAD LIBRE DE DERECHO DE MONTERREY, Monterrey, Mexico

Bachelor of Law, May 2008

Courses: Tax Law I & II, Administrative Law I & II, Tax and Administrative Seminars, Tax and Administrative Procedure, Economics I & II, Commerce Law, International Law, Constitutional Procedure, among others.

GEORGETOWN UNIVERSITY, Washington, D.C., USA

Courses: U.S. Political System & International Relations, Summer 2007

M.L.S. INTERNATIONAL COLLEGE, Bournemouth, United Kingdom

Business & English Studies Certificate, September 2003

Marketing, Advertising, Public Relations & English Studies Certificate, December 2003

Courses: International Trade, Management, Human Resources Management, Public Relations, Marketing and Advertising, among others.

EXPERIENCE

TAX TREATIES DIVISION, MINISTRY OF FINANCE AND PUBLIC CREDIT, Mexico City, Mexico

Under-Director of Tax Treaties Negotiations, November 2008-May 2010

I was part of the negotiation team in the Double Taxation Agreements with Bahrain and Panama. I was in charge of the Tax Information Exchange Agreements with Bahamas, Monaco, Lichtenstein and Turks and Caicos Islands and part of the negotiations team in the TIEA with Guernsey. Beside Tax Treaties' related work, I also made comparative tax research used in the Ministry's tax reform proposals, helped the SAT (IRS) to modify Form 36 (for demonstrating tax residence in Mexico) for non treaty purposes, among other things.

CEMEX MEXICO, LAW DEPARTMENT, Monterrey, Mexico

Intern, September 2007-October 2008

My primarily work was administrative law litigation regarding transportation and water, though I also worked in some tax related issues. Since federal transportation legislation is very vague, I came up with theories that helped us win some cases. I also participated actively in different projects regarding Public-Private partnerships, analyzed congressional bills related to the company and made some English-Spanish translations.

BAILEY LAW GROUP (today Bailey/Gary), Washington, D.C. USA

Intern, Summer 2007

I drafted memos regarding specific legal issues, most of them related to environmental law. I also researched about Mexican law related to airport commercial spaces since some clients were interested in making an investment of such character in Mexico.

MEXICAN FEDERAL TAX AND ADMINISTRATIVE TRIBUNAL, First Northeast Jurisdiction; Monterrey, Mexico

Intern, May 2006-May 2007

I drafted and revised several rulings, summons and projects for the judges. Part of my work was also to research about several duty and tax topics that were later used in the rulings.

JUHO KALEVA
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kaleva@gmail.com

EDUCATION

HARVARD LAW SCHOOL, Master of Laws, June 2007

Concentration: International Law, Corporate Law

Honors: Landon H. Gammon Fellowship for top LL.M. Candidates

Fulbright Scholarship

UNIVERSITY OF HELSINKI, Finland, Master of Laws Degree, October 2004

Concentration: International Law

Honors: Faculty prize for excellence

Sasakawa Young Leaders Fellowship Fund Grant

UNIVERSITY OF ABERDEEN, U.K., Erasmus Exchange Studies in Law, August 2001 – June 2002

PEKING UNIVERSITY, Beijing, P.R.C., Chinese Language & Research, April 2003–October 2003

EXPERIENCE

HUMAN RIGHTS INSTITUTE, UNIVERSITY OF HELSINKI, Finland

2003 –2006

Published research report on transportation of nuclear waste. Lectured on human rights in development at the Finnish Foreign Ministry. Researched the right to development in international law. Presented paper at 2006 Annual Conference on Human Rights.

EMBASSY OF FINLAND, Beijing, China

April 2003 – October 2003

Counseled Finnish businesses on China-related disputes. Interviewed American and European law firms for Embassy recommendations. Represented the Embassy in diplomatic events and seminars. Liaison to Finnish graduate students studying in China.

MORRIS & SNELLMAN, LTD., Finland

August 1999 – January 2001

Advised clients on wide range of commercial matters. Drafted contracts and articles of incorporation. Worked on commercial litigation. Researched trade law. Prepared documents for various international trade negotiations.

LANGUAGES

Finnish (native), English (fluent), Swedish (proficient), Chinese (conversant), German (reading knowledge), French (working knowledge)

PUBLICATIONS

Transportation of Nuclear Waste under International Law, 22 AJIL 304 (2006)

The Right to Development, 26 International Journal of Refugee Law 160 (2003)

INTERESTS AND ACTIVITIES

Mountain biking, editor of the Finnish Yearbook of International Law and opera

AIMEE H. DUBOIS

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sample LL.M. resume

EDUCATION HARVARD LAW SCHOOL, Candidate for LL.M., June 2007

Honors: *Harvard Club of France Scholarship*

Activities: Human Rights Program – Clinical Advocacy Project; International Law Society; European Law Association

Concentration: Public International Law, International Security Law & Policy, and Human Rights

UNIVERSITY PARIS, ON-SORBONNE, Candidate for Ph.D. in Law, 2007

Honors: Lavoisier Scholarship, French Ministry of Foreign Affairs, 2003-2004

Activities: London School of Economics and Political Science, Visiting Researcher, Winter 2004
Brown University-University of Paris Exchange Program Award, Spring 2004

Dissertation: *International Law and Sexual Violence*

UNIVERSITY OF STRASBOURG III, France, DEA / LL.M., October 2001

Concentration: Private and Public International Law

Dissertation: *International Protection of Human Rights and Rape*

UNIVERSITY OF PARIS, ON-SORBONNE, DEUG - Licence – Maîtrise (J.D.), 1999

Concentration: Private Law with specialization in Judicial Carriers

EXPERIENCE UNITED NATIONS, OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS, Activities and Programmes Branch, Geneva, Switzerland

Consultant

Fall & Winter 2002

Researched and drafted country analyses for the 2003 U.N. Special Rapporteur on Violence against Women's Permanent Mission of France to the United Nations, follow-up report to the Commission on Human Rights. Assisted in the follow up research on all fact-finding missions since 1994. Prepared allegation letters and urgent appeals. Compiled annual communications report.

Intern

Spring 2002

Drafted report of the U.N. Special Rapporteur on Violence against Women Special on "Race, Gender and Violence Against Women" (World Conference Against Racism, Durban, South Africa, 2001). Prepared letters of allegation and urgent appeals. Followed the U.N. Commission on Human Rights with the Special Rapporteur and provided summaries of the debates surrounding item 12 on the human rights of women.

INTERNATIONAL CRIMINAL TRIBUNAL FOR THE FORMER YUGOSLAVIA

Court and Management Support Services Section, Registry, The Hague, Netherlands

Spring 2003

Provided legal advice to the Registrar on the interpretation and application of legal instruments. Performed legal research and authored report on testimonies related to crimes of sexual violence. Prepared a General Presentation of the International Criminal Tribunal for the Former Yugoslavia to the Registry

UNITED NATIONS HEADQUARTERS, HIGH COMMISSIONER FOR HUMAN RIGHTS

New York, NY

Winter 2002

Reported on debates at the Security Council as well as on interdepartmental and inter-agency meetings or consultations. Conducted in-depth research and prepared country files on a variety of human rights issues. Screened alleged human rights violations for transmission to the various human rights procedures of the Commission on Human Rights. Assisted in the organization of several events.

FRENCH MINISTRY OF FOREIGN AFFAIRS, PERMANENT MISSION OF FRANCE TO THE U.N.

Geneva, Switzerland

Fall & Winter 2001

Wrote report on "The Reform of the Treaty Bodies System" to the Ministry of Foreign Affairs and drafted the paper-position of the European Union on this issue. Reported to the Ministry of Foreign Affairs on meetings related to human rights issues in the U.N. Attended and drafted reports on negotiations and informal discussions along with the delegations of the European Union members on critical human rights issues.

LANGUAGES French (native speaker); English (Fluent); Chinese (Intermediate); Italian (Reading knowledge)

PERSONAL Flute at professional level. Interests include cooking and history (Chinese and African civilizations)..

MADELINE NEWMAN
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mnewman@gmail.com

EDUCATION

HARVARD LAW SCHOOL, J.D., June 2008

Harvard Mediation Program, *President, Training Director*

Negotiation Workshop, *Head Teaching Assistant*

Irving R. Kaufman Fellow (awarded for demonstrated potential for outstanding career in public service)

CORNELL UNIVERSITY, B.A in History, with distinction, May 2001

EXPERIENCE

NEIGHBORHOOD LEGAL SERVICES OF ATLANTA, Atlanta, Georgia, Sept. 2009-present
Kaufman Fellow (2009-10), Staff Attorney (2010-present)

- Play integral role in major environmental justice case representing a predominantly low-income, African-American community organization opposing the placement of a sewage treatment plant: developing case strategy, speaking at community meetings, researching legal issues, and investigating mitigation options.
- Research and draft memoranda and pleadings for civil and environmental litigation.
- Manage client relationships, including explaining legal rights and identifying goals.
- Coordinate wills clinic, including training and supervising eight law students.
- Draft LLC operating agreements, deeds, wills, and contracts.

PROGRAM ON NEGOTIATION AT HARVARD LAW SCHOOL, Cambridge, Massachusetts
Lecturer Sept. 2008-June 2009
Designed and taught interactive negotiation class of 40 students.

HELLER & MYERS, LLP, San Francisco, California
Summer Associate Summer 2007
Drafted memoranda regarding white-collar crime, securities fraud, and attorney-client privilege.
Drafted habeas corpus petition on behalf of California inmate.

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES, Kakuma, Kenya
Protection Intern Summer 2006
Interviewed refugees at risk of violence, rape, or child abduction within refugee camp; assessed credibility of claims and recommended solutions.

PEACE CORPS, Tanzania
Health Extensionist 2003-2005
Designed successful grant proposals for health education and infrastructure development.
Trained health workers in interactive teaching methods, project design, and grant-writing.

Admitted to Bar of Massachusetts and of Georgia

AMITA AGUDA

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EDUCATION

UNIVERSITY OF LONDON, SCHOOL OF ORIENTAL AND AFRICAN STUDIES,

LLM in Human Rights, Conflict and Justice, June 2011

Honors: *With Merit*, Harvard Knox Traveling Fellow, Rotary Ambassadorial Scholar

Activities: Contributor to the *SOAS Rag*, *London Student*, and *Spoonfed London*,

London District 1130 & Illinois District 7770 Rotary Club speaker

Thesis: "Access to Justice for Victims of Sexual Violence in West Africa"

HARVARD LAW SCHOOL, J.D., *cum laude*, June 2010

Honors: International Achievement Summit Delegate (South Africa, July 2009),

Heyman Summer Fellow, Marshall Finalist

Coursework: International Human Rights, International Trade Law, Doctrine & Practice of the
Inter-American Court of Human Rights (Costa Rica, Jan 2010)

Activities: *Human Rights Journal*, Case Note Editor

Black Law Students Association Africa Summit Delegate (Kenya, March 2009),

Harvard African Law Association (HALA)

UNIVERSITY OF ILLINOIS, B.A. in Political Science, Spanish Minor, *summa cum laude*, May 2007

Honors: 4.0 Medalist, Phi Beta Kappa, National Achievement Scholar, President's International
Travel Fellow (Univ. de Alcalá de Henares, Spain), Furman Honor List (Top 25 seniors)

EXPERIENCE

AMNESTY INTERNATIONAL SECRETARIAT, Sierra Leone, Ghana & Nigeria

Harvard Satter Fellow & ASIL Helton Fellow, International Justice Project (IJP) August 2011-present

Authoring legal reports on the framework for trying international crimes in three West African countries; outlining domestic justice systems and procedures for extradition and mutual legal assistance. Organizing grassroots advocacy for necessary reforms of law and local practice. Preparing comparative analysis of regional obstacles to prosecution for use by IJP legal advisers.

FREELANCE RESEARCH & PROGRAMMING ASSISTANCE, London, UK & Chicago, IL

Representative projects: September 2010 – July 2011

- Assisted award-winning photojournalist based in the Middle East with writing for a women's empowerment media campaign, lecture series, and conference grant proposal.
- Researched literature and organized thematic syllabus for Dean Akin Akinyemi's Human Rights in the Developing World course at the School of Oriental and African Studies.
- Drafted concept papers and researched potential partners for the AIRE (Advice on Individual Rights in Europe) Centre's judicial capacity building program in Serbia and Montenegro; assisted in drafting successful proposal for full partnership for AIRE Centre and the UK Foreign and Commonwealth Office.

AMNESTY INTERNATIONAL SECRETARIAT, London, UK

Research and Campaign Assistant, Africa Programme

June 2010 – September 2010

Assisted country specialists on Sudan, East Africa, and the Horn with media monitoring, public statements, report entries and online actions, mission planning, formatting and distributing publications, and communicating with human rights victims, colleagues, and partners abroad; supervised volunteer work on Sudan and Somalia. Drafted a comprehensive briefing on pre-electoral human rights concerns and an in-depth research and campaigning proposal for Sierra Leone.

HARVARD INTERNATIONAL HUMAN RIGHTS CLINIC (IHRC), Cambridge, MA

Student Researcher

February 2009 – June 2010

Co-authored *Digging in the Dirt: Child Miners in the Diamond Mining Industry*, an advocacy report published in 2010 by the IHRC; drafted press release and publicized the report among government ministers, child protection organizations, and media (radio, television, and print) in Freetown. Researched violations of sexual and reproductive health rights in Namibia. Conducted comparative international legal research for the Extraordinary Chambers in the Courts of Cambodia (Cambodia Tribunal) investigating judges.

U.S. DEPARTMENT OF JUSTICE (DOJ), CIVIL RIGHTS DIVISION, Washington, DC

Housing and Civil Enforcement Section, Summer Law Intern Program Clerk

July 2009 – August 2009

Drafted interrogatories and conducted legal and factual research for trial attorneys enforcing U.S. fair housing and lending laws. Contributed research to a case of discriminatory mortgage lending practices in Little Rock, Arkansas, which yielded a substantial settlement for monetary and injunctive relief.

WINSTON & ELLIS, LLP, Chicago, IL

Summer Associate

May 2009 – July 2009

Conducted initial legal research and writing on pro bono asylum brief in a case for which the Homeland Security Department granted asylum.

UNITED NATIONS COMMITTEE AGAINST TORTURE (CAT), Geneva, Switzerland

Intern to the Chairman for the semi-annual CAT sessions

May 2008

Monitored hearings, reviewed country and shadow reports on State Parties' compliance with the Convention Against Torture; drafted questions, concluding observations, and recommendations for the CAT Chairman.

SAN FRANCISCO VOLUNTEER LAWYER PROGRAM (SFVLP), San Francisco, CA

Family Justice Center Extern

January 2008

Assisted staff attorneys at collaborative domestic violence center and affiliated legal clinic with case maintenance, client correspondence, and filing of temporary restraining orders.

INTERNATIONAL JUSTICE MISSION, Washington, DC

Government Relations Intern

June 2008 – August 2008

Drafted policy memorandum analyzing relevant provisions of U.S. federal anti-trafficking law and proposed legislative changes. Composed legal memorandum for use in overseas field offices examining challenges to the PROTECT Act, a piece of federal sex tourism legislation with extraterritorial reach. Supervised a team of eight other interns on an ongoing project outlining factors contributing to modern day slavery to be used in advocacy campaigns.

LICENSURES & AFFILIATIONS

Licensed to Practice Law in Illinois

American Bar Association–Section of International Law, Africa & International Human Rights Committees

American Society of International Law (ASIL)

JODI A. SPIEGEL

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New York, NY 02201
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EXPERIENCE	SMITH AND HERRINGTON , New York, NY	2000–Present
	<i>Associate, Litigation Department</i> Represent clients in various stages of civil litigation. Draft briefs, complaints, pretrial motions, memoranda and discovery requests and responses. Second-chaired white collar crime trial involving an alleged money laundering scandal. Team member on class action lawsuit brought on behalf of homeless persons in the city of New York. Serve on <i>pro bono</i> committee.	
	SUPREME JUDICIAL COURT , Boston, MA	1999–2000
	Law clerk to Justice Arthur D. Stewart. Assisted Justice Stewart in all aspects of appellate practice, including preparing pre-argument memoranda, attending oral arguments, reviewing trial records and researching, editing and evaluating the legal analyses in drafts of written opinions.	
	NOW LEGAL DEFENSE AND EDUCATION FUND , Washington, D.C.	Summer 1998
	Assisted in pending federal district court litigation over the creation of an all male public education school in Michigan. Researched applicable state and federal law, drafted pretrial argument memoranda and filed a discovery motion with the District Court. Drafted portions of an <i>amicus</i> brief for Supreme Court case involving state infringement of abortion rights.	
EDUCATION	CRABTREE, DEWEY AND DUNN , Palo Alto, CA	Summer 1997
	Summer associate in twenty-person firm specializing in venture capital work.	
	JAMAICA PLAIN LEGAL SERVICES , Jamaica Plain, MA	1997–1998
	Worked on appeals of landlord-tenant cases to the Massachusetts Supreme Judicial Court and assisted in representing indigent clients in housing matters before the Rent Control Board. Appealed welfare benefit terminations.	
BAR	WORLD WILDLIFE FEDERATION , Kenya	Summer 1996
	Helped establish joint U.S.-Kenya venture with private industry to fund wildlife preservation.	
	HARVARD LAW SCHOOL , J.D., June 1999	
	Honors: <i>cum laude</i> Activities: “Women and the Law,” Undergraduate Teaching Fellow <i>Harvard Women’s Law Journal</i> , Articles Editor Alliance for Public Interest Alternatives	
PUBLICATION	DUKE UNIVERSITY , M.A. in Public Policy, June 1996	
	UNIVERSITY OF MICHIGAN , B.A. in Women’s Studies, June 1994	
	Honors: <i>cum laude</i> Activities: Outward Bound, Team Leader Edward Brooks Homeless Project	
	Note, “Women’s Legal Rights in the Workplace,” 12 <i>Harvard Women’s Law Journal</i> 351 (1998).	
PUBLICATION	Admitted to New York Bar in 1999. Member of American Bar Association Committee on Affordable Housing and Homelessness and New York Bar Association <i>Pro Bono</i> Task Force.	

NATALIE L. BRENNAN

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Washington, DC 20009
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EXPERIENCE

THE CONSERVATION ALLIANCE, Washington, DC 2009 - present

Manager, Carbon Project

Plan and implement carbon sequestration projects, including drafting applications to meet carbon standards, verifying planting projects, drafting contracts with corporate partners and carbon auditors, conducting carbon standards audits, and monitoring United States carbon policy.

CRANSTON SHAW LLP, Washington, DC 2008- 2009

Litigation and Regulatory Associate

Prepared witness kits and assisted with witness interviews in criminal investigation of pharmaceutical industry client. Drafted memoranda on a variety of health care regulatory issues. Performed legal research on issues under the Administrative Procedure Act. Conducted document review in internal investigation of alleged fraud by employees of financial services company.

U.S. DISTRICT COURT, EASTERN DISTRICT OF NEW YORK, Chicago, IL 2007-2008

Law Clerk to the Honorable James G. Tabor

Conducted research and drafted opinions on wide range of issues, including employment discrimination under Title VII and Section 1981, jurisdiction under the Federal Tort Claims Act, patent and trademark issues under relevant federal statutes, preemption under the Railway Labor Act, and various matters under the Federal Rules of Civil Procedure.

JOHNSON, KENNEDY AND THIEBAULT LLP, Chicago, IL 2005-2007

Litigation Associate, also Summer Associate, Summer 2004

Drafted interrogatories, subpoenas, document requests and motions to compel, conducted client interviews, and prepared for depositions in intellectual property litigation. Researched issues under the Americans with Disabilities Act, prepared deposition outlines, took third party depositions, conferred with experts and collaborated with five non-profit organizations on pro bono matter advocating for the rights of mentally ill individuals.

OFFICE OF THE ATTORNEY GENERAL, Anchorage, AK Summer 2003

Legal Intern, Environmental Division

Prepared memorandum on recovery status of injured resources for Exxon Valdez Oil Spill Trustee Council. Synthesized legal and biological research and witness interviews to develop legal and policy framework to guide Council decisions. Drafted proposal for new legislation to address Alaska's invasive species problem.

EDUCATION

HARVARD LAW SCHOOL, J.D., June 2005

Activities: *Harvard Environmental Law Review*, Senior Editor

Harvard Public Interest Auction, Student Committee Chair

Publication: Comment, *Massachusetts Department of Environmental Protection v. EPA*,
28 Harvard Environmental Law Review 599 (2005)

UNIVERSITY OF PENNSYLVANIA, B.S. in Biology & Society, with Distinction, May 2002

Awards: Award for Outstanding Senior in the College of Human Ecology
Human Ecology Dean's Scholar

ERIC HOWARD MARKS

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Columbus, OH 43085
erichmarks@gmail.com
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EXPERIENCE

OHIO STATE UNIVERSITY MORITZ COLLEGE OF LAW 2007 – Present

Adjunct Professor. Teach professional skills course to second and third-year law students with a view to developing appellate practice skills, including formulation of strategies on appeal, use of the appellate record, brief writing, and oral advocacy.

REED & WELLSTONE LLP, Columbus, Ohio, 2005-Present
Litigation Associate. & 2002-2003

Practice includes all aspects of civil litigation, both state and federal, at the trial and appellate levels, with particular focus on complex toxic tort litigation.

Representative experience includes:

- *CACI Int'l Inc. et al. v. St. Paul Fire and Marine Ins. Co.* (U.S. District Court for the Eastern District of Virginia and the U.S. Court of Appeals for the Fourth Circuit): Successfully defended insurer in coverage litigation claiming breach of duty to defend insured against multiple lawsuits alleging that employees of insured tortured and killed detainees at the Abu Ghraib prison in Iraq. Authored summary judgment brief which resulted in dismissal of all claims against insurer. Authored successful appellate brief affirming summary judgment for insurer by published opinion.
- *Su Zan Park v. Countrywide Home Loans, Inc. et al.* (Circuit Court of Fairfax County, Virginia): Lead attorney in successful defense of residential mortgage lender against allegations of fraud, conspiracy, and negligence. Plaintiff sought more than \$1 million in compensatory and punitive damages based on claims that lender negligently processed loan origination documents and conspired to induce plaintiff to purchase property. Counseled lender regarding key factual and legal issues, developed and executed briefing strategy, and successfully argued demurrer and plea in bar which resulted in dismissal of all claims against lender.
- Authored a variety of motions and briefs, including summary judgment opening briefs and oppositions, motions to dismiss and for judgment on the pleadings, federal and state appellate briefs, mediation statements, and *Daubert*-type motions.
- Experienced in managing and organizing voluminous document review projects, preparing affirmative discovery motions, and opposing same; experienced in taking and defending depositions.
- Significant pro bono work on behalf of indigent defendants in criminal and landlord-tenant matters.

THE HONORABLE SUSAN K. SMITH
U.S. COURT OF APPEALS FOR THE SIXTH CIRCUIT, 2003 – 2005
Law Clerk.

Conducted legal research, prepared bench memoranda, and drafted opinions.

THE HONORABLE ROGER K. PATTERSON
U.S. COURT OF APPEALS FOR THE FOURTH CIRCUIT, 2001 – 2002
Law Clerk

Conducted legal research, prepared bench memoranda, and drafted opinions.

Eric Marks
Resume, p. 2

HOUSE COMMITTEE ON THE JUDICIARY, Washington, DC, 2000 – 2001
Intern

Researched the constitutional validity of state laws disenfranchising persons with a prior felony conviction. Prepared article defending the constitutionality of federal legislation restoring the right to vote in federal elections to ex-offenders.

HARVARD LEGAL AID BUREAU, Cambridge, Massachusetts, 1999 – 2000
Represented low-income tenants before the Boston Housing Court. Conducted client interviews and mediated disputes. Advised tenants of their legal rights under the landlord/tenant laws of Massachusetts.

NAACP LEGAL DEFENSE AND EDUCATIONAL FUND, INC., Washington, DC, Summer 1997
Policy Intern
Reviewed research and literature on the effects of curriculum tracking on low-income and minority students. Prepared final report of findings.

EDUCATION

HARVARD LAW SCHOOL, J.D., June 2001

HARVARD JOHN F. KENNEDY SCHOOL OF GOVERNMENT, M.P.A., June 2001

UNIVERSITY OF VIRGINIA, B.A. in Political Science, May 1997
Honors: Phi Beta Kappa
magna cum laude
Student Commencement Speaker

ARTICLES & LECTURES

“Legal Writing,” Oliver Hill/Samuel Tucker Pre-Law Institute. November 2008
“Introduction to Civil Procedure,” Ohio State Bar Young Lawyers Conference, May 2008
“Attitude Is Essential,” Council on Legal Education Opportunity, ABA Fund for Justice and Education, May 2008.
“Too Fast, Too Furious? Are the New ‘Civil Remedial Fees’ Vulnerable to a Constitutional Challenge?” *Ohio State Bar Litigation News*, Summer 2007.

CIVIC INVOLVEMENT and DISTINCTIONS

Mentor, Moritz College of Law Oliver Hill Scholars Program, 2005 – present
Mentor and Board Member, The Carver Promise, 2006 – 2008
Voted by peers as an Ohio "Rising Star" (published in *Ohio Super Lawyers*, December 2006)
Recipient of E. Randolph Williams Award for Outstanding Pro Bono Service (2005-06, 2006-07, 2007-08)

ADMITTED

Ohio State Bar, United States Court of Appeals for the Sixth Circuit
United States District Court for the Southern District of Ohio

PERSONAL Enjoy chess, softball, fishing.

AMITA NAYAK

48 Thompson St., Apartment 33 New York, NY 10012

Email: anayak@yahoo.com Phone: 913-822-5544

EXPERIENCE

Boxer, Wellfleet and Kraemer, LLP, New York, NY

2008 – Present

Litigation Associate

Represent clients in wide variety of litigation matters including employment, securities, and copyright disputes, credit card industry antitrust litigation, and FCC-regulatory actions.

- Assisted with depositions and witness preparation in internal corporate investigations and in federal grand jury investigations.
- Coordinated and analyzed document productions and interrogatory and subpoena responses.
- Participated in settlement negotiations with New York and Connecticut Attorneys General.
- Secured political asylum for former teacher from Tibet. Authored all submissions to the Department of Homeland Security and represented client before Hearing Officer.
- Served as associate representative to firm's Pro Bono Committee.

Hale & Dorr Legal Services Center, Jamaica Plain, MA

Fall 2007

Student Advocate, Housing Litigation Clinic

Represented low-income clients from the greater Boston area in landlord-tenant litigation.

Argued and won discovery motion in Housing Court. Assisted with trial reversing illegal eviction of tenant.

Children's Rights Project, New Delhi, India

Summer 2007

Legal Intern

Conducted juvenile justice field research at local courts and police stations. •Led client interviews with defendants and victims of crime. Attended Juvenile Justice Board proceedings.

The New York Times Corp., New York, NY

Summer 2006

Summer Intern, Law Department

Completed international licensing compilation and researched reporters' privilege and photo rights. Revised freelance contracts and assisted with editorial closings.

World Health Organization, Washington, D.C.

Summer 2004

Research Consultant, Sustainable Development Department

Assessed public health-focused development plans in Latin America and the Caribbean. Presented review of inter-organization initiatives to Local and Urban Development Unit.

Princeton University South Asia Studies Department, New Delhi, India

August 2004

Undergraduate Research Fellow

Conducted on-site research on secularism and religious freedom in Indian law and politics.

Interviewed leading legal scholars, practitioners, and a Supreme Court Justice.

sample graduate resume (Experience first alternative)

EDUCATION

Harvard Law School, J.D., June 2008

Activities: South Asian Law Students Association, Co-President; Committee on Sports

Entertainment Law, Entertainment Committee Chair; *Harvard Human Rights Journal*, Member

Princeton University, B.A., *magna cum laude*, with Distinction in Economics, May 2005

Awards: Center for International and Area Studies Fellowship; Woodrow Wilson Traveling

Fellowship; South Asia Studies Department Singh Fellowship

Activities: South Asian Society, Academic Action Chair & Secretary; Student Government

Council, Secretary; Whitestone School, Elementary school tutor

LANGUAGES Spanish (proficient); Hindi (conversational)