



Northeastern
UNIVERSITY

SCHOOL OF LAW

OFFICE OF CAREER SERVICES

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GRADUATE #1

400 Huntington Avenue, Boston, MA, 02115, (617) 000-1234, g@gmail.com

LEGAL EXPERIENCE

Davis, Malm & D'Agostine, PC, Boston, MA

Litigation Associate

September 2--- - Present

- Advise and represent employers in a variety of employment law matters. Counsel clients regarding compliance with state and federal employment law and anti-discrimination statutes.
- Appear in court and before the MCAS to argue motions and participate in investigative conferences.
- Perform all phases of discovery and trial preparation.
- Other areas of practice include contract, personal injury, medical malpractice and product liability cases.

Brody, Hardoon, Perkins & Kesten, LLP, Boston, MA

Associate Attorney

September 19-- - August 2---

- Litigated heavy civil caseload, worked with municipal officials on defense strategy and preparation, drafted pleadings and dispositive motions, conducted depositions and argued dispositive motions in court.
- Lawsuits involved allegations of gender, race, age and disability discrimination, sexual harassment, retaliation, civil rights and personal injury.
- Lectured on sexual harassment law and public records statutes at legal seminars for municipal officials.

Massachusetts Appeals Court, Boston, MA

Judicial Clerk/The Honorable Barbara A. Lenk

September 19-- - August 19--

- Performed research, drafted memoranda, and edited draft opinions on a wide variety of civil and criminal appeals.
- Cases included issues such as a will contest, employment discrimination, zoning, civil procedure, jury instructions, probable cause, and allegations of perjury in a civil trial.

LEGAL INTERNSHIP EXPERIENCE

Committee for Public Counsel Services, Boston, MA

Legal Intern: Public Defender Division

March - May 19--

U.S. District Court for the District of New Hampshire, Concord, NH

Judicial Intern: The Honorable Shane Devine, Senior Judge

June - August 19--

Superior Court of Massachusetts, Boston, MA

Judicial Intern: The Honorable Isaac Borenstein

March - May 19--

United States Department of Education, Boston, MA

Legal Intern: Office of Civil Rights

June - August 19--

LAW-RELATED PROFESSIONAL EXPERIENCE

Middlesex County District Attorney's Office, Cambridge, MA
Victim Witness Advocate-Child Abuse Prosecution Unit

July 19-- - August 19--

- Participated in Sexual Abuse Investigation Network team interviews of children and their families to assess possible prosecution.
- Prepared children and other witnesses to testify at trial and accompanied them to court.
- Apprised victims and their families of significant events in the court case in which they were involved and explained various legal proceedings.
- Interviewed and assessed potential new employees.

EDUCATION

Northeastern University School of Law, Boston, MA. J.D., May 19--

Wellesley College, Wellesley, MA. B.A., *cum laude*, Philosophy, June 19--
Honors: Phi Beta Kappa, National Honor Society 19--

BAR ADMISSIONS/ASSOCIATIONS

Massachusetts, 19--; Federal District Court, Massachusetts, 19--
Massachusetts Bar Association, Labor and Employment Law Section
Women's Bar Association

Graduate #2
2 Beach Drive
Smithfield, RI 02000
(401) 123-1234
grad2@msn.com

LEGAL EXPERIENCE:

Self-Employed Attorney, Smithfield, RI 7/-- to Present
Practice areas include: real estate, trusts & estates, and elder law.

Gelerman, Cashman & Donahue, Dedham, MA 3/-- to 5/--
Associate: Researched and drafted legal memoranda on a variety of municipal, real estate, employment and corporate law issues, Drafted local town by-laws, negotiated settlement agreements, and drafted real estate purchase and sale agreements and related closing documents.

John Hancock Life Insurance Company, Boston, MA 9/-- to 11/--
In-house Attorney: Counseled Actuarial and Marketing Departments on legal matters relating to insurance product development and advertising. Prepared state insurance and annuity product filings. Advised key company personnel on issues pertaining to federal income tax, estate tax, SEC regulations and employee benefits. Monitored federal and state industry related laws and regulations to ensure corporate compliance. Reviewed reinsurance treaties, vendor contracts and commercial real estate financing documents. Drafted agent employment and agreements.

Barron & Stadfeld, PC, Boston, MA 9/-- to 6/--
Law Clerk: Researched and drafted motions for all stages of litigation in a civil law firm specializing in medical malpractice and products liability cases.

LAW SCHOOL INTERNSHIPS:

U.S. Attorney's Office, Providence, RI
United States District Court (D. Mass), Boston, MA
State Street Corporation, Office of Legal Counsel, Boston, MA
Latronico & Whitestone, Boston, MA

BUSINESS EXPERIENCE:

Keyport Life Insurance Company, Boston, MA 9/-- to 9/--
Actuarial Analyst: Assisted actuaries in analyzing monthly financial information. Designed computer generated business financial plans. Advised clients concerning the technical matters of their life insurance and annuity policies. Analyzed financial and marketing information relating to Keyport Life's competitors for use by actuarial and marketing departments. Prepared due diligence reports and executive presentations.

EDUCATION:

J.D., Northeastern University School of Law, Boston, MA 5/--
B.A. Business Administration, Boston University, Boston, MA 9/--

BAR ADMISSIONS:

Rhode Island and Massachusetts

GRADUATE #3

1234 T Street, Los Angeles, CA, 90000, (714) 224-9002, *graduate_3@yahoo.com*

LEGAL EXPERIENCE

WRIGHT, JONES & ROLLINGS, Los Angeles, CA

Associate, August 200- – Present

Participate in all aspects of family law practice, which includes representing individuals in the litigation of contested matters and the settlement of divorce proceedings, modification of alimony, support and parenting arrangements, paternity proceedings, and child custody and visitation matters. Have also drafted and negotiated premarital agreements.

CALIFORNIA LEGAL AID, Pasadena, CA

Staff Attorney, September 200- – July 200-

Practice areas included family law and domestic violence, VAWA/U-Visa immigration relief, and housing law. Provided advice and representation to clients in all aspects of civil litigation including: writing settlements, declarations, briefs, and appearing in Superior Court before the Law and Motion and Family Law Judges.

EDUCATION

NORTHEASTERN UNIVERSITY SCHOOL OF LAW, Boston, MA

J.D., May 199-

Legal Internships: **EMPLOYMENT LAW CENTER**, San Francisco, CA, Spring 199-, **REICH, ADELL, CROST & CVITAN**, Los Angeles, CA, Fall 199-, **HONORABLE TOM HENDERS, U.S. DISTRICT COURT FOR THE NORTHERN DIST. OF CA**, San Francisco, CA, Spring 199- and **GREATER BOSTON LEGAL SERVICES**, Boston, MA, Fall 199-

Research: Research Assistant for Professor David Hall on the intersection between spirituality and legal practice and for Professor Hope Lewis on international human rights issues.

UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, CA

B.A. in *Women's Studies*, December 199-

Honors: Distinguished Named Scholar; Honor Student Society (1995-96); Alumni Scholarship (1993-96)

BAR ADMISSION

Admitted to the California Bar (200-)

PROFESSIONAL MEMBERSHIPS & VOLUNTEER WORK

State Bar of California, Standing Committee on the Delivery of Legal Services, Member (200- – Present)

Asian Law Caucus, Employment Rights Clinic, Volunteer (200- – 200-)

LANGUAGE SKILLS

Fluent in Tagalog and Spanish.

GRADUATE #4
220 Bruckner Blvd. #3F
Queens, NY 10330
(212) 637-3650
grad@hotmail.com

EDUCATION

Northeastern University School of Law, Boston, MA

Juris Doctor, May 2--- (Written evaluations instead of alphanumeric grades.)

Certiorari Clinic: Co-drafted a Petition for a Writ of Certiorari to the U.S. Supreme Court on behalf of a North Carolina death row inmate.

Poverty Law and Practice Clinic: Interviewed, counseled and advocated for clients before administrative hearing officers. (Summer 2---)

Teaching Assistant: Selected to tutor first year students in Torts (Fall 2---) and Civil Procedure (Spring 2---).

Grinnell College, Grinnell, IA

Bachelor of Arts, May 19--; Major: Psychology; GPA: 3.7

Honors: Dean's List; Psi Chi (psychology honor society)

Activities: Volunteer, Mercy Hospital; Member, Grinnell Theatre Group

Internship: American Civil Liberties Union of Iowa (Spring 19--)

Study Abroad: University of New South Wales, Australia (Fall 19--)

LEGAL

Legal Aid Society-Juvenile Rights Division, New York, NY

EMPLOYMENT

Staff Attorney (Sept. 2--- – Present)

Litigate child abuse, neglect and juvenile delinquency cases on behalf of children in Family Court. Utilize the Adoption and Safe Families Act and the Interstate Compact for the Placement of Children to ensure permanency on behalf of clients. Prepare and argue pretrial motions and discovery requests. Conduct client and witness interviews. Participate in pre-and post-trials negotiations. Collaborate with social workers, paralegal and other staff.

Honorable Joseph A. Greenaway, Jr., U.S. District Court, Newark, NJ

Judicial Clerk (Aug. 19-- – Aug. 2---)

Researched and drafted opinions and bench memoranda on dispositive and discovery motions in civil cases and detention and discovery motions in criminal cases. Other responsibilities include drafting articles, publications and speeches. Observed trials, settlement conferences, and criminal pleas and sentencing.

U.S. Court of Appeals for the Second Circuit, New York, NY

Clerk/Staff Attorney (Sept. 19-- - July 19--)

Researched issues and drafted memoranda for three-judge panel for counseled substantive motions, habeas corpus petitions, *pro se* motions, and *pro se* appeals. Drafted summary orders. Provided procedural advice to *pro se* litigants.

**LEGAL
INTERNSHIPS**

U.S. Department of Justice, Washington, DC (March - May 19--)

Civil Right Division, Employment Litigation Section

Assisted attorneys with Title VII employment discrimination litigation. Performed legal and investigative research, wrote legal memoranda, drafted motions and conducted witness interviews.

Stern, Shapiro, Weissberg & Garin, Boston, MA (Sept. - Nov. 19--)

Researched and drafted briefs and memoranda for all phases of litigation in prisoner's rights, employment discrimination, environmental class actions, police misconduct and criminal cases. Participated in client meetings, discovery, and fact investigation.

The Welfare Law Center, New York, NY (March - May 19--)

Provided litigation support for ongoing cases, including challenge to state's revocation of its law providing Medicaid to immigrants, and claim of inadequate due process in state Medicaid program. Created and carried out survey to assist in formation of a plaintiff class of individuals not receiving timely food stamp allocations.

Honorable Joseph Tauro, U.S. District Court, Boston, MA (Sept. - Nov. 19--)

Researched and drafted opinions on summary judgment motions and a habeas corpus petition. Drafted jury questionnaire and jury charge. Acted as courtroom deputy clerk.

**OTHER
EXPERIENCE**

LiteracyWorks at Bronx High School, Bronx, NY

Instructor (June 19-- - Aug. 19--)

Tutoring and mentoring program for high school students. Recognized by New York City Board of Education for leadership, dedication and service to public school system students.

New York Public Interest Research Groups (NYPIRG), New York, NY

Field Organizer (May 19-- - May 19--)

Wrote testimony and lobbied on consumer protection legislation. Conducted outreach to media and community groups around priority campaigns.

New York City Criminal Justice Agency, New York, NY

Research Assistant (Nov. 19-- - April 19--)

Assisted in preparation of reports analyzing characteristics, case processing, and outcomes of arrests. Prepared statistical tables based on pre-trial interview reports.

NARAL Pro-Choice America, Washington, DC

Election Volunteer (Aug. - Nov. 19--)

**BAR
ADMISSIONS**

New York (19--), New Jersey (20--)

United States District Court, Southern District of New York (20--)

GRADUATE # 5

240 Grove Street, # 8 • Quincy, MA 02111 • 617-123-1234 • grad5@yahoo.com

LEGAL EXPERIENCE

Lurie & Krupp, LLP, Boston, MA June 200- Present

Associate. Manage all aspects of diverse caseload in state and federal courts at boutique litigation firm. Participate in every phase of business litigation practice, including research, drafting and argument of substantive and procedural motions; discovery and deposition practice; preparation for mediation and trial.

Update Legal, Boston, MA September 200- – May 200-

Contract Attorney. Assignments at various large corporate law firms. Indexed, coded and reviewed documents in product liability and breach of contract cases.

Donovan Hatem, LLP, Boston, MA May – August 200-; March – May 200-(p/t)

Law Clerk. Assisted attorneys in the Tort, Insurance Defense and Business Litigation Group. Researched and prepared pleading, motions, memoranda of law and other legal briefs. Drafted insurance coverage opinions. Prepared discovery requests and responses. Attended depositions.

Reebok International, Canton, MA November 200- – February 200-

Legal Intern. Assisted attorneys in the Marketing Practice Group. Reviewed and defined specific terms from Reebok's NBA and NFL Agreements. Conducted research and wrote memoranda related to trademark and copyright issues, including a pending lawsuit between Reebok and a corporation selling altered football jerseys. Drafted and renewed contracts for product endorsers.

United States Attorney's Office, Criminal Division, Boston, MA November 200- – February 200-

Legal Intern, Major Crimes Unit. Researched and wrote memoranda on topics including search and seizure, the admissibility of DNA evidence, and the insanity defense. Wrote prosecution memorandum for a social security fraud case and motion in opposition of suppression of evidence.

Honorable Julian Houston, Massachusetts Superior Court, Boston, MA May – August 200-

Judicial Intern. Performed legal research and drafted decisions and memoranda for both criminal and civil cases. Assisted the Judge in courtroom proceedings including pretrial conferences, lobby conferences, motion sessions and trials.

Cahill Gordon & Reindel, New York, NY July 19-- – May 200-

Legal Assistant. Supported attorneys in pending litigation matters including a class action lawsuit against a recording company. Maintained discovery documents. Assisted attorneys in corporate closings.

EDUCATION

Northeastern University School of Law, Boston MA

J.D., May 200-

Activities: Governing Council; Sports Law Society

Tufts University, Medford MA

B.A. in English and History, *Magna Cum Laude*, May 19--

Honors: Dean's List (1994-1998); Golden Key National Honor Society (1996)

Internships: Mass. General Hospital (19--); The Boston Globe (19--)

BAR ADMISSION

Admitted to the **Massachusetts Bar**, December 200-

GRADUATE #6

562 Eighth Street, Apartment 2B
Chicago, IL 60601
Graduate6@gmail.com
907-321-9876

LEGAL EXPERIENCE

U.S. Equal Employment Opportunity Commission (EEOC), Chicago, IL

Senior Trial Attorney, June 200- – present

Trial Attorney, August 199- – June 200-

Litigate employment discrimination cases in federal court on behalf of the EEOC and provide legal assistance to investigators to evaluate employment discrimination charges. Also, mediate and settle cases. Coordinate and conduct outreach to under-served communities, employers, the private bar, and advocacy groups. Experience includes knowledge and application of Title VII of the Civil Rights Act (Title VII), Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), Older Workers Benefit Protection Act (OWBPA), and Equal Pay Act.

Cornfield and Feldman, Chicago, IL

Associate, September 199- - August 199-

Legal Intern, Spring 199-

Represented union members in arbitrations and conducted research and drafted memoranda and briefs on a variety of labor and employment issues. Firm specializes in labor relations, employment and employee benefit law and workers' compensation.

Vladeck, Waldman, Elias & Engelhard, New York, NY

Legal Intern, Fall 199-

Conducted legal research and wrote legal pleadings and memoranda for arbitrations, National Labor Relations Board hearings, and federal trials.

NAACP Legal Defense Fund, Washington, DC

Legal Intern, Spring 199-

Researched and wrote legal memoranda for supervising attorneys regarding racial steering, educational access and testing in D.C. public schools, and housing discrimination. Participated in numerous public interest coalition meetings on affirmative action, voting rights, and welfare reform. Attended hearings at the House and Senate and participated in lobbying efforts on the Riggs Bill (bill to end affirmative action in higher education), EEOC budget increase, and the Federal Fair Housing Act.

Honorable John Cratsley, Massachusetts Superior Court, Boston, MA

Judicial Intern, Fall 199-

Researched a broad range of civil and criminal issues. Drafted bench memoranda and opinions, assisted with procedural motions and observed courtroom proceedings.

ADDITIONAL EXPERIENCE

Chicago Public School, Chicago, IL

Teacher, September 199- - June 199-

Responsible for teaching high school geometry. Coached freshman girl's soccer team.

EDUCATION

Northeastern University School of Law, Boston, MA

Juris Doctor, May 199-

Clinical Experience: Interviewed, counseled, and provided direct advocacy for clients in welfare appeal hearings for Poverty Law Clinic.

Activities: Women's Law Caucus, 199--199-; Asian Pacific Law Students Association, Law School Chapter of the National Lawyers Guild

Carleton College, Northfield, MN

Bachelor of Arts in History, May 199-

Honors: Phi Beta Kappa, College Honors, Department Honors, Farrett Award for Community Service and Leadership

Study Abroad: Great Lakes Jerusalem Program

BAR ADMISSIONS

Admitted to the state and federal courts of Illinois and the Third Circuit Court of Appeals.

BOARD/COMMUNITY INVOLVEMENT

Board Member, Chicago, GLBT Bar Association, 200- – Present

Board Member, American Friends Service Committee, 200- – Present

GRADUATE #7

400 Huntington Avenue – Boston, Massachusetts 02115 – 617.000.0000
Grad7@aol.com

LEGAL EXPERIENCE

Edwards & Angell, Boston, MA

April 2--- - Present

Temporary Litigation Associate - Litigation Department. Currently working on complex business litigation case. Coded 20,000 documents and prepared a computerized index of them in preparation for depositions. Asked to stay on after initial project ended to review and edit privilege log of 14,000 documents.

Contract Lawyer, Boston, MA

January - March 2---

Worked on several short-term project-based assignments through legal placement agencies. Responsibilities have included assisting with on-site corporate closings by performing due diligence, indexing documents and preparing closing binders. Also provided transactional support to corporate departments reviewing financial documents. Provided business litigation support creating universal and production bates indexes, responded to request for production of documents in commercial real estate case. Reviewed documents for attorney/client and work product privileges.

- **Bank Boston**, Dedham, MA

March 2--- (Law Registry)

- **Kirkpatrick & Lockhart**, Boston, MA

February 2--- (Update Legal)

- **Hale & Dorr**, LLP, Boston MA

February 2--- (Update Legal)

- **King & Spalding**, Washington, DC

January 2--- (Law Corps)

John F. Kennedy School of Government, Cambridge, MA

September 2--- - August 2---

Research Associate, Chief of Staff to Higginbotham, Public Service Professor of Jurisprudence. Spearheaded research team of 12 research assistants. Drafted legal memoranda, book segments and drafted and edited articles. Directed team research and managed publication. Wrote grant proposals, managed expense accounts and planned research budgets. While in law school worked as a legal intern on the research and analysis of the impact of Justice Thomas' first five years on the Supreme Court. Worked part-time with **Paul, Weiss, Rifkind, Wharton & Garrison**, New York, NY in the litigation department on cases related to Judge Higginbotham's research at the Kennedy School.

United States Securities and Exchange Commission, Boston, MA

Winter 2---

Legal Intern. Performed legal research and writing for enforcement and trial departments. Assisted staff attorneys with preliminary fraud investigation, which included deposing witnesses and trial preparation.

United States District Court, District of Rhode Island, Providence, RI

Summer 2---

Judicial Intern for the Honorable Timothy M. Boudenyms. Researched and drafted judicial reports and recommendations. Observed pretrial conferences and criminal and civil courtroom proceedings.

REAL ESTATE EXPERIENCE

Maxwell Associates, Boston, MA

January - December 199-

Part-time Real Estate Sales Associate. Commercial and residential real estate sales and rentals. Negotiate real estate transactions and contract terms for offers, purchase and sales agreements, closings and leases. Wrote advertisements and solicited listings.

Independent Real Estate Development, Boston MA

April 199-- December 199-

Investor/Speculator, General Contractor, Project Manager, Designer and Builder. Renovated residential properties in Boston. Negotiated contracts for purchase and sale of real estate, petitioned the city for zoning changes, petitioned the city for alterations to historical properties, made presentations before historical commission hearings, filed municipal permit applications and negotiated subcontracts. Assembled construction crew. Devised project construction schedule. Managed accounting, budgeting and payroll. Sold renovation projects for highest price per square foot in neighborhood.

ADDITIONAL EXPERIENCE

Held summer and intern positions while in college with the **U.S. Embassy**, Paris, France, as an Auditor for the **Lyman Group**, Washington, DC, and as a Congressional Intern to **Senator Dianne Feinstein**, Washington, D.C.

EDUCATION

Northeastern University School of Law, Boston, MA

J.D., May 2---

Elected Advisory Council, Member (2---); Research Assistant to Professor Wendy Parmet (2---); NU Forum Publication, Staff, Editor (2--- - 2---); Ralph B. Rogers Scholarship Award Recipient.

University of Southern California, Los Angeles, CA

B.A., Political Science, May 2----

Dean's List; Mills Scholar; Contributing Journalist, *Daily Trojan Newspaper*; Student Senate Performing Arts Committee, Rock Band Promoter; Student Senate Elections Committee, Chair; Study Abroad: Paris, France, Spring 2---

SKILLS AND INTERESTS

Languages: Fluent in Spanish and Conversational in French.

Travel/Interests: Extensive travel in Europe. Painting, cooking, golfing, skiing and horseback riding.

BAR ADMISSION

Admitted to the Alaska Bar, April 2---

LEGAL EXPERIENCE

**Alaska Superior Court
Honorable Larry Zervos**

August 2--- - August 2---

Sitka, AK

Judicial Clerk: Performed legal research and writing, drafted bench memos and proposed opinions, orders and jury instructions. Case load included felony criminal matters, divorces, child support and custody issues, and personal injury, contractual, and constitutional matters.

Deputy Magistrate: Issued arrest warrants, search warrants, and domestic violence restraining orders. Conducted arraignments and first felony appearances, imposed bail, presided over non-jury trials for minor offenses and in small claims matters, sentenced misdemeanor defendants, and performed marriages.

**United States District Court for the District of Puerto Rico
Magistrate Aida M. Delgado-Colon**

November 2--- - August 2---

San Juan, PR

Judicial Clerk: Conducted research and wrote reports and recommendations on various civil and criminal matters. Topics included double jeopardy, the Americans with Disabilities Act, suppression motions, habeas corpus petitions, Social Security appeals, and a motion for default judgment for discovery violations. Attended oral arguments. Supervised student law clerks.

Office of Public Advocacy, Anchorage, AK

March - October 2---

Legal Intern: Conducted bail hearings, handled own misdemeanor caseload, assisted in trial preparation and conducted factual investigations. Represented inmates at parole hearings, drafted a merit and sentence appeal and researched and drafted motions to modify sentences and to suppress.

DNA People's Legal Services, Inc., Tuba City, AZ

September - November 2---

Legal Intern: Represented Navajo clients on a variety of family, consumer, and school disciplinary matters. Interviewed clients, drafted pleadings, presented cases at weekly staff meetings, negotiated settlements with creditors and represented a client in a contempt hearing.

**United States District Court for the District of Puerto Rico
Magistrate Justo Arenas**

March - May 2---

San Juan, PR

Judicial Intern: Conducted research and wrote several reports and recommendations on various civil and criminal matters. Research topics included tax fraud, the Federal Arbitration Act, civil rights, personal jurisdiction, venue, and malicious prosecution. Observed oral arguments.

Goetz, Madden & Dunn, P.C., Bozeman, MT

August - November 2---

Legal Intern: Assisted attorneys in a small general practice firm handling a variety of civil and criminal matters. Researched and drafted legal memoranda on common-law marriage, wrongful discharge, money laundering, workers' compensation, public regulation of private utilities and cy pres settlements.

OTHER PROFESSIONAL EXPERIENCE

Volunteers in Asia, Indonesia

August 2---- July 2---

Program Coordinator, Jakarta (7/-- - 7/--): Managed a program of 20 volunteers who taught English to university and high school students or worked with non-governmental organizations. Obtained visas for all volunteers. Managed a \$10,000 budget. Trained and oriented volunteers in job responsibilities and Indonesian culture.

Volunteer English Teacher at Universitas Jabal Ghafur, Aceh (8/-- - 6/--): Taught conversational English, assisted in curriculum development, and counseled students on opportunities to study in the United States.

EDUCATION

Northeastern University School of Law, Boston, MA

J.D., May 2---

Study Abroad: Law in Zimbabwe - Attended lectures on the history, culture, and legal system of Zimbabwe. Interned at a non-profit consumer protection agency. Handled walk-in complaints, performed research and made recommendations for the Zimbabwean small claims court system (Summer 2---).

Prisoners' Rights Clinic: Represented inmates at parole and disciplinary hearings, performed client interviews, and conducted factual investigation (Winter 2---).

Poverty Law Clinic: Represented low-income clients on welfare benefit and housing issues (Summer 2---).

Research Assistant: Assisted Law Professor Eddie Correia by researching the constitutionality of retroactive state statutes imposing liability on tobacco companies (Summer 2---).

Domestic Violence Advocate: Completed training program and volunteered at Boston City Hospital, interviewing women admittees concerning violence in the home (Winter 2---).

Hope College, Holland, MI

B.A. in Political Science, *cum laude*, January 19--

Honors: Political Science and History Book Awards (19--), Pi Kappa Delta (National Honorary Forensic Society), Pi Sigma Alpha (Political Science Honor Fraternity), and Mortar Board (for academic excellence and community service).

Activities: Member of debate and forensics teams; debate and forensics judge for Holland High School; disk jockey at Hope College radio, "WTHS-Holland;" member of Hope's Modern Middle East team and intramural tennis; and reader for a dyslexic student.

Studies Abroad: Great Lakes Jerusalem Program – Focus on the Israeli-Palestinian conflict (Fall 19--);

School for International Training's Bali Semester (Fall 19--) - Focus on Indonesian culture and language combined with an independent field study of a Balinese primary school.

Internships: D.C. Public Defender Service - Located and took statements from witnesses in felony cases. Served subpoenas and attended court proceedings. Accompanied attorney to interview clients (Spring 19--);

Friends Committee on National Legislation - Researched and helped develop a position paper on the nuclear arms race and the conflict in the Middle East. Reported on hearings from Capitol Hill (Winter 19--).

GRADUATE #9

103 Courtland Park, Bethesda, MD 20059

301.123.1234

Grad9@hotmail.com

QUALIFICATIONS

Government/Public Policy

Served as Legislative Associate for the American Association of Retired Persons (AARP). AARP lobbying and analyst portfolio included: Social Security, Pension, Medicaid, federal budget, and state fiscal crisis. Helped draft authorizing legislation, appropriations amendments, and successfully lobbied for funding. Served as Employment Counsel, Labor Policy Office, Senate HELP Committee, Senator Edward M. Kennedy. Analyzed numerous bills, statutes, and regulations on a broad range of substantive areas. Drafted memoranda, correspondence, and other materials for Senator Kennedy. Interfaced with various Senate and House offices, state and federal governmental agencies, and public policy stakeholders. Interned in Washington, DC for Kathy Manderino (D-PA).

Legal Experience

Practicing attorney for ten years, with a focus on litigation in the areas of employment law, federal civil rights, torts, commercial disputes, and criminal defense. Fluent in all aspects of employment law, including Title VII, the ADA, FLSA, FMLA, Section 1983, employment contracts, H-1B employment issues, non-competition and trade secret matters. Conducted investigations of employment disputes and alleged employee misconduct. Practiced in all state and federal trial and appellate courts, and before the Massachusetts Commission Against Discrimination. Argued before U.S. District Court, Massachusetts trial courts, appeals court and state supreme court. Law Clerk to Massachusetts Appeals Court Judge, Gordon Doerfer.

Counseling/Strategic Decision Making

Provided advice and engaged in strategic decision-making on numerous public policy issues. As practicing attorney, counseled corporate clients on numerous issues concerning management of employees, commercial contracts, legal disputes, statutory and regulatory matters, and other business issues. Participated in policy making, strategic planning, and operational decisions as member of boards of directors and employee of various nonprofit organizations.

Advocacy/Communications

Developed and drafted talking points, public policy background memoranda, advocacy materials, bulletins and fact sheets on a broad range of legislative issues. Conducted oral and written advocacy on behalf of clients in various public and private forums. Researched and wrote complex and detailed analyses, correspondence, contracts, policies and legal memoranda. Prepared and conducted numerous public presentations. Researched and wrote grant proposals.

Project Management

Drafted manual and advocacy materials for accessing government grants, conducted numerous conference calls on medicare reform issues and led effort to evaluate access to prescription benefits for low-income seniors. In legal practice, assimilated and analyzed complex factual and legal information for individual projects. As both leader and member of legal team, managed highly demanding and detail-oriented litigation process. Supervised staff, hired and supervised experts. Negotiated the resolution of numerous legal matters.

CHRONOLOGICAL WORK EXPERIENCE**American Association of Retired Persons***Legislative Associate*Washington, D.C.
December 200- – Present**Labor Policy Office, Senator Edward M. Kennedy
Senate Health, Education, Labor and Pensions Committee***Employment Counsel*Washington, D.C.
September 200- - December 200-**Law Offices of Graduate #9***Solo practice*Cambridge, Massachusetts
September 200- - August 200-**Conn Kavanaugh Rosenthal Peisch & Ford***Associate*Boston, Massachusetts
February 200 - August 200-**Fenn & King, P.C.***Associate*Boston, Massachusetts
July 19-- - November 19-- (firm dissolved)**Zalkind & Rodriguez***Associate*Boston, Massachusetts
September 19-- - June 19--**The Honorable Gordon Doerfer
Massachusetts Appeals Court***Law Clerk*Boston, Massachusetts
September 19-- - August 19--**International Institute of Boston***Development Associate*Boston, Massachusetts
August 19-- - August 19--**EDUCATION****Northeastern University School of Law**

J.D., May 19--

Boston, Massachusetts

University of Pennsylvania

B.A. in Government, 19--

Philadelphia, Pennsylvania

BOARD AND COMMITTEE MEMBERSHIPS**Rockville County Community Action Advisory Board**, Rockville County, MD, April 2004 - Present**Maryland Coalition for a Healthy Future**, Baltimore, MD, June 200- - September 200-**Alumni Association Board Member; U of Penn.**, Philadelphia, PA, September 19-- - Present

GRADUATE # 10

5 Watertown Street
Brookline, MA 02446

617.555-2323
graduate10@gmail.com

BAR ADMISSIONS

Massachusetts, 200-; New York, 200-; U.S. District Court for the District of Massachusetts, 200-

LEGAL EXPERIENCE

Social Security Administration, Boston, MA October 200- – Present

Assistant Regional Counsel: Research and write briefs defending agency actions in federal district court and appeals courts, with a focus on administrative decisions regarding disability benefits under Titles II and XVI of the Social Security Act. Represent agency Commissioner in district court and before the First Circuit Court of Appeals. Investigate and make findings for civil rights complaints. Write legal opinions interpreting state and federal law. Respond to subpoenas served on agency.

Massachusetts Department of Social Services, Boston, MA November 200- - September 200-

Counsel: Participated in developing and writing agency's child welfare policies. Represented agency in state trial and appellate courts. Counseled and provided legal advice to agency employees. Developed and presented educational workshops for social workers. Wrote appellate briefs on behalf of the agency.

Lawyers for Children, Inc., New York, NY November 200- - February 200-

Legal Intern: Presented cases in family court under attorney supervision. Prepared a twenty page summation for review by a family court judge which stated the position of the law guardian in a custody trial. Wrote legal memoranda and various motions. Researched legal issues concerning abuse, neglect, voluntary foster care placement and custody proceedings. Interviewed clients, reviewed records and prepared notes for trial.

Prescription Access Litigation Project, Boston, MA May 200- – April 200-

Legal Intern: Researched and wrote memoranda on patent, antitrust, and health law issues to provide strategic direction for class action suits and legislative policy. Interviewed and explained legal tactics to clients.

Kotin, Crabtree & Strong, LLP, Boston, MA November 200- - February 200-

Law Clerk: Conducted research on various litigation matters including employment, real estate, corporate, family, education and disability law. Wrote memoranda, assisted with depositions, attended client meetings, and observed administrative hearings at the Bureau of Special Education Appeals. Responsible for conducting client intakes regarding special education, disability and employment law matters.

Massachusetts Appeals Court, Boston, MA May – August 200-

Judicial Intern for the Honorable Kenneth Laurence: Conducted legal research, prepared bench memoranda, and drafted judicial opinions on a variety of civil and criminal issues.

EDUCATION

Northeastern University School of Law, Boston, MA J.D., May 200-

Teaching Highlights: Legal Practice Writing Program Teaching Assistant; Law, Culture, and Difference Program Teaching Facilitator; Civil Procedure Teaching Assistant.

Activity Highlights: Elected representative, Governing Council; Member, Women's Law Caucus.

Vassar College, Poughkeepsie, NY B.A., American Studies, *High Honors*, May 200-

Honors: Presidential Scholar (8/8 semesters).

Activity Highlights: Resident Advisor; Hillel Executive Board Member; Appointed Student Representative, Counsel to the President; Volunteer, Admissions Office.

PROFESSIONAL MEMBERSHIPS/LANGUAGE SKILLS

Memberships: Massachusetts Bar Association, New York Bar Association, Association of Trial Lawyers of America.

Languages: Proficiency in French.

References available upon request.