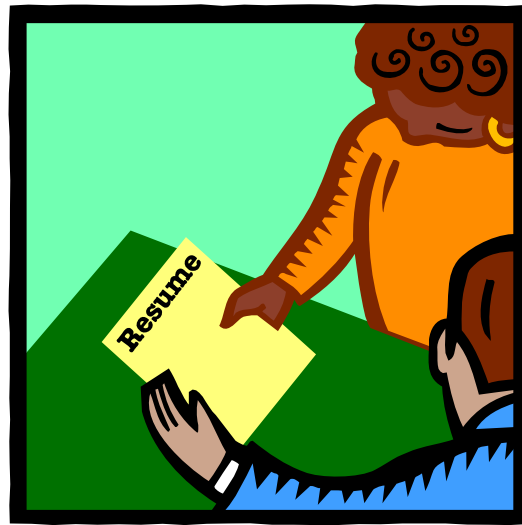


SAMPLE SUMMER ASSOCIATE RESUMES



Office of Career Services
April 2008

SUMMER ASSOCIATE RESUME #1

400 Huntington Avenue ♦ Boston, MA 02115 ♦ (617) 373-0000 ♦ student.s@neu.edu

EDUCATION

Northeastern University School of Law, Boston, MA

Candidate for J.D., May 200_

Teaching Fellow: Selected as student instructor for required first-year “Legal Skills in Social Context” course focusing on research, writing and critical lawyering skills. Will conduct weekly class sessions, evaluate students’ written work, and develop a project for a non-profit community group.

Activities: Black Law Students Association, Member (200_ - __) and Treasurer (200__)

University of Notre Dame, South Bend, IN

B.A. in Government, May 199_

Honors: Holy Cross Award (199_ -9_); Dr. Scholl’s Foundation Scholarship (199_ -9_).

Activities: Voices of Faith Gospel Ensemble; Student Union Board; Black Cultural Arts Festival

LEGAL EXPERIENCE

The Honorable Reginald C. Lindsay

May - August 200_

United States District Court (D. Mass.), Boston, MA

Judicial Intern: Conducted legal research, and prepared bench memoranda and draft judicial opinions on a variety of civil and criminal cases. Observed and assisted judge in courtroom proceedings and pretrial conferences.

LAW-RELATED EXPERIENCE

Travelers Property Casualty, Special Liability Group

June 199_ - July 200_

Farmington, CT

Associate Account Executive (11/00 - 7/03): Handled environmental pollution and toxic tort, bodily injury and property damage claims, including asbestos, hazardous waste and lead paint. Analyzed policy coverage issues and conducted computerized legal research to determine applicability of relevant case law. Collaborated with defense counsel to develop litigation strategy. Negotiated and settled claims and lawsuits brought against various policyholders.

Assistant Account Executive (6/99 - 11/00): Gathered information to develop claim files. Developed cost-sharing agreements with other insurance carrier representatives. Handled “fear of AIDS” claims. Monitored defense costs and paid legal bills.

COMMUNITY SERVICE

- *Mentor to high school student, Martin Luther King “I Have a Dream” Program*, Hartford (200_)
- *Member of Board of Directors and Newsletter Co-Editor, Notre Dame Alumni Club*, Hartford (199_ — 2000_)

SUMMER ASSOCIATE RESUME #2

400 Huntington Avenue, Boston, MA 02115 tel: (617) 373-0000 e-mail: student@neu.edu

EDUCATION

Northeastern University School of Law, Boston, MA

Candidate for J.D., May 200_

Northeastern does not have letter or number grades, class rank or law review. Instead, students receive written evaluations for each academic course and internship.¹

Social Justice Project: Participated in a team lawyering project with other first year students for the Immigration Unit of Greater Boston Legal Services. Conducted research on the statutes and regulations of nine federal and state agencies, ranging from INS to the Registry of Motor Vehicles, as well as interviews with agency personnel to determine risks/liabilities faced by immigrants when dealing with these agencies. Research culminated in an 80 page report used by Greater Boston Legal Services. (Fall 200_)

Activities: Admissions Committee, Immigrant Workers' Human Rights Project, Asian-Pacific American Law Students Association, Annual Law School Talent Show

University of Texas, Austin, TX

B.A. in Philosophy, May 199_

Activities: *POLIS Magazine*, Editor; Student Volunteer Services, Chair; Judicial Commission, Appointee; Minority Student Recruiter; Omicron Delta Kappa Leadership Honor Society; Korean American Students Association

LEGAL EXPERIENCE

U.S. Attorney – Northern District of CA (Criminal Division),

Oakland, CA

August - November 200_

Law Clerk: Will manage the misdemeanor case load, including initiating charges and appearing at all pre-trial hearings before a U.S. District Court Magistrate Judge. Will be drafting charging documents, prosecution memoranda, plea agreements, stipulations, proposed orders, sentencing memoranda, warrant and summons requests.

LAW-RELATED EXPERIENCE

Springs Rivin Detwiler Dudnick & Stickker, LLP

San Francisco, CA

July 200_ - June 200_

Legal Assistant/Administrative Assistant: Assisted in transactions in real estate, estate planning and corporate/business law. Responsible for maintaining over 200 estate plans. Drafted and prepared trusts, wills, assignments, grant deeds, incorporation documents. Prepared real estate matters for closing escrow. Filed fiduciary income tax returns for client trusts. Provided executive secretarial and administrative support to partners.

ADDITIONAL WORK EXPERIENCE

English Language Services International

Pusan, South Korea

January - December 200_

English Teacher: Created curriculum and instructed university students and professionals in conversational and business English.

SKILLS AND INTERESTS

Conversant in Spanish and Korean. Enjoy traveling, hiking, acting, choral singing, and creative writing.

¹ A description of our grading system may be helpful when applying to firms outside of the Boston area who may be less familiar with Northeastern. This is not necessary for Boston area large law firms.

SUMMER ASSOCIATE RESUME #3

5 Speare Place

Boston, MA 02115

Student@neu.edu

(617) 373-0000

EDUCATION

NORTHEASTERN UNIVERSITY SCHOOL OF LAW, Boston, MA

Juris Doctor, anticipated May 200_

Teaching Fellow for Legal Skills in Social Context course (Winter 200_): Selected to work with a group of first-year students to develop critical reasoning skills and assist in developing a team lawyering project for a non-profit community-based organization.

Activities: Treasurer, Latin Students Association

COLBY COLLEGE, Waterville, ME

Bachelor of Arts, Economics & International Studies, *Cum Laude*, May 200_

Honors: Dean's list (all semesters)

Internship: Researched state case law and statutes and compiled legal materials for inmates at local county jail pursuing appeals. Tutored inmates in English and reading comprehension.

Activities: Member, Student Government Association, Ultimate Frisbee Team

LEGAL EXPERIENCE

GREATER BOSTON LEGAL SERVICES, EMPLOYMENT UNIT, Boston, MA

Summer Quarter 200_

Legal Intern: Conducted client intake and represented clients in unemployment hearings. Researched and wrote memoranda on wage and hour law issues and employment discrimination based on immigration status.

BANKING EXPERIENCE

BANK OF AMERICA, Boston, MA

June_ - August 200_

Banking Officer, Commercial Real Estate(December – August 200_): Reviewed legal documentation and consulted with legal counsel on Fleet's requirements for closing new and renewing existing loans including REITs, construction loans, revolving lines of credit, and letters of credit. Wrote monthly requisition memos for several construction loans, documenting the status of each project.

Loan Administrator, Commercial Real Estate (June 200_ - November 200_)

Wrote facility reports for commercial loan committee, including financial statement and personal financial statement analysis, debt service review and R.O.E. projections. Administered a \$90 million loan portfolio.

LANGUAGE SKILLS

Fluent in Spanish.

COMMUNITY SERVICE

Big Brother, Math Tutor, After-School Program, YMCA, Boston, MA (200_ - 200_)

References and Writing Sample Available upon Request.

SUMMER ASSOCIATE RESUME #4

400 Huntington Avenue
Boston, Massachusetts 02115
(617) 373-0000
student@neu.edu

EDUCATION

Northeastern School of Law, Boston, Massachusetts
Candidate for Juris Doctor, May 200_

Social Justice Project: In collaboration with small group of first year student colleagues, produced a report detailing defense access to state DNA databases, including extensive legal and field research among the 50 states, as well as a multimedia based oral presentation for the New England Innocence Project housed at Goodwin, Procter, LLP.

Academic Tutor: Selected to tutor first-year students in substantive courses including Civil Procedure, Torts, and Property (Winter 200_-).

New England Conservatory of Music, Boston, Massachusetts
Bachelor of Music, Violin Performance, May 199_

LEGAL EXPERIENCE

United States Department of Health and Human Services May - August 200_
Office of General Counsel, Boston, Massachusetts

Legal Intern: Responsible for researching and drafting memoranda, primarily on civil rights issues. Drafted discovery documents, interviewed complainants, and conducted factual investigations of discrimination complaints.

PERFORMANCE EXPERIENCE

Performed extensively as a concert violinist in orchestras, chamber music ensembles and as a soloist in concerts, recitals and music festivals throughout the United States (199_-200_) including: **Aspen Music Festival**, Aspen, Colorado; **Musicorda Summer String Program**, South Hadley, Massachusetts; **The New England Conservatory of Music**, Boston, Massachusetts; **Rocky Ridge Music Festival**, Estes Park, Colorado; **New England Chamber Orchestra**, Boston, Massachusetts; and **The Vincent House**, Fort Dodge, Iowa.

Participated in music competitions and received honorary distinctions: Finalist, **Corpus Christi International Young Artists Competition**, Corpus Christi, Texas; 2nd Place, **Des Moines Symphony Young Artists Competition**, Des Moines, Iowa; and Finalist, **Waterloo Symphony Young Artists Competition**, Waterloo, Iowa.

SUMMER ASSOCIATE RESUME #5

400 Huntington Avenue ♦ Boston, MA 02115 ♦ (617) 373-0000 ♦ student@aol.com

EDUCATION

Northeastern University School of Law, Boston, MA

Candidate for J.D., May 200_

Teaching Fellow: Selected to assist professors in first-year Legal Skills in Social Context course. Will be responsible for teaching critical reasoning and analytical skills to small group of first year students and preparing them to do a team lawyering project for a non-profit organization client.

Activities: Class representative to Loan Forgiveness and Co-op Committees.

Tufts University, Medford, MA

B.A. in Government, May 200_

Honors: Dean's List (7 of 8 semesters)

LEGAL EXPERIENCE

Massachusetts Superior Court, Cambridge, MA

September – November 200_

The Honorable Margot Botsford

Judicial Intern: Anticipated responsibilities include researching and drafting judicial opinions, bench memoranda, and court orders for a variety of civil cases, and assisting judge on daily motions.

PROFESSIONAL PUBLIC SERVICE EXPERIENCE

Jesuit Volunteer Corps

Member of selective volunteer organization that matches college graduates to non-profit organizations.

Served for two years in Seattle and New York City in the following non-profit positions:

Euphrasian Residence, New York, NY

Child Care Worker, Jesuit Volunteer: Established overall therapeutic environment for teenage girls in crisis. Applied crisis intervention, conflict resolution, and physical restraint. January - July 200_

Hunger Action Network of New York State, New York, NY

Community Organizer, Jesuit Volunteer: Coordinated national "Just Say Veto" campaign. Organized annual Lobby Day and lobbied New York State legislators. August 200_ – January 200_

YWCA Women's Resource Center, Seattle, WA

Emergency Housing Counselor, Jesuit Volunteer: Provided advocacy-based counseling, crisis intervention, information and referral, and domestic violence services at shelter for women. August 200_ - August 200_

INTERESTS

Basketball, fitness, movies, theater, and science fiction.

SUMMER ASSOCIATE RESUME #6

400 Huntington Avenue, Boston, MA 02115
(617) 373-0000
s.student@neu.edu

EDUCATION

Northeastern University School of Law, Boston, MA
Candidate for Juris Doctor, May 200_

Legal Skills in Social Context Project: As part of required first-year course, collaborated with small group of students to analyze the building and sanitary codes and enforcement practices in the New England states to determine the extent to which they further asthma-prevention goals and produced a paper recommending changes that could enhance asthma prevention.

Activities: Domestic Violence Advocacy Project.

Boston College, Chestnut Hill, MA
Bachelor of Science in Finance with a minor in French, May 200_

Activities: Intramural Field Hockey, Massachusetts Political Campaign Volunteer, Student Admissions Program Volunteer.

Study Abroad: Institute of European Studies, Paris, France (Spring 200_)

LEGAL EXPERIENCE

Boston Juvenile Court, Boston, MA May - August 200_

Judicial Intern: Conducted research and drafted findings of the court on juvenile law matters, including care and protection, child in need of services, and criminal proceedings. Observed courtroom proceedings and attended side-bar conferences.

Hale and Dorr LLP, Boston, MA March 200_ - August 2000_

Litigation Assistant: Assisted attorneys with deposition, hearing and trial preparation for antitrust, intellectual property and divorce cases. Responsible for organization and control of documents for multiple litigation matters. Managed discovery stage of complex antitrust case. Supervised team of six legal assistants in the creation and implementation of a large document database. Coordinated team to review documents for work product, attorney-client privilege and responsiveness to document requests.

ADDITIONAL EXPERIENCE

New York State Senate, Senator Suzi Oppenheimer, Albany, NY January – November 200_

Intern: Coordinated a “get out the vote” campaign, which involved educational outreach, recruiting and organizing volunteers and arranging transportation and other logistics.

INTERESTS

Travel, cooking and golf.

SUMMER ASSOCIATE RESUME # 7

400 HUNTINGTON AVENUE
BOSTON, MA 02115
(617) 373-0000
EMAIL: STUDENT@NEU.EDU

EDUCATION

Northeastern University School of Law, Boston, MA
Candidate for Juris Doctor, May 20__

First Year Social Justice Project: Worked with team of first year students on a project concerning health care policy and reform.

Activities: Youth Advocacy Caucus Mentoring Program

Northwestern University, Chicago, IL
Bachelor of Arts, History with Honors, June 200__

Honors: Award for Academic Excellence in American History, 200__

Resident Advisor: September 200__ through May 200__

LEGAL EXPERIENCE

Law Office of Leila Markovy, New York, NY September 200__ – June 200__
Legal Assistant: Sole legal assistant for immigration attorney. Prepared employment-based permanent residency filings for U.S. Citizenship and Immigration Services. Identified potential legal challenges to application filings, communicated with attorneys/clients and managed multiple tasks.

INTERNATIONAL WORK

Center for Development in South America, San Paulo, Argentina November - August 200__
Bilingual Volunteer Coordinator: Liaison to local community for a sustainable development non-profit with projects in a poverty stricken resettlement area. Coordinated work projects for individual volunteers while planning and leading larger group delegations.

La Escuela, La Campa, Honduras June – October 200__
International Volunteer Coordinator: Trained new volunteers and facilitated communication between international volunteers and the local director/ staff at a large Honduran school for orphaned children.

Council on International Educational Exchange, New York, NY February 200__ -May 200__
Program Advisor for Latin America: Coordinated pre-departure services for students participating in 13 study abroad programs in Latin America.

SKILLS/INTERESTS

Fluent in Spanish.

Enjoy snowboarding, ultimate frisbee, soccer and sailing.