

**SAMPLE RESUME: RECENT GRADUATE**

**NAME**

60 West End Avenue, Apt. 1A  
New York, NY 10023  
Phone: 212-555-1234  
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**Bar Admissions** Passed July 2005 New York State Bar Exam (awaiting admission)

**Education** **Fordham University School of Law**, New York, New York  
Juris Doctor, May 2005  
Activities: Member, Fordham Law Women

**State University of New York at Buffalo**, Buffalo, New York  
Bachelor of Arts, July 2001  
Major: Communications and Advertising  
Honors: Honors Thesis, *How Modern Advertising is being Shaped by Local Politics*

**Experience** **JPMorgan Chase Bank**, New York, New York  
*Part-time Law Clerk to the General Counsel*, August 2004-May 2005  
Drafted corporate resolutions and draft modifications to Corporate Bylaws.  
Performed internal corporate due diligence.  
Revised final commercial lease terms.  
Assisted with preparation and organization of litigation documents.

**James P. Jones, Esq.**, New York, New York  
*Summer Legal Assistant*, May 2004-August 2004  
Researched background information of companies involved in antidiscrimination suits, including information with respect to the corporation's capital structure.  
Assembled and managed data room containing confidential and publicly available information.

**Honorable Jane Doe, United States Bankruptcy Court for the S.D.N.Y**  
*Legal Extern*, May 2003-August 2003

- Researched and drafted legal memorandum on the applicability of U.S. bankruptcy laws to foreign nationals.
- Observed pretrial conferences, settlement discussions and trials.
- Assisted law clerks with draft jury instructions and the logistical preparations required for jury trials.

**LeBoeuf, Lamb, Greene & MacRae, L.L.P.**, New York, NY  
*Corporate Paralegal*, August 2001-July 2002

- Researched corporate tax and international securities law issues.
- Prepared documents, managed data rooms and assisted at closings.