



Washington University School of Law
CAREER CENTER

Resume Guide



Resume Overview

How you present yourself and your credentials to potential employers is crucial. Your first impression must be impeccable – this means an accurate, well-executed legal resume and cover letter. At the initial application stage, most employers expect only a resume and a cover letter. Other materials that may be requested, however, include: a law school transcript (either unofficial or official), an undergraduate transcript, a writing sample, and a list of references. Always be sure to verify the materials required by each employer before applying for a summer or post-graduate position.

Advice regarding resumes, cover letters, and other application materials varies depending on whom you ask. The examples and advice in this Guide come from numerous discussions with legal employers regarding successful applications. Simply stated, legal employers want to see your materials presented in the format they are most accustomed to seeing. You want to be sure that your materials stand out in a good way because they present an accurate and appealing picture of you and your achievements. You do not want your materials to stand out because they are poorly drafted or vary too much from the norm.

Important advice: PROOFREAD. Proofread all of your materials very carefully, and then ask the Career Center and several friends or family members to proofread for you. Legal employers expect a higher level of attention to detail from law students than other employers might expect from the general public. The reason for this is simple – clients expect perfection from their attorneys. If a law student has a glaring error in their marketing materials, employers will wonder if that student can perform to the level expected by their clients.

Proofread, proofread, proofread all of your materials – it cannot be said enough. Use spell-check, but do not rely solely on spell-check, as many common errors are not caught by spell-check. Always have at least one other person review your materials before you send them.

Your Professional Obligation

Be completely honest when drafting your resume. Everything on your resume must be 100% true, accurate and verifiable by the employer. Do not stretch anything or attempt to mislead. You risk your professional reputation within the law school and the legal community if you are caught trying to slip something by an employer that is not completely accurate.

Always remember that you are subject to the school's Honor Code – you violate the Honor Code when you knowingly present false, misleading or inaccurate information to an employer. If the Career Center discovers any inaccuracies in the way you present your academic credentials or other information, it may initiate an action before the Honor Council.

Formatting Your 1L Resume

In most cases, the first thing an employer sees from you is your legal resume. A resume is a brief, organized statement of your skills, abilities, education, and experiences as they relate to the employment that you are seeking. Do not rush through drafting this important representation of you and your abilities. Spend some time thinking about your accomplishments that best fit with your legal job search goals. Those are the accomplishments that you will highlight on your resume. A well-

organized resume should contain all the pertinent information about you, but still be easy to read at a glance. The following guidelines represent best practices for formatting a legal resume:

Length: Keep your resume to one page. Unless you have extensive, relevant prior experience, most legal employers will expect that your resume will be one page. Think of your resume as the very first writing sample that the employer sees from you. Employers want to know that you can analyze facts, distill the most important and significant information, and communicate that information succinctly. If you think your resume is the rare resume that should be more than one page, consult with the Career Center.

Exception: Resumes submitted to judges for post-graduation judicial clerkships, resumes submitted for post-graduate positions with some public interest organizations, and resumes submitted for post-graduate federal government positions may be more than one page. For federal government positions, be sure that your resume and cover letter address all requirements noted in the job posting.

Legal Resume vs. Business Resume: Unlike resumes you may have drafted in the past, a legal resume does NOT include an “Objective” section. Depending on your class year, legal employers assume that you are interested in a summer or post-graduate position with them. Omit the “Objective” section from your resume.

Margins: Use “normal” (*i.e.*, a half-inch to one inch) margins on the top, bottom, left and right sides of the page. If you need to decrease the margins to less than a half-inch, make sure the text is not cut off when the resume is printed, the resume is easy to read at a glance, and does not appear overcrowded. Keep a balance of white space and text. Ensure that the resume is aesthetically pleasing and easy to read.

Fonts: We recommend using 11 point font. If you need to go smaller, do not go any smaller than 10 point font – again, the resume should be easy to read. Most resumes use either Calibri or Times New Roman font type, but feel free to use any professional-looking font that you prefer. Be consistent throughout the document with your font type – do not mix and match. Take advantage of the Format Painter in Microsoft Word to ensure that the formatting of your bullets is identical. To use the tool, (1) click the Format Painter button while your cursor is in the text of a correctly formatted bullet, and (2) using your cursor, highlight the other bullets that should have an identical format. The Format Painter will conform the format of the highlighted bullets to the correctly formatted bullet.

Indentations, Italics, etc.: Judicious use of indentations, italics, underlining and bolding can make your resume more visually appealing and easier to read. Be careful, however, of overusing these style aids. They can result in a cluttered appearance.

Be Consistent: Be consistent throughout the resume regarding abbreviations and how you present information (*e.g.*, use MO or Missouri throughout, do not use both; use J.D. and B.S. or Juris Doctor and Bachelor of Science, do not abbreviate one and not the other; be consistent when presenting dates, be consistent with your use of periods after bullet points, etc.). Being consistent gives the employer an indication of your attention to detail - a valuable skill.

Be Professional: This is a piece of formal business writing. Avoid contractions (*e.g.*, didn't, haven't, etc.), casual language not typically used in business writing (*e.g.*, get, really, just, etc.), and ending bullets with prepositions.

Paper Choice: Your resume should be printed on plain bond paper (white or ivory). Your resume, cover letter, and envelope should all use the same paper type and color. When choosing paper, think about how it will photocopy. Many employers copy resumes once they are received, and marble paper does not copy well.

Multiple Resume Versions: You can (and probably should) have several different versions of your legal resume that you submit to different employers. For example, if you are from Cincinnati, but are interested in a permanent position in Chicago, you may want to apply to employers in both geographic areas using a “Cincinnati” resume and a “Chicago” resume. Your “Cincinnati” resume may include a Cincinnati permanent address and reference to civic organizations in Cincinnati that you would not include on your “Chicago” resume. Also, many students will have one resume directed toward public interest employers (that heavily emphasizes volunteer activities) and another version directed toward private law firms (that mentions those volunteer activities but in less detail). When naming different versions of your resume and sending them electronically to employers, avoid using naming conventions such as “Chicago Resume” or “Public Interest Resume.” If employers receive an electronic version of your resume and notice the file name, they will assume that you have several different versions of your resume for various cities or types of organizations. This assumption calls into question your true commitment to the city or organization.

Elements of a Resume

A legal resume consists of four main sections:

1. Name and Contact Information
2. Education
3. Experience
4. Additional Information, Skills and Interests

Each section has certain standards that should be followed. The following explores these sections in more detail:

1. Name and Contact Information

The first section of your resume will contain your contact information. At a minimum, this section should include your name, your current address (*i.e.*, your school address), your telephone number and your e-mail address. You should always use your Washington University School of Law email address for communicating with employers. You may also want to include a permanent or local address to draw attention to a geographic connection with the city in which you are applying. If you wish to indicate your preferred pronouns, this section is a good place to do so.

2. Education

Your education section should be listed next on your resume, even if you have significant, prior experience in another field. You are currently a law student, and that piece of information will be most important to legal employers, regardless of your prior experience. You will list Washington University School of Law first, followed by institutions granting your graduate (if any) and undergraduate degrees.

Each entry in this section should include the name of the degree-granting institution, the location, your degree, your graduation (or expected graduation) date and your honors and activities for that program. Do not include your high school. As discussed below, your GPA is optional.

Law School:

You should indicate that you are a candidate for a J.D. or Juris Doctor (not Juris Doctorate) degree at Washington University School of Law. You should always include the month and year of your expected graduation. There are several ways you can present this information, and a few examples are presented here:

Washington University School of Law | St. Louis, Missouri
J.D. Candidate, May 2024

Washington University School of Law, St. Louis, MO
J.D. Expected May 2024

Washington University School of Law St. Louis, Missouri
Juris Doctor Anticipated Dec. 2024

Candidates for a J.D. and another degree program at Washington University should present academic information about both degrees:

Washington University School of Law and Olin School of Business, St. Louis, Missouri
J.D./M.B.A Candidate | May 2024

Or you can list each degree-granting school separately:

Washington University School of Law St. Louis, MO
J.D. Candidate May 2024

Washington University George Warren Brown School of Social Work St. Louis, MO
M.S.W. Candidate May 2024

Transfer Students and LL.M. to J.D. Transfer Students: If you do not have grades from Washington University, you must indicate that although you are currently a J.D. student at Washington University School of Law, you began your legal education at another institution or in another academic program. For example:

Washington University School of Law St. Louis, Missouri
J.D. Candidate May 2024

Chicago-Kent College of Law Chicago, Illinois
Completed First-Year Curriculum 2021-2022

or

Washington University School of Law, St. Louis, MO

J.D. Candidate, May 2024

Completed First-Year Coursework at Chicago-Kent College of Law, Chicago, IL, 2021-2022

For LL.M. to J.D. transfer students:

Washington University School of Law, St. Louis, Missouri

J.D. Candidate, May 2024

LL.M. in U.S. Law, May 2022

Once you receive grades from Washington University School of Law, it is no longer necessary to keep both institutions on your resume. The decision of whether to keep both institutions depends on whether you have grades, honors, and awards from your previous institution that you want potential employers to know. The Career Center advisors can help you in making the decision of whether to keep your previous law school institution.

Undergraduate and Other Prior Graduate Education:

Include the name of your prior degree-granting institution(s), the location, the date you graduated (month and year) and the degree(s) awarded. Include a minor or concentration if that area of study will be appealing to legal employers or advance your legal career goals. Latin and other graduation honors are usually placed after the degree awarded. Latin honors should be italicized and in lower case (*e.g., summa cum laude*).

If you choose to include the title of your thesis or senior writing project, be very familiar with the conclusions you reached prior to interviewing. Remember that any information included on a resume is fair game for questions during an interview.

Remember consistency. If you abbreviated “MO” for your Washington University School of Law entry, then abbreviate the state where you attended college. If you abbreviated J.D., then abbreviate your other degrees (*e.g., B.S., B.A., M.A., etc.*).

Presenting Your Grades:

Law School GPA. First-year students sending out resumes before first semester grades are posted may indicate that your GPA is “forthcoming” or may choose to eliminate any reference to law school GPA. Employers understand that you have not received any law school grades as of yet. Once you receive your first set of law school grades, you must determine: 1) whether you want to present that information to employers, and 2) how to present that information to make the best impression. Most employers expect that a GPA will be included on your resume. If you choose not to include your GPA, you run the risk of the employer assuming you did worse than you actually did and automatically excluding you from consideration.

Your law school GPA should be presented to 2 decimal points, as provided by the Registrar’s Office (*e.g., GPA: 3.71*), and there should not be a percent symbol (%) following the GPA. You cannot round up, estimate or present your GPA in another manner. Following the posting of grades each semester, the Registrar’s Office publishes the GPA cut-offs for the Top 1%, 5%, 10%, 15%, 20%, 25%, 30%, and 33 1/3% of each J.D. class. If your GPA falls within one of those GPA ranges, you should indicate that to employers. Also, it is permissible to show employers how close you are to the next higher GPA cut-off

for your class year. It is misleading, however, to try to draw that connection to other GPA cut-offs. In addition, you cannot attempt to estimate your class rank if you are outside the published cut-off for the Top 33 1/3%. Students in the Top 5% of each class are given their class rank, and you should include that information on your resume.

Assume that Top 5% = 3.89, Top 25% = 3.71 and Top 30% = 3.66 for the following examples of permissible ways to present your grades:

GPA: 3.69 (Top 30%) (Top 30% = 3.71)

GPA: 3.88 (Top 5% = 3.89)

GPA: 3.73 (Top 25%)

GPA: 3.92 (Top 5%); Rank: 8/210

You may want to highlight an upward trend in grades by showing both a cumulative GPA and a recent semester's GPA. If you choose to break out a semester's GPA, you MUST include your cumulative GPA as well, to avoid misleading the employer. For example:

Cum. GPA: 3.60; Spring 2019 GPA: 3.74

Undergraduate and Graduate School GPAs. Many students indicate their undergraduate GPA or GPA in other graduate programs on their resume. If you have included your law school GPA, you should also include your undergraduate GPA for consistency. A Career Center advisor is happy to discuss concerns regarding the presentation of your undergraduate grades. Some students like to highlight how well they did in their major area of study. If you choose to do this, the calculation of your GPA in your major must be verifiable by the undergraduate institution or by looking at your undergraduate transcript, and you must also include your cumulative GPA. For example:

Cum. GPA: 3.28; Finance GPA: 3.75

Honors and Activities:

Employers are interested in seeing well-rounded, accomplished individuals, and an Honors and Activities section for law school and your graduate/undergraduate programs allows you to draw attention to your achievements.

Law School Honors and Activities. Remember to include scholarships you received for law school, any awards you may have received, your membership in any relevant student groups, bar associations and other extra-curricular or volunteer activities. If you have participated in any lawyering skills competitions, include that information along with any success you may have had in the competition.

If you are very active in law school, you do not need to include every single activity with which you are involved. Highlight only those activities that demonstrate your leadership ability or further your career goals. If you are invited to join one of the publications, you should include the official name of the publication in this section as well, and the name of the publication should be written in italics. All second-year students are considered Staff Editors.

Think about the professional image you are trying to present to employers. Be aware that some employers may worry if they see a practice area interest listed on your resume when they lack that particular type of practice (for example, Sports & Entertainment Law Society or Labor & Employment

Law Association). They may be concerned that you are not really serious about them because they do not practice in what appears to be your main area of interest based on your activities section.

Journal. If you are selected to participate in a Journal or Law Review, indicate this on your resume in the Honors and Activities section. For example:

Washington University Law Review, Vol. 65, Staff Editor

Washington University Journal of Law and Policy, Vol. 48, Staff Editor and Vol. 49 Executive Articles Editor

Publications. If your Journal or Law Review article is selected for publication, or if you have prior published articles, include those on your resume. You can create a subsection under Washington University School of Law or, if you have multiple publications prior to law school, you can create a separate Publications section. Use the Bluebook format when citing your articles. For example:

Permanently Incurable: Examining Jones v. Mississippi, 89 Wash. U. Jur. Rev. 127 (2020).

Undergraduate Honors and Activities. This section should include all relevant activities, honors, and accomplishments. Include scholarships you received while an undergraduate, any awards you may have received (such as Dean's List), membership in honor societies, and your leadership or membership in any relevant student groups. Listing membership in a fraternity or sorority can be a good way to make a connection with a potential interviewer who may also have been a member of that organization, but be careful not to list too many Greek-related activities; you want to present yourself as a well-rounded individual.

Highlight those honors that are most impressive and activities that truly demonstrate your leadership ability or those that further your career goals. Many times less is more, and very impressive honors may get lost in a litany of other lesser honors and activities.

Study Abroad:

More and more students are participating in undergraduate study abroad programs, and many employers find that credential impressive (especially if the study abroad experience resulted in competency in a second language) and interesting to discuss in interviews. If your resume is a bit crowded, you can indicate your study abroad experience in your Honors and Activities section. If you wish to highlight your study abroad experience (for instance, if you are interested in international law and that employer has a large international practice), you can include a full entry for the study abroad institution under your education section.

3. Experience

Work Experience:

Your experience section should list your prior employment experience in reverse chronological order (most recent experience first). Include the name of the employer, the location of the employer, your title, the dates of employment, and a description of your experience with the employer - duties, responsibilities, skills acquired, major projects, etc. Also include any awards or certifications earned

(e.g., employee of the month, technical certifications). Emphasize any promotions, increases in responsibility, or indications of your good judgment and professionalism. Be sure to include any internships or externships you had in college. For some service positions where the title alone is descriptive of your duties, you may exclude a description to save room on your resume, if needed.

Do not discount your past employment history because you think legal employers will not find it appealing if you do not have any legal or professional experience. Most first-year law students do not have any legal experience and employers do not expect to see that credential on your resume. If you worked at one service industry job all through high school and college, employers will likely be impressed by your loyalty to one employer and your hard-working nature. If you worked a variety of part-time jobs as an undergraduate, you do not have to list every single one. Instead, you can group service industry jobs into one “catch-all” entry (e.g., Worked 15-20 hours per week throughout college in a variety of service industry positions to help finance 50% of living expenses). This type of entry conveys responsibility and time-management skills.

Further, do not negate the valuable experience and exposure to real-life practice that you may have received from filing court documents or doing clerical work in a law firm setting. From that experience, you gained valuable knowledge about what a lawyer really does. However, do NOT oversell your specific experience or exaggerate a prior position.

Volunteer Experience:

Especially if your employment history is light, you can include in your experience section volunteer activities or undergraduate student activities in which you were significantly involved.

For example:

University of Virginia, Charlottesville, Virginia

2019-2020

Student Senate, Resolutions Committee - Chair

Spent an average of 10 hours per week preparing resolutions for presentation to the Student Senate. Worked closely with faculty and administration to ensure student voices were heard on issues important to the student body. Major accomplishments included drafting and sponsoring a resolution that overhauled and improved the campus-wide recycling effort.

If you have significant work and volunteer experience, you may consider creating a separate “Volunteer Experience” section of your resume for your public interest and public service applications.

Chronological Gaps:

Be cognizant of any chronological gaps that appear on your resume, especially gaps following your graduation from college. If you took some time off prior to law school or at some other point in your academic or professional career, consult with the Career Center for assistance on how best to explain a gap on your resume. Legal employers are sometimes wary of unexplained gaps in the experience section of your resume and will want some sort of explanation. If a gap is unexplained, a legal employer may assume the worst possible scenario to account for that missing time.

High-Impact Phrases and Action Verbs:

Pay special attention to the language you use in crafting your experience section; leverage every word. Your goal is to make as much of an impact as possible. Try to use action verbs wherever you can to clearly describe your skills and abilities. Think about the transferable skills you may have from past employment or undergraduate student activities that may be of interest to legal employers. Use a variety of verbs and descriptions with each entry.

Your experience section should include job descriptions that accurately describe what you did, but also convey skills that would be relevant to the job for which you are applying. For example, if you worked for a retail store, you will want to show you had responsibility for supervision, handling of money, contact with the public, etc. Those duties demonstrate judgment, responsibility, trustworthiness and people skills.

Make sure a layperson can understand any technical language used. Do not use acronyms or abbreviations unless they are common and generally understood. Do not use personal pronouns when drafting your descriptions.

Try to quantify your experience wherever possible and be as specific as you can with respect to the skills you developed and the responsibilities you held. (For example, supervised four employees or worked 10-15 hours per week while in school full-time).

For your experience that occurred in the past, be sure to use the past tense for those entries when describing them. For an ongoing work experience (*i.e.* your summer position where you still work when sending your resume), use the present tense for those entries.

Some examples:

- Interviewed candidates for employment and conducted annual employee performance reviews
- Drafted project proposals related to new accounting software
- Interacted with customers and resolved customer complaints
- Handled multi-line phone system and interfaced with general public

The sample action verbs and the resume examples on the following pages will further assist you in phrasing your experience in ways that make the most impact on a potential employer.

4. Additional Information, Skills and Interests

Students typically have one small section at the end of their resume for additional information, skills and/or interests. What you elect to include in this section is a personal choice, but generally this section should be only a couple of lines. The title of this section will depend on the content.

Memberships

If you have joined bar and/or professional organizations, you may choose to include those in this section, rather than in the “Honors and Activities” section of your resume.

Languages

If you have language skills that are relevant to the positions you are seeking, you will include those in this section. Be specific about your language skills. Do not profess fluency unless you are able to carry on a nearly perfect conversation in that language, translate texts in that language, and write nearly flawlessly. If you have speaking fluency, but are only a beginner at reading and writing, state as such.

Skills, Certifications and Foreign Qualifications

If you have technical skills, foreign law qualifications, or professional certifications relevant to the positions you are seeking, include those in this section. For example, if you are applying for a position as a public defender, the fact that you are a certified personal trainer is not a relevant certification (although personal training might be something you list as an interest – see below). However, if you are a CPA or CFA and are seeking a business law position, those certifications should be included on your resume.

Interests

Some employers report that they like to see an “Interests” section on resumes. It allows them to see a more three-dimensional person, and it allows the student an opportunity to discuss topics of interest. Your interests do not need to be incredibly unique. Not everyone is a master of the harpsichord.

ACTION VERBS

People	Creative	Financial	Managerial	Service
Aided	Acted	Administered	Achieved	Advised
Arbitrated	Abstracted	Allocated	Assigned	Attended
Advised	Adapted	Analyzed	Administered	Cared
Apprised	Composed	Appraised	Consulted	Carried Out
Arranged	Conceptualized	Audited	Contracted	Coached
Clarified	Created	Budgeted	Controlled	Coordinated
Conferred	Designed	Calculated	Coordinated	Counseled
Consulted	Developed	Computed	Decided	Delivered
Contributed	Directed	Developed	Delegated	Demonstrate
Cooperated	Drew	Figured	Developed	Earned
Coordinated	Fashioned	Managed	Directed	Empathized
Counseled	Generated	Performed	Established	Expanded
Debated	Illustrated	Prepared	Evaluated	Explained
Defined	Imagined	Projected	Fired	Facilitated
Directed	Improvised	Tracked records	Hired	Furnished
Enlisted	Integrated		Implemented	Generated
Explained	Innovated		Initiated	Inspected
Expressed	Painted	Investigative	Lead	Installed
Helped	Performed	/ Research	Negotiated	Issued
Influence	Problem	Calculated	Organized	Mentore
Informed	Shaped	Catalogued	Planned	Referred
Inspired	Synthesized	Collected	Prioritized	Related
Interpreted	Visualized	Computed	Produced	Repaired
Interviewed	Wrote	Correlated	Recommended	Provided
Manipulated		Critiqued	Reported	Purchased
Mediated	Detail Oriented	Diagnosed		Sent
Merged	Analyzed	Discovered	Manual Skills	Served
Negotiated	Approved	Examined	Arranged	Serviced
Participated	Arranged	Experimented	Assembled	Submitted
Promoted	Classified	Extrapolated	Bound	Transmitted
Recommended	Collated	Evaluated	Build	
Represented	Compared	Gathered	Checked	
Spoke	Compiled	Identified	Classified	
Suggested	Documented	Inspected	Constructed	
Unified	Enforced	Interpreted	Controlled	
Verbalized	Followed through	Investigated	Drove	
Wrote	Met deadlines	Monitored	Handled	
	Prepared	Observed	Installed	
	Processes	Organized	Maintained	
	Recorded	Proved	Prepared	
	Retrieved	Reviewed	Pulled	
	Set priorities	Surveyed	Operated	
	Systematized	Tested	Tested	
	Tabulated			

Anne M. Walsh

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 St. Louis, MO 63108
annewalsh@wustl.edu
 (903) 555-0055
 She/Her

EDUCATION

Washington University School of Law St. Louis, MO
Juris Doctor Candidate May 2025

GPA: Forthcoming

Honors/Activities:

- Washington University Scholar in Law Recipient (merit-based scholarship)
- Public Service Advisory Board – Tutoring Committee
- Christian Legal Fellowship – Treasury Committee

Pepperdine University Malibu, CA
 Bachelor of Arts in Economics | Bachelor of Science in Business Administration May 2017

GPA: 3.56 | *cum laude*

Honors/Activities:

- Regent’s Scholar
- Veritas Club
- Microfinance Club

Study Abroad:

- Buenos Aires, Argentina (Pepperdine University campus)
- Amman, Jordan (Pepperdine University campus)

PROFESSIONAL EXPERIENCE

Portman & Wayne, LLP Malibu, CA
Paralegal June 2018 – July 2022

- Assisted attorneys with legal research, file reviews, depositions, trial preparation, and jury selection.
- Researched California personal injury protection case law and drafted arbitration briefs.
- Reviewed and analyzed medical records and arbitration materials to make strategy recommendations.
- Evaluated medical records, scheduled physical evaluations, and assembled expert packages for physician review.

American Civil Liberties Union of California Malibu, CA
Public Interest Fellow May 2017 – May 2018

- Prepared reports on solitary confinement, immigrant rights, and criminal justice for current donors.
- Operated outreach booths intended to promote ACLU services within the local community.
- Processed legal intake and drafted response letters to concerned citizens.

Pepperdine University Malibu, CA
Economics Research Assistant September 2016 – April 2017

- Researched correlations between terrorist ideologies, methodologies and events.
- Built a statistical model to predict causality between right and left-wing terrorist groups.
- Prepared and delivered a presentation summarizing the report to an audience of 35 faculty and classmates.

SKILLS, INTERESTS & COMMUNITY ENGAGEMENT

-
- Languages: Spanish (Conversational)
 - Skiing, Trail Running, Body Surfing
 - Creative Steps (Volunteer 2015 – 2018)

Carl Weathers

2341 Delmar Boulevard
 St. Louis, MO 63108
 314-555-5555

carl.weathers@wustl.edu

Pronouns: he/him

Education

Washington University School of Law, St. Louis, MO

Juris Doctor Candidate

May 2025

GPA: Forthcoming

Honors and Activities:

Technology and Privacy Society Member

Client Counseling Competition Participant

Bowdoin College, Brunswick, ME

Bachelor of Arts in Political Science

May 2022

GPA: 3.75

Honors and Activities:

Dean's List – All Semesters

Big Brothers and Big Sisters of Mid-Maine

University College London, Semester Abroad (Spring 2018)

Thesis: "The Rise and Fall of Bureaucratic Authoritarianism in Argentina."

Professional Experience

Roma's Diner

Memphis, TN

Waiter and Dishwasher

May 2022 – August 2022

- Assisted in the operations of a new and growing restaurant.
- Acquired valuable skills in managing relationships among employees and customers.
- Leveraged knowledge of food and flavors to offer informed menu recommendations to customers.
- Provided excellent customer service to all dining customers.

YMCA of Memphis

Memphis, TN

Senior Camp Counselor

Summers 2017 – 2021

- Co-developed camp curriculum and activity offerings for middle school campers.
- Coordinated instruction and designed tournaments for soccer, football, and other field games.
- Planned and directed arts and crafts projects.
- Supervised junior camp counselors, including coordination of schedules and coverage to ensure all activity stations were adequately staffed and all campers were appropriately supervised.
- Resolved conflicts among campers and junior counselors; mentored junior counselors.

Skills and Interests

Proficient in French; Poetry; Hiking

Member of the Tennessee Bar Association

Elizabeth Kim
ekim@wulaw.wustl.edu
Pronouns: ze / zir

School:
123 Delmar Ave.
St. Louis, MO 63102
(314) 963-6161

Permanent:
1403 Pleasant Way
Sarasota, FL 34236
(941) 322-4665

EDUCATION

Washington University School of Law
J.D. Candidate
GPA: 3.56

St. Louis, MO
May 2025

Honors and Activities:

- Client Counseling Competition, Semi-Finalist
- Student Bar Association, 1L Representative
- Women’s Law Caucus
- Florida Bar Association

Northwestern University
B.A., Political Science
GPA: 3.87

Evanston, IL
May 2022

Thesis: “Statistical Analysis of Voter Registration: Urban vs. Rural Communities”

Honors and Activities:

- *Northwestern News*, Staff Reporter
- Dean’s List (Fall 2013, Fall 2014, Spring 2015)
- Varsity Volleyball Team (2011-2012)
- Student Tutor, Statistics

EXPERIENCE

Law Offices of Michael Collins
Legal Intern

Sarasota, FL
May 2022 - August 2022

- Filed court documents in county, state and federal courts.
- Maintained library resources for law firm.
- Researched land records for busy real estate practice.

McMurray’s Pub
Waitress

Sarasota, FL
Summers 2018 - 2021

- Waited tables to help finance education.
- Educated customers regarding menu options available for dietary restrictions.

City of Sarasota
Public Beach Lifeguard

Sarasota, FL
Summers 2016 - 2018

- Certified in ocean rescue and water safety.

SKILLS & INTERESTS

Swimming, Conversational French, and Avid Runner

Steven Smith

3737 Rosewood Avenue
St. Louis, Missouri 63105

(314) 555-3737
ssmith@wustl.edu

EDUCATION

Washington University School of Law, St. Louis, Missouri

J.D. Candidate

May 2024

Chicago-Kent College of Law, Chicago, Illinois

Completed First-Year Curriculum

2021-2022

GPA: 3.50, Class Rank: 10/247

*Honors and Activities:**Chicago-Kent Law Review* (invitation extended to join staff)

Dean's List (Fall 2018 and Spring 2019)

Student Bar Association, 1L Representative

Indiana University, Bloomington, IndianaB.S., Education (English), *cum laude*

May 2017

GPA: 3.65

Honor and Activities:

Varsity Soccer (3-year starter)

Alpha Tau Omega, Membership Chair, 2010-2011

Fanning Middle School Tutor (after-school tutor for children of immigrants)

EXPERIENCE

Monroe County Prosecuting Attorney's Office, Bloomington, IN

Summer 2022

Legal Intern

Researched criminal law issues, including exceptions to rule of completeness and "terry stop" allowances. Observed courtroom proceedings, motions and depositions. Reviewed case files and prepared written narrative of the factual record and outstanding legal issues.

John F. Kennedy Middle School, Chicago, Illinois

Aug. 2017 – May 2021

Seventh Grade English Teacher

Taught grammar and literature to seventh grade students. Prepared daily lesson plans. Evaluated and tracked student progress. Met quarterly with parents to discuss student performance. Served on district-wide Curriculum Committee. Coached soccer team.

James K. Polk Middle School, Indianapolis, Indiana

Jan. - May 2017

Student Teacher

Taught language arts to sixth grade students under the supervision of certified teacher.

Indiana University, Bloomington, Indiana

Academic Years 2014-2016

Student Worker, Engineering School

Answered telephone and performed numerous clerical tasks. Assisted professors by copying materials.

CERTIFICATIONS AND INTERESTS

Illinois Teaching Certificate; Blues Guitar, Southern Literature

Lauren Bacall

9823 Delmar Avenue, Apt. 3 | St. Louis, MO 63130 | (314) 555-5500 | laurenbacall@wustl.edu

EDUCATION

Washington University School of Law

Juris Doctor Candidate

Completed first-year coursework at University of Missouri (2021-2022)

GPA: 3.79 | Top 30%

St. Louis, MO

Expected May 2024

Honors and Activities: Asian Pacific American Law Student Association; *Global Studies Law Review*, Vol. 62, Staff Editor.

American University

Bachelor of Arts in English | GPA: 3.79, *magna cum laude*

Washington, D.C.

May 2021

Honors and Activities: Phi Kappa Phi Honor Society; Dean's List (every semester); Local News Editor, the American University Daily Newspaper.

Thesis: "Mary Wollstonecraft Shelley and the Victorian Ideology of Motherhood."

EXPERIENCE

Financial Industry Regulatory Authority, Department of Enforcement

Legal Intern

New York, NY

May 2022 – Aug. 2022

- Assisted with investigations, reviewed and categorized documentary evidence of violations.
- Initiated enforcement actions against FINRA regulated firms and stockbrokers.
- Conducted legal research and wrote memoranda regarding FINRA rules.
- Prepared outlines for investigative testimony and hearings.

American University

Writing Center Consultant

Washington, D.C.

Jan. 2019 – May 2021

- Led private tutorials regarding senior theses, class projects, project proposals and analytical essays.
- Collaborated with peers in order to improve students' writing and confidence.
- Attended weekly meetings to discuss and present current Writing Center theory.

Global Treks and Adventures

Research Intern

Washington, D.C.

May 2018 – Aug. 2018

- Conducted literature reviews regarding Guatemala's social justice issues.
- Wrote a short article published in a regional guide of Guatemala.
- Researched conceptions of women's rights within Guatemala.

Apple

Sale Specialist

Bethesda, MD

June 2017 – Aug. 2017

- Assisted customers in purchasing Apple products and services.
- Helped troubleshoot hardware/software problems.

SKILLS, INTERESTS AND PROFESSIONAL AFFILIATIONS

French (Proficient); Violin and Piano at professional level; Member of the New York Bar Association

Ellen Ko

1101 University Drive, Apt 5B | St. Louis, MO 55555
Tel: 314.215.7608 | E-mail: eko@wustl.edu | they/them/their

EDUCATION

WASHINGTON UNIVERSITY SCHOOL OF LAW, St. Louis, MO

J.D. Candidate, May 2024

LL.M. in U.S Law, May 2022

INSTITUTE IN TRANSNATIONAL LAW, Hong Kong, Summer 2021

WASEDA UNIVERSITY, Tokyo, Japan

LL.B., with honors, March 2016

EXPERIENCE

ST. LOUIS CITY COURT, THE HONORABLE PAULA P. BRYANT, St. Louis, MO

Judicial Experiential Learning Program, Member, February 2022 - April 2022

- Drafted observation reports regarding divorce, domestic violence, custody hearing and drug crimes.
- Discussed and compared civil law and common law issues with the judge concerning substantive and procedural areas, including family law, criminal law and civil procedure.

NAGASHIMA OHNO & TSUNEMATSU, Tokyo, Japan

Attorney, November 2016 – May 2021

- Focused on general corporate and cross-border transactions.
- Advised foreign corporations on Japanese commercial and securities law in relation to M&A, corporate restructuring, listing application and credit facility.
- Designed transaction structures; negotiated and drafted agreements; conducted most legal work in English.
- Recent projects include:
 - Represented Bank of America in a \$500 million finance acquisition facility.
 - Represented underwriters in connection with Japanese bank's offering of \$1 billion notes in the international market.
 - Represented Japanese television company against hostile takeover by internet company.

BAR ADMISSION

Japanese Federation of Bar Association, 2017

PUBLICATION

Japan Needs More Real Merger Reform and Disclosure, 58 Int'l. Law. 24 (Dec. 2014).

LANGUAGES

Japanese (native speaker), English (fluent), Chinese (conversational)

THOMAS CRUISE

3567 Forsyth, Apt 4D
St. Louis, MO 63130

tcruise@wustl.edu
314-550-0055

EDUCATION**WASHINGTON UNIVERSITY SCHOOL OF LAW**

St. Louis, MO

J.D. Candidate (3.48 GPA)

May 2024

- Honors: Scholar in Law Award (merit-based, 60% tuition scholarship for three years)
CALI Award (Contracts)
- Activities: *Washington University Law Review*, Vol. 88, Staff Editor
Phi Alpha Delta, Health Law Society

BELLARMINE UNIVERSITY

Louisville, KY

B.A. in Elementary Education, *summa cum laude* (3.95 GPA)

May 2018

- Honors: William E. Clark Scholar (merit-based, half tuition scholarship for four years)
George Smithey Athletic-Scholar Award (varsity athlete with the highest GPA)
Student Government Association Outstanding Representative Award
- Activities: Alpha Lambda Delta Honorary, President
Student Government Association, Academic Affairs Chair
Men's Varsity Tennis, Captain
Resident Advisor

EXPERIENCE**ST. LOUIS CIRCUIT ATTORNEY'S OFFICE**

St. Louis, MO

Legal Intern

May 2022 – August 2022

- Assisted in voir dire and drafted a closing argument while second-chairing a robbery trial.
- Conducted legal research, gave presentations, and wrote memorandums to assist with legal strategy for trials and other proceedings.
- Drafted bench memorandums and motions for pretrial hearings.
- Participated in a mock trial.

MIDDLEBURY ELEMENATRY SCHOOL

Washington, D.C.

Fourth Grade Teacher

September 2018 – May 2021

- Created daily lesson plans for classroom of 25 fourth graders.
- Tailored lesson plans to cover state required curriculum.
- Implemented positive behavior support program for the classroom and provided faculty training sessions to facilitate school-wide adoption.
- Decreased classroom disciplinary referrals by 5% over two academic years through positive reinforcement.
- Chaired the mathematics curriculum committee, with responsibility for selecting new mathematics materials.

YELLOWWOOD ACADEMY

Lima, Peru

Volunteer Teacher

Summer 2017

- Taught English to a class of 45 middle school students.
- Prepared and graded tests.
- Communicated with students and parents regarding student progress and benchmarks.

LANGUAGES, INTERESTS & AFFILIATIONS

Language: Fluent in Spanish; reading proficiency in French.

Interests: Collecting rare vinyl records; playing guitar; hiking.

Membership: Washington D.C. Bar Association

Percy Jackson

percyjackson@wustl.edu | they/them/their

School Address:

222 Lordshill
St. Louis, MO 63119
(314) 550-0055

Permanent Address:

89 Kettering Drive
Corona, CA 92877
(951) 230-0011

EDUCATION

Washington University School of Law

St. Louis, MO

J.D. Candidate | GPA: 3.76 (top 25%)

May 2024

Honors and Activities: Scholar in Law Award (75% tuition scholarship)
CALI Excellence Award, Property and Civil Procedure
Journal of Law and Policy, Vol. 33, Staff Editor
Public Service Advisory Board, Member

Tufts University

Somerville, MA

B.A. in Philosophy | GPA: 3.81

May 2021

Honors and Activities: Jackson Mann Community Center Volunteer (All Semesters)
Dean's List (All Semesters)
Student Admissions Representative
Appalachia Volunteer (Spring 2016)

EXPERIENCE

Legal Services of Eastern Missouri

St. Louis, MO

Legal Intern – Elder Law Division

Summer 2022

- Researched statutes and case law regarding housing benefit eligibility.
- Assisted with client intake, interviewing new clients and counseling clients regarding legal strategies.
- Prepared wills, powers of attorney and health care directives.
- Drafted legal education fliers explaining basic estate planning documents.

Starbucks

Corona, CA

Barista

Summer 2021

- Processed payments, prepared orders and provided excellent customer service.
- Informed customers with dietary restrictions of menu item ingredients.
- Maintained cleanliness of food preparation areas and dining room.

Tufts University, Professor Amy Martin

Somerville, MA

Research Assistant

Summer 2020

- Compiled research studies examining the phenomenological tradition.
- Performed bibliographical searches, analyzing and summarizing articles.
- Utilized bibliographical software to perform detailed searches of relevant books and articles.

Target Corporation

Corona, CA

Soft Lines Stocker

Summers 2018, 2019

- Monitored children's clothing department, stocking items, straightening racks and shelves, and ensuring proper pricing of products.

ADDITIONAL INFORMATION

Languages: Spanish – Proficient

Memberships: California Bar Association, Student Member

Interests: Scuba diving | Saxophonist in cover band | Writing short stories

Sarah Jones

4147 Westwood Drive, St. Louis, MO 63123 | sjones@wustl.edu | 314-891-4099 | she/her

EDUCATION

Washington University School of Law, St. Louis, MO

Juris Doctor Candidate

May 2023

GPA: 3.41

Honors/Activities: Scholar in Law Recipient (merit-based, 60% tuition scholarship); Women's Law Caucus; New York Bar Association; *Washington University Journal of Law and Policy*, Vol. 65, Staff Editor

Publication: *A Fresh Look at Medicare Kickbacks: Examining U.S. v. Medina*, 64 Wash. U. J.L. & Pol'y 65 (2021).

New York University, New York, NY

Bachelor of Science | Health Science

May 2020

Minor: Public Administration

GPA: 3.85

Honors/Activities: College of Arts & Science Dean's List – All Semesters; Student Association Vice President Habitat for Humanity

EXPERIENCE

Washington University School of Law Appellate Clinic

Fall 2022

Rule 13 Certified Student Attorney

- Researched and prepared appellate brief for submission to the 8th Circuit Court of Appeals.
- Outlined oral arguments and assisted in oral argument preparation.

Law Offices of Tom Frank & Associates, Brooklyn, NY

May 2022 - August 2022

Legal Intern

- Organized documents and discovery for medical malpractice jury trial.
- Analyzed large document production and drafted supplemental discovery requests.

New York Attorney General, Brooklyn, NY

May 2021 – August 2021

Legal Intern, Brooklyn Regional Office

- Drafted briefs, memos and pleadings for Medicare fraud case; attended depositions.
- Conduct document review, classifying over 1,000 documents in response to requests for production.

New York University, New York, NY

February 2020 - August 2020

Research Assistant for Prof. Michael Flynn

- Researched and assisted in development of curriculum.
- Communicated with team to develop new ways for students to access project resources.

NY State Senator Paul Wright, Brooklyn, NY

May 2019 - August 2019

Legislative Intern

- Prepared for and attended key legislative meetings.
- Briefed the Senator with summary of legislation being debated on the Senate Floor.

SKILLS & INTERESTS

Fluent in Spanish | Classical violinist | Running marathons

Steven Tyler

111 Walk This Way Lane, Lexington, KY 44052 | (314) 867-5309 | styler@wustl.edu | he/him/his

EDUCATION

Washington University School of Law

St. Louis, MO

Juris Doctor Candidate (GPA: 3.56)

May 2023

Honors & Activities:

- Recipient Scholar in Law Scholarship (90% tuition)
- Phi Alpha Delta Fraternity
- Client Counseling Competition
- Sports and Entertainment Society - President

Millikin University

Decatur, IL

Bachelor of Arts, Musical Theatre (GPA: 3.72)

May 2016

Thesis: *The Other Side of Freddie Mercury: Case Studies Revealing the Sociologist, Balladeer and Historian*

Honors & Activities:

- Dean's List (8 semesters)
- Varsity Letter Winner, Division III Swimming
- Kappa Sigma - President
- University Choir
- Study Abroad: Strasbourg, France

EXPERIENCE

Washoe County District Attorney

Reno, NV

Legal Intern

May 2022 - August 2022

- Researched and drafted legal memoranda for pre-trial motions and on evidentiary issues
- Drafted response to a Petition for Review motion regarding ineffective assistance of counsel
- Observed courtroom proceedings, including a robbery trial in its entirety
- Organized files and performed administrative duties as necessary

Smith, Grant & Kim, LLC

Reno, NV

Legal Intern

May 2021 - August 2021

- Conducted legal research related to a massive class action lawsuit involving allegations of unnecessary cardiology procedures
- Assisted in preparing clients for depositions, attended and summarized depositions
- Prepared in depth pleadings and motions pertaining to class action suits and administrative hearings

Teach for America, Durand Elementary School

Durand, IL

Music Teacher

July 2016 - July 2020

- Created lesson plans and taught a class of 20 students in music, behavior and character
- Developed specialized plans for individual students with special behavioral or learning needs
- Forged collaborative relationships with students' family members and colleagues
- Initiated, created and implemented "Free to Be Me" program creating a safe place for transgender children

COMMUNITY ENGAGEMENT AND INTERESTS

Salsa Dancing; Certified Sommelier; Wisconsin 4-H; Voices for Children – Court Appointed Special Advocate; St. Nicholas Greek Philoptochos Society; Shaw Garden Club