

DAVID BARD

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EDUCATION

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

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

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

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

Activities: Education and Curriculum Committee

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

EXPERIENCE

ICF INTERNATIONAL, Fairfax, VA

2007 – 2009

Analyst

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

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

Winter 2007

Legislative Intern

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

CARLETON COLLEGE INSTITUTIONAL RESEARCH, Northfield, MN

Summer 2006

Research Intern

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

CARLETON COLLEGE DEPT. OF POLITICAL SCIENCE, Northfield, MN

2005 – 2007

Research Assistant

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

CARLETON COLLEGE ALUMNI ANNUAL FUND, Northfield, MN

2003 – 2007

Student Supervisor

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

PUBLICATION

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

PERSONAL

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

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

MIA L. BECKETT

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EDUCATION

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

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

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

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

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

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

EXPERIENCE

GOLDMAN, SACHS & CO., New York, NY ← This is a good example of private sector experience described in a way that highlights skills relevant to public sector employers. 2008-2010
Analyst, Fixed Income, Currency & Commodities Legal
Drafted, edited and negotiated terms of non-disclosure agreements (NDA) for all transaction types and business lines. Produced weekly analysis of New York region NDA volume for report to senior legal management. Maintained 50 regulatory licenses for five firm affiliates including applications, regulatory examinations and annual reports. Conducted due diligence on more than 100 firm investments for required reporting to the Federal Reserve.

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

COLUMBIA UNIVERSITY OFFICE OF PUBLIC AFFAIRS, New York, NY 2005-2008
Assistant to the Office Administrator
Researched media-related university information to respond to public inquiries. Maintained media exposure list for use in managing university public relations.

FAIRFAX COUNTY PUBLIC SCHOOL SYSTEM, Fairfax, VA Summer 2005
Summer Clinic Assistant
Worked closely with school personnel and parents to schedule student disability assessments. Updated student information database used for tracking and addressing student needs during the school year.

KINGS COUNTY DISTRICT ATTORNEY'S OFFICE, Brooklyn, NY Fall 2007
Legal Assistant
Drafted criminal complaints based on interviews with police officers, witnesses, and victims. Liaised with Assistant District Attorneys to determine charges and submitted orders of protection and evidentiary notices.

OTHER LEADERSHIP AND VOLUNTEER ACTIVITIES

Goldman Sachs Legal, Compliance and Internal Audit Black Network 2009-2010
Recruitment, Retention and Advancement Subcommittee Member
New York Cares 2009
Soup Kitchen Volunteer
Columbia University Alumni Representative Committee 2008- 2009
Volunteer Admissions Interviewer

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

Smaller margins can be okay -- but be sure to do a test print before moving them lower than 1/2 in.

RACHEL MOSS

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EDUCATION

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

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

UNIVERSITY OF TEXAS AT AUSTIN

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

Honors: Phi Beta Kappa
Rapoport-King Honors Thesis Scholarship
Kemp-Foreman Unrestricted Endowed Presidential Scholarship

Activities: University Democrats
Blanton Museum of Art Student Guild
First-Generation College Student Mentorship program, mentor

Thesis: *"They Aren't Hearing Us – They're Rich": Consequences of Social Difference on Public Housing in New Orleans and Nationwide*

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

EXPERIENCE

TENANT ADVOCACY PROJECT

Fall 2008 – Present

Harvard Law School, Cambridge, MA

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

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

CENTER FOR AMERICAN HISTORY

Summer – Fall 2007

Austin, TX

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

UNIVERSITY OF TEXAS RESIDENCE LIFE

Fall 2005 – Spring 2007

Austin, TX

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

MARK STRAMA FOR TEXAS STATE REPRESENTATIVE

Summer 2006

Austin, TX

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

PERSONAL

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

SARA TSVETANOVA
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EDUCATION

HARVARD LAW SCHOOL, Cambridge MA

Candidate for J.D., May 2012

Activities: Federalist Society, Speakers Committee

Reading groups should be included with your activities.

1L Reading Group, *Adoption and Reproductive Technology*

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL

B.S. in Journalism, May 2009

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

Chancellor's Scholar/Campus Honors Program

Phi Kappa Phi Honor Society

Harold E. and Dorothy Jonson Sorter Journalism Scholarship

Illinois Sheriff's Association Scholarship

Activities: Campus Honors Program, Orientation Group Leader and Senior Sibling

Daily Illini On the Air, Radio News Reporter

EXPERIENCE

UNIVERSITY OF ILLINOIS, Urbana, IL

2008-2009

News Director for Television 2 Class

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

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

LONESTAR STEAKHOUSE AND SALOON, Champaign, IL 2006-2009

Served customers in a fast-paced restaurant. Made bar drinks. Trained new employees. "Closed" the restaurant several nights a week, which included

checking the work of other servers. Worked 20-30 hours per week during the academic year and during the summer to finance education.

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

COLLEGE COMMUNICATIONS LIBRARY, Urbana, IL

2006

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

INTERESTS

Cooking, scrapbooking, playing the piano.

TINA WAKEFIELD

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EDUCATION

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

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

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

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

Honors: Colby Prize, presented annually to one senior for excellence in Government ←

Two citations for outstanding work in Government courses

Activities: Government and Psychology Departments, Research Assistant

Big Brother Big Sister, Mentor

Branches Neighborhood After-School Program, Co-Founder and President

Quality Community Council, Community Organizer

more experience and space is an issue, move positions and other undergrad roles up to activities

EXPERIENCE

RESULTS EDUCATIONAL FUND, Washington, D.C.

2007 - 2008

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

AMERICA VOTES, Washington, D.C. ←

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

Website and State Resources Coordinator

2006 - 2007

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

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

Executive Assistant to the President

2005 - 2007

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

AMERICA COMING TOGETHER, Manchester, N.H.

Summer - Fall 2004

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

JOHN KERRY FOR PRESIDENT, Hanover, N.H.

Fall 2003 - Winter 2004

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

Paul R. O'Neal

p.oneal@gmail.com • (202) 495-3108 • 1000 Connecticut Ave., NW #7 • Washington, DC 20009

EDUCATION

University of Notre Dame

2003-2007

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

GPA: 3.92

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

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

WORK EXPERIENCE

Capital Area Immigrants' Rights Coalition, Washington, DC

August 2007-Present

Legal Assistant/Board of Immigration Appeals Accredited Representative

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

Catholic Relief Services, Kampala, Uganda

Summer 2006

Peacebuilding Intern

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

Shalom Catholic Worker House, Kansas City, KS

Summer 2005

Summer Service Project Intern

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

VOLUNTEER EXPERIENCE

Center for Social Concerns, Notre Dame, IN

2004-2007

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

Foundry United Methodist Church, Washington, DC

2007-Present

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

PUBLICATIONS

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

LANGUAGES

Spanish - intermediate proficiency in speech, reading, and writing
French- basic competence in speech, reading, and writing
Italian - basic competence in speech, reading, and writing

AWARDS AND HONORS

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

There are many ways this student could have edited his resume -- this is just one example.

PAUL R. O'NEAL

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EDUCATION

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

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

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

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

Honors Thesis: *Beyond Just War: Catholic Peacebuilding Since John XXIII*
As you gain experience and advance in your career, you will start to pare down your undergraduate details to just those things that are the most meaningful and relevant to your search.

EXPERIENCE

TENANT ADVOCACY PROJECT, Cambridge, MA

August 2010–Present

Student Representative

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

CAPITAL AREA IMMIGRANTS' RIGHTS COALITION, Washington, DC

2007–2010

Board of Immigration Appeals Accredited Representative/Legal Assistant

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

FOUNDRY UNITED METHODIST CHURCH, Washington, DC

2007 – 2010

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

CATHOLIC RELIEF SERVICES, Kampala, Uganda

Summer 2006

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

SHALOM CATHOLIC WORKER HOUSE, Kansas City, KS

Summer 2005

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

PUBLICATIONS

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

PERSONAL AND LANGUAGES

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