# Joan Doe

123 Central Avenue, Buffalo, New York 14220 | (716) 123-4567 | janedoe@buffalo.edu

## Education

### **University at Buffalo School of Law, SUNY**, Buffalo, New York

Juris Doctor expected May 20XX
Estimated Class Rank 1 – 15%

### **University of Virginia,** College of Arts and Sciences, Charlottesville, Virginia

Bachelor of Arts in Sociology and Psychology, May 20XX

Dean’s List Honors

## Activities

**Buffalo Law Review**, *Associate*; **Charles S. Desmond Moot Court Competition**, *Finalist;* **Criminal Law Society**, *Member*; **National** **Trial Team Competition**, *Volunteer*; **BarBri Bar Review**, *Student Representative*; **University at Buffalo School of Law Annual Phonathon**, *Volunteer*

## Legal Experience

### **Cohen & Lombardo, P.C.,** *Law Clerk***,** Buffalo, New York**,** May 20XX-Sept. 20XX

Drafted legal memoranda, pleadings, motions, trial and appellate briefs; involved in case development and trial preparation; conducted legal research; edited and proofed attorney work-product; performed basic clerical tasks; observed attorney-client interactions and judicial proceedings.

### **United States Attorney’s Office,** *Summer Associate*, Binghamton, New York, May 20XX-Aug. 20XX

*Northern District of New York*, Criminal Division

Prepared trial memoranda, motion responses, and interoffice memoranda; assisted in case development and trial preparation; liaisoned with law enforcement agencies to coordinate prosecutorial efforts; handled legal research; observed judicial proceedings.

### **United States District Court**, *Legal Intern*, Charlottesville, Virginia, June 20XX-May 20XX

*Western District of Virginia*, Chambers of Honorable John Smith, Jr.

Conducted legal research; edited and cite-checked bench memoranda and opinions; organized and maintained case files and library holdings; processed judicial clerkship applications; attended judicial proceedings.

## Additional Experience

### **University at Buffalo School of Law Dean’s Office**, June 20XX-May 20XX

*Student Assistant*, Buffalo, New York

Assisted in operation of Law School Bookstore as cashier and mailperson; performed basic clerical tasks.

### **Forest Lake Camp for Boys**, June 20XX-May 20XX

*Camp Counselor*, Fort Collins, Colorado

Administered and supervised daily program activities; monitored performance of campers and staff; formulated and implemented training program for new staff members and counselors in training; coordinated camp-wide special events, including socials, performances, and banquets; planned athletic events and competitions; served as athletics instructor and coach; processed staff, camper, and administrative evaluations and reports.

## Interests

 Energy & natural resources, international travel, and cross-country skiing