

# FirstName LastName

Towson, MD • 410-555-5555 • tstudent@gmail.com

## **EDUCATION**

Bachelor of Science, Philosophy

May 20xx

Towson University, Towson, MD

- Minor, Business Administration
- Overall GPA: 3.5

## **RELATED EXPERIENCE**

Legal Assistant

June 20xx – Present

Baldwin, Goldbaum, and Schmidt, LLP, Baltimore, MD

- Organize cases by establishing and systematizing files; monitor calendars; meet numerous deadlines; document actions for lawyers and clients; input information into file database and case management software
- Write demand letters for attorneys; practice formulating and analyzing arguments
- Inform clients about case progress
- Develop critical thinking skills and expand ability to envision alternate scenarios through meetings with attorneys to discuss specifics cases

Analyst Intern

June 20xx – August 20xx

Maryland Government, Annapolis, MD

- Interpreted data and organized into an online database
- Communicated with supervisor to research and write weekly emails for fellow staff members
- Coordinated events and activities with co-workers through local contacts

Student Assistant

September 20xx – May 20xx

Towson University Financial Services, Towson, MD

- Input data entries into PeopleSoft and maintained an organized filing system
- Determined hardware and software issues and resolved them for efficient computer use

## **LEADERSHIP AND ORGANIZATION EXPERIENCE**

Vice President

October 20xx – May 20xx

Progressive Democrats of Towson

- Assisted the president in coordinating tasks and campus-wide events such as Political Awareness Day
- Guided executive board members to delegate activities and initiatives

Member

November – October 20xx

Phi Alpha Delta Law Fraternity

- Attended meetings to discuss law-related current events
- Participated in networking events with fellow members and local professionals

Attendee

September 20xx – May 20xx

The Philosophy Forum

- Discuss various philosophical issues with fellow attendees once a week

## **OTHER EXPERIENCE**

Waitress

November 20xx – August 20xx

Red Robin, Towson, MD

- Prioritized tasks to manage service to 15 customers concurrently in a fast-paced environment
- Aided customers based on their individual and unique needs while remaining professional and friendly