

FirstName LastName

Baltimore, MD - phone: (XXX) XXX-XXXX - email: tstudent@gmail.com - LinkedIn: (shorten link)

Education:

Bachelor of Science in Law and American Civilization

May 20XX

Towson University, Towson, MD

- Minor in Philosophy
- GPA: 3.5
- Dean's List (Spring 20XX and Fall 20XX)

Relevant Coursework

LWAC 491- THESIS IN LAW AND AMERICAN CIVILIZATION

- Developed 10-page paper on the repeal of the Glass-Steagall Act's restrictions and how that has had lasting impact on customers' rights in real estate
- Presented research within the Undergraduate Research conference demonstrating my findings and its current impact on American markets.

Relevant Experience:

Legal Assistant

Sept. 20XX – May 20XX

Law Offices of Motley and Rosenthal, Towson, MD

- Interviewed clients, victims, witnesses, and others for legal information concerning civil cases
- Conducted legal research for 14 different cases
- Drafted legal motions and letters to be reviewed and used by partners to support legal proceedings in civil cases

Legislative Assistant Intern

Sept. 20XX – May 20XX

Mayor's Office of Government Relations, Baltimore, MD

- Maintain a legislative tracking system using Microsoft Outlook calendars on a weekly basis
- Draft correspondence, schedule meetings, and attend committee hearings twice a week

Work Experience:

Front Desk Assistant

Sept. 20XX – July 20XX

Towson University, Towson, MD

- Perform administrative duties including fielding calls, filing paperwork, and aiding students with basic computer problems daily

Skills and Certifications:

Technical Skills: Salesforce, Word Press, Microsoft Office, Google Suite

Language Skills: Native Spanish Speaker

Certifications: CPR Certification

Exp. July 20XX