

FirstName LastName

Towson, MD--tstudent@gmail.com--443-555-5555

EDUCATION

Bachelor of Science in Law and American Civilization May 20xx

Towson University, Towson, MD

- GPA: 3.6
- Dean's List: Fall 20xx-Spring 20xx

RELATED WORK EXPERIENCE

Law Offices of Motley and Rosenthal, Towson, MD January 20xx-August 20xx

Legal Assistant

- Accompanied attorney to court
- Interviewed clients, victims, witnesses, and others
- Undertook legal research on 14 different cases
- Drafted legal motions and letters to be reviewed and used by partners
- Directed telephone calls and greeted clients

INTERNSHIP EXPERIENCE

Majority Leader Eric Cantor, Washington, DC May 20xx-August 20xx

Intern

- Composed constituent form letters
- Directed tours for Virginian constituents and military personnel
- Answered and directed telephone calls to appropriate staff members
- Completed daily tasks for both the member and leadership office

United States Senate, Sergeant-at-Arms, Washington DC May 20xx-August 20xx

Intern

- Transferred data into a new security data base for the Office of Continuity and Emergency Preparedness
- Filed Senate office building contracts, and input data into Google Earth
- Revised and designed the annual Emergency Preparedness Guide

LEADERSHIP AND INVOLVEMENT

Prelaw Society, Towson University September 20xx-present

- Participate in member meetings to discuss current legal issues and LSAT preparation
- Attend presentations and events featuring law school admissions directors, and local lawyers and judges

Student Government Association, Towson University March 20xx-May 20xx

- Represented approximately 700 students per year
- Participated in the Legislative Affairs committee and planned Towson University's annual Tiger Pride Day; lobbied on behalf of the university at the state legislature for student and university benefits
- Represented Towson University as one of the student representatives for the Student Council for the University System of Maryland