

Section III: Résumés

Section III: Résumés

There is no one way to draft a résumé. Our goal is to provide you with solid advice on effective strategies for preparing a résumé, as well as point out some pitfalls to avoid.

The purpose of a résumé is to get you an interview. It is a marketing piece and may be your first point of contact with potential employers.

You can think of a résumé as an advertisement—it provides a quick overview of what you have to offer the employer. The résumé cannot, nor should it, tell the reader all that there is to know about you; however, it should entice the reader to learn more.

Be Concise and Accurate

Your résumé should be focused, concise, and completely error-free. A résumé is not an autobiography. You should not include every accomplishment and every job you have held. Instead, you should include those jobs and accomplishments that exemplify your skills and show an employer that you can do the job. And remember—this should be done in an honest and typo-free manner.

An Example of Your Writing Abilities

Résumés also show employers your organizational and writing abilities. This is your first writing sample an employer will see, and it should highlight your ability to organize your thoughts and communicate effectively in writing.

Remember: An employer will look at your résumé for less than a minute. Every word counts.

A Way to Better Understand What You Want

Drafting résumés serves a purpose for you as well. Effective résumés are focused—they highlight your skills and abilities as they relate to your long-term goals. Accordingly, by choosing skills and experiences to discuss with an employer, you are assessing your strengths, as well as forming a vision of your career goals. In writing your résumé, become familiar with your assets, know what skills you can bring to a new job and get comfortable talking about them. This will not only help with making the most persuasive argument for why the employer should give you an interview, but also better prepare you for the interview when it comes.

Getting Started

If you have never written a résumé before, begin by making a list of everything you have done since (but not including) high school—all your achievements, awards, volunteer and paid jobs, internships, activities, languages, and other skills. If you have a pre-law-school résumé, take it out and see if you have missing items.

Once you have everything in front of you, identify overriding themes of skills and experiences. Use these themes as a basis for organizing and presenting your résumé.

Transferable Skills

Highlight any legal experience you have had either prior to or during law school. Next, highlight those activities and experiences that show transferable skills—those skills from non-legal jobs and experiences that are applicable to the legal profession. These skills include:

- Leadership
- Interpersonal skills
- Research and writing
- Motivation
- Work ethic
- Attention to detail
- Supervisory experience
- Training skills
- Organization skills
- Ability to handle multiple tasks

For example, you may have been a reporter for your undergraduate school's newspaper. That experience can be used to highlight your researching and writing skills, as well as your ability to meet deadlines. Once you have identified your relevant experience and your transferable skills, you will have the ingredients for the "Experience" section of your résumé.

Transferable skills are not limited solely to paying jobs. Leadership positions in various organizations provide examples of transferable skills, as do community service and extracurricular activities. Transferable skills can and should be featured throughout your résumé.

Résumé Presentation

Legal résumés are conservative in their format. You catch an employer's interest by the content of your résumé, not the paper color or font. The goal is a clear outline and organization. The sample résumés at the end of this section should give you some ideas. None of them is an "ideal" résumé, but they provide suggestions for formatting and descriptions.

Note: You are strongly cautioned against using any portion of the sample résumés word for word. John Marshall students' résumés are often sent to the same employers. If an employer sees the same wording from two or more students, he or she will assume you are somewhat limited in your creativity.

Paper

Choose high-quality “résumé bond” paper in white, off-white, or pale cream. The paper should contain a watermark. Buy matching envelopes and extra paper for cover letters and references.

Font Style

Use a simple font such as Times New Roman, Arial, or Century Schoolbook. Avoid cute fonts that look like handwriting or elaborate fonts. Remember that your résumé may be faxed, scanned, or photocopied numerous times by the employer; the more complicated the font, the more blurred it will become over time.

Font Size and Effects

Use the **bold**, *italic*, or underline commands in addition to capital letters to emphasize information in your résumé. Do not go overboard, though; too much bold and nobody will know what you really want to emphasize. Along those lines, always be consistent in how you emphasize text.

For example, whenever you list the institutions you have attended and the employers for whom you have worked, you could present them in bold. Similarly, when listing degrees you have attained and the job titles you have held, you could present them in italics. That way, an employer can quickly scan your résumé and identify where you have been (in bold) and the title of what you have done (in italics).

Example:

Olive Garden, Bolingbrook, IL
Server, May 2012–August 2015

Finally, you should avoid mixing fonts or font sizes (except for headings). The font size for résumé content should range from 10–12 point. The font size for your name should range from 12–16 point.

Length

Try to keep your résumé to *one page*. Some exceptions to the one-page rule include extensive (more than 10 years) pre-law-school experience; intellectual property, where describing technical experience and publications may require more than one page; public interest, if you have experience relevant to the position applied for; and academic résumés, which would include publications, presentations, and conferences.

Résumé Format

Heading

Your name, address, phone number, and email should appear at the top. Your name should be in bold, a few font sizes larger than the rest of the résumé. If you are looking for a position in your hometown outside of

Chicago, list both your school address in the Chicago area and your permanent address in the town where you are seeking work. Do not include a permanent address if you are seeking work in Chicago and do not intend to return home.

When listing your mobile phone number, be mindful that potential employees may call you. Be cautious when answering unknown phone numbers.

When listing your email address, list an account that you check on a regular basis. In addition, the account should have a professional address. Though *partyanimal@yahoo.com* may have a fun and friendly feel, it probably will not send a message of maturity to future employers. Do not have your email address in blue or underlined.

Education

The Education section is the first main section of your résumé. It should be written in reverse chronological order beginning with your law degree. Other education such as paralegal or graduate degrees should also be listed if you completed the program or you are still enrolled. For each school, list the city and state, degree received (or to be received), the month and year of graduation, and major field of study (if appropriate). If you transferred to John Marshall from another law school, you do not necessarily need to list the school you transferred from. If there is a specific reason you want to include it, such as having ties to a community, then it is acceptable to list.

Following the degree information, you may list your class rank (typically law students list their class rank if they are in the top half or better) and GPA (typically law students list GPA if approximately 3.0 or higher). You may also list any honors, scholarships, and school activities, including study abroad programs. Include the leadership positions you held or projects you handled while in school.

Activities and honors (such as *summa*, *magna*, or *cum laude* typed in italics) should be highlighted and listed under where and when they were received. Use bold, italics, or indentation to draw attention. Also, include any associations or special activities in which you have been involved.

Coursework is typically not included, though it may be useful to list technical/scientific courses when applying for intellectual property law positions.

Be sure to clarify lesser-known achievements. For example, Beta Gamma Sigma may not mean much to an employer if you do not also identify it as a business honor society.

Class Ranks

Ranks are calculated only after the fall and spring semesters. You may get your rank from the Registrar. **NEVER** estimate your rank. When calculating your rank as a percentage, do not use a fraction when listing your percentage. Use only whole numbers. You must round up if the decimal is .5 or higher (*e.g.*, if your rank is 14.5%, then you must round up to Top 15%, but if it is 14.4% your rank is Top 14%).

Grade Point Average

Your grade point average (GPA) is calculated after every semester, including summer. When listing your GPA, you must go two digits to the right of the decimal (*e.g.*, GPA: 3.12). When rounding your GPA to the hundredth, you may round up if the decimal is .5 or higher (*e.g.*, if your GPA is 3.1275, then you may list your GPA as 3.13), but you must round down if the decimal is lower than .5 (*e.g.*, if your GPA is 3.1444, you would list it as 3.14).

Experience

Another major section of your résumé is the Experience section, which highlights your prior work history. List your positions in reverse chronological order. Include the name of the employer, location, dates of employment, and your job title, followed by a description. You should include all work experience (paid or unpaid) that is relevant to the position you are applying for or that would be helpful in communicating your qualifications.

Your descriptions should be active, not passive, and descriptive of the work activity rather than of job duties. For example, assume that you had a job working at a women's shelter. You could write:

Fair: Responsible for client intake and reports.

However, a much more active and descriptive way to present the position would be:

Good: Conducted client intake and drafted reports.

To provide even greater context, you could write:

Best: Conducted intake interviews to determine scope of abuse and appropriate services to provide. Drafted initial reports for client files.

In your employment descriptions, try to use skills applicable to the practice of law, such as: wrote, analyzed, researched, organized, argued, advocated, conducted public speaking, coordinated, created, persuaded, delegated, edited, assessed, estimated, planned, and supervised.

Note: Your descriptions should be concise, yet specific. Use concise phrases separated by periods, semicolons, or commas, or on separate bulleted lines. Always try to quantify the information.

Examples:

- Drafted pre-trial motions in various civil litigation matters, coordinated staff of 10, and participated in all phases of negligence practice.
- Researched complex family law issues, such as spousal support in cases of terminal illness and breach of promise to marry, and drafted legal memoranda to support petitions.

Discuss specific motions you wrote, areas of law you researched, and projects you worked on. Use active verbs and concrete statements. (*See the Action Verbs List on page 17 for more suggestions.*)

If you did not come to law school directly from college, you need to account for the time period in-between. Try not to leave gaps in your résumé and/or be prepared to discuss any gaps.

When describing what you did, you must strike the sometimes difficult balance of using short verb phrases and providing substantive context. Remember to focus on your transferable skills, especially if you do not have legal experience.

Examples:

- Taught novice and experienced realtors the basic and advanced functions of the Multiple Listing service computer system with an emphasis on how to better serve clients and increase business.
- Sold merchandise and managed inventory for an upscale men's clothing chain. Responded to customer questions and concerns. Regulated opening and closing procedures.

Note: Depending on your experience and what you are trying to convey, the above may or may not directly serve your purposes. As you progress through law school and your legal career, descriptions will tend to become lengthier as you specify legal experiences and areas of practice.

Some people choose to label this section EXPERIENCE and include everything. Others subdivide this section into LEGAL EXPERIENCE and one additional category called OTHER EXPERIENCE.

Patent students may want to create a separate TECHNICAL or PATENT EXPERIENCE section on their résumé. Either approach is fine, provided there is a logical reason for organization of the section(s); *i.e.*, it may make sense to have just one EXPERIENCE section if you have only had one legal job.

A final point concerns addressing jobs that you feel do not relate even tangentially to the practice of law. For example, some students may feel that they should not include certain college jobs, such as washing dishes at a restaurant or working as a bouncer at a bar.

Ultimately, inclusion or exclusion is your choice. One option is to include the job, and rather than describe the position, simply state, “Worked 20–30 hours a week while attending classes full time” or however else best describes the balance of work and school. Also, if there were other unique attributes to the position, you should feel free to include them.

Additional Sections

Although the Education and Experience sections tend to be the most important sections on your résumé, employers like to see additional sections on your résumé, such as:

Publications

This can include law journal, undergraduate or graduate research, and articles for other publications. Remember to use proper *Bluebook* citations.

Languages

Include a language if you can carry on a basic conversation. Make sure to indicate your level of proficiency.

Computer Skills

Microsoft Office Suite, Lexis, and Westlaw are not considered special skills. However, if you are certified by Lexis or Westlaw, mention such certification either in this section or under your law school section. Any computer programming, Internet language, design software, spreadsheet, or database expertise can be included. However, you must remember your audience. Ask yourself, is this information that the employer reading your résumé will care to know?

Community Service/Volunteer

This type of experience may communicate aspects of your talents and personality that may not be apparent in your other résumé information. It may show leadership qualities, social awareness, community involvement, and other attributes important to legal employers. This is especially important for government and public service jobs.

Personal Interests

This section is entirely optional. If you do include it, be sure to list interesting activities that could be good interview ice breakers (*e.g.*, “tennis” versus “sports” or “American poetry” rather than “reading”). The more specific you are, the easier it will be for the interviewer to turn it into a conversation piece.

Professional Associations, Licenses, and Training

This section describes additional professional memberships and specialized training that may be useful to an employer.

What *Not* to Include on a Legal Résumé

Just as there are certain items that should be included on your legal résumé, there are also certain categories of items that should be left off. Examples include:

Objective

An Objective section is not included on a legal résumé. Your objective is considered obvious—to find a legal job. Any further clarification should be put in your cover letter.

References Available Upon Request

This line is not necessary. It is expected that you will have a reference list available. Employers will ask you for references if they want them.

Personal Statistics

Your marital status, age, height, weight, religious affiliation, etc., do not belong on your résumé. They are not relevant to legal employment, and in some cases, employers are restricted from even discussing them.

Graphics, Colored Ink, Photographs, Borders, etc.

As previously stated, your experience is what makes your résumé stand out, not design tactics. Keep the format of the résumé simple and only use black ink.

Additional Résumé Tips

Obviously there is a lot to think about as you prepare your résumé. To ease the process for you, below are some tips we have accumulated over the years:

- Proofread, proofread, proofread.
- Make sure the punctuation and formatting is consistent throughout your résumé.
- The proper name of the school is: “The John Marshall Law School.”
- Your degree is a “Juris Doctor” or “J.D.,” *not* a “Juris Doctorate.”
- Graduation dates are either January or May.
- Do not give your section letter, only your graduation year.

Example:

The John Marshall Law School, Chicago, IL
Juris Doctor Candidate, May 2014

- List research assistantships, judicial externships, and litigation externships under Experience, not Education, and describe what you did.

Additional Résumé Tips (continued)

- THE JOHN MARSHALL LAW REVIEW, THE JOURNAL OF INFORMATION TECHNOLOGY & PRIVACY LAW (JITPL), REVIEW OF INTELLECTUAL PROPERTY LAW (RIPL), Moot Court, and the Trial Advocacy and Dispute Honors Board belong in the Education section under John Marshall as honors. Make sure to use the small caps font for journals and law reviews.

To list an item in “Small Caps” in Word:

1. Highlight the applicable text.
2. On the **Home** tab, click the arrow on the bottom righthand corner of the **Font** section to display the Font dialog box.
3. Under Effects, check the **Small caps** box on the righthand side; then, click **OK**. The selected text will be converted from “Text” to “TEXT.”

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- The correct listing for law review is THE JOHN MARSHALL LAW REVIEW. You may only list this journal if you accept the offer to be on the publication and participate. A student may not list a journal if the offer was declined.
 - The correct listing for JITPL is: THE JOURNAL OF INFORMATION TECHNOLOGY & PRIVACY LAW. You may only list this journal if you accept the offer to be on the publication and participate. A student may not list a journal if the offer was declined.
 - The correct listing for RIPL is: REVIEW OF INTELLECTUAL PROPERTY LAW. You may only list this journal if you accept the offer to be on the publication and participate. A student may not list a journal if the offer was declined.

- You can list any journals on your résumé from which you have accepted an offer of candidacy. Do not include, however, the word “candidate” on your résumé. Just put the name of the journal.
- Do not include your LSAT score.
- Avoid using personal pronouns when writing descriptions.
- There is no comma between the month and the year for graduation, work, and volunteer dates; *e.g.*, May 2014.
- If you held several positions with the same employer, list the employer name and location as you normally would and underneath include separate entries for each position worked.

Examples:

Allstate Insurance, Chicago, Illinois
Supervisor, June 2011–Present
[job description...]

Claims Representative, July 2007–June 2011
[job description...]

Sample Action Verbs for Skill Descriptions

Accelerated	Checked	Demonstrated	Installed	Procured
Accomplished	Clarified	Designed	Instituted	Produced
Accounted for	Classified	Detailed	Integrated	Promoted
Achieved	Closed	Determined	Interacted	Proposed
Acquired	Collaborated	Developed	Interfaced	Prosecuted
Adapted	Combined	Devised	Interpreted	Provided
Addressed	Communicated	Directed	Interrogated	Recruited
Administered	Compared	Discovered	Interviewed	Regulated
Advanced	Compiled	Distributed	Introduced	Reinforced
Advised	Completed	Drafted	Invented	Represented
Aided	Composed	Earned	Investigated	Researched
Allocated	Computed	Edited	Justified	Resolved
Analyzed	Conceived	Engineered	Keynoted	Reviewed
Anticipated	Concluded	Enlarged	Launched	Revised
Applied	Conducted	Established	Led	Revived
Appointed	Confronted	Evaluated	Listened	Rewrote
Appraised	Constructed	Exceeded	Litigated	Scheduled
Approved	Consulted	Executed	Maintained	Secured
Arbitrated	Contributed	Expanded	Managed	Selected
Argued	Controlled	Expedited	Marketed	Served
Arranged	Converted	Facilitated	Mediated	Settled
Assessed	Conveyed	Financed	Met	Set up
Assigned	Convinced	Foresaw	Moderated	Shaped
Assumed	Coordinated	Formed	Monitored	Solved
Assured	Corrected	Formulated	Motivated	Spoke
Attained	Correlated	Founded	Negotiated	Sponsored
Authored	Corresponded	Generated	Nominated	Staffed
Audited	Counseled	Governed	Observed	Strengthened
Augmented	Crafted	Grouped	Operated	Structured
Bolstered	Created	Guided	Organized	Succeeded
Briefed	Critiqued	Handled	Originated	Summarized
Broadened	Dealt	Identified	Oversaw	Supervised
Brought	Debated	Implemented	Performed	Surpassed
Built	Decreased	Improved	Persuaded	Surveyed
Calculated	Decided	Increased	Planned	Taught
Catalogued	Defended	Influenced	Pleaded	Tested
Caused	Defined	Initiated	Practiced	Trained
Chaired	Delegated	Inspected	Prepared	Used
Changed	Delivered	Inspired	Presented	Wrote

Sample Résumés

A Note of Caution: You are being supplied with several samples. DO NOT COPY sections of these samples verbatim. If you parrot any of these phrases word for word, you are doing yourself a disservice. John Marshall students often send résumés and cover letters to the same employers. If a given employer receives two or more résumés that use the same wording, he or she will know you copied the language or idea. This has happened in the past and it is embarrassing for both the student and the law school when employers call the Career Services Office to complain.

Sample Résumé Format

Your Name (12–16 pt. size)

Address (10–12 pt. size)

Phone Number

Email

↑ (This info can be placed in any format at the top of the resume.) ↑

EDUCATION

The John Marshall Law School, Chicago, Illinois

Juris Doctor Candidate, May 2018

GPA: ___/4.00 Top ___% of class

Honors/Activities:

-
-

Undergraduate School, City, State

Bachelor of _____, Major (and Minor), Month and year received

GPA: ___/4.00 (This is optional but will usually be included if you include your law school grades.)

Honors/Activities:

-
-

EXPERIENCE (should be listed from most recent employer first)

Name of Employer, City, State

Job Title, Dates

Describe your experience in functional terms. Most important is to stress your accomplishments.

Quantify your accomplishments as best you can. Always start each phrase/sentence with an action verb and organize information in bullets.

COMPUTER SKILLS

Don't include the basics like Microsoft Office. Any database/spreadsheet or something else out of the ordinary is fine to include if you have the room.

FOREIGN LANGUAGE Indicate fluency, proficiency, conversational, ability to read. Be clear on your ability.

PUBLICATIONS Make sure to use correct legal citation format.

COMMUNITY SERVICE Any volunteer experiences.

INTERESTS The more specific, the better (2 or 3).

Kimberly Claire

3021 N. Wilmont Ave., #3S, Chicago, IL 60640
(773) 867-7260 • kimberlyc@gmail.com

Education

The John Marshall Law School, Chicago, IL

Juris Doctor, January 2016

GPA: 3.5, Class Rank: 19/119 – Evening Student Division

- CALI Award for Highest Grade: Estates & Trusts, Fall 2012
- Worked 40+ hours a week while attending classes full-time

University of Notre Dame, Notre Dame, IN

Bachelor of Arts in English, cum laude, May 2008

GPA: 3.5

Experience

Honorable James D. Egan, Circuit Court of Cook County, Law Division, Chicago, IL

Judicial Extern: August–December 2014

- Researched and drafted weekly memoranda for Judge’s review on legal issues involving 2-615 and 2-619 motions
- Wrote memoranda regarding legal issues of tort immunity, premises liability, and implied warranty of habitability
- Discussed cases and research with Judge and recommended outcome; attended hearings and trials

Houghton Mifflin Harcourt Publishing, Chicago, IL

Researcher & Co-Lead (for Educational Products in Grades 6–12 Language Arts): June 2008–February 2015

- Researched licensing and copyright issues for in-house legal department regarding Language Arts educational products
- Monitored and managed Language Arts educational products, including licensing new products, repermissions, and extensions within compliance of copyright law
- Managed out-of-house researchers to ensure all content was licensed prior to project completion and within the budget
- Supported manager in forecasting budget projections, and participated and collaborated on resource planning
- Located, organized, and uploaded confidential documents for discovery to in-house legal team
- Trained and managed legal research intern for copyright-compliance issues
- Negotiated work-for-hire projects with professional illustrators/photographers

Lewis, Davidson & Hetherington, Ltd., Chicago, IL

Paralegal Temp: April–June 2008

- Interviewed clients and wrote statements of facts
- Revised workers’ compensation settlement agreements
- Attended case status hearings in the James R. Thompson Center

Memberships & Interests

- Member of: Illinois State Bar Association; Chicago Bar Association; Women’s Bar Association of Illinois; Notre Dame Women Connect Steering Committee
- Interested in yoga, cooking, and photography

Shaun Davids

2427 N. Sheffield Avenue, Apartment #2 • Chicago, Illinois 60613
773.745.1323 • shaundavids@gmail.com

EDUCATION

The John Marshall Law School, Chicago, Illinois

Juris Doctor Candidate, January 2016

GPA: 3.4/4.0; Rank: Top 20%

- Adjunct Faculty Committee, *Student Member*
- Student Bar Association, *Executive Board*
- Dean's List, Spring 2014
- Phi Alpha Delta Honors Law Fraternity

St. Norbert College, De Pere, Wisconsin

Bachelor of Arts in Business Administration and Economics (double major), 2008

- *Captain*, Junior Varsity Hockey, 2004–2008
- Study Abroad Program: Seas University, New Zealand, January–May 2006

LEGAL EXPERIENCE

Nada K. Sizemore & Associates, Travelers Insurance, Milwaukee, Wisconsin

Claims Legal Summer Associate, June–August 2014

- Drafted memoranda on several aspects of tort, subrogation, and workers' compensation law.
- Updated Tort and Worker Compensation Law Summaries.
- Attended hearings, mediations, depositions, and investigations.
- Prepared questions for depositions.

The Honorable Jesse G. Reyes, Circuit Court of Cook County, Chicago, Illinois

Judicial Extern, Chancery Division, Foreclosures, January–May 2014

- Analyzed foreclosure and possession packets for statutory compliance.
- Observed court proceedings.
- Wrote memorandum on issue of attorney fees for judge to use in hearing.

Professor Corey Yung, The John Marshall Law School, Chicago, Illinois

Research Assistant, January–April 2010

- Researched history of the death penalty, specifically for non-homicide crimes, in support of amicus brief: *Louisiana v. Patrick Kennedy* (US S.C. 2009).
- Researched laws regarding registered sex-offenders and their rights.

The Honorable Samuel Hansen, Broward County Court House, Ft. Lauderdale, Florida

Judicial Intern, Circuit Court, Felony Division, June–August 2009

- Observed jury trials and sentencing proceedings.
- Discussed legal issues and trial processes with Judge Hansen on a daily basis.

COMMUNITY SERVICE

TRIPS Volunteer Program

- Built one mile of walking trail in the Appalachian Mountains, 2010.

Charles Gifford

450 W. Briarwood Avenue, Apt. 5, Chicago, IL 60657 • 773.525.8462 • cgifford@law.jmls.edu

EDUCATION

The John Marshall Law School, Chicago, IL

Juris Doctor Candidate, May 2016

Evening Student Division

GPA: 3.09

Boston University, Boston, MA

Bachelor of Arts, Major in English, Minor in Media Studies, May 2004

GPA: 3.36

- Dean's List (four semesters)
- Queen Elizabeth College, University of London, Study Abroad Program, Spring 2003

LEGAL EXPERIENCE

Mayer Brown, Chicago, IL

Global Knowledge Management Intern, May–August 2014

- Researched banking, securities, and infrastructure legal developments; prepared summaries and resource packets.
- Assisted with precedent compilation for global trademark assignment and licensing database.

HOPE Public Interest Clinic, Chicago, IL

Volunteer, March–May 2014

- Observed client intake and witnessed execution of wills in free clinic for first responders.

Illinois Legal Aid Online, Chicago, IL

LiveHelp Operator, May–August 2013

- Guided online users with finding information on their legal rights and related documents and obtaining referrals for low-cost legal services.

OTHER EXPERIENCE

Mayer Brown, Chicago, IL

Talent Management Specialist–North America, July 2011–present

- Responsible for regional attorney training logistics; contribute to curriculum design.
- Promote regional training resources to attorneys through websites and newsletters.
- Assist with implementation of regional lateral partner integration program.
- Oversee the CLE support team, which tracks attorney CLE compliance for seven offices and maintains the firm's CLE approved provider status through compliance with state regulations.

Professional Development Coordinator–North America, July 2009–June 2011

- Coordinated logistics for regional attorney training curriculum implementation.
- Promoted regional training resources to attorneys through websites and newsletters.
- Tracked attorney CLE compliance (nine offices).
- Managed the firm's CLE approved provider status through compliance with state regulations.

Knowledge Management Analyst, July 2008–June 2009

- Analyzed issues relating to deployment and testing for firm-wide client extranet project.
- Researched e-Learning technology related to presentation capture and webinars.

Knowledge Management Assistant, May 2007–June 2008

- Catalogued issues relating to deployment and testing for firm-wide client extranet project.
- Coordinated e-Learning technology related to presentation capture and webinars.

Institute for Policy Research, Washington, D.C.

Communications Assistant, August 2004–January 2007

- Edited invitations, newsletters, press releases, and book summaries and coauthored newsletter and annual report.
- Maintained public website, posted materials and addressed technical problems.

INTERESTS

- Late Medieval/Tudor history, Asian cooking, and hiking.

ANNA JENNINGS

850 S. Plymouth Court #2, Chicago, IL 60605 • (515) 660-4337 • AJennings@law.jmls.edu

EDUCATION

The John Marshall Law School, Chicago, Illinois

Juris Doctor Candidate, May 2016

GPA: 3.15

Activities: Latino Law Student Association, Secretary; Corporate Law Association, 2L Representative

Lewis and Clark College, Portland, Oregon

Bachelor of Arts, December 2008

Majored in Hispanic Literature, Minored in Latin American History

GPA: 3.3

Activities: Soccer Team, Team Captain, 2008; Spanish Tutor; Spanish Club; English Tutor to ESL students

LEGAL EXPERIENCE

The Honorable Mathias Delort (Chancery Division), Circuit Court of Cook County, Chicago, Illinois

Judicial Extern, January–May 2015

- Analyzed Judgment of Foreclosure and Order Approving Sale packets, including home mortgages, bank affidavits, certificates of service, various motions and orders.

Chicago Park District Law Department, Chicago, Illinois

Summer Extern in Litigation and Real Estate Law, June–August 2014

- Drafted arguments in support of a motion for summary judgment, amendment to an answer, motion to reconsider and summary depositions.
- Conducted research on Tort Immunity Act, willful and wanton conduct and Illinois civil procedure issues.

REAL ESTATE EXPERIENCE

Keller Williams Realty & Signature Southwest Properties, Albuquerque, New Mexico

Realtor, December 2010–May 2014

- Drafted purchase agreements and listing contracts for both residential and commercial leases and sales.
- Managed and maintained transactions from beginning to closing, resolving conflicts as they arose.
- Negotiated on behalf of clients and counseled clients for optimal results.
- Founded Keller Williams Investor Committee; Member of Keller Williams Technology Committee.

Greater Albuquerque Association of Realtors, Albuquerque, New Mexico

Instructor of Multiple Listing Service Software, March–June 2013

- Taught novice and experienced realtors the basic and advanced functions of the Multiple Listing Service computer system with an emphasis on how to better serve clients and increase business.

Other positions include: International Journalist at El Dario Hoy Newspaper and International Business and Sales at Confiteca Confectionary Company, both in Quito, Ecuador, January–August 2010

FOREIGN LANGUAGE AND CERTIFICATIONS

- Fluent in speaking, reading, and writing Spanish. Studied and worked in Mexico, Ecuador, Spain, and Cuba for nearly two years.
- Certified Negotiation Expert through the Real Estate Negotiation Institute.

Dave Matthews

5500 N. Culver Ave. • Chicago, IL 60645 • (773) 434-8037 • DaveMatthews@gmail.com

EDUCATION

The John Marshall Law School, Chicago IL

Juris Doctor Candidate, May 2017

GPA: 3.5/4.0; Class Rank: 52/287

- REVIEW OF INTELLECTUAL PROPERTY LAW, Fall 2015
- Dean's Scholarship, Fall/Spring 2014-2015
- Herzog Scholarship, Spring 2015

Loyola University Chicago, Chicago, IL

Bachelor of Science in Criminology and Law Studies, May 2014

- Magis Award for Academic Achievement at a Jesuit High School
- Pre-Law Society, Spring 2014

LEGAL EXPERIENCE

The Matton Law Group, Chicago, IL

Law Clerk, May 2015 – Present

- Conduct legal research concerning product liability and personal injury defense
- Summarize deposition transcripts of expert witnesses
- File orders, motions, and pleadings at the courthouse
- Prepare exhibits for trial
- Draft answers to complaints, discovery requests, and complaints
- Observe case management conferences

Public Defender's Office of Kane County, Geneva, IL

Investigator Intern, January 2014 – May 2014

- Interviewed incarcerated clients and assisted with interviewing clients in person and over the phone
- Collected witness and client testimony
- Photographed and investigated crime scenes concerning drug possessions, thefts, and sexual assaults
- Analyzed security footage and re-enacted alleged crime as reported in Milwaukee Police reports
- Served subpoenas to cooperating and non-cooperative witnesses
- Participated in team case discussions with other investigators and lead attorneys
- Drafted memoranda with case notes to lead attorneys
- Observed criminal court trials concerning sexual assaults, prostitution, and drug possessions
- Assisted with trial preparation for lead investigator

OTHER EXPERIENCE

McCoy's Pub Chicago, Chicago, IL

Barback/Host, June 2010 – August 2014

- Served and seated customers; set up outdoor patio and behind the bar in the morning
- Checked identification at door and enforced indoor smoking laws

Lewis Law Building, *Building Facilities and Events Team*, Chicago, IL

Student Manager, January 2013 – December 2013

- Assisted with daily needs of entire law building, and delegated tasks to other student employees
- Responsible for setting up and tearing down programs, and preparing classrooms
- Assisted with interviewing and hiring prospective employees

LANGUAGE

Proficient in verbal and written Spanish

Dylan Nolan

610 W. Oakton Ave. #N, Chicago, IL 60657 dylannolan@gmail.com • (220) 251-7843

EDUCATION

The John Marshall Law School, Chicago, IL

Juris Doctor Candidate, January 2016

GPA: 3.17

- Student Bar Association – *Budgeting Committee Chair*
- John Marshall Law School Budgeting and Finance Committee – *Student Liaison*
- John Marshall Alternative Dispute Resolution Honors Council – *ABA Negotiation Team Member*
- Phi Alpha Delta Executive Board – *Alumni Relations Chair*
- Student Veterans of America Executive Board – *Treasurer*

Texas A&M, College Station, TX

Bachelor of Science in Advertising, May 2012

- Zeta Phi Eta Executive Board – *Public Relations Chair*
- Texas Sports Committee Executive Board – *Internal Communications Chair*

EXPERIENCE

BMO Harris Bank | CTC myCFO, Chicago, IL

Law Clerk, June 2015 – Present

- Collaborate with counsel for various venture capital, private equity, and hedge funds in order to facilitate deals between parties
- Negotiate terms and prices for asset purchase agreements, limited partnership operating agreements, and stock subscriptions
- Assist in the regular formation of limited partnerships, limited liability companies, and personal and charitable trusts

The John Marshall Law School Business Enterprise Law (BELAW) Clinic, Chicago, IL

BELAW Member, January 2015 – June 2015

- Drafted several business agreements such as articles of incorporation/organization, employee/independent contractor agreements, customer/client agreements, and memoranda
- Consulted with small business owners on choice of entity questions and tax implications of various business decisions

The Circuit Court of Cook County, Judge Franklin Valderrama, Chicago, IL

Legal Extern, August 2014 – December 2014

- Prepared opinion memoranda on various motions and briefs presented to the Chancery Court
- Worked with the judge and support staff to issue memoranda and legal opinions on over 15 cases
- Examined case law for civil cases involving issues in estates, trusts, tort, contracts, and Illinois civil procedure

Professor Julie Spanbauer, The John Marshall Law School, Chicago, IL

Research Assistant, January 2014 – July 2014

- Researched case law and statutes in federal and state jurisdictions regarding immoral and meretricious contracts
- Prepared a weekly update list of cases for the professor with summaries of each case and legal consequences of each holding

ACTIVITIES

The Center for Tax and Budget Accountability, Chicago, IL

Legal Volunteer, January 2013 – June 2013

MITCHELL PETERS

800 Wayside Lane, Apt 1 • Chicago, IL 60614 • 929-332-85789 • mpeters@law.jmls.edu

EDUCATION

The John Marshall Law School, Chicago, IL

Juris Doctor Candidate, May 2016

C.M. in Information Technology and Privacy Law Candidate, January 2017

- CALI Award Recipient for Highest Grade: Contracts II, Spring 2014
- Dean's List, Spring 2014
- *Vice President*, The International Law Society, Fall 2014–Spring 2015

University of Michigan, Ann Arbor, MI

Bachelor of Arts in Political Science and History, April 2012

- *Internal Vice President*, The Interfraternity Council, 2010–2012
- *President*, Phi Kappa Psi Fraternity, 2010–2011 (*President of the Year Award Recipient*)

EXPERIENCE

Fair Housing Legal Clinic, The John Marshall Law School, Chicago, IL

711 Licensed Clinical Intern, August–December 2014; June 2015–Present

- Conduct client intakes as well as draft intra-office memoranda regarding initial recommendations, strengths of a potential case, and analysis on how to proceed with incoming clients.
- Represent clients at hearings in state and federal court under 711 License.
- Draft complaints, motions, and pre-trial interrogatories.
- Engage in pre-trial discovery, settlement negotiations, and attend status hearings.
- Compile requests to produce exhibits for trials, ensuring information consistency and accuracy.
- Assist attorneys with case management, strategy, and client counseling.

Professor Julie Spanbauer, The John Marshall Law School, Chicago, IL

Research Assistant, Teaching Assistant, May 2014–Present

- Research case law, law review articles, legislative history, and secondary sources.
- Instruct first year writing students on research techniques and drafting legal memoranda.
- Counsel students on all areas of contract law, including formation, interpretation, and remedies.

Justice Sandra Susens, Illinois Appellate Court, First District, Chicago, IL

Judicial Extern, January–April 2015

- Analyzed appellate briefs and records.
- Conducted research and wrote legal memoranda regarding various issues.
- Observed oral arguments and drafted judicial opinions.

Pressler & Pressler LLP, Parsippany, NJ

Collections Paralegal, November 2012–July 2013

- Negotiated settlement arrangements with *pro se* litigants.
- Reviewed written correspondence and utilized electronic filing system.

INTERESTS

Martial Artist for over 17 years. English Teacher in Seoul, South Korea, August–November 2012

Beth Saunders

1005 S. Haven Drive, Apt 15 • Chicago, IL 60616 • 847-727-2893 • bethsaunders@gmail.com

Education

The John Marshall Law School, Chicago, IL

Juris Doctor Candidate, January 2016

GPA: 3.19; Rank: 14/133

- THE JOHN MARSHALL LAW REVIEW, 2014–2015
- Black Law Student Association, *Treasurer*, 2013–2014
- Trial Advocacy and Alternative Dispute Resolution Honors Council, 2014–2015
- *Dean Fred F. Herzog Moot Court Competition*, Spring 2015: Advanced to the round of 32 participants by arguing on brief as well as off brief

Northeastern Illinois University, Chicago, IL

Bachelor of Arts in Sociology: Concentration in Law and Society, June 2008

Experience

Illinois Human Rights Commission: Chicago, IL

Coles Fellow, June 2015–Present

- Draft and present panel briefs summarizing civil rights claims in contested matters and requests for review
- Drafted new administrative rules for Commission approval regarding public participation in meetings to incorporate the Open Meetings Act into procedures

Circuit Court of Cook County Mortgage Foreclosure Mediation Program: Chicago, IL

Student Clinic Volunteer, August 2014–Present

- Contact clients to provide status updates, answer questions about the foreclosure process, and prepare files for upcoming home foreclosure mediations

Illinois Attorney General's Office—Special Litigation Bureau: Chicago, IL

Law Clerk, January–May 2015

- Conducted legal research regarding education funding, procedural matters, and legislative history
- Interpreted and summarized statutes from numerous states for drafting new Illinois legislation

Metropolitan Pier and Exposition Authority (MPEA)—Legal Department: Chicago, IL

Legal Intern, May–August 2014

- Drafted licensing agreements for companies using MPEA commercial space for various purposes
- Conducted legal research and drafted memoranda regarding labor law, trademark law, and contract law
- Assisted in preparation for and attended arbitration regarding contract dispute
- Responded to subpoenas for documents relating to various disputes

Schiff Hardin: Chicago, IL

Conference Services Assistant, January 2012–January 2013

- Planned meetings for up to 200 attorneys; coordinated with attorney recruiting to plan CLE sessions

Hilton Regency McCormick Place: Chicago, IL

Sales Administrative Assistant, October 2008–January 2012

- Maintained client relationships, drafted cancellation clauses in sales contracts, and reserved spaces for large groups

Dennis Stanford

1020 West Addison Street, Chicago, Illinois 60657 • 773.478.2937 • dstanford@gmail.com

Education

The John Marshall Law School, Chicago, Illinois

Juris Doctor Candidate, May 2016

GPA: 3.22

- Dean's List, Fall 2013 and Spring 2014
- Student Bar Association Public Interest Auction Committee Member

Northeastern Illinois University, Chicago, Illinois

Bachelor of Arts in Communication Arts and Political Science, May 2006

Legal Experience

Cook County State's Attorney's Office, Chicago, Illinois

711 Licensed Law Clerk, June 2014–Present

- Prepare for trial by counseling witnesses and discussing trial strategy with Assistant State's Attorneys; prosecute misdemeanor trials under State's Attorney's supervision; examine witnesses; present evidence; and argue various bench trials and motions
- Contact witnesses for case updates, conference with witnesses on the status of their case, and complete discovery prior to trial
- Check defendant's criminal background prior to court appearance, extend plea offers to defense attorneys, negotiate plea offers with defense attorneys, follow-up to ensure defendants complete conditions of their plea agreements

Law Clerk, Felony Domestic Violence Unit, September 2013–May 2014

- Researched for 1st, 2nd and 3rd chair attorneys on discovery requirements, requirements to supplement discovery, possible sanctions to discovery violations, requirements for defense to turn over discovery regarding affirmative defenses, defense's burden of proof for a compulsion defense, and necessary components for a formal bill of particulars
- Drafted response to a defense motion for sanctions
- Drafted response to defense's motion for affirmative defense of compulsion
- Transcribed defendant's interview with police in preparation for trial, prepared exhibits for trial, visited crime scene, aided in witness preparation for trial, and actively observed first degree murder bench trial

Law Offices of Roy Smalley, Chicago, Illinois

Law Clerk, April 2013–May 2014

- Researched issues in business litigation
- Drafted motions, memoranda, briefs, and discovery documents
- Abstracted depositions and complaints
- Accomplished assignments independently

Other Experience

Tribune Print Media, Chicago, Illinois

USA Today Program Manager, January 2007–July 2012

- Managed *USA Today's* exclusive remnant advertising program
- Negotiated with *USA Today* representatives and agency clients
- Ensured program quality and resolved program issues by communicating with co-workers, vendors, and clients

Languages

- Proficient in written and spoken Spanish

JENNA TARPEY

3000 Southport Avenue, Apt. 1107 • Chicago, Illinois 60613
(224) 466-8675 • jtarpey@law.jmls.edu

EDUCATION

The John Marshall Law School, Chicago, Illinois

Juris Doctor Candidate, May 2016

GPA: 3.12 | Class Rank: Top 38%

- THE JOHN MARSHALL REVIEW OF INTELLECTUAL PROPERTY LAW
- *CALI Award for Highest Grade* – Agency & Unincorporated Business Entities, Spring 2015
- Dean’s Scholarship, 2012, 2013, 2014; Continuing Student Scholarship, 2014, 2015
- Research Assistant for Richard Smith, Director, Center for Intellectual Property Law
- Beijing University – Comparative IP Summer Program in Beijing, China, 2014

Oregon State University, Portland, Oregon

Bachelor of Arts in Journalism, May 2011

- Kappa Alpha Theta, Chapter Editor & Assistant Membership Development Chair, 2008–2010
- Senior Class Gift Committee Co-Chair, 2010–2011
- Study Abroad, Universidad Internacional – Madrid, Spain, Summer 2010

PUBLICATION

False Advertising & The Internet—An Analysis of Amended FTC Guides, 10 J. MARSHALL REV. INTELL. PROP. L. 780 (2015)

EXPERIENCE

Chicago Transit Authority, Chicago, Illinois

Legal Intern, February 2015 – Present

- Draft pleadings, including a complaint for breach of contract and reply brief supporting a motion to transfer
- Prepare lead counsel for hearings and depositions in civil litigation
- Research and write memoranda on agency law issues involving independent contractor employees, Illinois Supreme Court Rules, the Freedom of Information Act, and international discovery under the Hague Convention
- Administer paratransit appeal hearings and rule on passenger misconduct issues

Romanoff & Associates, LLC, Chicago, Illinois

Law Clerk, February 2014 – Present

- Independently prepare LLC filings and engagement letters for clients, including clients referred by non-profit organization Lawyers for the Creative Arts
- Assisted in drafting work-made-for-hire agreements and investor, disclosure, and operating agreements
- Draft motions for default judgment and to vacate dismissal for filing in the Northern District of Illinois
- Negotiate terms for independent contractor agreements for television script writers
- Obtain Permanent Residency Status and facilitate VISA application process for clients

Wessell & Company, Advertising Agency, Portland, Oregon

Public Relations Account Executive, August 2012 – August 2013

- Managed public relations tasks for automotive suppliers, government agency, and county health department accounts
- Developed and implemented WC University internal education for Wessell & Company employees

Peroff Media, Portland, Oregon

Executive Assistant, Sports & Events, May 2011 – July 2012

- Aided in talent/agency negotiations, publicity, and contracts for more than 40 live shows
- Generated \$80,500 in revenue through booking corporate automotive events

Diana Vargas

3300 N. Lake Shore Drive, Apt. 9, Chicago, Illinois 60657 • 312.423.3156 • dianavargas@gmail.com

EDUCATION

The John Marshall Law School, Chicago, Illinois

Juris Doctor, May 2016

- Dean's Scholarship Recipient (based on academic merit); Criminal Law Society, *Secretary*; International Peer Mentoring Program, *Mentor*

DePaul University, Chicago, Illinois

ABA Paralegal Certification, June 2011

Tufts University, Boston, Massachusetts

Bachelor of Arts in Psychology, May 2009

- Pre-Law Society, *Member*; Peer Mentor Program, *Senior Mentor*

EXPERIENCE

Law Offices of Mary Walters, Ltd., Chicago, Illinois

Research Assistant, May 2015–present

- Research probate and family law issues, such as spousal maintenance, removal, and jurisdiction disputes arising under the Uniform Child Custody Jurisdiction and Enforcement Act
- Present research assignments to supervising attorney and collaborate on formulating legal strategies

Vitto, Knobek, Josep & George, LLC, Chicago, Illinois

Law Clerk, November 2010–May 2015

- Prepared drafts of legal documents, including marital settlement agreements, parenting agreements, petitions for custody and child support, affidavits in support of petitions for temporary restraining orders, financial spreadsheets of marital assets and liabilities, formal discovery responses, and general correspondence to clients and opposing counsel
- Worked with attorneys on case management, strategy, and client counseling
- Attended client intakes, hearings, pre-trials, trials, and settlement negotiations
- Researched complex family law issues, such as spousal support in cases of terminal illness and breach of promise to marry, and drafted legal memoranda to support pleadings
- Communicated with clients on a daily basis by email, telephone, or in person during office conferences and court appearances

The Kamp Law Group, Chicago, Illinois

Law Clerk, April 2010–August 2010

- Drafted legal pleadings and prepared pre-trial discovery for a personal injury firm
- Compiled responses to requests to produce, ensuring consistency and accuracy and resolving any compliance deficiencies
- Communicated with clients regarding pre-trial interrogatories, specifically collecting requested information and addressing client questions and concerns

Professor Maureen Collins, The John Marshall Law School, Chicago, Illinois

Teaching Assistant, August 2010–January 2011

- Critiqued student papers and prepared in-class exercises for students
- Instructed second-year writing students on research techniques, drafting persuasive legal briefs, and AWLD and *Bluebook* citations

LANGUAGE

Conversational Spanish

Susan Villereal

400 Cambridge Avenue, Chicago, Illinois 60656 • 312.550.3837 • svillreal@gmail.com

EDUCATION

The John Marshall Law School, Chicago, Illinois

Juris Doctor Candidate, May 2018

- Women's Law Caucus, *First-Year Class Representative*
- Latino Law Student Association

Northwestern University, Evanston, Illinois

Bachelor of Science in Business Administration, May 2015

- Phi Alpha Delta Pre-Law Honor Society
- Recipient of Army ROTC Scholarship
- Senior Giving Advisory Committee, *Chair*, 2014

MILITARY EXPERIENCE

Army Reserve Officer Training Corps, Northwestern University, May 2011–May 2015

- Attended 5-week Army ROTC Advanced Camp, focusing on rigorous physical and leadership evaluation training (Summer 2012)
- Presented weekly briefs to groups of cadets ranging from 20–60 people
- Participated in battalion staff administration and logistical planning

WORK EXPERIENCE

Villereal Corporation, Chicago, Illinois

Priority Account Analyst Intern, June–August 2015

- Performed account recollection and internal auditing
- Prepared financial models updating account status
- Collected delinquent accounts and assisted in billing department

Westmore Country Club, Evanston, Illinois

Golf Course Greenskeeper, June–August 2014

- Maintained course greens and fairways
- Operated, repaired, and performed general maintenance of golf course equipment
- Prepared grounds for tournaments and other club events

Evanston Municipal Pool, Evanston,

Illinois Lifeguard, June–August 2013

- Taught swimming lessons to children ages 3 to 10
- Monitored swimmers and enforced safety rules
- Certified in Red Cross lifeguard training course and Cardiopulmonary Resuscitation

COMMUNITY INVOLVEMENT

Hope House Volunteer Network, Evanston, Illinois, 2012–Present

Northwestern University Orchestra Alumni, Evanston, Illinois, 2015–Present

Elijah's Promise Soup Kitchen, Chicago, Illinois, 2010–2015

Michael Volkman

700 North Dearborn Street, Apartment 14, Chicago, IL 60654 • (312) 424-8284 • mvolkman@gmail.com

EDUCATION

The John Marshall Law School, Chicago, IL

Juris Doctor Candidate, January 2016

GPA: 3.48, Class Rank: 26/133, Top 20%

- THE JOURNAL OF INFORMATION TECHNOLOGY & PRIVACY LAW, *Production Editor*
- CALI Award for highest class grade – Employment Law, Fall 2014
- Dean’s List, 2014–2015
- Willem C. Vis International Commercial Arbitration Moot Court Competition in Vienna, *Participant*
- Chicago Bar Association Moot Court, *Quarterfinalist*

Indiana University, Kelley School of Business, Bloomington, IN

Bachelor of Science in Business, Concentration: Legal Studies of Business, May 2012

GPA: 3.35

- President’s Scholarship for Academic Excellence, *Recipient*
- *Semester Abroad* – Universitat Autònoma de Barcelona, Spain, Winter 2011

EXPERIENCE

The CME Group, Chicago, IL

Legal Extern, June–August 2015

- Participated in a variety of transactional, corporate and licensing matters, including negotiating, reviewing and drafting agreements
- Prepared memoranda assessing interpretation of agreement language in the context of dispute matters and internal clients’ requests for guidance

Mordini & Schwartz, P.C., Chicago, IL

Law Clerk, January–August 2015

- Conducted extensive legal research and wrote motions, responses, and memoranda regarding insurance defense issues
- Coordinated all aspects of trial preparation, including interviewing witnesses and collating exhibits
- Attended settlement negotiations and observed trials

The Honorable Margaret O’Mara Frossard, Illinois Appellate Court, Chicago, IL

Judicial Extern, June–July 2014

- Drafted opinions for pending cases, including a child support arrears enforcement and a restaurant negligence case
- Researched civil and criminal case law and summarized findings relating to appeals
- Observed oral arguments and used the information to write briefs regarding same

Anixter International Inc., Glenview, IL

Inventory Management Buyer, July–December 2012

- Purchased materials using past sales and manufacturing lead times to maintain inventory at planned levels
- Confirmed and expedited open orders in accordance with current demand

Mesirow Financial, Chicago, IL

Summer Intern in Broker/Dealer and Investment Advising Services, June–August 2011

- Compiled financial data and prepared detailed spreadsheets for clients
- Implemented new system to disclose fees with current brokers and communicated with clients, senior management and legal counsel regarding same