

1L Resume: Sample 1

JAMES DOE

200 University Way, Unit 100 • Norman, OK 73071 • (405) 555-1234 • james.doe@ou.edu

EDUCATION

University of Oklahoma College of Law

Juris Doctor Candidate

Norman, OK

May 2020

Activities: 1L Class President
Energy Resources Law Student Association (ERSLA)

University of Oklahoma

Bachelor of Arts, cum laude, Political Science

Austin, TX

May 2017

Honors: Dean's List (five semesters)
Grover Scholarship for Excellence in Business

Activities: Sigma Chi Fraternity, Treasurer
Campus Tour Guide, Volunteer

WORK EXPERIENCE

Pool Clinic

Partner/Co-Owner

Norman, OK

May 2013 – May 2017

- Started and successfully operated a pool cleaning business with a partner
- Marketed business to individual homeowners, apartment complexes, and hotels
- Handled bookkeeping and purchasing
- Maintained equipment and cleaned pools

Habitat for Humanity

Intern

Norman, OK

Summer 2016

- Surveyed undeveloped tracts of land for potential location of homes
- Developed presentations to solicit investments from the community
- Organized and maintained plans to present to city council for planning and development

Starbucks

Barista

Oklahoma City, OK

January – June 2014

- Corresponded with customers daily and addressed customer concerns in an efficient and professional manner
- Utilized experienced sales techniques to upsell company products
- Managed cash drawer and customer payments

ADDITIONAL INFORMATION

Foreign Languages: Fluent Russian; Conversational Spanish

Affiliations: American Bar Association, Student Division
Cleveland County Bar Association, Student Member

1L Resume: Sample 2

JONATHAN GOODMAN

1234 West Main Street, Unit 9A • Norman, OK 73072 • (405) 123-4567 • jonathan.goodman@ou.edu

EDUCATION

University of Oklahoma College of Law

Norman, OK

Juris Doctor Candidate

May 2020

Activities: First Year Moot Court, Participant
American Trial Lawyers Association

University of Texas

Austin, TX

Bachelor of Arts in Psychology; Minor in Public Policy

May 2017

Honors: Phi Beta Kappa
Dean's List (four years)

Activities: Pre-Law Society

WORK EXPERIENCE

Austin Music Productions

Austin, TX

Legal Department Intern

January – August 2017

- Prepared and reviewed trademark applications
- Evaluated and summarized non-disclosure statements
- Drafted legal correspondence, including cease and desist letters, and licenses to use patents
- Designed calendaring system for patent and trademark filing deadlines

Texas Corporation

Dallas, TX

Research Assistant

Summer 2016

- Analyzed financial information for an appraisal firm
- Assisted in design of computer mapping system
- Examined titles of property to insure correct information existed in database

United States Senator Tom Smith

Washington, D.C.

Intern

Summer 2015

- Conducted extensive research on pending legislative matters.
- Drafted memoranda regarding research.
- Corresponded daily with constituents and handled constituent concerns.
- Attended and observed Senate Judiciary Committee Meetings.

ADDITIONAL INFORMATION

Language: Fluent French

Interests: Cycling; Reading historical novels; Chess

1L Resume: Sample 3 (use when conducting non-local job search)

JOHN SMITH

john.smith@ou.edu • (405) 987-6543

Current

1234 University Drive, Apartment 500
Norman, OK 73072

Permanent

8053 Madison Avenue
New York, NY 11202

EDUCATION

University of Oklahoma College of Law

Juris Doctor Candidate

Norman, OK

May 2020

- Scholarship:** Out-of State Tuition Waiver, Great Student Scholarship
Top Grade: American Jurisprudence Award: Legal Research and Writing (A), Contracts (A+)
Moot Court: First Year Moot Court, Top 20 Speaker Award
Activities: Phi Alpha Delta
Sports Law Society

New York University

Bachelor of Arts, Philosophy

New York, NY

May 2015

- Honors:** Ten Male Graduate
Community: Williams Rescue Mission, Volunteer

EXPERIENCE

Morgan Stanley

Internal Auditor

Purchase, NY

June 2015 – August 2017

- Conducted extensive intern audits on Morgan Stanley branches to ensure compliance with company and government regulations.
- Drafted auditing reports regarding purported deficiencies in processes.
- Interviewed employees of particular branches and compared information obtained with set company management policies.
- Managed and supervised a staff of four.

Offices of Doctor Bruce McLuca

Office Assistant

New York, NY

May 2014 – May 2015

- Advised clients about various medical procedures.
- Composed letters to clients regarding prognosis and treatment.
- Handled billing and filing of insurance claim forms.
- Scheduled office appointments and hospital procedures.

ASPCA (American Society for the Prevention of Cruelty to Animals)

Intern

New York, NY

Summer 2014

- Bathed, fed, and comforted a wide variety of animals
- Organized events and programs to match animals with owners

1L Resume: Sample 4

JANE SMITH

1234 Daws St. • Norman, OK 73069 • (405) 555-0000 • jane.smith@ou.edu

EDUCATION

University of Oklahoma College of Law

Norman, OK

Juris Doctor Candidate

May 2020

Awards: OU Merit Scholarship

Activities: Students for Access to Justice

Organization for the Advancement of Women Lawyers (OAWL)

Oklahoma State University

Stillwater, OK

Bachelor of Arts, Business Economics

May 2014

Honors: Phi Beta Kappa; Dean's List (five quarters)

Golden Key National Honor Society

Activities: UCLA Watts Program, Tutor

Study Abroad: Program, Edinburgh, Scotland (2012-2013)

WORK EXPERIENCE

ABC Associates

Tulsa, OK

Research Associate, Real Estate Consulting

July 2014 – May 2017

Prepared narrative appraisal reports for use in refinancing, eminent domain, and expert testimony. Interviewed market participants and property owners. Assisted in analyzing data to determine values of subject properties. Gathered information regarding macroeconomic variables.

Sanli, Cushman & Connors

Tulsa, OK

Intern, Accounting & Finance

Summer 2013

Analyzed market trends and planned investment strategies. Evaluated cost effectiveness of current investment programs. Prepared cost summaries and billing statements.

Chili's

Stillwater, OK

Hostess

Summer 2012

Welcomed and seated patrons. Supervised and trained staff of 12 servers. Screened and interviewed potential employees. Handled telephone inquiries and reservation requests.

ADDITIONAL INFORMATION

Community Service: Court Appointed Special Advocates; Ronald McDonald House

Languages: Spanish (Fluent)

