

**Sample Resume Headings**

**AVA FIRSTYEAR**

555 Main Street • Miami, Florida 33122 • (305) 555-1212 • [afirst@fiu.edu](mailto:afirst@fiu.edu)

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**AVA FIRSTYEAR**

555 Main Street • Miami, Florida 33312 • (305) 555-1212 • [afirst@fiu.edu](mailto:afirst@fiu.edu)

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**AVA FIRSTYEAR**

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Miami, Florida 33312  
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**AVA FIRSTYEAR**

[afirst@fiu.edu](mailto:afirst@fiu.edu)

**PERMANENT ADDRESS**

1234 Home Street  
Tampa, Florida 33594  
(813) 555-1212

**SCHOOL ADDRESS**

555 Main Street  
Miami, Florida  
(305) 555-1212

**Sample Education Descriptions**

**Florida International University College of Law**, Miami, Florida  
Juris Doctor Expected, May 2015

Class Rank: Top 25%      GPA: 3.5/4.00  
Activities: Caribbean Students Association  
Criminal Law Society

**Florida State University**, Tallahassee, Florida  
Bachelor of Arts in English, May 2010

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**FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW, Miami, Florida**

J.D. Candidate, May 2014

Honors: American Jurisprudence Award in Criminal Procedure  
First Place Team, Upper Class Moot Court Competition  
Activities: Executive Board, Student Bar Association

**GEORGETOWN UNIVERSITY**, Washington, DC  
B.A. Economics, May 2010

Honors: Dean's List, 4 semesters  
Activities: Journal Member, 2008  
Track Club Captain

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**FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW, Miami, Florida**

J.D. Expected, May 2015

Class Rank: Top 1/3, GPA: 3.2/4.0

**University of Miami**, Coral Gable, Florida  
B.S., May 2010  
Major in English, Minor in Theatre

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**Florida International University College of Law**

Juris Doctor Candidate, May 2015

Class Rank: Top 10%, GPA 3.7/4.0  
Honors: *Florida International University Law Review*, Articles Editor  
Recipient of the C.A.L.I. Excellence Award in Torts  
Activities: Business Law Society, Chapter President  
President, Black American Law Students Association

Miami, FL

**University of Tampa**

Bachelor of Science, *cum laude*, May 2010

GPA 3.6/4.0  
Golden Key Honor Society  
Founder, ACLU Student Chapter

Tampa, FL

### **Sample Bar Membership Listings**

If you have passed a bar exam, your admittance or licensure to the Bar should be featured prominently on your resume, and should be one of the first items a legal recruiter sees after your name.

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**John Alumni**  
555 Main Street  
Miami, Florida 33122  
305-555-1212  
jalumn@gmail.com

**MEMBER, FLORIDA STATE BAR**

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**BAR ADMISSIONS: FLORIDA AND NEW YORK STATE BAR**

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**BAR AND COURT MEMBERSHIPS**

Florida State Bar (admitted June 2012)  
New York State Bar (admitted December 2013)  
United States Court of Appeals for the Eleventh Circuit (June 2012)  
Federal Bar Association

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**JOHN GRADUATE**  
555 Main Street  
Miami, Florida 33122  
305-555-1212 ▪ jalum@gmail.com

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### **BAR ADMISSIONS**

- The Florida Bar (2012)
- U.S. District Court, Middle District of Florida
- Eligible for waiver into the District of Columbia Bar
- U.S. Court of Appeals, Eleventh Circuit

*Sample Reference Page*

**JOHN ALUMNI**  
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jalum@gmail.com

REFERENCES

Ms. Nikki Teach  
Professor of Law  
Florida International University College of Law  
11200 S.W. 8<sup>th</sup> Street  
Miami, Florida 33199  
305-348-1212  
nteach@fiu.edu

Mr. Lane Partner, Esq.  
Holland & Knight P.A.  
1234 Brickell Avenue  
Miami, Florida 33122  
305-555-1212  
lpartner@hk.com

Ms. Alsa Jones  
Professor of Law  
University of Miami College of Law  
555 Miller Avenue  
Coral Gables, Florida 33125  
305-111-1212  
ajones@miami.edu

\*Former Professor of Law, Florida International University College of Law

**Ava Firstyear**  
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## **EDUCATION**

### **Florida International University College of Law, Miami, Florida**

Juris Doctor Candidate, May 2012

Activities:        Criminal Law Society  
                          Business Law Society, 1L Representative

### **University of Texas, Austin, Texas**

Bachelor of Science in Journalism, May 2009

Honors:            Dean's List, three semesters  
                          Golden Key National Honor Society

Activities:        Copy Editor, *The Lone-Star Report*  
                          Gamma Phi, Treasurer

## **EXPERIENCE**

### **The Austin Gazette**

Junior Writer

Austin, Texas

June 2008 – July 2009

Researched and wrote articles on local and state government, politics, law, environment, education, and issues of human interest. Reported on public hearings, elections, and school board and government meetings.

### **United States Senator David Doe**

Legal Intern

Washington, D.C.

May 2007 – August 2007

Handled constituent inquiries and concerns. Researched Proposition 463 and its effects on certain districts. Performed constituents' advocacy tasks. Prepared correspondence.

### **The Austin American Statesman**

Intern

Austin, Texas

Summers 2005 & 2006

Interviewed individuals from the local business community and wrote feature articles. Published more than 30 articles including two cover stories. Developed story ideas and presented ideas to editors.

## **LANGUAGES**

Bilingual (Spanish/English): Native-speaker proficiency in speaking, reading, and writing

**Mary Firstyear**  
123 RDB Street, #1, Miami, FL 33333  
(305) 876-5432  
Mjones@fiu.edu.com

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## **EDUCATION**

**Florida International University College of Law, Miami, FL**  
Juris Doctor Candidate, May 2012

**Honors:** Dean's Merit Scholarship (full scholarship)

**Rutgers College, Rutgers University, New Brunswick, NJ**  
Bachelor of Arts, *summa cum laude*, in Political Science, May 2009

**Honors:** Dean's List (6 semesters)  
National Collegiate Honor Society

**Activities:** Pre-Law Society  
Intramural Volleyball Captain

## **EXPERIENCE**

### **Patrick & Warren LLP**

*Document Clerk*

New York, NY  
Summers 2008, 2009

- Prepared pleadings and correspondence binders
- Performed legal research and assisted in compiling documents for production
- Managed and organized litigation documents in preparation of trial
- Filed depositions and indexed case documents

### **Garden State Community Center**

*Academic Tutor*

Newark, NJ  
Summer 2007

- Assessed academic needs of students, and compiled lesson plans to meet students' goals
- Assisted elementary school students with homework and tests on a variety of subjects

### **Rutgers University Informational Services**

*Informational Assistant*

New Brunswick, NJ  
September 2006 – January 2007

- Provided faculty and students with information regarding the university
- Assisted prospective students with the application process

## **SKILLS & INTERESTS**

- Urdu (Working Knowledge)
- Yoga Instructor and Martial Arts Black Belt

**Marcus Nextyear**  
123 Panther Street  
Miami, Florida 333122  
305-555-2345 · mseconyear@fiu.edu

## EDUCATION

**FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**, Miami, Florida  
Juris Doctor Candidate, May 2011

**GPA: 3.7/4.0**

**Class Rank: 10/150**

**Law Review:** *Florida International University Law Review*

**Activities:** Black Law Students Association  
Entertainment and Sports Law Society

**FLORIDA STATE UNIVERSITY**, Tallahassee, Florida  
Bachelor of Science in Biology, *cum laude*, May 2007

**Honors:** Dean's List (all semesters)

Golden Key National Honor Society

**Activities:** Black Student Union

## EXPERIENCE

### **LYON, TYGER & BAIR P.A.**

*Law Clerk*

Miami, Florida

May 2009 – Present

Prepare pleadings for state and federal court including interrogatories, requests to produce documents, motions to dismiss and motions *in limine*. Research and draft legal memoranda on commercial law and franchise litigation matters. Attend and summarize depositions of expert witnesses. Assist attorneys in preparing briefs in support of class certification in product liability cases.

### **OCEAN CAPITAL CREDIT**

*Collections/Office Administrator*

Miami, FL

January 2008– May 2008

Researched corporate registration/licensing and personal/corporate assets. Compiled files and logs. Composed correspondence for individual and business collection cases.

### **ARCHAEOLOGICAL AND HISTORICAL CONSERVANCY**

*Administrative and Field Assistant*

Miami, FL

April 2007 – January 2008

Conducted field work, artifact analysis and conservation. Prepared and presented reports on findings.

## INTERESTS

Rock climbing, skydiving, and long distance running.

**John Bookman**  
johnb@fiu.edu

**Local Address:**

1322 Southwest 59<sup>th</sup> Avenue  
Miami, Florida 33112  
6543

**Permanent Address:**

166 Main Street  
Maintown, New York 12111 (305) 888-  
(212) 111-2222

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**EDUCATION**

**FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**, Miami, Florida

Juris Doctor Candidate, May 2011

Activities: Community Charity  
Student Bar Association, Vice-President

**PACE UNIVERSITY**, New York, New York

Bachelor of Arts in English, May 2008

Activities: Darby Volunteer, English and Literature  
Student Government, President

**EXPERIENCE**

**FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**

*Research Assistant for Professor John Doe*

Miami, Florida

May 2009 – Present

- Research individual property rights and the power of eminent domain
- Assist Professor in editing constitutional law text
- Analyze content, style and grammar and conduct citation verification

**FLORIDA IMMIGRANT ADVOCACY CENTER**

*Legal Intern*

Miami, Florida

Summer 2009

- Interviewed clients in Spanish and English
- Researched immigration law issues affecting Florida residents and drafted legal memoranda
- Prepared Cuban Adjustment Act citizenship applications and completed medical waivers

**BOYTON AND BOYTON, P.A.**

*Filing Clerk*

New York, New York

Summer 2008

- Filed motions in state and federal court
- Organized case files for senior lawyers and aided in document sorting

**MILITARY SERVICE**

**UNITED STATES NAVY**

*Captain*

Fort Hood, TX

May 2001 – May 2007

- Supervised, organized and directed unit level operation
- Analyzed, reported and advised commanders on personnel
- Evaluated and advised on combat performance and logistical operations

Honors/Medals: Meritorious Services Medal  
Honor Graduate for Officer Training



**John Thirdyear**  
123 Panther Street, Unit #232  
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jthird@fiu.edu

## **EDUCATION**

### **Florida International University College of Law, Miami, FL**

Juris Doctor Candidate, May 2010

**GPA: 3.7/4.0**

**Class Rank: 35/158**

**Law Review:** *Florida International University Law Review*

**Honors:** Dean's List (five semesters)

Florida International University Moot Court Board

Recipient of the C.A.L.I. Excellence for the Future Award in Torts

**Activities:** Business Law Society, Chapter President

Black Law Students Association, Chapter President

### **Florida International University, Miami, FL**

Bachelor of Business Administration, May 2007

**Honors:** Dean's List (5 out of 5 semesters)

Florida Academic Scholar

**Activities:** New Student Organization Volunteer

## **EXPERIENCE**

### **Florida Supreme Court**

Tallahassee, FL

*Judicial Extern for the Honorable R. Fred Lewis, Chief Justice*

May 2009 – Present

Researched and drafted legal briefs. Draft and edit oral argument summaries and summarize arguments for death row appeals. Assist staff attorneys in compiling background research for oral argument summaries and opinions.

### **White & Case LLP**

Miami, FL

*Summer Associate*

Summer 2009

Researched and drafted legal memoranda on contractual matters, commercial disputes, corporate fraud investigations, and real estate litigation. Drafted client letters, corporate contracts, and real estate closing documents. Researched the Sarbanes-Oxley Act and its implications on mergers and acquisitions and corporate compliance in SEC investigations. Prepared and presented research to partners and attorneys. Assisted in real estate closings.

### **Florida Third District Court of Appeal**

Miami, FL

*Judicial Intern for the Honorable Gerald B. Cope Jr., Chief Judge* Summer 2008

Researched and wrote legal memoranda on civil and criminal issues, such as motions to suppress, ineffective assistance of counsel, improper venue, personal jurisdiction, attorneys' fees, and motions for post-conviction relief. Attended oral arguments.

**Janet R. Runner**  
121 S.W. 15<sup>th</sup> Avenue  
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(305) 555-1212 jrr@fiu.edu

## EDUCATION

### **FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**, Miami, FL

Juris Doctor Candidate, May 2010

**GPA:** 3.4 / 4.0

**Law Review:** Florida International University Law Review

**Honors:** Dean's Honor Scholar

### **UNIVERSITY OF ARIZONA**, Tucson, AZ

Bachelor of Arts in German and Linguistics, May 2003

**Honors:** Dean's List (4 semesters)

**Activities:** Women's Swimming and Diving Team, Captain

## EXPERIENCE

### **FLORIDA THIRD DISTRICT COURT OF APPEAL**

Miami, FL

*Intern*

May 2009 – Present

Conduct extensive research and writing on a variety of substantive and procedural matters. Prepare bench memoranda for submission to the entire judicial panel prior to consideration of cases.

Observe oral argument.

### **SMITH & JONES, P.A.**

Miami, FL

*Summer Associate*

June – August 2009

Researched case law and wrote memoranda within the firm's many practice areas including litigation, corporate, real estate, personal injury and employment law. Analyzed Florida and Texas statutes and drafted stock option agreements. Participated in the firm sponsored Habitat for Humanity project.

### **BAPTIST HOSPITAL**

Miami, FL

*Assistant Program Administrator*

July 2006 – June 2007

Assisted Administrator with weekly community health programming. Presented to members of community. Solicited volunteers and donors. Raised funds for HIV awareness.

## PROFESSIONAL CERTIFICATIONS

Health Management Certification, Florida International University, July 2010

**Mary J. Graduate**

123 Main Street, Apt. 111, Miami, FL 33333  
(305) 555-1234 • mgraduate@aol.com

**BAR ADMISSION:** Admitted to the Florida Bar, 2009 (pending swearing in)

**EDUCATION:** **FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**, Miami, FL  
Juris Doctor, May 2009  
**GPA:** 3.5/4.0  
**Law Review:** *Florida International University Law Review*  
**Honors:** Dean's List (Fall 2007, Spring 2008)  
Book Award, *Legal Skills and Values* (Fall 2006)

**UNIVERSITY OF SOUTHERN CALIFORNIA**, Los Angeles, CA  
Bachelor of Arts in English Literature, *cum laude*, May 2006  
**GPA:** 3.7/4.0  
**Honors:** Dean's List (all semesters)  
**Activities:** Arts and Sciences Career Center Advisory Board, *Co-founder*  
Alpha Epsilon Phi, *Vice President* (2004 – 2005)

**EXPERIENCE:** **FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**, Miami, FL  
*Fellow, Center for Public Service* August 2008 – May 2009  
Supervised team of 6 interns with mission of promoting equitable development in distressed communities through the creation of resident ownership mechanisms, civil rights litigation, legislative advocacy and public relations efforts; drafted articles of incorporation, bylaws and ground lease for a community land trust and assisted the trust with land acquisition by identifying potential problems with encumbrances and liens; coordinated/moderated ABA-sponsored panel of community development lawyers.

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION**, Miami, FL  
*Legal Intern, Summer Honors Program* Summer 2008  
Helped senior counsel and accountants enforce the federal securities laws by investigating corporations for evidence of misconduct including accounting fraud and insider trading; drafted legal memoranda regarding lawyer/accountant liability for use in final Action Memoranda to the Commission; attended and helped prepare for depositions.

**FEDERAL PUBLIC DEFENDER'S OFFICE, SOUTHERN DISTRICT**, Miami, FL  
*Legal Intern* Summer 2007  
Wrote objections, motions and legal memoranda involving tax fraud, drug trafficking and violations of supervised release; wrote a motion to suppress evidence from which a hearing was granted; assisted Chief of Appeals with research for certiorari petitions relating to the sealing of post-9/11 detention hearings and with research for appellate briefs regarding habeas corpus issues; helped prepare for hearings and trials.

**COMMUNITY INVOLVEMENT:** Active Member, Dade County Bar Association Animal Law Committee (2004-Present)  
Mentor, Miami Leadership, Class XII

**Mary R. Doe**

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**BAR ADMISSION**

Awaiting July 2009 Florida Bar Examination Results.

**EDUCATION**

**Florida International University College of Law**, Miami, Florida

Juris Doctor, May 2009

**Law Review:** *Florida International University Law Review*, Research Editor, 2008 – 2009

**Honors:** Dean's List (two semesters)

**Activities:** Women Lawyers Association

**University of Miami**, Coral Gables, FL

Bachelor of Arts in International Relations, May 2006

**EXPERIENCE**

**Cheddar, Swiss & Pepper, LLP**, Miami, Florida

*Litigation Associate*, August 2009 – Present

Work in a complex commercial litigation firm with an emphasis on product liability, franchise disputes, and consumer class actions. Assist attorneys with initial client interviews, and in evaluating claims and defenses. Draft pleadings, motions and trial briefs. Prepare comprehensive status reports for clients.

**City of Miami Attorney's Office**, Miami, Florida

*Law Clerk*, Spring 2009

Performed extensive research and analysis in the labor and land use departments. Attended and observed city commission hearings. Assisted staff attorneys with legal projects.

**Mathis & Wright, P.A.**, Miami, Florida

*Summer Associate*, Summer 2008

Researched and drafted legal memoranda, pleadings, discovery, motions, and assisted attorneys in trial preparation on medical malpractice and personal injury matters.

**Florida International University College of Law**, Miami, Florida

*Research Assistant for Professor Jose Gabilondo*, Summer 2007

Conducted legal research on welfare reform, family cap, domestic violence and immigration. Drafted memoranda on gender discrimination.

**MEMBERSHIPS**

ABA, Law Student Division; UCLA, Student Member; Society for Human Resource Managers (2008-Present); HRTampa Association

**JANET GRADUATE**  
1050 Panther Drive  
Miami, Florida 33010  
305-555-1212 jgrad@fiu.edu

## **BAR MEMBERSHIP**

Awaiting July 2009 Florida Bar Results.

## **EDUCATION**

**Florida International University College of Law**, Miami, Florida

Juris Doctor, *cum laude*, May 2009

GPA: 3.422 Class Rank: 34/351 (Top 10%)

**Law Review:** *Florida International University Law Review*

**Honors:** Florida International University Trial Team, First Place; First Year Trial Team Competition

**Activities:** Phi Alpha Delta Law Fraternity; Public Interest Law Group

**Emory University**, Atlanta, Georgia

Bachelor of Arts in History, May 2004

**Activities:** Pre-Law Society, Vice-President

## **EXPERIENCE**

**McIntosh and Gayle, P.A.**, Miami, Florida

June 2008 – August 2008

*Law Clerk*

Researched and drafted memoranda on various labor and employment law issues. Reviewed and prepared client files for court.

**Equal Employment Opportunity Commission**, Washington, DC

June 2007 – August 2007

*Legal Intern*

Participated in investigations conducted by the enforcement division including reviewing discrimination charges and investigating complaints. Observed settlement negotiations.

**National Corporation**, Atlanta, Georgia

October 2004 – May 2006

*Human Resources Generalist*

Processed and documented employee benefits requests. Answered employee inquiries regarding all employee benefit plans including 401(k), health insurance and flexible spending plans.

**Americorps**, Atlanta, Georgia

June 2001 – October 2003

*Georgia Youth at Risk Member*

Designed and implemented a mentoring program structure. Developed and facilitated a comprehensive volunteer orientation. Created an application and screening process.

## **PROFESSIONAL AFFILIATIONS**

Dade County Bar Association, Young Lawyers Division, Chair; Florida Association of Women Lawyers