

**RACHEL MOSS**

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**EDUCATION**

**HARVARD LAW SCHOOL**, J.D. Candidate, May 2011

Activities: *Harvard Law and Policy Review*  
American Constitution Society  
Women's Law Association  
1L Section Events Committee

**UNIVERSITY OF TEXAS AT AUSTIN**

B.A. with High Honors in American Studies and English, May 2008

Honors: Phi Beta Kappa  
Rapoport-King Honors Thesis Scholarship  
Kemp-Foreman Unrestricted Endowed Presidential Scholarship

Activities: University Democrats  
Blanton Museum of Art Student Guild  
First-Generation College Student Mentorship program, mentor

Thesis: *"They Aren't Hearing Us – They're Rich": Consequences of Social Difference on Public Housing in New Orleans and Nationwide*

Including your thesis can be helpful if it relates to the work you are pursuing. This student went on to discuss her thesis work in her cover letter. Remember to italicize your thesis title.

**EXPERIENCE**

Your work in student practice organizations can be listed under "Experience."

**TENANT ADVOCACY PROJECT**

Fall 2008 – Present

Harvard Law School, Cambridge, MA  
Represent tenants facing eviction and other housing issues such as application denials, transfers, and reasonable accommodation in Housing Authority grievance hearings.  
Advise tenants of legal rights by telephone.

**CENTER FOR AMERICAN HISTORY**

Summer – Fall 2007

Austin, TX  
Served as student page in University of Texas archival library. Retrieved archival materials for researchers. Entered data in a biographical newspaper database, compiled newspaper clippings for vertical files, and assisted with special projects.

**UNIVERSITY OF TEXAS RESIDENCE LIFE**

Fall 2005 – Spring 2007

Austin, TX  
Provided support, peer education, conflict mediation, policy enforcement, emergency management, and event planning for a floor of 40-50 student residents. Performed administrative shifts at residence hall front desk.

**MARK STRAMA FOR TEXAS STATE REPRESENTATIVE**

Summer 2006

Austin, TX  
Volunteered for eight weeks of full-time grassroots campaign work including phone banking, canvassing, and direct mail. Obtained training in local issues, constituent interactions, voter registration, and fundraising through Campaign Academy program.

**PERSONAL**

Interests include travel, movies, vegetarian cooking, reading fiction, following political news, and practicing yoga.

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# MEREDITH M. ALLEN

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Cell: (617)-495-3108

## EDUCATION

### HARVARD LAW SCHOOL, Cambridge, MA

Candidate for J.D., May 2012

Activities: *Harvard International Law Journal*, Features Editor  
Ames Upper Level Moot Court Competition, Team Captain & Phase II Qualifier  
Committee on Sports and Entertainment Law, Member/ Sports Symposium Committee

### PENNSYLVANIA STATE UNIVERSITY, SCHREYER HONORS COLLEGE, University Park, PA

B.S. with highest distinction in Finance, May 2009

B.A. with high distinction in International Politics, May 2009

Honors: Minors in Spanish and History

Phi Beta Kappa

Activities: Smeal Undergraduate Case Competition Team  
Golden Key International Honour Society, Treasurer and THON Chair  
International Scholar Laureate Program, Summer 2007

Thesis: *Winner-Takes-All Prediction Markets v. Polls: A Case Study of the 2008 US Presidential Election*

### UNIVERSITY OF S. MISSISSIPPI at KING'S COLLEGE LONDON, London, UK

British Studies Program in Journalism, Summer 2008

## EXPERIENCE

### UNITED STATES ATTORNEY'S OFFICE—DISTRICT OF MASSACHUSETTS Spring 2011

*Clinical Intern, Major Crimes Unit*

Drafted reply to Defense's motion to suppress evidence and to Defendant's motion for habeas review. Researched evidentiary rules for supervised release revocation hearings. Reviewed affidavits for search warrants. Participated in witness interviews. Viewed First Circuit oral arguments.

### UNITED STATES NAVY JAG CORPS, Naples, Italy Summer 2010

*Intern, Region Legal Service Office, Europe, Africa, and Southwest Asia*

Drafted motion in limine to pre-admit statements and a reply to Defense's motion to dismiss charges. Researched and wrote memoranda on topics including the military rape shield statute, the *Daubert* standard's applicability to actuarial risk assessment tools, and the circumstances that require rights warnings under U.C.M.J. Article 31(b). Prepared a complete case summary, including charges. Drafted questions for witness interviews. Evaluated forensic victim interviews and evidence in preparation for hearings. Studied the Manual for Courts-Martial. Edited letters requesting investigations for the Assistant Staff Judge Advocate. Completed a Military Protective Order for witnesses.

### LAW & INTERNATIONAL DEVELOPMENT SOCIETY, Cambridge, MA Spring 2010

*Root Capital Project Team Member*

Researched international arbitration bodies and agreements such as the New York Convention and the L'Organisation pour l'Harmonisation en Afrique du Droit des Affaires (OHADA) Convention. Wrote memoranda on arbitration practices in Namibia and Cameroon.

### PENN STATE INT'L AFFAIRS & DEBATE ASSOC., University Park, PA Fall 2006-Spring 2009

*President/Head Delegate (2008-2009) and Secretary General (2007-2008)*

Planned the inaugural intercollegiate model United Nations conference (PUNC) at Penn State. Oversaw the secretariat, worked to organize crisis scenarios, booked space, and advertised for participants. Prepared delegations of students to compete at international crisis simulations by teaching debate tactics and reviewing factual backgrounds. Awarded Best Delegate on the Israeli Cabinet at the 2009 McGill conference and an Honorable Mention on the Venetian Doge's Council at the 2008 UVA conference.

## LANGUAGE

Spanish (proficient in reading and writing, conversational speaking)

Use clear terms when talking about your language skills.

## PERSONAL

Enjoy experiencing different cultures and have traveled extensively throughout Europe over the last six years. Interests include college football, watching Jeopardy, and playing volleyball.

Relevant student activities can go in experience. Do not repeat them in "Activities" above. →

**ANNA BRADY**  
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## EDUCATION

**HARVARD LAW SCHOOL**, Candidate for J.D., June 2011

Activities: *Harvard Civil Rights-Civil Liberties Law Review*

**UNIVERSITY OF CHICAGO**, B.A. in Sociology with Honors, June 2006

Honors: Phi Beta Kappa  
Student Marshal

Activities: Breaking Barriers, President

## EXPERIENCE

**TENANT ADVOCACY PROJECT**, Cambridge, MA

*Intake Committee*

Review potential cases for student representation including preliminary factual investigation and legal research. Assess viability of cases and make strategic determinations about which to accept based on available resources and potential to impact the outcome.

*Student Advocate*

Represent public housing residents and applicants at grievance panel hearings and administrative appeals. Prepare clients and witnesses for hearings. Gather supporting documents including medical records, affidavits and police reports. Negotiate with local housing authorities on behalf of clients. Advise members of the public about landlord-tenant law and their housing rights.

**NATIONAL CENTER FOR LAW AND ECONOMIC JUSTICE**, New York, NY

Summer 2009

Assisted with fact development for litigation by interviewing potential named plaintiffs. Conducted research and wrote legal memos on public benefits law and issues relating to federal and state court litigation. Drafted motion for preliminary injunction. Catalogued documents produced by defendants in discovery.

**HALT, INC.**, Washington, DC

*Program Assistant*

Researched and wrote opinion editorials and issue briefs. Drafted and submitted comments to state courts and bar associations. Prepared six- to 10-page self-help guides for consumers that explain legal topics in plain language. Composed letters of inquiry, proposal narratives and project budgets. Coordinated major donor relations and foundation fundraising.

**EMPLOYMENT JUSTICE CENTER**, Washington, DC

*Intake Volunteer*

Interviewed low-income workers about workplace problems. Consulted with experienced employment law attorneys about legal advice and aid to offer workers. Assisted workers in drafting demand letters, filing complaint forms with administrative agencies, and preparing pleadings.

## PERSONAL

Enjoy public service, dancing, swimming and watching movies.

Significant student activities can go in the experience section, especially when you have a leadership role and/or the activity relates to the work you are seeking. ←

Fall 2009 – Present

Fall 2008 – Present

2006 – 2008

2007 – 2008

## CHRISTINE S. LIGHT

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1563 Massachusetts Ave  
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clight@jd11.law.harvard.edu

### EDUCATION

**HARVARD LAW SCHOOL**, J.D. candidate, expected May 2011

Journal: *Civil Rights-Civil Liberties Law Review*, Executive Editor for Special Projects

Activities: Food Law Society, Outreach Chair

Environmental Law Society, Activities Chair

Asian Pacific American Law Student Association, Conference Co-Chair

Child and Youth Advocates, Executive Board

Harvard Law Students for Reproductive Justice, Campus Issues Chair; 3L Representative

Employment: Harvard Law School Housing, Resident Assistant

Graduate Green Living Program, Green Living Representative

If you have a lot of on-campus experience and not a lot of space, titles like the ones used here can help break up and distinguish your involvements.

**UNIVERSITY OF OREGON**, B.A., *summa cum laude*, Philosophy, French, and Political Science, June 2007

Honors: Phi Beta Kappa Oregon Six (awarded to the six most outstanding members-elect)

Departmental honors in Philosophy and French

Thesis: "A Philosophical Exploration of Friendship Across Difference"

Activities: Feminist Philosophy Club, coordinator

Cascades Raptor Center, animal care volunteer

Women and Gender Studies 101, Discussion Section Facilitator

Study Abroad: Université Lyon 2 and the Institut d'Études Politiques, Lyon, France, 2005-2006

### EXPERIENCE

**HARVARD MEDIATION PROGRAM**, Harvard Law School

Spring 2008-present

Mediate cases in small claims court, tenant-to-tenant disputes in local housing authorities, and cases referred from juvenile court. Teach training modules and assist with selection and recruitment of new members.

**FAMILY LAW CLINICAL**, Legal Services Center of Harvard Law School

2009-10, 2010-11

Provide direct services, including abuse prevention orders and divorce and custody cases, to clients who have experienced domestic violence. Conduct research, represent clients in court, and assist with trial preparation.

**NEW YORK LAWYERS FOR THE PUBLIC INTEREST**, New York, New York

Summer 2010

Conducted legal research, writing, and innovative advocacy in civil rights law with practice areas of health justice, disability law, and environmental justice using a community lawyering model. Focused on special education through direct client services, mediation, and outreach.

**ADVOCACY, INC.**, Austin, Texas

Summer 2009

Conducted legal research and assisted attorneys with discovery. Prepared and settled a Medicaid fair hearing case. Drafted complaint for a federal lawsuit. Conducted policy research and wrote materials for resulting campaigns.

**IMPACT NORTHWEST**, Portland, Oregon

2007-2008

AmeriCorps Community Engagement Specialist at Schools Uniting Neighborhoods program, Clark Elementary School. Taught extended-day classes; tutored and mentored students. Organized school events, managed volunteers, increased parental involvement, and developed community partnerships.

**AUTISTIC CHILDREN'S ACTIVITY PROGRAM**, Portland, Oregon

Summers 2001-2007

Lead classroom aide. Accompanied one to two students with autism on daily community field trips. Assisted with personal needs as well as academic and social development.

Note that formal job titles are not listed above, but the descriptions make each position very clear. This is a great way to save space on your resume.