

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.

SARA TSVETANOVA

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EDUCATION

HARVARD LAW SCHOOL, Cambridge MA

Candidate for J.D., May 2012

Activities: Federalist Society, Speakers Committee

Reading groups should be included with your activities.

→ 1L Reading Group, *Adoption and Reproductive Technology*

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL

B.S. in Journalism, May 2009

Honors: University Honors (top 3% of graduating class)

Chancellor's Scholar/Campus Honors Program

Phi Kappa Phi Honor Society

Harold E. and Dorothy Jonson Sorter Journalism Scholarship

Illinois Sheriff's Association Scholarship

Activities: Campus Honors Program, Orientation Group Leader and Senior Sibling

Daily Illini On the Air, Radio News Reporter

EXPERIENCE

UNIVERSITY OF ILLINOIS, Urbana, IL

2008-2009

News Director for Television 2 Class

Directed a 30-minute live newscast twice a week as a paid teaching assistant. Led a team of other students through the newscast. Made split-second decisions to correct any mistakes made on-air. Trained students on the use of news cameras and computer equipment.

Use your descriptions to highlight transferable skills like leadership, organization, and time management.



LONESTAR STEAKHOUSE AND SALOON, Champaign, IL

2006-2009

Served customers in a fast-paced restaurant. Made bar drinks. Trained new employees. "Closed" the restaurant several nights a week, which included checking the work of other servers. Worked 20-30 hours per week during the academic year and during the summer to finance education.

Include all work experience (space permitting), even if it doesn't seem relevant to a legal internship. Employers do appreciate the value of these experiences.



COLLEGE COMMUNICATIONS LIBRARY, Urbana, IL

2006

Helped patrons find books. Retrieved books from the reserves. Checked books in and out of the library electronically. Occasionally served as sole librarian on weeknights and locked up library.

INTERESTS

Cooking, scrapbooking, playing the piano.

ELIZABETH CRAWFORD

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EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., June 2012

Honors: Covey Fellow in Public Interest Environmental Law, Summer 2010
Dean's Scholar in Civil Procedure; Property; Legal Research and Writing; Sources of Environmental Law

Outstanding Appellee Brief, 1L Ames Moot Court Competition
Activities: *Environmental Law Review*, Managing Editor
Board of Student Advisers, Teaching Assistant (First-Year Legal Research and Writing)
Professor I. Glenn Cohen, Teaching Assistant (Civil Procedure)
Environmental Law Society, Events Chair
Women's Law Association, Public Interest Chair

LAFAYETTE COLLEGE, B.A. in English and Geology, May 2009

Honors: *summa cum laude*
Phi Beta Kappa
Valedictorian

Activities: Speech and Debate Team (Ranked top 12 nationally in impromptu speaking, 2008-09 and 2007-08)

Thesis: *Saving the Planet, Fighting Ourselves: Proppian Narratives in Popular Climate Change Discourse*

EXPERIENCE

Include clinical experience in this section (see here and below)

HARVARD EMMETT ENVIRONMENTAL LAW AND POLICY CLINIC, Cambridge, MA 2010-2011

Composed litigation strategy memorandum for potential class action lawsuit. Presented strategy at Buffalo Environmental Law Journal symposium, spring 2011. Drafted litigation documents, including client and expert affidavits, reply brief to prosecuting counsel's opposition to motion to serve interrogatories, and motion for expedited hearing on preliminary injunction. Lead phone conferences with clients and opposing counsel.

PROFESSOR JODY FREEMAN, HARVARD LAW SCHOOL, Cambridge, MA 2010-2011

Identified, categorized, and summarized statutory provisions on interagency cooperation for memorandum to National Commission on the BP Deepwater Horizon Oil Spill and Offshore Drilling. Researched interagency MOUs and joint rulemaking for use in forthcoming administrative law articles.

HARVARD SUPREME COURT LITIGATION CLINIC, Washington, D.C. Winter 2011

Researched, co-authored, and revised amicus brief of legal scholars regarding absolute immunity on behalf of respondent in *Ashcroft v. Al-Kidd*. Observed arguments before Supreme Court and moot arguments.

MASSACHUSETTS ATTORNEY GENERAL'S OFFICE, Boston, MA Summer 2010

Environmental Protection Division

Drafted motions for summary judgment under state air and species protection acts and amended complaint under state hazardous release act. Crafted supporting documents including memoranda of law and expert affidavits. Conducted and summarized legal research on suite of state and federal environmental laws, and civil and administrative procedure.

PROFESSOR WENDY JACOBS, HARVARD LAW SCHOOL, Cambridge, MA Summer 2010

Reviewed administrative record relied on by Kansas Department of Health and Environment in determining whether to award coal factory permit. Synthesized and condensed record for distribution to first-year law students.

Specific, contextual details, like those used here and throughout, are essential to distinguishing your research and writing projects.

LAFAYETTE COLLEGE WRITING PROGRAM, Easton, PA 2006-2009

Edited student papers with focus on content, style, and construction. Facilitated series of planning and revision conferences with each of approximately 16 student writers in assigned class.

INTERESTS

Reading, community service, piano, classic Hollywood films. Studied volcanoes in Hawaii, Winter 2008.

*Have a unique experience that doesn't fit elsewhere?
You can use this section to add a few words about it.*

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MEREDITH M. ALLEN

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Cambridge, MA 02138
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. →