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MEREDITH M. ALLEN

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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. →

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.

CHRISTINE S. LIGHT

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Cambridge, MA 02138

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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.