

MIA L. BECKETT

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EDUCATION

HARVARD LAW SCHOOL, Candidate for Juris Doctor, May 2013 (Expected)

Activities: *Human Rights Journal*, Subciter
 Harvard Defenders
 Harvard Prison Legal Assistance Program
 Black Law Students Association

COLUMBIA UNIVERSITY, COLUMBIA COLLEGE, Bachelor of Arts, Sociology, May 2008

Honors: Kluge Scholar
 Activities: Community Impact, GED Tutor
 Double Discovery, Middle School Tutor
 Columbia College Student Council, Liaison to the School of General Studies
 Thesis: *Prison Recidivism and the Stabilization of the New York State Criminal Justice System*

UNIVERSITY OF CAPE TOWN, Semester abroad with a full course load in social sciences and humanities, Fall 2006

Activities: Students' Health and Welfare Centres Organisation, Children's Home Volunteer

EXPERIENCE

GOLDMAN, SACHS & CO., New York, NY ← This is a good example of private sector experience described in a way that highlights skills relevant to public sector employers. 2008-2010

Analyst, Fixed Income, Currency & Commodities Legal
 Drafted, edited and negotiated terms of non-disclosure agreements (NDA) for all transaction types and business lines. Produced weekly analysis of New York region NDA volume for report to senior legal management. Maintained 50 regulatory licenses for five firm affiliates including applications, regulatory examinations and annual reports. Conducted due diligence on more than 100 firm investments for required reporting to the Federal Reserve.

Summer Analyst, Employment Law Group (ELG) Summer 2007
 Researched legal and regulatory issues for policy development purposes, including for use in firm-wide orientation. Created an online electronic library of global ELG materials for cross-regional use and access.

COLUMBIA UNIVERSITY OFFICE OF PUBLIC AFFAIRS, New York, NY 2005-2008

Assistant to the Office Administrator
 Researched media-related university information to respond to public inquiries. Maintained media exposure list for use in managing university public relations.

FAIRFAX COUNTY PUBLIC SCHOOL SYSTEM, Fairfax, VA Summer 2005

Summer Clinic Assistant
 Worked closely with school personnel and parents to schedule student disability assessments. Updated student information database used for tracking and addressing student needs during the school year.

KINGS COUNTY DISTRICT ATTORNEY'S OFFICE, Brooklyn, NY Fall 2007

Legal Assistant
 Drafted criminal complaints based on interviews with police officers, witnesses, and victims. Liaised with Assistant District Attorneys to determine charges and submitted orders of protection and evidentiary notices.

OTHER LEADERSHIP AND VOLUNTEER ACTIVITIES

Goldman Sachs Legal, Compliance and Internal Audit Black Network 2009-2010
Recruitment, Retention and Advancement Subcommittee Member

New York Cares 2009
Soup Kitchen Volunteer

Columbia University Alumni Representative Committee 2008- 2009
Volunteer Admissions Interviewer

A short section like this may be a good choice for students with community service or leadership activities that took place while they were working after graduation, but are not robust enough to list in the experience section. Note that clear job titles are used in place of longer descriptions.

↑
 Smaller margins can be okay -- but be sure to do a test print before moving them lower than .75 in.



TINA WAKEFIELD

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EDUCATION

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

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

DARTMOUTH COLLEGE, B.A. *magna cum laude* in Government, June 2004

Honors: Colby Prize, presented annually to one senior for excellence in Government
Two citations for outstanding work in Government courses
Activities: Government and Psychology Departments, Research Assistant
Big Brother Big Sister, Mentor
Branches Neighborhood After-School Program, Co-Founder and President
Quality Community Council, Community Organizer

Add a brief description if award titles do not provide enough information.



When you have more experience and space is an issue, move research assistant positions and other undergrad roles up to activities.

EXPERIENCE

RESULTS EDUCATIONAL FUND, Washington, D.C.

2007 - 2008

Managed projects, organized political and media outreach, wrote briefings and fact sheets, and coordinated international efforts for global political advocacy campaign to fight poverty and its effects. Functioned as a U.S. liaison to international affiliates in six countries. Served as one of several lead organizers for annual five-day international poverty conference. Worked with consultants to develop a marketing plan and new website for international tuberculosis campaign. Co-wrote two policy papers on U.S. foreign assistance for basic education.

AMERICA VOTES, Washington, D.C.

This is a strong example of how to list two positions at the same organization.

Website and State Resources Coordinator

2006 - 2007

Supported launch of nine state offices for national voter outreach and registration campaign. Coordinated field strategy among state offices and with national office. Managed national website content, online tools, and volunteer database. Wrote briefings and newsletters on organization's activities for potential donors and coalition partners.

Use job titles, dates, and a small space to distinguish the positions. Try not to repeat duties and responsibilities in the descriptions.

Executive Assistant to the President

2005 - 2007

Created and edited briefings, speeches, and presentations for the President. Assisted in high-level fundraising and coalition building.

AMERICA COMING TOGETHER, Manchester, N.H.

Summer - Fall 2004

Developed statewide processes for recruiting and tracking of 5,000 volunteers for voter mobilization campaign. Led team of five full-time volunteers to support field staff in recruiting 2,500 Election Day volunteers. Participated in senior staff meetings to develop and implement Get Out the Vote strategy for New Hampshire.

JOHN KERRY FOR PRESIDENT, Hanover, N.H.

Fall 2003 - Winter 2004

Organized candidate and surrogate events, volunteer recruitment, and voter education and mobilization.

DAVID BARD

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EDUCATION

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

Activities: *Harvard Law and Policy Review*, 1L Editor
Public Interest Section Representative
Reading Group: Socrates for Lawyers

CARLETON COLLEGE, B.A., *magna cum laude* in Political Science, June 2007

Honors: 2006 American Political Science Association Award:
Best Undergraduate Paper on the Presidency
Distinction in Major

Activities: Education and Curriculum Committee

Simplify your dates by using years and semesters or seasons rather than months. This makes your resume easier to read.



EXPERIENCE

ICF INTERNATIONAL, Fairfax, VA

2007 – 2009

Analyst

Created internal auditing system for the Federal Motor Carrier Safety Administration to monitor its responses to inter-governmental policy recommendations. Researched policy and performed cost-benefit analyses relating to regulation of large trucks. Interacted frequently with clients, often without supervision, including working on-site at the Department of Transportation.

OFFICE OF U.S. SENATOR RUSSELL FEINGOLD, Washington, DC

Winter 2007

Legislative Intern

Researched foreign aid budgeting and voting machine reform proposals. Attended hearings. Authored policy memos for senior staff.

CARLETON COLLEGE INSTITUTIONAL RESEARCH, Northfield, MN

Summer 2006

Research Intern

Analyzed survey, admissions, and student assessment data. Presented multiple policy recommendations to the Dean of the College. Produced internal reports.

CARLETON COLLEGE DEPT. OF POLITICAL SCIENCE, Northfield, MN

2005 – 2007

Research Assistant

Designed research project on European Political Economy. Researched George W. Bush's presidency. Analyzed election media coverage.

CARLETON COLLEGE ALUMNI ANNUAL FUND, Northfield, MN

2003 – 2007

Student Supervisor

Trained, motivated, and monitored six-person calling shifts. Analyzed donor statistics to evaluate solicitation techniques. Developed new caller incentive program.

PUBLICATION

David Bard and Joe Smith, *American Foreign Policy Opinion in 2004: Exploring Underlying Beliefs*, 27 *Am. Rev. of Politics* 295 (2007)

PERSONAL

Volunteer as an Assistant Class Agent, raising donations for Carleton College. Volunteered regularly at N Street Village, a DC homeless shelter, from 2008 – 2009. Spent two weeks traveling through the western U.S and backpacking in North Cascades National Park.

Research assistant positions can be listed with your undergraduate activities as your experience grows. If listing in your experience section, use short, specific sentences and include the name of the department or professor in the title.



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

Remember to vary your language. This description shows the many ways writing tasks can be described.

2006 – 2008

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

2007 – 2008

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.

MATTHEW MERIWEATHER

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EDUCATION

HARVARD LAW SCHOOL

Candidate for J.D., May 2011

Activities: *Harvard Environmental Law Review*, Article Editor
No One Leaves Boston Foreclosure Task Force, Leadership Team
Harvard Mediation Program, Small Claims Court Mediator

FRANKLIN & MARSHALL COLLEGE, Lancaster, PA

B.A. *summa cum laude* in Government and Sociology, May 2005

Honors: Phi Beta Kappa
Truman Scholar Finalist, 2004
Rouse Scholar (full scholarship awarded for leadership and achievements)

Activities: Keep Lancaster Beautiful, Founding Board Member and Volunteer
Committee on Student Conduct, Chairperson

SYRACUSE UNIVERSITY, Strasbourg, France, 2004

Coursework in French language and European government.

← Study abroad experience can be a separate entry in your education section. Be sure to include a line explaining your program or coursework.

EXPERIENCE

Adding specific details, like these report topics, will strengthen your descriptions.



CONGRESSIONAL OVERSIGHT PANEL FOR TARP, Washington, D.C.

Summer 2009

Legal Intern

Analyzed programs, legislation, and statutes related to the federal government's financial crisis interventions. Wrote, researched, and edited portions of the following oversight reports: June report on bank stress tests, July special report on farm credit conditions, and August report on troubled assets. Attended Treasury Department briefings and assisted with congressional committee hearing testimony preparation.

FRANKLIN & MARSHALL COLLEGE, Lancaster, PA

2007-2008

Alumni Fellow, Alumni Programs Office

Designed and carried out special projects related to young alumni engagement. Developed a leadership program for college seniors. Assisted the office director with alumni events as needed.

LE BIHAN FAMILY, Paris, France

2006-2007

Part-time Household Worker, Private Residence

Cared for an eight-year-old French boy 4-5 days a week. Cooked, cleaned, and practiced English with the child and his older brother. Performed various other household errands.

F&M IN PARIS, Paris, France

2006

Program Assistant

Assisted in the creation of a new study abroad program in Paris. Participated in the teaching of French politics and cultural perception classes. Served as a residential mentor and student advisor.

CRAVATH, SWAINE & MOORE LLP, New York, NY

2005-2006

Corporate Legal Assistant, Banking Practice Area

Managed the administrative aspects of secured lending transactions including preparation of government filings, communication with opposing counsel, preparation of post-deal closing documentation and assisting lawyers during deal closing.

CROSS CULTURAL SOLUTIONS, Arusha, Tanzania

Winter 2005

Volunteer, WAMATA

Assisted Tanzanian AIDS awareness non-profit in establishing a budget and learning basic computer skills. Taught English to interested volunteer members of WAMATA.

LANGUAGE

Proficient in French

INTERESTS

Cooking, maps, rock concerts, bike riding, hiking, *A Prairie Home Companion*

SAMANTHA CASTILLO

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EDUCATION

HARVARD LAW SCHOOL, J.D. candidate, June 2010

Activities: Harvard Real Estate Association, Speakers Chair
Harvard Law Entrepreneurs, Director of Public Interest Programs and Events
Harvard Law School Student Government, 2L Representative
2008 Public Interest Auction, Faculty Committee Chair

HARVARD UNIVERSITY, B.A. *magna cum laude* in History and Literature, Spanish Citation, June 2004

Honors: The David Rockefeller Center, Real Colegio, and The Center for European Studies thesis grants
Harvard College and Elizabeth Cary Agassiz Scholarships
Dunster House Prize, for leadership and house spirit

Activities: Pedagogy Committee of Curricular Review
Harvard College Fund, Senior Gift House Chair

Thesis: *In His Time: Ernest Hemingway, the Spanish Civil War, and the 1930s*

Study Abroad: New York University, Madrid, Spain, Summer 2001

EXPERIENCE

UNITED STATES ATTORNEY'S OFFICE, New York, NY

Southern District, Criminal Division, Violent Crimes Unit

Summer 2008

Worked on successful four-defendant murder trial involving narcotics conspiracy. Researched and drafted legal memoranda for pre-trial motions and on evidentiary issues. Observed courtroom proceedings. Reviewed trial records and transcript. Researched case law on murder motives and found Second Circuit opinion that was incorporated into jury instructions. Helped write facts section of appellate brief. Drafted government's brief in response to *habeas corpus* petition in narcotics case.

HARLEM SUCCESS ACADEMY CHARTER SCHOOL, New York, NY

Director of Instructional Development

2006-2007
While not common, headings like these can help organize a description with many varied parts.

School Culture, Policies, and Operations

Member of six-person start-up team that opened elementary charter school in eight months for 155 students. Authored school policies and co-designed implementation systems. Requested material changes to charter. Managed staff.

Faculty Recruitment and Training

Executed strategy for highly competitive faculty recruitment. Orchestrated three-week faculty orientation for 14 founding faculty members. Wrote 30-page teacher manual. Monitored staff development and oversaw certification.

Instruction and Reporting

Supervised in-house curricula development. Led initiative to increase nightly reading by 60%. Monitored assessments to target instruction. Oversaw intensive tutoring program. Coordinated special education services and compliance.

NEW YORK CITY COUNCIL MEMBER EVA MOSKOWITZ, New York, NY

Education Policy Analyst for Eva Moskowitz, Chair of the New York City Council Education Committee

2005

Managed heavy caseload that included school placement and safety issues. Maintained 24-hour response time. Submitted information requests and prepared briefing papers for hearings. Organized forums and negotiated with advocacy groups.

EVA MOSKOWITZ FOR MANHATTAN BOROUGH PRESIDENT, New York, NY

Volunteer Coordinator

2005

Led parent outreach effort and directed five-day blitz at 20 politically strategic schools for Democratic primary campaign.

LANGUAGES/PERSONAL

Fluent in Spanish (native). Interests include Vinyasa yoga, new restaurants, and urban development. Travel in Europe, South America, and Asia. Harvard College Fund Associates Committee.

If space is an issue, and your language skills are not critical to your application, you can group these attributes. Be sure to keep your writing concise.

RANDY HOLT84 Garden Street, Apt. 12, Cambridge, MA 02138 • (617) 495-3108 • rholt@law.harvard.edu

EDUCATION**HARVARD LAW SCHOOL**, J.D. Candidate, June 2008 Cambridge, MA

Activities: *Harvard Human Rights Journal*
 Harvard Tenant Advocacy Project, Student Advocate
 Jon Hanson, Professor of Law, Research Assistant
 Jeanne Charn, Director of Access to Civil Legal Services Project, Research Assistant
 Harvard Law School v. Yale Law School Public Interest Basketball Game, Director

Honors: Honorable Mention for Best Appellee Brief, 1st-Year Moot Court Competition, Section Two

Final Project: Combined Law and Public Policy Research Project on Affordable Housing Preservation

JOHN F. KENNEDY SCHOOL OF GOVERNMENT, M.P.P. Candidate, June 2008 Cambridge, MA

Coursework: Concentration in Housing, Urban Development, and Transportation
 Cross-Registered at Harvard Business School, Real Property

Activities: Real Estate Club, Member

STANFORD UNIVERSITY, B.S. in Symbolic Systems (Cognitive Science), April 2003 Stanford, CA

Activities: Amnesty International, President
 Night Outreach Homeless Community-Building Group, Member
Street Forum Newspaper on Homelessness and Poverty in San Francisco Bay Area, Editor
 La Clinica San Juan de Dios, Volunteer at Children's Hospital in Peru
 Sri Sathya Sai Institute of Higher Medicine, Researcher

Honors: Phi Beta Kappa, Junior Year Inductee
 Goodman Family Fellowship, Scholarship Recipient
 Symbolic Systems Graduate with Distinction

CLAREMONT HIGH SCHOOL, Diploma, June 1999 Claremont, CA

Activities: Amnesty International, President
 Claremont School Board of Education, Student Member
 Claremont Youth Partnership, Co-Chair

Honors: Ranked #1 in Class of over 500

EXPERIENCE**SMITH & SMITH**, Boston, MA*Summer Associate — Affordable Housing & Real Estate Practice Groups* Summer 2007

Conducted legal research related to a proposed 730-unit affordable housing development in Kingston, Massachusetts, under the State's novel Smart Growth Overlay Zoning District Program. Assisted attorneys in the formation of a new limited liability company (LLC) for purposes of structuring a low-income housing tax credit deal to convert old mills in Fitchburg, Massachusetts, into affordable housing. Drafted loan opinion provided to a bank making a seven million dollar construction and permanent loan in a tax credit deal. Drafted letter to HUD in response to its claim that a client management company must comply with a federal regulatory agreement rather than a state regulatory agreement, despite a mortgage rider signed by HUD and the client stating the contrary.

NATIONAL LAW CENTER ON HOMELESSNESS AND POVERTY, Washington, DC*Summer Law Intern — Law & Policy Section* July – August 2006

Assisted attorneys working on *McWaters v. FEMA*, a class action lawsuit arising out of the mismanagement of federal housing programs following Hurricane Katrina. Conducted legal research on the reauthorization of the Violence Against Women Act, charter schools, and the constitutionality of a proposed homeless curfew in Jackson, Mississippi. Helped coordinate national low-income and homeless voter registration events.

UNITED STATES DEPARTMENT OF JUSTICE, Washington, DC

Summer Law Intern — Tax Division

May – July 2006

Drafted appellate briefs submitted to the Fourth and Sixth Circuit Courts of Appeal on issues involving the ineffective assistance of counsel, the preclusive effect of a civil suit on subsequent federal criminal prosecutions, and the admissibility of business records as a hearsay exception. Drafted legal memoranda on the federal insanity defense and the availability of criminal forfeiture procedures following the 2005 reauthorization of the USA PATRIOT Act.

GREATER BOSTON LEGAL SERVICES, Cambridge, MA

Equal Justice America Fellow – Housing Division

Summer 2005

Managed a caseload of fifteen clients with housing issues ranging from public and private evictions and Section 8 voucher terminations to general landlord/tenant disputes. Presented opening and closing statements, as well as direct and cross questioning at administrative hearings. Negotiated settlements with opposing counsel. Prepared pleadings and motions. Conducted intake interviews with potential clients. Translated for Spanish speaking clients.

TENANT ADVOCACY PROJECT, Cambridge, MA

Student Advocate

2005 - 2006

Represented low-income tenants in civil housing matters before the Boston housing authority. Conducted client interviews and housing law research. Advised tenants of legal rights under federal and state law.

JONES & JONES, Redding, CA

Legal Intern

2003 - 2004

Worked on multiple cases including *Reed v. Tenet Healthcare Corp.*, a massive coordinated action lawsuit following an FBI raid of Redding Medical Center to investigate allegations of unnecessary cardiology procedures. Duties included legal research, independently drafting legal settlement demands, and interviewing clients.

LA CLINICA SAN JUAN DE DIOS, Cuzco, Peru

Volunteer/Spanish Student

April – May 2002

Provided daily care to fifty developmentally and physically disabled Peruvian children at a youth hospital. Studied Spanish at a local Peruvian school and lived with a local Peruvian family.

UNITED STATES DEPARTMENT OF JUSTICE, Washington, DC

Goodman Fellow – Office of Legal Policy

Summer 2001

Compiled data on racial profiling, conducted research for the speechwriter of the U.S. Attorney General, and designed, implemented, and managed the official website of the Office of Legal Policy.

SRI SATHYA SAI INSTITUTE OF HIGHER MEDICINE, Puttaparthi, India

Researcher

July 2000

Awarded grant by Stanford University to study a unique hospital in India that provides advanced medical services to low-income individuals free of charge. Designed an original research proposal, traveled to India, and conducted extensive research by interviewing top officials and physicians, on-site inspections, and mass data collection.

PERSONAL

Big Brothers Big Sisters of America, Classical/Jazz Piano, Intramural Basketball and Volleyball, L.A. Lakers Fan.

DANIELLE NAVA

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EDUCATION HARVARD LAW SCHOOL

J.D. Candidate, June 2011

Honors: Heyman Summer Fellowship Program
Human Rights Fellowship

Activities: *Harvard Human Rights Journal*
Professor Gabriella Blum, Research Assistant

UNIVERSITY OF WISCONSIN-MADISON

B.A. in Political Science, International Studies, and French, May 2007

Honors: B.A. with Comprehensive Honors, Graduated with Distinction
Phi Beta Kappa

Activities: *UW-Madison Journal of Politics*, Co-Founder and Co-Editor
Pi Sigma Alpha (National Political Science Honor Society), Board Member

INSTITUT D'ETUDES POLITIQUES AND FACULTE DE LETTRES, Aix, France

2005-2006

Studied International relations, European history, and French literature.

EXPERIENCE HARVARD LAW SCHOOL CLINICAL PROGRAMS, Boston, MA

2009-Present

Conducted fieldwork in Nepal and currently writing advocacy report with International Human Rights Clinic. Researched and wrote memoranda on international criminal law for various tribunals and analyzed war crimes legislation with War Crimes Prosecution Clinic. Interviewed clients, drafted affidavits, and attended immigration hearings with Immigration and Asylum Clinic.

U.S. STATE DEPT., OFFICE OF THE LEGAL ADVISER, Washington, D.C.

June-Aug. 2010

Worked in Office of Claims and Investment Disputes and Office of Human Rights and Refugees. Wrote U.S. response to Human Rights Council complaint, analyzed treaty provisions for compliance with U.S. law, and helped coordinate inter-agency review of treaty.

CENTER FOR JUSTICE & INTERNATIONAL LAW, Washington, D.C.

May-June 2010

Researched issues of crimes against humanity and procedural requirements for case before Inter-American Court of Human Rights. Crafted Petitioner's response to State's preliminary objections.

ASOCIACIÓN POR LOS DERECHOS CIVILES (ADC), Buenos Aires, Argentina

Summer 2009

Researched and wrote 30-page paper in Spanish on role of courts in promoting social and economic rights, particularly the right to education. The paper will be published by the ADC.

DIRECT COMMUNITY SERVICE, Mumbai, India and Cartago, Costa Rica

2007- 2008

Taught English and math to indigent children in Mumbai. Worked with individual students and led classes. Led daily activities and exercises at day center for indigent elderly in Cartago.

UNITED STATES MISSION TO UNESCO (STATE DEPT.), Paris, France

Summer 2007

Represented U.S. at UNESCO conferences and meetings. Drafted reporting cables to Washington regarding UNESCO meetings. Conducted research and wrote memoranda for attorney.

UNITED KINGDOM HOUSE OF COMMONS, London, U.K.

Summer 2005

Conducted research and wrote memoranda on forced marriage for Mike Hancock MP.

LANGUAGES

Fluent in English and French. Proficient in Spanish. Basic level of Hindi.

Use clear terms to describe your language skills.

PERSONAL

Have traveled extensively and lived in Asia, Europe, and Latin America.

Interests include Wisconsin 4-H (Key Award recipient), ballet, reading, and baking.

If you've split your summer, it can be helpful to list months rather than the typical "Summer 2010."



CHRISTINE S. LIGHT

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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.

IRIS ROBINSON

irobinson@law.harvard.edu • 617-495-3108

10 Oxford Street, Apt. 1
Cambridge, MA 021381234 Main Street
Birmingham, AL 35223**EDUCATION****HARVARD LAW SCHOOL**, J.D. candidate, June 2007

Honors: Best Brief Award in First Year Moot Court Competition
Equal Justice America Fellowship, 2005 and 2006
Featured in *Harvard Law Bulletin* for clinical work in Child Advocacy Program
Panelist on Careers in Public Interest Law Panel for Leadership in Law Conference, Oct. 2006

Activities: Child and Youth Advocates, Co-President
Cambridge School Volunteers

DUKE UNIVERSITY, B.A. in Psychology, May 2003

Honors: *summa cum laude* (Ranked 1 out of 1490, GPA 4.0+)
Phi Beta Kappa
National Collegiate Scholars, Merit Award Winner
Golden Key International Honor Society
Chief Student Marshal (to facilitate 2002 commencement exercises)

Activities: Duke in Florence
FOCUS Program: Forging Social Ideals
Tutor and Volunteer at George Watts Elementary School
Toys and Tales
Tour Guide

EXPERIENCE**TRAUMA AND LEARNING POLICY INITIATIVE**, Jamaica Plain, MA 2006-2007

Promote educational rights of children traumatized by family violence through direct representation and systemic projects. Work with children and youth whose emotional, social, behavioral, and psychological problems impede their ability to succeed in school. Represent parents in team meetings and appeals to Bureau of Special Education Appeals to ensure that children receive services guaranteed by law. Will train juvenile court judges and surrogate parents on special education law and representing children in foster care.

THE DOOR, New York, NY Summer 2006

Advised and represented youth with foster care, education, housing, employment, public benefits, and immigration problems. Helped youth obtain housing and food; find employment; attend school or receive academic support; get financial aid for college; enter foster care; and acquire green cards. Helped to organize and lead Foster Youth Peer Education Project, program to train youth to conduct legal rights workshops about at foster care agencies around city.

CHILD ADVOCACY PROGRAM (CAP), Cambridge, MA 2005-2006

Studied how policies and programs targeting abuse and neglect, foster care, adoption, education, and juvenile delinquency affect youth, including intensive review of scholarly literature. Participated in workshop where leading researchers, advocates, and policymakers discussed issues affecting children and potential means of reform. Worked on Committee on Expediting Dependency and Termination Appeals (see below) through CAP Clinical Workshop.

COMMITTEE ON EXPEDITING DEPENDENCY/TERMINATION APPEALS, Seattle, WA Win./Spr. 2006

Worked in Seattle with Washington Court of Appeals Commissioner during Winter Term and continued placement from Harvard in Spring. Interviewed stakeholders statewide to reveal sources of delay in dependency and termination appeals and ways to address these problems. Researched practices in other states. Presented findings to Committee for use in designing new court rule and other reforms to accelerate permanency for children in foster care.

CHILD AND YOUTH ADVOCATES, Cambridge, MA 2005-Present

Co-president. Organize community service projects, on-campus events, and community-building activities. Tutor students struggling with state standardized test at Academic Support Center. Work with CAP faculty and administrative directors to plan activities, such as film events.

NATIONAL CENTER FOR YOUTH LAW, Oakland, CA Summer 2005
Published article about sibling separation in the child welfare system. Wrote memorandum on standard for terminating consent decrees. Investigated effect of impact litigation on child welfare workforce by finding and analyzing provisions in consent decrees and by interviewing stakeholders in these jurisdictions.

NATIONAL COMMITTEE FOR RESPONSIVE PHILANTHROPY, Washington, D.C. Fall 2003
Researched and reported on patterns in foundation giving to ensure that funding goes to those with the greatest need. Contributed to report for progressive foundations analyzing how conservative foundations helped to instigate and drive the conservative movement.

VOICES FOR AMERICA'S CHILDREN, Washington, D.C. Summer 2002
Wrote new version of the Child Advocacy Primer, providing information and strategies for child advocates. Published article on an organization's effort to pass legislation creating an oversight commission for the foster care system in New York. Researched and reported on other current issues affecting children for nationwide publications. Attended and reported on congressional briefings and other meetings.

BALCH & BINGHAM, LLP, Birmingham, AL Summer 2001
Assisted attorneys with research for cases. Attended and summarized depositions. Performed secretarial tasks (e.g., typing, filing, xeroxing, faxing).

UNIVERSITY OF ALABAMA AT BIRMINGHAM (UAB) HOSPITAL, Birmingham, AL Summer 2000
Assisted research on Growth Hormone by reviewing scholarly articles and performing laboratory procedures. Assisted at clinic serving individuals with hormonal disorders.

GEORGE WATTS ELEMENTARY SCHOOL, Durham, NC 2000-2003
Tutored elementary school students struggling with math and reading. Volunteered in after-school program, helping children to participate in a variety of activities.

TOYS AND TALES, Durham, NC Fall 1999
Collected books and toys for students in inner-city school for holidays. Planned ceremony to present gifts to students.

BETTER BASICS, Birmingham, AL Summers 1996-1998
Tutored inner-city students. Helped organize and direct summer camp for inner-city children. Prepared educational materials at organization's headquarters.

CAMP SMILE-A-MILE, Birmingham, AL Summer 1998
Counselor at overnight camp for children with cancer.

PUBLICATIONS *Providing for the Best Interests of the Child?: The Adoption and Safe Families Act of 1997*, 12 APPLIED DEVELOPMENTAL PSYCHOLOGY 523 (2004).

Keeping Siblings Together: Past, Present, and Future, YOUTH LAW NEWS, Oct.-Dec. 2005.

Giving a Voice to the Voiceless: Child Advocates Create a State Commission on the Quality of Foster Care, CHILD ADVOCATES MAKING A DIFFERENCE, July 2002.

Harry Spence and the Massachusetts Department of Social Services, Harvard University John F. Kennedy School of Government, Case Studies in Public Policy and Management (to be published).

Contributed portions of NAT'L COMMITTEE FOR RESPONSIVE PHILANTHROPY, AXIS OF IDEOLOGY: CONSERVATIVE FOUNDATIONS AND PUBLIC POLICY (2004).

LANGUAGE Some knowledge of Spanish.

THOMAS WATSON

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EDUCATION

HARVARD LAW SCHOOL, Candidate for Juris Doctor, 2010 ←

Activities: Research Assistant, Professor Howell Jackson
Research Assistant, Committee on Capital Markets Regulation

If you're in a joint degree program,
list each school separately.

JOHN F. KENNEDY SCHOOL OF GOVERNMENT ←

Candidate for Master in Public Policy, Emphasis in Business and Government Policy, 2010
Earned full-tuition Presidential Scholarship for exceptional commitment to public service

UNIVERSITY OF MICHIGAN, Stephen M. Ross School of Business

Bachelor of Business Administration, Emphasis in Corporate Social Responsibility, May 2005

Honors: 2004-2005 Frank and Harriet Turner Scholar for outstanding academic achievement

Publication: Co-author, "Promises and Perils at the Bottom of the Pyramid" (2005)

EXPERIENCE

U.S. SECURITIES AND EXCHANGE COMMISSION, Washington, DC

Summer 2009

Summer Honors Program, Division of Trading & Markets

Reviewed seven self-regulatory organization (SRO) proposed rule changes, assessing compliance with federal securities laws and internal consistency with existing SRO rules. Prepared notices of proposed rule changes for publication in the Federal Register. Wrote memorandum analyzing legislative history of automated quotation system for penny stocks mandated by Section 17B of the Securities Exchange Act of 1934. Researched and summarized 25 years of SEC enforcement actions brought under Securities Exchange Act of 1934 provision as part of potential revised rulemaking.

PARTNER & PARTNER LLP, Washington, DC

Summer 2008

Prepared client development memorandum on foreign investment bank for legislative practice group detailing bank's potential public policy interests in 111th Congress. Managed pro bono client's successful request for reconsideration of Social Security disability benefits. Gathered and analyzed medical records, met with doctors, drafted affidavits, and wrote letter brief on client's behalf.

U.S. SENATE PERMANENT SUBCOMMITTEE ON INVESTIGATIONS, Washington, DC

Summer 2007

Analyzed 10,000 wire transfers and bank statements produced in response to subpoenas regarding potential violations of the Foreign Corrupt Practices Act. Wrote memoranda detailing findings and recommending follow-up questions for entities under investigation. Reviewed 25,000 instant messages as part of investigation into oversight of U.S. natural gas markets. Identified messages indicating energy traders exploited regulatory loopholes, including 30 messages selected for publication in subcommittee report.

CITY YEAR, Washington, DC

2005 - 2006

AmeriCorps Member

Volunteered 10 months of full-time community service as a member of HIV/AIDS Outreach Prevention Education (HOPE) Team. Taught HIV awareness to 450 Southeast DC high school students using 8-week, CDC-approved curriculum, increasing students' peer pressure resistance by 90 percent.

PERSONAL

Policy director for ServiceNation campaign. Weekly academic support tutor at Cambridge Rindge and Latin School. Avid Big Ten football and Cincinnati Reds baseball fan.

Carlos Reyes Garcia

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cgarci@llm11.law.harvard.edu

EDUCATION

HARVARD LAW SCHOOL, Cambridge, MA, USA

LL.M. Candidate, expected May 2011

Courses: Taxation, Business Taxation, International Aspects of US Taxation, Taxation: Foreign Investment by US Companies (reading group), Comparative Tax and Policy, Local Government Law, and Public Finance (Kennedy School of Government).

COLUMBIA LAW SCHOOL & UNIVERSITY, New York, NY, USA

English for Professional Purposes: Law, Summer 2010

UNIVERSIDAD PANAMERICANA, Mexico City, Mexico

Graduate Program in Tax Law, November 2009

Courses: Introduction to Tax Law, Corporate Income Tax, Personal Income Tax, Value Added Tax, State of Mexico and Mexico City Taxation, Tax Procedure Law, Administrative Procedure, Tax Constitutional Procedure, Basic Accounting & Tax Law Seminar.

OECD (ORGANIZATION FOR THE ECONOMIC CO-OPERATION AND DEVELOPMENT)

Tax Treaties: Special Issues Diploma, Tax Policy Diploma & Non-residents Diploma, One week intensive training programs between 2009-2010

FACULTAD LIBRE DE DERECHO DE MONTERREY, Monterrey, Mexico

Bachelor of Law, May 2008

Courses: Tax Law I & II, Administrative Law I & II, Tax and Administrative Seminars, Tax and Administrative Procedure, Economics I & II, Commerce Law, International Law, Constitutional Procedure, among others.

GEORGETOWN UNIVERSITY, Washington, D.C., USA

Courses: U.S. Political System & International Relations, Summer 2007

M.L.S. INTERNATIONAL COLLEGE, Bournemouth, United Kingdom

Business & English Studies Certificate, September 2003

Marketing, Advertising, Public Relations & English Studies Certificate, December 2003

Courses: International Trade, Management, Human Resources Management, Public Relations, Marketing and Advertising, among others.

EXPERIENCE

TAX TREATIES DIVISION, MINISTRY OF FINANCE AND PUBLIC CREDIT, Mexico City, Mexico

Under-Director of Tax Treaties Negotiations, November 2008-May 2010

I was part of the negotiation team in the Double Taxation Agreements with Bahrain and Panama. I was in charge of the Tax Information Exchange Agreements with Bahamas, Monaco, Lichtenstein and Turks and Caicos Islands and part of the negotiations team in the TIEA with Guernsey. Beside Tax Treaties' related work, I also made comparative tax research used in the Ministry's tax reform proposals, helped the SAT (IRS) to modify Form 36 (for demonstrating tax residence in Mexico) for non treaty purposes, among other things.

CEMEX MEXICO, LAW DEPARTMENT, Monterrey, Mexico

Intern, September 2007-October 2008

My primarily work was administrative law litigation regarding transportation and water, though I also worked in some tax related issues. Since federal transportation legislation is very vague, I came up with theories that helped us win some cases. I also participated actively in different projects regarding Public-Private partnerships, analyzed congressional bills related to the company and made some English-Spanish translations.

BAILEY LAW GROUP (today Bailey/Gary), Washington, D.C. USA

Intern, Summer 2007

I drafted memos regarding specific legal issues, most of them related to environmental law. I also researched about Mexican law related to airport commercial spaces since some clients were interested in making an investment of such character in Mexico.

MEXICAN FEDERAL TAX AND ADMINISTRATIVE TRIBUNAL, First Northeast Jurisdiction; Monterrey, Mexico

Intern, May 2006-May 2007

I drafted and revised several rulings, summons and projects for the judges. Part of my work was also to research about several duty and tax topics that were later used in the rulings.