JANE DOE

jane.doe@email.com • (555) 123-4567 • New York, NY • linkedin.com/in/janedoe

EDUCATION

Public Law School, Juris Doctor Candidate Expected May 2027
Honors: Dean's List | Journal: Staff Editor, Public Interest Law Journal
Activities: Moot Court Board; Legal Aid Clinic; First-Generation Law Students Association
Public University, Bachelor of Arts in Political Science May 2024

LEGAL EXPERIENCE

Legal Aid Clinic
Student Advocate Jan 2026 - Present

- Conducted client intake interviews under attorney supervision, identifying facts, deadlines, documents, and potential remedies for housing and benefits matters.
- Drafted research memos on administrative procedure and tenant protections, synthesizing statutes, regulations, and case law into attorney-ready recommendations.
- Prepared hearing binders with pleadings, exhibits, service records, and chronology notes so supervising attorneys could review matters before appearances.

Public Interest Organization
Legal Intern Jun 2025 - Aug 2025

- Researched state and federal authorities for impact litigation team and prepared concise case summaries for attorney review.
- Assisted with know-your-rights materials by translating legal standards into plain-language guidance for community workshops.
- Reviewed intake data to identify recurring access-to-benefits issues and summarized patterns for a policy advocacy memo.

JOURNAL & ADVOCACY

Public Interest Law Journal
Staff Editor Aug 2025 - Present

- Cite-checked student notes for Bluebook accuracy, source support, and internal consistency under editorial deadlines.

Moot Court Board
Team Member Sep 2025 - Present

- Drafted appellate argument outline and practiced judge-style questioning, refining issue framing and record citations with peer feedback.

ADDITIONAL EXPERIENCE

Community Services Organization
Program Assistant Jun 2023 - May 2024

- Coordinated intake documentation and resource referrals for 300+ community members while maintaining confidentiality and accurate records.
- Wrote weekly service updates for staff and partner organizations, clarifying deadlines, eligibility rules, and documentation needs.

SKILLS

Legal: legal research, legal writing, Bluebook basics, client intake, issue spotting, memo drafting
Tools: Westlaw, Lexis-style research, Microsoft Office, document review
Languages: Spanish conversational proficiency