

Jane Doe

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

EDUCATION

Juris Doctor (J.D.)

Columbia Law School, New York, NY | May 2024

- GPA: 3.8/4.0 | Honors: Dean's List (2023, 2024)
- Activities: Law Review (Associate Editor), Moot Court (Participant)

Bachelor of Arts in Political Science

University of Michigan, Ann Arbor, MI | May 2021

- GPA: 3.9/4.0 | Magna Cum Laude

LEGAL EXPERIENCE

Legal Intern

New York Civil Liberties Union | Summer 2023

- Researched case law and drafted legal memoranda regarding civil rights issues.
- Assisted attorneys in preparing materials for trial and hearings.

Student Attorney, Housing Rights Clinic

Columbia Law School | Fall 2023

- Represented clients in housing court under attorney supervision.
- Conducted client interviews and drafted legal documents such as motions and briefs.

LEADERSHIP & ACTIVITIES

President, Student Bar Association

Columbia Law School | 2023-2024

Volunteer, Pro Bono Project

2022-2024

SKILLS

- Legal research (Westlaw, LexisNexis)
- Legal writing and editing
- Fluent in Spanish
- Microsoft Office Suite, Google Workspace