

[Full Name]

[Address]

[Phone]

[Email]

[LinkedIn/Website]

PROFESSIONAL SUMMARY

[2-3 brief sentences summarizing your experience, practice areas, and skills]

BAR ADMISSIONS

- [State, Year]
- [Other Jurisdiction, Year]

EDUCATION

[Law School Name] [Degree, e.g. J.D.] | [Year]

[Honors, Activities]

[Undergraduate School Name] [Degree, e.g. B.A. in ...] | [Year]

[Honors, Activities]

EXPERIENCE

[Firm/Organization Name] [Location] | [Dates]

[Job Title]

- [Responsibility or Achievement #1]
- [Responsibility or Achievement #2]
- [Responsibility or Achievement #3]

[Previous Firm/Organization] [Location] | [Dates]

[Job Title]

- [Responsibility or Achievement #1]
- [Responsibility or Achievement #2]

SKILLS

- [Legal Research]
- [Litigation Support]
- [Document Drafting]
- [Case Management]
- [Other relevant skill]

PROFESSIONAL AFFILIATIONS

- [Bar Association Memberships, Years]
- [Other Organizations, Roles]

PUBLICATIONS & PRESENTATIONS

- [Title], [Publication/Conference], [Year]
- [Title], [Publication/Conference], [Year]

REFERENCES

Available upon request.