

FIRST-YEAR STUDENT

987 State College Blvd. • Fullerton, CA 92831 • (714) 555-1212 • firstyear@mail.chapman.edu

EDUCATION	<p>Chapman University Dale E. Fowler School of Law, Orange, CA Juris Doctor Candidate, May 2019 GPA: 3.02 (Law School Median GPA for First-Year Students: 2.8)</p> <ul style="list-style-type: none">• Merit Scholarship• Minority Law Students Association <p>University of California, Los Angeles, Los Angeles, CA Bachelor of Arts, <i>magna cum laude</i>, History, May 2013</p> <ul style="list-style-type: none">• Dean's List (all four years)• Phi Beta Kappa Honor Society• Water Polo Team, Captain
EXPERIENCE	<p>Bank of America, Irvine, CA <i>Head Cashier</i>, May 2013 – July 2016</p> <ul style="list-style-type: none">• Trained five cashiers and created training material for future cashiers• Implemented effective solutions, which raised customer service scores from satisfactory to outstanding <p>The Coffee Bean & Tea Leaf, Anaheim, CA <i>Assistant Manager</i>, June 2012 – March 2013</p> <ul style="list-style-type: none">• Hired and trained over 20 team members for five locations• Prepared payroll, inventory, and scheduling• Carried out innovative marketing procedures, which resulted in a 5% increase in revenue
VOLUNTEER ACTIVITIES	Public Law Center Homeless Legal Clinic, Habitat for Humanity
SKILLS & LANGUAGE	Abacus, Adobe Photoshop Fluent (read, write, and speak) in Spanish
INTERESTS	Running (completed the 2015 Los Angeles Marathon), water polo, and reading mystery novels

EDUCATION

Chapman University Dale E. Fowler School of Law, Orange, CA

Juris Doctor candidate, expected May 2018

GPA: 3.5 (Median GPA: 2.8 (1L); 3.0 (2L)); Top 19.56%

- Moot Court Board
- CALI Award (Highest Class Grade): Legal Research & Writing I, Civil Procedure I & II
- Public Interest Law Foundation, Secretary

Stanford University, Palo Alto, CA

Bachelor of Arts, English, *cum laude*, June 2015

GPA: 3.8

- Dean's List (all four years)
- Army R.O.T.C. Scholarship
- Randolph Goodwin Presidential Scholarship

EXPERIENCE

Stanford University, Palo Alto, CA

Cadet Training Officer, September 2013 – August 2014

- Planned three training events per week for new cadets
- Supervised a squad of 10 junior cadets

Landscape Business, Palo Alto, CA

Owner, July 2009 – August 2013

- Started and successfully ran landscaping business, resulting in an annual revenue of \$250,000
- Marketed business to local homeowners
- Managed bookkeeping, scheduling, and hiring contractors to help with landscaping

Stanford Law Library, Palo Alto, CA

Front Desk Attendant, September 2012 – June 2013

- Handled administrative duties for the front desk of the law library, including opening and closing the library
- Checked out books and monitored overdue books
- Coordinated reservation of study rooms

LANGUAGES/SKILLS

Fluent in Farsi and Arabic; Summation, Concordance

ASSOCIATIONS

Los Angeles County Bar Association and Warren J. Ferguson Inn of Court

INTERESTS

Outdoor cycling, triathlons, playing classical guitar, and creative writing

Recent Graduate

4242 Main Street ▪ Garden Grove, CA 92840 ▪ 555-555-5555 ▪ alumnisample@gmail.com

BAR MEMBERSHIPS

State Bar of California, Admitted December 2015

United States District Court, Central District of California, Admitted December 2015

EDUCATION

Chapman University Dale E. Fowler School of Law, Orange, CA

Juris Doctor, *cum laude*, May 2015

Top 12.3% (GPA: 3.45)

- *Chapman Law Review*, Senior Articles Editor
- CALI Awards for Highest Grade in Legal Research & Writing II, Trial Practice, and Select Topics in American Law
- Business and Investment Law Society, Public Interest Law Foundation

San Diego State University, San Diego, CA

Bachelor of Science, Business Administration, *magna cum laude*, May 2011

- Dean's List (all four years); American Marketing Association; Beta Alpha Psi (business fraternity)

EXPERIENCE

Law Offices of K. Smith Gray, Pasadena, CA

Law Clerk, May 2014 – December 2014

- Drafted 15 motions for business litigation, intellectual property, and real estate cases, including motions in limine and motions to stay trial
- Conducted client intake and provided case status updates; observed over 20 court proceedings

Military and Veterans' Law Institute, Orange, CA

Legal Extern, August 2013 – December 2013

- Researched and wrote memoranda on discharge upgrades and Veterans Affairs benefits
- Conducted research on high-profile military litigation

Bet Tzedek Legal Services, Los Angeles, CA

Legal Intern, June 2013 – August 2013

- Created files, distributed forms, and aided over 50 *pro per* petitioners with conservatorship matters
- Presented to large groups on how to gain conservatorship; drafted petitions for elder abuse cases

San Diego State University, San Diego, CA

Resident Advisor, August 2010 – May 2011

- Mediated conflicts between peers; administered leadership trainings to student organizations

PROFESSIONAL ORGANIZATIONS AND INTERESTS

- Orange County Bar Association, Los Angeles County Bar Association, Celtic Bar Association of Orange County
- Skiing, visiting local museums, and watching crime documentaries

BAR MEMBERSHIPS

State Bar of California, Admitted December 2010

United States District Court, Central District of California, Admitted December 2010

LEGAL EXPERIENCE

Law Offices of Mauro Fiore, Jr., Riverside, CA

Associate, December 2010 – Present

Make court appearances in three counties. Strategize cases; manage interns. Interview clients and witnesses. Draft and file multiple litigation pleadings. Drafted successful opposition motion for summary judgment against the County of San Bernardino for false imprisonment.

Military Personnel Law Center & AMVETS Clinic, Orange, CA

Certified Law Clerk, August 2009 – May 2010

Represented wife of injured soldier in a probate hearing in Los Angeles Probate Court regarding the conservatorship of the injured soldier, resulting in a favorable outcome. Conducted approximately 50 client interviews each week. Collaborated to prepare a motion for continuance and objection to conservatorship. Drafted multiple affidavits to attach as exhibits for motions.

The United States Attorney's Office, Central District of California, Tax Division, Santa Ana, CA

Legal Extern, January 2009 – July 2009

Prepared a successful motion to amend judgment. Researched and prepared motions and memoranda relating to tax, contract, property and civil procedure issues.

Reilly & O'Brien, Santa Ana, CA

Law Clerk, June 2008 – October 2009

Composed demand letters, motions, and memoranda related to the Individuals with Disabilities Education Act and the application the law in correlation with the California Code of Education. Organized and prepared files for Individualized Education Plans. Interviewed and evaluated potential employees.

The Honorable Kevin J. Brown, Riverside Superior Court, Riverside, CA

Judicial Extern, Summer 2008

Researched cases and statutes after analyzing the pleadings of the parties. Drafted memoranda on writs of administrative mandamus, motions to strike, demurrers, and attorneys' fees. Reviewed default applications for accuracy.

WORK EXPERIENCE

The American Institute for National Securities Affairs, Albany, NY

Editorial Assistant, September 2002 – May 2003

Published 30 website articles regarding military and foreign policy. Contributed to the production of the Board of Directors' annual program attended by several hundred participants.

Montgomery Appraisal Company, Riverside, CA

Appraiser Trainee, Summer 2002

Aided the owner in opening and maintaining a new office of the company. Completed and assessed residential and commercial appraisal reports.

Attorney Sample

321 Hemingway Dr., Apt. 23 • Tustin, CA 94442 • (555) 534-5462 • attysamp@ymail.com

EDUCATION

Chapman University School of Law, Orange, CA

Juris Doctor, Emphasis in Tax Law, May 2010

GPA: 3.12 (Chapman Law Median GPA: 2.8); Top 34.14%

- Appellate Moot Court Honor Board, Competitions Chair; Philip C. Jessup International Law Moot Court Competition Finalist
- Mock Trial Board
- *NeXus: Chapman's Journal of Law & Policy*, Articles Editor
- CALI Award (highest class grade): Property, Evidence and Trial Practice
- Student Bar Association, Treasurer

The George Mason University, Washington, DC

Bachelor of Arts, English; Minor, Political Science, May 2007

GPA: 3.77

- National Dean's List, 2004 – 2007
- Debate Team, 2004 – 2005

PROFESSIONAL ASSOCIATIONS

- Los Angeles County Bar Association, Tax Law Section
- Riverside County Bar Association

SKILLS/LANGUAGES

Timeslips, Premise, iManage, LoisLaw

Proficient in American Sign Language, Conversational Spanish

INTERESTS

Surfing, deep sea fishing, and kayaking

LL.M. STUDENT

435 N. West St.
Los Angeles, CA 92345
(645) 555-5513
LLMstu@gmail.com

SAMPLE

EDUCATION

CHAPMAN UNIVERSITY DALE E. FOWLER SCHOOL OF LAW, Orange, CA
LL.M. in Taxation, expected May 2018

CHAPMAN UNIVERSITY DALE E. FOWLER SCHOOL OF LAW, Orange, CA
Juris Doctor, *magna cum laude*, May 2016

Honors	Graduated in top 7.37% of class <i>Chapman Law Review</i> , Senior Notes Editor Tax Law Emphasis Certificate Tax Law Honors Scholarship
Activities	International Law Society, Study Abroad Advisor Study Abroad Program: Paris, France (Summer 2008)
Tax Coursework	Tax Law Clinic (Fall 2008), Federal Income Tax, Advanced Federal Income Tax, Tax of Business Organizations, Estate and Gift Taxation, Tax Administration and Procedure

UNIVERSITY OF CALIFORNIA, IRVINE, Irvine, CA

Bachelor of Arts in Philosophy, *cum laude*, June 2013

Honors Dean's List: Winter 2010 – Winter 2013

Activities Study Abroad Program: Stockholm, Sweden

PUBLICATION

Comment, *Intelligence is Key: Construction Satisfaction and the Sunday Morning Meeting*, 12 CHAP. L. REV. 915 (2016).

LEGAL EXPERIENCE

MADORY, ZELL, PLEISS & MCGRATH, Irvine, CA

Law Clerk, August 2016 – Present

Conduct legal research and draft summaries related to state and federal requirements for sweepstakes solicitations. Present research findings at the firm's monthly client meeting. Draft three articles per week regarding banking regulations for the firm's monthly newsletter that is circulated to approximately 100 financial institutions.

TAX APPEALS ASSISTANCE PROGRAM, Santa Ana, CA

Extern, January 2016 – May 2016

Provided free assistance to approximately 200 taxpayers who sought to appeal the Franchise Tax Board's decisions. Researched tax issues to support property tax assistance claims. Drafted briefs and acted as a client's representative throughout the tax appeals process.

BAIK & KIM, LLP, San Diego, CA

Real Estate Legal Specialist, February 2013 – July 2013

Ordered and reviewed title, survey and environmental reports for purchase and ground lease transactions in multiple states. Drafted title and survey objection letters, calendared contract dates, and assisted attorneys with title negotiations.

INTERESTS

Traveling to remote European cities, chocolate tasting, and reading Amy Tan novels