



SEEKING A. LAWJOB

747 Legal Street, Athens, GA 30602 ▪ (706) 123-4567 ▪ salawjob@uga.edu

EDUCATION

University of Georgia School of Law, Athens, GA

J.D. expected, May 2016

- GPA:* 3.37 (3.38 = Top 33%; 3.14 = Top 50%)
Honors: Spurgeon Public Interest Fellowship
Activities: UGA Law Criminal Defense Clinic
Public Interest Law Council, President
Equal Justice Foundation Board
Alternative Spring Break *pro bono* service, New Orleans Public Defender's Office, 2014 and 2015
Annual Working in the Public Interest (WIPI) Conference, 2016 Chair

University of Georgia Institute for Nonprofit Organizations, Athens GA

Graduate Certificate in Nonprofit Management, May 2013

Northeastern University School of Public Policy and Urban Affairs, Boston, MA

Bachelor of Science in Human Services, Spanish Minor, *cum laude*, May 2012

- GPA:* 3.30
Honors: Religious Studies Department, Scholastic Achievement Award
Study Abroad: Northeastern Study Abroad Program: Business, Politics & Culture of the European Union, Geneva Switzerland, Summer 2011
Activities: Northeastern Students4Giving, Membership Chair
Annual Social Impact Conference, 2012 Vice Chair

EXPERIENCE

Georgia Division of Family and Children Services, Atlanta, GA

May 2015—July 2015

Legal Assistant

- Drafted petitions and motions on behalf of clients in guardianship disputes, including a successful probate guardianship transfer and the appointment of a temporary guardian
- Researched termination of parental rights and other related issues under the Juvenile Court Act for attorney's reference during oral arguments
- Prepared cases for administrative hearings by determining the sufficiency of the evidence, creating case theory memoranda, and drafting direct and cross-examination questions

The Honorable Steve C. Jones, U.S. District Court, Atlanta, GA

July 2015—August 2015

Intern

Western Judicial Circuit Public Defender Office, Athens, GA

Summer 2014

UGA Law Criminal Defense Clinic Extern

- Conducted legal research, drafted motions, investigated facts, developed defense theories and case strategy, and supported assistant public defenders throughout trials

Georgia Law Center for the Homeless, Atlanta, GA

Summer 2014

Intern

- Supported attorneys representing homeless clients in administrative and judicial proceedings



Georgia Law Office of Career Development
Sample Resumes

- Reviewed client records and developed legal strategies for administrative appeals
- Drafted motions, negotiated settlements, and assisted Legal Director at trial

Human Rights League, Bratislava, Slovakia

Summer 2013

Law Clerk

- Analyzed U.S. immigration case law to identify arguments for use in immigration hearings at the Ministry of Foreign Affairs
- Observed asylum hearings
- Researched Country of Origin Information to corroborate information in asylum petitions
- Helped organize public cultural events to increase community familiarity with Middle Eastern, African and South American cultures

Nonprofit Consulting, LLC, Atlanta, GA

October 2012—May 2013

Fellow

- Selected for fellowship in nonprofit leadership and strategic management
- Participated in training sessions led by staff, business consultants and business school affiliates
- Led community collaboration to lay foundation for successful 12-week farmers market
- Managed research initiative to document prevalence of foreclosure in two urban neighborhoods
- Partnered with Department of Neighborhood Development to offer foreclosure prevention class

Urban Earned Income Tax Clinic, Boston, MA

November 2010—May 2011

Volunteer Tax Preparer

Saugus for Obama, Saugus, MA

May 2007—November 2008

Volunteer

- Used VoteBuilder software to divide canvassing areas
- Oversaw phone outreach to rural voters

ADDITIONAL INFORMATION

Interests include opera and playing violin in a string quartet