

Jane Doe

Baltimore, MD 21201– XXX-XXX-XXX– janedoe@ubalt.edu

Professional Summary

- Working knowledge of Microsoft Office Suite and Judicial Dialogue database
- Experience producing reports and legal documents
- Strong leadership and community involvement

Educational Background

University of Baltimore

Expected January 20XX

Bachelor of Arts in Policy, Politics, and International Affairs

Baltimore, MD

Related Coursework: *Litigation, Legal Writing, Legal Research, Law Office Management*

Professional Experience

Maryland General Assembly

December 20XX-Present

Intern

Annapolis, MD

- Attend monthly committee hearings and sessions that pertained to different laws being introduced, challenged and approved
- Perform administrative duties, including filing, entering contents into spreadsheet, and answering phone calls and emails
- Takes minutes during meetings on a weekly basis

University of Baltimore Law Clinic

August 20XX-November 20XX

Law Clinic Student Assistant

Baltimore, MD

- Assisted with student training sessions by preparing documents, creating presentations, and logging attendance
- Served as the front desk liaison in the center by directing clients to appropriate point of contact

State Attorney's Office- Borgerding

August 20XX- November 20XX

Legal Intern

Baltimore, MD

- Assisted the attorney in preparing for trial by overviewing and organizing exhibits
- Drafted letters and legal documents such as subpoenas and cover sheets for case intake
- Uploaded discovery to judicial dialogue database
- Assisted with interviewing witnesses and processing notes

Involvement

Student Government Association (SGA)

May 20XX-Present

SGA Secretary

Baltimore, MD

- Maintain all SGA electronic forms of communication, including the SGA website, student organization software, and social media platforms such as Instagram and Facebook
- Prepare weekly agendas for all SGA cabinet and senate meetings

Affiliations

National Society of Leadership and Success

May 20XX-Present

Baltimore Council on Foreign Affairs

May 20XX-Present