

STUDENT NAME #1  
120 Tremont Street • Boston, MA • 02108  
(617) 555-xxxx • firstyear@suffolk.edu

## Education

---

**Suffolk University Law School** **Boston, Massachusetts**  
Candidate for Juris Doctor, May 2005  
Activities: International Law Student Association  
Intellectual Property Student Law Association

**University of Arizona** **Tucson, Arizona**  
Bachelor of Arts, Political Science, May 1997  
Minor: Computer Science  
Honors: Academic Dean's List, 1997

## Experience

---

**Federal Aviation Administration (FAA)** **Frankfurt, Germany**  
**Frankfurt International Field Office** **March 1999-June 2002**  
*Computer Specialist (GS-11)*

- Streamlined information flow by automating procedures for enforcing flight safety regulations
- Managed all automation and telecommunication activities within FAA field office
- Led office committee to develop and publish office web site
- Controlled automation budget by researching, forecasting, and purchasing of services and equipment
- Developed and provided training of personnel
- Analyzed and resolved computer problems and predicted potential automation issues

**U.S. State Department, American Consulate General** **Frankfurt, Germany**  
**Diplomatic Security Office** **June 1998-January 1999**  
*Background Investigator*

- Interviewed and completed background investigations of applicants for issuing security clearances
- Drafted numerous reports analyzing security for required audits after embassy bombings in Africa
- Created Security Advisories to State Department personnel and members of American community
- Managed the access control systems of all German and Luxembourg consulates
- Provided exit briefings for departing personnel and conducted exit interviews

**U.S. Army, JAG** **Darmstadt, Germany**  
**Legal Assistance Office** **January 1998-June 1998**  
*Volunteer Assistant*

- Researched regulations and claims
- Processed numerous tax returns, wills and affidavits
- Directed clients to appropriate counsel and managed client database

**Morris Communications** **Augusta, Georgia**  
**National Magazine Division** **September-December 1997**  
*Advertising Administrative Assistant*

- Provided extensive customer service with clients worldwide
- Updated, edited and proofread promotional literature and advertisements
- Compiled budgets including graphical and statistical analysis

## Awards

---

Meritorious Honor Award, US State Department, 1999  
Year 2000 Readiness and Preparedness Award, FAA, Frankfurt International Field Office, 2000  
Superior Accomplishment Award, FAA, Frankfurt International Field Office, 2002

## STUDENT NAME #2

120 Tremont Street • Boston, MA 02108 • (617) 555-xxxx  
student@aol.com

---

### EDUCATION

#### **Suffolk University Law School, Boston, MA**

Candidate for Juris Doctor, May 2004

Class Rank: Top 20%

Honors: Moot Court Honor Board Staff  
Paul R. McLaughlin Fellowship  
Christopher Sean Hayes Memorial Scholarship  
Dean's List  
Honorable Mention, Legal Practice Skills Best Brief Competition

#### **College of the Holy Cross, Worcester, MA**

Bachelor of Arts, *cum laude*, English, May 2001

Cumulative GPA: 3.65/4.0 Major GPA: 3.7/4.0

Honors: English Department Honors Program  
Sigma Tau Delta (English Honors Society)  
Jack D. Rehm '54 Scholarship, Holy Cross Scholars' Fund

Publications: "Self-reliance and Identity Formation: American Literature and American Women,"  
*Nu Chi Literary Journal*, Spring 2000

Activities: Choreographer, Holy Cross Dance Ensemble and Senior Class Production of *Anything Goes*  
Team Member, Habitat for Humanity Collegiate Challenge  
Mentor, College Administered Mentor Program

### LEGAL EXPERIENCE

#### **Murray & Murray**

*Law Clerk*

Boston, MA

*December 2002 to Present*

Assist partner of law firm on vast array of civil litigation issues, researching and writing legal memoranda, drafting and responding to discovery requests, and communicating with clients.

#### **San Diego County Office of the Alternate Public Defender**

*Law Clerk Intern*

San Diego, CA

*Summer 2002*

Analyzed unpublished appellate court decisions, compiled substantive outline with corresponding database for staff research attorney, and observed motion hearings and argument of staff attorneys; funded by a grant from the Suffolk Public Interest Law Group.

#### **Ironworkers Union New England District Council**

*Legal Intern*

Boston, MA

*Spring Semester 2002*

Researched and drafted memorandum on wage claims under the Fair Labor Standards Act and Massachusetts prevailing wage laws for in-house counsel to the Ironworkers Union.

#### **Shelter Legal Services**

*Law Student Advocate*

Boston, MA

*Fall Semester 2001*

Conducted intakes with clients at the New England Shelter for Homeless Veterans, participated in round-table discussions with clinic attorney, and drafted client letters.

### PROFESSIONAL EXPERIENCE

#### **Paula Terenzi's Dance Complex**

*Faculty Member*

Malden, MA

*Fall 1996 to June 2002*

Planned and instructed dance classes for beginner and competitive students, choreographed routines for performance, cultivated student creativity, and addressed parental concerns.

#### **Fleet Bank**

*Float Teller*

Boston, MA

*Summer and Academic Recess 1997-2000*

Processed a variety of transactions, assumed responsibility for a \$50,000 cash vault, implemented bank procedures, enforced bank security policy, investigated suspicious activity, adjusted to differences in branch operations, provided customer service, and relayed customer concerns to branch supervisors.

# STUDENT NAME #3

24 Street Road, Apartment #2 • Boston, MA 02555  
617-555-xxxx • student@suffolk.edu

## EDUCATION

---

### **Suffolk University Law School**, Boston, Massachusetts

Candidate for Juris Doctor, May 2003 (*Transferred August 2001*)

*Activities:* National ABA White Collar Crime Liaison, Student Bar Association, SBA Director of Student Affairs, Advanced Westlaw Certification, ABA Business Law Corporate Compliance Committee, Appointed to the ABA Committee on Corporate Tax

### **University of Florida College of Law**, Gainesville, Florida

Completed first year of legal studies, August 2000 – May 2001

*Activities:* ABA Programs Director (UF Chapter), Westlaw Certification, LexisNexis Certification, John Marshall Bar Association

### **University of Florida**, Gainesville, Florida

Bachelor of Arts, *with honors*, Criminology, May 2000

Minor in Business Administration

*Honors:* Dean's List, Golden Key National Honor Society

*Activities:* Graduate Research, Student Government Round Table, Tutor

## LEGAL EXPERIENCE

---

### **Suffolk County District Attorney's Office**, Boston, Massachusetts

*Legal Intern, SJC Rule 3:03 Certified, Fall 2002 - Present*

- Arraign defendants on fugitive from justice, MV, DV, and drug charges
- Present bail arguments, revoke bail, and amend charges
- Obtain records, tapes, and other documents for discovery purposes
- Respond to motions to suppress and motions for bill of particulars
- Observe and assist A.D.A.s with pre-trial and trial proceedings

### **United States Attorney's Office**, Boston, Massachusetts

*Legal Intern, Criminal Division, Summer 2002*

- Placement: Economic Crimes Unit with a focus on white collar crimes, health care fraud, and drug crimes
- Attended court proceedings and meetings with F.D.A.
- Assisted with sentencing guideline and discovery matters

### **Attorney General's Office**, Boston, Massachusetts

*Legal Intern, Criminal Bureau, Spring 2002*

- Researched and investigated white collar crime cases including embezzlement, securities laws, tax violations, larceny, and other financial crimes
- Prepared legal memos, briefs, and jury instructions
- Participated in field interviews

### **United States District Court**, Boston, Massachusetts

*Intern with the Clerk's Office, Summer 2001*

- Researched and gathered cases for attorneys and law clerks
- Utilized a tax database and various case management systems
- Compiled jury data and generated tables for statistical analysis

## SKILLS

---

Westlaw, LexisNexis, WordPerfect, Excel, Microsoft Office, PowerPoint

## INTERESTS

---

Enjoy kickboxing, rollerblading, skiing, and attending theatre and sporting events

## **EVENING STUDENT NAME #4**

120 Tremont Street • Boston, MA • 02108 • (617) 123-4567 • student@suffolk.edu

---

### **EDUCATION**

**Suffolk University Law School**, Boston, Massachusetts  
Candidate for Juris Doctor, Evening Division, May 2006  
American Bar Association, Member

**Emerson College**, Boston, Massachusetts  
Bachelor of Arts in Writing, Literature, and Publishing, May 1998  
GPA: 3.45/4.0, Dean's List  
Honors: Gold Key Honor Society  
Attended evenings while working 55 hours per week to finance education.

Completed Associate of Arts in Journalism at Broward Community College, Coconut Creek, Florida, May 1995.  
Managing Editor of BCC's *The Observer*, a student-run newspaper with a circulation of 25,000 and a staff of 15.

### **PROFESSIONAL EXPERIENCE**

**Hill, Holliday, Connors, and Cosmopolos, Inc.** Boston, Massachusetts  
*Senior Traffic Manager* Fall 2000 – Spring 2003

- Managed advertising projects from inception to delivery
- Maintained positive client and vendor relations fostering loyalty to the agency
- Oversaw and improved quality assurance during production, including press and lettershop checks
- Managed and facilitated resources across seven departments to meet time and budget requirements
- Researched software and process solutions to increase efficiency and revenue
- Developed and implemented departmental cross-training

**Irma S. Mann Strategic Marketing, Inc.** Boston, Massachusetts  
*Traffic Manager* Fall 1999 – Fall 2000

- Managed and facilitated an average of 45 advertising projects
- Spearheaded procedural troubleshooting, teambuilding, and tracking of job profit and loss
- Initiated cross-training program and improved departmental efficiency by 40 percent

**Interact NOVA Group** Tokuyama, Japan  
*English Teacher* Fall 1998 – Fall 1999

- Taught conversational and written English
- Administered and graded exams
- Increased lesson sales by 30 percent

**Massachusetts Financial Services, Inc.** Boston, Massachusetts  
*Correspondence Associate, Retirement Accounts* Fall 1995 – Fall 1996

- Responded to client requests using canned letters combined with free-form writing
- Ensured that all requested transactions were within legal compliance guidelines
- Wrote style manual that increased consistency and departmental efficiency

### **MILITARY EXPERIENCE**

**United States Navy** Naval Air Station, Norfolk, Virginia  
*Parachute Rigger, Petty Officer Third Class (E4)* Summer 1987 – Summer 1991

- Honorably Discharged
- Honors: Several commendations for efficiency, Persian Gulf Service Medal

### **SKILLS, ACTIVITIES, AND INTERESTS**

*Computer:* Lexis, Westlaw, Word, Excel, PowerPoint, QuarkXPress, PageMaker, Lotus Notes, WebNative, Illustrator, PhotoShop, Acrobat

*Publishing:* Article, *The Exit*, 1998; Familiar with *Chicago Manual of Style* and *AP Stylebook*

*Emerson College:* Mentor for Emerson students considering career choices

*Travel:* Throughout Europe, Asia, and most of the United States

**STUDENT NAME #5**

student.name@suffolk.edu

Current Address: 123 Main Street • Boston, MA • 00001 • (444) 333-5555

Permanent Address: 500 South Street • Phoenix, AZ • 30000 • (xxx) 555-1111

**EDUCATION**

---

**Suffolk University Law School**, Candidate for Juris Doctor, May 2005 **Boston, Massachusetts***Rank:* Top 2% of class, (1/103 within section), (7/371 overall)*G.P.A.:* 3.63/4.00*Honors:* Suffolk University Law Review, Staff Member  
Academic Leadership Scholarship awarded for first place ranking within section  
Dean's List

Honorable Mention, Legal Practice Skills Section Competition

*Activities:* International Law Students Association, Intellectual Property Law Students Association**University of Arizona** **Tucson, Arizona**

Bachelor of Arts, Political Science (International Relations), May 1997

*Minor:* Computer Science*Honors:* Dean's List**LEGAL EXPERIENCE**

---

**Bose Corporation, Legal Department** **Framingham, Massachusetts***Summer Associate*

May 2003 - August 2003

- Researched and analyzed state and federal legislation in connection with corporate policies for compliance in such areas as telemarketing and extended warranty regulations
- Reviewed and revised contracts and non-disclosure agreements with internal clients. Identified and discussed business and legal concerns
- Drafted contract for the sponsorship and promotion of selected musicians using Bose products
- Researched and analyzed EU directives and member state legislation regarding privacy laws in connection with company websites for Austria and Ireland
- Presented research and analysis concerning attorney/client privilege as applied to in-house counsel
- Evaluated trademark matters including proper use within company advertising copy and potential misuse by competitors; drafted cease and desist correspondence to trademark infringers

**U.S. Army JAG, Legal Assistance Office** **Darmstadt, Germany***Volunteer*

January 1998-June 1998

- Researched military laws and regulations regarding such matters as filing property claims, debt repayment by the government and divorce procedures while overseas
- Prepared and filed claims, tax returns, wills, and affidavits
- Developed and managed client database

**OTHER EMPLOYMENT EXPERIENCE**

---

**Federal Aviation Administration (FAA)** **Frankfurt, Germany***Computer Specialist (GS-11)*

March 1999-June 2002

- Managed all information technology within field office; streamlined procedures, and implemented new technology
- Controlled automation budget by forecasting needs, researching, and purchasing of services and equipment
- Developed curriculum and provided training of personnel

**U.S. State Department, Diplomatic Security Office** **Frankfurt, Germany***Background Investigator*

June 1998-January 1999

- Interviewed and conducted background investigations of applicants for security clearances
- Drafted reports analyzing security for required audits after embassy bombings in Africa
- Created Security Advisories for State Department personnel and the local American community
- Awarded Meritorious Honor Award for commitment and dedication to U.S. mission in Germany

## Student Name #6

123 Any Road • Anytown, MA 00000  
(800) 333-3333 • student.name@suffolk.edu

### EDUCATION

#### **Suffolk University Law School**, Boston, Massachusetts

Candidate for Juris Doctor, May 2004

Certificate in Civil Litigation Concentration (Expected)

Class Rank: 9/333 (Top 3%)

Honors: *Suffolk Jurisprudence Award*, Labor Law

#### **University of Oklahoma College of Law**, Norman, Oklahoma

Completed first year of law school

Honors: Awarded the *Pierrepoint Scholarship* for academic excellence, September 2001

#### **Princeton University**, Princeton, New Jersey

Bachelor of Arts, *cum laude*, Anthropology, June 1998

Honors: National Merit Scholar; Recipient of the National Endowment for the Humanities Younger Scholars research grant funding comparative study of French and Russian Revolutions

Activities: Whig-Clisophic Debate and Literary Society

Worked approximately 15-25 hours a week

### LEGAL AND PROFESSIONAL EXPERIENCE

#### **Massachusetts Appeals Court**

*Intern, The Honorable Cynthia J. Cohen*

*Boston, Massachusetts  
Summer 2003*

- Drafted memoranda and assisted with drafts of opinions based on research into a variety of legal issues, including contract interpretation and rights of tenants in common
- Discussed legal issues with Judge Cohen and observed court proceedings

#### **New England Legal Foundation**

*Intern*

*Boston, Massachusetts  
January 2003-Present*

- Co-authored articles on payment of wages statutes in the six New England states
- Closely examined Massachusetts's payment of wages statute and assisted in incorporating research into an *amicus* brief to be filed in *EDS v. Office of Attorney General*
- Analyzed proposed FLSA standards

#### **University of Oklahoma College of Law**

*Research Assistant, Professor Judith Maute*

*Norman, Oklahoma  
Summer 2002*

- Edited and further researched leading law review article *Peevyhouse Revisited* for republication in Contracts textbook
- Directed initial research into article pertaining to current trends in English legal system

#### **McDermott, Will & Emery**

*Legal Assistant*

*Boston, Massachusetts  
September 2000-July 2001*

- Maintained clients' corporate records relating to complex financing arrangements
- Drafted and distributed correspondence to clients

### COMMUNITY INVOLVEMENT

#### **Street Law Clinic Project**

*Student Presenter: Workers' Rights Clinic*

*Boston, Massachusetts  
March 2003-Present*

#### **Princeton Alumni Schools Committee**

*Alumni Interviewer*

*Norman, Oklahoma  
September 2001-May 2002*

### SKILLS & INTERESTS

- Proficient in Spanish
- Art, current events, running, and Italian cooking

## **Student Name #7**

**555 Main Street • Roslindale, MA • 02131**  
**(617) 552-3333 • student@suffolk.edu**

---

### **EDUCATION**

**Suffolk University Law School**, Boston, MA

Candidate for Juris Doctor, May 2004

*Activities:* Irish American Law Society, Founding Member  
Health Law Society

*Clinic:* Battered Women's Advocacy Program, Fall 2002 (SCJ Rule 3:03 certified)

*Publications:* "Legal Landscape of Pain Management" and "Pain in the Elderly," Journal of Practical Pain Management, March and May 2003.

**Massachusetts General Hospital Institute of Health Professionals**, Boston, MA

Certificate of Advanced Study, *magna cum laude*, Adult Primary Care, 1997

**University of Massachusetts**, Boston, MA

Master of Science, *magna cum laude*, Nursing Administration and Gerontology, 1992

**Boston College**, Chestnut Hill, MA

Bachelor of Science, *magna cum laude*, Nursing, 1966

### **PROFESSIONAL EXPERIENCE**

**Legal Nurse Consultant**, Boston, MA

*Consultant to Attorneys, 1992 - Present*

Provide legal nurse consulting services to Boston area attorneys. Organize and interpret medical records for cases involving personal injury claims, workman's compensation, criminal law injury issues and medical malpractice claims. Assist attorneys with preparing deposition questions and accompany clients to independent medical examinations.

**Quincy College**, Quincy, MA

*Faculty Member and Chairperson of Nursing Program, 1986 - 1997*

Served as Administrator of the nursing program and as a Professor of Nursing. Accomplishments included leading the faculty and program to accreditation by the National League for Nursing.

**United States Air Force**, Boston, MA

Promoted from Lieutenant to Lieutenant Colonel over 20 years of service.

**New Hampshire Air National Guard**, Pease Air Force Base, NH

*Chief Nurse, 1976 - 1983*

*Educational Coordinator, 1972-1976*

*Flight Nurse, 1966-1972*

Awarded the Commendation Medal from the State of New Hampshire for excellence in service.

### **PROFESSIONAL ORGANIZATIONS & CERTIFICATIONS**

**Notary Public**, 1996 - Present

**Massachusetts Coalition of Nurse Practitioners**, 1997 - Present

**International Association for the Study of Pain**, 1993 - Present

*Member of Clinical Legal Issues in Pain Committee*

**American Academy of Pain Management**, 1993 - Present

*Diplomat Status; Charter Member*

**American Society of Law, Medicine and Ethics**

**Museum of Fine Arts and Braintree Art Association**, 1992 - Present

**American Nurses' Association and Massachusetts Nurses' Association**, 1992 - present.

*Member, Cabinet on Legislation and National Rapid Response Network*

Performed analysis, lobbying and provided recommendations for national and state legislation. Organized and ran "Lobby Days" for statewide nurses at the State House. Provided practical legislative and lobbying information to nurses and set up liaisons with legislators to assure active participation of nurses regarding health care issues.

**STUDENT NAME #8**

21 Black Drive · Boston MA 02111 · (617) 573-xxxx · [studentname@suffolk.edu](mailto:studentname@suffolk.edu)

**EDUCATION**

**Suffolk University Law School, Boston, MA**

Juris Doctor Candidate, May 2005

*Activities:* Alumnae Liaison for National Women's Law Student Association (NWLSA) Suffolk Chapter  
Director of Fundraising for NWLSA National Board of Directors  
Suffolk Public Interest Law Group

**Boston College, Chestnut Hill, MA**

Bachelor of Arts, *cum laude*, Communications, May 2005

Minor: Women's Studies, Concentration: Pre-Legal Studies

Cumulative GPA: 3.55/4.0, Major GPA: 3.63/4.0

*Honors:* Dean's List All Semesters

Golden Key International Honor Society

National Society of Collegiate Scholars

National Professional Golfers Association Scholarship 1998-2001

*Activities:* Mock Trial Team: ranked 3<sup>rd</sup> nationally

Bellarmino Law Academy: Publicist and Board of Directors member

Co-founder of Boston College Coalition for Women

Teaching Assistant, *Introduction to Feminisms*

*Study Abroad:* University College London, England, January-June 2001

**LAW-RELATED EXPERIENCE**

**Mintz, Levin, Cohn, Ferris, Glovsky & Popeo, P.C., Boston, MA**

*Public Relations Intern, June-August 2001*

Contacted the media with news pitches regarding the firm and attorneys. Edited and compiled news clips featuring the firm and attorneys for internal distribution. Created a database for Public Relations press releases.

**Danaher, Tedford, Lagnese & Neal, P.C., Hartford, CT**

*Paralegal Assistant, Summers and holiday periods 1997-2000*

Summarized cases and depositions for insurance defense attorneys in a medium-sized firm. Drafted legal correspondence to opposing attorneys. Organized medical files; maintained and closed case files.

**WORK EXPERIENCE**

**Summit Educational Group, Watertown, MA**

*SAT Tutor, March 2002-present*

**Center for Corporate Citizenship, Chestnut Hill, MA**

*Research and Development Intern, September-December 2000*

Evaluated research information from member-company surveys regarding community involvement

**CIGNA Retirement & Investment Services, Hartford, CT**

*Sales Operations and RFP Services Intern, June-August 2000*

Prepared and assisted in answering Requests for Proposals

**VOLUNTEER EXPERIENCE**

Re-election Campaign Team Member for Cambridge City Councilor Marjorie Decker

Senator Joseph Lieberman's 2000 Campaign Convention volunteer

**LANGUAGE AND COMPUTER SKILLS**

Conversational Spanish, LEXIS, Westlaw, Microsoft Word, Microsoft PowerPoint

# Student Name #9

120 Tremont Street, Apt. 2 • Boston, MA 02108  
617.555.0123 • studentname@suffolk.edu

## **EDUCATION:**

**Suffolk University Law School**, Boston, MA

**Suffolk University Sawyer School of Management**, Boston, MA

Candidate for J.D./M.B.A., May 2005

*Honors:* Legal Practice Skills Class Distinguished Oral Advocate Award  
Legal Practice Skills Class Honorable Mention Brief Award

*Foreign Study:* Costa Rican Spanish Institute (San Jose, Costa Rica), Summer 2003

**Lafayette College**, Easton, PA

Bachelor of Arts in English with a Minor in Music, May 2000

*Activities:* Volunteer tutor at Northampton County Prison, September 1999 - May 2000  
Founder of an intramural sports organization for independent students  
Participated in many musical and theater productions

*Foreign Study:* College Year in Athens (Athens, Greece) - Fall 1998  
Lafayette College Program in Israel (Tel Aviv, Israel) - Winter 1997

## **EXPERIENCE:**

**Re-Elect McGovern Committee**, Worcester, MA

**Campaign Coordinator**, March 2002-September 2002

Organized campaign fundraisers and other campaign related events. Created a web site to collect campaign contributions and volunteer information.

**Congressman Jim McGovern's Office**, Worcester, MA

**Intern**, September 2001-March 2002

Answered inquiries and wrote letters as an assistant constituent liaison.

**PC Connection**, Marlborough, MA

**Corporate Account Manager**, December 2000 – July 2001

Provided software, hardware, and network solutions to businesses across the country.

**QWSI.Net Incorporated**, Northborough, MA

**Director of Web Design**, May 2000 – December 2000

Designed web sites for local area businesses. Responsibilities included marketing, advertising, design, business strategy, and sales.

## **INTERESTS AND ACTIVITIES:**

**Musician:** Active musician and guitarist for 15 years. Performed in several Lafayette College productions and coffee houses. Formerly the guitarist and singer/songwriter for the local band "Blend." Currently playing at the Middle East in Cambridge on Thursday nights with singer/song-writer Ari Charbonneau.

**Carpenter:** Spent summers between school working as a carpenter and the summer of 1996 as a volunteer carpenter for Habitat for Humanity.