

# FirstName LastName

Towson, MD • tstudent@gmail.com • 443-555-5555

## EDUCATION

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**Towson University, Towson, MD** May 20xx  
Bachelor of Science in Law and American Civilization  
GPA: 3.6; Dean's List four semesters

## RELATED WORK EXPERIENCE

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**Law Offices of Motley and Rosenthal, Towson, MD** January 20xx-August 20xx  
Legal Assistant

- Accompanied attorney to court for family law, personal injury and criminal cases
- Interviewed clients, victims, witnesses, and others
- Conducted legal research for 14 different cases
- Drafted legal motions and letters to be reviewed and used by partners
- Directed telephone calls and greeted clients

## INTERNSHIP EXPERIENCE

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**Majority Leader Paul Politico, Washington, DC** May 20xx-August 20xx  
Intern

- Composed constituent form letters
- Answered and directed telephone calls to appropriate staff members
- Completed daily tasks for both the member and leadership office

**Mayor's Office of Government Relations, Baltimore, MD** May 20xx-August 20xx  
Legislative Assistant Intern

- Maintain a legislative tracking system
- Draft correspondence, schedule meetings, and attend committee hearings
- Assist with special events and coordinate activities
- Prepare, record, and report testimony

## LEADERSHIP AND INVOLVEMENT

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**Prelaw Society, Towson University** September 20xx-present

- Participate in member meetings to discuss current legal issues and LSAT preparation
- Attend presentations and events featuring local lawyers and judges

**Student Government Association, Towson University (TU)** March 20xx-May 20xx  
Senator

- Represented approximately 700 students per year
- Planned Towson University's annual Tiger Pride Day
- Lobbied on behalf of TU at the state legislature for student and university benefits