

NAME

TITLE  
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Diligent pre-law graduate with a year of experience working as a law clerk. Looking to enroll at your law school and grab every opportunity to become a world-class legal professional.

Experience

- Summer Intern** - Company / Location  
*MONTH YEAR - Present*
  - Managed caseloads for 12 clients, resulting in 67% client retention.
  - Contacted clients and established relationships by offering empathy, advice, and legal expertise in various areas of law.
  - Initiated conversations with clients to propose solutions for tricky legal situations, increasing customer satisfaction by 31%.
  - Resolved client complaints, achieving 84% customer satisfaction.
  - Created and managed processes to compile data, study historical experience, store results, and produce easily usable outputs, reducing loss of information by 6%.
- Law Clerk** - Company / Location  
*MONTH YEAR – MONTH YEAR*
  - Assisted in the preparation of legal documents, such as motions, briefs, and memoranda of law.
  - Interpreted technical legal content to 10+ individuals weekly.
  - Reviewed documents for relevance, risk, and privilege.
  - Assisted 46 attorneys in all phases of litigation and collaborated with the clerk research team to help with 50+ cases.
  - Managed court calendars and seven attorney calendars.
- Project Experience**
  - Led a team to appeal a decision and achieved a favorable outcome for the concerned public interest group.
  - Interviewed and counseled the client (plaintiff) regarding civil litigation procedures and decision-making.
  - Provided general legal advice for 20+ clients visiting the clinic.

Education

- Bachelor of Science in Mathematics** - University of Colorado  
*MONTH YEAR*
  - GPA: LIST
  - AWARD
  - AWARD
- DEPARTMENT - SCHOOL**  
*MONTH YEAR*
  - GPA: LIST
  - AWARD
  - AWARD

Skills

- Expertise**
  - Writing Communication
  - Legal Research
  - Microsoft Office Suite
  - Data Analysis
  - File Management

Licenses & Accreditations

- Licenses & Accreditations**
  - Certified Paralegal
  - Accredited Legal Professional Certification
  - Legal Studies Certification