

NAME

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

Profile

Highly motivated and dedicated law graduate seeking a position in a reputable law firm. Committed to utilizing legal knowledge, exceptional research skills, and attention to detail to contribute to the firm's success and provide outstanding legal services to clients.

Experience

Legal Intern - Barris, Fields & Dutchell / New York City

MONTH 2022 – MONTH 2023

- Conducted thorough legal research on various case laws, statutes, and regulations to support attorneys preparing for trials and hearings.
- Assisted in drafting legal documents, including pleadings, motions, and contracts, ensuring accuracy and adherence to legal requirements.
- Attended client meetings and gained valuable insights into client communication, case management, and the development of effective legal strategies.
- Conducted comprehensive document reviews and analysis, organizing and summarizing key information for legal proceedings.
- Collaborated with attorneys and staff to prepare trial exhibits and assist during courtroom proceedings.

Legal Research Assistant - Institute for International Law and Justice / Location

MONTH 2018 – MONTH 2021

- Assisted in conducting in-depth legal research on emerging legal issues and drafted memoranda to inform attorneys and policymakers.
- Contributed to the development of legal publications and articles, ensuring accuracy and adherence to legal principles.
- Conducted extensive citation checks and proofreading to ensure the quality and consistency of written materials.
- Assisted in organizing and coordinating legal conferences and seminars, including preparing materials and managing event logistics.
- Maintained and updated legal databases, ensuring easy access to relevant legal resources for the research team.

Project Experience

- Assisted in providing legal advice and representation to low-income individuals seeking asylum or immigration relief.
- Conducted client interviews, prepared immigration forms, and drafted supporting documents for immigration proceedings.
- Participated in community workshops and provided information on immigration rights and available legal resources.

Education

Juris Doctor (J.D.) - NYU School of Law

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Strong legal research and analysis
- Excellent written and verbal communication
- Attention to detail and accuracy
- Case management and organization
- Legal document drafting and review

Licenses & Accreditations

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- New York State Bar Association License
- Certified Mediator, New York State Dispute Resolution Association