

Personal

- Address**
123 Franklin Drive
10023 Manhattan, NY
- Phone number**
555-123-4567
- Email**
example@cvmaker.com

Skills

- Conflict Resolution** ● ● ● ● ●
- Communications** ● ● ● ● ●
- Organization** ● ● ● ● ●
- Attention to Detail** ● ● ● ● ●
- Research** ● ● ● ● ●
- Problem Solving** ● ● ● ● ●
- Microsoft Office** ● ● ● ● ●

Detail Oriented and Hard Working pre-law student with aspirations of serving as a judicial law clerk for the Honorable Franklin J Davis of the New York District Court. Incoming first year law student at NYU Law School, with competency in general practice law, drafting memorandum, and conducting diligent research in multiple industries. Achieved a score of 170 on LSAT exam, due to a dedicated work ethic, proactive study habits, and enthusiastic attitude that elevates peers to achieve their best.

Practical Experience

Content Writer & Office Assistant Apr 2019 - Oct 2021
Davis, Jones & Lawrence, Manhattan, NY

Content writer for Davis, Jones & Lawrence law firm in Manhattan, NYC. Responsible for drafting correspondence :

- Drafted correspondence and email communication to court, opposing council, and clients.
- Researched legal cases related to civil lawsuits in construction, personal injury, and medical malpractice.
- Wrote law firm website content, weekly blogs, and social media posts.
- Attended negotiation meetings, pre-trial discovery, and court hearings.
- Maintained office files, intercompany communication, and filed court documents.

Warehouse Supervisor Aug 2017 - Apr 2019
US Postal Service, New York City, NY

Was a member of the United States Postal Service mail and package sorting operations in New York City. Started as a package sorter, and eventually became a supervisor. Duties included:

- Managed a team of 150 package handlers and customer service agents while attending college fulltime.
- Responsible for training, safety instruction, and new hire orientation.
- Developed a tracking system for monitoring customer service standards for package handling.
- Completed performance reviews and coached employees to help improve performance.

Education

Seeking Juris Doctor Sep 2021 - Present
NYU Law School, Manhattan, NYC

Bachelor of Science - Political Science Aug 2017 - May 2019
University of Boston | uGPA: 3.88, Boston, Massachusetts

LSAT Score - 172 - May 2021

References

Professor Lisa Jackson University of Boston
On Request

Lindsay Jackson, Esq. Davis, Jones & Lawrence
On Request

Justice Jameson Jones United States District Court
On Request