

PERSONAL

Name
Leslie Franklin

Address
878 Jackson Drive, Suite 109-B
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Phone number
555-123-4567

Email
example@cvmaker.com

SKILLS

Creative Problem Solving ★★★★★

Negotiations ★★★★★

Conflict Resolution ★★★★★

Oral & Written Communications ★★★★★

Organization ★★★★★

Microsoft Office Suite ★★★★★

LESLIE FRANKLIN

Trustworthy and Dependable Associate Attorney candidate seeking to join the legal professionals at Sterling & Associates. Currently enrolled at NYU Law School, with competency in general practice law, drafting memorandum, and conducting diligent research in multiple industries and legal specialties. A dynamic written and oral communicator, with exceptional negotiation skills, organization, multitasking, and people skills. Courteous, diplomatic, and creative problem solver - dedicated to excellence in every aspect of professional and personal development.



SUMMARY OF QUALIFICATIONS

- LSAT Score - 171
- Legal Research
- Drafting Memorandum
- Conflict Resolution
- Persuasive Negotiator
- File Organization
- Understanding of Civil and Criminal Law



PROFESSIONAL EXPERIENCE

- Aug 2020 - Present **Law Clerk**
[US District Court, Buffalo, NY](#)
- Law clerk to Justice Anthony J. Jones, United States District Court - Buffalo, NY. Assisted Justice Jones in multiple daily tasks including:
- Preparing pre-trial memoranda.
 - Reviewing trial records, case history, and conducting extensive research.
 - Drafting and editing legal case files.
 - Attended oral arguments, motions, pleas, and jury selection.
 - Evaluated legal analysis of written opinions of Federal court hearings.
- May 2020 - Aug 2020 **Summer Associate Attorney**
[Davis, Canoley, and Stein, Brooklyn, NY](#)
- Summer associate attorney internship with Davis, Canoley, and Stein, a civil litigation law firm in Brooklyn, NY. Duties included:
- Drafted subpoena, interrogatories, and email communication to clients.
 - Researched legal cases related to personal injury claims.
 - Participated in deposition.
 - Attended negotiation meetings, pre-trial discovery, and court hearings.
 - Maintained office files, intercompany communication, and filed court documents.



EDUCATION

- Aug 2017 - Jun 2020 **Bachelor of Arts - Legal Studies**
[Boston University](#) | uGPA: 3.88, Boston, Massachusetts
- LSAT Score - 172 - May 2020**



REFERENCES

- United States District Court **Justice Anthony Jones**
[On Request](#)
- Davis, Canoley, and Stein **Rachel Canoley**
[On Request](#)
- Boston University **Ben Franklin, Esq.**
[On Request](#)