

🏠 1111 Jefferson Lane, 92111 San Diego, California 📞 555-123-4567 ✉️ example@cvmaker.com

Trustworthy and Dependable Law Student seeking to join the legal professionals at Sterling & Associates as a summer intern. A recent graduate of Boston University and seeking entrance to 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

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

## PROFESSIONAL EXPERIENCE

### Summer Legal Intern

May 2021 - Aug 2021

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

### Bachelor of Arts - Legal Studies

Aug 2018 - Jun 2022

Boston University | uGPA: 3.88, Boston, Massachusetts

LSAT Score - 172 - May 2020

## REFERENCES

### Rachel Canoley

On Request

Davis, Canoley, and  
Stein

### Ben Franklin, Esq.

On Request

Boston University

## SKILLS

|                          |             |
|--------------------------|-------------|
| Negotiations             | Expert      |
| Conflict Resolution      | Expert      |
| Organization             | Expert      |
| Creative Problem Solving | Experienced |
| Communications           | Experienced |
| Microsoft Office Suite   | Experienced |