

Sample 3L Resume (Public Service Oriented)

Tom Buchanan

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EDUCATION

Duke University School of Law, Durham, NC

J.D. expected, May 2007

GPA: 3.42

Honors

- Make a Difference Scholarship
- Duke Law Journal, *Staff Editor*

Activities

- Intramural Football, *Graduate League Champions*
- Public Interest Law Foundation, *Fundraising Committee*

Study Abroad

- Asia-American Institute in Transnational Law, Hong Kong, Summer 2005

University of Iowa, Iowa City, IA

B.A., Rhetoric, June 2004

GPA: 4.2/5.0

Honors

- Dean of Student Affairs Scholastic Achievement Award
- Native American Studies Department, Research Fellowship

Activities

- Multi-cultural Student Advisory Committee, *Secretary*

EXPERIENCE

Department of Children & Family Services, Oklahoma City, OK

Legal Assistant, Summer 2006

- Drafted petitions and motions for probate guardianship transfers.
- Researched termination of parental rights and other related issues arising under the Juvenile Court Act.
- Prepared cases for administrative hearings by determining the sufficiency of the evidence, preparing case theory memoranda, and drafting direct and cross-examination questions.

Families First! Legal Clinic, Washington, DC

Senior Student Clerk, Spring 2006

- Represented indigent clients before administrative law judge.
- Handled all aspects of Divorce and Landlord/Tenant cases, including interviewing and corresponding with clients, filing petitions and motions, and presenting evidence at prove-up hearings.
- Conducted trials for Plenary Orders of Protection before a state court judge.

Winnebago County Public Defender, Granville, OH

Legal Extern, Summer 2005

- Researched and wrote memoranda on legal and evidentiary issues in areas such as search and seizure, appeal rights, jury instructions and hearsay exceptions.
- Conducted trial preparation, including interviewing clients and witnesses, photographing evidence for exhibits, and preparing related charts and diagrams.

INTERESTS

Snow camping, Triathlons (participated in Hawaii Ironman Triathlon, 2003)