

HOLLY ANN MARTIN

1212 First Avenue • San Diego, CA 94110
(619) 555-1212 • hmartin@law.cwsl.edu

EDUCATION

California Western School of Law, San Diego, CA

Juris Doctor candidate, April 2013

San Diego County Bar Association, Student Member

Environmental Law Society, Member

California State University, Hayward, CA

Bachelor of Arts, Psychology, May 2010

Senior Thesis: Voting Habits of the Millennial Generation

Public Service Award, 2009

EXPERIENCE

Save The Trees, Hayward, CA

Summer 2009 and Summer 2010

Community Educator

- Informed residents of opportunity for street tree planting at city expense.
- Planted over 100 street trees as part of team of volunteers.
- Wrote articles about urban forestry for publication in donor solicitations and on website.
- Provided administrative support to all facets of non-profit administration.

The Grill, Hayward, CA

Spring and Summer 2009

The Red Grape, Hayward, CA

Summer 2008

Server/Backwaiter

- Served multi-course meals to diverse clientele in high volume restaurant.
- Recommended specialties based on customer preferences.
- Promoted new items on menu to increase sales.
- Supported front-of-house staff in all facets of food preparation and service.
- Received outstanding employee award for month of August 2009.

CSU Outreach Program, Hayward, CA

Summer 2007

High School Tutor

- Tutored at-risk high school students in English and Math.
- Coordinated educational programs to improve individual student performance.

CSU Intramural Soccer, Hayward, CA

2006-2007

Coordinator

- Developed schedule for 20 teams in an 8 game season.
- Negotiated with other athletic teams and leagues for field access.

INTERESTS

- Cross-fit training, quilting, and photography

**SAMPLE 1L RESUME Showing Some Post Undergraduate Work Experience,
But No Legal Work Experience**

JOHN J. BOOKER

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(619) 234-8518 • jjbooker@law.cwsl.edu

EDUCATION

California Western School of Law, San Diego, CA

Juris Doctor expected April 2013

- Legal Skills I Course grade: 93/95
- Creative Problem Solving Scholarship Recipient, 2010

University of California at San Diego, San Diego, CA

Bachelor of Arts, *with Honors*, English and Political Science, May 2009

- Trustee Scholarship Recipient, 2005-2009
- Associated Students Award for Community Service, 2007
- Founder and Vice President, Sigma Tau Delta, 2005-2009
- Honors Society Faculty Liaison, Class Representative, 2006-2007
- Community Service Coordinator, 2005-2007
- NCAA, Division II Cross Country and Track Student Athlete, 2005-2009

EXPERIENCE

San Diego Unified School District, San Diego, CA

July 2009 – December 2010

Substitute Teacher

Taught large and small groups in all subjects. Assessed student needs and prepared corresponding lesson plans. Counseled individual students on academic and personal issues. Maintained classroom order and decorum. Enforced school policies.

UCSD, San Diego, CA

August 2006 – May 2009

Tutor and Honors Student Board Member

Tutored students in English, Communications, History and Political Science. Advised faculty on potential academic policies and Honors curriculum offerings. Organized social and service activities. Spoke to over 200 students as member of panel on the “Plame Incident” and “CIA Leak Inquiry.”

San Diego Peak Performance Day Camp, San Diego, CA

Summers 2005 – 2008

Director of Aquatics

Supervised other lifeguards and instructors at busy pool for summer day camp program. Taught water safety to youth and adult students. Ensured safety and health code compliance during operational hours.

LANGUAGES AND INTERESTS

- Conversational Spanish
- Distance running – San Diego Marathon and numerous shorter races

JANICE KIM

(619) 444-4444

12345 Numbers Road

San Diego, CA 92104

jkim32@aol.com

EDUCATION

California Western School of Law, San Diego, CA

Juris Doctor candidate, May 2012

- Academic Achievement Award (Highest Grade in Class): Torts I
- Large Group Tutor, Torts I, Fall 2010
- Moot Court Honors Board, Trial Coordinator, 2010
- Women's Law Caucus, Vice-President, 2010 – Present
- Business Law Society, Member, 2009 – Present

University of California at Berkeley, Berkeley, CA

Bachelor of Arts, *cum laude*, English; Minor in Communications, May 2002

- *University Publication* (scholarly publication for English majors), Founder/Editor/Writer
- Outstanding academic achievement, community service award recipient (Wellesley Book Award)
- Universidad de Brasil, Spanish and Portuguese intensive language session, Summer 2001

EXPERIENCE

Hadsell & Stormer, Pasadena, CA

Law Clerk, June 2010 – August 2010

Researched and drafted memoranda of law regarding civil rights issues under U.S. and California Constitutions in employment, voting rights and education contexts. Consulted with jury experts regarding upcoming trials to evaluate trial strategy. Prepared fact summaries and timelines to assist in preparation of clients for depositions. Observed depositions, settlement conferences and mediation sessions.

Barker, Aaronson & Jones, Sherman Oaks, CA

Legal Assistant, May 2010 – August 2010

Assisted lead paralegal in management of large disability rights and special education case involving 35 defendants in multiple jurisdictions with damages exceeding \$200 million. Drafted summary of client responses to discovery and declarations in opposition to motion for summary judgment. Prepared clients for alternative dispute resolution and administrative hearings under attorney supervision. Translated for Korean and Spanish speaking clients.

Berkeley Middle School, Berkeley, CA

Teacher, August 2002 – May 2009

Planned and delivered instruction to sixth through ninth grade classes. Designed and implemented multiple curricular assessments. Tracked and reported student achievement throughout academic year. Promoted character growth of students through outdoor education. Mediated home and school communications. Drafted and evaluated Individual Education Programs in conjunction with Special Education Department.

LANGUAGES

Fluent Korean and Spanish

SAMPLE 2L RESUME Showing One 1L Clerkship and Two 2L Positions

MATTHEW PARKER

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matthew_parker@law.cwsl.edu

EDUCATION

CALIFORNIA WESTERN SCHOOL OF LAW, San Diego, CA

J.D. expected April 2012

Top 9.4%, based on class standing of 22/234

California Western Law Review and International Law Journal, Associate Writer, 2010

Moot Court Trial Team, Honorable Mention, 2010

San Diego County Bar Association, Real Estate Section, Student Member

SAN DIEGO STATE UNIVERSITY, San Diego, CA

B.A., Latin American Studies, May 2009

GPA: 3.6/4.0

Research/Teaching Assistant, Latin American Studies Department, 2006 – 2007

Worked 25-30 hours per week to offset educational expenses

EXPERIENCE

THE HONORABLE MARCIA HENDERSON, UNITED STATES MAGISTRATE JUDGE

U.S. District Court, Southern District of California, San Diego, CA

Judicial Extern

September 2010 – Present

Researched and analyzed law and motion matters involving employment, fraud, venue and foreclosure matters. Drafted bench memoranda with recommendations regarding court's actions on motions to dismiss, motions for summary judgment, discovery matters and evidentiary issues.

Evaluated writs of *habeas corpus* and submitted written analyses on merits of writs. Prepared jury instructions for trials. Observed civil rights and criminal fraud proceedings and trials.

PROFESSOR LAURA M. PADILLA, CALIFORNIA WESTERN SCHOOL OF LAW, San Diego, CA

Research Assistant

August 2010 – Present

Research and analyze riparian rights and zoning restrictions on Native American Tribal lands.

SAN DIEGO COUNTY PUBLIC DEFENDER'S OFFICE, Chula Vista, CA

Legal Intern

May 2010 – August 2010

Wrote trial brief for multiple victim homicide/attempted homicide case. Researched and drafted memoranda regarding "imperfect self-defense" and "diminished actuality." Drafted 995 motions, motions *in limine*, expungement motions and motions to return property. Conducted mock direct and cross-examinations of witnesses in preparation for trial.

RALPH'S GROCERY STORE, San Diego, CA

Department Manager

July 2007 – August 2009

Trained and supervised eight customer services representatives. Managed daily operations, payroll and accounting.

Customer Service Representative

May 2005 – July 2007

Served customers in Deli/Bakery section of grocery store. Prepared banquet trays for specialty events. Received outstanding employee award for seven separate months.

LANGUAGES & COMMUNITY SERVICE

- Fluent Spanish
- Toussaint Teen Center, San Diego, CA, Volunteer, 2008 – Present
- Habitat for Humanity, Projects in Tijuana, Mexico, Volunteer Carpenter, 2004 – 2007

SAMPLE 3L RESUME With Several Law Clerk Experiences
Note two addresses are given when applying to Northern California employer only.

HECTOR GOMEZ

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Permanent

2048 Beech Avenue, No. 46
San Francisco, CA 92139

Current

163-B Milpitas Way
San Diego, CA 92618

EDUCATION

California Western School of Law, San Diego, CA

Juris Doctor expected April 2011

California Western Law Review and International Law Journal, Associate Editor, 2009 – Present

Note Topic: "Trading with Foreign Traders: Inherent Securities Fraud?"

Top 30%, based on class standing of 93/313

Health Law Society, Member

New York University, New York, NY

Bachelor of Arts, *magna cum laude*, English, June 2008

Phi Beta Kappa

Student Senator

EXPERIENCE

Sullivan Smith & Johnson, LLP, San Diego, CA

May 2010 – Present

Law Clerk

Draft memoranda regarding practical implications of Deficit Reduction Act of 2005 on health care providers, including potential revisions to system-wide education, policies, and employee codes of conduct. Review and recommend revisions to compliance policies and procedures, including conflicts of interest, gifts and gratuities and compliance hotline. Revise compliance and HIPAA/privacy education for all students and registry employees and draft annual education materials for all staff. Define material deficiency relating to reporting overpayments to the Office of Inspector General.

San Diego District Attorney, San Diego, CA

Certified Law Clerk

January 2010 – May 2010

Assisted in criminal prosecution in the Insurance Fraud and Gangs Divisions. Conducted legal research, primarily on admissibility of co-conspirator hearsay statements. Wrote motions and responses on topics including suppression of evidence, bifurcation and severance of counts and defendants, restitution requests, admissibility of hearsay statements, and admissibility of photographs. Appeared in court under supervision of deputy district attorney for hearings including preliminary hearings, arraignments, and a motion to reduce sentencing.

Mathias Law Firm, San Diego, CA

Law Clerk

June 2009 – December 2009

Researched state securities regulations and drafted memorandum on licensure requirements for dealer-brokers. Prepared successful defense to multi-count summary judgment motion in wrongful termination action. Analyzed and created chronology of events from trial transcripts and discovery in securities fraud and breach of fiduciary duty action to prepare for expert testimony on behalf of attorney charged with legal malpractice.

New York University, New York, NY

September 2006 – June 2008

Elected Senator, Student Government

Presented floor arguments on issues involving allocation of student funds and amendments to code of student conduct. Recommended changes to school policies and curriculum offerings.

JAMES JACKSON

163-B Garnet Ave, San Diego, CA 92109 • jjackson@yahoo.com • (415) 555-5666

PROFESSIONAL

Admitted, State Bar of California, 2010
Awaiting Results of July 2010 Arizona Bar Examination
San Diego County Bar Association, Member

EDUCATION

California Western School of Law, San Diego, CA
Juris Doctor, *cum laude*, August 2009
Scholarly Writing Topic: Discrimination in the Workplace
Moot Court Honors Board, Chief Sophister

University of California, San Diego, San Diego, CA
Bachelor of Arts, History (Minor in Political Science), June 2005

EXPERIENCE

Thompson & Stevens, LLP, San Diego, CA

Clinical Intern

Summer 2009

Researched and investigated issues in labor and employment law relating to unfair labor practices, sexual harassment and wrongful termination. Drafted legal memoranda on a variety of legal topics, including personal injury, civil rights, medical malpractice and contracts law. Drafted motion for summary judgment relating to constructive discharge. Researched and drafted motion to change venue, motion for removal, interrogatories and requests for production of documents. Wrote correspondence to clients and opposing counsel. Prepared settlement brochures.

United States Attorney's Office, Civil Division, San Diego, CA

Law Clerk

Spring 2009

Drafted memoranda on family medical leave, disability discrimination and wage and hour violations. Drafted answers, motions to dismiss, motions for more definite statement and motions *in limine* for federal employment law defense. Attended depositions, motion hearings and settlement conferences. Summarized depositions, prepared trial notebooks and proposed cross examination questions.

Employee Rights Center, San Diego, CA

Law Clerk

January 2008 – August 2008

Interviewed new clients with wage claims and unemployment disputes. Drafted motion for summary judgment, motion to compel discovery and research memoranda on issue of overtime wages. Represented clients at Labor Commissioner settlement conferences and unemployment insurance appeal hearings.

California Department of Fair Employment and Housing, San Diego, CA

Law Clerk

Summer 2007

Investigated claims of employment discrimination. Analyzed and summarized employment contracts, time records, performance reviews, witness statements and deposition testimony. Interviewed employer and employee claimants. Researched and drafted memoranda of law including findings of fact and conclusions of law.