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# CRAFTING A LAW RESUME

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A resume is your personal marketing tool, and often a potential employer's first impression of you. It should convey, accurately, who you are and what you have accomplished. It does not need to contain details of everything you have ever done; its details should be tailored to the interests of the particular employer. To work on your resume, or have it reviewed, schedule a session with a Career Office counselor.

## How Employers View Your Resume:

- As a marketing brochure, showing how you are best able to do the employer's work.
- As a sample of your work: error free, well organized, tightly written, and well formatted.
- As a highlighted version of your knowledge, skills and focus/interest – a word version of a movie trailer. An employer's average time spent reading a resume is 15 seconds.

## Content Rules for a Legal Resume:

- All assertions must be accurate!
- Omit career objectives and personal summaries.
- Omit high school information unless to establish geographic ties.
- Be careful using terms like "advise clients," "represent State," "counsel clients," as you are not licensed to practice law until you pass the bar exam. Choose verbs to avoid implying unauthorized practice of law, or use qualifiers like "under attorney supervision."
- Do not state race, religion, sex, age, marital status or other personal data that has no relevance to your employment qualifications. (It is appropriate to include club membership or affiliations like Black Law Students Association, OutLaw, etc.)
- Everything included on a resume may be asked about by a potential employer.

## Format Rules for a Legal Resume:

- Be brief. One page is ideal. A two page resume is acceptable for some public interest, government, and IP employers, as long as every item is relevant.
- Contact Section/Header should include **Name in bold and big font**; address; email address and phone number.
- This is 12 point font. Resumes and cover letters should use 12 point font if possible.
- Education before Experience (until you have three years, at minimum, of post-bar experience).

- One of two format types are most typical:  
**“Reverse chronological”** format: most recent education first; most recent experience first. This is most common for legal resumes.  
**“Functional”** format: organized by skill categories that show the prospective employer the skills you will bring to the job (e.g., “Negotiation,” “Oral Advocacy,” “Contract Writing”). Sometimes used for legal resumes; often used for business resumes.
- Headings should include **EDUCATION & EXPERIENCE**. Often another section is merited, such as **INTERESTS, LANGUAGES, ACTIVITIES, BAR ADMISSIONS**, or a catch-all for these such as **NOTEWORTHY** or **HIGHLIGHTS**.
- Use bold, italics, underlining, and spacing, to distinguish, prioritize, and emphasize important information, and use them strategically.
- You may use bullets or a narrative paragraph format. Avoid over-bulleting (good for handouts; not good for resumes); don’t use bullets in every section.
- Margins should be at least .8”. White space is your friend! Embrace it. It lets the content pop, and (most important) makes the resume easy for the reader.

### Education Details:

- Start with University of California, Hastings College of the Law.
- The degree you will earn from UC Hastings is a Juris Doctor (or J.D.); Master of Laws (or LL.M.); or a Master in Studies of Law (or MSL).
- State your graduation date (e.g.: J.D. expected May, 2015; or Juris Doctor Candidate, May 2015; or LL.M. expected, 2015).
- Consistent degree format – if you use “J.D.” put “B.A.,” if “Juris Doctor” then “Bachelor of Arts.”
- List the city and state (and country, if outside the US) of all schools listed.
- Academic honors, awards, published articles, or activities connected to the school, can be listed under the relevant school. Depending on relevance and space, teaching assistantships and clinics can be listed under Education or under Experience.
- GPA is to be listed exactly as it appears on your transcript or rounded down.
- Class standing or class rank percentile, if listed, is to be precise. Do not estimate (that is considered misrepresentation). You may reference a benchmark higher class rank that is close, e.g.: “GPA: 3.195 (top 33%=3.219).”
- Should you list your GPA/class rank? A general rule is that if it is above a 3.0, put it on your resume. Otherwise employers may assume it is lower than it is. Not all employers weigh GPA the same way, but many want to know what it is. An exception to this is public interest-oriented resumes, which frequently leave off the GPA. If you are debating whether to put GPA on your resume, or how to list it, or how to respond to questions about it, we encourage you to speak with a counselor.

- List only those activities and memberships in which you have actively engaged.

### **Experience Details:**

- Do not put pay or hours worked on your resume; it doesn't matter from an experience perspective whether your job was paid or volunteer. (NB: resumes for some government jobs are an exception to this rule.)
- Account for your time since your undergraduate graduation date. Work before that date should only be included if relevant. If you do not have work experience, include volunteer experience or activities.
- Avoid subjective evaluations of your work. The resume is just the facts; you may elaborate upon the facts in your cover letter.
- Don't use personal pronouns.

### **Optional Additional Sections and Their Content:**

- Languages: Include level, such as "fluent," "proficient," or "conversational." Do not claim language skills unless you can carry on a conversation in that language. (If studying a language, that could be included in "Interests.")
- Interests: An Interests section can be a great ice-breaker and help establish rapport, particularly for student resumes. Often it is omitted in alumni resumes.
- Special skills: Include skills that may be of interest to a potential employer, like sophisticated technical skills (beyond Lexis, Westlaw, Microsoft Office, which are presumed).
- Publications: List significant published legal and non-legal work under a separate category. If your list is more than two, consider a separate "Publications Addendum."
- Licenses and professional affiliations: only when relevant to the position sought.

### **PROOFREAD!**

- Ask others to proofread your resume.
- *Always* use spell check, but be aware of its limitations! There is *no* substitute for human proofreaders.
- Reading aloud is often a good way to proofread any document.

## **APPENDICES**

### **A. ACTION VERB LIST**

This is a list of action verbs – often referred to by counselors as “muscle” or “power” verbs – that describe skills employed by lawyers. Be wary of “performed,” “conducted,” “worked”- these often precede the verb that should be used. Instead of “Performed research to

analyze insanity defense," write "Researched insanity defense."

## ACTION VERBS USED TO DESCRIBE SKILLS EMPLOYED BY LAWYERS

accomplished	completed	expanded	modified	resolved
achieved	conceived	expedited	monitored	responded
acquired	conceptualized	experienced	motivated	restored
adapted	concluded	explored	navigated	reviewed
added	conducted	expressed	negotiated	revised
adjusted	conserved	extended	observed	scheduled
administered	considered	facilitated	obtained	searched
advised	consolidated	financed	opened	selected
allocated	constructed	focused	ordered	settled
analyzed	consulted	forecast	organized	solved
answered	contracted	formed	originated	specialized
anticipated	controlled	formulated	oversaw	specified
appeared	converted	fostered	participated	started
applied	convinced	founded	perceived	strategized
appointed	coordinated	gained	performed	strengthened
appraised	corrected	gathered	persuaded	studied
approved	corresponded	generated	planned	submitted
argued	counseled	granted	prepared	suggested
arranged	created	grouped	prescribed	summarized
articulated	critiqued	guided	presented	supervised
assembled	dealt	headed	prevailed	surveyed
assessed	debated	highlighted	processed	targeted
assigned	decided	identified	procured	taught
assumed	deduced	implemented	produced	tested
attained	defended	improved	programmed	trained
attended	defined	incorporated	prohibited	translated
audited	delegated	increased	projected	traveled
authored	delivered	indexed	promoted	tutored
authorized	demonstrated	influenced	proofed	unified
awarded	described	initiated	proposed	updated
began	designed	inspected	prosecuted	verified
bolstered	determined	installed	proved	won
briefed	developed	instituted	provided	
budgeted	devised	instructed	published	
built	diagnosed	integrated	purchased	
calculated	directed	interpreted	pursued	
catalogued	discovered	interrogated	questioned	
caught	dispensed	interviewed		
caused	distributed	introduced	qualified	
chaired	documented	invented	quantified	
changed	drafted	investigated	rated	
charted	earned	involved	ranked	
classified	edited	joined	recommended	
closed	effected	lectured	recorded	
collaborated	enlarged	led	recruited	
collected	established	lobbied	reorganized	
combined	estimated	maintained	replied	
communicated	evaluated	managed	represented	
compared	examined	mediated	required	
compiled	executed	moderated	researched	

## **A. SAMPLE RESUMES**

The resumes on the following pages do not represent actual Hastings students, but rather have been compiled from many samples we have reviewed. They are not “perfect,” especially in content. They are simply examples to give you some ideas of formatting. Our counselors will be happy to work with you to tailor your resume.

# ERIC NGUYEN

7 California Street • San Francisco, CA 94115 • (415) 987-6543 • enguy@aol.com

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## EDUCATION

### **University of California, Hastings College of the Law, San Francisco, CA**

Juris Doctor Candidate, 2014

Hastings Law Journal, 2012 - 2013

Proposed Note Topic: "Trading with the Traders: Inherent Securities Fraud?"

GPA: 3.195 (Top 33% = 3.219)

Best Moot Court Brief, Honorable Mention, 2012

Witkin Award for Excellence, Civil Procedure, 2011

### **New York University, New York, NY**

Bachelor of Arts, *magna cum laude*, English, 2011

*Phi Beta Kappa*

Student Senate Member, 2008-2009

Worked 20-30 hours per week to offset educational expenses

University of Toulouse, France, Spring 2010

## EXPERIENCE

### **Worthen & Cole LLP, San Francisco, CA**

Summer 2012

*Law Clerk*

Reviewed administrative record in employment discrimination case to determine strength of potential appeal. Researched issues including elements of gender and age discrimination claims and availability of *de novo* appeal. Drafted Motion to Supplement Record and supporting memorandum of law. Attended trials, appellate argument, and pre-trial hearings.

### **Donaroma's Nursery, Edgartown, MA**

Summer 2011

*Construction Team Member*

Created, refined and planted coastal landscape designs to meet clients' goals. Instructed clients in monitoring and maintenance of new installations.

### **The Gap, New York, NY**

2007-2010

*Assistant Manager/ Sales Representative*

Supervised and trained five sales employees. Designed window displays leading to 20% increase in sales. Promoted after one year to Assistant Manager.

## INTERESTS

Scuba diving, Windsurfing, Chess, Vietnamese Culinary Adventures

# MARIA ROSALES-POTÉ

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8 Lakeshore Dr., # 2 | Oakland, CA 94608 | (510) 888-8888 | rosalesp@uchastings.edu

## EDUCATION

### **University of California, Hastings College of the Law, San Francisco, CA**

J.D. Candidate, 2014

Legal Writing & Research Grade: A

A.B.A. Law Student Division, Curriculum Committee Member, 2011-2012

### **California State University, Hayward, CA**

B.A., Political Science, 2010

Writing Award, Political Science Department, 2010

Chairperson, Law Society, 2009-2010

Thesis: "Constraints on Presidential Power"

## EXPERIENCE

### **Founder/Director, 2008-2011**

City of Hayward Teenage Drop-In Center, Hayward, CA

- Established and ran non-profit recreational center for adolescents.
- Recruited and supervised volunteer staff; reported to City's Teen Resources Bureau.
- Developed and maintained community support and solicited donations of over \$20,000.
- Counseled teens on issues including academics, health and employment.

### **Intern, Summer 2008**

Coalition Against Poverty, Sacramento, CA

- Researched constituent inquiries ranging from public entitlement to police misconduct.
- Responded to constituent concerns and made referrals to supplemental resources.
- Consulted with Coalition staff and researched issues regarding pending legislation.
- Discussed legislation strategy with Coalition Director.
- Attended State Assembly sessions and Committee meetings.
- Summarized Members' positions on legislation.
- Accompanied Director at local rallies.

### **Counselor, Summers 2006, 2007**

Camp Philo, Aberdeen, WA

- Taught canoeing and water safety to 30 children ages 10-15, individually and in groups.
- Assessed instructional needs and tailored individual instruction accordingly.
- Maintained Senior Lifesaving Certification.

## ADDITIONAL ACCOMPLISHMENTS

- Proficient at Flamenco Guitar.
- *First Place Award*, 2010 Northern California Skydiving Competition.

## **KENYA RAE JOHNSON**

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12345 Numbers Road • San Mateo, CA 94403 • (650) 444-4444 • kenyarae@pacbell.net

### **EDUCATION**

**University of California, Hastings College of the Law, San Francisco, CA**  
Juris Doctor Candidate, 2013

- Hastings Women's Law Journal, Articles Editor, 2012-2013
- National Moot Court Appellate Team, 2011-2012
- Associated Students of U.C. Hastings, Class Representative, 2010-2011

**University of California, Berkeley, CA**  
Bachelor of Arts, *with honors*, Rhetoric, 2009

- University Publication (scholarly publication for rhetoric majors), Founder/Editor/Writer
- Wellesley Book Award for outstanding academic achievement and community service

**Universita per Stranieri di Siena, Siena, Italy**  
Three month intensive language seminar, Summer 2009

### **EXPERIENCE**

**The Honorable Thelton Henderson, United States District Court  
Northern District of California, San Francisco, CA**  
*Judicial Extern, Spring 2012*

Researched and analyzed law and motion matters pending before Court. Drafted bench memoranda with recommendations regarding Court's actions on motions. Evaluated writs of habeas corpus and submitted written analyses on merits of writs. Wrote jury instructions. Observed trials and hearings.

**Hadsell & Stormer, Pasadena, CA**  
*Law Clerk, Summers 2010, 2011*

Researched and drafted memoranda of law regarding civil rights issues under U.S. and State Constitutions in employment, access, voting rights and education contexts. Consulted with jury experts regarding upcoming trials in order to assist attorneys with trial strategy. Helped prepare clients for depositions. Observed depositions and mediation sessions.

**Newman, Aaronson & Vanaman, Walnut Creek, CA**  
*Paralegal, 2009-2010*

Managed large disability rights and special education case involving 35 defendants in multiple jurisdictions with damages exceeding \$200 million. Supervised client responses to discovery and pre-trial motions to dismiss. Prepared clients for alternative dispute resolution and administrative hearings under attorney supervision. Interviewed Spanish-speaking clients.

### **LANGUAGES**

Fluent Spanish and Italian; Conversational Portuguese

# Helen M. Hong

7723 Huntridge Lane | San Mateo | CA 94025 | 650-255-5112 | helenhong@hotmail.com

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## EDUCATION

**University of California, Hastings College of the Law**, San Francisco, CA

J.D. Candidate, 2012

Top 33% of class, GPA: 3.198

Production Editor, Hastings Science and Technology Law Journal, 2011 - 2012

**University of Utah, S.J. Quinney College of Law**, Salt Lake City, UT, 2009 - 2010

First year coursework, 2009-2010

Top 20% of class, GPA: 3.335

Outstanding Achievement Award, highest grade in Law and Economics, Spring 2010

Best Moot Court Oral Argument, Honorable Mention, Spring 2010

**University of Michigan**, Ann Arbor, MI

M.S., Chemistry, 2004

Teaching Assistant: instructed undergraduate chemistry lab courses and tutored for lecture courses

**Peking University**, Beijing, China

B.S., Chemistry, 2000

Thesis: Surface Properties of Aluminum Coated Inorganic Florescent Materials

Class Rank: 7th of 170 students

## EXPERIENCE

**Hernandez & Associates, LLP**, Menlo Park, CA

*Law Clerk*, Summer 2011

Researched and drafted USPTO Action Response and appellate brief before Board of Patent Appeals and Interferences, drafted patent applications, researched trademark issues.

**Utah Department of Commerce**, Salt Lake City, UT

*Judicial Intern* for Administrative Law Judge Maria Metcalf, Summer 2010

Researched and drafted Findings of Fact, Conclusions of Law, and Recommended Orders for over ten cases involving trademark and copyright issues.

**Quantum Pharmaceuticals, Inc.**, South San Francisco, CA

*Research Chemist*, 2004-2009

Promoted to Scientist position which normally required Ph.D. degree. Designed and synthesized novel, biologically active organic molecules as potential drug candidates for treatment of disease. Principal author or co-author of 8 scientific articles in peer reviewed journals and 14 presentations at national professional meetings. Co-inventor of 12 patents or patent applications.

## **Helen M. Hong**

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### **PRESENTATIONS and PUBLICATIONS ADDENDUM**

“Legal Ethics and Technology,” NBI Seminar, San Francisco, CA (December, 2010).

“Monetizing IP: Selling and Licensing Patent Assets,” Section Education Institute, Intellectual Property Section of the State Bar of California, Dana Point, California (November, 2011) (Panelist).

Helen M. Hong, Shoring Up a Country’s High-Tech Rise, 4 Hastings LJ 64, 2011.

# ALI SANI

999 Jones St. | San Francisco, CA 94109 | (415) 852-7216 | [sania@uchastings.edu](mailto:sania@uchastings.edu)

**EDUCATION**     **University of California, Hastings College of the Law, San Francisco, CA**  
Juris Doctor Candidate, May 2013

Legal Writing and Research, Fall 2010: A  
Legal Writing and Research Teaching Assistant, Fall 2011  
Hastings Public Interest Foundation, Gala Chair, 2011-2012  
Pro bono pledge (45 hours of community service while in school)  
Volunteer 5 hours/week at Homeless Action Center, Berkeley, CA

**San Francisco State University, San Francisco, CA**

Bachelor of Arts, double major in English Literature and History, May 2010  
Dean's List 2007, 2008, 2009  
Treasurer, Wetlands Preservation Club

**EXPERIENCE**     **San Francisco State University, San Francisco, CA**

*Resident Advisor*, 2007-2010

Planned academic, social and cultural programs for dormitory of 85 students. Counseled students on academic and personal issues. Enforced residential disciplinary rules.

**Math Opens Doors, San Francisco, CA**

*Tutor*, 2009-2010

Tutored five high school students in mathematics. Managed personal schedule and coordinated weekly meetings with students.

**Fund for Social Justice, San Francisco, CA**

*Campaign Intern/ Staff Assistant*, 2005-2006

Managed campaign office, which supported environmental protection and social justice measures. Drafted press releases and advertisements in support of measures. Recruited and trained 25 volunteers.

**Tenderloin Recreation Department, San Francisco, CA**

*Volunteer*, 2004

Organized and oversaw city recreation programs for elementary students.  
Coached girls' softball team.

**LANGUAGES**     Fluent Farsi.

**& INTERESTS**     Conversational Spanish.

Enjoy photography, swimming, kayaking and poetry.

## **Gloria Alfred**

1330 Main Street · El Cerrito, CA · (510) 555-5555 · galfred@gmail.com

### **EDUCATION**

#### **University of California, Hastings College of the Law, San Francisco, CA**

J.D., 2012 (Awaiting results of July 2012 California Bar Exam)

Note Editor, *Hastings COMM/ENT*

CALI and Witkin Award: Highest Grade, Criminal Practice Clinic

Teaching Assistant, Legal Writing and Research Department, Fall 2011

Pro Bono Society

GPA: 3.2

#### **Bowdoin College, Brunswick, ME**

B.A., *magna cum laude*, Political Science, 2009

Editor-in-chief, *The Bowdoin Orient*

### **EXPERIENCE**

#### **Marin County District Attorney, San Rafael, CA**

*Post-Bar Law Clerk*, August 2012 to present

- First-chair DUI misdemeanor trials.
- Research and draft oppositions to motion to suppress evidence in felony cases.
- Dispense or facilitate preliminary hearing calendar.

#### **Sonoma County District Attorney, Santa Rosa, CA**

*Intern*, Fall 2011

- Examined and cross-examined witnesses in evidentiary and preliminary hearings.
- Researched and drafted respondent's brief in criminal appeal.
- Wrote oppositions to motion to suppress evidence in felony and misdemeanor cases.
- Analyzed constitutionality standard for DUI blood draw and drafted advocacy statement.

#### **Ventura County District Attorney, Ventura, CA**

*Law Clerk*, Summer 2011

- Examined and cross-examined witnesses in evidentiary hearings.
- Researched and drafted respondent's brief in criminal appeal.
- Identified or evaluated conflict of interest issues relating to grand jury investigation.
- Drafted motion to set aside felony information and oppositions to motions to suppress evidence.
- Appeared on behalf of the people in rehabilitation courts.

#### **San Francisco District Attorney: Office of Special Prosecutions, San Francisco, CA**

*Intern*, Summer 2010

- Drafted motions in limine.
- Evaluated search warrants for validity.
- Reviewed evidence and assessed relevancy for hearings.
- Wrote memoranda analyzing facts and law.

# Josephine Johnson

2999 Sutter Street | San Francisco, CA 94102 | [johnsonj@uchastings.edu](mailto:johnsonj@uchastings.edu) | 415-552-9994

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## Education

### **University of California, Hastings College of the Law, San Francisco, CA**

J.D. Candidate, 2013

GPA: 3.47

- *Hastings Race, Poverty and the Law Journal*, 2012-2013 (Senior Articles Editor, Executive Board)
- Moot Court Best Brief, Spring 2011

### **Hamilton College, Clinton, NY**

B.A., *magna cum laude*, Sociology; Minor, Anthropology, 2007

- Merit Scholarship, 1999

## Legal Experience

### **Office of Refugees, Asylum and Migration (ORAM), San Francisco, CA**

*Law Clerk*, June-August 2012

Cite-checked proposed conclusions of law, summarized deposition transcripts, researched asylum law issues. Conducted client intake, answered legal questions on hotline. Drafted op-eds and wrote content for blog and newsletter.

### **Immigrant Legal Resource Center- UC Hastings, San Francisco, CA**

*Legal Researcher*, January-August 2011

Developed training materials for legal advocates serving immigrant survivors of violent crime.

### **Legal Services for Prisoners with Children, San Francisco, CA**

*Advocate*, June-August 2009

Researched and wrote report for use in testimony to California legislature. Wrote over 50 letters to prisoners, answering their legal questions.

## Social Work Experience

### **Homeless Action Center, Oakland, CA**

*Program Coordinator*, January-August 2010

### **Court Appointed Special Advocate (CASA), Princeton, NJ**

*Trainer/Facilitator*, 2007- 2009

## Additional

### **Princeton Review, Princeton, NJ**

*Instructor*, 2003

# ONA STUDENT

555 REGEAN AVE. APT 1 • SAN FRANCISCO, CA 94555  
(415) 555-1212 • ONASTUDENT@GMAIL.COM

## EDUCATION

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### **University of California, Hastings College of the Law, San Francisco, CA**

*J.D. Candidate, 2014*

### **University of California, Los Angeles, Los Angeles, CA**

*B.A. in Business-Economics; Minor in Accounting, 2005*

- GPA: 3.38; National Society of Collegiate Scholars
- UCLA Football, Equipment Room and Field Manager, Video Manager (2001-2002)
- Inter-Fraternity Council, Associate Justice (2004)
- Beta Chi Theta, Pledge Class President, Pledge Events Coordinator (2002-2004)
- Indian Student Union, Vice President (2003-2005)

## RELATED SKILLS

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- Passed CPA Exam (Completed 19 of 24 months of qualifying work)
- Financial Accounting Software (JD Edwards, QuickBooks)

## EXPERIENCE

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### **EARN (Earned Asset Resource Network), San Francisco, CA**

*Staff Accountant, 2009-2011*

Managed accounting operations of \$4 million dollar non-profit organization including: accounts payable/receivable, payroll, banking, general ledger, and reconciliation. Led finance team's integration to a new database for payments issued between clients and vendors increasing efficiency by 20%. Managed accounting department and increased 100% on time performance with financial closes. Prepared annual financial audit, reduced submission time by 30%.

### **Universal Music Group Distribution, Universal City, CA**

*Associate Manager of Financial Reporting, 2007-2008*

Developed automated queries to analyze, prepare, and book journal entries; allowing monthly financial statements to be completed 50% more efficiently. Automated creation and reconciliation of monthly statements for record labels by utilizing OLAP Cubes, resulting in 50% productivity increase across multiple departments. Constructed and maintained centralized database. Worked with CFO and Finance VP to improve financial performance of labels, mitigated financial risk, analyzed financial statements, and generated overall financial performance. Developed customer relationships by navigating clients through financial statements and schedules. **Awarded** - Star Performer of 2008.

### **Charles Schwab, San Francisco, CA**

*Asset Operations Specialist, April 2006-February 2007*

Increased productivity of Access Master Database by providing reliable and accurate mutual fund information for clients and client service representatives. Reconciled mutual fund position balances and dividend receipts to reduce market risk. Analyzed and resolved conflicts with mutual fund trades for client service representatives.

### **Booker Emery House, Oakland, CA**

*Property Manager, August 2005-March 2006*

Implemented Rent Manager XP property software for 48 unit apartment building that increased efficiency by 75% in accounting operations and maintenance requests.

## HIGHLIGHTS

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- Board of Directors, Potrero Hill Neighborhood House
- Interests: indie music, classic movies, writing historical fiction, performing spoken word poetry.

## **JESSICA LAWYER**

422 Fillmore Street | San Francisco, CA 99999 | 415.423.5678 | [lawyerj@uchastings.edu](mailto:lawyerj@uchastings.edu)

### **EDUCATION**

**University of California, Hastings College of the Law**, San Francisco, CA  
Juris Doctor Candidate, 2013

Best Oralist, Honorable Mention, Moot Court, 2011

CALI Excellence for the Future Award in Legal Writing & Research, 2010

Hastings Women's Law Journal, Articles Editor, 2011-2012

Hastings Public Interest Law Foundation, Chair, 2011-2012

**University of California, Los Angeles**, CA

Bachelor of Arts, *magna cum laude*, Anthropology, 2007

Phi Beta Kappa, California Alumni Scholar

Thesis: "The Impact of Organized Religion on Indigenous Cultures"

### **EXPERIENCE**

**Central California Legal Services Inc.**, Fresno, CA

*Law Clerk*, Summer 2012

Represented low-income clients on family law, housing, employment, public benefits, and healthcare matters under attorney supervision. Drafted demand letters in wage and hour cases. Expedited unemployment insurance benefits appeals. Constructed a noise ordinance and drafted motions on implied covenant of quiet enjoyment for public housing tenants. Investigated key facts in housing discrimination case.

**Refugee Human Rights Clinic**, San Francisco, CA

*Law Clerk*, Spring 2012

Delivered workshops on direct representation for asylum seekers. Drafted appeals to overturn denial of asylum application. Researched policy issues on gender-based asylum law. Wrote report on migration patterns for Iraqi nationals seeking asylum. Taught mediation strategy to high school students. Directed discovery requests.

**Institute for the Study of Social Change**, Oakland, CA

*Research Assistant*, Fall 2011

Interviewed young adults with incarcerated family members. Wrote analysis of interviews and presented findings to research supervisor. Researched psychological impact on children visiting incarcerated parents.

**U.S. Department of Housing and Urban Development**, San Francisco, CA

*Law Clerk*, Summer 2011

Represented low-income tenants facing eviction. Assisted pro per tenants to prepare for demurrers, answers, continuances, and other pleadings in unlawful detainer suits. Co-taught workshop with attorney on tenant legal issues through weekly tenants' rights workshop.

**The Legal Aid Society, Employment Law Center**, San Francisco, CA

*Paralegal*, 2008-2010

Managed two large employment discrimination suits. Drafted declarations, demand letters and motions. Prepared fact summary based on client interview. Organized several employment rights trainings for 10 to 50 attendees. Edited and assembled two editions of the ABA Committee on Employment Litigation newsletter. Provided legal referrals for individual claims through hotline.

## **JESSICA LAWYER**

### **Page 2**

#### **La Mer Restaurant, Oakland, CA**

*Assistant Chef, 2007-2008*

Created and updated restaurant blog. Educated servers on agricultural background of ingredients. Developed new menu items in test kitchen. Worked under time constraints to produce 500 appetizers per night. Researched cutting edge recipes. Planned weekly menu.

### **VOLUNTEER EXPERIENCE**

#### **Pro Bono Project, San Francisco, CA**

*Volunteer, Fall 2011*

Counsel clients on foreclosures. Educate renters on legal rights and grievance process when landlords institute foreclosure proceedings.

#### **Homeless Advocacy Initiative, San Francisco, CA**

*Educator, 2010-2011*

Developed curriculum for undergraduate course on public health and homelessness. Wrote syllabus and invited homeless advocates and mental health professionals to speak on panels.

#### **Traffic Citation Clinic, San Francisco, CA**

*Volunteer, 2010-2012*

Developed and implemented traffic citation clinic after identifying an unmet community need. Successfully assisted clients to expunge their driving records.

#### **General Assistance Advocacy Project, San Francisco, CA**

*Volunteer, 2010-2011*

Counseled homeless clients on access to public benefits. Assisted clients complete documentation to obtain and to appeal denial of benefits.

#### **Women In Leadership Conference, Oakland, CA**

*Steering Committee Member, 2010-2011*

Planned and organized two panels on Women in the Law. Invited public interest practitioners to speak on panels. Presented statistics and paper on gender bias in the legal profession.

#### **Upwardly Mobile, San Francisco, CA**

*Volunteer, 2010*

Mentored college students on entering the legal profession. Conducted mock interviews and edited resumes.

#### **International Rescue Committee, San Francisco, CA**

*Volunteer, 2009*

Organized fundraiser for victims of human rights violations in Somalia. Helped raise over \$25,000.

### **AWARDS & LANGUAGES**

Law School Scholarship, State Bar Foundation of California, 2012

Legal Aid Association of California Dan Bradley Fellowship, 2012

Conversational Spanish/Fluent in French

### **PUBLICATIONS**

*Advocating for Tenants Rights Within a Public Housing Framework, 43 Hastings Women's L.J. 390 (2012).*

