

## Law Clerk Sample Resume

Prepared by Centennial College, Cooperative Education and Employment Resources, 2010

### PAT M. SMITH

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123 College Street, Toronto, ON M1J 2T2  
(416) 123-1234 psmith@my.centennialcollege.ca

### CAREER OBJECTIVE

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A new and challenging position as a Law Clerk where my current educational background and administrative experience will enable me to become a valuable asset to your organization

### SUMMARY OF SKILLS

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- Knowledge of Civil, Real Estate, Estates, Family and Corporate Law
- Two years of experience in administrative positions
- Over four years of experience in client-focused positions; ability to interpret clients' needs and respond appropriately
- Experience handling a high volume of files within tight deadlines
- Hands-on training in preparing specific legal correspondence and related documents
- Experience dealing with confidential information
- Knowledge of PC Law, DivorceMate, Conveyancer, Teraview and MS Office applications
- Excellent communicator, with strong interpersonal skills with the ability to apply diversity and equity concepts

### EDUCATION

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**Law Clerk Diploma**  
Centennial College, Toronto, ON

Sept. 2008 – Apr. 2010

**Relevant courses included:**

Civil Litigation	Real Estate Law
Wills and Estates	Family Law
Automated Law Office	Debtor/Creditor/Landlord Tenant Law
Legal Research & Writing	Corporate Law

### RELATED EXPERIENCE

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**Real Estate Law Clerk (Placement)**  
123 Real Estate Law Inc., Toronto, ON

Jan. – Mar. 2010

- Activated and monitored a high volume of purchase, sale and mortgage files
- Prepared legal documentation for clients
- Prepared Reporting Letters
- Drafted documents including agreements and disclosure statements
- Provided applicable information in response to clients' questions
- Handled written correspondence between clients and lawyers

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### RELATED WORK EXPERIENCE (Continued)

#### Junior Legal Assistant

Jan. – Mar. 2009

ABC Law Firm, Toronto, ON

- Researched, collected and organized information on pending files
- Proofread trademark applications
- Performed preliminary trademark search via the Internet

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### OTHER EXPERIENCE

#### Receptionist (Part-time)

Oct. 2006 - Present

Apple Inc., Scarborough, ON

- Professionally answer telephone inquiries, identify client need and resolve issues
- Accurately maintain client information database
- Prepare professional documents and correspondence in MS Word and Excel
- Schedule appointments and meetings and prepare appropriate materials
- Interact with all levels of staff and management

#### Customer Service Representative

May 2001 - Aug. 2006

Customers R Us, Markham, ON

- Answered inquiries and provided general information
- Performed administrative duties according to established procedures
- Maintained composure and professionalism under pressure

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### ADDITIONAL INFORMATION

#### Computer Skills

- PC Law, DivorceMate, Conveyancer, Teraview
- MS Office Suite, Internet, Email Applications
- Excellent keyboarding skills

#### Community Involvement

- Volunteer, Daily Food Bank, Toronto, ON
- Volunteer, CIBC Run for the Cure, Toronto, ON

Nov. 2005 – Current

Sept. 2006 – Jan. 2009

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### REFERENCES

Available upon request