

# JANE M. SMITH

100 Greenwich Street  
New York, NY 10005

(123) 456-7890  
yourname@domain.com

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Admitted in New York State and Federal Courts  
Admitted in New Jersey State and Federal Courts

## EDUCATION

**GEORGE WASHINGTON UNIVERSITY NATIONAL LAW CENTER**, Washington, D.C.  
J.D., May 2001

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**, New Brunswick, N.J.  
B.A. in Political Science, May 1998

## EXPERIENCE

### **BROOKLYN DISTRICT ATTORNEY'S OFFICE**

*Assistant District Attorney*

**Brooklyn, NY**

September 2001 – Present

Litigate cases in court from inception to trial while managing approximately 100 cases, draft detailed criminal complaints, conduct witness interviews and crime scene investigations, compose persuasive legal briefs, aggressively negotiate with opposing counsel, develop discovery materials and make compelling legal arguments.

### **BROOKLYN DISTRICT ATTORNEY'S OFFICE**

*Intern*

**Brooklyn, NY**

Summer 2000

Coordinated trial preparation and strategies, conducted witness interviews, obtained corroborating affidavits and wrote an appellate brief in support of a murder conviction.

### **D.C. LAW STUDENTS IN COURT**

*Intern*

**Washington, DC**

Summer 1999

Conducted client intake at a fast-paced legal clinic offering services to indigent people, evaluated legal claims of prospective clients, informed people of their legal options, generated tenant petitions, and prepared pleadings. Worked predominantly on landlord-tenant, small claims, negligence, bankruptcy actions, and mediated between parties.

### **SHARINN & LIPSHIE – ATTORNEYS AT LAW**

*Law Clerk*

**Garden City, NY**

Summer 1998

Administered the Probate Department where I managed correspondence between the courts, law firm, and respective fiduciaries; prepared citations and petitions as well as other documents, arranged for service of process on fiduciaries, and handled financial transactions on the Probate files.

## ACTIVITIES

Member of the New York State Bar Association, Member of the New York County Lawyers' Association, Supporter of Music and the Arts, Violinist, National and International Traveler, and Science Fiction Enthusiast.