

JACK M. SMITH

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EDUCATION

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL, Washington, D.C. 1998 - 2001
J.D., May 2001

RUTGERS UNIVERSITY, New Brunswick, NJ 1994 - 1998
B.A. in Political Science, May 1998

EXPERIENCE

BROOKLYN DISTRICT ATTORNEY'S OFFICE Brooklyn, NY
Assistant District Attorney 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. Demonstrated my proficiency in Microsoft Word by designing and implementing new office documents to promote greater efficiency and organization within the office. Participated in the Legal Lives Program which required me to structure lesson plans and teach fifth graders.

BROOKLYN DISTRICT ATTORNEY'S OFFICE Brooklyn, NY
Intern June 2000 – August 2000
Performed trial preparation which consisted of open file discovery, calling complainants, obtaining corroborating affidavits, motion writing, trial observation, and writing an appellate brief.

LEXIS-NEXIS Washington, DC
Student Representative August 1999 – May 2001
Completed training to become a Certified Lexis Representative, mastered Lexis-Nexis research software, assisted students with legal research, and taught small classes.

D.C. LAW STUDENTS IN COURT Washington, DC
Intern 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 Garden City, NY
Law Clerk 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.