



Career Planning Center

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Legal Résumé Guide

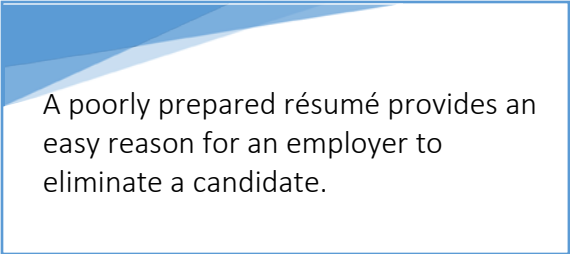


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I. INTRODUCTION

Your résumé is the foundation of every application you submit. When done well, a résumé is a **brief, focused, dynamic marketing tool** that is customized to convey your key credentials to targeted employers. A résumé generally has two critical functions: 1. to interest prospective employers sufficiently enough to generate offers for you to interview, and 2. to invite and direct conversations during your interviews. Your résumé is important, and the time you spend crafting it should reflect this.

Your résumé represents you; it speaks to the reader in terms of its content and its appearance. Judgments will be made about you as a candidate based upon the physical appearance of your résumé. Many employers will summarily discard résumés that contain typos, spelling errors, formatting issues, and/or are saved in an electronic file source that isn't accessible or alters formatting. An employer's concern is that if you do not care enough to invest in preparing and delivering a high-quality document that effectively markets your candidacy you will be similarly complacent in completing assignments. Many legal employers receive several hundred résumés for a single position. A poorly prepared résumé provides an easy reason for an employer to eliminate a candidate.



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II. FORMAT AND STYLE

The legal profession has standards for résumé format and style, as detailed and demonstrated throughout this guide. Your résumé must meet expectations. A prospective employer may not give more than 30 seconds to reviewing your résumé. The document must be designed to focus the reader's attention on relevant information.

You are marketing yourself as a professional, so your résumé should appear professional. Most often you will provide your résumé electronically as an attached document or through an online application system. Save your résumé as a PDF and confirm retention of formatting prior to submitting the document electronically. If you are submitting a hard copy of your résumé, it should be prepared using a computer and printed on specialty résumé paper using a quality printer. Generally, you should avoid abbreviations. Permissible abbreviations include state names and college degrees. An example where you should avoid abbreviation is the word "memos," as it should be written out as memorandums or memoranda.

A. Avoid Résumé Templates & Do Not Trust AI

Templates and their forced construction undermine one of the basic rules of résumé construction: Your experiences, your information, and the specific audience of your résumé should dictate the and form structure of the document. Templates function in the converse. The template imposes a structure that frequently dictates where you can locate information and how much information you can place on the document. Moreover, most templates are geared towards a business résumé, not a legal résumé, and towards individuals with extensive work history, not a law student seeking his/her/their first legal position. Similarly, do not rely on an AI program to design and produce content for your résumé. You are best skilled and equipped to generate and present content tailored to your specific employers and industries.

B. Font.

Generally, you should use between 10- and 12-point font size for the body of the document. Font size up to 14-point can be used in the heading. **Never** use a font size less than 10-point. Regarding font type, it is best to stick with common fonts such Times New Roman, Aptos, Arial, and Cambria. Also, we recommend using the same font throughout the document.

C. Paper.

When you present a hard copy of your résumé, use high-grade quality white, off-white, or a pale gray shade of 25% or greater cotton bond 8½-inch x 11-inch paper.

D. Margins.



*A text-dense document
deters readers from
spending time reviewing it.*

Use standard ¾-inch or 1-inch margins. Although the top margin can be a bit smaller (*e.g.*, 7/10-inch), the right and left margins should be no less than ¾ inches. The bottom margin can be as small as ½ inch. There should be a balance of white space on the page. A text-dense document deters readers from spending time reviewing the information.

E. Page Length.

A one-page résumé is highly preferred, especially for first-year students with no legal experience. Individuals with substantial professional experience and/or graduate degrees might warrant a two-page résumé. Do NOT attempt to create a one-page document by using a font size below 10-point, significantly reducing the margins and/or line spacing, or eliminating information that an employer might consider relevant. More important than the length of the document is the fact that you present key information, including your academic successes and extracurricular activities at MULS and all legal and/or legal-related experience, in a format that garners the attention of the reader. Often undergraduate and non-professional experiences can be eliminated or consolidated.

If your résumé does warrant two pages, avoid the trap of providing so much information that the employer can assess your candidacy without an interview. Also, if you have a two-page résumé, include a header on the second page that serves to identify it as the second page of your résumé (see, *e.g.*, Sample Résumé #7).

F. Reverse Chronological Order.

All entries on your résumé should be listed in reverse chronological order **within each section**, beginning with the most recent and working backwards. You can manipulate the location of information and the emphasis given to information by use of section headings.

G. Proofread.

Proofread your final copy very carefully to be certain there are no spelling, grammatical, or typographical errors. Proper nouns, *e.g.*, names of schools and employers, are most often misspelled. Note that the default setting in a Microsoft Word document is to not spellcheck words that are typed in uppercase, which means that it is easy for a misspelled word in a heading to go undetected. To change the default setting in Word, select "File" then select "Options" at the bottom of the right column. From the menu select "Proofing" and deselect "Ignore words in UPPERCASE."

III. BASIC OUTLINE

In the initial scan of your résumé, the reader will be looking for something about you to induce a closer examination of your credentials. If that something does not grab the reader's attention right away, your chances of further consideration are greatly reduced. The section titles that you use, and the order in which you present the sections are important.

A. Heading.

The heading of your résumé should include your name, email address, and telephone number(s) where you can be reached. If you include both your home and cell/mobile phone numbers, identify them with "(H)," or "(Home)," and "(C)" or "(M)" or "(Cell)" or "(Mobile)."

Current best practices regarding inclusion of a street mailing address are fluid. You may include your mailing address with street, city, state, and zip code. You may also only include city and state information or make no reference to location. When making this decision, consider the recipient employer and take time to learn market/employer preferences. If you list your mailing address, most often you will include only your current Milwaukee-area location. List both your school address and a permanent address only if you are seeking a job in the geographic area in which the permanent address is located and there is nothing else on your résumé connecting you to that area. It is appropriate to include your LinkedIn URL in your heading, but only do so if you are committed to updating and maintaining your profile.

B. Education.

Information about your law school, undergraduate work, graduate studies, and related activities, awards, achievements, and accomplishments should be presented under the heading "Education." List the schools you attend/attended in reverse chronological order with Marquette University Law School **first**. For law school, list the degree that you are pursuing (Juris Doctor) and your anticipated date of graduation, **not dates attended**. Include the month and year your undergraduate and any other graduate degrees were conferred, and the specific degree(s) received. Below are general guidelines to follow. Academic performance in undergraduate or other graduate education should follow the same guidelines as for law school.

1. **Guidelines for Law School Class Rank and GPA.** Include class rank if you are ranked in the top 50% of your class per the Law School's published rankings. (Marquette does not rank students until June following their first year.) Include your GPA on your résumé when it is a 3.000 or above. When it is below this threshold, the general rule is to not include the GPA, but it may be worth a conversation with the Career Planning Center for certain circumstances.
2. **Rounding Up GPA or Class Rank.** Do **not** round up (or down) your GPA or your class rank. Your stated GPA and class rank must be **absolutely accurate**. A 2.978 GPA is *not* 3.0 or even 2.98. If you are just below the 25th percentile in your class, do **not** state that you are in the "top quarter." Do **not** place a rank "guesstimate" on your résumé, *e.g.*, if you just missed the cutoff for top 10% you must state your rank as "Top 15%," not "Top 11%."

Do NOT round up
your GPA.

A 2.978 GPA is not
a 3.0 or a 2.98.

3. **Grade Improvement.** If you have a strong upward trend in your grades, consider separating your GPA by semester or year in law school to highlight your improvement. If you use this approach, make sure you put your best result first by listing the semesters or years in reverse chronological order with the best grades flush left (see below). People tend to read from left to right and you want them to see your most impressive grades first. For example:

Second Semester GPA: 3.544/4.000 First Semester GPA: 2.458 Overall GPA: 3.001

4. **False or Misleading Information.** Do not include false or misleading information. If the Law School learns of anyone deliberately giving false information about law school credentials, the person will be referred to the Investigative Committee for possible disciplinary action (see Section 901(2) of the Marquette University Law School Academic Regulations). In addition, if a prospective employer learns that you have lied or included misleading information on your résumé, you have a credibility and character issue that will be difficult to explain away -- assuming the employer even provides you an opportunity for explanation. Further, intentional misrepresentations on any application may impact your admission to practice law.
5. **Part-time/Full-time Status.** You do not need to indicate your status as being enrolled part-time or full-time. The courses, grading, and expectations are the same.
6. **Awards, Honors and Activities.** Include any academic honors (*e.g., cum laude, magna cum laude, summa cum laude*, Phi Beta Kappa, Dean's List, awards for academic achievement, moot court successes, merit-based scholarships), law school extra-curricular activities and publications (*e.g., Marquette Law Review* and Moot Court Board), and other scholarly law journal participation. When necessary, you may include a very brief description of an award, honor, or activity to define it for the reader.
- Scholarships. Include scholarships you received and, space permitting, describe the value of the scholarship. For example: "Jonathan Wilhausen Scholarship (full-tuition, merit-based scholarship – 1 of 3 distributed to incoming class)."
 - CALI Award. If you receive an Excellence for the Future Award from the Center for Computer—Assisted Legal Instruction—commonly referred to as a CALI Award—in recognition of receiving the highest grade in a law school course, include the course and semester, *e.g., "CALI Award (highest grade), Remedies (Spring 2024)."*
 - Student Organizations. When listing student organizations, always list the **full name** of the organization, **not** initials, and any office(s) held. Such items should be listed rather than presented in paragraph form.
 - Athletic Achievements. Significant athletic achievements may also be included. Athletic achievements can speak well of you since they reflect on your competitiveness, dedication, self-motivation, discipline, and ability to perform under pressure.
 - Other Activities. Include other law school or related activities that clearly demonstrate positive qualities impressive to any résumé reader, such as volunteer activities and clinical placements. Purely social activities are best left off your résumé unless you held a

leadership position, and/or the activity is unusual, and you are prepared to discuss the entry in an interview in a manner that enhances your candidacy.

Be judicious when including information related to undergraduate and other advanced degrees. Achievements in academics and activities prior to law school are worth noting, but don't let them overshadow law school successes.

7. **High School.** Do **not** include your high school unless you attended a prestigious private school that you are confident the employer receiving your résumé will recognize and that may indicate to the employer that you have client development potential.

C. Publications.

If you author or co-author a law-related article while in law school that is accepted for publication, present it immediately after the education section of your résumé under a separate "Publications" heading. Cite legal publications in accordance with *The Bluebook* or other accepted citation system in the legal community where the receiving employer is located. If the article is not law-related or was published pre- or post-law school, list it under a separate section titled "Publications" towards the end of your résumé.

D. Experience.

Describe and showcase your **qualifications, skills, and achievements** instead of listing your duties and responsibilities. Describe experiences in short statements that start with action verbs that denote specific skills and/or successes that the reader values (e.g., research, draft, present, analyze, facilitate). Use present tense verbs to describe current positions and past tense verbs for former positions. As previously noted, all entries should be in reverse chronological order under their respective headings.

1. **Headings.** There are several options for experience headings. A few examples are provided below with several more examples provided on the sample résumés found at the end of this Guide. The catch-all category "Experience" is also appropriate. **The selection of headings should be dictated by your experiences. Customize the headings on the document based on specific employers and positions.**
 - a. Legal Experience. If you have or have had practical legal experience, the heading should read "Legal Experience," "Legal-Related Experience," or simply "Experience." Legal experience is the most important experience on a résumé for students who are pursuing traditional legal careers, so it should be listed first. Legal experience includes paid legal jobs, work performed for professors, for-credit legal internships, and volunteer legal work.
 - b. Professional Experience. This category can be used if you have had a previous or present career. If you also have a "Legal Experience" section, "Other Professional Experience" or "Additional Professional Experience" is appropriate. Listing these types of jobs separately allows the employer to note at a glance the most relevant experience.

Sports-industry résumés may list "Sports-Specific Experience" first.

- c. Additional Experience or Non-Legal Experience. This category includes employment that is not at a professional level. The heading "Non-Legal Experience" is appropriate *only* if you have a

“Legal Experience” category. Part-time and summer jobs such as server, store clerk, camp counselor, etc., can be included in this category. Students who have no professional experience will want to include these types of experiences since they may highlight various transferable skills. Unlike the experiences under “Legal Experience” and “Professional Experience,” jobs under this section often can be listed without descriptions. A simple sentence such as, “Various summer and part-time positions to finance education, including...” also can suffice. Some employers appreciate the dedication and ambition that working one’s way through school requires. Use your judgment as to whether these entries add value to your résumé.

2. **Describing the Position.** Identify the name of the organization and the city and state in which it is located, state your job title (*e.g.*, Intern, Judicial Extern, Pastry Chef, Law Clerk) and the dates that you were employed (month and year or season, *e.g.*, “May 2025-August 2025” or “Summer 2024”), then describe your experience. Do not isolate and highlight the dates by aligning them in the left margin. Doing so highlights length of employment, which is a weakness for most law students as many work histories include job-hopping through non-legal, non-related positions.
 - a. Be concise. The description of your experience should be brief enough so as not to lose the reader’s attention and yet complete enough to give the reader a clear idea of the skills you acquired/utilized and the accomplishments you achieved. Use short descriptive phrases that denote successes and relevant skills. **You are not drafting a job description, rather, you are drafting statements to market your candidacy.** Use the space on your résumé to detail legal and relevant experiences rather than non-legal and/or non-professional.
 - b. Do NOT USE personal pronouns. Do **not** use personal pronouns such as I, me, my, us, we, in any of the descriptions of your experiences on the document.
 - c. Start sentences with action verbs. Begin each sentence with an action verb that denotes a specific, relevant skill. Tasks may or may not translate for each position to which you apply, but skills are transferable. Do **not** begin a sentence with “Responsibilities include” or “Duties include.” A list of action verbs is provided *on the following page*. The verbs “assist” and “help” are ineffective as they are vague and fail to denote a specific skill; Do NOT use these verbs.
 - d. Accentuate your accomplishments. Focus on job **accomplishments** as much as possible. Prospective employers are interested in learning what you specifically achieved and/or contributed to with respect to the activities you performed, particularly if the accomplishments are relevant to the position for which you are applying. Job accomplishments include your successes, the expertise you acquired, and, with respect to legal experience, specific laws, and areas of law with which you have become familiar.

First-year students should not be concerned if accomplishments are limited. You can focus on quantifying aspects of your experience, *e.g.*, the number of individuals you supervised, the number of reports you drafted. Specific numbers and percentages add definition and describe the scope of activities meaningfully. They are also objective, allowing the résumé reviewer to draw clear conclusions about your accomplishments and qualifications without having to confront gratuitous, subjective assertions.

- e. Revisit and revise. Revisit and revise existing descriptions as your résumé develops. Contingent on your target employers, you may benefit from emphasizing or de-emphasizing aspects of a job to best fit the target employer’s preferred experience and stated qualifications.

3. **Presenting Employment History.** There is no absolute rule about how many years you should date back your experiences. However, if you have **substantial** experience, *i.e.*, more than 10 years, you might consider deleting or consolidating work that dates back more than 10 - 15 years. If you entered law school directly from undergraduate studies, do **not** include employment from high school or earlier unless it is outrageously impressive, and/or you know with certainty the information will resonate positively with the specific recipient.

Example action verbs to consider utilizing when describing skills and accomplishments:

Accelerated	Generated	Reduced
Accomplished	Handled	Reorganized
Achieved	Headed	Researched
Administered	Highlighted	Revised
Analyzed	Implemented	Scheduled
Approved	Improved	Serviced
Argued	Improvised	Simplified
Bolstered	Increased	Solved
Briefed	Innovated	Sparked
Budgeted	Installed	Staffed
Built	Introduced	Started
Completed	Invented	Streamlined
Conceived	Launched	Strengthened
Conducted	Led	Stressed
Consolidated	Maintained	Stretched
Controlled	Managed	Structured
Converted	Maximized	Succeeded
Coordinated	Motivated	Summarized
Created	Negotiated	Superseded
Cut	Observed	Supervised
Delegated	Operated	Synthesized
Delivered	Organized	Taught
Demonstrated	Originated	Traced
Designed	Participated	Tracked
Developed	Performed	Traded
Devised	Persuaded	Trained
Directed	Pioneered	Transferred
Discussed	Planned	Transformed
Drafted	Prepared	Translated
Doubled	Presented	Tripled
Earned	Processed	Uncovered
Edited	Produced	Unified
Eliminated	Programmed	Utilized
Established	Promoted	Verified
Evaluated	Proposed	Widened
Expanded	Provided	Withdrew
Followed	Purchased	Won
Forecasted	Recommended	Worked
Formulated	Recruited	Wrote
Founded	Redesigned	

E. Interests, Hobbies, Special Skills, Language Proficiency, Community Activities, Other Activities.

If you have a foreign language proficiency (e.g., fluent, conversational), unusual or interesting hobbies, athletic activities, and/or community organizations in which you actively participate, include them on your résumé if you have space. Information of this sort gives the reader insight into your personality and can be excellent interview fodder for employers seeking to explore issues of “fit.”

The general rule for **hobbies/interests** is to include those hobbies or interests that are unique, that you can discuss in a manner that makes you an interesting person and/or storyteller, that denote discipline or intellect, that highlight leadership, that support client development skills, and/or that otherwise connect with the employer. Only include those that you are prepared to have a conversation about during interviews and the discussion of which makes you seem engaging and interesting to the interviewer. Avoid interests and activities that might be controversial or otherwise highly charged.



Hobbies and interests can add value to your résumé by providing insight into your personality and inviting conversation in interviews.

Employers positively view community involvement. This is particularly important for law students and recent graduates who may have little professional work experience. Furthermore, some law firms feel that outside activities are a good source for potential business and/or a sign of a candidate’s willingness to actively represent the firm to the local community. A terrific way to add meaningful community involvement to your résumé is by volunteering at one of the Law School’s many *pro bono* opportunities.

F. Professional Associations.

Membership in professional organizations that are not affiliated with Marquette Law School should be listed in a separate category. Always present legal organizations first.

IV. ITEMS YOU SHOULD NOT INCLUDE

A. Career Objective.

Some résumé guides suggest that you place a “Career Objective” or similar section at the head of your résumé. Such a section might be appropriate for other professions (e.g., business, sports industry), **but it is not appropriate for a law student seeking a position in the legal profession.** A job objective statement can be very limiting, especially if you are specific. You potentially rule yourself out of consideration for other positions that do not match exactly what you describe. Moreover, there is a danger that you turn the reader off by starting out with what **you** are interested in rather than orienting your résumé to what the **employer** needs and desires. When your résumé presents your education and work experience cohesively, the positions for which you are qualified should be quite evident to the reader, and a career objective is unnecessary. The best way to let an employer know your specific interest is through a cover letter and/or in an interview.

B. Summary of Qualities.

“Summary of Qualities” is another section that some traditional résumé guides tell you to include with content such as, “Great sense of humor, work well with others, spirited.” This information is **not** appropriate for legal résumés.

C. References.

Do not include the line, “References available upon request,” on a legal résumé. Only provide references when an employer specifically directs you to do so. In that instance, it is preferable to have a separate sheet (with the same letterhead as your résumé) on which you list three to five references to be provided to employers when requested. For more information on preparing a list of references, see the References Guide in the *Career Planning Handbook* and online at <https://law.marquette.edu/career-planning/references>.

Employers request references when they are required, so there is no need to make mention of references on a résumé.

D. Skills.

A general skills section is **not warranted** for a traditional legal résumé. Skills will be denoted through the use of strong action verbs in well-crafted descriptions. Skills sections may be utilized when applying to some sports-industry and business positions. Meet with a member of the CPC professional staff to confirm the appropriateness of including a skills section in your specific circumstances.

V. MISCELLANEOUS

A. Confidentiality.

If you are employed currently and are seeking a job change, you may not want your current employer to know that you are in the job market. If this is the case, include a statement at the very end of your résumé requesting prospective employers to not contact your current employer. For example, “Confidentiality with present employer is requested” or “It is requested that current employer not be contacted.” You may also convey this message in your cover letter.

B. Try to Avoid Gaps in Your Chronology.

You may be inclined to leave a gap in your chronology on your résumé. For instance, maybe you took some time off during college, after college, or during law school, and you don’t want to mention what you did with that time, or you might have had a job that you consider irrelevant or unprofessional that you do not want to include. Employers are less suspect of gaps that coincide with academic term breaks, but anything greater than 6 months that is not bridging educational experiences may be cause for concern.

C. Post-Law School Résumé: Experience First.

For law school graduates who have practice experience, **typically at least two years of post-graduate experience**, the experience section(s) should be placed **first** on the résumé, before “Education.” Employers place greater emphasis on experience and demonstrated skills candidates can bring to their organizations when recruiting for experienced attorney positions. Academic performance generally is secondary to experience two years beyond graduation. Additionally, a “Bar Admission” section should be included to identify the jurisdiction(s) to which you are admitted to practice. See Résumé, Sample 9.

APPENDIX A

Résumé Review Policy

Every student must complete the below-listed three steps to gain access to the Career Planning Center's (CPC) career management system, Symplicity, which is the platform used by the Law School for job postings and recruitment programs:

1. Review this Guide and draft a conforming résumé,
2. Meet with a member of the CPC team for a résumé review, and
3. Upload the reviewed résumé to Symplicity for approval.

The résumé review and approval process is a one-time requirement during your tenure at Marquette Law School. We recommend that all students engage in this process during his/her/their first year of studies, even if they are not otherwise active in job search activities.

APPENDIX B

Sample Résumés

The following pages contain nine samples of legal résumés reflecting different degrees of education and experience that might be helpful to you as you plan your résumé. Notice the varying formats and styles. Also note that there is no single “right” way to prepare a legal résumé, but there are consistencies in presentation of information and the type of information included that represent best practices in the legal profession. The Career Planning Center reserves the right to pull student résumés that are submitted for jobs and/or recruiting programs that do not conform to the standards and guidelines set forth in this guide.

Graduating third-year students will find an example of how to list bar admission on Sample Résumé #9.

Ruba Ahmed

233 W. Wells Street • Milwaukee, WI 53213 • 414/555-0072 • ruba.ahmed@marquette.edu

EDUCATION

Marquette University Law School, Milwaukee, Wisconsin

Candidate for Juris Doctor, May 2027

GPA: 3.092/4.000

Honors: CALI Award (highest grade), Torts (Fall 2024)

Membership: Public Interest Law Society
Intellectual Property Law Society

Certifications: Lexis Advanced Research and WestlawNext Research Certifications

Miami University, Oxford, Ohio

Bachelor of Arts in Computer Science and Spanish (double major), *magna cum laude*, June 2024

Minor: Economics

GPA: 3.782/4.000

Honors: Dean's List, 7 semesters
Phi Alpha Nu Honor Society, Member
Motorola Scholar, 2020-2024

Athletics: Varsity Diving Team, all four years (Captain, 2024)

EXPERIENCE

Marquette Volunteer Legal Clinic, Milwaukee, Wisconsin

Legal Volunteer, Fall 2024

- Researched legal issues related to child custody and placement, landlord tenant disputes, and Social Security matters.
- Educated clients regarding legal service providers. Interviewed clients to identify legally relevant facts and potential causes of action.

Reinard, Inc., Denver, Colorado

Intern, Systems Integration, Summers 2023 and 2022

- Designed educational software for primary and secondary education levels to be used by customers on multiple platforms.
- Installed software and trained teachers and administrators in the use of software at a dozen elementary, junior high, and high schools.
- Coordinated research in connection with the development of international marketing plan.

Held seasonal and part-time positions to finance education:

Quarter Barrel Brewery & Pub, Ohio, *Server*, September 2021 to April 2022

Jimmy T's Roadside Diner, Oxford, Ohio, *Host*, Summers 2021 and 2020

LANGUAGE SKILLS

Fluent in Spanish

COMMUNITY ACTIVITIES

St. Monica's Soup Kitchen, *Volunteer*

American Lung Association Dance-a-thon, *Organizer*

Font: 10.5 pt Arial

Sofia Hernandez

Milwaukee, WI

414-555-8956 | sofia.hernandez@marquette.edu

EDUCATION

Marquette University Law School, Milwaukee, WI

Juris Doctor, Expected May 2026

Rank: 14/175 (top 8%) GPA: 3.653/4.000

Honors and Activities:

Marquette Law Review, Note & Comment Editor

CALI Awards (highest grade): Criminal Law (Spring 2024) and Contracts (Fall 2023)

Dean's List, Spring 2024 and Fall 2023

Ripon College, Ripon, WI

Bachelor of Arts in Political Science, cum laude, May 2023

GPA: 3.453/4.000

Honors and Activities:

Dean's List: Fall 2022, Spring 2021, and Fall 2021

Varsity Baseball, 2019-2023

LEGAL EXPERIENCE

Milwaukee County District Attorney's Office, Milwaukee, WI

Intern, Felony Trial Division, Summer 2023

- Researched and drafted motions, legal memoranda, requests for discovery, and responses to requests for discovery.
- Aided trial preparation by reviewing discovery, interviewing witnesses, and obtaining records.
- Subpoenaed witnesses and abstracted witness statements.
- Maintained daily trial docket.

ADDITIONAL EXPERIENCE

Office of U.S. Congressman Jonathan Mills, Washington, DC

Intern, Summer 2022

- Responded to constituent inquiries both orally and in writing.
- Attended and summarized hearings for presentation to Congressman Mills.

National Conference of Bar Examiners, Madison, WI

Office Assistant, Spring 2022, Fall 2021

- Conducted research to verify accuracy of NCBE materials to be published.
- Organized materials and coordinated rooms for bar exam drafting conferences and meetings.

COMMUNITY SERVICE

Wisconsin Literacy, Inc., *Volunteer Tutor*, January 2021-August 2021

Special Olympics, *Volunteer*, Spring 2020

INTERESTS

Golf, fishing, and running (completed 5 marathons and qualified for 2025 Boston Marathon).

CHARLES J. AMUNDSON
Milwaukee, WI | Washington, D.C.
(414) 331-3383 | charles.amundson@marquette.edu

EDUCATION

Marquette University Law School, Milwaukee, Wisconsin

Candidate for Juris Doctor, May 2025

GPA: 3.223/4.000

Rank: Top 33%

Activities: Thurgood A. Marshall Memorial Moot Court Competition, Washington, DC, Spring 2025
Client Skills Board, President
Research Assistant, Alternative Dispute Resolution, Professor Andrea Schneider

Service: Marquette Volunteer Legal Clinic, Legal Volunteer, Fall 2022-present
Family Law/Small Claims Self Help Desk, Legal Volunteer, Winter 2022-present
Pro Bono Society, Member, Inducted Spring 2021 (50+ hours of *pro bono* service)

Certifications: Litigation, expected Spring 2023; Alternative Dispute Resolution, expected Spring 2025

Beloit College, Beloit, Wisconsin

Bachelor of Arts in Political Science and Communication (double major), *cum laude*, May 2021

GPA: 3.56/4.00

Honors: Dean's List, 7 semesters

Activities: Theta Sigma Tau Fraternity, Parliamentarian
Jazz Band (trombone)

LEGAL AND GOVERNMENT EXPERIENCE

Swanson & Donohue, S.C., Milwaukee, Wisconsin

Law Clerk, March 2024-September 2024

- Researched and drafted brief that was filed with the Wisconsin Court of Appeals and was decided in favor of client in an unpublished opinion
- Drafted several briefs that were filed with the State of Wisconsin, Department of Workforce Development, Equal Rights Division
- Researched case law and statutes related to employment and civil rights and discussed case strategies with lawyers based on findings

U.S. Department of Veterans Affairs, Office of General Counsel, Milwaukee, Wisconsin

Legal Intern, Fall 2023

- Researched and drafted internal reports on legal issues related to employment discrimination claims
- Wrote motions in defense of EEO claims against the Department

U.S. Equal Employment Opportunity Commission, Milwaukee, Wisconsin

Investigative Intern, Summer 2023

- Investigated and assessed charging parties' claims to determine merits of charges
- Provided recommendations to investigators regarding merits of claims
- Edited and revised draft opinions

U.S. Department of Justice, Community Oriented Policing Services, Washington, D.C.

External Affairs Intern, Spring 2023

- Researched policing matters in various jurisdictions
- Created organizational tables for grants being issued to municipalities

PUBLICATIONS

"Additional Readings and Suggested Resources," *The Beyond Hate Project of the National Association of College Students Against Violence*, compiled by Charles J. Amundson (Raleigh, NC: 2022).

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Sample Résumé #4

NIKO YU

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EDUCATION

Marquette University Law School, Milwaukee, Wisconsin

Candidate for Juris Doctor, May 2025

- Honors: Thomas More Law Scholarship recipient (3-year renewable merit-based scholarship)
Public Interest Law Society Fellowship recipient, Summer 2023
- Activities: Public Interest Law Society, Auction Co-Chair
Pro Bono Society, slated for induction, Spring 2025 (120+ hours *pro bono* service)
Association of Women in Law, Marquette Chapter, Service Chair

Lawrence University, Appleton, Wisconsin

Bachelor of Arts in Sociology, magna cum laude, May 2022

- Honors: Chapin Scholarship recipient (highest merit-based scholarship available)
- Leadership: Alpha Sigma Tau sorority: Vice President, Bylaws Chair, Risk Management Director
Rho Lambda: Vice President, Bylaws Chair
- Study Abroad: Middlesex University, London, England, January 2019-May 2019

PUBLIC INTEREST EXPERIENCE

Centro Legal, Milwaukee, Wisconsin

Student Practitioner, September 2023-April 2024

Appeared on record in *guardian ad litem* hearings representing interests of minor parents. Drafted memoranda on matters related to criminal defenses.

American Civil Liberties Union of Wisconsin Foundation (ACLU-WIF), Milwaukee, Wisconsin

Legal Intern and PILS Fellow, May 2023-August 2024

Researched and wrote memorandums regarding due process rights and Title VI intentional discrimination. Wrote open records request to state agency. Researched and wrote section of brief pertaining to notice in a 23(b)(2) class action suit.

Wisconsin League of Conservation Voters, Racine and Madison, Wisconsin

Intern, Summers 2021-2022, *Volunteer*, 2018-2019

Researched and wrote reports on environmental issues affecting Wisconsin and reported on prospective donors. Volunteered for and functioned as Forum Leader (main contact for legislators) for Conservation Lobby Day. Communicated with members regarding legislative issues.

Duffy Community Partnership, Beloit, Wisconsin

Intern, Rock County Job Center, January 2020-May 2020

Coordinated community outreach projects and functioned as first contact for job seekers. Trained job seekers regarding conducting successful job searches.

ADDITIONAL LEGAL-RELATED EXPERIENCE

Harvey, McNally & Associates, S.C., Madison, Wisconsin

Legal Assistant, May 2021-August 2022

Drafted client correspondence. Compiled, organized, and reviewed discovery materials. Prepared certificates of service and notarized wills for clients. Managed office billing.

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JEREMY M. LANCE

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Milwaukee, WI 53200

(920) 494-3212

jeremy.lance@marquette.edu

EDUCATION

Marquette University Law School, Milwaukee, Wisconsin

Candidate for Juris Doctor: May 2025

Candidate for Sports Law Certificate, National Sports Law Institute: May 2025

Journal: MARQUETTE SPORTS LAW REVIEW, Member
Leadership: Student Bar Association, 2L Class Representative
Activities: Intellectual Property Law Society, Member
Sports Law Society, Member

The Ohio State University, Columbus, Ohio

Bachelor of Science in Integrative Biology and Bachelor of Arts in Spanish (double major): May 2022

Honors: James Scholar Honors Program
Activities: Varsity Men's Glee Club, Member
Division of Intercollegiate Athletics, Academic Tutor
Study Abroad: Institute of San Joaquin De Flores, Heredia, Costa Rica (Summer 2020)

SPORTS INDUSTRY EXPERIENCE

University of Wisconsin – Madison, Department of Athletics, Madison, Wisconsin

Legal Compliance Intern: September 2023-Present

- Draft liability waivers for summer sports camps and student-athlete agreements
- Work with NCAA's LSDBi, CAI, and the eligibility center to research athletic department issues and update student-athlete information
- Draft Big Ten and NCAA secondary violation self-reports in coordination with compliance staff
- Create, monitor, and disseminate forms for student-athlete permissible expenses and transfers
- Review and maintain record of compliance office staff interpretations in the "UW Interpretation Database"

Marquette University, Athletic Department, Milwaukee, Wisconsin

Student Media Intern: August 2022-May 2023

- Wrote game-day articles and coordinated printing and distribution of media guides and game notes
- Presented game-day media activities to press conferences
- Contributed to preparations for 2023 NCAA Men's Basketball Championship Milwaukee-based games

Big Ten Network, The Ohio State University, Columbus, Ohio

Intern: September 2021-April 2022

- Researched and drafted articles on University athletic programs, events, and athletes
- Produced video, managed a team of interns, and organized information and media for *bigtennetwork.com*

LEGAL AND ADDITIONAL EXPERIENCE

Wisconsin Department of Natural Resources, Madison, Wisconsin

Legal Intern: May 2024-August 2024

- Drafted legal memoranda and appellate briefs on state fishing, water, and rail banking laws
- Researched legal issues including state hunting regulations and Rails-to-Trails easements
- Participated in public hearings around the state for air quality permits

Marquette University Law School Mediation Clinic, Milwaukee County Small Claims Court, Milwaukee, Wisconsin

Student Mediator: May 2023-August 2023

Cincinnati Reds, Cincinnati, Ohio, Childcare Provider (Provided on-site, game-day childcare for players' children.): 2021

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JESSICA R. DRAKE

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414-555-8828 | jessica.drake@marquette.edu

EDUCATION

Marquette University Law School, Milwaukee, Wisconsin

Juris Doctor, Expected May 2025

GPA.: 2nd year 3.650/4.000 1st year 2.424 Cumulative 3.037

Honors: Kraft & Meakins Scholar (3-year full scholarship awarded on basis of academic merit)
Dean's List, 2 semesters

Journal: MARQUETTE SPORTS LAW REVIEW (Editorial Board, 2024; Editorial Staff, 2023)

Leadership: Black Law Students Association, President

Study Abroad: Summer Session in International and Comparative Law, Giessen, Germany (2023)

Certificate: Sports Law, National Sports Law Institute, expected Spring 2024

Indiana University, Bloomington, Indiana

Bachelor of Arts in Psychology, summa cum laude, May 2022

GPA: 3.971/4.000

Honors: Phi Beta Kappa; Phi Kappa Phi
Presidential Recognition as an Outstanding Student Leader
Psi Chi (Psychology Honor Society) (Vice President)

Activities: Student Senate (Member)
Delta Phi Epsilon Sorority (Scholarship Chairperson)
University Curriculum Committee (Member)

EXPERIENCE

Schumacher, Goldberg & Stein, Milwaukee, Wisconsin

Summer Associate, May through August 2024

Drafted documents for corporate and securities departments such as partnership agreements, commercial leases, and proxy statements. Researched and wrote memoranda in numerous areas of firm's practice, including business law, products liability, health care law, and labor and employment law.

The Honorable John T. Heller, U.S. District Court, Eastern Wisconsin, Milwaukee, Wisconsin

Judicial Intern, June through August 2023

Conducted extensive legal research and wrote memoranda and drafts for opinions.

Professor Edward Owens, Marquette University Law School, Milwaukee Wisconsin

Research Assistant, January through May 2023

Performed research for chapter on potential legal implications of fraternity and sorority hazing in institutions of higher education for inclusion in textbook on higher education law. Edited related text.

Indiana University, Bloomington, Indiana

Academic Tutor, September 2020 through April 2022

Tutored students in introductory Psychology course. Taught grammar and writing skills.

ADDITIONAL INFORMATION

Language Skills: Fluent in Spanish; Conversational in French

Travel: Extensive travel through Europe and Asia, including four weeks in South Korea

Interests: Competitive bicycling, skydiving

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Tyrone Johnson

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Admitted: U.S. Patent and Trademark Office, September 2024

EDUCATION

Marquette University Law School, Milwaukee, WI

Candidate for Juris Doctor, May 2025

G.P.A. 3.325/4.000 Class Rank: Top 25%

Activities: Intellectual Property Law Moot Court Team, Member
Giles Sutherland Rich Moot Court Competition (Washington, DC), Participant, Spring 2025
Intellectual Property Law Society, Member

Catholic University Columbus School of Law, Washington, DC

Dates attended: August 2022-May 2023

University of Pennsylvania, Philadelphia, PA

Bachelor of Science in Biochemistry, *cum laude*, May 2020

Honors: Kodak Scholar, 2017-2020
Dean's List, 6 semesters
Elected to Sigma Xi Scientific Honor Society

Coursework: Organic Chemistry, Protein Biology, Physical Chemistry, Molecular Biology,
Genetics, Immunology, Cellular Biology, Recombinant DNA Laboratory Techniques

LEGAL EXPERIENCE

Klein, Hillman, Ross & Reynolds, Washington, DC

Law Clerk, June 2024-August 2024

- Prepared patent applications for prosecution before the U.S. Patent and Trademark Office. Revised patents drafted by international clients and filed them before the USPTO.
- Drafted amendments, responded to Office Actions, interviewed cases with Examiners, technologies managed include a broad range of chemical, pharmaceutical, and biotechnical arts.
- Researched laws related to patents, trademarks, and trade secret issues.

United States Patent & Trademark Office, Alexandria, VA

Patent Examiner, August 2020-August 2022

Assigned to Group 250, Classes 123 and 125 (nucleic sequence and immunoassay techniques).

- Reviewed applications, conducted searches, prepared Office Actions, and conducted Examiner Interviews.
- Received Superior Performance Award.

SCIENTIFIC EXPERIENCE

The Wistar Institute, Philadelphia, PA

Research Assistant, June 2017-July 2019

- Analyzed data for NSF-funded project to develop diagnostic tests for retroviruses.
- Researched and developed diagnostic kits based on solid-phase immunoassay technology (HIV, HTLV1, HIV2).
- Developed automated processing of Western blot-based immunoassays.
- Evaluated electrophoretic and blotting equipment for proteins and nucleic acids.

Callocid Sinus, Inc., King of Prussia, PA

Clinical Research Assistant/Work-Study Intern, June 2016-May 2017

- Developed protocols for Phase I/II clinical tests of a recombinant-produced treatment for Ramsey Hunt syndrome.
- Analyzed data, prepared reports for management, and assisted clinical test supervisors in the field.

PROFESSIONAL ASSOCIATIONS

American Intellectual Property Law Association

American Bar Association, Patent Section

American Society of Microbiologists

American Chemical Society

International Cell and Tissue Culture Club

BARBARA H. DOLNEY

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EDUCATION

Marquette University Law School, Milwaukee, Wisconsin

Candidate for Juris Doctor, May 2025

GPA: 3.210/4.000

Leadership: Criminal Law Society, Vice President
Criminal Law Section, State Bar of Wisconsin, Student Representative
Activities: Eastern District of Wisconsin Bar Association, Student Member

University of Wisconsin-Stevens Point, Stevens Point, Wisconsin

Bachelor of Arts in Political Science, minor in Criminal Justice, June 2022

GPA: 3.662/4.000

Honors: Dean's List, 4 semesters
Leadership: Student Senate, Senior Senator
Student Representative to City Council
Activities: Mock Trial Team, Member

LEGAL EXPERIENCE

Green County District Attorney's Office, Monroe, Wisconsin

Student Practitioner, Summer 2024

Prepared for and litigated a jury trial. Argued sentencing and competency motions before court. Appeared on the record for various pretrial proceedings. Drafted probable cause statements and issued complaints through PROTECT system. Drafted briefs for various issues including withdrawal of plea and ineffective assistance of counsel. Conferred with attorneys regarding litigation strategies. Attended and observed motion hearings and trials.

United States Attorney's Office, Eastern District of Wisconsin, Milwaukee, Wisconsin

Legal Intern, Spring 2024

Drafted memoranda on issues including, FOIA, statute of limitations, and admission of evidence. Calculated and drafted sentencing recommendation documents. Researched related cases, statutes, and legislative history. Attended and observed motion hearings, trials, and seminars.

Milwaukee County District Attorney's Office, Domestic Violence (Charging Decisions), Milwaukee, Wisconsin

Legal Volunteer, Fall 2023

Reviewed cases and made recommendations on whether to charge. Generated complaints through the PROTECT system. Drafted statements of probable cause.

The Honorable Jeffrey Wagner, Milwaukee County Circuit Court, Milwaukee, Wisconsin

Judicial Intern, Summer 2023

Observed homicide and sexual assault proceedings including trials, motion hearings, and sentencing. Conferred with judge regarding outcomes and decisions. Assisted in daily court functions.

Marquette Legal Initiative for Nonprofit Corporations, Milwaukee, Wisconsin

Legal Volunteer, Fall 2022

Researched legal issues related to formation of not-for-profit organizations. Educated clients regarding formation requirements.

ADDITIONAL EXPERIENCE

Platteville Area Chamber of Commerce, Platteville, Wisconsin

Intern, Website and Social Media Manager and Guest Relations, Spring 2020

INTERESTS

Animal advocacy and hiking

ROGER C. KINKEAD
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Grosse Pointe, MI 48236

Present Address:
1055 N. Mayfair Road
Milwaukee, WI 53226

ADMISSION TO PRACTICE

State of Wisconsin, May 2024
State of Michigan, Sat for July 2024 exam (results pending)

EDUCATION

Marquette University Law School

Milwaukee, WI

Juris Doctor | May 2024

GPA: 3.006/4.000

Honors and Activities:

MARQUETTE INTELLECTUAL PROPERTY LAW REVIEW, Articles Editor
Intellectual Property Law Society, Member

Milwaukee School of Engineering

Milwaukee, WI

Bachelor of Science in Mechanical Engineering | May 2017

GPA: 4.258/5.000

Honors and Activities:

Pi Tau Sigma (International Mechanical Engineering Honor Society)
Student Council, Chairperson

LEGAL EXPERIENCE

Williams, Friedrich, Collins & West

Detroit, MI

Law Clerk | Summer 2023

Drafted patent specifications and claims, patent information disclosure statements and other intellectual property-related documents. Conducted extensive legal research on intellectual property issues. Researched and drafted *amicus* brief for *Tallas Bros. v. MicroTech*.

Raycon Technologies, Inc.

Waukesha, WI

Legal Intern | Summer 2022

Assisted outside counsel in discovery and pre-trial matters on antitrust, patent infringement and other intellectual property litigations. Performed legal research on compliance with confidential disclosure agreements, shrink-wrap licensing and international technology transfer for computing industry and international technology transfer for computer industry and other clients.

ENGINEERING EXPERIENCE

Ford Motor Company

Livonia, MI

Project Engineer, Ford Motor Company Technical Center | June 2017 – August 2021

Developed advanced safety systems utilizing finite element modeling and computer simulated crash tests. Designed, built, and tested advanced seat belt systems. Received Ford Motor Company Recognition Award.