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Passport to Career Success: A Guide to the Job Search Skills Necessary to Reach Your Career Destination,
(Copyright October 2002) for this Handbook.

INTRODUCTION

This handbook is intended to provide you with advice about how to write a resume and cover letter, along with samples of both that suggest different ways of showcasing a graduate student's credentials. It is not intended to dictate the form or content of your resume, nor the content of your cover letter, but rather to provide some useful suggestions.

Most law students' resumes are fairly straight-forward, reverse chronological descriptions of academic background, paid and unpaid experience, and other relevant accomplishments and skills. When you review the sample resumes, you will see a variety of formats used by other students to present this information. No single layout is best for everyone. Your goal is to have your resume convey the image and information you wish to present. Ideally, your resume will be easily read and remembered by interviewers who often have no more than 30 seconds to devote to the task.

The importance of writing a strong cover letter, where appropriate, cannot be overemphasized. The resume and cover letter should be composed together as two parts of a seamless whole, which promotes you for the desired position.

At this stage of your legal career, your resume and cover letter will sometimes be used to help you obtain an interview through a mailing. At other times, they are intended to supplement information a potential employer will learn through an on-campus interview. In either situation, they serve as self-advertisement and are part of your effort to persuade those reading them that you are the best equipped person for them to hire. Keep in mind that your resume and cover letter will serve as that important "first impression" -- they will precede you into the interview. Just as significantly, they often provide a framework for discussion once you are in the interview, so anything on the resume and cover letter is fair game! Finally, they remain with the employer after an interview is over. Unless you submit a writing sample, your resume and cover letter are the only examples of written work an employer has, and they serve as important, visual reminders of who you are professionally.

Before you compose your first drafts, or sit down to do revisions, ask yourself these questions:

- ? What aspects of my background demonstrate the characteristics I believe will make me an outstanding lawyer?
- ? Who will be reading my resume and cover letter, and what do they want to know? Will the reader be a representative of a private law firm, a public interest organization, a government agency, or a state or federal judge? If I were an employer, what information would I want to help me first decide who to interview and, subsequently, who to hire?
- ? How do I best combine the answers to these two questions in the material included in my resume and cover letter?

You may feel that you need to do additional research about what is expected of an entry-level attorney to answer some of these questions. Don't let that feeling throw you into a stall! Remind yourself that career development is a lifelong process, in law, as in any other profession. You will have ample opportunities to revise. For now, the goal is to let your individuality come through in a resume and cover letter that describe your educational and employment history, and to give you a jumping-off point for the interview.

Once you have written your drafts, check your efforts with a colleague or member of the Career Services staff. Throughout your job search, you should avail yourself of opportunities for feedback. Persons with greater, or different, experience; "outsiders" with an objective perspective; those who know the "You"

that you want to present; those who have a professional commitment to helping you realize your career goals - all of these people will be wonderful resources when you conduct the job search that is an important part of a successful legal career. Keep in mind, however, that feedback can vary and conflict, depending on the source. This serves as an important reminder of the individual nature of the resume and the subjective nature of the process.

We encourage you to make an appointment to discuss your resume with a member of the Career Services staff by calling 212/998-6090.

Best wishes for a happy and successful year!

Graduate Division
Office of Career Services
New York University School of Law
Furman Hall, 4th floor, 245 Sullivan Street



**NEW YORK UNIVERSITY SCHOOL OF LAW
OFFICE OF CAREER SERVICES (OCS)**

GRADUATE DIVISION BIOGRAPHIES

The following people make up the Graduate Division of the Office of Career Services:

FULL-TIME CAREER COUNSELOR
(TBA)

SARAH LARCOMBE, ESQ.
PART-TIME CAREER COUNSELOR, OCS

Ms. Larcombe is now a part-time career counselor for all LL.M. students at New York University School of Law. Ms. Larcombe was until recently the Director of the Office of Career Services (Counseling and Career Development) at NYU School of Law, overseeing all counseling (LL.M., J.D., and alumni), and was previously the full-time career counselor for all LL.M. students for three years. Ms. Larcombe continues part-time to provide career counseling and programming for all graduate (LL.M. and J.S.D.) students in all specialties; administer the LL.M. events and interview programs each year; liaise with faculty and other university offices to further the interests of graduate students; and engage in marketing and outreach to graduate student employers. She practiced law for nearly five years with major law firms in Australia and New York, most recently as an associate at the New York office of Gibson, Dunn & Crutcher LLP in their Business Restructuring and Reorganization group. Ms. Larcombe received her LL.B. (law degree) and B.A. (*honors year* in French) from the University of Melbourne, Australia, in 1998, and her LL.M. in International Business and Trade Law *cum laude* from Fordham University School of Law, New York, in 2001. She is admitted to practice in New York and Australia, is a member of the National Association of Law Placement (NALP), and presented at the NALP national conference in Chicago in April 2005 on the topic of LL.M. counseling issues. Ms. Larcombe speaks French and studied European Union law in French for a semester during law school in France, and has lived in Athens, London, Australia, France and Brooklyn. She lives with her husband and young baby son in Brooklyn.

JAI GRIEM, ESQ.
PART-TIME CAREER COUNSELOR, OCS

Ms. Griem is a Part-Time Career Counselor at the Office of Career Services at New York University School of Law, where she provides career counseling and programming to both domestic-trained and foreign-trained LL.M. students. Her previous experience includes serving as a litigation associate at Ropes & Gray (through merger with Reboul, MacMurray, Hewitt, Maynard & Kristol) and Schulte Roth & Zabel LLP in New York, and as a law clerk to the Hon. Debra Freeman, United States Magistrate Judge, S.D.N.Y. in 2002-3. Ms. Griem received her B.S. with *honors* from Cornell University in 1994 and her J.D. *cum laude* in 1997 from NYU School of Law, where she was Staff Editor of the *Journal of International Law & Politics*. Ms. Griem lives with her husband and two young daughters in Brooklyn.

NAKIA PLESHETTE WADE
PROGRAM COORDINATOR, OCS GRADUATE DIVISION

Ms. Wade is the Program Coordinator for the Graduate Division of the Office of Career Services at New York University School of Law. Ms. Wade provides organization and support for all LL.M. recruiting and career education programming, including the major annual International Student Interview Program which involves 30 law schools and over 100 employers. Additionally she serves as liaison to legal employers looking to post job listings and maintains statistical information. Her previous experience includes working for Pillsbury Winthrop, LLP (formerly Winthrop Stimson Putnam & Roberts) in New York City. She is pursuing her B.A. with a concentration in psychology part-time at New York University School of Continuing and Professional Studies. Ms. Wade is also a Notary Public for the State of New York and is qualified in the county of the Bronx where she has lived for over twenty years.

**SUMMARY OF INFORMATION
TO BE INCLUDED IN YOUR RESUME**

1. THE HEADING

- Use your **full, formal name**, not a nickname. The font size for your name should not exceed 14-point; **BOLD SMALL CAPS** is appropriate. If you believe that a prospective employer might be unable to ascertain your gender from your first name, you may elect to include the prefix “Ms.” or “Mr.” to assist recruitment coordinators in properly addressing correspondence to you.
- Some of the sample resumes in this handbook show the standard form to use if you wish to include both a **local and permanent address**. The permanent address is helpful when you are job-hunting outside the New York metropolitan area and want to demonstrate a previous connection with another community or location. **If you are looking in a city to which you have no particular ties, we suggest using only your local address.**
- After your telephone number, include your **e-mail address**. Remember to check your e-mail account frequently for job search-related messages! Your telephone answering machine must contain a brief, professional message, clearly identifying yourself.

Write out your address in full: 110 West Third Street, #309
 New York, NY 10012
 212/443-3333
 breis@hotmail.com

2. BAR STATUS

- You may wish to list the states and/or countries to which you have been admitted, to which you are awaiting admission, or to which you plan to sit.

Sample Bar Admissions

New York (2003), Pennsylvania (2002)
 Passed July 2004 New York State Bar Exam, awaiting admission
 Passed July 2005 California Bar Exam and all other requirements
 for admission to the California Bar have been met.
 Awaiting Minnesota Bar results for July 2006
 Texas Bar Exam, August 2006 (results pending)
 State Bar of Louisiana, 2006 (anticipated)
 Exam results pending for Massachusetts and New York
 Planning to sit for the New York Bar Exam, July 2007

3. EDUCATION

- Educational institutions where you have studied are listed in **reverse chronological order** (most recent first). Thus, NYU will be the first law school shown on your resume, with the date of your anticipated degree. Only if you are a non-matriculating student would your resume show your dates of attendance at NYU rather than your anticipated degree date. Transfers and graduate students also will include law schools attended before coming to NYU, with the year(s) of attendance shown for the former and the date of degree for the latter.

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY
 Candidate for LL.M. in Corporate Law, May 2007

FORDHAM UNIVERSITY SCHOOL OF LAW, New York, NY

J.D. Degree, May 2006

International Students: If your law degree was obtained abroad and followed a 4-year undergraduate/college program, you may indicate, parenthetically, that your law degree is a “JD Equivalent.” If your law degree was obtained following high school, it is NOT the equivalent of a US JD. You should indicate the receipt of your law degree in English but you may include the name of the degree in the foreign language as well.

- **Abbreviations:** Be consistent. The usual format for state names is to use the postal abbreviations for U.S. states (e.g. CT vs Conn.). If you prefer to write out “New York” and other states, be sure to do so for every entry under both the Heading, Education and experience sections on your resume. The names of foreign countries should be written out in full.
- **Honors/Activities:** You may wish to include honors and activities in this section, such as fellowships or scholarships for the NYU program. If you list membership in student organizations or on student/faculty committees, always provide the full name of the organization and enough information so the reader may identify the activity. It is not a good idea to use acronyms nor abbreviations. Identify offices held when appropriate (e.g., Vice President, International Law Society (ILS)). Even if you have only one entry under that category name, you should use “Honors” rather than “Honor” or “Activities” rather than “Activity”.

Honors should be **placed in order of priority**, starting with the most distinguished, recognized or prestigious. For unfamiliar awards, include a brief description in *italics*. Activities should be listed in order of importance of your role with the organization or the length of your involvement. Dates need not be included here.

Sample Honors

International German Student: “Sehr Gut” (very good) top 1%
 First Place Team: American Bar Association Negotiation Competition, 19**
 Best Paper: Legal Research & Writing
 Distinguished Class Performance: Conflict of Laws, Evidence, Property
 Pepperdine University School of Law Diversity Scholarship

Sample Activities

Student Bar Association, First Year Representative
 Frederick Douglas Moot Court Competition
 Environmental Law Society
 Student Lawyers Athletic Program
 Asian Pacific Law Students Association, Member
 Public Service Auction, Community Donations Committee Chair

- Generally, J.D. students are selected for journal membership through a competitive process. If this is the case for you, it is appropriate to designate your position (e.g. Staff Editor) under “Honors” with the journal title in bold italics. Specify position(s) held when you work on publications:

Honors: *Journal of International Law and Politics*, Editorial Staff

- You also may want to include a reference to **any serious legal writing** you have done, whether or not published (see "Publications" on page 8).
- **LSAT Score:** The Law School Admission Council has issued the following statement pertaining to the LSAT:

Avoid encouraging use of the LSAT for other than admission functions. The LSAT was designed to serve admission functions only. It has not been validated for any other purpose. LSAT performance is subject to

misunderstanding and misuse in other contexts, as in the making of an employment decision about an individual who has completed most or all law school work. These considerations suggest that LSAT scores should not be . . . routinely supplied to inquiring employers (the Buckley Amendment would preclude the latter, without the student's specific authorization, in any event).

4. **EXPERIENCE**

- All law-related positions, paid and unpaid, should be listed, in **reverse chronological order**. If you have accepted a Research Assistant or Internship position for the semester, and the job hasn't yet begun, just include two lines of basic information, without accompanying description:

International Students: If you have completed several internships as a requirement for your law degree or licensing in your home country, then it is helpful to indicate that these internships were part of a required program. **Refer** to the resume of Jens Teich (**Appendix, page 38**) as an example.

- If you are applying for public interest employment, it is advisable to describe community activities that demonstrate a long-term commitment to public service. Please see a career counselor at the Public Interest Law Center at NYU School of Law for all advice relating to the public interest job search.
- If the firm or company is not likely to be easily identified, begin the description with a reference to the organization. The description, ideally 5 or 6 lines long for any significant legal experience, should whet the interviewer's appetite. The description should be written in the **past tense**.
- While your descriptions of your experience should be interesting and fact-filled, they should never reveal the name or any client or the specific nature of the case or deal which would constitute **confidential attorney-client work product**. Rather than name the client or deal, use wording such as "antitrust case involving a multinational corporation" or "high-profile mergers and acquisitions matter." You are being scrutinized for your good judgment as well as your practical experience!
- Carefully review all spelling and grammar. The plural of memorandum is **memoranda**. "**Liaison**" is an oft used, and often misspelled, resume word.
- Give the reader's eyes a break; include two spaces after every period or colon, one after a comma or semi-colon. Include **adequate white space** and do not use excessively small print or hard-to-read fonts.
- Do not remove non-legal experience assuming that it will not be of interest to prospective employers. Highlight your **accomplishments and measurable results** from your previous non-legal employment experience, and consider the skills you have developed which are transferable to the law (research and analysis in any area; oral and written communication; negotiation; organization and management of complex projects; development and implementation of programs or policies).
- Take a look at the following "Job description Make-Over" to see how much difference it can make in the strength of your "resume personality" to expend some effort and thought in crafting your job description.

BEFORE:

SLEEPY, GRUMPY, SNEEZY & HAPPY, P.C., NY, NY
Law Clerk

Research and write briefs, memorandums and pleadings in the areas of employment, labor and contract law. Assisted in trial preparation and settlement negotiations. Watched meetings and court proceedings.

AFTER:

SLEEPY, GRUMPY, SNEEZY & HAPPY, P.C., New York, NY
Law Clerk, June - August 2004

Worked closely with partners of this mid-sized law firm specializing in labor and employment law on behalf of management clientele. Performed extensive legal research and drafted memoranda on a variety of complex substantive and procedural matters, including an issue of first impression involving the interpretation of regulations promulgated under the Americans with Disabilities Act. Independently drafted appellate brief in high-profile age discrimination suit. Enjoyed extensive contact with clients and opposing counsel.

How to Write Job Descriptions That Get Noticed

Employer Name:

City, State of Employer:

Your Job Title:

Dates of Position:

Describe the Employer (e.g. “largest distributor of Widgets in North America” “boutique law firm specializing in venture capital practice”):

Describe your basic job duties:

Areas of law or business to which you were exposed:

Major legal issues you researched or projects you completed:

Main skills you developed:

Accomplishments, special projects, additional responsibility (what distinguished you from other employees or interns in your position? For what projects will you be remembered?)

What else do you want a prospective employer to know (did you complete a special internal or external training program? Achieve certification in the field? Receive an early promotion?)

5. *PUBLICATIONS*

- You may wish to list published or unpublished writing unrelated to law school if you feel the information would enhance your desirability as an applicant and provide further evidence of your writing abilities. If unpublished, be prepared to produce a copy on short notice, which is in condition for a potential employer to read. Remember that if you refer to your writing in your resume, you may be expected to discuss its substance in some detail in the interview. If you do not have room on your resume to list your publications, you may include the following statement where appropriate:
Publications: available upon request

6. *SKILLS AND INTERESTS*

- This category typically includes information (e.g foreign languages, First Class Radio Operator or Certified Public Accountant) that has some bearing upon the work you hope to do. This is also the place to include three or four personal interests or hobbies. While not necessarily directly relevant to the job being sought, they may serve to foster a bond with the interviewer who shares a common interest, or to demonstrate a certain skill. This section may also be called “**Additional Information**”.
- **A Note on Language Skills:** You need not be fluent to mention your training in another language, just be sure to be absolutely accurate in the way you describe your oral and written language abilities. Fluent means that you can carry on a business negotiation in that language - that is the level most readily applicable in a legal setting. If you are a native speaker of a language, state that explicitly. Keep in mind that knowledge of legal and business terminology can require additional training. Perhaps “proficiency in” or “conversational” is more appropriate. With either, you should be prepared to conduct a conversation in that language in the interview. You may wish to note a “working knowledge” or “study of” a particular language.
- **A Note on Hobbies and Interests:** The purpose of this section is to demonstrate that you are an interesting, engaged, well-rounded person - not a boring, one-dimensional studying machine. Prospective employers also look to your leisure-time pursuits to draw conclusions about what kind of worker you are: Are you a team-sport participant, accustomed to working with a group toward a common goal? Are you a loner, with every interest, from running to painting, demonstrating a preference to work alone? Have your hobbies engendered characteristics and qualities which will contribute to your professional performance, like the discipline and endurance required of a marathon runner or the client-counseling skills learned from volunteering with children in your community.

SKILLS AND INTERESTS

Languages: French (native language), German and English (fluent), Spanish (reading).
Interests: Enjoy competitive running, skydiving, soccer. Lived in Hong Kong and London. Traveled extensively throughout Europe and Asia.

ADDITIONAL INFORMATION

Certified Public Accountant, State of New York. Employed as a consultant, providing tax preparation services to individuals and small businesses (20**-present). Avid college basketball fan; enjoy all spectator sports and gourmet French cooking.

ADDITIONAL INFORMATION

Proficient in spoken and written Italian; traveled throughout Sicily with local family for month prior to commencing law school. Avid speed skater; nationally ranked in short-track skating throughout high school and college. Enjoy jazz guitar, reading fiction and poetry.

OTHER RESUME FORMATS

"Functional" resumes and "targeted" resumes generally are not useful in the context of interviews conducted at the Law School. If you think that one of these formats would work better for you than the reverse chronological resume format described above, we encourage you to meet with a career counselor before finalizing your resume. In certain instances (e.g., for the student who has had a great deal of experience before attending law school and/or entering a graduate program), a combination of several formats may be most helpful.

WHAT NOT TO INCLUDE ON YOUR RESUME

1. GRADES

Including **NYU Law School Grades, GPA, etc. on the resume is not permitted for resumes that are used for on-campus interviews**. There is no official calculation of the GPA or ranking by the school, so employers do not recognize this information. This is a policy by the Law School enacted many years ago, in the interest of focusing attention of prospective employers on a student's long history of achievement, rather than on a few months of grades. The policy becomes especially meaningful in the context of the on-campus recruitment process. Students choose the employers with whom they wish to interview; employers are not permitted to "prescreen" applicants. In large interviewing programs, such as Early Interview Week, and the Fall and Spring On-Campus Interview Programs, employers receive the resumes of candidates requesting to speak with them. Because the resumes do not contain any indication of law school academic performance, the employers cannot prejudge applicants on that basis. Transcripts are only provided at the on-campus interview, when the candidate and the employer meet face-to-face.

While no indication of your NYU LL.M. grades should appear on any resume transmitted to an employer by the Career Services Office, **your undergraduate and law school (J.D.) grades, however, may be included on your resume**. An employer may obtain official or unofficial copies of your transcript only from you. You may wish to have an unofficial copy of your transcript available to supply to employers who request it during interviews, or, in cases where employers request an official version, you may sign the form provided for its release by the Recording Office.

2. PRE-COLLEGE EDUCATION

It is rarely appropriate to include any information about your high school experience on your resume. You may choose to make an exception if (1) you attended a highly-competitive or highly-regarded public or private high school; (2) you were valedictorian, or won a prestigious award (e.g. the Westinghouse Science Award); or (3) you wish to identify a connection to a city which is not otherwise obvious from the other information on the resume. To indicate the connection in a more subtle way, you may wish to include under Additional Information at the bottom of the resume, "Active Member of the Deerfield Academy Alumni Association."

3. PERSONAL DATA

Do not include items such as date of birth, height, weight and condition of health. Marital status and dependent information also are not legally relevant.

TEN IMPORTANT TIPS ON RESUME WRITING

As noted earlier, appearance of your resume is important. How you arrange it on the page can make a difference in determining whether your accomplishments are read. The following suggestions may be helpful.

1. Use the **30-second scan theory**. Set up your resume so the reader can pick up highlights in 30 seconds. Time a friend as he or she briefly reviews your resume for 30 seconds, then turn it over and tells you the three or four most memorable items. Employers receive thousands of resumes during interview season. They will seldom spend longer than 30 seconds on a resume during an initial reading. Are you sending the message you intend to send to employers?
2. **Do not abbreviate** cities, dates and names of organizations; it is unwise to assume that interviewers are as familiar with the names of student organizations and activities as you are. On the other hand, certain abbreviations (e.g., LL.M., J.D., B.A.) are acceptable, but should be used consistently.
3. Use an outline form, but do not include numbers, letters or dashes as category divisions. **Be consistent** with use of bold, underlining and capitalization. For example, if you use bold small capitals for university names, do the same for employer names.
4. **Never** include **full sentences** or **personal pronouns** on your resume; instead, start each resume entry with a strong skill verb in the present tense.
5. Your resume should be **laser printed on bond paper**—never printed with a dot matrix or ink jet printer, and never printed on Xerox or thin onion-skin paper. Kinko's, Staple's, Office Depot and other stores have a wide selection of **resume-weight paper** which can be used for your resume, cover letter, unofficial transcript and reference list. Only your writing sample should be submitted on Xerox paper.
6. Beige, ecru, cream, egg shell and all other variations of off-white bond paper are appropriate; blue, gray and other **colors** are not recommended **for professional correspondence**. All printing should be exclusively in black ink, with letters signed by hand with a ball-point pen with blue or black ink. Invest in matching envelopes, too, and learn how to use your computer printer to generate printed envelopes or labels for your mailings. Envelopes should never be hand-lettered.
7. Avoid a cluttered appearance by leaving **substantial margins** (.8" - 1") on all sides and listing items vertically rather than horizontally, across the page. When two pages are used, indicate "**page 1 of 2**" and "**page 2 of 2**" at the bottom of each page, making sure to add your name to the top of the second page.
8. **A Note on Length:** A law student's resume should rarely exceed one page in length. Many of you come to NYU School of Law with lengthy prior careers and significant accomplishments in law or other fields. Resist the temptation to include three pages describing your progression through the ranks of the medical profession. Usually, a well-crafted paragraph can highlight your stellar success in this area and emphasize the transferable skills that will be most relevant to a legal employer. If you have published extensively, consider attaching a separate page entitled "**Publications and Professional Accomplishments**" which can provide additional information to a curious employer without distracting others.
9. Make absolutely sure you have **no typos or misspelled words**. This is particularly important when you have your resume prepared commercially. A typographical error, if not caught at the proof stage, leads to costly revisions later.
10. There is no need to include at the bottom of the resume "**References Available Upon Request.**" This is assumed.

THE WONDERFUL WORLD OF FONTS

By making each one of us desk-top publishers, computer technology has unleashed a widespread opportunity for creativity that can spell disaster for law students seeking entry into the staid, conservative legal profession. When in doubt, simple, businesslike fonts are always preferable. Resist the temptation to mix fonts. Exercise your creativity by the consistent, judicious use of **bold** and *italics* for headings and titles.

Font size should not exceed 14 point for your name (12 point is ideal), and 11 point works well for the body of the resume. **BOLD SMALL CAPS** is recommended for all lead entries under both the Education (school names) and Experience (employer names).

We do not wish to squelch your individuality, but suggest that you choose among the **serif** fonts (the kind with the little feet on letters, like the “t” and “I”); they are most traditional and “legal” in appearance.

- Times New Roman, professional, classic, and space-saving; nice **bold** & crisp *italics*. (We recommend this font).
- Book Antiqua is a traditional favorite; clear **bold** and well-spaced *italics*.
- If you prefer a more contemporary font, try a sans serif font (ZapfHumnst BT) – one with very clean lines, and no “feet” on the letters.
- Arial is very clean and modern-looking; clear **bold** & sharp *italics*.
- Futura Lt Bt has a contemporary feel and saves space; nice **bold** & *italics*.
- **And avoid, at all costs:**
Courier, which looks like an antiquated old typewriter and wastes space!

PARTIAL LIST OF ACTION VERBS FOR RESUME WRITING

Be sure to vary the word-use in the job descriptions. Reading “researched and wrote” again and again can render a resume less interesting and an interviewer less interested. Use action verbs and sentence fragments: “Independently authored... Worked closely with... Participated in... Developed strategy for... Contributed to major project involving... Conducted intake interviews... Performed due diligence review...” Avoid using “Responsibilities included...”. Never use the word “I” in the description.

The following list, of course, is not exclusive, but can be used to help you think about your job experience in a positive creative light that will help market your relevant experience. Use these verbs in detailing your experiences (i.e.: "revised," "drafted," "presented" vs. "worked on").

Created	Reorganized	Reviewed	Structured
Taught	Developed	Presented	Scheduled
Lead	Built	Analyzed	Expanded
Demonstrated	Lectured	Authored	Planned
Wrote	Directed	Maintained	Managed
Organized	Researched	Eliminated	Solved
Executed	Implemented	Negotiated	Established
Motivated	Started	Directed	Activated

Evaluated	Originated	Opened	Coordinated
Accelerated	Expedited	Participated	Devised
Increased	Adopted	Founded	Performed
Closed	Conducted	Administered	Generated
Pinpointed	Obtained	Supervised	Approved
Influenced	Programmed	Attracted	Trained
Completed	Interpreted	Proposed	Exceeded
Instructed	Controlled	Improved	Provided
Persuaded	Reduced	Delegated	Launched
Recommended	Conceived	Reinforced	Revised
Set up	Streamlined	Confined	

LL.M. RESUME CHECKLIST

Please refer to the Resume and Cover Letter Handbook for detailed guidance

Overall Appearance: Attractive, interesting, compelling?

- ___ Limit resume to one page (preferred, not required)
- ___ Use consistent formatting and punctuation.
- ___ Print on high quality printer; do not use bright colored paper; use standard 8 ½ x 11 paper.
- ___ Proofread carefully. Correct spelling and typographical errors.

Layout: Does it look professional?

- ___ Margins: Margins should be the same on top, bottom, right, and left whenever possible.
- ___ Font: Use a sophisticated font, such as Times Roman. Avoid using the Courier font. Generally, use a font size of 12 pt. for your name and 11 pt. for the rest of the resume (the text of this form is 11pt. Times New Roman). At times, it may be appropriate to use 13 pt. on your name and 12 pt. for the remainder of the resume.
- ___ The font size is ___ too small, make it larger; ___ too large, make it smaller.
- ___ Typeface: Avoid using too much bold or too many italics; it is difficult to read and nothing stands out.

Use all caps and bold on your name; school names and employer names.

Use bolded italics on your job titles.

Eliminate unnecessary bullets. Generally, do not use bullets in your job descriptions unless the text is more than six lines. Each bullet should group similar tasks or skills or tasks that relate to a particular practice area. Bullets should appear as **▶** or **•**; avoid using periods or asterisks or dashes.

Marketing: Do key qualifications stand out?

Bar status: Indicate Bar admissions status (Passed July 2004 New York Bar Exam, awaiting admission) or intention to sit for Bar.

Education: Generally Education precedes Experience if promoting your LLM specialization.

List relevant coursework as a J.D.; Example:

Tax GPA: 3.8 (5 courses)

or

Tax Coursework:	Property (A)	Estate Planning (B)
	Trusts & Estates (A-)	International Tax (B)

Experience: Preferred format:

EMPLOYER NAME, location

Job Title, dates worked

[Job description]

List positions with faculty members and judges, as follows:

PROFESSOR EDWARD B. SMITH, NYU SCHOOL OF LAW, New York, NY

Research Assistant, Fall 2001

[Job description]

THE HONORABLE GEORGE BLAIR, U.S. DISTRICT COURT, E.D.N.Y., Brooklyn, NY

Judicial Intern, December 2003 to present

[Job description]

If you worked at the same organization twice, there is no need to list it twice.

Example 1: Same employer, different job titles, substantially similar responsibilities

XYZ CORPORATION, New York, NY

Assistant Manager, June 1996 to August 1998; **Administrative Assistant**, May 1995 to May 1996

[Job description]

(continued over)

LL.M. RESUME CHECKLIST-Page 2

Marketing (continued)

Example 2: Same employer, different job titles, different responsibilities

XYZ CORPORATION, New York, NY

Assistant Manager, June 1996 to August 1998

[Job description]

Administrative Assistant, May 1995 to May 1996

[Job description]

Relevance: Has extraneous material been eliminated?

Place the most relevant information first. In your job descriptions, focus first on those substantive tasks requiring skills that the employer will most value. When listing Honors and Activities under each school, list first those that will be of most significance to the employer.

____ In your job descriptions, eliminate or place last those tasks that are ministerial.

____ Your experience includes several positions that could best be described in a more general fashion under the category of Additional Information. Example: Worked during the summers and the academic year while in college to help defray educational expenses; positions included lifeguard, bartender, and office worker.

Writing Style: Is it easy to get a picture of your qualifications? Do you use action verbs?

____ Be more concise in your job descriptions.

____ Start each sentence in your job descriptions with a strong skill verb in the past tense. Use verbs that precisely describe what you did. Avoid vague verbs, such as handled, dealt with, worked on, and interacted.

____ Revise awkward sentences. Watch for dangling clauses that modify the wrong part of sentences.

Specificity: Do you avoid generalities? Do you emphasize specific skills and accomplishments?

____ Focus on specific information about your experience. Be specific about what you did with respect to projects or products. Quantify with numbers or percentages, where possible.

____ In describing all positions, focus on skills and accomplishments that the employers you are targeting will most value.

____ Emphasize skills that are similar to the skills that lawyers use and are transferable to the practice of law, *e.g.*, research, writing, negotiating, analyzing, evaluating, problem-solving, decision-making, supervising, managing. Writing experience may include preparation of any type of document including reports, survey results, or newspaper or magazine articles. You can also point out experience in hiring and training new employees.

____ In describing any legal or law-related positions, indicate the areas of practice; relevant legal issues that show the scope of your experience; and the documents you drafted, *e.g.*, memoranda of law, affidavits, complaints, wills, leases, corporate minutes. If you prepared motion papers, state the types of motions, *e.g.*, summary judgment, change of venue, consolidation.

____ Use “assisted” only where it best describes what you did. Avoid “assisted” when you actually performed the task.

____ For example, if you actually conducted research, there is no need to say that you assisted attorneys in research simply because attorneys were supervising your work product.

Essentials

____ Include your address, telephone number, and email address.

____ Do not include an objective.

____ Do not include personal data regarding your health, age, height, weight, or family.

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The sample resumes and letters in this Handbook are self-explanatory and are only samples to guide you. They should not be copied substantively.

Your resume and letters should be unique and a reflection of your personal experiences.

COVER LETTERS AND OTHER CORRESPONDENCE WITH EMPLOYERS

In the credentials-conscious world of the legal market, the tendency of job-seekers and their advisers has been to minimize the importance -- and length -- of cover letters. Somehow, it is assumed that we are asking a great deal of a lawyer when we ask him or her to take a few minutes out of his or her day to read a resume. Surely, this line of reasoning continues, we cannot expect this busy professional to spend a few moments more to digest a cover letter that is more than 12 sentences long.

While there is always the possibility that your cover letter will receive only the most cursory glance, there is also a very real likelihood that a prospective employer will read it carefully. A cover letter is your vehicle to express real signs of interest in the employer, specify knowledge about the organization, and a clear statement of the reasons you are seeking employment with this organization. Legal resumes certainly do not accomplish this job. You may indeed tailor your resume for a particular audience - perhaps adding more detail on your tax courses for an accounting firm, or adding your permanent address in Oregon for a Portland law firm - but any real message expressing the all-important "fit" with an employer requires a thoughtful cover letter.

Most importantly, your cover letter serves as a sample of your writing. After all, a legal employer is hiring you for your ability to think and communicate clearly and effectively! If your cover letters lack organization, prospective employers may question your ability to express yourself in a focused and articulate manner in a client memorandum, or to a judge or opposing counsel. If your cover letter contains grammatical or spelling errors, the employer may make unflattering conclusions about your attention to detail, concentration and commitment to excellent work product. Should your cover letter reveal inadequate or inaccurate information about the organization you wish to target, the employer may be concerned about your focus and commitment to the firm, as well as the strength of your judgment and research skills. If your letter sounds like a **carbon-copy** of that of every other NYU School of Law student, an employer may assume that you do not possess enough interest in that organization to take the time to write a targeted piece, and conclude that your interest level is low. Few callbacks result from that sort of mailing!

TEN IMPORTANT COVER LETTER WRITING TIPS

1. The **purpose of a cover letter** is to set forth your reasons for sending a resume to a particular employer. For example: "I am writing in response to your listing with the Career Services Office at New York University School of Law" or "I am writing because I am interested in the area of international law, and your firm is at the forefront in the field." In addition, it is your opportunity to expand on the "general" information in your resume, and make it "specific" to the particular job for which you are applying.

I am a student in the Graduate Tax Program at New York University School of Law, and expect to receive my LL.M. in Taxation in May 20**. I am writing to express my interest in an associate position with Fox & Siegel.

I am a candidate for an LL.M. in Corporate Law at New York University School of Law, and I would like to be considered for an associate position at Vanderbilt, McKay, Redlich & Sexton.

I am a Master of Laws candidate at New York University School of Law, focusing on international corporate finance and securities law. I am writing to apply for a position as an associate with Miller & Reis upon completion of my degree in May 20**. Enclosed please find a copy of my resume for your consideration.

2. **Always address a cover letter to a specific individual.** In the case of law firms, you should direct your correspondence to an **attorney** in your area of practice, interest, or someone with whom you have something in common. If this information is not available, then direct correspondence to the recruitment coordinator (the administrator in charge of personnel at the firm – usually not a lawyer) or the **hiring partner** (a senior attorney and member of the firm responsible for making the ultimate hiring

decisions – typically serving in two year terms). Their names can be found in the most recent version of the *National Directory of Legal Employers* (distributed at the OCS LL.M. Orientation Session at the beginning of the academic year) or online at www.nalpdirectory.com. The recruitment coordinator is usually responsible for conducting the initial review of letters and resumes. These administrators are often quite knowledgeable about the type of experience their firm values most and will carefully read your cover letter...others will not. Hiring partners may appreciate better your focused interest on a feature of the firm's practice, but they are less likely to review job correspondence as a matter of course.

3. If your interest is very focused, you may wish to direct your cover letter to the head of the department or to a **graduate of NYU or your J.D. school practicing in that area**. You can conduct a quick search on Lexis using the Martindale-Hubbell Directory on-line or on Westlaw's Employer Directory to find all NYU Law School graduates working in Los Angeles, or practicing corporate law in New York.

4. **The Importance of Contacts:** The best way to begin any cover letter: “[Name of contact] suggested that I contact you.” Those seven words are the most powerful in job search correspondence. If you can make mention of a person with whom the employer is well-acquainted, specifying the nature of your connection with the contact and pointing out the specific reason for your “fit” with the organization, your letter is bound to be noticed.

My supervisor at the U.S. Attorney's Office last summer, Margaret Spencer, recommended that I contact you. Given my background in law enforcement and exposure to securities fraud investigations, she suggested that I might be well suited to your firm's outstanding white collar crime practice.

5. Be sure to **research before you write**. Your aim in the second paragraph is to explain how your skills and background are suited to the work and needs of the organization you are targeting.
6. Do not repeat verbatim the information that is contained in your resume. Instead, **choose one or two items from your resume** to explain in greater detail, drawing a parallel between your background and the employer's need for that skill. Take the opportunity to “editorialize” in the way that your resume job description does not allow.
7. What are **some examples of attention-grabbers** available to students? Turn back to your resume. In developing that piece of self-advertising, you already have reviewed your experience, your assets and your goals. You know what abilities and skills you have to present to the legal employer of your choice.

Before attending NYU, I did a great deal of research and writing in the areas of juvenile rights and child custody. That work was thought significant enough to merit review in *The Family Law Reporter*. Aside from developing tremendous research and writing skills, I enjoyed the challenge of developing the Children's Rights Project, and I am sure I will bring the same energy and enthusiasm to any project I undertake.

8. If you are applying to employers in a **geographic area other than New York City**, stress your reasons for doing so. For example, you may be applying for positions in the home town of your spouse. You also should mention your plans, if any, to take the Bar Examination in the particular state. Be aware that cities such as Boston, Denver, Atlanta, Los Angeles and San Francisco are extraordinarily popular and, therefore, very competitive. Be realistic in assessing your chances, and do not leave yourself without alternatives.

For the past year, I have been enrolled in the LL.M. program in General Legal Studies at New York University School of Law, from which I will graduate in two months. Having attended college in Boston, I maintain strong ties to the area, and I look forward to establishing my legal career in Boston and settling there upon graduation. Given my background in property management and my keen interest in commercial real estate, I believe that I can contribute to your firm's diverse real estate practice.

9. **The final paragraph** of the letter should refer the reader to your resume and any other materials you may have included for the prospective employer to consider. During the first semester, a resume and cover letter are generally sufficient. Once a student has received grades, it is expected that he/she will

include an unofficial transcript or some indication of academic performance either on the resume or in the cover letter. A student does not typically include a writing sample or reference list in an initial mailing. If you are responding to a listing you have found in the Graduate Division Bulletin or another source, simply include all materials that have been requested in the advertisement. Last, delineate the next step you wish to take regarding this employer. If the employer is located out-of-town and you **plan to visit the area in the near future**, mention the specific dates and your availability for an interview.

I would welcome the opportunity to meet with you to discuss my qualifications in greater detail. I plan to visit the Cleveland area from December 22 through January 2, and I am available to visit your offices at your convenience during that period. Should you wish to schedule an interview, or if I can provide you with additional information to assist you in your consideration of my application, please contact me at 212/443-3333. I look forward to hearing from you soon. Thank you for your consideration.

10. You should always **plan to follow up** on any mailing. As the job seeker, the responsibility to pursue the opportunity is yours alone. If you do not hear back from the employer within two weeks, plan to leave a polite voice mail message for the recipient.

Hello. This is Carrie Fisher. I am calling to follow up on the letter and resume I sent to you about two weeks ago. I am a masters student at NYU School of Law, and I am extremely interested in speaking to you about an associate position with your firm. If there is anything I can provide to help you in considering my application, please call me at 212/443-5555. I remain extremely interested in the firm, and I look forward to hearing from you.

COVER LETTER OUTLINE

The outline below provides a framework for the kind of letter you may be writing during your job search.

(Your Address)
 City, State and Zip Code
 Telephone Number
 E-mail Address
 (space)
 Date of Letter
 (space)

Name of Individual to Whom Applications Should be Addressed
 His/Her Title, if applicable

Organization's Name
Street Address
City, State and Zip Code
(space)

Dear [Ms./Mr. and last name]:
(space)

First paragraph: Tell why you are writing, identify the position for which you are applying and, if relevant, describe how you heard of the job. If you are applying for out of town employment, specify your ties to the desired location.
(space)

Second paragraph: State why you are interested in working for this employer, and specify your interest in the type of work involved. If you have related experience, courses, publications or clinical experience, identify them and describe any special accomplishments.
(space)

Third paragraph: Expand upon the information in your resume, which of necessity can only be a summary of your qualifications and a description of past employment. Also refer to any other material you may be including (such as a writing sample) to illustrate your training, interests and experience, or to upcoming events such as a clerkship.
(space)

Fourth paragraph: Have an appropriate closing to pave the way for the interview by giving your telephone number and the hours when you can be reached, or by offering a similar suggestion for an immediate and favorable reply. If you are planning a trip to the particular locale, include the dates of the proposed trip.
(space)

Sincerely,

(Sign; skip 3-4 lines for signature between 'Sincerely' & your typed name)

Your Name (typed)

THANK YOU NOTES AND OTHER CORRESPONDENCE

If you ask ten attorneys to opine on the importance of sending thank you notes, you will undoubtedly receive ten different opinions. Recruiting coordinators at large firms – where decisions can be made very quickly and the recruiting department is deluged with paper – may not consider them effective. On the other hand, a partner at an out-of-town firm who visited the NYU School of Law campus to recruit for the first time would probably truly appreciate the interest and gratitude displayed by a personalized thank you letter.

As a general rule, a thank you note is not required following a twenty-minute screening interview that takes place on campus. You may wish to make an exception if a screening interview is exceptionally important to you, or if the interview did not give you the chance to emphasize some facet of your background you feel is important to the decision-making process.

The callback (interview taking place at the firm) process is a different story. A half- or whole-day interview involves planning, attorney and administrator time, and significant expense – especially if you have traveled to a distant city and been the guest of the firm. In this case, the thank you note is both a social and business necessity. Your letter may be sent to one individual on the interviewing “team” (hiring attorney, administrative director, recruitment coordinator) extending your thanks to all the individuals you met (rather than writing to everyone individually). If you choose to write to each attorney individually, do your best to personalize each letter with a topic discussed in your meeting with that person. Typically, these letters end up in one central file with your resume, evaluations and other information concerning your candidacy. You would not want them to be identical!

If you do elect to send a thank you note, do so within 48 hours if possible. A prompt letter is polite and demonstrates your efficiency, and, if the thank you note is to influence the employer’s decision regarding your candidacy, the attorneys must receive the letter before the decision is made. Word processed letters sent in typed envelopes are the norm. Handwritten notes are not appropriate for this business setting, unless you are writing to a close personal friend at the firm, but you are generally safe with a neatly typed, concise and error-free letter.

TRANSCRIPTS

Of course, students may request official transcripts to include with job applications from the Office of Records and Registration. Some employers request official transcripts only. This section covers what to do if students do not have an official transcript immediately available or complete when they need to send it to an employer.

Students are prohibited from creating their own unofficial transcripts. Instead, unofficial transcripts must be printed out from the Albert Student Information System. Currently, student names are not included in these print-outs from Albert, although that may change over the next few months. If, when students print out transcripts from Albert, names still are not included, then students should print or type their names and class years at the top of the print-outs. Students must attach to their unofficial transcripts the **Transcript Addendum for New York University School of Law Students**. This document contains (1) the grading guidelines, (2) the school’s policy regarding GPA and class rank, (3) the school’s admissions standards, and (4) the reasons that grades may be missing. All of this information should assist employers in their evaluation of students’ academic achievements. This Transcript Addendum is available on the OCS Web site, at <http://www.law.nyu.edu/depts/careerservices/resources/unofficialtranscripts.html>.

Given that employers need to be certain of the authenticity of the transcripts they receive, students are expected to submit Albert unofficial transcripts in person, by regular mail, or by fax (rather than electronically). If you are required by an employer to submit your transcript electronically, please speak to the OCS. Students are reminded that they are responsible for representing their achievements

accurately and that employers generally will request official transcripts at some point in the application process; any alterations or misrepresentations will be cause for discipline by the law school.

As we mention above, of course students may also request official transcripts from the Office of Records and Registration. Students with questions may contact OCS, the Vice Dean's Office, or the Office of Academic Services. Whether you decide to offer a transcript or not with your job applications, keep in mind that many interviewers are required to inquire about your grades.

SELECTING THE IDEAL WRITING SAMPLE

Most employers will not require a writing sample at the screening (on-campus) interview stage, but you may be asked to provide a piece of legal writing (5-10 pages) at some point in the recruitment process. The practice varies from firm to firm and city to city.

Indicating the availability of a writing sample in your cover letter or during the interview is optional. Even if you do not offer to provide a writing sample, you should have that sample ready at all times. If your writing sample was prepared in fulfilling the requirements of a course, have it retyped so that written comments are not included on the copy submitted to potential employers.

Consider what legal writing piece you believe best reflects your analytical abilities, clarity of communication and attention to detail. Rather than a motion or brief that often is somewhat formulaic and may provide little hint of a student's thought process, memoranda are often a better choice. If you use an assignment you prepared for a past employer, remember that you must always receive express permission from your employer to use work product for this purpose. If the writing sample is a memorandum prepared for the client of a private law firm, it constitutes attorney-client work product. You run the risk of disclosing confidential and potentially damaging information if you circulate this to prospective employers – showing poor judgment to prospective employers, and possibly souring your relationship with your former boss. You must obtain permission from your supervisor and then discuss specifically what names, addresses and other identifying factual information must be taken out or “redacted” before the memorandum can be shared outside the firm.

If you have worked for a judge and you wish to use an opinion you prepared for the judge as a writing sample, you must receive express permission. Judges are the official authors of all legal opinions and order, and it is a potential breach of that etiquette to present the work as your own. You should request the permission of the judge or the judge's clerk, and even then it may be preferable to use the draft you prepared in the form prior to the judge's edits and/or publication of the opinion.

It will be perceived as professional and careful if your writing sample has a title page as follows:

WRITING SAMPLE OF HAROLD Q. FORTESQUE
New York University School of Law
LL.M. Class of 2007

Draft of Legal Opinion
submitted with the express permission
of The Hon. Lisa Simpson
U.S. District Court, E.D.N.Y.
Brooklyn, New York
August 15, 2006

PREPARING A REFERENCE LIST

Although references are optional, you should be prepared to provide them if a potential employer asks for them, and should expect the employer to check those references provided. If you decide to rely

upon them, be sure to **obtain their prior permission**. Also, ask whether they would prefer to receive written inquiries or telephone calls, and proceed accordingly in deciding what information to include. If you decide not to include references, you may wish to indicate in your cover letter or during the interview that this information "will be provided upon request" (although this is not necessary as it is assumed). Prepare a separate sheet, listing references by name, title, address, telephone number and email address depending on which is appropriate, and have the sheet available at interviews.

The most important factor in choosing an academic or professional reference is to approach only those individuals who can speak to your legal reasoning, writing and advocacy skills, or your professional accomplishments, abilities, attitude and personality. Securing a high grade from a professor with whom you have never spoken outside of class does not usually lead to a detailed, meaningful recommendation.

When approaching a professor or a former employer for a letter of recommendation or for permission to include that individual on a list of references, be prepared. Bring with you a current copy of your resume, transcript, any writing you completed for that attorney – the more information you provide to a prospective reference, the more detailed and meaningful the letter or telephone reference will be. Asking once does not make a professor or employer a “reference for life”! It is imperative that you ask the individual to serve as a reference **each time** you undertake a job search in which you plan to call upon that person’s good opinion of you. And do not be hurt or insulted if the person declines your request; the aim is to identify an experienced professional who can speak effectively to your current talents and abilities. If too much time has passed since you worked with that person, your reference may carry less weight. Trust the professor or former employer to do the right thing - even if that means turning you down. Please make sure to contact your reference shortly before a prospective employer is likely to call that person. That way, the call will not come as a surprise to your reference, he or she can be ready with glowing praise of you, and the outcome you hope for can be achieved.

CHRISTIAN PETIT
New York University School of Law
LL.M. Class of 2007

List of Professional References

Professor Richard Lev
New York University School of Law
40 Washington Square South, Room 7
New York, NY 10012
212/998-1234
e-mail: relev@turing.nyu.edu

etc.

S A M P L E S

Resumes

Cover Letters

Thank You Letters

& other correspondence

Resume Demonstrating Tie to City**JULIA SANDERS**

240 Mercer Street, Apt. 1
New York, New York 10012
212/555-5555

1 Peachtree Street
Atlanta, Georgia 99999
999/999-9999
julia.sanders@nyu.edu

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, New York
Candidate for LL.M. Degree in Corporate Law, May 20**

EMORY UNIVERSITY SCHOOL OF LAW, Atlanta, Georgia
J.D. Degree, May 19**

Honors: *Emory Political & Civil Rights Law Review*, Associate Note-Comment Editor
King and Spalding Scholar—3 year full scholarship awarded on basis of
academic merit

Activities: Student Legal Services
Student Bar Association

UNIVERSITY OF FLORIDA, Gainesville, Florida
B.A. Degree in Psychology, May, 19**

Honors: Phi Beta Kappa
Who's Who Among American Colleges and Universities
Phi Kappa Phi
Dean's List (every semester in attendance)
Presidential Recognition as an Outstanding Student Leader

Activities: Student Senate
Delta Phi Epsilon Sorority, Scholarship Chairman
University Curriculum Committee

EXPERIENCE

POWELL, GOLDSTEIN, FRAZER & MURPHY, Atlanta, Georgia
Summer Associate May 20** - August 20**
Researched, analyzed and drafted legal documents pertaining to corporations and telecommunications.
Conducted legal research on various topics for the corporate and litigation departments.

SECURITIES AND EXCHANGE COMMISSION, Atlanta, Georgia
Legal Intern January 19** - December 19**
Reviewed registration documents and supporting materials for new securities issues. Drafted trial briefs
and pleadings and participated in securities fraud investigations.

THE HONORABLE ROBERT H. HALL, UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA, Atlanta, Georgia
Summer Law Clerk June 19** - August 19**
Conducted extensive legal research and wrote memoranda and drafts for opinions.

PROFESSOR MARK BUDNITZ, EMORY UNIVERSITY SCHOOL OF LAW, Atlanta, Georgia
Research Assistant May - August 19**
Researched and wrote memoranda on the Electronic Funds Transfer Act and related banking topics.
Assisted in preparation of a law review article.

Resume Highlighting NY Address Only

THOMAS ZIEGLER
 110 West Third Street
 New York, New York 10012
 212/443-8796
 thomas.ziegler@yahoo.com

BAR ADMISSION

Plan to sit for the New York Bar in July 20**
 State Bar of Massachusetts, 19**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, New York
 Candidate for LL.M. (Master of Laws) in General Studies, June 20**

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, Massachusetts
 Visiting Student 19** - 19**

UNIVERSITY OF HOUSTON LAW CENTER, Houston, Texas
 J.D., May 19**

Activities: Vice President, International Law Society
 Phi Delta Phi (Honorary Service Fraternity)

VANDERBILT UNIVERSITY, Nashville, Tennessee
 B.A., *magna cum laude*, May 19**

Majors: French, Political Science

Activities: Member, Pi Eta Sigma (Political Science Honorary)
 Secretary, Alpha Lambda Delta (Honorary Service Organization)
 Member, Phi Eta Sigma (Freshman Honorary)
 Activities Coordinator, Cercle Francais
 Junior Year Abroad, Aix-en-Provence, France 19** - 19**

LEGAL EXPERIENCE

HASTINGS & SMITH, Houston, Texas

Associate March 19**- August 20**

Participated in all aspects of complex commercial litigation matters for this mid-sized firm specializing in mass tort defense law, primarily on federal court proceedings. Gained exposure to all facets of litigation practice, from presuit settlement negotiations through preparation for trial, including preparation of dispositive motions, pleadings, discovery, pretrial motions and appellate briefs, motion practice, depositions, and trial work. Representative casework included employment discrimination and class actions.

ROSE, COLLINS & WOODS, Houston, Texas

Intern May - November 19**

Researched and drafted legal memoranda in the field of admiralty law; handled initial client interviews; drafted interrogatories and other discovery documents and pleadings.

KLEIN & ROSS, Denver, Colorado

Paralegal May - August 19**

Responsible for basic paralegal duties in concentrated trial practice: conducted initial hearing dates; assisted in the preparation of and conduction of trials.

ADDITIONAL INFORMATION

Member, L'Alliance Francaise; Fluent in both written and spoken French.
 Enjoy long-distance running, piano, drawing/painting.

Resume Emphasizing Extensive Writing Experience; Combines Bar Status & Professional Associations to Save Space

DAVID FOSTER WALLACE

264 Henry Street, #4D
Brooklyn, New York 11201
(718) 555-2647
dfw3490@nyu.edu

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, New York
LL.M. Degree in General Legal Studies, May 20**

FORDHAM UNIVERSITY SCHOOL OF LAW, New York, New York
J.D. Degree, May 20**
Honors: **Moot Court Board, Case Book Division**, Managing Editor

UNIVERSITY OF CONNECTICUT, Storrs, Connecticut
B.A. in Political Science, *magna cum laude*, May 19** GPA: 3.75 Major GPA: 3.83
Senior Thesis: Spin Control: The Impact of Professional Marketing Advisors in the United States
Presidential Campaigns of 1988 and 1992
Honors: **Phi Beta Kappa**; Distinction in the Political Science Major
Activities: *The Daily Campus*, Senior Editor; Men's Varsity Lacrosse Team

EXPERIENCE

THE HON. STERLING JOHNSON, JR., U.S. DISTRICT COURT, E.D.N.Y., Brooklyn, New York
Judicial Clerk, 20** - 20**
Performed legal analysis of pending cases and prepared bench memoranda to aid the Judge in the disposition of pending civil and criminal matters. Attend evidentiary hearings, pre-trial proceedings, settlement negotiations and conferences in chambers. Coordinate the Judge's calendar and facilitate the smooth operation of his courtroom.

SKADDEN, ARPS, SLATE, MEAGHER & FLOM, Boston, Massachusetts
Summer Associate, Summer 19**
Participated in all aspects of complex commercial litigation matters, including a major securities fraud case and an antitrust matter involving the nation's largest office supplies distributors. Assisted in document preparation for the closing of a leveraged leasing transaction. Independently drafted an appellate brief submitted in a *pro bono* matter.

THE HON. DENNIS JACOBS, U.S. COURT OF APPEALS, SECOND CIRCUIT, New York, New York
Judicial Intern, Summer 19**
Conducted extensive legal research and writing on a variety of substantive and procedural issues, such as the perimeters of the RICO forfeiture provision and the application of the federal sentencing guidelines. Prepared comprehensive bench memoranda submitted to the entire Second Circuit panel prior to consideration of cases.

ED & F MAN INTERNATIONAL, London, England
Office Assistant, Commodities Trading Division, Summer 19**

BAR ADMISSIONS/PROFESSIONAL ASSOCIATIONS

Awaiting results of New York and New Jersey bar examinations (July administration).
Member, New York County Lawyers Association, Securities Litigation Committee.

Showcases Joint JD/LLM Program & Separates Legal From Accounting Experience

LAUREN KESSLER

243 Union Street
Brooklyn, NY 11216
718/678-3827

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY
Selected for the J.D. non-matriculant/LL.M. in Taxation Program, September 20**-May 20**
LL.M. in Taxation expected December 20**

TULANE LAW SCHOOL, New Orleans, LA
Candidate for J.D., May 20**
Overall GPA: 3.3; Tax GPA: 3.6
Honors: Order of the Coif
Recipient of Prentice-Hall Tax Award
Activities: Compiled recruiting portfolio for the Law School Dean Search Committee

UNIVERSITY OF SOUTHWESTERN LOUISIANA, Lafayette, LA
B.S. Degree in Accounting, *magna cum laude*, May 19**
Honors: Phi Beta Kappa

LEGAL EXPERIENCE

BRICE, MANKOFF AND BARRON Summer 20**
Dallas, TX
Summer Associate: Researched and prepared legal memoranda on topics including federal excise taxes, tax consequences of leveraged lease transactions, and federal tax considerations of private foundations.

MILLING, BENSON, WOODWARD AND HILLYER September 19** - April 19**
New Orleans, LA
Law Clerk: Researched and prepared legal memoranda on various topics of taxation; drafted trust instruments and other legal documents.

ACCOUNTING EXPERIENCE

PREJEAN AND THIBODAUX September 19** - August 19**
CERTIFIED PUBLIC ACCOUNTANTS
Lafayette, LA
Senior Staff Accountant/ Certified Public Accountant: Prepared corporate, partnership and individual income tax returns; designed and implemented financial accounting systems; prepared and analyzed financial statements; managed and trained office personnel and entry level accountants; coordinated continuing professional education program.

PROFESSIONAL LICENSES

State Bar of Louisiana, 20**
Certified Public Accountant, Certificate Number 12345, June 19**

SKILLS AND INTERESTS

French (fluent); Spanish (conversational); Russian (reading). Enjoy tennis, hiking and skiing

Highlights JD Tax Courses**CHRISPHOPER R. KAPLAN****Local Address**

240 South End Avenue
 New York, NY 10280
 212/736-9384
 crk@yahoo.com

Permanent Address

110 West Main Street
 Philadelphia, PA 38489
 215/897-8374

BAR STATUS Admitted to the Pennsylvania Bar, 19**

EDUCATION **NEW YORK UNIVERSITY SCHOOL OF LAW**, New York, NY
 Candidate for Master of Laws (LL.M.) in Taxation, June 20**

VILLANOVA UNIVERSITY SCHOOL OF LAW, Villanova, PA

Juris Doctor, May 19**

Class Rank: Top 15%

Tax Courses: Taxation of Trusts, Estates and Gifts; Corporation
 Taxation; Federal Income Taxation; Advanced
 Corporate Taxation
 (Tax GPA: 3.578)

Honors: Raymond Joseph Harris Scholarship

Activities: Villanova Intramural Sports

TEMPLE UNIVERSITY, Philadelphia, PA

Bachelor of Business Administration, *magna cum laude*, May 19**

Major: Accounting

G.P.A.: Major 3.9; Overall 3.5

Honors: Phi Beta Kappa; Dean's List

Activities: Campus Coordinator, Race for the Cure - directed event
 raising \$25,000 for cancer research

KOREA UNIVERSITY, Seoul, South Korea

Foreign Exchange Student, 19** - 19**

LEGAL **RICHARD M. OCHROCH, ESQ.**, Philadelphia, PA
EXPERIENCE **Law Clerk**. June - August 20**

Handled preparations for commercial litigation for a Philadelphia trial attorney. Researched and drafted legal memoranda, drafted and answered pleadings and interrogatories, and took statements from witnesses.

PEPPER, HAMILTON & SCHEETZ, Philadelphia, PA

Intern. September - November 19**

Assisted in the discovery process of a major antitrust case.

COMMUNITY **VOLUNTARY INCOME TAX ASSISTANCE PROGRAM (VITA)**, Philadelphia, PA
SERVICE **Tax Preparer**. 19** - 19**

Prepared Federal and State income tax forms for members of the community, including but not limited to 1040, 1040A, 1040EZ, 540, 540EZ, Schedules A, B.

LANGUAGES Fluent in Chinese; conversational in Korean.

ADDITIONAL Volunteered ten hours per week with the Nassau County Humane Society.
INFORMATION Enjoy chess, soccer and classical music. Traveled extensively in the Far East.

Functional Resume Emphasizing Skills Not Employers**JASPER R. KEATING**

110 West Third Street, Apt. 483
 New York, New York 10012
 212/443-2741

ADMISSIONS TO PRACTICE

New York Bar (20**)
 U.S. District Court, Southern and Eastern Districts of New York (20**)
 U.S. Court of Appeals, Second Circuit (20**)

LEGAL EXPERIENCE

Six years of general practice experience with heavy business emphasis, in small and medium-sized New York City law firms. Areas of experience include:

- Corporate** Organization and shareholders' agreements; recapitalizations; mergers and acquisitions; private offerings including limited partnerships; registration of securities; proxy filings.
- Commercial** Negotiation and drafting of a wide variety of commercial documents including sales, franchising, and licensing agreements.
- Litigation** Primary responsibility for many substantial cases and appeals in state and federal courts involving securities, commodities, commercial and construction contracts, real estate, antitrust, and unfair competition.
- Real Estate** Sales and purchases of commercial and residential property; real estate financing; commercial leasing.

LEGAL EMPLOYERS

ZIMNEY & FOSTER, New York, New York (14 attorneys)
Associate, September 19** to Present

ANDERSON, DALE & DOVE, New York, New York (6 attorneys)
Associate, June 19** to September 19**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, New York
 Candidate for LL.M. Degree in General Legal Studies, February 20**
 Concentration in Corporate Law and Taxation

WASHINGTON UNIVERSITY SCHOOL OF LAW, Seattle, Washington
 J.D. Degree, May 19**
Honors: Seminar class honors for senior thesis, "Mexican Restrictions on Foreign Investment"

CALIFORNIA STATE UNIVERSITY AT NORTHRIDGE, Northridge, California
 B.S. Degree, June 19**
 English Major; Computer Science Minor

ADDITIONAL INFORMATION

Extensive knowledge of computer systems; enjoy jogging, swimming and tennis

Highlights concentration within LL.M. program; participation on NYU Journal**KATE M. NIERI***Local Address*

240 Mercer Street, Apt. 2D
 New York, New York 10012
 (212) 229-0650

Permanent Address

100 Main Street, Apt. 3F
 Greensboro, NC 27358
 (336) 467-2341

EDUCATION**NEW YORK UNIVERSITY SCHOOL OF LAW**, New York, New York

Candidate for LL.M. in Trade Regulation, May 20**

Concentration: International Trade

Activities: *NYU Journal of International Law and Politics*, Graduate Editor

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

J.D. received, May 20**

Activities: Student Legal Services (Member)
 Student Bar Association (Member)

UNIVERSITY OF MIAMI, Coral Gables, Florida

B.S. in Communications, *magna cum laude*, May 19**

Honors: Dean's List (all semesters)

EXPERIENCE**ZIMNEY & FOSTER**, New York, New York

*Law Clerk, Summer 20***

Performed extensive legal research and writing in the areas of employment, labor and contract law for this mid-sized general practice law firm. Drafted appellate brief in suit involving interpretation of recent NLRB regulatory revisions. Initiated project to computerize pleading forms and create in-house research database.

PROFESSOR WALTER CONE, **University of Miami School of Law**, Coral Gables, Florida

*Research Assistant, January-May 20***

Assisted Professor Cone in the research, revision and final editing of his treatise on trademark and copyright law, *The Magic Kingdom and the Law*. Primarily responsible for the development and writing of an appendix to the text on conducting research in this area of the law. Performed substantial research and prepared class materials for an upperclass seminar in intellectual property law. Performed all cite checking for this treatise and other articles co-authored by the Professor.

THE HON. JOHN CRICKET, **U.S. District Court, Southern District of Florida**, Orlando, Florida

*Judicial Intern, Summer 19***

Conducted legal research on a wide variety of substantive and procedural issues, including the rights of the indigent to appointed counsel, limitations on search and seizure, and conflict of laws. Drafted bench memoranda and provided the Judge with oral briefings in preparation for hearing oral argument. Assisted in the drafting of opinion regarding disposition of a summary judgment motion in a complex antitrust litigation. Observed court proceedings.

SKILLS AND INTERESTS

Volunteer ten hours per week with the Nassau County Humane Society. Enjoy collecting animation memorabilia. Traveled extensively in the Far East.

110 West Third Street, Apt. 999
New York, New York 10012
(212) 443-9428

December 3, 20**

Joseph Green, Esq.
Green, Garfinkel & Redlich
2 Boulder Drive
Dallas, Texas 75222

Dear Mr. Green:

I am presently attending New York University School of Law and will receive an LL.M. in Corporate Law in May 20**. I am interested in applying to Green, Garfinkel & Redlich for an associate position following the completion of my studies in May. I am quite familiar with and fond of Dallas as I have several relatives and friends who live in the area.

I received my degree from Georgetown University School of Law where I graduated *summa cum laude*. My academic course work as well as my position as an associate with the firm, Wilmer, Cutler & Pickering in Washington, D.C., have provided me with a substantive background in corporate and commercial law.

Throughout the pursuit of my law degree, I held legal positions that often required as much as thirty hours of work each week. Those positions enabled me to attain, while still in school, the practical experience one ordinarily only receives years after graduation from law school. I look forward to putting that experience to work on your firm's behalf.

I have enclosed a resume and writing sample for your consideration. I would be pleased to speak with you about the needs of your firm during the coming year. I will be in Dallas from December 23 to January 8 and would appreciate meeting with you during that period. You can reach me at the address and phone number listed above. I look forward to hearing from you.

Sincerely,

Jennifer Keller

Enclosures

General Cover Letter

110 West Third Street, #43
New York, NY 10012
212/443-0281

December 1, 20**

Edward P. Mendoza, Esq.
Montez, Burns & Mendoza
2289 Peachtree Boulevard
Seattle, WA 90712

Dear Mr. Mendoza:

I am writing to apply for a position as an associate with Montez, Burns & Mendoza. I recently graduated with an LL.M. degree in Trade Regulation from New York University School of Law and have taken the New York State Bar Examination.

I would like to highlight certain points in order that you can make an effective assessment of my application. First, I have extensive research experience having been senior editor of the law review and a staff researcher with the law reform commission. For the past year I have been a research assistant to Elliot White, Adjunct Professor at New York University School of Law. Second, I have a strong writing background. I am a co-author of a two-volume loose-leaf service on foreign investment regulation published by Prentice-Hall and have researched and written a three-part series on entertainment industry arbitration (in conjunction with Professor White) published in *the New York Law Journal*. Third, my graduate studies at NYU comprised the areas of securities, antitrust, intellectual property and international business law and I completed the degree with a GPA in excess of 3.5. Fourth, I have broad practical experience. I have worked full-time in the area of corporate/commercial law, drafting commercial contracts and negotiating deals in connection with limited partnership syndication, share and asset purchase, and real estate and debt financing transactions.

I am regarded as a very diligent and thorough worker, possess excellent research and writing skills, have a proven capacity to undertake serious responsibilities and can work effectively in a challenging environment.

I would appreciate the opportunity for a personal interview at your offices, or if more convenient, following your campus interviews at NYU in August.

Yours very truly,

William Smith

International Student**SERGUEI LAVROVA**

110 West Third Street, Apt. 888
 New York, NY 10012
 Tel. (212) 888-8888
 s.lavrova@nyu.edu

Vernadski Lihachyovsky, 888-888
 Moscow 888888, Russia
 Tel. (888) 888-8888

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY

Candidate for LL.M. Degree in General Legal Studies, May 20**

Honors: Edmund Muskie Fellowship (Academic Scholarship)

Concentration: Corporate Law and Finance, Venture Capital, Transnational Legal Practice

INTERNATIONAL UNIVERSITY SCHOOL OF LAW, Moscow, Russia

Diploma, *with honors*, June 19**

Major: Commercial Law

Thesis: "Transnational Corporate Transactions"

Activities: French College, lecture series and discussion group study of French and comparative law European Community Economics Course.

PROFESSIONAL EXPERIENCE

SERGUEI LAVROVA, LAW OFFICE, Moscow, Russia

Legal Counselor

August - December 19**

Advised clients on broad spectrum of matters pertaining to commercial and corporate law. Drafted legal documents including contracts, registration papers and litigation materials. Prepared memoranda and research opinions. Conducted due diligence and participated in dispute settlements.

SHEARMAN & STERLING, Frankfurt, Germany

Associate

January - July 19**

Legal Assistant

April 19** - June 19**

Conducted research and wrote memoranda in various areas of corporate, commercial, labor and competition law typically connected with incorporation of operation of foreign companies and joint ventures in Germany. Drafted corporate documents and contracts. Performed due diligence reviews and drafted reports. Enjoyed extensive contacts with clients and colleagues from other Shearman & Sterling offices. Actively participated in client development and *pro bono* projects.

INTERNATIONAL COMMERCIAL ARBITRATION COURT, Moscow, Russia

Legal Intern

November - December 19**

Reviewed court practice, observed court hearings and conducted legal research in the areas of commercial law.

INIURCOLLEGUIA, Moscow, Russia

Trainee/Foreign Trade Department

December 19** - January 19**

Assisted in drafting joint venture agreements and opinion letters for this specialized association of lawyers.

BAR ADMISSION

Moscow Regional Bar, 19**

International Student**JANET S. DEAN****New York Address**

110 West Third Street, #11B
 New York, NY 10012
 Tel.: 212.111.0111

London Address

111 Burnham Towers
 London NW1 1KS
 Tel.: 01.11.111.1101

EDUCATION**NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY**

Candidate for LL.M. Degree in International Law, May 20**

Honors: Fulbright Scholar, United States-Canada Foundation

CHRIST'S COLLEGE, CAMBRIDGE, Cambridge, England

Research Centre for International Law

M. PHIL. in International Relations, High Performance (top 10%), August 20**

Honors: F.C.A.R. Scholar, Québec Research Foundation

Buttomley Award, University of Cambridge

Activities: Captain, Graduate VIII, Christ's College Boat Club

Life Member, Cambridge U. Conservative Association

LONDON GUILDHALL UNIVERSITY, London, England

LL.B. (Honors) Business Law, July 19**

Honors: Graduated with "upper second class honors" (equivalent to *magna cum laude*)

Top 15% of the class

Activities: Member, Trainee Solicitors Group of The Law Society of England & Wales

Member, Mansfield Law Club and Mooting Society

Participant, Moot Court Trials

UNIVERSITÉ DE MONTRÉAL, Montréal, Canada

Bachelor in Civil Law (top 10%), August 19**

Activities: International Relations Centre, President (19** to 19**) and Secretary (19** to 19**),

LEGAL EXPERIENCE**PROFESSOR NORMAN DORSEN, NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY**

Research Assistant

Performed legal research in Spanish, French, German and European Court of Human Rights case law on due process for development of book on comparative criminal procedure.

STIKEMAN, ELLIOTT, London, England

Solicitors Clerk

Summer 20**

Represented Solicitor at criminal court trials; acted as liaison between clients and counsel;

assisted Barrister in court and handled numerous client interviews.

BECKMAN & BECKMAN SOLICITORS, London, England

Law Clerk

Summer 19**

Handled litigation and conducted research in all aspects of firm's practice; drafted reports and

attended court hearings and conferences with counsel.

LANGUAGE SKILLS

French (native speaker), English and Spanish (fluent), German (conversational).

International Student

OLIVER HASENAUERLocal Address:

240 Mercer Street, Apt. 555
New York, New York 10012
212-555-5768

Oliver.Hasenauer@nyu.edu

Permanent Address:

Suttingergasse 15
Z-5555 Vienna, Austria
55-513-3432

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, New York

Candidate for Master of Laws (LL.M.) in Trade Regulation, May 20**

Honors: Hauser Global Scholar, (*one year full scholarship awarded on basis of academic merit*)

Journal of International Law and Politics, Graduate Editor

UNIVERSITY OF VIENNA, Vienna, Austria

Doctor iuris, dissertation on International Copyright Law, expected October 20**

Magister iuris, January 19** (top 4%)

Honors: Recipient of Merit Scholarship by the Academic Senate and the Faculty of Law in 19** and 19**

Scholarship to study European Community Law at the **University of Paris II** October 19** to March 19**

LEGAL EXPERIENCE

COMMERCIAL COURT OF VIENNA, Vienna, Austria

Law Clerk

October 20** to January 20**

Prepared decisions for the court and conducted legal research in the areas of corporate, unfair competition and intellectual property law.

JUVENILE COURT OF VIENNA, Vienna, Austria

Law Clerk

July 19** to October 19**

Acted as a public defender in cases involving minor juvenile crimes, wrote court opinions and conducted legal research.

LANCZMANN, WINTER & PARTNER, (50 Attorneys), Stuttgart, Germany

Trainee

Summer 19**

Conducted research and drafted corporate documents, memoranda, and appellate briefs.

NON-LEGAL PROFESSIONAL EXPERIENCE

Founder

Founded and managed (with two partners) an international trade agency in St. Gallen, Switzerland, which acted as intermediary between European and Middle Eastern businesses; January to December 19**

Apprentice

Hobag Handels-und Finanz AG, St. Margrethen, Switzerland. Trained in accounting and collections procedures; July to October 19**

Apprentice

Phoenician Overseas Brokers Ltd., Oberengstringen, Switzerland. Prepared and coordinated the Swiss Industry's Exhibition in Cairo 19**; April 19**

International Student**ANNE D. TANG**

135 MacDougal Street, Apt. 3A, New York, New York 10012

(212) 756-86454; annetang@hotmail.com

EDUCATION**NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY**

Candidate for General LL.M. Degree, May 20**
Emphasis on Corporate and Commercial Law

UNIVERSITY OF NEW SOUTH WALES, Sydney, Australia

LL.B. Degree, March 19**

B.A. Degree (Political Science), March 19**

Honors: Prize for International Law (1st in class)

Rank: Top 15% of graduating class

Activities: Human Rights Society

EXPERIENCE**BLAKE DAWSON WALDRON, Sydney, Australia**

July 19**-May 20**

Solicitor. Specialized in entertainment law and commercial litigation. Prepared contracts for publishers, drafted production and distribution agreements for television stations; provided copyright, trademark and trade practices advice. Provided pre-publication advice by telephone to publishers and broadcasters concerning defamation and contempt. Drafted pleadings, conducted mediations, negotiated settlements, appeared at interlocutory hearings and prepared all interlocutory steps for hearing on behalf of media and a broad range of other corporate clients.

DIETZ & DAVIES, Melbourne, Australia

April 19**-June 19**

Solicitor. Major practice areas included acquisitions, securities regulation, public equity issues, commercial aspects of the broadcasting industry and general corporate advisory work. Major projects included advising a leading Australian commercial radio network on corporate matters and involvement in the corporate aspects of the formation of a consortium to bid for a Pay TV license in Australia.

COUDERT BROTHERS, Sydney, Australia

January 19**-May 19**

Summer Intern. Drafted loan agreements, leases and mortgages, provided tax and superannuation advice.

COMMUNITY INVOLVEMENT

Worked as a volunteer for a government legal services office and advised individuals on tenancy disputes, credit disputes, family law and criminal law. 19**-19**

Established and worked as a volunteer solicitor at a community legal service office: advised individuals on family law, criminal law and credit disputes. 19**-19**

ADDITIONAL INFORMATION

Solicitor and Barrister, Australian Capital Territory Supreme Court and the High Court of Australia

Fluent in French

Accomplished English equestrienne, including show jumping and dressage.

International Student**JENS R. TEICH**

145 E. 27th Street, #3H

New York, NY 10016

212/545-1234; Jteich@nyu.edu

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY

Candidate for LL.M. Degree, General Legal Studies, May 20**

Honors: Scholarship of the German Ministry of Economics, Bonn, Germany 20**
 Scholarship of the Rotary Foundation of Rotary International, Evanston, IL 20**

COLUMBIA UNIVERSITY SCHOOL OF LAW, New York, NY

Summer Program: Introduction to American Law, Leyden, The Netherlands, July 20**

UNIVERSITY OF HEIDELBERG FACULTY OF LAW, Heidelberg, Germany

Candidate for Doctor Juris (Ph.D. equivalent), anticipated January 20**

Thesis: Collective Bargaining Agreements and European Antitrust Law

Honors: Participant in Graduate program on “Business Organization and Trade Regulation according to German, European and Foreign Law”

Scholarship recipient from the German Research Foundation (DFG)

UNIVERSITY OF HEIDELBERG FACULTY OF LAW, Heidelberg, Germany

First State Examination, “highly satisfactory” (top 10%), June 19**

Honors: Paper on “Know-how Licensing and EU Competition Law”, “very good” (top 1%)

EXPERIENCE

HEIDELBERG DISTRICT COURT, Heidelberg, Germany April 19** - July 20**

Second State Examination (Bar Exam equivalent), “highly satisfactory” (top 10%)

Required *Legal Clerkship* (“Referendariat”), rotated through the following offices and agencies:

- Law Firm of **Shearman & Sterling**, Dusseldorf (20**);
 Drafted legal documents in the area European intellectual property law.
- **Heidelberg District Court**, Civil Division (19**)
 Prepared hearings and drafted the opinions of the court in all fields of civil law.
- Law Firm of **Hunton & Williams**, New York (19**)
 Conducted due diligence review of supply contracts, leases, and other materials.
- Law Firm of **Dr. Bittighofer & Collegen**, Pforzheim (1990)
 Performed extensive legal research on a variety of complex substantive and procedural matters.

DEUTSCHE BANK. A.G., Cologne, Germany

August 19** - October 19**

Apprentice. Fully trained in all banking operations. This on-the-job training was accompanied by classroom training at the Cologne Vocational School, including written and oral examinations. Final examination by a board of senior bank executives from competing banks.

ADDITIONAL INFORMATION

German (native language); English, French (fluent); Chinese (conversational); Russian, Spanish (reading)

American and German citizenship

Enjoy Literature, philosophy, photography

International Student

SUSAN E. GRAVER
 240 Mercer Street, Apt. 444
 New York, New York 10012
 (212) 443-7832

BAR ADMISSION

The Law Society of Upper Canada - admitted to the Ontario Bar, February 20**
 Plan to sit for the New York State Bar Examination, July 2001

EDUCATION

New York University School of Law, New York, New York
 Candidate for LL.M. in International Taxation, May 20**

Honors: New Brunswick Law Foundation Graduate Scholarship in Law
Activities: Research Assistant, Professor Paul McDaniel

University of Western Ontario, London, Ontario, Canada
 Bachelor of Laws (LL.B.) *with distinction*, June 20**

Rank: Graduated in top 2 percent of graduating class
 First year: 6/153; Second year: 10/147; Third year: 2/158
Honors: Dean's Honor List (all years)
 Richard DeBoo Publisher's Award for highest grade in Corporate Taxation
University of Western Ontario Law Journal, Editorial Staff
 Moot Court, Member 19** to 19**

Case Western Reserve University, Cleveland, Ohio

Selected as a participant to the Canada-United States Law Institute Exchange Program, Fall 19**
 Semester GPA: 3.85

Honors: American Jurisprudence Award for highest grade in Property Security

University of Western Ontario School of Business Administration, London, Ontario, Canada

B.A. (Honors), in Business Administration, June 19**

Concentration in Finance and International Finance

Activities: Teaching Assistant, Introductory Business, September 19** to May 19**
 President, Debating Union; First Prize Winner, Harvard Model U.N.

EXPERIENCE

Adams Kelly, Toronto, Canada

Student-At-Law, May 20** to August 20**

Worked in the Litigation and Corporate departments of a full service firm in Toronto. Drafted legal documents, researched and prepared legal memoranda, argued interlocutory motion and conducted a small claims trial.

Summer Law Student, June 19** to April 19**

Worked in the litigation department researching and preparing legal memoranda.

ADDITIONAL INFORMATION

Languages: Fluent in French (studied for 5 years and lived in Paris for 1 year in 19**)

Computers: Advanced knowledge of Information Technology

International Student

JACOB LEVI
 23 Orchard Street, Apt. 5G
 Rego Park, New York 11374
 (718) 333-3333

BAR ADMISSION Plan to sit for New York Bar Exam, July 20**
 Israeli Bar, 19**

EDUCATION **NEW YORK UNIVERSITY SCHOOL OF LAW**, New York, NY
 Candidate for LL.M. in Taxation, May 20**
 Concentration in International Taxation

HEBREW UNIVERSITY, Jerusalem, Israel
 LL.B. in Law and Economics, *magna cum laude*, January 19**

Honors: Dean's list (all terms)
 Editor, *Hebrew University Law Review*
 Wolfson Prize for Academic Excellence
 Hebrew University Scholarships
 Nahariya Municipality Scholarships

Activities: Volunteer, Big Brother Program
 Volunteer Advocate, Small Claims Immigrant Project

LEGAL JACOB ARNON & ASSOCIATES, Tel Aviv, Israel

EXPERIENCE *Associate* May 20** to August 20**
Law Clerk October 19** to March 19**

Worked closely with partners in the litigation, banking, securities and energy infrastructure practice groups in the third largest Israeli law firm. Independently drafted, reviewed, and analyzed acquisition, banking, debt restructuring, debt and equity instruments, and project finance documents and prepared due diligence memoranda. Participated in contract negotiations independently and in collaboration with partners. Performed wide-ranging research related to banking laws, debt and equity offerings, foreign investments, and project finance. Enjoyed extensive contact with local and foreign clients and foreign counsel.

JUDGE JOSHUA SEGEV, SUPREME COURT OF ISRAEL, Jerusalem, Israel *Law*
Clerk March 19** to September 19**

Researched and drafted appellate court decisions in various fields of civil and criminal law.

OTHER ISRAELI AIR FORCE

EXPERIENCE *Captain* January 19** to August 19**

Officer in top classified military intelligence unit. Served on front line bases and in headquarters. Commanded the unit's Officers Course.

ADDITIONAL INFORMATION **Languages:** Hebrew (native language), English and French (both fluent)
Interests: Avid backpacker and wilderness camper, enjoy rock climbing and caving.

International Student**DIETER VON HABER****Local Address:**

240 Mercer Street, Apt. 111
New York, NY 10012
Tel: (212) 110-1101

Permanent Address:

No. 1 Chemin Castoldi
1111 Geneva, Switzerland
Tel: (11 11) 100 11 11

BAR ADMISSION

Geneva Cantonal Bar, 19**

EDUCATION

New York University School of Law, New York, NY

Candidate for LL.M. Degree in General Legal Studies, May 20**

Concentration: Intellectual Property Law and International Law

University of Geneva, Faculty of Law, Geneva, Switzerland

Licence en Droit, June 19**

Activities: Pro Bono Legal Counselor (student-run legal counseling service for members of the community)

Sherborne Department of Foreign Affairs, Dorset, England

A Levels: French, Spanish and History, graduated June 19**

LEGAL EXPERIENCE

Swiss Department of Foreign Affairs, Berne, Switzerland, May 19** - July 20**

Legal Counsel. Served as legal counsel in Department of Public International Law. Primarily involved with issues of international transport and intellectual property law. Implemented international Conventions. Prepared legal and political decisions. Led Swiss Delegation in the Legal Committee of the International Copyright Society. Served as secretary of Swiss Delegation in the Central Commission for Trade Regulation.

Ruesch & DeBauier, Geneva, Switzerland, May 19** - April 19**

Intern. Conducted extensive legal research, drafted legal documents, counseled clients and handled litigation for one of Geneva's major commercial law firms. Gained experience in various fields of domestic and international law, including corporate, contract, bankruptcy, torts, trademark infringement and criminal law (*pro bono*).

Public Prosecutors Offices, Geneva, Switzerland, October 19** - April 19**

Intern. Conducted extensive legal research and drafted indictments and appeals in the fields of criminal law and extradition.

ADDITIONAL INFORMATION

Languages: French (native language), German and English (fluent), Spanish (reading).

Interests: Enjoy gourmet French cooking, skiing, traveling, and rock climbing.

International Student**PEDRO ALVEREZ**Current Address

240 Mercer Street, Apt. 222
New York, New York 10012
(212) 222-2222

Permanent Address

Apartado Postal #222
Garza Garcia, NL
Mexico, CP 22220
(22) (2) 222-0222

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, New York

Candidate for LL.M. in Corporate Law, May 20**

Honors: Scholarship recipient from the Inter-American Development Bank

UNIVERSIDAD IBEROAMERICANA, Mexico City, Mexico

Licenciado en Derecho (Law Degree), December 19**

Rank: 7 out of 110

Honors: Awarded Special Honors on thesis "*Joint Ventures in Latin America*"

LEGAL EXPERIENCE

ROJAS Y PERALES, A.C. Mexico City, Mexico

Associate Attorney

December 19** - August 20**

Law Clerk

February 19** - November 19**

Privatizations: Served as external advisor for the Ministry of Finance and Public Credit in the divestiture and privatization process of the Mexican port system.

Corporate Law: Provided legal assistance to transnational companies incorporated in Mexico in their day-to-day operations. Drafted joint venture agreements between Mexicans and foreigners. Supervised mergers and acquisitions under Mexico's Antitrust Act. Structured tax strategies.

Banking Law: Provided legal assistance on the incorporation of affiliates of Foreign Financial Institutions in Mexico as a result of the 19** amendments to the Mexican Banking Act. Assisted two major financing entities for the automobile industry with their credit operations.

Administrative Law: Advised in the drafting of Mexico's new law concerning ports. Assisted one of the six Mexican Councils in his constitutional qualification for the Mexican presidential elections held in August 19**.

BANCO NACIONAL DE COMERCIO INTERIOR (BNCI), Tampico, Mexico

Summer Legal Intern

May - August 19**

Managed contractual negotiations in the refinancing of debt by Mexican investors in connection with the acquisition of warehouse units in California. Coordinated with a California law firm regarding the foreclosure process of some of the warehouse units to obtain payment from the debtors in default. Reviewed loan agreements drafted by the Bank's public notaries.

MEMBERSHIPS

National Association of Corporate Lawyers

**International Student
Targeted Cover Letter for Job Search Mailing**

110 West Third Street, Apt. 999
New York, New York 10012
(212) 443-2854

December 3, 20**

Joseph Green, Esq.
Green, Garfinkel & Redlich
2 Boulder Drive
Dallas, Texas 75222

Dear Mr. Green:

I am a Venezuelan attorney presently attending New York University School of Law and I will receive a Master's Degree in Comparative Jurisprudence (LL.M.) in May 20**. This LL.M. degree provides an overview of American Law and the curriculum is a synthesis of the first two years of law school in the United States. I am interested in applying to Green, Garfinkel & Redlich for an internship following the completion of my studies in May. I am particularly interested in your firm because of its relationship with Escritorio Juridico Tavid y Asociados and I believe I would be able to help service your clients with an interest in Venezuela.

I received my degree from the Universidad Catolica Andres Bello where I graduated with honors for the highest grades in several of my classes. My academic course work as well as my position as a foreign associate with the firm, Wilmer, Cutler & Pickering in Washington, D.C., have provided me with a substantive background in corporate and commercial law.

Throughout the pursuit of my law degree in Venezuela, I held legal positions which required substantial time commitment. Those positions enabled me to attain, while still in school, the practical experience one ordinarily only receives years after graduation from law school. I would welcome the chance to put that experience to work on your firm's behalf.

I have enclosed a resume and writing sample for your consideration. I would be pleased to speak with you about the needs of your firm during the coming year. I will be in Dallas from December 15 to January 5 and would appreciate meeting with you during that period. You can reach me at the address and phone number listed above. I look forward to hearing from you.

Sincerely,

Ignacio Molina

**International Student
Targeted Cover Letter for Job Search Mailing**

110 West Third Street
Apartment #37
New York, NY 10012
212/443-9786

February 2, 20**

Jennifer Kaysen, Esq.
Hanson & Peters
132 Avenue of the Americas
New York, NY 10019

Dear Ms. Kaysen:

I am a Swiss lawyer presently attending New York University School of Law as a Fulbright scholar, and expect to receive a LL.M. in Corporate Law in May 20**. I am interested in applying to Hanson & Peters for an internship after my studies next May. Hanson & Peters drew my attention because of the firm's reputation in the area of corporate and international financial transactions.

I received my Law Degree from (name of law school), one of the most prestigious private universities in Switzerland, where I graduated with honors. My academic course work as well as my professional experience have provided me with a substantive background in corporate and commercial law. As an associate at Raisman & Partners, I participated in all aspects of complex commercial litigation matters, and gained substantial experience in dealing with international clients. Recently, I co-authored an article entitled (title of paper) with a partner from each of Raisman's Zurich and Paris offices.

Enclosed please find a copy of my resume and an outline of my transactional experience for your review. I would welcome the opportunity to meet with you to discuss my qualifications and your hiring criteria in greater detail. I look forward to hearing from you soon.

Very truly yours,

Isabella von Willisen

**International Student
General Cover Letter For Job Search Mailing**

240 Mercer Street, #600B
New York, NY 10012
212/43-8888
tbaker@yahoo.com

October 12, 20**

Ciro Gamboni, Esq.
Cahill Gordon & Reindel
80 Pine Street
New York, NY 10005

Dear Mr. Gamboni:

I am a South African attorney presently in the LL.M. (Corporate) Program at NYU School of Law and will be graduating in May 20**. I received a Bachelor of Commerce degree and my LL.M. both with distinction from one of South Africa's most prestigious and internationally renowned universities. I ranked first amongst B.Com graduates majoring in either Business Economics or Economics and amongst the top two percent of LL.B. graduates.

I had extensive corporate law experience in the two and a half years which I practiced in the commercial department and in the commercial litigation and insolvency department at Taft Hamilton & Viener in Sandton, South Africa. Taft Hamilton is one of the largest and most highly respected corporate law firms in South Africa. During the ten months as a professional assistant, I had a high degree of responsibility in a large number of corporate matters, including two acquisitions of listed companies.

Given the nature of your firm's work and my experience, I believe I have a significant contribution to make to your practice and accordingly am interested in pursuing a position as an associate with your firm on completion of my studies and the New York Bar Exam.

I enclose a copy of my resume and would welcome the opportunity to meet at your offices to discuss your firm's needs and my qualifications.

I look forward to hearing from you.

Sincerely,

Thomas Baker

Cover Letter In Response to Job Listing

110 West Third Street, Apt. 888
New York, New York 10012
212/999-9999

March 3, 20**

Norman Biali, Esq.
Dewey Cheatem & Howe
120 Broadway
New York, New York 10012

Dear Mr. Biali:

In response to your advertisement with the New York University Office of Career Counseling and Placement, enclosed please find my resume and unofficial transcript for the fall semester for your review. I note that you are looking for corporate associates for your Los Angeles office, which is where I plan to relocate.

For the past year, I have been enrolled in the LL.M. program in General Legal Studies at New York University School of Law, from which I will be graduating in two months. I recently decided to move to Los Angeles for personal reasons and intend to do so upon graduation. In fact, I anticipate taking the California Bar examination this July.

My educational and professional experience has been concentrated in the commercial area with an emphasis in the corporate and tax fields. I have also had extensive experience in litigation, although I prefer to practice in the commercial area.

I look forward to meeting with you at a mutually convenient time. You can reach me at the address and phone number appearing above. I would be happy to travel to Los Angeles to interview at the convenience of your colleagues there. Thank you for your consideration to this letter. I look forward to hearing from you soon.

Very truly yours,

Christopher Soulsby

Enclosure

Unsolicited Cover Letter to Alumni/ae

240 Mercer Street, #302
New York, NY 10012
212-443-1233

December 1, 20**

Patricia M. Chung, Esq.
Biltmore, Archer & Chung, P.C.
100 Maiden Lane, Suite 20
New York, NY 10038

Dear Ms. Chung:

I understand that you graduated from New York University School of Law in 1985. I noted with great interest the item in the "Alumni News" section of the *NYU Law School Magazine* Fall 20** issue regarding the recent formation of your firm with three of your colleagues at Simpson & White. I am a Tax LL.M. at NYU Law School, and I am currently exploring career options in trusts and estates law. My specific focus lies in sophisticated estate planning techniques, particularly the formation of offshore trusts and the international tax implications of such transactions. I am very interested in your perspective both as an alumna of the Law School and as an experienced practitioner in the trusts and estates law field.

As a summer associate in 20** at Damien, Daphne & Cecil, I was exposed to international trust and tax planning during my rotation through the Private Client Group. Since that time, I have attempted to learn all that I can about this fascinating area of law. Among other things, I have joined the Trusts and Estates Law Committee of the Association of the Bar of New York as a research assistant and am a member of the International Tax section of the New York County Lawyers' Association. The Chair of the ABCNY Trust and Estates Law Committee accepted my offer to perform legal research and writing for the committee newsletter; reviewing all recent case law and legislation has enabled me to stay abreast of developments in the field. Additionally, I attend all bar association and Practicing Law Institute lectures, meetings and seminars on estate planning topics when my academic schedule permits. If you have any recommendations for professional development reading or networking opportunities, I would truly appreciate your input.

I am endeavoring to develop a strong foundation in this practice area and to familiarize myself with its practitioners so that I can best tailor my career planning and job search to this market. Any advice you would be willing to provide in this regard would be gratefully received and carefully heeded. I will contact you next week to ascertain whether a brief meeting or informational telephone call with you would be possible.

Thank you very much for your time and assistance.

Sincerely,

Katherine C. Benson

240 Mercer Street, #305
New York, NY 10012

January 10, 20**

Barbara T. Barrett, Esq.
Kane & Letterman
101 Wall Street, Suite 1602
New York, NY 10036

Dear Ms. Barrett:

Thank you so much for an enjoyable and informative visit to the offices of Kane & Letterman this past Tuesday, January 9. I greatly appreciated having the opportunity to meet with members of the firm and to tour your impressive new offices. Our discussion of women in the courtroom and female litigators' avenues for professional development was enlightening to me; I am grateful for your candor and willingness to share your perspectives. Kane & Letterman certainly seems like an ideal firm for a woman launching a career as a commercial litigator.

Please extend my thanks to your colleagues Bill Smith, Patty Summerville and Tim Rogers for taking time from their busy schedules to meet with me, and to Samantha Caldwell for arranging my visit to the firm. I particularly appreciated having the chance to speak at length with Mr. Smith and Ms. Summerville regarding the extensive litigation training program at the firm; Kane & Letterman's diverse litigation practice and outstanding training resources are extremely appealing to me.

I remain very interested in pursuing an associate position at the firm. Should you require any additional information to assist you as you consider my candidacy, please do not hesitate to contact me at 212/443-1234.

Thank you once again for your time and consideration. I look forward to hearing from you.

Very truly yours,

Lena B. Rivera

Individualized Thank You Note following Callback Interview

110 West Third Street, #398
New York, NY 10012
212/433-9876

November 12, 20**

Mark S. Roberts, Esq.
Morris & Bennett, P.C.
1475 Third Avenue, Suite 2435
New York, NY 10017

Dear Mr. Roberts:

Thank you for taking the time out of your busy schedule to meet with me yesterday afternoon. I thoroughly enjoyed my visit to the Morris & Bennett offices. I particularly enjoyed our discussion of the firm's burgeoning finance practice, and the anticipated changes in the field as the emerging economies in East Asia continue to expand and demand accelerated infrastructure development. You were especially kind to arrange my visit with two recent graduates of New York University School of Law; it was quite helpful to gain the perspective of junior associates in the firm's corporate department. Morris & Bennett's hands-on approach to associate training and development seems well-suited to my work style and abilities.

I remain extremely interested in pursuing an associate position with Morris & Bennett. Should you require any additional information to assist you as you consider my candidacy, please do not hesitate to contact me at the number listed above.

Thank you once again for your time and consideration. I look forward to hearing from you.

Very truly yours,

Sandra C. Clemson

Letter Accepting an Offer

Dear Mr. Lincoln:

I am very pleased to accept your offer of employment with Cobbs, Borden & Spade. I thoroughly enjoyed my recent visit to the firm to meet with several junior and senior associates in the Corporate Department, including Joan Simmonds and Tom Peters. I plan to contact them in the next few days to thank them for their assistance in making this important decision.

I hope that we will have an opportunity to speak again before I begin next summer. If not, my best wishes to you and your family for a happy holiday season and a healthy New Year.

Offer received; acceptance or refusal put off:

Dear Ms. Connell:

I appreciate your interest in me for the position we discussed in our earlier meeting. I am still very interested in the possibility that we can reach some mutually satisfactory agreement. However, in view of the fact that I am considering other possibilities at this time, I am not prepared to make a final commitment. Understanding that you must make some decisions, too, I will endeavor to make a final decision by _____, and will communicate that decision to you.

Detailed Letter Rejecting an Offer

Dear Mr. Lincoln:

I am writing to advise you that, after much deliberation, I will not be accepting your invitation to join Cobbs, Borden & Spade. As I am sure you can imagine, my decision was based on a great deal of information obtained over the course of a lengthy recruitment process. Through the candor and forthrightness of you and your colleagues, was provided with a lot of excellent information about Cobbs, Borden & Spade. The friendly and professional demeanor of everyone I met with, coupled with Cobbs, Borden & Spade's outstanding corporate practice, made this a very difficult decision. I would like to thank you again for all of your consideration and assistance in this endeavor, and hope that our paths cross again in the future.

When on-campus interviews are oversubscribed:

Dear Ms. Cane:

I had hoped to meet you in New York while you were interviewing on campus. However, I understand that your time is limited and that you will not be able to see everyone. I am planning to be in your vicinity on (give actual date), and hope very much to see you then. I will telephone you in advance to possibly arrange for an appointment. My resume and unofficial transcript are enclosed.

I look forward to meeting with you at that time.