

Perfecting Your Resume

Resumes are an individual expression of who you are. As they usually determine whether or not you are called for an interview, it is imperative that they make a **great** first impression, which can often be exclusive of your GPA. The idea is to highlight qualities and experiences which set you apart from the rest of the crowd, while still maintaining the traditional professionalism required in the field of law.

Remember, the resume is **not** a complete autobiography! It is a prospectus for the future. Its primary task is to convince prospective employers to contact you for an interview. A good resume should:

- Be appealing on its face
- Highlight your significant accomplishments
- Be logically formatted for a 20-second (or less) review

Identify Your Skills

It is sometimes difficult to fully and effectively catalog and evaluate your own skills profile. Ask yourself: "What special abilities have I developed which allowed me to perform successfully in my previous activities/jobs?" Do not be concerned that you have little or no previous experience in legal jobs. Job skills are transferable. For example, the communications skills learned in a retail position will be useful in your future legal career for both business and client development. Categorize your skills as follows – all three categories are important and highly valued by employers!

- **Technical/Professional Skills** – skills that are related to performing within a job and acquired by education, training, reading, and/or hands-on experiences (i.e., internships, clerkships, volunteer opportunities). These skills are often listed in advertised job postings: e.g., legal research abilities, writing skills, working knowledge of a certain area of law (e.g., Uniform Commercial Code).
- **Functional Skills** – skills related to people, information, and things that are transferable from one field to another (e.g., organization, communication, management, leadership). These abilities are easy to overlook or downplay, but are highly valued by prospective employers and crucial to successful workplace performance.
- **Personal/Adaptive Skills** -- skills often referred to as personality and/or character traits (e.g., patience, decisiveness, team player, self-starter, quick learner, detail-oriented, work well under pressure).

Cataloging your Experiences/Resume Content

- **Heading** (name, address, email, telephone)
- **Education/Honors/School-Related Activities** (reverse chronological order)
 - Education typically begins with college.
 - List degree/year obtained or expected; names and locations of schools.
 - Include your GPA if 3.0 or higher; class rank if in the top one-third
- **Certificates/Licenses/Bar Admission(s)**

- **Professional/Work Experience**

- Be specific! Include title, months and years of employment, name and location of employer.

- Instead of automatically listing job duties for each job, try to write "**accomplishment statements**" that single out and spotlight your major achievements. Accomplishment statements are far more compelling than a list of job duties and responsibilities.

Think back on your previous positions and highlight any experiences that represent achievements. To pinpoint achievements, some people think in terms of baseball and ask, "What were my triples and homeruns in that job?" Once you identify the triples and homeruns, write out an explanation of what you did. For additional help on how to write accomplishment statements, go to www.careerlab.com/art_homeruns.htm.

It may be helpful to describe each experience using a **P-A-R (Problem-Action-Result)** formula. Describe the **Problem** (or challenge/responsibility) you faced in the position, **Action(s)** you took to reach an objective/goal, and the **Result** or accomplishment.

Contrast the effectiveness of these two statements:

Basic/Generic Description

Performed legal research and drafted a response to a motion for summary judgment

Using P-A-R Formula

Drafted successful opposition to pivotal motion for summary judgment in personal injury case involving more than \$10 million in damages

List job duties where accomplishment statements are not feasible. Obviously, no one hits triples and homeruns in every job. If you don't have any significant achievements in a particular job, it is perfectly acceptable to list your job duties and responsibilities, but it need not be an exhaustive list. Stick to the more significant ones that will be meaningful to the reader. A list of sample phrases for job duties as well as accomplishment statements is included below.

- Use action verbs to start each statement and omit personal pronouns (i.e., “I” or “my”). A list of action verbs is included below.
- Quantify number of people, products, profits involved (e.g., “Supervised 15-20 community volunteers”).
- **Volunteer, clinical, and/or internship experience**
 - This may be your *strong point!* Always consider how you can “put your best foot forward”, presenting yourself as an experienced, capable candidate.
- **Professional Memberships/Activities/Publications**
- **Special skills** (fluency in a foreign language; advanced computer skills if truly beyond those skills expected)
- **Activities/Interests** (extracurricular activities, hobbies, interesting pursuits)

Format

- One page (unless you have *significant* work experience, e.g. career before law school, high level responsibility, etc.)
- Professional, clean, easy-to-read typeface
 - Standard 12 pt. font
 - Reasonable margins
- Printed on high quality paper (limit color to white, cream, pale gray)
- Use space to highlight information and make it easy to read

Tips and Traps

- Tailor your resume to the specific employer
 - Be sure to include skills and experience sought by the employer
- Proofread (for accuracy, grammar, punctuation, and correct telephone number)
- No personal information! (i.e. marital status, children, etc.)
- Have two other people proofread (perfection is key)
- Before including anything on your resume, ask yourself this: Does this information *significantly* contribute to your presentation? If not, exclude it.
- Exclude photograph
- Make sure that your voice-mail message is appropriate
- Don't list references on your resume. Have a separate list available if requested. It is important to select people as references who are familiar with your work skills. Ask former employers or colleagues. Include their full names, job titles and addresses, along with phone numbers and email addresses.

Sample Job Duty Phrases for Law Clerk and General Legal Experience

- Researched issues pertaining to pending motion to dismiss in complex civil litigation case
- Researched and drafted memoranda on discrete issues of law including ... (piercing the corporate veil, 1933 Act securities regulations, CERCLA, etc.)
- Assisted in discovery including drafting deposition questions, interrogatories and requests for production of documents
- Drafted settlement letters
- Drafted and edited articles of incorporation, by-laws and articles of merger
- Communicated with opposing counsel and clients
- Attended federal pre-trial conferences and court proceedings
- Attended depositions in commercial foreclosure proceedings
- Attended various client meetings regarding x, y, and z
- Drafted corporate resolutions and partnership agreements
- Drafted lease agreements
- Prepared due diligence for complex civil litigation case
- Researched and drafted bench memoranda, orders and opinions on various issues of criminal law, such as ... (preliminary injunctions, order to produce documents, etc.)
- Reviewed motions, researched relevant case law, prepared summaries of legal arguments and assisted in preparation of court rulings
- Prepared and filed documents in (dependency and neglect proceedings, probate case)
- Conducted intake interviews of prospective clients

Sample Accomplishment Statements for Law Clerk and General Legal Experience

- Drafted complaint in complex contract case involving dispute over multi-million dollar parcel of real estate
- Prepared settlement agreement to resolve \$30,000 construction contract case between general contractor and property owner
- Drafted and edited successful motions to dismiss and motions for summary judgment defending claims for workers' compensation involving potential liability for permanent, total disability payments
- Investigated and developed factual basis for motion for restraining order for victim; adopted by assistant district attorney in presenting case, and relied upon by court in issuing order
- Successfully represented indigent, Spanish-speaking woman from Columbia in all aspects of a two-day asylum hearing before a federal immigration judge; client granted asylum as a result
- Wrote and edited a legal manual on domestic violence distributed to law enforcement officers and battered women's shelters throughout the state
- Drafted speeches on x, y, and z delivered in committee and subcommittee meetings by members of Congress
- Argued more than a dozen sentencing and bond reduction hearings for misdemeanor defendants resulting in favorable decisions by the court in all cases
- Obtained a sentence reduction for client in criminal case from one year to ninety days in jail
- Researched and drafted successful motion to suppress evidence in criminal case resulting in dismissal of several charges
- Drafted motion for partial summary judgment that was filed in case involving the Endangered Species Act resulting in the inclusion of a species of Colorado trout on the endangered species list
- Developed factual and legal premise to support dismissal of frivolous trespassing suit, saving client potential damages exceeding \$10,000

Action Verbs for Resumes

A list of action verbs to assist you in describing your experiences and accomplishments:

accelerated	contacted	explored	mediated	researched
accomplished	continued	facilitated	modeled	resolved
achieved	contracted	figured	modified	responded
acquired	convened	financed	molded	restored
activated	conveyed	focused	monitored	retained
adapted	coordinated	forecasted	motivated	retrieved
adjusted	corresponded	formed	named	reviewed
administered	counseled	formulated	negotiated	revised
advised	created	fostered	observed	rewrote
allocated	critiqued	founded	obtained	routed
analyzed	decided	functioned	operated	scheduled
annotated	defined	generated	ordered	searched
anticipated	delegated	governed	organized	selected
applied	delivered	grouped	originated	served
appraised	demonstrated	guided	outlined	shaped
arranged	derived	helped	oversaw	shared
articulated	designed	identified	perceived	showed
assembled	detected	illustrated	performed	simplified
assessed	determined	immunized	persuaded	solicited
assigned	developed	implemented	planned	solved
authored	devised	improved	planted	specified
balanced	directed	increased	presented	spoke
briefed	distributed	informed	presided	stimulated
budgeted	drafted	initiated	printed	structured
built	edited	instituted	produced	studied
catalogued	educated	instructed	protected	supervised
categorized	effected	interpreted	provided	supported
chaired	elicited	interviewed	publicized	synthesized
clarified	encouraged	introduced	questioned	targeted
cleared coded	established	invented	raised	taught
collaborated	evaluated	investigated	recommended	tested
compared	examined	judged	recorded	trained
compiled	executed	led	recruited	transferred
completed	exhibited	listened	reduced	tutored
composed	expanded	maintained	rendered	updated
computed	expedited	managed	repaired	utilized
conducted	experienced	marketed	reported	verified
consolidated	experimented	mastered	represented	wrote
constructed	explained	measured	reproduced	

Providing Substance to Your Resume

During your three years in law school, build up your resume through the following:

- ❑ Participating in clinics and internship programs
 - Student Law Office
 - Corporate Internship Program
 - Internships for Credit
 - Other Clinical Programs
- ❑ Getting involved in student and volunteer activities, including student organizations
- ❑ Helping a professor as a Research Assistant
 - Great way to improve your research and writing skills
- ❑ Holding part- and full-time legal positions
 - Work during your summers (full-time) and possibly during the school year (part-time) after your first year if your schedule will allow
- ❑ Concentrating on your grades
- ❑ Applying to writing competitions
- ❑ Participating in moot court competitions, such as Barrister's Cup and Negotiations Competition
- ❑ Joining the American Bar Association (ABA), or the Colorado and Denver Bar Associations (CBA & DBA) as a student member. Attend section or committee meetings in the areas of law you are interested in practicing.
- ❑ Joining an Inn of Court: The American Inns of Court is a national organization whose members include judges, lawyers and a few law students. Inns meet once a month for dinner to hold programs and discuss matters of professionalism, ethics and skills. It is modeled after the English apprenticeship system for barristers. There are 10 Inns in Denver. *Please see the Career Development Center for more specific information and visit www.innsforcourt.org.*
- ❑ Getting published
 - Write for a Law Journal
 - Interview an attorney about an interesting case or area of expertise; submit the resulting article to *The Docket* or *Law Week Colorado*
 - Write an article on a current legal issue and submit it to the newsletter of the appropriate bar committee for publication
- ❑ Joining a chapter of Toastmasters to improve public speaking abilities
- ❑ Attending bar sponsored continuing legal education (CLE) programs to meet local attorneys practicing in areas of interest

Resume Basics Workshop

As part of your resume preparation, the Career Development Center encourages you to either attend in person, or view the **streaming video** of a previous presentation of the "Resume Building Workshop." This workshop is offered once each semester, but if you cannot attend, watch the streaming video available on the Career Services Calendar of Events – <http://www.law.du.edu/career/calendar/index.html>.

Daniel R. One-L

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EDUCATION

University of Denver Sturm College of Law, Denver, CO
J.D. Candidate 2010

Northeastern State University, Tahlequah, OK
B.S., Criminal Justice w/ Paralegal option, May 2006
Minor: English

- *Magna Cum Laude*, GPA 3.6
- Dean's Honor Roll

PROFESSIONAL EXPERIENCE

Center Cinemas, Grove, OK May 2003–Aug 2006
Theater Manager

- Implemented a weekly cleaning and storage procedure, further reducing film scratches
- Repaired Digital Theatre Sound System by reseating problematic sound boards, which restored audio quality
- Motivated employees and supervised employee training in furtherance of company principles and efficiency

Applebee's Restaurant, Muskogee, OK Nov 2002–May 2003
Dishwasher

- Maintained outstanding restaurant appearance, while accomplishing daily food preparation goals and dishwashing duties

Center Cinemas, Grove, OK Jan 2000–Aug 2002
Concessionist

- Adapted to varying customer occupancy while streamlining customer service
- Resolved customer complaints by mediating disputes and finding common ground
- Recommended the implementation of written closing procedures to further increase employee productivity

SKILLS AND INTERESTS

- Proficient in Microsoft Word, Power Point, and Excel
- General computer knowledge with minor networking experience and system implementation
- Interests include electronics, legal subject matter, health and fitness

Jane Experienced Firstyear

2222 S. Highend Street • Denver, CO 80210 • (303) 555-9999 • james10@law.du.edu

EDUCATION

University of Denver Sturm College of Law, Denver, Colorado

Juris Doctor expected May 2010

- Robert Neil Barry Native American Scholarship
- University of Denver Sturm College of Law General Scholarship
- Vice President, American Civil Liberties Union

Northern Arizona University, Flagstaff, Arizona

Bachelor of Science, Environmental Science - Policy and Administration, May 2005

- Americorps Service Scholarship
- Dean's List

EXPERIENCE

The Bertram Law Firm, Kansas City, MO

March 2005 – July 2006

Legal Assistant

- Meticulously gathered and organized clients' medical data for plaintiffs' Vioxx consortium; drafted memoranda relied upon to select top consortium cases
- Extensively researched potential clients' medical records and drafted internal memoranda used by attorneys to determine clients' claims status
- Conducted potential new client intake phone interviews; prepared internal memoranda relied upon by attorneys to evaluate claims
- Worked closely with attorneys to prepare claim status letters for thousands of class action members; answered phone calls and questions on claims for class members

Coconino Rural Environmental Corps, Flagstaff, AZ

August 2003-Janurary 2004

Supervisor

- Supervised Americorps volunteer crews conducting various environmental forest restoration projects throughout the back country of Arizona
- Conducted chainsaw, fire prevention, and environmental education training for new Coconino Rural Environmental Corps volunteers
- Worked closely with project partners from numerous government agencies to achieve environmental restoration goals

Americorps, Flagstaff, AZ

April 2003-August 2003

Volunteer

- Worked with partnered fire agencies to reduce potential forest fire fuels, mitigate bark beetle outbreak, and provide heating fuel for Navajo Reservation
- Worked closely with crew members to restore thousands of acres of pronghorn habitat
- Participated in bark beetle mitigation at the Arizona Snowbowl in extreme environmental conditions
- Completed over 500 hours of community service

INTERESTS

Hunting, Fishing, Hiking, Backpacking, Rock-climbing, Music, Skiing, Sports

Gregory R. Second

1400 South Indiana Street, Denver, CO 80210 • greg09@law.du.edu • 303-123-5555

EDUCATION

University of Denver Sturm College of Law, Denver, CO – J.D. Expected 2008 – Top 22% of Class, Rank: 58/269

- **Denver University Law Review**, Spring 2006 to present
 - Selected as a first year law student based on performance in writing competition
 - Publication: “The Continuing Plight of the Well Plead Complaint Rule in Copyright Jurisprudence”
 - Staff Editor, Fall 2007 to present
- **Sports and Entertainment Law Society**, President – Fall 2006 to present
- **Jewish Law Students Association**, Vice President – Spring 2007 to present

Cornell University, Ithaca, NY – B.S., Policy Analysis and Management, 1997, GPA: 3.4

- Authored 75 page **Senior Thesis**, “The Influence of the Jewish Lobby on Domestic Policy in Congress”
- **Cornell University Ski Team**, Captain

EXPERIENCE

Judges John Leopold and Gerald Rafferty, 18th Judicial District, Centennial, CO – Intern Summer 2006

- Consistently commended by judges for exceptional writing ability, meticulous attention to detail, keen ability to rapidly assimilate information, and innate organizational skills.
- Researched and authored orders signed by judge virtually unedited, under time-sensitive deadlines.
- Examined narrow issue and drafted comprehensive memorandum on summary judgment motion relied on in its entirety by judge in rendering decision.
- Supported division staff in all aspects of court administration, including issuing status orders and e-filing court orders.

D.Rat Management, Boulder, CO – President

2004–2005

Founder of artist management agency representing established bands and emerging artists.

- Catapulted artist management business from one to six clients in nine-month span.
- Established, nurtured, and expanded contacts with concert venues, marketers, and merchandisers nationwide.
- Skillfully and effectively negotiated contracts with record companies, vendors, talent buyers, and concert venues.
- Generated and maintained database of 1000+ media outlets to proactively promote client concerns.
- Increased clients’ visibility through placements in leading music magazines, print outlets, and radio stations.
- Solely responsible for creating ads, promotions, and marketing materials, including 200+ press releases annually.
- Individually handled all business operations, marketing, and communications for lead client, The Motet.

The Motet, Boulder, CO – Manager and Publicist for national touring music group

2001–2005

- Promoted rapidly from merchandise sales position to head manager in charge of all operations and business dealings.
- Organized and directed more than 100 concert appearances per year in 30 states.
- Pioneered partnerships with environmental organizations, capitalizing on the band’s stature to promote environmental activism.

Wall Street on Demand, Boulder, CO – Project Manager

2000–2001

- Synchronized multi-phase Internet development projects for financial services clients, including Charles Schwab & Company and Fidelity Investments.
- Supervised web developers and database managers to enhance websites delivering financial news and data.
- Coordinated firm’s and clients’ project schedules, resulting in improved communications and product delivery.

The Aviation Hub, Boulder, CO – Product Manager

1999–2000

- Organized and managed Internet startup firm’s marketing efforts to provide a dynamic portal serving the general aviation industry.
- Composed, edited and distributed daily electronic newsletter to more than 2500 subscribers.
- Compiled and edited content for 2000+–page website targeting private aircraft industry.

COMMUNITY INVOLVEMENT

Colorado Lawyers Committee Election Task Force – Member

2007

- Forged partnership as a member with the University of Denver Sturm College of Law enabling students to satisfy the Public Interest Practicum requirement by training to be and performing as Colorado election judges.

DANA M. JDLLM
2308 S. Franklin Street
Denver, CO 80210
(303) 436-5548
djdlm@student.law.du.edu

EDUCATION

University of Denver Sturm College of Law, Denver, CO

J.D. May 2007 • Awaiting Bar Exam results • L.L.M. in Taxation expected May 2008

- Issue Editor, *Preventive Law Reporter*
- Publication: Comment, Avoiding Liability Under the Ellerth/Faragher Affirmative Defense", 22 *Preventive Law Reporter* 27 (Winter 2004)
- Student member, Colorado Bar Association

Gonzaga University, Spokane, WA

Bachelor of Business Administration • Accounting • May 2002

- Awards: Leader's Scholarship • Dean's List • President's List
- Volunteer: Assisted low-income people in completing their income tax returns

WORK EXPERIENCE

Legal Intern, George T. Carlson & Associates, Englewood, CO 12/04 - present

- Observed §341 Meetings of Creditors at United States Bankruptcy Court
- Prepared bankruptcy forms filed with United States Bankruptcy Court
- Attended attorney meetings to discuss firm management and issues related to staffing and client relations
- Edited February and September issues of the *Colorado Bankruptcy Letter*, an in-house publication circulated to 7,000+ attorneys

Law Clerk, Division of Administrative Hearings, Denver, CO 05/04 - 08/04

- Researched and drafted memoranda for motions to introduce polygraph evidence and to suppress a statement; researched criteria used to determine competence of child witness
- Researched and drafted memorandum to determine justification for retrial
- Drafted decision concerning intentional violations of federal assistance programs
- Drafted worker's compensation decision denying additional permanent partial disability benefits, but granting post maximum medical improvement benefits
- Researched and identified cases used by Administrative Law Judge to decide motion for more definite statement; edited final draft

Legal Intern, National Association of Counsel for Children, Denver, CO 10/03 - 04/04

- Referred clients to appropriate legal child advocacy services nationwide.
- Summarized 10 current national child welfare cases for publication in the Fall 2003 and Winter 2004 issues of *The Guardian*.

Driver, Rainbow Ice Cream and Novelties, Spokane, WA 06/02 - 08/02

- Developed profitable sales strategy for business and residential clientele that yielded approximately \$100 more in average daily sales above other drivers.

Marketing Intern, Great Northwest Athletic Conference, Spokane, WA 07/01 - 12/01

- Authored proposals to corporations recommending free advertising space in university sports facilities and stadiums in exchange for necessary services.

BRADLEY BILINGUAL

750 Amethyst Drive Denver, CO 80231 ♦ (720) 123-4567 ♦ bdrahota@hotmail.com

EDUCATION

University of Denver College of Law, Denver, CO U.S.A.

Masters of Law in American Comparative Law (LLM),
with specialization in International Business Law, expected May 2008

University of the United Arab Emirates College of Shari 'a and Law, Alain,U.A.E.

License of Law (LLB), June 1996

EXPERIENCE

Ministry of Education and Youth

August 1998-February 2002

Abu-Dhabi Educational Zone; Abu Dhabi, U.A.E

Assistant Manager

- Assisted in leading small groups of 20 teachers in discussions to determine critical needs related to improving student motivation and teacher effectiveness with 16-18 year old students
- Formulated implementation plan incorporating educational experts, financial resources and timeline with 4 core ministry staff personnel
- Collaborated with local computer technology business to design unique software tailored to administrative educational needs
- Served as interim manager for 75 employees during 5 month period
- Guided staff, parents and teachers through negotiations on personnel or logistical problems
- Tutored 10-15 teachers and administrative staff in computer and managerial skills
- Evaluated overall plan implementation and resulting outcome with ministry staff
- Promoted to a Manager position on February 2002

Ministry of Education and Youth

October 1996-July 1998

Abu-Dhabi Educational Zone, Abu Dhabi, U.A.E.

Educator

- Taught legal aspects of Shari 'a to students ages 13 and 16 years of age

Emirates Heritage Club, Abu Dhabi, U.A.E.

March 1997-May 2001

Administrator (Evenings and summers)

- Planned cultural and sports activities for boys age 10 to 18 yrs to prevent them from engaging in drugs and criminal activities
- Collaborated with graphic designers to create age-appropriate brochures for young boys that encouraged positive values and were distributed to schools and local businesses

SKILLS

- Languages: Native Arabic; Proficient (Written and Spoken) English
- Wrote legal papers during my graduate program in the areas of business, intellectual property and environmental regulations

INTERESTS

- Attended two programs in "Nero Linguistic" to improve self-performance and team working
- Attended a program in "The Art of Conversation and Persuasion"

LINDA D. MARTINEZ

300 East First Avenue • Denver, Colorado 80201 • (303) 123-4567 • lmartinez08@law.du.edu

Education

University of Denver Sturm College of Law, Denver, CO

J.D. candidate, expected graduation 2008, 3.51 GPA

- **Chancellor's Scholar** (full-tuition scholarship based on academic excellence, public service)
- **2007 PACE National Environmental Law Moot Court Competition:** Semi-finalist & a Best Oralist Award Recipient in the preliminary rounds
- **Water Law Review**, Staff Member: edited multiple articles for publication, authored and published 8 court reports since August 2005
- **Public Interest Law Group** – Vice President; **Amnesty International** – Board Member; **The Free Press** – Co-Founder & Senior Editor
- Member: **Latino Law Student Association; Social Justice Action Group; Natural Resources Environmental Law Society; National Lawyers Guild; and International Law Society.**

University of Arizona, Tucson, AZ

2002-2004

M.S., Urban Planning, 3.7 GPA

- **Graduate College Fellowship; Graduate Tuition Scholarship; Graduate Registration Scholarship**
- Wrote 65 page **Masters Thesis:** “Environmental NGO Accountability: Project Management Through Evaluation”

University of South Florida, Tampa, FL

2001

B.A., Interdisciplinary Social Sciences: Political Science & Criminology, 3.4 GPA

- **Florida Bright Futures Scholarship**

Work Experience

Center for Native Ecosystems, Denver, CO

Aug. 2006 - Present

Conservation Associate

- Draft litigation materials, including Notices of Intent to Sue, Briefs, Memoranda, and Complaints
- Research Endangered Species Act-related legal issues used for strategic litigation
- Prepare Freedom of Information Act requests and process the responses
- Wrote “Comment” on proposed agency actions and draft letters of support in order to preserve standing for litigation

Snell & Wilmer, LLP, Denver, CO

Summer 2006

Summer Associate

- Wrote *Supreme Court Plurality Decision Muddies “Navigable Waters”*, published in Section of Litigation, American Bar Association Aug. 2006, available online at www.abanet.org/litigation/litigationupdate/2006/august_hottopics.html
- Conducted a review of 11th Circuit cases on “fit” that was published with only minor edits in the 2006 Daubert Compendium
- Drafted recommendations for updating the Model Employment Law Jury Instructions for a supervising attorney who presented the material to the Faculty of Federal Advocates’ Ad Hoc Committee which adopted the recommendations
- Prepared over 20 legal memoranda on a variety of legal topics, and produced various other legal work products for supervising attorneys

LINDA D. MARTINEZ

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Center for Biological Diversity, Tucson, AZ

2002-2005

Grants Director-August 2004-August 2005

- Responsible for raising \$1.5 million annually in foundation support
- Wrote and submitted letters of inquiries, proposals, and grant reports to foundations for project and general support by deadline
- Co-founded Tucson's Community Earth Day Celebration including organizing over 55 non-profit organizations and government agencies in southern Arizona

Grant Writing Assistant-August 2003-August 2004

- Drafted grant proposals and foundation reports; researched foundations and sources of funding
- Established a tracking system using SharePoint software, enabling the organization to better fundraise and track campaigns

Membership Data Assistant-August 2002-May 2003

- Entered membership data, generating appropriate acknowledgements; maintained records and prepared weekly spreadsheets for the accountant

American Jewish Society for Service, San Juan, TX

Summer 2003

Community Liaison & Counselor

- Worked with United Farm Workers' Union to cultivate relationship between *colonias* residents and the AJSS
- Managed 16 teenagers on a construction site building affordable housing
- Set up a summer camp for the underprivileged children of the *colonia*

The Planning Center, Tucson, AZ

Spring 2003

Intern

- Conducted site analyses and prepared reports for the Principals; rated area and site maps using GIS

House of Representatives, District 53, St. Petersburg, FL

Fall 2001

Legislative Intern

- Performed legal research and wrote short reports for publication
- Responded to constituent concerns; attended community events as a representative of the office

Martial Arts World, Orlando, FL

1999-2000

Office Manager

- Responsible for bookkeeping, managing customer accounts, recruitment, class scheduling, and accounts payable and receivable
- Started and administered an after school tutoring program for low-income students

Community Involvement and Volunteer Activities

Lutheran Family Services, Denver, CO

2005-2006

- Volunteer; Assisted the Volunteer Coordinator with Refugee & Asylee Program advocacy projects

Tucson Ultimate, Inc., Tucson, AZ

2004-2005

- Board Member; managed annual budget, coordinated Tucson Ultimate's programs, developed a vision for the organization's future

Arizona Planning Association, Phoenix, AZ

2002-2003

- Board Member; Attended Board meetings, represented students from UA, and coordinated Southern Arizona Chapter events

Charles A. Graduate

Burns, Figa and Will P.C. (cont.)

- Prepared memorandum outlining the major provisions of the Draft Policy and Implementation Guidance for the Control and Disposition of Technologically Enhanced Naturally Occurring Radioactive Materials (TENORM) and analyzing its applicability to clients
- Produced memorandum analyzing liability under RCRA for an owner of a property identified as the source of a dry cleaning solvent plume
- Edited, cite checked, and performed due process and ripeness related research for a water law article before submittal for publication

Impact Environmental Consulting, Inc., Bohemia, NY, *Environmental Scientist* 2001-2003

- Performed over one hundred and fifty CERCLA due diligence investigations and over thirty-five delineation and remediation projects for a variety of contaminants
- Negotiated with state and local agencies to obtain file closures for contaminated sites, underground storage tanks and underground injection wells
- Counseled over thirty clients concerning environmental liabilities and federal, state, and local regulations; clients consisted of lenders, buyers, sellers, developers, estates, and attorneys
- Assisted potential buyer with procuring quotes for environmental insurance
- Awarded increased responsibilities and multiple performance based bonuses and consistent raises based on quality of performance

EDUCATION / AWARDS

University of Denver Sturm College of Law, Denver, CO

Juris Doctor, December 2006

- Received highest grade in Hazardous Waste and Toxic Substances Law
- President, Criminal Law Association
 - Delegated responsibilities for panel discussions by prominent members of Denver legal community, fundraising, membership drives and events such as the CU/DU Cup, and tours of Colorado correctional facilities; mediated disputes among members and other officers
- Member, Natural Resources Environmental Law Society

Washington and Lee University, Lexington, VA

Bachelor of Arts in Biology, *Emphasis on Environmental Studies*, June 2000

SKILLS / INTERESTS

- Proficient in spoken and written Spanish
- Adams County Connections- Youth Mentor
- Water Polo Captain: The Hill School and Washington and Lee University, Member Denver Water Polo Masters Team

THOMAS J. NEWALUM

8888 Sherman Street • Denver, CO 80203 • Phone: 303-555-5678 • Email: tnewalum@acl.com

EXPERIENCE

Licensed: Colorado
Nevada (pending)

Clear Creek Consulting, Denver, CO Aug 2006–Feb 2007

Senior Associate

- Received company recognition award in January 2007 for successfully negotiating with State of New York the release of a restrictive levy imposed on client's business account, which would have caused business to close
- Facilitated resolutions with the Internal Revenue Service and State Taxing Authorities on behalf of individuals and small businesses throughout United States
- Managed a client book of over 45 cases working to release levies, stay collection enforcement, abatement of penalties and develop and implement resolution strategies in the best interests of the clients
- Counseled clients in avoiding future accrual of tax liabilities and penalties

University of Denver Student Law Office, Denver, CO Jan 2006–May 2006

Student Attorney

- Conducted extensive research and analysis, and persuasively advocated for the implementation of several civil protection orders
- Effectively negotiated the mutual rescission of a lease for tenant/client.
- Successfully represented clients in court for civil protection orders and landlord tenant issues
- Drafted and submitted successful dispositive motions to dismiss and summary judgment
- Consistently resolved contentious issues on behalf of low income clients

Colorado Legal Services, Denver, CO Aug 2004-Apr 2005

Legal Intern

- Executed intensive initial client interviews and compiled detailed data regarding eligibility for legal services of indigent clients with a wide variety of legal problems ranging from bankruptcy cases to dissolution of marriage
- Researched, analyzed and drafted memoranda on legal issues including property, foreclosure, and bankruptcy relied on by lead counsel in litigation

Pitney Bowes, San Francisco, CA Oct 2002–Aug 2003

Sales Executive

- Managed customer relationships for current accounts and acted as consultant for customers' mail processes, helping them match services and products to their specific business needs.
- Postage equipment systems corporate sales earning top recognition in territory for sales achievement, customer relations and satisfaction, and introducing new sales tracking databases which improved the overall performance and sales assessment in division

EDUCATION

University of Denver Sturm College of Law, Denver, CO

Juris Doctor, May 2006

University of Denver, Denver, CO

LL.M. in Taxation, June 2006

University of San Diego, San Diego, CA

Bachelor of Arts, Business Administration, Emphasis in Supply Chain Management, May 2002

- Sigma Chi Fraternity, Balfour Award for Outstanding Service
- Summer Abroad 2000 - Guadalajara, Mexico - Intensive courses in Spanish conversation, culture, and art

INTERESTS

- Hiking, Alpine Skiing, Biking, Traveling locally and abroad

CHRISTINA L. VOGEL

2001 Pearl St. #100

Denver, CO 80203

303-333-3333

CVogel07@student.law.du.edu

EDUCATION

University of Denver Sturm College of Law- *Denver, CO*

08/04- 05/07

Juris Doctor

- Graduated May 2007 ranked #14, with G.P.A. 3.85; Order of St. Ives
- **Chancellor Scholar**: full tuition scholarship for academic excellence, commitment to Public Interest Law
- **Mock Trial**:
 - ABA Mock Trial Team: Regional Champion 2006, National Competitor
 - Ranked #8 nationally at Tournament of Champions- Fall 2006
 - Hoffman Cup Winner- Fall 2005
- **Child Advocacy Clinic**: Advocated for abused and neglected children (Aug. 05 – Dec. 2006)
- **Scholastic Excellence Award** for attaining highest grade in class for Trial Practice, Legal Writing & Research (2 semesters), Family Law, Legal Profession, Property, Con. Law, and Criminal Procedure
- Nominated for Hartje Writing Award for excellence in persuasive writing

University of Virginia- *Charlottesville, VA*

8/98 – 5/02

B.A. in Political and Social Thought - (Distinguished Degree Program), minor in Economics

- Graduated *Magna Cum Laude*, May 2002 with high distinction in PST Program
- Phi Beta Kappa; Dean's List Fall 1998- Spring 2002; Cumulative GPA: 3.8, top 10% of class
- Authored 110 page honors thesis analyzing the formation of public policy

EXPERIENCE

Adams County District Attorney Office- *Brighton, CO*

11/06- 5/07

Law Clerk

- Served as either lead or sole prosecutor during four trials of crimes ranging from domestic violence, resisting arrest, driving under the influence, and driving under suspension
- Negotiated plea bargains and managed docket for traffic and misdemeanor division
- Represented prosecutor's office in juvenile detention hearings; appearances included hearings on bond, filing of charges, and acceptance of guilty pleas
- Researched and wrote initial or response appellate briefs on issues including interlocutory appeals regarding suppression of evidence, requests for positions on sentencing capability under Apprendi, motions for judgments of acquittal and motions to reconsider judgments of acquittal

Isacson Rosenbaum P.C. - *Denver, CO*

5/06 – 8/06

Summer Associate

- Selected by senior trial attorney to play the role of the prosecutor in preparation for criminal trials, including cross-examination of key defense witnesses; advised supervising attorney, a former prosecutor himself, about perceived weaknesses in the defense case
- Conducted pre-trial factual investigation and legal research that resulted in the discovery of a unique line of cases used to support a motion to suppress evidence seized in a warrantless search; drafted motion in limine to be filed with the court
- Researched federal sentencing guidelines and drafted sentencing memorandum heavily relied upon by senior partners for motions filed with the United States District Court for the District of Colorado
- Researched legislative intent and case law regarding election law; assisted in crafting innovative legal arguments to present to the court under 48 hour deadline; at the request of a senior partner, attacked his brief for weaknesses
- Became key assistant to litigation partners based on research and analytical skills; drafted memos and advised partners on issues including real estate transactions, contract formation, and discriminatory employment practices

EXPERIENCE (continued)

Denver District Attorney's Office- Family Violence Unit - *Denver, CO* 8/05 – 5/06

Legal Intern

- Drafted 404(b) and child hearsay motions that were submitted to the court with minimal revisions
- Conducted legal research and drafted responses to Defense motions
- Gained experience in initial stages of case including intake, preliminary hearings, and discovery requests as well as assisted with trial preparation and exhibit/evidence selection
- Assisted in case analysis and made recommendations for trial strategy that were relied on by the prosecuting attorney

Denver District Court, Judge Sheila Rappaport- *Denver, CO* 6/05 – 8/05

Legal Intern

- Researched and crafted orders used by Judge in response to County Court Appeals and 35(c) Motions; Judge signed orders with only minor revisions
- Critiqued jury selection, trial strategies, and proof of the elements of the crime with the Judge
- Performed clerk duties including docket preparation, bailiff duties, and jury management/debriefing

Department of Justice, Civil Rights Division, Voting Section- *Washington, D.C.* 7/02 – 8/04

Honors Paralegal Specialist

- Conducted legal and factual research, collected and organized data/evidence, and interviewed potential witnesses to determine strength of case and make subsequent recommendations for future litigation opportunities
- Advised and educated disenfranchised felons regarding process for reinstatement of voting rights
- Played integral role in all aspects of litigation for two trial teams including trial strategy, witness preparation, and witness management; synthesized voluminous testimony relied upon by lead counsel for written closing arguments; edited post-trial and appellate briefs

Office of Senator Wayne Allard- *Washington, D.C* 6/01 – 8/01

Intern

- Briefed the Senator on pending legislative issues
- Composed speeches
- Examined housing, tax and banking issues
- Drafted responses to and resolved constituent concerns

COMMUNITY CONTRIBUTIONS

Court Appointed Special Advocate - *Washington, DC* 8/03-8/04

- Volunteer Advocate/ Social worker for abused and neglected children in social welfare system

Salvation Army Volunteer - *Denver, CO* 12/05-1/06

- Provided assistance for victims of Hurricane Katrina through the Red Cross

INTERESTS/ACTIVITIES

College Football and Basketball, Waterskiing, Learning to Cook, Exercising

DENISE L. LAWCLERK

18888 S. Trees Street ♦ Denver, CO 80322 ♦ 303-777-9555 ♦ denise.lawclerk@judicial.state.co.us

LEGAL EXPERIENCE

Colorado Court of Appeals, Denver, Colorado 2006-2007

Judicial Law Clerk for the Honorable José D.L. Márquez

- Discuss possible resolutions to issues raised in legal briefs with Judge Márquez
- Review the record from the trial court, review the parties' briefs for the court, research the applicable law and draft either a memorandum of law or a draft opinion for the judge
- Aid the judge with his caseload to give him the ability to concentrate on more complex cases

Jones Law Firm, Greenwood Village, Colorado

Fall 2004

Law Clerk

- Researched and analyzed current trends in Public Employee Retirement Association valuation issues arising in a divorce; attorney relied upon information, resulting in a more favorable outcome for the client
- Presented topic discussions to attorneys explaining qualified domestic relations orders and their effects on present and future pension plan payments, which proved to be critical to support a claim in marital interest; as a result, the attorney changed the legal strategy to protect client from future losses

Attorney General's Office, Denver, Colorado

Spring 2003

Legal Intern - Business Section

- Researched and drafted memoranda analyzing individual and organizational state tax liabilities; research was critical for the State to enforce taxes on an organization attempting to avoid tax liabilities by changing the organization's characterization to non-profit
- Held conferences with tax attorneys and the Tax Concierge to discuss marital property exemptions, which were crucial to the Attorney General's office enforcement of taxes on a couple who attempted to avoid tax liabilities by re-characterizing the corporation's income as separate; research on federal and Colorado state tax law aided the lead attorney in enforcing state taxes
- Assisted with preparation of property tax exemption hearings, saving unnecessary court time and cost

Westminster Law Library, Denver, Colorado

Fall 2002- Fall 2003

Work-Study

- Assisted attorneys, paralegals and other legal staff in finding appropriate research materials
- Directed current law students on thorough research and writing projects
- Organized, classified, and updated legal reference materials

DENISE L. LAWCLERK

Baker and Hostetler, LLP, Denver, Colorado

Summer 2002

Summer Associate

- Researched and drafted legal memoranda on various issues of law, including construction negligence, which allowed partner to adequately assess whether the client was able to pursue a negligence cause of action regarding his multi-million dollar ranch
- Researched America's marital rights history research and its effect on palimony agreements; assisted the attorney in creating a legally enforceable contract between the client and non-spousal partner
- Prepared corporate merger closing documents to aid in national bank buyout of a local bank

ADDITIONAL WORK EXPERIENCE

Starbucks, Denver, Colorado

Summer 2005

Barista

- Served as a cashier for the Starbucks located at the downtown REI store
- Prepared a variety of complex espresso drinks

Private Nanny, Castle Rock, Colorado

Fall 2004

- Provided loving and responsible care for two young children of a doctor and pilot

EDUCATION

University of Denver Sturm College of Law, Denver, CO

J.D., December 2005

- Paul D. White Scholar-*Summer Associate at Baker and Hostetler*
- President of Black Law Student Association (Fall 2003)
- Member of Rhone-Brackett Inn of Court, Christian Legal Society, Sam Cary Bar Association

Georgia State University, Atlanta, Georgia

B.S., Therapeutic Recreation, May 2001

- Georgia Hope Scholar
- National Golden Key Award Recipient

ACTIVITIES/INTERESTS

- July 2005 Participant Slacker's Half Marathon, Georgetown, CO
- NAUI Certified Scuba Diver
- Children Sponsor through international charitable organizations