

# RESUMES

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## RESUMES

Your resume is one of the most important documents you will draft during law school. When you apply for many legal positions, the only written work the prospective employer will see is your resume and the accompanying cover letter. Therefore, it is imperative that you make a favorable impression. The structure of a clerkship cover letter is very similar to other cover letters. The first section should state who you are and why you are interested in the clerkship position. The second part should highlight achievements and what specifically you can contribute to chambers. The final section indicates the information you have enclosed [resume, references, writing sample, e.g.], or if recommendation letters are not included, the names of those who will be sending them. Typically, each section should be its own separate paragraph.

The ultimate purpose of the resume is threefold:

1. To aid in getting an interview;
2. To guide the interviewer through your personal, educational, and professional qualifications; and
3. To help the interviewer remember you after the interview is concluded.

Most attorneys will spend an average of 30 seconds reviewing each resume. **They will skim your resume – not read each word.** You must seize their attention immediately by using a format that is easy to read. Do not try to seize attention with unusual paper or with flashy graphics. The resume should look business-like and uncluttered. Be sure to highlight your most positive points (those pertinent to the particular employer) and keep the resume short. It is a profile, not a biography.

## TIMING

Summer provides the amount of time needed to carefully consider various aspects of the resume and to make sure it is ready before school starts. All rising second and third-year students should have their resumes completed and ready for dissemination by early August. First-year students who are interested in out-of-state summer jobs after their first year will need to have a resume prepared before the start of the second semester. If you are going to be doing an employment search over the semester break, prepare the resume first semester. Most 1Ls will want to have a resume ready by mid-January to submit for on-campus interview consideration.

## PREPARATION

Before drafting the resume itself, you should prepare a worksheet listing all scholastic, extra-curricular, writing, employment, civic, social, and military achievements; all organizations in which you have been a member; and people who are in a position to vouch for your abilities.

Prepare a brief description of the responsibilities involved for each employment position held. Having prepared an inventory of assets, you are now ready to edit, condense, and organize the material into a resume.

The manner of presentation and scope of coverage varies with the individual. The following guidelines are suggestions and the final choices are always left to each person. There are no easy answers to resume questions; what appeals to one employer may turn off others.

## TYPES OF RESUMES

Although there are a variety of resume formats, the **most commonly used and highly recommended format for law students and graduates is the chronological resume**. The functional resume is seldom used by applicants for legal jobs; the combination resume (primarily chronological, with one or more functional sections) is sometimes appropriate for students or graduates with unusual backgrounds. Samples of legal resumes follow this section.

It is not a good idea to automatically copy someone else's format, since each resume should be designed to present the individual's accomplishments most favorably. You may also alter your resume to emphasize attributes pertinent to a particular employer. **Definitely do not fill in a template**; many are poorly designed, and most are meant for careers other than law. Always distribute your resume as a pdf to insure proper format.

### The Chronological Resume

The information is presented in phrases and is very brief, but not scanty. Jobs and education are listed in reverse chronological order (starting with the most recent and working back through the years).

#### ADVANTAGES:

- Employers are most familiar with this format; therefore, it is easier for them to find the information they want to know.
- Provides a natural guide for interviewers to discuss your experience.
- Highlights a steady employment history.

#### DISADVANTAGES (and ways to overcome them):

- Gaps in your employment history are obvious.  
This is less important for someone starting a new career in law.  
Employers are more concerned with what you can bring to their practice than in whether you have worked continuously.
- There is a temptation to simply write a fact sheet without highlighting significant features.  
In describing job duties, remember to highlight skills that are important to this employer – not necessarily what would matter if you had stayed in your previous job.
- Unless your important job skills are reflected in your most recent employment, they may be more difficult to spotlight.  
Shorten or eliminate descriptions of less important jobs  
Use more space to describe the skills that will matter to legal employers.  
Quantify your accomplishments and sell your skills to employers.

## **RESUME MECHANICS**

- Paper Size: 8 ½" X 11" (Strong preference for 1 page only; absolutely no more than 2)
- Paper Selection: 25% bond or heavier and conservative color  
(white, off-white, cream or pale grey)
- Type Style: Block-style, such as Times or Roman, Franklin Gothic (no script)  
Black ink
- Layout: Use different sizes and styles of type, i.e., all caps, bold, italics, underlining  
Leave some white space and clean margins around document

### **POINTS TO REMEMBER**

1. Whatever style you choose, be sure the resume accurately describes your skills and abilities as well as your employment and educational history. You may want to include separate sections for listing these, but you can also accomplish this by describing your activities while in school and by listing responsibilities of jobs you have held.
2. There is some dispute over the proper length of the resume. As a general rule, the resume should be limited to one page unless a long and distinguished job or scholastic background warrants additional space. Many employers believe that no resume should exceed one page; they may refuse to consider a person who submits a longer resume. In any event, two pages is the maximum length.
3. Unless lack of space prohibits it, the names of months should be spelled out instead of using slash marks, i.e., May 2013 instead of 5/13.
4. **Accuracy in typing is essential.** Not only must the data be accurate, but also the resume must be free from typographical, grammatical, and spelling errors. Such “technicalities” can be fatal. “Spell check” will not catch all errors. For instance, the word may be spelled correctly but may not be the word you intended to use in that context (Ex. Running/ruining, public/pubic, their/there). Attention to detail is an important element of the lawyer’s craft. It is inexcusable to allow error in your own resume. If an employer detects an error in a resume, he or she may conclude that the applicant will be equally sloppy and careless about legal work prepared under normal time pressures.
5. **Do not use a template** to create your resume. Resumes created from templates often do not upload properly to on-line systems; your resume is more likely to show up with odd spacing and changes when sent by email. In addition, a template may not use a format that is appropriate for legal resumes or for the particular employer you plan to target.
6. The Director and the Associate Directors of Career Services are available to critique your resume. All students are encouraged to have their resumes reviewed. However, it may be impossible for the Office of Career Services to review each word in all resumes. Therefore, students are urged to painstakingly review their resumes for typographical errors and misspellings. A good method of

proofing your resume is to cross-read with someone else or read it backwards. It would be a shame to be screened out of the opportunity for an interview because of a lack of proofreading.

## CONTENTS OF THE RESUME

### I. Name and Address

**The first rule of content is that the word “resume” has no place on the resume** and should definitely not be used to head the page. Your name, without any nicknames, should be used as the title of the resume. You may want to capitalize your name or use a different size or style of type to make the name stand out. A middle initial or middle name may be used, but initials alone should not be used (i.e., use John Benton Stone, John B. Stone, or J. Benton Stone, but not J.B. Stone unless J.B. is your only name).

Include your local address with zip code, a telephone number where you are most likely to be available, and an email address. **Be sure to keep this information current at all times.** You may also include a permanent address on your resume; employers may need to contact students who are on break or who have graduated. A permanent address is also useful if you are applying for a job in the same city or area as the permanent address which you have listed. This indicates that you have ties to the area, an extremely important consideration for many employers. For this same reason, you may want to omit a permanent address which emphasizes your lack of ties to the area where you are applying. Include an e-mail address that you regularly check. **(Be sure the e-mail address on your resume is not something “cute” or offensive; change to something more professional if necessary.)**

#### Job Objective (NO!)

**Do not include a statement of “job objectives” in a legal resume.** The better approach is to state job objectives in a cover letter as a means of tailoring your interests to a particular employer. Another approach to the concept of “job objectives” is the use of two separate resumes – one which is targeted for the general market, the other targeted for a more particular market, i.e., admiralty, tax, or medical malpractice. For example, you might include a section on “Pertinent Courses” as a subheading under your law school information.

Do not mention salary information in the resume. Salary issues should wait until mutual interest between employer and applicant has been established, usually late in the interview process.

### II. Legal Education

State the name of the law school and the city. If space is a problem and you are applying only to South Carolina employers, USC students may omit the city and state. Always indicate your anticipated date of graduation. (After you graduate, be sure to eliminate the language stating J.D. “candidate” or that graduation is “anticipated.”) To emphasize the law school’s name, you might underline it, bold it, or put it in all capital letters. Depending on your arrangement, you may wish to include in this category: (a) Honors, (b) Activities, and (c) Grades. Honors include such things as scholarships, CALI Awards, Law Review/Journal, Moot Court, accomplishments in Moot Court and National Trial competitions, etc. Always put items in these categories in their order of importance to the employer. Under “Activities,” items such as Student Bar Association, other student organizations,

participation in law school programs, pro bono activities, legal fraternities, etc., may be included. **Try to start each item on a new line or use columns; do not use a narrative paragraph form.**

Avoid “beefing” up your honors or activities section with meaningless information. Including too much information may make an employer overlook the most important points. It is also embarrassing to tell an employer that your involvement in an organization which you listed consisted simply of paying dues; have something to say about why you joined or were selected for membership. This illustrates a cardinal rule in resume writing: Anything on the resume is fair game for questions. If you could be embarrassed by the answer to an obvious or even a very sophisticated question suggested by an item on your resume, avoid including the item.

Consider whether any item on your resume is controversial. Activities related to party politics, advocacy for or against abortion rights, membership in organizations which are strongly pro-plaintiff or pro-defense, etc., will be appealing to some employers but could eliminate consideration by others. Within the same law firm, various attorneys may react differently to an item on your resume. This does not mean that you should exclude anything which could be controversial. If you eliminate everything that someone might not like, you could create a very boring resume! Just be sure to consider each item and make a reasoned decision based on your knowledge of the employer and on the importance to you of the activity.

### III. Grades

For many students, deciding whether to list law school grades on the resume is difficult. Many employers will encourage you to include your grades, although other employers do not care. In making your decision, you should take the following points into consideration.

- If you have other significant qualifications listed on the resume, an employer who normally considers grades may decide to interview you despite the fact that a GPA has not been included.
- On the other hand, absence of this information may automatically eliminate you from consideration by some employers who value grades. Employers sometimes assume that omitted grades are much lower than the student’s actual grades.
- Some students feel it is a waste of time to get an interview and then be eliminated from consideration when the employer asks about grades; including grades on the resume should avoid this. Other students prefer to concentrate on the opportunity to get to the interview.
- Although many firms which interview on campus (usually the larger firms) look for high grades, other employers believe that grades are irrelevant. In fact, some legal employers prefer students who are not near the top of their class, particularly if the successful lawyers in the firm or agency had lower grades in law school.

At what point do you include grades or decide to eliminate them when applying to employers who care about grades? It is hard to make a general statement on this subject without looking at your total qualifications. A good rule of thumb is that if your grades place you in the

upper 50 percent of your class, include them. If you decide not to list law school grades, you may want to omit undergraduate grades as well; inclusion of your undergraduate grades will make it that much more obvious that your law school grades are not on your resume. However, first-year law students often should include undergraduate grades to demonstrate previous outstanding academic achievement. Definitely indicate that you graduated with honors or were Phi Beta Kappa. Do not include your LSAT score on your resume.

**When applying for jobs outside South Carolina, it is often wise to include only your percentile, since GPAs vary widely among schools. Report percentile ranks in 5% increments (Top 15%, not Top 12.5%).**

Please feel free to discuss the subject of grades with Career Services staff.

### **GUIDELINES FOR REPORTING GPA AND CLASS RANK ON RESUMES**

Ignorance of one's GPA and/or class rank does not excuse a misrepresentation of the GPA or class rank on the resume.

1. **Grade point averages cannot be rounded up even slightly.**

Example: If GPA is 2.789:

Listing GPA as 2.8 or 2.79 is improper and an Honor Code violation.  
GPA 2.789 is correct.  
GPA 2.7 is correct.  
GPA 2.78 is correct.

2. Listing a semester or year's average without indicating your cumulative GPA is not permissible. First, you must list your cumulative GPA and then it is permissible to list one semester or a year's GPA if there is a particular reason for doing so.

Example: Cumulative GPA: 2.801, Fall 2012 GPA: 3.351  
Overall GPA= 2.801, Third Year GPA: 3.256

3. If you wish to report class rank, you may determine your individual percentile in the class.

Example: Your GPA is 2.911 and your class rank is 86 out of 251. You may divide 86 by 251 to get your specific percentile in the class. ( $86/251 = 34.26\%$ )

You may report any, or all of these: GPA: 2.911, Class Rank: 86/251, Top 35%

You may also report only your percentile or class rank, without listing your GPA. Use this for out of state jobs.

**Officially, GPA and class rank are only calculated twice a year after fall and spring semesters. If you include grades from the summer semester on your fall resume, you should indicate that your grade point average reflects summer grades. You may not recalculate your**

class rank based upon the inclusion of you summer school grades (i.e., if you were just below the upper third of the class at the end of the semester and if your GPA improved substantially over the summer, you may not state that you are in the upper third.)

Example: 3.115 (Includes Summer 20\_\_)

#### IV. Pre-Legal or Undergraduate Education

The same basic rules apply here as in the legal education section. You may include major and minor; if your GPA was substantially higher in your major than overall and the major is pertinent to the job you are seeking, you might list your major GPA as well as the cumulative GPA. Again, be sure to clarify to what the average applies. Undergrad GPA(s) can be omitted altogether if you prefer. If you have received any advanced degrees, include them. You may also include thesis work either here or under “Publications.” Remember that you are trying to target your resume. Therefore, if your undergraduate degree was in business and you are applying to a firm with a commercial practice, you would want to put this near the top. The reverse is true if your degree or thesis does not relate.

Undergraduate honors and activities should also be included. If the list is very long, consider omitting some activities in order to make the others more noticeable. If space is an issue, do not emphasize undergrad honors and activities to the exclusion of pertinent work experience. If you have had a hiatus from school for over three years, the weight of the resume should be devoted to recent activities, and not to activities in which you were involved five or more years ago. However, a very significant honor or activity (e.g. student body president; editor of the school newspaper) should be listed even if it is remote in time. Any participation in sports may be included; it often evokes interest.

Do not include your high school or activities from high school unless it would create a connection with the employer (Ex. Employer attended the same private high school, or high school is your only geographic tie to the area.).

#### V. Publications

If you have published anything, it should usually be included. This would include bona fide educational publications, commercial publications, and participation in editing or writing a published work. This category should usually be placed so that it stands out on your resume. Be prepared to provide a clean copy of any publications and be prepared to be questioned (specifically) about your publication. If it has been a while since you wrote the material, refresh your memory before interviewing. Consider eliminating publications if the titles are likely to make an employer think that your views or areas of interest are far from those of the firm. If space is a problem, you can list a publication with activities from your undergraduate school or as part of some other heading rather than creating a separate Publications heading.

#### VI. Employment Experience

Employment experience should almost always be listed in reverse chronological order. It is best to include the name and the city and state of the employer. Include a brief description of your various responsibilities. **Avoid the use of “I” or “my” in a resume.** It is a good idea to accentuate your work by listing a title (i.e., research assistant, summer associate, etc.), either on a separate line or set off to the left of the margin. Use of dates as margin headings is of little use

since the dates are not the most important information. Dates of employment should, however, be included.

When describing your employment, be sure to use action words such as “analyzed,” “determined,” “supervised,” “trained,” etc., as they are effective ways to show that you are an achiever. Use verbs in the past tense in past employment experiences. (See action verb list in this packet.) Be brief but do not sell yourself short. Be aware that you must be specific in describing responsibilities because “Manager,” for example, can mean a variety of tasks. Quantify whenever possible. “Managed a department of 12 analysts” says more than “great leadership skills.”

Use discretion as to which non-legal jobs to include. Professional jobs involving management skills, responsibility for a budget, supervision of staff and the like should be included as should positions utilizing skills needed to be a successful attorney. Students coming directly from undergraduate school will probably want to include summer and part-time jobs worked during school, or summarized by stating “Various other part-time or summer employment.” Unusual jobs, even if unrelated to law, should be included to catch the employer’s attention.

## VII. Military Service

This should be indicated along with rank, date of honorable discharge, and any related training you received in the service. Do not include details about numerous military positions. If you have been using a lengthy military resume, see Career Services personnel for suggestions.

## VIII. Professional Memberships

If you have qualifications such as a C.P.A. or an architect’s license, or even a pilot’s license, you should include them under an appropriately titled category. Don’t overdo this if the listing is irrelevant to the job you are seeking. (E.g., Ten lines of nursing credentials will not help you get a job as a real estate lawyer; it will indicate to the real estate firm that you want to do health law.)

## IX. Language Abilities

If you are fluent in a language, you should include this information. Be prepared to be evaluated on your knowledge; if you only have a reading knowledge state only that. If you are applying to an organization that has a particular need for the language(s) you speak, you might want the information placed in a prominent place on the resume.

## X. Computer Skills

You can make note of your computer skills in a skills and abilities or personal section unless space is a problem. You may also include familiarity with Lexis and Westlaw, if you have received training. However, computer skills are increasingly taken for granted; you can eliminate these to make room for other information.

## XI. Miscellaneous

An unusual hobby can be a helpful conversation starter. Do not go overboard here (keep it to one line), and if you indicate an interest in Oriental Art be prepared to discuss it intelligently. A specialized interest in an intellectual hobby probably should be mentioned as should unique

hobbies. Be sure to keep this section to a minimum. If you have traveled extensively you may want to briefly include this also. Avoid stating generic interests such as “reading” or “travel.” You can include volunteer work here or create a separate category, depending on the emphasis you want to give this experience.

## XII. References

Employers often want independent verification of a job applicant’s abilities. It is common to state in the resume that “references will be furnished upon request.” Summer employers may or may not consult references because of the temporary nature of the job. Employers hiring a full-time attorney are more likely to consult references before making a commitment.

The student should prepare a list of persons who would be willing to serve as references, have it printed on resume paper with the same heading as your resume, and take the list to the interview. (List references on your resume only if you have a great deal of extra space.) For each one, state the name, position, address, business telephone number, and email address. Two references should be sufficient, and three are usual. The list should include a law professor who is familiar with the student’s work (especially for upperclass students), and other references may be from employers listed in the employment section. Relatives, doctors, or clergymen are not appropriate references. Obviously, obtain prior permission to list each reference, and it is helpful to provide each of your references with a copy of your resume.

### PRINTING AND UPDATING YOUR RESUME

You will need to change your resume to reflect change in GPA, school activities, or work experience; you may also change your resume to emphasize information pertinent to a certain employer. Because of this, you should not print too many resumes at one time. Always print your resume, grade sheet, and references on resume paper.

## SUMMARY: RESUME DO's AND DON'Ts

### **DO:**

- Use an outline rather than narrative format
- Effectively use white space, headings, and indenting
- Be concise
- Stress positive points
- Include a local phone number, a current local address with zip code, and an email address
- Always include date of anticipated graduation rather than “first-year” or “second-year”
- Type from Word (without a template) and send as a PDF
- Describe any honors and extra-curricular activities if they are not self-explanatory
- Target your resume; prepare several resumes to appeal to different employers
- Include all law/legal related employment and a brief description of the nature of the work
- Include other employment if space allows; summarize if necessary
- Keep hobbies and interests to a minimum, but include unusual interests or expertise
- Check thoroughly for typographical, grammatical, and spelling errors
- Use white, off-white, cream, or very light gray paper

### **DON'T**

- Exaggerate your GPA or other credentials (Honor Code violation)
- Include irrelevant information or job descriptions
- Include salary or reasons for leaving prior employment
- Use a first person pronoun (I or my) anywhere on the resume
- Use legal size paper, unusual paper or format
- Use poor quality photocopies or printing
- Exceed one page (two pages under any circumstances)
- Be content to fill out a form
- Use nicknames or abbreviations
- Send your resume directly to an employer without a cover letter
- Put a photograph on your resume
- State a job objective

**NAME**  
Street Address  
City, State, Zip  
Telephone  
E-mail Address

**EDUCATION:**

NAME OF LAW SCHOOL, City, State  
Degree to be received, Date of graduation  
GPA/Class Rank (optional)  
*Honors and Activities*

NAME OF COLLEGE OR UNIVERSITY, City, State  
Degree received Date of graduation  
Major and minor (optional) GPA (optional)  
*Honors and Activities*

**EXPERIENCE:**

NAME OF EMPLOYER, City, State  
Job Title, Dates of Employment  
Job responsibilities described. Use action verbs.

NAME OF EMPLOYER, City, State  
Job Title, Dates of Employment  
Job responsibilities described. Use action verbs.

**OTHER:**

(Optional) Foreign Languages, Special Interests

**NAME**  
E-mail Address  
Telephone Number

Current Address  
City, State, Zip

Permanent Address  
City, State, Zip

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**EDUCATION:**

Name of Law School, City, State  
Candidate for Juris Doctor, 20 \_\_\_\_  
GPA/Class Rank (optional)  
Include Honors/Activities here

Name of College or University, City, State  
Degree received, Date of graduation  
Major and minor (optional) GPA (optional)  
Include Honors/Activities here

**EXPERIENCES:**

Job Title, Name of Employer  
City, State, Dates of Employment  
Job responsibilities described. Use action verbs.

Job Title, Name of Employer  
City, State, Dates of Employment  
Job responsibilities described. Use action verbs.

Various part-time and summer positions

**MILITARY:** Optional heading. May also be included in Experience Section.

**SPECIAL SKILLS:** Optional heading. Computer Skills, Foreign Language Fluency

**ACTIVITIES/OTHER INTERESTS:** Optional heading.

**LANGUAGES AND OTHER SKILLS:** Optional heading.

**AWARDS/COMMUNITY SERVICE:** Optional heading.

**KRISTINA SMITH**  
60 Plum Circle  
Cayce, SC 29214  
(803) 798-6143  
kris@xyz.com

## EDUCATION

### **UNIVERSITY OF SOUTH CAROLINA SCHOOL OF LAW**

Columbia, South Carolina

**Candidate for Juris Doctor**, May 20\_\_

Moot Court Bar

Women in Law

Law School Republicans

### **UNIVERSITY OF SOUTH CAROLINA**

Columbia, South Carolina

**Bachelor of Arts in History**, May 20\_\_

Women's Varsity Basketball Team

Coordinator, Community Food Drive

President, Drama Club

Oxford University, London England Study Abroad fall semester 20\_\_

## EMPLOYMENT

### **THE STATE NEWSPAPER**

Columbia, South Carolina

**Wedding Editor**, July 20\_\_ to August 20\_\_

Managed announcement page

Proofed announcements and reviewed page layout

Maintained relationships with families

**Wedding Clerk**, November 20\_\_ to July 20\_\_

Prepared announcements on a part-time basis

**Customer Service Representative**, November 20\_\_ to November 20\_\_

Answered and responded to customer complaints

### **PIGGLY-WIGGLY, INC.**

Camden, South Carolina

**Bookkeeper**, May 20\_\_ to August 20\_\_

Supervised and assisted with operations where needed

Prepared cashier accountability logs and daily balances

Various part-time positions to supplement educational costs.

## **EDUCATION**

### **University of South Carolina School of Law, Columbia, South Carolina**

Juris Doctor expected: May 20\_\_, GPA: 2.984

- Strom Thurmond Scholarship Recipient, 2012
- Federalist Society
- Student Bar Association

### **University of North Carolina, Chapel Hill, North Carolina**

Bachelor of Arts in English, May 2012, GPA: 3.30 Major GPA: 3.87

- Dean's List: Fall 2010, Spring 2011
- Debate Team, Co-Captain, 2012
- Columnist, "The Tarheel"
- Morehead Scholarship Recipient, 2009

## **EXPERIENCE**

### **Brooks Broadcasting, WUNC-FM, Chapel Hill, North Carolina**

Radio Announcer, May – August 2011

- Handled public promotions and regular air show
- Worked 40 hours per week to defray undergraduate expenses

### **University of North Carolina Athletics Department, Chapel Hill, North Carolina**

Assistant Ticket Manager, May – August 2010

- Coordinated box office operations for Division I varsity sports
- Scheduled event staffing

## **HONORS AND INTERESTS**

- Eagle Scout, Boy Scouts of America
- Ice Hockey
- Chapel Hill Broadcaster Award, 2011
- Sky Diving

(803) 783-6504

**J. MATTHEW ELLIOTT**  
221 Savannah Place  
Columbia, SC 29201

JMElliott@yahoo.com

**GRADE REPORT**

FALL 2012

<u>COURSE</u>	<u>PROFESSOR</u>	<u>GRADE</u>	<u>CREDITS</u>
Torts	Hubbard	C	4
Contracts	McWilliams	B	4
Criminal Law	Said	NR**	3
Intro to Legal Profession	Montgomery	Pass*	1
Legal Research, Analysis & Writing I	Virzi/Maxwell	A	3

\*graded Pass/Fail

\*\* Not yet Reported

CUMULATIVE GPA: 2.909 (12 of 15 hours reported)

SPRING 2013

Property	Burkhard		4
Civil Procedure	Eichhorn		4
Constitutional Law	Powell		4
Legal Research, Analysis & Writing II	Baker/Conroy		3

(803) 783-6504

**J. MATTHEW ELLIOTT**  
221 Savannah Place  
Columbia, SC 29201

JMElliott@yahoo.com

**GRADE REPORT**

**FALL 2013**

<u>COURSE</u>	<u>PROFESSOR</u>	<u>GRADE</u>	<u>CREDITS</u>
Income Tax	Hellwig		3
Civil Procedure II	Stravitz		3
Evidence	Butler		3
Constitutional Law II	Brown		4
Trial Advocacy	Bockman		2

**SPRING 2013**

<u>COURSE</u>	<u>PROFESSOR</u>	<u>GRADE</u>	<u>CREDITS</u>
Property	Burkhard	B	4
Civil Procedure	Eichhorn	B	4
Constitutional Law	Powell	B	4
Legal Research, Analysis & Writing	Baker/Conroy	B	3

Semester GPA: 3.000

**FALL 2012**

<u>COURSE</u>	<u>PROFESSOR</u>	<u>GRADE</u>	<u>CREDITS</u>
Torts	Hubbard	C	4
Contracts	McWilliams	B	4
Criminal Law	Said	B	3
Intro to Legal Profession	Montgomery	Pass*	1
Legal Research, Analysis & Writing I	Virzi/Maxwell	A	3

Semester GPA: 2.969

CUMULATIVE GPA: 2.984

\*Graded Pass/Fail

\*\*Not Yet Reported

(803) 783-6504

**J. MATTHEW ELLIOTT**  
221 Savannah Place  
Columbia, SC 29201

JMElliott@yahoo.com

## **REFERENCES**

The Honorable Leigh H. Simpson  
Circuit Court Judge, 5<sup>th</sup> Judicial Circuit  
1850 Richland Street  
Columbia, SC 29201  
(803) 555-9191  
LSimpson@sccourts.gov

John L. Smith, Esquire  
Smith Jones & Brown, LLC  
1234 Barrow Street  
Columbia, SC 29206  
(803) 451-1221  
JSmith@sjblaw.com

Professor Mary Poppins  
University of North Carolina  
3143 Carolina Drive  
Chapel Hill, NC 27301  
(919) 766-0990  
PoppinMG@unc.edu

Mr. William Williams  
Brooks Broadcasting  
4567 N. Tryon Street  
Charlotte, NC 28314  
(919) 844-4444  
BrooksWW@brooks.com

# LINDA MASON SMITH

Linda.Smith@gmail.com

(803) 555-5555

Present Address:  
1600 Park Circle, Apt. 210  
Columbia, SC 29201

Permanent Address:  
136 S. Cambridge Rd.  
Greenwood, SC 29646

## EDUCATION

### **University of South Carolina School of Law**

Candidate for Juris Doctor

G.P.A. 3.065

Elected Member, Legislative Council, Student Bar Association, 2012-2013

Law School Senator, University of South Carolina Student Senate, 2011 - 2012

Member, Phi Delta Phi, 2010 - 2012

Recipient, Abrams Scholarship, 2010

Columbia, SC

May 2013

### **Furman University**

Bachelor of Arts in Economics

G.P.A. 3.42

Intramural Athlete of the Year, 2009 - 2010

Volunteer, Collegiate Educational Service Corps, 2006 - 2010

Representative, Residence Hall Association, 2007 - 2009

Social Committee Chairman, Women's Society, 2007 - 2008

Fund Raising Committee Member, Women's Society, 2006 - 2007

Greenville, SC

May 2010

## EMPLOYMENT

### **Burns, McDonald and Dean, L.L.P.**

Law Clerk

Perform legal research in areas of insurance defense, probate and real estate

Draft complaints, discovery requests, and proposed orders

Columbia, SC

May 2012 - present

### **Smathers & Thompson, L.L.C.**

Law Clerk

Performed legal research for insurance defense and RICO litigation

Charlotte, NC

Summer 2011

### **Children's Law Center**

File Clerk

Organized files and assisted attorneys with administrative tasks

Charlotte, NC

Summer 2010

### **Chevy's Diner**

Server

Provided exemplary customer service while multi-tasking in hectic environment

Greenwood, SC

May - August 2009

**JONATHAN A. SMITH**

7600 Sumter Highway #302  
Columbia, South Carolina 29209  
(803) 783-9665  
JSmith@student.law.sc.edu

**EDUCATION:**

UNIVERSITY OF SOUTH CAROLINA SCHOOL OF LAW  
Juris Doctor Expected May 20\_\_ GPA: 3.365 Top 15%

CALI Award: Torts II, Spring 20\_\_  
Student Bar Association  
The Federalist Society

SAMFORD UNIVERSITY, Birmingham, Alabama  
Master of Business Administration, December 20\_\_, GPA: 3.3

CLEMSON UNIVERSITY, Clemson, South Carolina  
Bachelor of Science in Economics, May 20\_\_, GPA: 3.8 *magna cum laude*  
Minor: General Business

Phi Beta Kappa  
Dean's List (all semesters)  
Golden Key International Honor Society

Intramural Basketball  
Pre-Law Society  
Alpha Tau Omega Fraternity

**EXPERIENCE:**

PROFESSOR NATHAN CRYSTAL  
University of South Carolina School of Law  
Research Assistant, Summer 20\_\_

- Performed legal research, memoranda writing, proof-reading, and editing
- Acknowledged for work in Handbook on Legal Ethics for SC Lawyers
- Worked 20 hours per week while taking summer courses

THE HONORABLE PAT S. DUNN  
Fifteenth Circuit Solicitor  
Conway, South Carolina  
Research Assistant, Summer 20\_\_

- Researched special projects which involved the application of conflict of interest laws to criminal cases

TREETOP ENTERPRISES, INC.  
Birmingham, Alabama  
Office Manager, June XXXX - August XXXX

- Supervised staff of 25+ employees
- Designed and implemented training program for new employees
- Interviewed and hired employees
- Conducted cost control and implemented maintenance/repair programs

## PAUL B. GRANT III

1598 Goose Creek Crossing  
Cayce, South Carolina 29033

(803) 557-2954  
paulgrant@gmail.com

### Education

#### **University of South Carolina School of Law, Columbia, South Carolina**

Candidate for Juris Doctor, May 2013      GPA: 3.102

- Member, *ABA Real Property, Probate, and Trust Journal*
- Carolina Legal Scholar

#### **University of South Carolina, Columbia, South Carolina**

Bachelor of Science, Accounting, 1999, Cum Laude, GPA: 3.5

- Coopers & Lybrand Accounting Scholarship
- Intramural softball and basketball

### Experience

**Carlyle Law Firm, P.A., Charleston, South Carolina**      Summers 2011, 2012  
*Summer Associate, Business Section.*

- Researched issues and drafted documents concerning corporate tax, corporate reorganizations, securities, and bankruptcy

**Duke Power Company, Charlotte, North Carolina**      March 2001 - May 2010  
*Manager, Financial Services*

- Directed planning and preparation of \$100 million annual plan budget
- Presented financial reports and analyses to Duke Power executive management
- Designed and implemented decision model for prioritizing capital projects
- Supervised and developed staff of fifteen financial analysts

**Coopers & Lybrand, Columbia, South Carolina**      November 1999 - January 2001  
*Tax Consulting Manager*

- Managed multiple client relationships at senior executive level
- Identified new service opportunities and aggressively promoted them to clients
- Generated substantial client tax savings through creative transaction planning
- Recruited, supervised and developed staff of eleven consultants

Staff positions in accounting and tax with Arthur Andersen and Eastman Kodak

### Licensure

Certified Public Accountant, licensed in South Carolina and Georgia

### Associations

Member, American Institute of C.P.A.'s

Member, Young Leaders Association of Columbia

(888) 787-7887

# Amy Smith

amysmith@mail.com

Current Address  
123 Main Street  
Columbia, SC 29201

Permanent Address  
542 Smith Drive  
Charlotte, NC 29123

## EDUCATION

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**University of South Carolina School of Law**  
Candidate for Juris Doctor  
Cumulative GPA 3.35, Class Rank 55/231, Top 25%

Columbia, SC  
May 2013

- Journal of International Law and Business
- Dean's List- Fall 2010
- Phi Alpha Delta
- Student Bar Association

**University of Georgia**  
Bachelor of Science in Business Administration  
Concentration: Finance

Athens, GA  
May 2008

- Pi Alpha Pi: Finance fraternity
- Lisa Smith Scholarship
- Blue Star Mentor
- Ingle Faye Scholarship

## EXPERIENCE

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**Burr, Smokey and Lee, P.A.**

Atlanta, GA  
May 2011 – July 2011

*Law Clerk*

- Drafted an Opinion & Award, Cease and Desist Letter, Motion to Dismiss, Motion for Summary Judgment with Memorandum in Support, and multiple Complaints
- Performed legal research and prepared memoranda addressing legal issues and proposing potential claims in the areas of trusts, real estate, foreclosures, and general civil litigation matters
- Observed mediations, hearings, and client meetings

**Fire, Stone and Rhodes, P.C.**

Atlanta, GA  
May 2008 - July 2010

*Finance Specialist*

- Served as a liaison between the client and mortgagor in foreclosure actions
- Prepared repayment agreements, forbearance plans, short sale packages, and assisted in homeowners reinstating or paying off their loan
- Succeeded in increasing percentage of pre-foreclosure resolutions by 53%
- Worked with attorneys to implement procedures to increase efficiency due to new regulations

*Consumer Debt Assistant*

May 2008 – March 2009

- Prepared substitute trustee deeds, notices of foreclosure, final reports, and finalized third party purchases
- Developed communication and time management skills

**Smithfield News**

Charlotte, NC  
January 2008 - May 2008

*Intern*

- Developed networking skills by assisting the Business and Marketing Director in managing customer relations and leading advertising efforts

## SKILLS & ACTIVITIES

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- Smithfield Junior Chamber of Commerce (Jaycees)
- My Juris (case management software)
- Limited Spanish
- Intermediate French

# Matthew Jones

(333) 456-789 • 123 State Street, Columbia, SC 29205 • mjones@mail.com

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## EDUCATION

<b>Juris Doctor Candidate</b> , University of South Carolina School of Law Winner, 2010 Robert M. Figg Trial Advocacy Award for Most Outstanding Mock Trial Attorney Semi-Finalist, 2011 Moot Court Competition CALI Award Recipient, <i>Legal Research</i> , Fall 2009	Expected May 2013 Public Interest Law Society International Law Society
<b>Bachelor of Arts, Classical Studies, Cum Laude</b> , Presbyterian College President, Eta More Phi Classical Studies Honor Society, Presbyterian Chapter, 1994-1995	1995
<b>Associates of Arts, Marketing, Summa Cum Laude</b> , Guilford Technical Community College	1993

## EMPLOYMENT

<b>Judicial Clerk</b> , <i>The Honorable Ted Jones</i> , Anywhere, VA Observed Virginia District Court criminal and civil proceedings and researched questions of law related to Virginia criminal procedure, rules of evidence, probationary rules, and statutory law	July - August 2011
<b>Law Clerk</b> , <i>Office of the Public Defender, Best County</i> , Best, NC Assisted attorneys in jury trial preparation, represented clients in misdemeanor trials and pleas, conducted interviews with incarcerated clients and researched questions of North Carolina criminal procedure	May - June 2011
<b>Law Clerk</b> , <i>SC Attorney General's Office, Medicaid Fraud Control Unit (MFCU)</i> , Columbia, SC Researched complex issues of law related to Federal and State False Claims Acts and <i>qui tam</i> statutes, composed intake summaries of false claims cases, and wrote press releases related to cases prosecuted by the MFCU	Summer 2010
<b>Media Designer</b> , <i>Media General/ABC Journal</i> , Athens, GA Designed and produced printed marketing and advertising pieces including direct mail, brochures, game programs, catalogs, magazines and posters for local and regional corporate clients	2001 - 2009
<b>Co-Founder</b> , <i>Blue Star Entertainment LLC</i> , Athens, GA Designed advertising pieces and performed as a vocalist in local bands	2004 - 2009
<b>Co-Founder, Advertising Director</b> , <i>Allow Designs, Inc.</i> , Athens, GA Produced marketing pieces for local, regional and international businesses	2006 - 2009
<b>Advertising Design Instructor</b> , <i>Betterford Technical Community College</i> , Athens, GA	2000 - 2001

*Previous employment history available upon request.*

## COMMUNITY INVOLVEMENT, PROFESSIONAL HONORS & AWARDS

<b>Project Volunteer</b> , <i>South Carolina Volunteer Lawyers for the Sciences</i>	2009 - 2012
<b>Founder, Secretary and Chairperson</b> , <i>Aid the Forest, Inc.</i>	2003 - 2008
<b>Design of the Year Award</b> , <i>Athens Chronical</i>	2002
<b>Design of the Month Awards</b> , <i>Athens Chronical</i> (award program discontinued)	2001 - 2002

**JOHN MORTON UPTON**  
12 Sims Alley  
Columbia, South Carolina 29205  
(803) 224-9900  
uptonj@mindnet.com

## EDUCATION

UNIVERSITY OF SOUTH CAROLINA SCHOOL OF LAW  
Columbia, SC  
Juris Doctor expected May 20\_\_  
Member, Student Bar Association

UNIVERSITY OF SOUTH CAROLINA MOORE SCHOOL OF BUSINESS  
Columbia, SC  
Master of Accountancy expected May 20\_\_

UNIVERSITY OF SOUTH CAROLINA MOORE SCHOOL OF BUSINESS  
Columbia, SC  
Bachelor of Science in Business Administration, May XXXX  
Accounting GPA: 3.75, Overall GPA: 3.45  
President's List: Fall XXXX  
Dean's List: Eight consecutive semesters  
Member, Beta Alpha Psi

## CAREER

UNITED STATES ARMY – COMMUNICATIONS 1984 – 20\_\_  
Over twenty (20) years of leadership experience at progressively higher levels of management in organizations worldwide.

### Initiative

- Assistant Inspector General – performed extensive research to assess efficiency and financial responsibility in various organizations.

### Organization

- Operations Officer – routinely planned field trials for communications equipment in support of up to 20,000 individual users.
- Training Officer – scheduled, coordinated and conducted training for organization with over 1500 personnel; developed instructional training material.
- Intelligence Officer – handled security clearances for all unit personnel and maintained classified documents.

### Supervision

- In all positions, coordinated, scheduled, and conducted personal and professional counseling for subordinate personnel.
- Organization Manager – managed housing, acquisition of supplies and equipment, and maintenance for organization with over 300 personnel and over \$100 million in assets.



## ACTION VERBS

accelerated	disproved	launched
activated	distributed	lectured
adapted	dramatized	led
administered	drew up	listened
analyzed	earned	located
anticipated	edited	logged
appraised	effected	maintained
approved	eliminated	managed
arranged	endured	mediated
assembled	entertained	moderated
assisted	established	monitored
bargained	estimated	motivated
budgeted	evaluated	moved
built	examined	negotiated
calculated	executed	observed
charted	exhibited	obtained
classified	expanded	operated
coached	expedited	ordered
collected	experienced	organized
compiled	explained	originated
completed	explored	oversaw
conceived	facilitated	participated
conducted	figured	performed
conserved	fixed	persuaded
consolidated	formulated	pinpointed
constructed	fostered	pioneered
consulted	founded	planned
controlled	generated	predicted
coordinated	governed	prepared
corresponded	handled	prescribed
counseled	hurried	presented
created	imagined	presided
critiqued	implemented	processed
decided	improved	produced
delegated	increased	programmed
delivered	indexed	promoted
demonstrated	initiated	proposed
designed	inspected	protected
detected	installed	proved
determined	instituted	provided
developed	instructed	questioned
diagnosed	interpreted	read
directed	intervened	received
discovered	interviewed	recommended
dispensed	invented	recorded
dispersed	investigated	recruited
displayed	judged	reduced

referred  
reinforced  
rendered  
reorganized  
repaired  
repeated  
represented  
researched  
responsible  
revamped  
reviewed  
revised  
rewrote  
routed  
scheduled  
served  
serviced  
set up  
simplified  
sketched  
sold  
solved  
sorted  
spoke  
streamlined  
structured  
studied  
supervised  
supported  
systematized  
taught  
tested  
timed  
trained  
translated  
treated  
updated  
worked  
wrote