

JENNIFER T. HARRIS

U.S. Citizen
SS# XXX-XX-XXXX

School Address

2312 H Street, N.W., Apt. 2
Washington, D.C. 20037
(202) 555-0000

Home Address

535 East 85th Street, 10D
New York, New York 10028
(212) 555-0000

Veteran's Status: N/A

Federal Civilian Status: N/A

OBJECTIVE

Attorney Advisor, U.S. Department of Justice, Announcement Number J-1359

EDUCATION

The George Washington University National Law Center, Washington, D.C. 20006

J.D. expected May 1998; maintaining a B average

Honors, Legal Research and Writing

Member, International Law Society

Westlaw Student Representative

The Johns Hopkins University, Baltimore, Maryland 21225

B.A. in Political Science, May 1992; GPA 3.4/4.0

Member, Varsity Women's Tennis

Tutor, Tutorial Project

Committee Member, Spring Fair Publicity Committee

Syracuse University in Florence, Syracuse, New York 00000; Fall Semester, 1991

The Dalton School, New York, New York 00000; Graduated June 1988

EXPERIENCE

Office of the District Attorney

Street address, Queens, New York 00000

Supervisor: Martin Himless (212) 555-6767

LAW STUDENT INTERN, APPEALS BUREAU

- Full responsibility for answering appellate briefs and motions
- Acted as Moot Court judge to prepare prosecutors for oral arguments
- Assisted prosecutor in trial preparation
- Performed various research assignments for Assistant District Attorneys
- Attended trials and appellate division arguments

Summer 1995

40 hours/12 weeks

Contact can be made

Curtis, Mallet-Prevost, Colt & Mosle

Street address, New York, New York 00000

Supervisor: Thomas Colt (212) 555-4545

PARALEGAL

- Assisted attorneys with digesting depositions in the area of corporate law
- On behalf of the firm, met with paralegals from other law firms to confirm the accuracy of important financial data being used in a case

Summer 1994

40 hours/10 weeks

University of the Pacific, McGeorge School of Law *Summer 1992*
Salzburg University, Austro-American Institute of Education 42 hours/5 weeks
Supervisor: Wyatt Newmann (212) 555-8989

- Received Certificate of International Legal Studies while studying under Professor A.W. Bradley and Justice Anthony Kennedy
- Studied "Fundamental Rights in Europe and the United States"
- Attended "The Supreme Court" lecture given by Justice Scalia

Center for National Policy Review *Fall 1992*
Street address, Washington, DC 00000 15 hours/12 weeks
Supervisor: Edward Kramer (202) 555-7878
RESEARCHER

- Conducted research for institute on constitutional bases of affirmative action programs and performed statistical research on demographics of poverty.

Common Cause *Summer 1991*
Street address, Washington, D.C. 00000 40 hours/8 weeks
Supervisor: Kathryn Martien (202) 555-8989
SUMMER INTERN

- Contacted members by telephone keeping them informed and coordinated activities
- Established telephone network in the New York area to help combat "revolving door" practices in government
- Encouraged communication between constituents and elected officials

Senator Daniel Patrick Moynihan *Summer 1991*
Street Address, New York City Office 40 hours / 4 weeks
Supervisor: Elizabeth Morgan (212) 555-4444
SUMMER INTERN

- Researched issues and wrote correspondence to constituents.
- Visited an animal shelter to assess quality of care and prepared a report for the Senator
- Interviewed an army official accused of rape and summarized findings for the Senator
- Attended hearings and wrote summary reports

COMPUTER SKILLS

Lexis/Nexis; Westlaw; WordPerfect 6.1; Word; Macintosh; Internet research

BACKGROUND AND INTERESTS

Proficient in French and Italian
Traveled throughout Europe, The Middle East, Africa and the Orient
Lived with families in Denmark and Sweden as participant in "The Experiment in International Living"
Active tennis player and runner and enjoy most sports
Avid photographer and guitarist