

## **JOHN Q. DOE**

5555 Academy Street

Houston, Texas 77025

Home: (713) 555-4321

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[johnqdoe@hotmail.com](mailto:johnqdoe@hotmail.com)

### **EDUCATION**

**University of Houston Law Center**, Houston, Texas

JD Candidate, May 2009

GPA 3.05; Top 45%

Activities: Student Bar Association

John Black Mock Trial Competition

Student Representative, Hispanic Law Students Association

**Texas A&M University**, College Station, Texas

Bachelor of Science in Political Science, *cum laude*, May 2006

GPA 3.62

Activities/Honors: National Merit Scholarship

Golden Key National Honor Society

Pre-Law Society, Treasurer

Fish Camp Counselor

Delta Delta Delta, President

### **EXPERIENCE**

**Texas A&M University**, College Station, Texas

*Admissions Assistant*, September 2004-May 2006

Guided tours for prospective students on campus. Processed admission records.

Presented seminars to prospective students.

**Bumble & Bee Campaign Managers**, College Station, Texas

*Intern*, June 2003-August 2004

Re-organized entire filing system in office. Assisted with marketing campaigns for various political candidates. Called constituents to gain support for candidates and answer questions.

### **SKILLS AND INTERESTS**

Basic comprehension of Spanish.

Interests include scuba diving and Tae Kwon Do.

## **JANE DOE**

5555 Academy Street  
Houston, Texas 77025

Home: (713) 555-4321      Cell: (713) 555-1234  
[janedoe@hotmail.com](mailto:janedoe@hotmail.com)

### **EDUCATION**

**University of Houston Law Center**, Houston, Texas May 2008

JD Candidate

GPA 3.05; Top 45%

Activities:                    Houston Journal of International Law, Editor  
                                      Hippard Mock Trial Competition, Semi-Finalist  
                                      Moot Court Team Member

**Texas A&M University**, College Station, Texas May 2005

Bachelor of Science in Political Science, *cum laude*

GPA 3.62

Activities/Honors:    National Merit Scholarship  
                                      Golden Key National Honor Society  
                                      Pre-Law Society, Treasurer  
                                      Fish Camp Counselor  
                                      Delta Delta Delta, President

### **EXPERIENCE**

**Haynes & Boone, L.L.P.**, Houston, Texas Summer 2006

*Law Clerk*

Researched and drafted memoranda regarding UCC breach of warranty, class actions, and Texas civil procedure. Drafted discovery, attended depositions, assisted attorneys in trial preparation.

**Texas Court of Appeals, Fourteenth District**, Houston, Texas Summer 2006

*Judicial Intern for the Honorable Tim Taft*

Researched and drafted bench memoranda and judicial orders. Discussed merits of pre-submission conferences and oral arguments with Justice Taft.

**Texas A&M University**, College Station, Texas June 2003-May 2005

*Admissions Assistant*

Guided tours for prospective students on campus. Processed admission records. Presented seminars to prospective students.

### **VOLUNTEERISM**

Houston Food Bank 2001-present (one weekend per month)  
Hurricane Katrina – Houston Astrodome 2005