

Sample Resumes

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The first two resumes have been included to compare formats.

ORIGINAL VERSION

NAME SURNAME, JD

Toronto, Ontario M5K 1J8 | (416) 111-1111 | name@email.com
ca.linkedin.com/in/firstnamelastname

LEGAL ADVISOR

Officia Deserunt Mollit | Eu Fugiat Nulla Pariatur | Et Dolore Magna

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EDUCATION

Juris Doctorate (JD); Law School, City, Province

2016

- Awards:** Lorem ipsum dolor sit amet, consectetur adipiscing elit
- Activities:** Qquis nostrud exercitation ullamco laboris nisi ut aliquip

Bachelor of Arts (BA); Specialization, University, City, Province

- Awards:** Lorem ipsum dolor sit amet, consectetur adipiscing elit
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PROFESSIONAL EXPERIENCE

COMPANY NAME

City, Province

Title

Dec. 2017 to Present

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COMPANY NAME

City, Province

Title

Sep. 2017 to Dec. 2017

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COMPANY NAME

City, Province

Title

May 2017 to September 2017

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COMPANY NAME

City, Province

Title

2014 - 2015

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COMPANY NAME

City, Province

Title

2014

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INTERNSHIPS & EXTERNSHIPS

COMPANY NAME, Title (August - December 2016)

City, Province

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COMPANY NAME, Title (June - August 2016)

City, Province

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COMPANY NAME, Title (May - June 2015)

City, Province

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COMPANY NAME, Title (June - August 2014)

City, Province

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MEMBERSHIPS & AFFILIATIONS

NAME OF ASSOCIATION, Title, City, Province

NAME OF ASSOCIATION, Title, City, Province

NAME OF ASSOCIATION, Title, City, Province

NAME OF ASSOCIATION, Title, City, Province

FINAL VERSION

NAME SURNAME

123 Main Street | Unit 2 | Toronto, Ontario M5K 1J8 | 416-111-1111 | name@email.com

EDUCATION

- 2016-2018 **Law School**, City, Province
Program
Diploma/Awards/Certificate
Specialization:
Activity:
- 2012-2016 **Undergrad School**, City, Province
Program
Diploma/Awards/Certificate
Specialization:
Activity:

WORK EXPERIENCE

- March 2018 - Present **Company Name**, City, Province
Title
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- May - July 2017 **Company Name**, City, Province
Title
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- March - August 2016 **Company Name**, City, Province
Title
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- Summer 2015 **Company Name**, City, Province
Title
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EXTRA-CURRICULAR

2017 - Present

Association*Title*

- **Responsibilities:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2016 - Present

Association*Title*

- **Responsibilities:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2013-2016

Association*Title*

- **Responsibilities:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Summer 2015

Association*Title*

- **Responsibilities:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2013 - 2015

Association*Title*

- **Responsibilities:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

COMMUNITY INVOLVEMENT

2016-Present

Association/Affiliation, City, Province

- **Role/Duties:** Lorem ipsum dolor sit amet, consectetur adipiscing elit.

2016-Present

Association/Affiliation, City, Province

- **Role/Duties:** Lorem adipiscing elit.

2015-2017

Association/Affiliation, City, Province

- **Role/Duties:** Excepteur sint occaecat cupidatat ipsum dolor sit amet.

Summer 2015

Association/Affiliation, City, Province

- **Role/Duties:** Lorem ipsum dolor sit amet, consectetur.

INTERESTS

- Sed ut perspiciatis unde omnis iste natus sit architecto beatae vitae dicta sunt explicabo.
- Nemo aspernatur aut odit aut fugit.
- Excepteur sint occaecat cupidatat non proident.
- Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit.

JOHN DOE

555 Law Street, Toronto, Ontario A1B 2C3
☎ +1 (555) 555-5555 | ✉ JohnDoe@email.com

EDUCATION

Osgoode Hall Law School **2016 – Present**

Juris Doctor Candidate, Expected 2019

- **Awards and Scholarships:** The ABC Osgoode Scholarship.
- **Certificate:** 2017 Osgoode Business Fundamentals Program.

University of Toronto, University of Trinity College **2012 – 2016**

Honours Bachelor of Arts with High Distinction, Political Science Specialist, American Studies Minor

- **Awards and Scholarships:** Chancellor's Scholarship (Wasteneys Fund).
- **Publication:** "Generic Publication Title: Generic Publication Subtitle." *Student-Run Undergraduate Journal* 1.1 (2017).

WORK EXPERIENCE

Osgoode Hall Law School's Access to Law and Learning Program, Toronto, ON **May – Aug 2017**

LSAT Instructor

- Prepared original LSAT lessons, taught classes, and acted as a mentor to a group of 55 low-income students.
- Helped students demystify the legal profession and law school by helping to organize and conduct weekly panels composed of members from diverse legal backgrounds, as well as an outing to Small Claims Court.

ABC Law Firm LLP, Toronto, ON **May – Aug 2016**

Summer Student

- Strengthened research skills by completing projects in areas of elder law and adapted to a new academic discipline to help update legal research paper written by two partners.
- Proposed and implemented a project to enhance efficiency of file-closing process.
- Employed team-management skills to coordinate with lawyers to improve e-library system.

ABC Sports Management, Toronto, ON **Summers 2016, 2017**

Marketing and Communications Intern

- Improved discipline and attention-to-detail by writing and editing unblemished press releases to communicate latest contract signings.
- Researched contacts from third-party news outlets, resulting in publicity for clients from major news publications and other media outlets.

Ontario Employment Education and Research Centre, Toronto, ON **2012 – 2015**

Fundraising Assistant

- Coordinated fundraising for three consecutive Workers' Bowl fundraising events, which each raised over \$80,000.
- Secured multiple local business owners as event sponsors and helped to sustain relations following fundraisers.

EXTRA-CURRICULAR AND VOLUNTEER ACTIVITIES

South Asian Legal Clinic of Ontario, Toronto, ON

Volunteer Law Student

July – Aug 2017

Student Member of Board of Directors

Sep 2017 – Aug 2018

- With supervision from the Executive Director, acted as main contact for clients and assisted them by drafting and submitting applications regarding various legal issues.
- Provided lawyers with various social science and legal research memoranda in areas such as immigration, wills and estates, and guardianship.
- As a student member of the Board of Directors, met monthly to provide a unique student perspective to governance of the Clinic and to vote on key issues impacting the South Asian and legal communities in Canada.

Parkdale Community Legal Services, Toronto, ON

Aug – Dec 2017

Student Caseworker, Workers' Rights Division

- Provided legal services for over 25 employment and human rights files working full-time under supervising lawyer.
- Advocated clients' positions, appearing at six mediations and one Small Claims Court assessment hearing.
- Researched and investigated for and wrote numerous pleadings, memoranda, and correspondences.
- Met with clients to investigate facts, communicate options, and explain likely outcomes.

Obiter Dicta, Toronto, ON

Mar 2017

Contributor

- Published "Between a 1L Summer Job and a Hard Place," advocating for changes to 1L recruit procedure to maximize student interests in Osgoode's student newspaper.

Osgoode Mooting Society, Toronto, ON

Oct 2016; Feb 2017

Moot Participant; Volunteer Judge

- Improved advocacy skills, arguing for Appellant in *R v Marakah* in Frozen Open Osgoode Moot.
- Advanced to first elimination round of Lerner's Cup Moot, advocating for Respondent in *R v Williamson*.
- Volunteered as a judge for the Osgoode Cup, Canada's largest undergraduate moot competition.

Trinity College Conversat Committee, Toronto, ON

2014 – 2015

Co-Chair

- Utilized management skills to run week-long series of social events including a formal ball for over 300 students with a \$10,000 budget and a team of volunteers.
- Improved advocacy and negotiation skills by enlisting sponsors and hiring vendors.

INTERESTS

- Playing hockey, following the NHL, and studying hockey analytics. Wrote piece titled "Title" in popular hockey blog, discussing goaltender analytics and a team's goaltending issues.
- Producing hip hop music and DJ-ing. Opened for Toronto's "Prince of Hip Hop" Jazz Cartier and DJ-ed at the Hockey Hall of Fame.
- Discussing and learning about American and Canadian politics.

JANE DOE

555 Law Street ♦ Toronto, Ontario A1B 2C3 ♦ +1 123 123 1234 ♦ jane.doe@email.com

EDUCATION

- 2016–present **UNIVERSITY OF TORONTO, FACULTY OF LAW**, Toronto, ON
Juris Doctor Candidate, 2019
- **ABC Fellow** (2017)
 - **ABC Moot**, 2nd Place Overall, 3rd Place Oralist
- 2014–2016 **MCGILL UNIVERSITY**, Montreal, QC
Master of Political Science – International Relations and Comparative Politics
- First year at the Paris School of International Affairs, Sciences Po, Paris, France
 - **ABC Fellowship** – Selected by the Department of Political Science for high academic record, likelihood of valuable future contribution to Canadian life, and proficiency in French to further studies in Paris and Montreal (2014-2016)
- 2010–2014 **MCGILL UNIVERSITY**, Montreal, QC
Honours Bachelor of Arts (with Distinction), Political Science
- Dean's Honour List (2011-2014)
 - Exchange semester at the University of Hong Kong (2013)

WORK EXPERIENCE

- Summer 2017 **UNITED NATIONS AGENCY**, Bangkok, Thailand
ABC Research Fellow
- Conducted legal research and created a database of country research tools
 - Created a publication on national legislation on ABC topic
 - Conducted interviews and adjudicated client applications
- Sept 2015–
May 2016 **MCGILL UNIVERSITY DEPARTMENT OF POLITICAL SCIENCE**, Montreal, QC
Teaching Assistant
- Taught over 160 undergraduate students
 - Compiled content and taught in weekly lectures and conferences
 - Graded students' midterms, research papers, and final exams and provided learning support during office hours
- Sept-Dec 2013 **MCGILL UNIVERSITY DEPARTMENT OF POLITICAL SCIENCE**, Montreal, QC
Research Assistant
- Researched and compiled data on environmental social movements in China
- Summer 2012 **ABC LAWYER AND NOTARY PUBLIC OFFICE**, Vancouver, BC
Legal Assistant and Receptionist
- Conducted research and created reports on immigrant/refugee claimants' histories
 - Copy edited correspondence and immigration applications
 - Corresponded with and addressed client concerns at first contact

- May-Dec 2012 **ABC MUSEUM FOUNDATION**, Montreal, QC
Development Assistant
- Managed museum sponsorship data and handled mail for museum events
-

VOLUNTEER ACTIVITIES

- 2016–present **UNIVERSITY OF TORONTO CLUB**, Toronto, ON
President and Former 1L Student Representative
- Coordinate social and academic conference events for club alumni and students
- Sept 2016–
May 2017 **DOWNTOWN LEGAL SERVICES**, Toronto, ON
Clinic Volunteer – Refugee and Immigration Division
- Conducted country research for Humanitarian and Compassionate Consideration application
 - Met with sponsors and filled out sponsorship applications for Syrian refugees
- Sept 2016–
May 2017 **JOURNAL OF INTERNATIONAL LAW AND INTERNATIONAL RELATIONS**,
Toronto, ON
Associate Editor
- Assessed and peer-review submissions
- Summer 2015 **ABC NGO, HONG KONG**
Research and Advocacy Intern
- Conducted secondary research and wrote on Canadian and Japanese immigration and migrant work policies in *Report 2015*
 - Participated in the migrant exposure program among Indonesian and Filipino migrant advocacy organizations
 - Joined campaigning activities and educational discussions of host migrant organizations
- Summer 2013 **ABC NGO**, Montreal, QC
Legal Aid Volunteer
- Visited female migrant worker to integrate her into community
 - Provided legal information and support
 - Drafted sponsorship proposal for the organization
- 2013–2014 **MCGILL ASSOCIATION**, Montreal, QC
Vice President (2013-2014)
- Organized meetings, speaker panels, and vigils with more than 100 people in attendance
-

SKILLS AND INTERESTS

Language skills: Chinese Mandarin: Advanced, French: Upper Intermediate

Interests: Cooking. Street food. Visiting museums and art galleries. Practicing sign language.

Travel: Lived in Taiwan, China, Hong Kong, France, Thailand. Avid traveler to over 20 countries.

Jane Doe

123 Law Street | Toronto, Ontario, A1B 2C3 | T: (555) 555-5555 | E: janedoe@email.com

EDUCATION

Osgoode Hall Law School, Juris Doctor Candidate 2019

Sept. 2016 - Present

- The Osgoode Mediation Intensive Program, Clinical Student (2017-2018)
 - Accepted into select program where students perform docket review with Crown counsel and conduct Small Claims Court mediations
- ABC Moot Competition, Finalist (2017)
- ABC Moot Competition, Quarter-Finalist (2016)

Trinity College, University of Toronto, Hon. B.sc. with High Distinction

2011 - 2015

Double Majors in English and Psychology

- The ABC Bursary & Graduation Scholarship (2016)
- The ABC Scholarship for academic excellence in English (2014)
- The ABC Award for academic excellence in English (2014)
- Selected for summer abroad scholarship at ABC University Frankfurt, Germany
- President's Scholarship (2011)

EMPLOYMENT

Summer Law Student

May - Aug. 2017

XYZ Law Firm | Corporate, Commercial & Real Estate Boutique Law Firm | Toronto, Ontario

- Assisted in drafting syndicated co-tenancy agreements for the purchase of five commercial plazas (each valued at \$5-10 million dollars), a private mortgage contract valued at \$500,000.00, a shareholder's agreement for a corporate acquisition valued at \$2 million dollars, and wills and other estate-planning documents;
- Reviewed, summarized, and wrote memos advising clients on numerous commercial and residential leases and/or property and asset purchases (valuing from approximately \$500,000.00 to upwards of \$5 million dollars);
- Performed research and wrote memos advising clients on areas such as tax planning, estates, trusts, M&A, and international corporate legal matters.

Intern & Legal Assistant

Jan. - Sept. 2016

ABC Law Office | Residential Real Estate Law Firm | Kitchener, Ontario

- Prepared and executed mortgage documentation for bank reports;
- Prepared letters requesting information on building permits, zoning, construction, and other matters related to residential and commercial property purchases;
- Coordinated communications between lawyers, clients, banks, and real estate agents.

Self-Employed, Editing and Writing Services

Sept. 2011 - Dec. 2015

- Provided editing services and feedback to high school, undergraduate, and graduate students;
- Designed and facilitated tutorials aimed at improving writing skills.

Research Assistant

Oct. 2013 - Jan. 2014

123 Lab | Department of Psychology | University of Toronto

- Acted as a research facilitator in an experiment analyzing the role of artistic preferences on political orientation;
- Coordinated research assistant schedules and experimental trials;
- Facilitated experiments by guiding and debriefing participants through trials, collecting and organizing results in graph and spreadsheet format, and discussing empirical implications with post-doctoral fellows.

EXTRACURRICULAR ACTIVITIES & VOLUNTEERING

Co-President**2017 - 2018****The Law Students Association | Osgoode Hall Law School**

- Led team of 17 executives to plan school-wide community and social events;
- Co-chair of the annual Law Students Conference (100 attendees and speakers);
- Co-managed LSA's Mentorship Program (combined 25+ mentors and mentees);
- Responsible for outreach, liaising, and communications on behalf of the club;
- Managed club's email, Instagram, and Facebook accounts (combined audience of 300+ members);
- Co-organized Osgoode's annual New Year Event (60+ attendees and participants).

Co-Organizer & Panel Moderator**Dec. 2016 - Feb. 2017****The Law Students Association | The 13th Annual Canadian Law Students Conference**

- Sought out panellists, drafted panel questions, and coordinated communications between panellists in collaboration with other student groups and co-organizers of the panel;
- Hosted and moderated the Litigation Panel;
- Coordinated communications between ten different law firms regarding sponsorship opportunities; relayed firms' advertisement preferences to media team.

First-Year Executive**Sept. 2016 - April 2017****The Law Students Association | Osgoode Hall Law School**

- Assisted in organizing and advertising student events focused on community building as well as advancing diversity interests (The Canadian Law Students Conference, the Osgoode New Year Celebration);
- Initiated and organized student wellness and social events designed to promote club, school-wide, and inter-school relations

Volunteer**Sept. - Dec. 2016****Toronto Lawyers Feed The Hungry | Law Society of Upper Canada**

- Aided in preparation and service of breakfast to community members on a weekly basis.

ESL Teaching Assistant, Homework Club Tutor, Befriender**Sept. 2013 - June 2015****Canadian Centre for Victims of Torture | Toronto, Ontario**

- Volunteered at a rehabilitative refugee clinic on an as-needed basis for two years;
- Taught English skills to clients in the adult program to prepare them for the CELPIP;
- Tutored clients' children in the after-school Homework Club Program.

Peer Reviewer**July - Aug. 2014****Department of Applied Psychology & Human Development | OISE | University of Toronto**

- Performed content revision and peer review for Ph.D. candidate's dissertation on writing as treatment for PTSD patients.

Criminal Law Externship**April - May 2013****Extern Job Shadowing Program | Career Centre | University of Toronto**

- Completed weeklong job-shadowing placement with experienced criminal defense attorney;
- Observed different stages of criminal law proceedings, such as client consultations, court appearances and preliminary hearings.

SKILLS AND INTERESTS

-
- Oral fluency in Mandarin.
 - Dystopian fiction (Do Androids Dream of Electric Sheep, Brave New World), board games (Clue, Apples to Apples, Anomia), social psychology, political philosophy, baking, writing poetry, travelling.

John Doe

123 Law Street – Toronto, ON – A1A 2B2
T: (123) 456-7890 ♦ E: j.doe@gmail.com

EDUCATION

- 2016 – Present **Juris Doctor (Candidate, 2019)**
Common Law Program, Faculty of Law, University of Ottawa (Ottawa, ON)
- 2009 – 2015 **Bachelor of Arts (Hons.), With Distinction**
Criminology, Faculty of Arts, Ryerson University (Toronto, ON)
- Excelled in *Advanced Business Law*, *Information Technology*, and *Employment Law* courses

AWARDS & PUBLICATIONS

- 2018 Second Place, ABC Moot Competition (Regional)
- 2016 University of Ottawa Scholarship
- 2013 Feature in *Law Publication*

NOTABLE LAW-RELATED EXPERIENCE

- 2017 – Present **Caseworker**
Community Legal Aid Clinic (Ottawa, ON)
- *Advocacy*: developing oral and written advocacy skills by representing clients before Criminal Injuries Compensation Board; drafting witness statements, submissions, and correspondence
 - *Client & File Management*: managing needs of new and existing client base, interviewing and counselling, gathering and summarizing evidence from client and relevant entities, managing personal case docket, meeting with review counsel, drafting and updating research
- Summer 2017
Full Time **Summer Law Student**
In-House Legal Department, ABC Inc. (Toronto, ON)
- *Drafting*: drafted arguments, pleadings, minutes of settlement, memoranda, and submissions for use in labour arbitrations, mediations, and at the Landlord & Tenant Board and Human Rights Tribunal of Ontario; drafted and revised company privacy policies for compliance
 - *Due Diligence & Research*: gathered and summarized contracts for joint ventures, prepared schedules for purchase & sale agreements, updated case law libraries, administrative support
 - *Litigation File Management*: mentored by lead litigator, independently managed file list, prepared witnesses for direct examination, gathered and assessed documents for relevance, prepared books and exhibitions, formally appeared in arbitration to support lead counsel
- Summer 2017
Part Time **Research Assistant**
Faculty of Law, University of Ottawa (Toronto, ON)
- *Research & Analysis*: performed exhaustive case law research in criminal and civil law areas, drafted memoranda on critical gaps and trends in literature and law for use in academic papers, analysis, and creation of online data bank for non-profit organization
 - *Distilled Complex Legal Issues*: Summarized 150+ criminal law cases in plain language for use in practitioner and citizen online research resource
- 2016 – 2017 **Research Assistant (2016-2017 Technoship Student)**
Centre for Law, Technology & Society, University of Ottawa (Ottawa, ON)
- *Case Law & Legislation Review*: assessed how civil remedies, legislative reform, and criminal law responses have been used to assist victims of cyberviolence and harassment
- * Selected for competitive research program in law and technology for first-year law students

- 2016 – 2017 **Assistant Editor**
Ottawa Publication, University of Ottawa (Ottawa, ON)
- Performed detail-oriented research on primary and secondary source materials during monthly publication cycles, and located materials referenced by authors to correct citations
- *Offered a second-year editorship, declined due to client needs as a Caseworker*
- 2016 **Competitive Moot Court Participant**
First-Year Moot Court Competition (Ottawa, ON)
- *Oral Advocacy:* Drafted respondents' factum with partner on legitimacy of a recent Ontario Court of Appeal decision and developed arguments to present during oral competition
- 2012 – 2014 **Research Assistant**
Ryerson University (Toronto, ON)
- *Legal Research:* researched, drafted and contributed to publications for the Ryerson Law Research Centre and Department of Criminology at Ryerson University, with a focus on public legal education, judicial diversity, and technology start-ups and entrepreneurs
- 2011 – 2013 **Volunteer Coordinator**
Toronto Law Firm LLP & Ryerson University Summary Advice Clinic (Toronto, ON)
- Interviewed clients during intake, collaborated with counsel for conflict checks
 - Supervised and coordinated client flow, delegated volunteer clinic-related tasks

WORK EXPERIENCE

- 2012 – 2016 **Manager/General Help**
YYZ Kitchen (Toronto, ON)
- Helped open family restaurant and eventually took leadership role in management; involved consistent reinforcement of entrepreneurial and business skills
 - Ongoing customer service, prepared and served food, assisted with business and administrative management, supervised and delegated all employees and employment related matters, web design, catering management, and finance and banking
- 2002 – 2012 **General Help**
ABC Bakery (Toronto, ON)
- Shared responsibility in every role as needed
 - Consistent customer service, navigated complex personalities and client relationships, cleaned, prepared and served food, overnight bread baking, invoicing, and supplier relations

COMMUNITY & EXTRA-CURRICULAR ACTIVITIES

- 2015 **Residence and Skills Building Volunteer**, Youth Shelter (Los Angeles, CA)
- Assisted youth with drop-in services, housing, and employment workshops
- 2014 **Gala Organizer & Volunteer**, Mental Health Non-profit (Toronto, ON)
- Organized event for organization providing free or low cost mental health services to youth
- 2013 **Case Facilitator Volunteer**, Legal Education Network (Toronto, ON)
- Lead my team of elementary students to victory in the case, *Red Riding Hood v Big Bad Wolf*

ACTIVITIES & INTERESTS

Music: Acoustic guitarist and mediocre pianist who loves live music – playing/writing/producing music for 10+ years
Outdoor Activities: Hiked several California parks – midfielder in competitive soccer league – walking my 3 dogs
All Things Literary: Enjoy useless trivia, Harry Potter, and tedious research – collect rare and old books
Current Read: “What If We’re Wrong?”, by Chuck Klosterman | **Current Watch:** Bandit Patrol and Law & Order: SVU

Jane Doe

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EDUCATION

Schulich School of Law, Dalhousie University **2016 – Present**
Juris Doctor Candidate 2019

Carleton University, Bachelor of Arts (Honours) **2011-2015**
Major in Communication Studies, Minor in Political Science
Dean's Honours List 2015

- Completed 3rd year exchange program at University of Leeds, Leeds, UK
- Entrance Scholarship

LAW RELATED EXPERIENCE

ABC Wealth Management – Estate & Trust Services, Toronto **Summer 2017**
Summer Wills Administrator

- Reviewed client files, including Wills, Powers of Attorney, Codicils and Letters of Wishes to ensure Royal Trusts' internal Will System was up-to-date
- Became familiarized with the Will drafting process, the role of Executors and Estate Trustees and the nature of the fiduciary relationship between Royal Trust and Will clients
- Engaged with current clients who have appointed Royal Trust as Executors in their Will to obtain outstanding information and to strengthen the relationship

Immigration Services Association of Nova Scotia, Halifax **September 2016 – April 2017**
Pro Bono Student

- Researched government regulations pertaining to family sponsorship to help clients reunite with their families
- Assisted clients with immigration paperwork such as Travel Documentation applications, permanent residency card amendments and family sponsorship applications

ABC Limited Partnership, Toronto **Summer 2016**
Summer Student with the Legal Department

- Assisted with litigation proceedings by preparing documents for Small Claims Court, drafting letters to clients and lawyers and taking notes during settlement conferences
- Researched and drafted a legal-marketing manual in accordance with the *Competition Act*, the *Consumer Protection Act* and a Competition Tribunal Consent Agreement
- Created a consolidated lease for the office building including all recent amendments

OTHER WORK EXPERIENCE

French Restaurant, Toronto **December 2015 – March 2016**
Bilingual Hostess

- Worked alongside the restaurant Managers to schedule reservations and meticulously managed large customer crowds at an upscale French restaurant

Coffee House, Ottawa

September 2014 – April 2015

Barista

- Achieved the Dean's Honour List while working 15 hours a week as a barista at a busy campus coffee shop

Reliance Comfort Limited Partnership, Toronto

Summers 2013, 2014

Summer Student - Analyst in Strategic Initiatives

- Conducted research on processes at Reliance and made recommendations to improve
- Analyzed and assessed customer satisfaction surveys and summarized results
- Developed and implemented goodwill price adjustment policy and process

Harbourfront Centre, Toronto

July 2012 – August 2012

Sports Camp Counselor

- Collaborated with other counselors to organize the day of activities for the campers
- Directly responsible for one-on-one supervision of a camper with autism

Blue Mountain Resort, Collingwood

December 2008 – March 2011

Ski Instructor (Part Time)

VOLUNTEER WORK

The Future of Food Law & Policy Conference, Dalhousie University

November 2016

Volunteer

- Assisted setting-up and registering attendees
- Attended numerous panels and presentations

Big Brothers Big Sisters of Ottawa

October 2014 – May 2015

Go Girls! Facilitator

- Facilitated group activities and discussions for girls in grade 6 promoting active living, nutrition and a positive outlook on life

Paul Menton Centre for Students with Disabilities, Ottawa

2011 – 2015

Volunteer Note taker at Carleton University

Toronto Western Hospital

October 2009 – June 2010

Co-op Student Volunteer (Hand Therapy Clinic)

- Assisted therapists with various tasks as required

INTERESTS

- Alpine skiing – skied throughout Canada and the U.S., as well as in New Zealand
- Soccer – played intramural in undergrad and at law school
- Weight lifting
- Jigsaw puzzles
- Cooking shows