

First Last

1234 Main Street, Detroit, MI | first.last@gmail.com | 313-123-4567

BAR ADMISSION

State of Ohio, *Expected November 2025*

LEGAL EXPERIENCE

Law Offices of John H. Doe – Detroit, MI

Law Clerk, May 2024 – Present

- Research and draft pleadings and motions in employment and labor law matters.
- Assist in trial preparation, including document review, witness interviews, and drafting jury instructions.
- Respond to discovery requests, including interrogatories and document production.
- Observe and support settlement negotiations and mediations.

City of Toledo Prosecutor's Office – Toledo, OH

Law Clerk, May 2023 – July 2023

- Interviewed victims and witnesses in domestic violence cases.
- Prepared trial materials, including exhibits and jury instructions.
- Conducted legal research on evidentiary issues and responded to discovery requests.
- Observed courtroom proceedings in misdemeanor and domestic violence cases.

Office of the County Attorney, Wayne County – Detroit, MI

Extern, May 2022 – August 2022

- Drafted contracts, litigation documents, and legislative materials under attorney supervision.
- Researched zoning and land use issues and wrote legal memoranda.
- Attended hearings and legal negotiations with staff attorneys.

EDUCATION

The University of Toledo College of Law – Toledo, OH

Juris Doctor, May 2025

Moot Court: Arbitration Moot Court Team, Member (August 2024 – March 2025)

Activities: Criminal Law Society, President (June 2022 – May 2025)

University of Kentucky – Lexington, KY

Bachelor of Arts, Political Science, December 2021

Honors: Golden Key National Honor Society

Activities: Softball Team, Player (4 seasons) and Co-Captain (1 season)

INTERESTS

Italian Cooking and Russian Literature