

# Full Name

Address, Zip code  
Contact Number • email address

## Career Summary

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Analytical and legal professional leveraging. A recent JD training plus 1 year of law office experience as a Junior Associate Attorney. Well-versed in state, federal, and municipal court processes, rules, regulations, and deadlines. Experience in commercial litigation and training in various methodologies. Possess multitasking skills.

## PROFESSIONAL EXPERIENCE

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NAME OF THE COURT

***Designation-Law Clerk Intern,***

Duration- 20XX-Present

- Performed various legal research; drafted bench orders, opinions, and memos. Also verified accuracy of all citations.
- Communicated with counsel to confirm deadlines.
- Made use of advanced verbal and written French skills as a court translator.

## Education and Credentials

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Degree-

Major-

Duration-

University-

Internship at ABC Firm in the year 20XX.

## Technical Proficiencies

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Microsoft Office package, LexisNexis Concordance, Westlaw, MyCase Legal Practice Management and Photoshop.