

# Sample Resume of U.S. Circuit Court Clerk

123N 456E #57

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## EDUCATION

### **Juris Doctor Candidate, Apr, 2011**

*Brigham Young University, Provo, Utah*

- G.P.A. 3.xx Class Rank: top 5%
- Managing Editor, Brigham Young University Law Review, 2010
- Brigham Young University Law Review, 2009
- Academic Merit Scholarship, 2009
- Administrative Vice President, Student Bar Association, 2010
- Top Oralist, Criminal Small Section, Moot Court Competition, 2009
- Woody Deem Trial Advocacy Team Member, 2009, 2010
- Competitor, the America Trial Lawyer's Association Tournament, Denver, Colorado, 2010
- Competitor, the America Trial Lawyer's Association Tournament, Savannah, Georgia, 2011
- Second Place, Alternative Dispute Resolution Team, 2009
- Utah Attorney General's "Safe at Home" Representative, 2009

### **Bachelor of Arts in English, Minor in Japanese, Aug 2007**

*Brigham Young University, Provo, Utah*

- Public Relations Student Service Association
- Supported self by working over 20 hours a week.

## EXPERIENCE

### **Utah Attorney General, Litigation Division, Salt Lake City, Utah**

*Law Clerk, May 2010 – Present*

- Clerk for the Tort, Employment, Civil Rights, and Corrections Divisions.
- Legal research and write motions, memoranda, and affidavits.

### **Stoel Rives, Salt Lake City, Utah**

*Law Clerk, May 2010 – Aug 2010*

- Wrote bench memoranda and assisted in writing judicial opinions.

### **Real Property Law Teaching Fellow, Brigham Young University, Provo, Utah**

*First Year Tutorial Instructor, Aug 2009 – Apr 2010*

### **Utah Fourth District Court, Provo, Utah**

*Judicial Extern for Judge Guy Burningham, Jan 2008 – Mar 2008*

- Researched and assisted in writing judicial decisions.

### **Missionary Training Center, Provo, Utah**

*Japanese Instructor, Nov 2007 – Aug 2008*

- Assisted in creation and application of Computer Assisted Learning Program for training in over 30 languages.

### **Brigham Young University English Department, Provo, Utah**

*Research Assistant and Co-Author, Sept 2006 – Jan 2007*

- Researched and wrote two chapters on Charles Dickens for English 333 textbook.
- Researched word usage for the Emily Dickinson Lexicon Project.

### **J & A English School, Nishio, Japan**

*English Instructor, Apr 2005 – Aug 2005*

- Taught English to over 135 native Japanese speakers.
- Prepared class curriculum.

## HONORS & VOLUNTEER SERVICES

- Eagle Scout, 2000
- Speech and Drama Sterling Scholar, 2003
- Volunteer Representative, the Church of Jesus Christ of Latter day Saints, Sendai, Japan, 2003 – 2005
- Volunteer, Provo Food and Shelter Coalition, 2007
- Volunteer, Kids on the Move, Disabled Child Organization, 2008