**Law School Resume Sample You Can Copy and Use**

**Cara Chicote**

Doctor of Jurisprudence Candidate

**Personal Info**

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**Summary**

Hard-working Doctor of Jurisprudence candidate with BS in Business Administration. Seeking to excel at Concord Law School. Skilled in accounting and technical writing. Created own paid file clerk internship at Stout & Love Law. Performed legal research for 5 cases involving foreclosures and bankruptcies. As BSA Eagle Scout, built school for disabled in Bhutan.

**LSAT Score**

2019

LSAT Score: 172

**Education**

BS Business Administration, National University

2015–2019

* GPA 3.9
* Minor in Accounting.
* Beta Gamma Sigma Honor Society.
* Marsha Klenecky Award for Academic Excellence.
* President, Intramural Ultimate Frisbee League.
* Conducted Senior Business Project that Earned $7,500.

**Professional Experience**

File Clerk Summer Internship

Stout & Love

2019

* Created and received unadvertised, unpaid legal file clerk position. Transitioned to a paid title in 2 weeks based on performance.
* Performed legal research and wrote findings for cases involving IRS audits and investigations bankruptcies, and foreclosures.
* Investigated facts for 3 successful cases.

Bookkeeper

Paulette Electric

2018–2019

* Set up QuickBooks accounting for small electrical contractor.
* Slashed past-due accounts 14% through automated notifications.
* Worked directly with 30+ clients to ensure 95% satisfaction rate.

The Pickled Clam

Server

* Maintained 99% positive client scores in upscale bar.

**Volunteer Work**

* Volunteer bookkeeper, Jackson Street Animal Shelter.
* Set up new donation processing system that saved $10,000.

**Eagle Scout, BSA**

* Eagle Project - built school for disabled in Bhutan.
* Led 35+ Scouts in 30+ day hikes and camp-outs.

**Publications**

* Article on reading 10x more books published in Ms. JD.
* Article on conflict resolution published in The Careerist.

**Hard Skills:**Accounting, technical writing, research

**Soft Skills:**Interpersonal skills, communication, collaboration, critical thinking, self-motivation