

WENDY C. SMITH-JONES

Permanent Address:

124 South Gate, #34
Miami, FL 33133
(305) 333-1234

Current Address:

447 West College Ave.
Tallahassee, FL 32302
(850) 444-8466

EDUCATION:

Florida State University College of Law

Candidate for Juris Doctor, May 2005

G.P.A.: 82.3 Class Rank: Top 40%

Tallahassee, Florida

Activities: Student Bar Association
Public Interest Law Student Association

University of Georgia

Bachelor of Arts, English, 2002

G.P.A.: 3.6

Atlanta, Georgia

Honors: Dean's List (all semesters)

Activities: Panhellenic Association, President
Student Peer (English Department)

EXPERIENCE:

Camp Heartland

Camp Counselor

Served as camp counselor to eleven children, ages ten through thirteen, with or affected by HIV/AIDS. Created and supervised daily activities.

Dorran, Iowa

Summer 2001

Big Brothers & Big Sisters

Volunteer Events Coordinator

Assisted the Executive Director with the coordination of events designed to increase community awareness of program. Worked twenty to twenty-five hours per week on a volunteer basis.

Atlanta, Georgia

Summer 2000

TRAVEL:

Studied Abroad in Paris, France through University of Georgia
January 2000 - May 2000.

Traveled extensively throughout Europe during Summer of 2002.

LANGUAGES:

Fluent in French and Spanish; conversational Italian

SAMPLE RESUME

SUSAN SEMINOLE

123 Calhoun Street #9 • Tallahassee, FL 32302
(850) 802-9634 • Email: *semino59l@garnet.acns.fsu.edu*

EDUCATION

Florida State University College of Law Tallahassee, FL
Candidate for Juris Doctor, May 2004
Candidate for Certificate in Environmental Law

Activities: Environmental Law Society, Secretary (Fall 2002)
F.S.U. Study Abroad in Oxford, England (Summer 2002)
Student Bar Association

Certifications: Lexis Certified; Westlaw Certified

University of Florida Gainesville, FL
Bachelor of Science, Accounting, May 2000

Activities: Varsity Basketball, Captain (1998-1999)
Debate Team (Fall 1998-Spring 1999)

EXPERIENCE

1/00 – Present **Earthjustice** Tallahassee, FL
Pro Bono
Perform legal research and writing; assist staff attorneys;
promote change in environmental policy and behavior

5/01 - 8/01 **Anderson & Bearns** Tallahassee, FL
Summer Associate
Research and drafted legal memoranda in areas of land
use law, administrative law, and evidentiary issues;
drafted trial pleadings and motions; revised contracts

5/99 – 4/00 **AAA** Orlando, FL
Receptionist
Performed light clerical duties; delivered cash receipts to
bank on daily basis; typed official documents and other
materials for associates

COMMUNITY SERVICE

Volunteer for United Way; Mentor at Rickards High School

INTERESTS

Marathon running; horseback riding; camping

JANICE A. ARRINGTON
jr1603@garnet.acns.fsu.edu

Current Address

123 N. Monroe Street
Tallahassee, FL 32306
(850) 388-4567

Permanent Address

42 Rivercliff Drive
Orlando, FL 32881
(407) 561-8562

EDUCATION

Florida State University College of Law

Tallahassee, FL

Juris Doctor Candidate, May 2004
G.P.A. 91.3 Class Rank: Top 10%

Activities: *Florida State University Law Review*
 Moot Court Team
 ■ Niagara Cup International Law Competition, March 2001

Wake Forest University

Winston-Salem, NC

B.A., French, June 1998
G.P.A. 3.5

Honors: *Summa Cum Laude*
 Phi Beta Kappa

Activities: Varsity Softball
 Student Senate, Senior Class Representative
 Vice President, Kappa Kappa Gamma Sorority

EXPERIENCE

Lane, Trohn, Bertrand & Vreelandq

Lakeland, FL
May - Aug. 2002

Summer Law Clerk

Drafted legal documents; participated in client interviews and meetings;
researched and drafted memoranda regarding Corporate and Commercial Law;
Reviewed and revised commercial contracts.

Teach for America

New York, NY
Jan. 1998 - July 2001

Government Relations Liaison

Coordinated outreach and education efforts aimed at federal
and local officials; lobbied and conducted research on national legislation
affecting teacher recruitment; coordinated recruitment efforts at 50 college campuses.

Other Experience

Financed college education by working part time throughout college. Positions included
receptionist (1997 – 1998) and deli clerk (1995 – 1997).

JANE BENTON

Jbe4398@garnet.acns.fsu.edu

CURRENT ADDRESS

123 Blairstone Road
Tallahassee, Florida 32301
(850) 555-5555

PERMANENT ADDRESS

123 Northridge Drive
Chevy Chase, MD 11101
(301) 555-5555

EDUCATION

Florida State University College of Law **Tallahassee, FL**
Candidate for Juris Doctor, May 2003
G.P.A.: 84/100 Class Rank: Top 33%

Honors Dean's List, Spring 2002
Book Award in Family Law (highest grade)
Journal of Land Use and Environmental Law

Activities Environmental and Sports Law Society, Treasurer
Student Bar Association

Florida State University **Tallahassee, FL**
Bachelor of Science, Political Science, May 1999
G.P.A.: 3.78/4.0

Honors Florida State University's Most Outstanding Junior, 1998
Golden Key National Honor Society

EXPERIENCE

Commission on Violence Against Women Washington D.C.
Legal Volunteer (5/02-8/02)
Coordinated annual symposium; performed legal research for articles;
researched and compiled national statistics

**McConnaughay, Duffy, Coonrod,
Pope & Weaver** Tallahassee, FL
Summer Associate (5/01 – 8/01)
Performed research and prepared memoranda on various issues in civil
law, including insurance defense, worker's compensation, and
employment discrimination; drafted trial pleadings and motions

Florida State University College of Law Tallahassee, FL
Research Assistant to Prof. Harold Worthy (01/00 – 06/00)
Performed research and prepared memoranda in the area of Immigration
Law

PUBLICATION

*Are Children's Rights Adequately Represented in Court? An Analysis of
Recent Legislation to Improve Legal Representation for Children*, 14
Family L.J. 36 (2002)

JAMES M. GRADUATE

1234 Maple Drive ♦ Jacksonville, FL 34621 ♦ (813) 444-5678 ♦ jgraduat@smithlaw.com

EXPERIENCE

- Smith, Smith & Jones, P.A.** Jacksonville, FL
Litigation Association Aug. 2002 – Present
Participate in all aspects of Commercial and Civil Litigation, including drafting and arguing motions and conducting depositions
- Fisher & Smith, LLP** Jacksonville, FL
Summer Associate May 2001 – Aug. 2001
Drafted pleadings and motions; conducted legal research and writing projects; attended client depositions and hearings
- Florida Attorney General's Office** Tallahassee, FL
Volunteer Law Clerk May 2000 – Aug. 2000
Assisted attorneys investigating criminal actions and regulatory violations of companies; performed legal research and writing
- Florida State University Strozier Library** Tallahassee, FL
Information Assistant Sept. 1997 – Aug. 1999
Assisted librarians with daily responsibilities; assisted students with library checkout; monitored book returns

BAR

MEMBERSHIPS

The Florida Bar, admitted September 2002
Admitted to practice before the U.S. District Courts of the Middle, Northern and Southern Districts of Florida

COMMUNITY

Jacksonville Bar Association, *Treasurer*
▪ Young Lawyers Division, Commercial Litigation Section
Guardian ad Litem Volunteer
Rotary Club of Jacksonville

EDUCATION

Florida State University College of Law Tallahassee, FL
Candidate for Juris Doctor, May 2003
GPA: 86.5/100 Class Rank: Top 33%

Honors/ Mock Trial
Activities: Book Award (highest grade) in *Property II*
Entertainment, Arts & Sports Law Society, *President*
Dean's List (Spring 2000)

Florida State University Tallahassee, FL
Bachelor of Arts, Economics, *Cum Laude*, May 2000
Study Abroad in Florence, Italy (Spring 1998)
GPA: 3.25/4.0