

# Jane Doe

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## OBJECTIVE

Seeking an internship in a law firm that uses my educational background, communication skills, and organizational abilities.

## EDUCATION

### University of Louisville

*Bachelor of Science, Major: Political Science, GPA: 3.8*

Louisville, KY  
Presently Attending

### Jefferson Community and Technical College

*Associate of Science*

Louisville, KY  
5/2016

## SUMMARY OF SKILLS

- Possesses superior communication skills, including written, verbal, and presentation skills.
- Adept at conducting research and skilled in using library databases to locate law related journals.
- Well-organized and possesses a strong sense of accuracy even in high pressure situations.
- Skilled in relationship building and collaboration with others.
- Community engagement work demonstrates interest in public service.
- Demonstrated leadership experience through campus involvement.
- Proficient in using Microsoft Office.

## RELATED PROFESSIONAL EXPERIENCE

### John Yarmuth's Office

*Internship*

Louisville, KY  
1/2016-5/2016

- Answered mail and phones of constituents.
- Documented local constituents' dilemmas/concerns and reported them to supervisor.
- Assisted supervisor in scheduling local events for office representatives to attend.
- Collected newspaper clippings and conducted research for press projects.
- Tracked legislation and researching issues for legislative assistants

### Court Appointed Special Advocate Association (CASA)

*Volunteer*

Louisville, KY  
8/2015 to 5/2016

- Advocated for abused and neglected children during court cases.
- Built a relationship with designated children until they were placed in permanent homes after trial.
- Document any concerns and present those to the judge hearing the case.

## WORK EXPERIENCE

### UPS

*Package Handler*

Louisville, KY  
8/2014 to Present

## HONORS AND ACTIVITIES

- **Cardinal Mock Trial Team**, Member, 2016-Present
- **Criminal Justice Club**, Member, 2016-Present
- **Dean's List Recipient**, every semester in college
- **JCTC Academic Team**, Member, 2014-2015