

OFFICE OF CAREER SERVICES **REFERENCE MANUAL**

APPLICATION MATERIALS

LEGAL RESUMES

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THE LEGAL RESUME

HOW TO WRITE A RESUME

1. **Your resume is a marketing piece.**
2. **Legal resumes have a specific form.** Follow the template provided. **Do not use tables or bulletpoints.**
3. **Assume an employer will spend thirty seconds scanning your resume.** Be concise. Through the judicious use of spacing, bolding, capitalizing, and underlining, you can exercise a great deal of control over the initial thirty-second scan that your resume receives by emphasizing items that enhance your candidacy. Make the most important things pop.
4. **Proofread.** If an employer notices a typo in your resume, they may not read further. Proofread your resume for content, grammar, and format.
5. **PDF attachments to an email.** If you are emailing your application to an employer, attach your application materials as a PDF with your last name in the name of the document, e.g., “Smith Resume.”

It is extremely important that everything listed on your resume and cover letter be completely truthful. Any attempts to include false or misleading information will endanger your credibility, and in almost all cases, the potential employer will discover the truth and you will then lose the position. You may also be in violation of the school’s Disciplinary Code.

FORMATTING

Font: Times New Roman or Arial. 11 or 12 point size font to maximize readability. Other than your name, **your entire resume should be in the same style font and same font size.** The name should be several points larger than the rest. No colors, pictures, borders, etc.

Length: One page, unless you have had significant experience before law school that requires a second page. (Rule of thumb is 1 page per decade of relevant experience.) However, on your initial draft, do not worry about length and work with your OCS counselor to decide what information is relevant to your employer targets.

Margins: No larger than one inch; no smaller than half-inch

Paper: When submitted in hard copy, a resume and cover letter should be printed on a substantial grade of white or off-white stationery.

Order: Each section of your resume should be in reverse chronological order.

HEADING

A resume should begin with a heading that lists your name (in larger font than the rest of the resume), your mailing address, telephone number, and email address. For example:

JOHNNIE JOBLESS

Street Address, City, ST 11111 • 212-123-4567 • Email@law.cardozo.yu.edu

Email: Use an email that is appropriate for business purposes. In most cases, you should use your Cardozo email address.

Address: You may have to choose your school address versus your permanent address. For example, if you are from New Jersey and want to work in New Jersey, then list your New Jersey address as your address to highlight your connection to New Jersey. Conversely, if you are from Alabama, but you want to work in New York, list your current New York address to show your commitment to staying in New York.

EDUCATION SECTION

Begin with Cardozo. After listing the law school, list any other graduate schools you may have attended, then list your undergraduate degree(s). Do not list your high school unless you have some strong reason to believe that employers will hire you because of it.

For example:

Benjamin N. Cardozo School of Law, New York, NY

J.D. Candidate, May 2019

The educational listing should include:

- 1) the name of the institution

<p><u>“Juris Doctorate” is incorrect. It is “Juris Doctor” or “J.D.”</u></p>

- 2) the city and state (and country, if not in the U.S.) where it is located
- 3) the degree conferred or expected, and
- 4) the year the degree was conferred (**not the years of attendance**, unless fewer than the norm or you transferred elsewhere).

Include any higher educational institution you attended, even if you did not graduate (including schools you may have transferred from).

Be consistent. If you use “J.D.” then use “B.A.” If you use “Juris Doctor,” then use “Bachelor of Arts.”

Include **relevant** honors, activities, and publications. Resist the urge to make this section lengthy. Only include honors and publications that will interest the particular employer to whom you are applying. Do not include major-specific honor societies.

GPA AND RANK

If your grades are strong and/or you graduated with honors, be sure to note this. Students often choose to bold or italicize this information. For example:

Benjamin N. Cardozo School of Law, New York, NY
J.D. Candidate, May 2018
GPA: **3.87** Rank: **Top 15%**

University of Pittsburgh, Pittsburgh, PA
B.A., Criminal Justice, *summa cum laude*, June 2013

Latin honors, such as *cum laude*, should be written in lower case italics and may also be bolded for additional emphasis.

GPA/Rank: There is no requirement to list GPA or class rank on your resume. List it only if your GPA/rank is strong. GPA matters a great deal to some employers and not very much to other employers. Students should direct questions about whether to include your GPA or class rank to an OCS counselor. May entry 1L students may reflect their first semester grades on the resume as: GPA: 3.68 (as of 10 credits).

LAW REVIEW & JOURNALS

If you earn a place on a journal, you should add this as a line in your Education section. Journal names should be bolded or italicized for emphasis. For example:

Benjamin N. Cardozo School of Law, New York, NY
J.D. Candidate, May 2018
Cardozo Law Review, Staff Editor

Benjamin N. Cardozo School of Law, New York, NY
J.D. Candidate, May 2019
GPA: **3.7**
Journal: *Cardozo Journal of Conflict Resolution*, Associate Editor
Activities: Cardozo Dispute Resolution Society, Cardozo Intellectual Property Law Society

EXPERIENCE SECTION

List:

- 1) the name of the employer
- 2) the city and state
- 3) your job title, and
- 4) the dates you were employed there (generally the month and year). Spell out months rather than using numbers – for example, use “May 2008” instead of “5/08.”

Follow the listing with a description of your major accomplishments, responsibilities, or tasks performed while employed in this position.

Begin each point with an “action verb” such as “conducted” or “established.” Current jobs should begin with a verb in present simple tense – past jobs should be in past tense.

A sample entry in an Experience section:

Richards, Perry, Anderson, Jenkins LLP, New York, NY

Summer Associate, Summer 20XX

Researched and drafted detailed memoranda analyzing environmental hazards arising from the collapse of the World Trade Center in connection with commercial tenant dispute. Conducted legal research and drafted briefs and responses to regulatory subpoenas and requests. Participated in pro bono child custody case; drafted motion requesting jurisdictional intervention.

BE SPECIFIC. Do not write a generic description of what a summer associate or intern does.

First-year students in particular sometimes worry that they have no legal experience. **Non-legal experience is often more important than legal experience.**

For example:

- Sales experience demonstrates strong communication skills.
- Manual labor shows that you are not afraid of hard work.
- Research and writing skills, even if not performed in a legal office, are always valuable to legal employers.
- Other transferable skills include analytical skills, problem-solving, the ability to handle large workloads, negotiation, and the ability to work independently. Include examples to establish that you developed the skill(s). Do not list these skills on the resume.

Volunteer work is valuable experience that should also be listed on your resume. You may choose to list these activities in your Experience section or in a separate section entitled something like “Community Activities” or “Volunteer Experience.”

Unpaid professional work, including legal internships, should always be listed under “Experience.”

Focus on what is important to the employer, not you.

LAW-RELATED ACTION VERBS

accepted	coordinated	held	publicized
accomplished	corrected	highlighted	pursued
achieved	corresponded	identified	questioned
acquitted	counseled	implemented	read
adapted	created	improved	recommended
added	critiqued	increased	reconciled
administered	cross-examined	informed	recorded
admitted	debated	initiated	rectified
advised	defended	innovated	redirected
advocated	defined	inquired	reduced
afforded	delivered	instituted	referred
aided	demonstrated	instructed	reported
allocated	deposed	interpreted	represented
amended	described	interrogated	researched
analyzed	designed	interviewed	resolved
answered	determined	introduced	responded
appeared	deterred	investigated	revamped
applied	developed	launched	revealed
appointed	devised	led	reviewed
approved	devoted	litigated	revised
arbitrated	directed	maintained	ruled
argued	disseminated	managed	scheduled
arranged	distributed	maximized	selected
articulated	documented	mediated	served
assembled	drafted	mobilized	settled
assessed	edited	modified	solved
assimilated	effected	monitored	specialized
attained	elucidated	named	specified
attended	enforced	negotiated	sponsored
authored	engaged	observed	strategized

balanced	engineered	obtained	strengthened
billed	entered	operated	studied
briefed	established	orchestrated	submitted
budgeted	evaluated	organized	subpoenaed
catalogued	executed	oriented	suggested
chaired	exercised	originated	summarized
challenged	expanded	oversaw	supervised
changed	explained	participated	supported
classified	explored	persuaded	surveyed
collected	exposed	pinpointed	targeted
combined	facilitated	planned	taught
communicated	familiarized	predicted	tracked
compared	filed	prepared	trained
competed	financed	presented	traveled
compiled	focused	prevailed	tried
concluded	formulated	produced	updated
conducted	fulfilled	processed	used
constructed	gathered	proposed	verified
consulted	generated	proofed	won
contracted	governed	prosecuted	worked
convinced	guided	protected	wrote

OTHER SECTIONS

Include other sections as appropriate for your individual experience. If you do not have any other sections, that is ok too.

LANGUAGES

If you speak other languages, include a “Languages” section, or include languages in your “Skills” section. You should describe your capability in each language. For example:

German (native speaker); English (fluent); French (conversant)

Or:

Fluent in English and Hindi; conversant in French

There are no rigid rules for describing language abilities, but in general terms:

- A *native* language is the one you learned to speak as a child and spoke at home. You may have more than one native language.
- *Fluent* means that you are as capable in this language as you are in your native language, including speaking, writing, and reading.
- *Proficient* or *conversational* means that you could entertain a client, but would not want to conduct business in that language.
- *Basic* means you know “tourist level” words.

Students should be aware that employers will rely on what is on your resume. Students who list themselves as fluent or even proficient speakers of a language may find themselves being spoken to in that language by an interviewer. Do not inflate your linguistic capabilities.

PUBLICATIONS

“Publications” can be a section if you have more than two; if you have fewer than two publications, list them in the corresponding Education or Experience section.

INTERESTS

Many students also list an “Interests” section. This section should list no more than three or four activities you enjoy and in which you regularly participate. This information can provide a source for “small talk” during your interviews and shows that you are a well-rounded, interesting person. This section is not required. If you cannot think of anything other than something very general like “reading” or “movies,” then omit it. However, activities you do on a regular basis can catch an interviewer’s interest, and you may find an interviewer who shares your interest. Examples include yoga, tennis, writing poetry, and building toy train sets. Only list activities in which you currently and regularly participate – otherwise you could find yourself in a very awkward position when the interviewer turns out to be an expert in your supposed hobby.

Students should also consider whether their “Interests” section will reflect a negative light on them, or make the employer question their judgment or maturity level.

Be specific. “Cars” is not a sufficient description of a hobby, but “Restoring classic automobiles” demonstrates that the student has an interest in cars beyond reading auto magazines or watching NASCAR. “U.S. History” is somewhat vague, while “Touring Revolutionary War battlefields and historic sites” can lead to conversations about one’s interest in history and travel.

ITEMS NOT TO INCLUDE

U.S. resumes do not include any personal information. Do not list your age, marital status, number of children, health, etc. Do not include a photograph of yourself.

Do not include an “Objective” statement. Your cover letter will indicate the type of position you seek.

Do not include references on your resume or a statement that “References are available upon request.” If required, your references should be listed on a separate sheet of paper with the same header as your resume.

RESUME TEMPLATE

NAME
Street Address, City, ST 11111 • 212-123-4567 • Email@yu.edu

EDUCATION

Benjamin N. Cardozo School of Law, New York, NY

Juris Doctor Candidate, June 20XX (Transfer Student)

GPA: 3.564 (as of 10 credits, May Entry Student) *[or]*

GPA: 3.564, Class Rank Top 15% [note: rankings become available only at end of academic year]

Honors: Moot Court Honor Society

Activities: Public Interest Law Students Association, Treasurer; Intellectual Property Law Society

New England School of Law, Boston, MA

Completed First Year Coursework, June 20XX

GPA: 3.79, Class Rank Top 15%

Honors: Dean's List (20XX-20XX)

Activities: Entertainment Law Student Association

Columbia University, New York, NY

Bachelor of Arts in Psychology and Education, May 20XX

Honors: Dean's List (all semesters)

GPA: 3.78

Activities: Columbia Model United Nations Team; Columbia Community Outreach

EXPERIENCE

Bet Tzedek Legal Services Clinic, Benjamin N. Cardozo School of Law, New York, NY

Legal Intern, Fall 20XX-Spring 20XX

Represented clients from case inception through final disposition on matters, including government entitlement programs, housing, consumer and family problems, and wills. Researched, drafted, and advocated before administrative agencies and courts. Extensive training in lawyering and litigation skills.

Richards, Perry, Anderson, Jenkins, LLP, New York, NY

Summer Associate, Summer 20XX

Researched and drafted detailed memoranda analyzing environmental hazards arising from the collapse of the World Trade Center in connection with commercial tenant dispute. Conducted legal research and drafted briefs and responses to regulatory subpoenas and requests. Participated in pro bono child custody case; drafted motion requesting jurisdictional intervention.

Farmworker Legal Services of New York, Inc., Rochester, NY

Legal Intern, Summer 20XX

Researched and drafted memoranda examining statutory language of federal, criminal, and international justice acts to define federal causes of action in connection with cases of suspected human trafficking. Examined remedies for dairy workers exposed to hazardous pesticides. Analyzed labor laws to determine potential causes of action and remedies. Conducted community outreach to farmworkers to provide education about workers' compensation, health care, and consumer financial services.

Syracuse Public School System, Syracuse, NY

Substitute Teacher, August 20XX-June 20XX

SKILLS, INTERESTS AND MEMBERSHIPS

Fluent in Spanish. Hiking in National Parks. Brown belt in karate. New York City Bar Association, Law Student Perspectives Committee.

COVER LETTERS

While it is rare that a cover letter will get you a job, a poorly written cover letter will surely lose you a job. The key to a cover letter is to demonstrate why you would be a value to the employer, why you want the position, and why you are interested in the employer for substantive reasons. In addition, it can explain your interest or connection to a specific geographic region. A cover letter serves as the first sample of your writing that an employer will see. **It should not be merely a repetition of your resume.**

Personalize the letter as much as possible. Try to establish connections with individual employers. If an employer suspects you have sent a form letter, it is likely that he or she will discard it. The Office of Career Services recommends that students write a cover letter when applying for any position in which the employer does not provide guidance. However, for job postings or for employers participating in On-Campus Interview (OCI)/Fall Recruitment programs or other situations where employers have been given the opportunity to provide instruction as to what materials they wish to receive from you, it is best to only provide what they ask for and nothing more. Respect the employer's wishes and follow their instructions.

FORMATTING

Font: Times New Roman or Ariel, 11 or 12 point, one page.

The entire letter should be left justified.

Single-space your letter and add a blank line between paragraphs.

STRUCTURE OF A COVER LETTER

A cover letter should be written as a **formal business letter**. Always address to a specific person and **never use "To Whom it May Concern."** If you do not know to whom to address the letter, check the employer's website or call the employer and ask the receptionist who in the office is in charge of attorney and legal intern or summer associate hiring. Be sure you spell the employer name and the contact name correctly. If the recipient is an attorney, you should address your letter to "John Doe, Esq." but not "Mr. John Doe, Esq." Only in the case of a truly blind posting where the employer's identity is a complete mystery, may you address the materials to "Dear Hiring Committee" or "Dear Sir or Madam."

SALUTATION

Never use a first name in the salutation (never "Dear Mr. John Smith") and the salutation should always be followed by a colon, not a comma ("Dear Ms. Smith:").

FIRST PARAGRAPH

A typical cover letter is usually 3-4 paragraphs long. In the first paragraph, state why you are writing the letter, and be clear about the position for which you are applying (summer internship, associate position, etc.). You do not need to begin your letter with something "catchy." You should add a sentence about why you are applying to the particular employer in most cases. Do not engage in empty flattery of the employer.

For example:

I am a first-year student at Benjamin N. Cardozo School of Law, and I am writing to apply for a summer internship position with your firm. As an aspiring real estate attorney, I am excited to join Able, Baker, & Charlie's top tier practice with its focus on commercial construction projects.

Or:

I am a second-year student at Cardozo Law School, and I am writing to apply for a summer associate position with Able, Baker & Charlie. As a Stamford native, I plan to practice in Stamford after graduation, and I am interested in Able, Baker & Charlie's strong real estate practice.

If you have a personal contact with the employer, or someone suggested you contact the employer, explain that in the first sentence. ("Jim Smith, of Smith and Smith, suggested I contact you regarding a summer position with your firm.") If you found the job posting on Symplicity, do not mention this; merely write that you are applying for a position.

BODY PARAGRAPH(S)

The body of the cover letter will be your second and possibly third paragraphs. This is the portion of the letter where you really "sell" yourself and where you link your skills and experience to those needed for the position. State a skill or attribute that you possess, and then support it with an example. For example, "Both during law school and over the summers, I have developed strong research and writing skills. During my summer internship, the draft opinions I wrote for the judge were often published with minimal revision."

A cover letter should focus on what you can offer the employer, not what the employer can offer you. **Draw the line between your skills and experience and the job for which you are applying.** For example, explain how your writing skills would be of benefit to the firm, how your background as a realtor would be helpful to their real estate practice, etc. **Do not make self-serving statements like "I know I could learn a lot working at Able, Baker & Charlie" or "This would be the perfect internship for me."**

CLOSING

In the closing paragraph, let the employer know how to reach you to set up an interview, and thank her or him for considering you. Do not make demands on the employer, such as "Please contact me by Wednesday." Advise the employer of your availability and best contact information – "If you would like to schedule an interview, I may be reached at 814-555-1212 or jane.smith@gmail.com. I will be in the Phoenix area until August 10 if you would like to meet in person."

SIGNATURE BLOCK

End your letter with a closing, leave 2-4 blank lines, and then type your name (first and last). If you are submitting a hard application by mail or by hand, sign your name in ink on the blank lines. If you are submitting your application by email, leave the blank lines blank – an e-signature is unnecessary.

ENCLOSURES

If mailing a hard application, at the bottom of the letter, indicate "Enclosures" or "Enclosure" and below that list what you are including. If an electronic application, you can refer to "submitting" materials in the body of the letter rather than saying you are "attaching" or "enclosing" anything.

TIPS FOR WRITING COVER LETTERS

1. It is ok to standardize the “body” paragraphs of a cover letter to be used for many employers.
2. However, you should always adjust your cover letter for type of employer and geographic area. For example, connections to any particular geographic area and skills relevant to a particular employer should be highlighted.
3. Students that are using a standard letter or who are using mail merge should take care to ensure that each letter is addressed to the correct employer and hiring contact. Double check that the inside addresses and salutation are both for the same employer and that they match with the employer named in the letter. Make sure that the name of the employer is correct throughout the letter.
4. Do not refer to a law firm by its full legal name in the text of the letter. It makes it sound like a form letter.

COVER LETTER TEMPLATE

Address
Address

Do not type your name here. List your address and the date.

Correspondence should be single-spaced, generally with 1" margins on all sides.

DATE

FirstName LastName, Esq. (if attorney)
Title
Employer
Address
City, State Zip Code

Address your letter to a particular person. Be sure to spell the name of the person and firm correctly.

Dear Mr./Ms. LastName:

Business letters use a colon, not a comma. Address the recipient as Mr., Ms., or Judge (Justice if applicable). Insert two blank lines between the address line and the greeting line.

1. Who you are. Why you are writing. Your interest in the employer, including any geographical connections.

Leave a blank line between paragraphs.

2. Sell yourself. What skills will make you an asset to the employer? Why are you good for them? Draw the line between your skills and experience and the job for which you are applying.

3. Include a thank you for their time/consideration. Tell them how to reach you (phone and email).

Sincerely,

**Close with something like "Sincerely" or "Respectfully."
Leave three blank lines and then type your name. Sign your name in ink in the blank space. If you are sending the letter electronically, leave the space blank.**

Your Name

SAMPLE COVER LETTER

Note that this is a sample letter for someone applying to a Career Services position. Take the form and feel and apply it to the job to which you are applying.

123 East 12th Street
New York, NY 10003

July 28, 20XX

Jane Smythe, Esq.
Whiteacre State Law School
409 Building
Whiteacre Park, PA 16802

Dear Ms. Smythe:

I have recently learned of the opening in Whiteacre State Law School's Career Services Office and wish to apply for the Assistant Dean of Career Services position. I am a native of Pennsylvania and well acquainted with Whiteacre State's reputation for excellence. I have the necessary skills and experience to provide a strategic plan for students and alumni, including advising as well as advocating for them with employers.

I have nearly five years of experience in a career services office, as well as a background in a variety of employer types and settings, including as an intern on Capitol Hill, a legal assistant for a boutique law firm in Washington, D.C., an attorney with a solo practitioner, and as a contract real estate attorney. After law school, I clerked for two years for a Common Pleas judge here in Pennsylvania who heard criminal, civil, and family court cases. I then moved into a small general practice firm in a rural area, where I primarily practiced individual bankruptcy law, but did a bit of everything, including criminal, family, and real estate. This variety of experience is what initially drew me to career services -- I had an understanding of different markets and employers that I thought would be beneficial to students.

After five years in a career services office, I have experience with every facet of providing service to law students, with a particular expertise in student counseling. It takes time and experience to not just adequately meet students' expectations, but to see the paths their potential choices lead them down, and to then adjust their expectations accordingly. The legal market today also requires career services offices to do everything possible to make our students attractive to employers and to help employers see their potential. I would bring the sum of my experiences and qualities to the students of Whiteacre State Law to help them on their path to becoming successful and professional attorneys who are assets to the legal community.

I would be happy to further discuss my qualifications for this position at your convenience. Thank you for your time and consideration. I may be reached at mkm26@psu.edu or 814-863-4623.

Sincerely,

Magen K. Mihok

WRITING SAMPLES

You do not need to send a writing sample along with your resume unless it is required by the employer. Include a cover page that contains your name, address, and telephone number so that the employer knows who it is from if it becomes separated from your other materials.

APPROPRIATE TYPES OF WRITING SAMPLES

A writing sample for a legal employer needs to be a polished memorandum, brief, or other legal document that demonstrates your legal writing and analysis skills. Tips for selecting an appropriate writing sample:

1. The document must be free of typos and grammatical errors.
2. Your sample can be a document from a course or work product. The general rule is to use your best writing that applies law to fact. Avoid using law review articles. Many first-year students use a brief or memo from their Legal Writing class. It is completely acceptable to edit your writing sample before sending it along to an employer.
3. **If it is something you have done in a work context, you must seek permission from the employer to use the document and protect the confidentiality of the parties by redacting names and other identifying information.** Some jurisdictions also require permission of the client for whom the document was drafted before it can be used as a writing sample.

LENGTH

Your writing sample should be five to ten pages, unless requested otherwise. Employers are looking for clear, concise language and format, although relevancy and interest to the employer can be a plus.

If you are creating a writing sample from a document longer than 10 pages, you can excerpt a section. If you use an excerpt, you may want to write a brief introduction to provide context to the reader. This typically includes a brief statement of the type of document (*e.g.*, a brief submitted to a particular court, a memorandum drafted while working at a past employer, etc.) and possibly a short statement of facts or background explanation, if necessary.

SAMPLE COVER SHEET FOR WRITING SAMPLE

Writing Sample of Johnnie Jobless

This writing sample is the final paper written in my Legal Research, Writing, and Analysis II course. The sample is an open brief in which I represent a fictional defendant, John Doe, against efforts to compel disclosure of his identity prior to formal discovery. The final section (C.) of the Argument has been omitted, as has the formal request for relief.

TRANSCRIPTS

You may be asked to supply your law school and/or undergraduate transcript as part of the application process for some employers. Employers generally want up-to-date information, but often do not require an official transcript. There are two types of transcripts, advising and official:

Advising transcripts are available to currently enrolled students. Your advising transcript contains the same information as your official transcript. However, it is not certified by the Office of the University Registrar. You may request that an unofficial copy of your transcript be uploaded to your Symplicity account by emailing Corinne Shockley at cshockle@yu.edu with your full name and student ID number.

Official transcripts are available to currently enrolled students and former students. The official transcript is the University's certified statement of your academic record. It is printed on security paper and contains the University seal and signature of the University Registrar. Occasionally, employers will require an official transcript.

Requests for transcripts must be made in writing to the Office of the Registrar. Requests will generally be filled within three (3) business days, and usually sooner. There is no charge. The records to which the Family Educational Rights and Privacy Act applies include transcripts. Pursuant to, and except where permitted by, the Act, Cardozo will not issue a transcript without a signed, written request by the student. For more information contact the Registrar's Office at 212.790.0295 or brookdaleregistrar@yu.edu.

Transfer Students must include a copy of their transcript from their prior school as well as from Cardozo Law with all applications.

SAMPLE REFERENCE SHEET

(Only when requested by employer)

JOHNNIE JOBLESS

Street Address, City, ST 11111 • 212-123-4567 • Email@law.cardozo.yu.edu

REFERENCES

Jeffrey S. Block, Esq.
Mann & Taylor
141 High Street
State College, PA 16801
(814) 555-1212
jblock@manntaylor.com
Supervisor during 1L summer internship

Professor John Smith
Benjamin N. Cardozo School of Law
55 Fifth Avenue
New York, NY 10003
(212) 790-0000
jqs@yu.edu
Civil Procedure professor 1L year

Professor John Adams
Economics Department
Georgetown University
Washington, DC 20223
(202) 555-2222
jadams@georgetown.edu
Supervised my work in role as his teaching assistant