



SANTA CLARA LAW | *The skills you need for the career you want*

Resume Samples

1. **Betina Bronco:** 1L entry-level resume written in paragraph form
2. **Saul Goodman:** 1L entry-level resume using bullet point statements
3. **Henry Johnson:** Tech Edge, general content
4. **Sameer Bhandari:** Public interest, leadership
5. **Sarah Bronco:** Big law, in-house
6. **Art Smart:** Public sector, government

Betina Bronco

234 Flower Ave. #4
Santa Clara, CA 95053
(408) 444-4444
bbronco@scu.edu

EDUCATION

Santa Clara University School of Law, Santa Clara, CA

Juris Doctor Candidate

Expected May 2021

Member, Women and Law

Santa Clara University, Santa Clara, CA

Bachelor of Science, Business Administration

June 2018

President, Delta Gamma

Stanford University, International Management Studies, Summer 2016

EXPERIENCE

Law Offices of Joe Bronco

June 2018-August 2018

Office Assistant

San Jose, CA

Managed front desk and multiple phone-line system. Developed and implemented filing system and organized cases. Created trial binders and arranged evidence for trial.

Calendared attorney meetings and court appearances.

Starbucks Coffee

May 2015-April 2018

Barista

San Jose, CA

Supervised and trained 10+ new hires on cash register, creating specialty drinks, and general store operating procedures. Engaged and interacted with customers; answered questions about and sold merchandise; attended to requests, comments, and concerns from customers. Managed cash register and specialty drink preparation.

Academic Mentor Program

May 2015-April 2018

Coordinator

San Jose, CA

Collaborated with teachers, parents, and mentors to ensure positive mentor relationships.

Trained 200 mentors in cultural sensitivity. Managed \$1,000 budget. Created organized system to track 2,000 mentor-mentee meetings and students' improvement in grades.

SKILLS and INTERESTS

Conversational Cantonese (Spoken/Written)

Soccer fanatic and marathoner

Saul Goodman

234 Skyler Way, Santa Clara, CA 95053 (408) 867-5309 sgoodman8@scu.com

EDUCATION

Santa Clara University School of Law, Santa Clara, CA

Juris Doctor Candidate

Anticipated May 2021

- Emery Merit Scholarship Recipient
- Phi Alpha Delta, Law Fraternity

University of California, Irvine, Irvine, CA

Bachelor of Arts, Psychology

June 2017

EXPERIENCE

XYZ Inc., Sunnyvale, CA

July 2017-July 2018

Marketing Associate/Sales Order Processor

- Reviewed legal contracts and non-disclosure agreements regarding intellectual property rights
- Interfaced directly with outside counsel to facilitate contract negotiations
- Drafted and coordinated with legal team regarding proposals for contract changes
- Managed marketing budget by coordinating with executive management and marketing team
- Designed and led new weekly meetings to improve operations and increase productivity
- Processed and tracked orders from release to shipment ensuring promise dates were met

ReadUp, Irvine, CA

August 2015-June 2017

Volunteer Aid

- Tutored 7+ children with developmental disabilities
- Created after school programming for 50+ children to increase social interaction
- Reviewed and analyzed Individual Profile and Individual Response Guides to better direct participation
- Collected and maintained data in order to monitor members' individual progress in the program

Home Depot, Monterey, CA

Summers 2013-2015

Customer Service Clerk

- Engaged and interacted with customers daily to answer questions and help find solutions for their projects
- Managed cash register and processed returns and exchanges
- Organized, arranged, and restocked items in inventory
- Won employee of the month for best customer support story as written in by a customer

COMMUNITY SERVICE

- Domestic Violence Hotline of Monterey County, Monterey, CA
- UC Irvine Food Drive, Organization Team Volunteer

SKILLS AND INTERESTS

- Fluent in Spanish and French
- Tae Kwon Do, Cooking French and Spanish dishes

HENRY JOHNSON

add phone number

Santa Clara, California

hjohnson2@scu.edu

EDUCATION

Santa Clara University of School of Law, Santa Clara, CA

Anticipated May 2022

Juris Doctor Candidate, GPA: 4.0

Awards: Dean's Fellowship (full-ride scholarship); Tech Edge Program (technology law certificate)

St. Mary's College, Moraga, CA

May 2014

Bachelor of Arts, Political Science, cum laude, GPA: 3.64

EXPERIENCE

Stanford Graduate School of Business, Stanford, CA

Editorial Assistant

Dec 2019 – Present

- Provide research and writing capabilities to a well-known professor working on publishing a book, as well as provide editorial assistance on multiple journal articles and book chapters.
- Quickly gained professors trust and respect due to exceptional strength in writing and editing.

International Journal of Foreign Policy, Moraga, CA

Copy Editor

Jun 2018 – Present

- Serve as the lead copy editor for a professional academic journal.
- Edit publications by contributors consistently meeting deadlines with tight timelines.

Business Monthly Magazine, Washington, DC

Staff Writer

Mar 2017 – Feb 2018

- Wrote enterprise features on trends in the economy, such as the emergence of Bitcoin as a new asset class, the plight of cab drivers, and the resurgence of the natural gas sector.

Foreign Policy Magazine, Washington, DC

Editorial Fellow

Aug 2015 – Aug 2016

- Published two of the website's most-viewed articles in 2016 by following local sources on Twitter and Reddit and tracking local media.
- Composed Foreign Policy's morning news brief, which summarized top news from around the world and circulated to more than 100,000 subscribers, and weekly photo slideshows.
- Fact-checked pieces, confirmed quotes with sensitive sources consistently ensuring accuracy.

JP Peck, LLP, New York, NY

Policy Fellow

Jan 2015 – May 2015

- Wrote briefs about legislation pertaining to clients' interests in energy, trade, and defense issues.
- Monitored and reported on congressional hearings and government agency meetings.

INTERESTS: International travel, photography, foreign policy, playing piano

Sameer Bhandari

234 Skyler Way, Santa Clara, CA 95053 (408) 867-5309 sameerb@scu.com

EDUCATION

Santa Clara University School of Law, Santa Clara, CA

Juris Doctor Candidate – GPA: 3.34

Expected May 2022

- Emery Merit Scholarship Recipient
- Galloway Moot Court 1L Competition

University of California, Los Angeles, CA

Bachelor of Arts in Political Science

June 2018

Valley Legal Services, Los Angeles, CA

Summer Legal Assistant

June 2019-August 2019

- Efficiently organized 150+ cases, court notes, service of process documents, and evidence.
- Accurately compiled relevant information pertaining to individual cases into an easy to follow outline for attorney's quick reference during client interviews.
- Collaborated with case workers to arrange in-home visits between clients and legal representation.
- Shadowed attorney in court and gained valuable insight into daily rigors of litigating and advocating for clients.

Research and Economic Development, UCLA, Los Angeles, CA

Team Lead

March 2017-June 2019

- Hired and trained 15 employees on all aspects of the job. Developed detailed process manual.
- Managed and led a team of 30 on changes to systems, databases, and job duties.
- Analyzed and evaluated statistical data and resolved discrepancies to maintain a workflow with minimal errors.
- Reviewed over 100 research agreements and amendments for subject clauses.
- Summarized data compiling best practices for policies, integrity, and conflicts of interest.
- Promoted from student worker to research assistant to team lead.

Yahoo!, Mountain View, CA

Legal Assistant, Law Enforcement Response Team

Sept 2016 – Jan 2017

- Specialized in responding to user data, search warrants and subpoenas, following legal guidelines.
- Handled sensitive information with highest levels of discretion, spotted issues, and escalated as appropriate in a fast-paced environment.

SKILLS, QUALIFICATIONS, INTERESTS

- Well-developed critical thinking, analytical, and logical reasoning skills.
- Strong communication skills with demonstrated high levels of crisis management skills.
- Ability to quickly adapt to different situations and circumstances, promptly implement decisions.
- Interests include playing competitive chess, water polo, and hiking.

SARAH T. BRONCO

1234 Name Ave, San Jose, California | (408) 555-4453 | stb@scu.edu

EDUCATION

Santa Clara University School of Law

J.D. Candidate, GPA: 3.41 (Top 25%=3.43)

Expected May 2021

Activities: Vice-President, Business Law Society, Honors Moot Court Internal, Mock Trial Competitor

University of California, Santa Cruz

B.A., Philosophy, cum laude, GPA: 3.64

June 2016

Activities: Vice-President Associated Students

EXPERIENCE

Intuit Corporation, Santa Clara, CA

Legal Intern

May 2019-present

- Draft legal memorandums on how courts interpret the limitations of liability for data breaches
- Prepare supply chain contract negotiation strategies for deals with external companies
- Review online application stores for unauthorized use of logos and evaluate trademark enforcement options
- Consolidate and update terms of agreements and created an addendum for partner network

Enterprise Technology Account Executive

February 2017 – May 2019

- Provided clients with database, middleware, integration, security, and cloud solutions for telecom companies
- Spearheaded projects and coordinated live demos of solutions based on the customer's needs
- Maintained and grew customer relationships to facilitate the success of the telecom industry
- Coached and mentored sales development reps to improve engagement efficiency
- Generated 150 prospecting calls and 250 emails per week using social selling techniques
- Promoted from Business Development Consultant to Account Executive within four months of employment

Law Offices of Vangie Abriel, San Jose, CA

Law Office Intern

June – August 2014 & 2015

- Kept clients up to date on the status of their case throughout the legal process from filing to finish
- Communicated with insurance companies to submit and update cases

COMMUNITY SERVICE

Diversity Library Project, San Jose, CA

Editorial Assistant

June – August 2014

- Created a writing platform for diverse members of the community to share their life story

Youth Aquatics Center, Santa Clara, CA

Head Swim Coach

June - August 2013

- Mentored, motivated, and coached a team of youth coordinating tournaments and practices

INTERESTS: Recreational Basketball and Volleyball, Swimming, Hiking, Gardening

ART SMART

1212 Benton Ave.
CA, 95053

(408) 554-5454
asmart@scu.edu

EDUCATION

Santa Clara University School of Law, Santa Clara, CA

Juris Doctor Candidate

May 2021

Criminal Law Society Executive Board Member, Internal Trial Team semi-finalist, Honors Moot Court

San Jose State University, San Jose, CA

Bachelor of Art Criminal Justice

Jun 2015

Dean's Scholar GPA 3.65, Worked full time during school

EXPERIENCE

Al Otro Lado, San Diego, CA

Remote Summer Volunteer

Summer 2020

- Provided asylum seekers trapped at the border with assistance completing part A 1589 applications, conducted legal intakes, drafted declarations, and prepared requests for medically related humanitarian parole.
- Translated critical documents for Spanish speaking clients under extreme stress.

District Attorney's Office for the City and County of San Francisco, San Francisco, CA

Summer Law Clerk

May - Aug 2019

- Drafted a winning 995 Opposition motion.
- Researched and summarized findings of legal issues regarding 5th amendment rights and confessions.
- Observed trials in court to understand process of criminal proceedings.

Contra Costa County Prosecutor Academy, Martinez, CA

1L Participant

May 2017

- Hired from a competitive pool of candidates for this unique program.
- Drafted and delivered opening and closing statement.
- Performed direct examination of victim and cross-examination of defendant.

Robert T. Bledsoe Law Offices, San Jose, CA

Legal Assistant

Dec 2015-Mar 2016

- Organized discovery documents from medical providers and insurers.
- Facilitated communication between clients and attorneys using translation skills when needed.

INTERESTS & ADDITIONAL INFORMATION

- Fluent Spanish speaker
- Consistently volunteer for community service in low-income areas
- Rock climber, Muay Thai kickboxer, and sci-fi and fantasy movie enthusiast