

## RESUME WRITING ACTION WORDS

Accomplished	Consolidated	Governed	Publicized
Achieved	Constructed	Guaranteed	Qualified
Acquired	Consulted	Guided	Questioned
Adapted	Contributed	Heightened	Raised
Addressed	Controlled	Highlighted	Realized
Adjusted	Converted	Identified	Recommended
Administered	Convinced	Illustrated	Recognized
Advanced	Cooperated	Implemented	Recorded
Advised	Coordinated	Improved	Reduced
Advocated	Counseled	Improvised	Refined
Aided	Critiqued	Incorporated	Regulated
Allocated	Debated	Increased	Reinforced
Allowed	Dedicated	Informed	Replaced
Altered	Defined	Initiated	Researched
Amended	Delegated	Inspected	Resolved
Analyzed	Deliberated	Instructed	Screened
Anticipated	Demonstrated	Investigated	Scrutinized
Appointed	Designated	Labored	Selected
Arbitrated	Designed	Launched	Served
Argued	Determined	Lead	Settled
Arranged	Developed	Located	Solved
Assessed	Devised	Maintained	Specialized
Assigned	Directed	Managed	Started
Assisted	Disclosed	Marketed	Streamlined
Assumed	Discovered	Maximized	Studied
Attained	Displayed	Measured	Submitted
Attended	Drafted	Mobilized	Suggested
Augmented	Edited	Monitored	Summarized
Authored	Educated	Motivated	Supervised
Authorized	Elevated	Negotiated	Supported
Awarded	Employed	Observed	Surveyed
Balanced	Encouraged	Obtained	Synthesized
Bolstered	Endorsed	Operated	Targeted
Brainstormed	Enriched	Orchestrated	Taught
Briefed	Established	Organized	Tested
Budgeted	Evaluated	Originated	Trained
Calculated	Excelled	Oversaw	Transferred
Chaired	Exercised	Participated	Transformed
Classified	Expanded	Perceived	Translated
Coached	Facilitated	Performed	Transmitted
Collaborated	Familiarized	Persuaded	Tutored
Combined	Figured	Planned	Updated
Communicated	Finalized	Prepared	Utilized
Compiled	Formulated	Prescribed	Validated
Composed	Forwarded	Presented	Valued
Computed	Fostered	Prioritized	Visualized
Confirmed	Gathered	Produced	Worked
Consented	Generated	Promoted	Wrote

**FRANCIS FIRST YEAR**  
**1600 Washington Ave., Apt. #658, Norman, OK 73069**  
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## **EDUCATION**

### **The University of Oklahoma College of Law, Norman, Oklahoma**

*Juris Doctor, expected May 2010*

- GPA 8.356/12.00 (Top 25%)
- Nathalie Pierrepont Scholarship
- Academic Achievement Award, Constitutional Law
- Student Bar Association, Member
- The Organization for the Advancement of Women in the Law, Member

### **The University of Oklahoma, Norman, Oklahoma**

*Bachelor of Arts, English Literature, May 2007*

- Phi Beta Kappa
- *The Oklahoma Daily*, Editor
- PE-ET Senior Honor Society (Top ten senior graduates)
- Outstanding Graduate for the College of Arts and Sciences
- Smith Jansen Memorial Scholarship

## **PROFESSIONAL EXPERIENCE**

### **Women's Outreach Center, Norman, Oklahoma**

*Peer Counselor, August 2005 – May 2007*

- Advised women on health care issues, domestic violence, and divorce.
- Wrote training manual for peer counselors.
- Conducted client observations and recommended treatment plans.

### **University of Oklahoma Student Financial Aid Office, Norman, Oklahoma**

*Office Assistant, Summer 2004*

- Processed financial aid applications and managed data entry.
- Conducted review of student manuals and provided recommendations to senior staff.
- Assisted with training and supervision of twenty workers.

### **Gap, Inc., Oklahoma City, Oklahoma**

*Sales Associate, December 2003 – April 2004*

- Assisted customers and managed and reconciled register.
- Provided support for troubleshooting and launching new store incentives.
- Hired and trained two new sales associates.

**FRANK FIRST YEAR**  
**4567 North Cantina Street, Norman, Oklahoma 73069**  
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## **EDUCATION**

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### **The University of Oklahoma College of Law, Norman, OK**

*Juris Doctor*, expected May 2010

- GPA 11.256/12.0 (Top 5%)
- Member, Black Law Students' Association

### **Oklahoma State University, Stillwater, OK**

*Bachelor of Science, Civil Engineering*, May 2006

- GPA: 3.87/4.0
- Phi Kappa Phi National Honor Society
- W.W. Allen Boys & Girls Club Engineering Scholarship
- President, Black Students for Justice

## **EXPERIENCE**

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### **United States Senator, Joseph R. Biden, Jr., Washington, DC**

*Legislative Aide*, June 2006 – May 2007

Researched legislation, including the newly introduced Pakistan Resolution condemning State of Emergency. Served as the Senator's representative, in his absence, at local fundraisers, political events, and community functions, and provided constituent support.

### **Oklahoma State University, Student & Alumni Programs Association, Stillwater, OK**

*Co-Founder*, January – June 2005

Established and actively recruited for a new organization. Organized and coordinated programs to bring OSU students, professors, and alumni together to maintain strong alumni relations.

### **American Society of Safety Engineers, Student Division, Stillwater, OK**

*Vice-President*, March 2003 – May 2004

Assisted with organization and coordination of National Future Safety Leadership Conference. Coordinated monthly dinners for students and faculty advisors. Established speaker series to educate students on engineer safety practices.

### **Software, PC, Norman, OK**

*Sales Clerk*, Summer 2003

Organized and maintained business records. Provided service to retail customers and assisted with annual inventory assessment.

## **COMMUNITY SERVICE**

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### **AIDS Emergency Fund, Washington, DC**

*Volunteer*, August – December 2004

Interviewed potential clients and determined eligibility to receive financial assistance. Provided referrals to community resources.

**SALLY SECOND YEAR**  
**1234 South Abrams Street, Norman, Oklahoma 73069**  
**(405) 456-7890**  
[sally@ou.edu](mailto:sally@ou.edu)

## EDUCATION

**The University of Oklahoma College of Law**, Norman, OK

Juris Doctor, anticipated May 2009

*Journal:* Oklahoma Journal of Law & Technology, Managing Editor

*Clinic:* The University of Oklahoma Legal Clinic

*Activities:* Board of Advocates, Parliamentarian

**University of Kansas**, Lawrence, KS

Bachelor of Arts, *magna cum laude*, Political Science, May 2006

*Honors:* Phi Beta Kappa, Dean's List (every semester), Dean's Scholar (half-tuition merit scholarship), Asian & Pacific Islander American Scholarship Recipient.

**London School of Economics**, London, U.K.

Course on International Law: Contemporary Issues by a Barrister at Matrix Chambers, Summer 2000.

## EXPERIENCE

**Office of the Public Defender**, Oklahoma City, OK

Law Clerk, Summer 2008

Worked with felony attorney to research case law; provided case summaries and made recommendations; wrote motions for court; interviewed clients; attended weekly court hearings.

**The University of Oklahoma College of Law**, Norman, OK

Research Assistant, Professor Kathleen Guzman, Summer 2007

Researched, analyzed, and summarized federal and state legislation concerning assisted reproduction and the transfer of wealth. Helped develop class reading list for new seminar in advanced real estate law. Topics included land use and zoning, real estate conveyancing, and real estate finance and development.

**Office of the Assistant General Counsel, The Bellagio Casino-Hotel**, Las Vegas, NV

Legal Assistant, Summer 2006

Gathered, organized, and updated client files and legal documents for delinquent debt collection. Prepared complaints, motions, affidavits, and exhibits for filing in court.

**University of Kansas, Office of Financial Assistance**, Malibu, CA

Student Assistant to Associate Director of Financial Assistance, Fall 2003-Spring 2006

Maintained over 750 student files and tracked incoming documents. Worked at least 20 hours per week each semester to defray cost of tuition and fees.

**Resume for a transfer student**

**Stedman Second Year**

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[sstedman@ou.edu](mailto:sstedman@ou.edu)

**EDUCATION**

**The University of Oklahoma College of Law**, Norman, OK  
*Juris Doctor*, expected May 2009

**Oklahoma City University School of Law**, Oklahoma City, OK  
First-year J.D. coursework completed 2006-2007  
(*Transferred to the University of Oklahoma College of Law*)  
GPA: 3.62  
Honors: Class rank – Top 10%  
Hatton W. Sumners Scholarships Journal  
Oklahoma City University Law Review (Invitation extended)

**Georgetown University**, Washington, DC  
*Bachelor of Science in Business Administration*, May 2005  
Major: Management    Minors: Theology and Government  
Major GPA: 3.98    GPA: 3.52  
Honors: US National Collegiate Award in Student Government

**EXPERIENCE**

**Harrison Institute for Public Law**, Washington, D.C.  
*Student Attorney*, August 2007 to Present

Wrote policy document as part of project funded by Environmental Protection Agency on states' role in addressing climate change; presented findings to southern states' legislators; worked in areas of trade procurement and environmental regulations.

**U.S. Department of Labor**, Washington, D.C.  
*Law Clerk, Plan Benefits Security Division*, Summer 2007

Researched substantive and procedural matters; participated in discussions concerning litigation and regulatory strategy; worked exclusively on issues relating to ERISA compliance, focusing on cross-trading of securities by fund managers.

**Georgetown University Student Association**, Washington, DC

*Junior & Senior Class Elected Representative*, May 2004 to May 2005

Organized and coordinated a voter registration drive for the Student Government Election; coordinated rallies on President's Corner for the Student Committee on Access to Justice; established town meetings to improve community relations.

**SKILLS**

Fluent in Spanish  
Trained in crisis hotline counseling for abused and neglected children

## **Resume for a second-year student with GPA improvement**

**SAMUAL SECOND YEAR**

**7895 College Avenue, Norman, OK 73069 \* [samual@ou.edu](mailto:samual@ou.edu) \* 405-369-7845**

### **EDUCATION**

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**The University of Oklahoma College of Law**, Norman, Oklahoma

*Juris Doctor* Anticipated, May 2009

Cumulative GPA: 9.036/12.0; Second Year GPA: 11.0/12.0

Activities: Students for Access to Justice, Student Coordinator; International Law Students Association; Student Bar Association.

**Oklahoma Baptist University**, Shawnee, Oklahoma

*Bachelor of Music in Piano Performance*, May 2004

GPA: 3.98/4.0

Honors & Activities: Top Senior Award; National Merit Scholar; Mortar Board; Community Activities Board, Chair; OBU; Community Orchestra, Member.

### **EXPERIENCE**

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**The Nickels Group**, Washington, D.C.

*Summer Associate*, Summer 2008

Assisted with strategy building and plan implementation for the American Dental Association; consulted with senators on economic policy legislation; reviewed and analyzed upcoming healthcare legislation and provided oversight to client's board of directors.

**D.C. Coalition Against Domestic Violence**, Washington, D.C.

*Volunteer*, Summer 2007

Conducted client intake and review; counseled and advised domestic violence victims in the process of obtaining protective orders against their alleged abusers; appeared in court as supporter of victims seeking protective orders.

**Oklahoma Piano Academy**, Oklahoma City, OK

*Instructor*, May 2004 – August 2006

Provided individual instruction in concert piano to thirty students; assisted with concert and contest preparation; wrote a piano concerto for the Oklahoma City Orchestra League; hosted summer camps for disabled students and provide basis piano instruction.

### **COMMUNITY INVOLVEMENT**

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Greater Oklahoma City Chamber, Member

YMCA of Greater Oklahoma City, Purple Sash Committee Member

Oklahoma Baptist University, Alumni Board Member

# **DANIELLE DUAL DEGREE**

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## **EDUCATION**

### **The University of Oklahoma College of Law**

J.D./M.B.A. Candidate, May 2009

J.D. GPA: 8.798/12.0 M.B.A. GPA: 3.77/4.0

Honors:

J.D.: University of Oklahoma Law Review, Articles Editor

M.B.A.: Dean's List, Academic Year 2007-2008

### **University of Texas**

BBA, *magna cum laude*, Finance, May 2005

Honors: Phi Beta Kappa; Golden Key Award

Activities: University Finance Association, President; Undergraduate Business Council; Kappa Alpha Theta Sorority, Vice-President of Finance

## **EXPERIENCE**

### **Haynes & Boone**

Dallas, TX

*Summer Associate*, Summer 2008

Researched and wrote memoranda on issues relating to plaintiff-side discrimination litigation. Advocated for clients at various stages of race, sex, disability, and age discrimination disputes. Investigated discrimination claims for national retail client, which involved conducting interviews, preparing declarations, and producing fact-finding reports.

### **Conner & Winters**

Oklahoma City, OK

*Summer Associate*, Summer 2007 & Summer 2008

Researched and drafted memoranda in areas of law such as bankruptcy and creditors' rights. Prepared discovery including requests for production of documents and special interrogatories. Researched and drafted an *ex parte* application for an order shortening time in which to notice a deposition. Assisted in preparation of fee application in large Chapter 11 bankruptcy.

### **Lehman Brothers**

New York, NY

*Summer Associate*, Summer 2006

Worked with the execution team on mergers and acquisitions, divestitures, capital raisings, and restructurings. Performed financial, structural, and business risk analyses. Researched and analyzed industry and company information to provide investment ideas for clients.

## **LANGUAGES**

French (proficient)

## **INTERESTS**

Creative Writing, Skydiving, and Classical Music

## TAMMY THIRD YEAR

[tammyty@ou.edu](mailto:tammyty@ou.edu)

405-897-3256

Current:  
4589 Ridgecrest Court, Apt. #234.  
Norman, OK 73072

Permanent:  
15012 Beverly Drive  
Dallas, TX 75205

### EDUCATION

#### **The University of Oklahoma College of Law, Norman, OK**

*Juris Doctor*, May 2008

GPA: 8.0/12.0 (45/150, Top 30%)

Journal: *Oklahoma Law Review*

Author, *Miranda Violations Post 9/11*

Honors: Dean's List, 2006-2007, *Academic Achievement Award* Wealth Transfer Tax

Activities: Ruth Bader Ginsburg American Inn of Court of Oklahoma City

Jessup International Law Moot Court Team, Spring 2007

#### **Duke University, Durham, NC**

*Bachelor of Science in Business Administration*, May 2005

Major: Finance

Minors: Accounting and Government

Major GPA: 3.88/4.0

GPA: 3.75/4.0

Honors: Outstanding Finance Graduate

### EXPERIENCE

#### **Baker Botts L.L.P., Dallas, TX**

*Summer Associate*, Summer 2007

- Completed merger of oil properties of a domestic gas and electric corporation with a foreign oil corporation.
- Drafted corporate resolutions, articles of incorporation, and plans of merger.
- Researched and drafted memoranda, discovery requests, and motions for civil litigation.
- Filed answer and assisted in settlement negotiations with opposing counsel in *pro bono* case.

#### **Department of Legal Research and Writing, Oklahoma College of Law, Norman, OK**

*Law Student Assistant*, Academic Year 2006-2007

- Selected to assist in preparation of weekly first-year legal research and writing class assignments.
- Prepared initial draft of appellate brief and outline on oral arguments.
- Primary duties included providing written feedback on students' client letters, legal memoranda, and appellate briefs.

#### **U.S. Attorney's Office, Western District of Oklahoma, Oklahoma City, OK**

*Intern*, Summer 2006

- Aided in prosecution of international internet predator case—drafted memoranda and motion letters to court.
- Organized and prepared documentary and wiretap evidence for money laundering prosecutions.
- Participated in questioning and preparation of witnesses.

#### **Lee Bolton & Lee, Solicitors, London, U.K.**

*Intern*, Summer and Fall 2004

- Drafted letters of agreement for corporate ventures between foreign and domestic entities.
- Researched corporate, property, and probate law and summarized findings for senior staff.
- Assisted with leasehold enfranchisement and exploitation of mineral rights cases.

## Tommy Third Year

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### EDUCATION

#### **The University of Oklahoma College of Law, Norman, OK**

*Candidate for Juris Doctor, May 2008*

- GPA: 9.869/12.0 (Top 15%)
- Oklahoma Law Review, *Managing Editor*
- 2005 Jessup International Law Moot Court Team
- Student Bar Association, *Treasurer*
- 2005 SMU Law Summer Program at Oxford University

#### **Southern Methodist University, Dallas, TX**

*Bachelor of Arts in History, cum laude, May 2004*

- GPA: 3.96/4.0
  - History Departmental Honors
  - Jewish Law Students' Association, *Vice-President*
  - Outstanding Senior Man
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### PROFESSIONAL EXPERIENCE

#### **Smith & Jones, L.L.P., Dallas, TX**

*Summer Associate, Summer 2007*

Assisted with representation of clients in all aspects of commercial litigation practice, including researching and drafting memoranda regarding UCC breach of warranty, class actions, and Texas civil procedure. Propounded and responded to discovery, attended and conducted depositions, assisted in trial preparation, and observed trials.

#### **United States District Court Western District of OK, Oklahoma City, OK**

*Intern to the Honorable Robin J. Cauthron, July 2006 – August 2006*

Observed four month RICO drug conspiracy trial involving five defendants. Briefed judge on upcoming motions. Managed entire *pro se* habeas case and drafted opinion that will be used as a form for future interns. Researched and authored legal memoranda concerning a wide range of issues, including procedure, evidence, prisoner rights, and FOIA.

#### **Compton & Caldwell, P.C., Norman, OK**

*Litigation Legal Assistant, May 2006 – June 2006*

Organized and edited information for several corporate and civil cases. Coordinated distribution, document production, and other aspects of case organization and assisted in document reviews.

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### SKILLS AND INTERESTS

Fluent in French

Interests include Russian literature and running marathons