

# JOHN A. STUDENT

1234 Lawyer Drive • Norman, OK 73072 • (555) 555-5555 • John.student@ou.edu

## EDUCATION

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

Norman, OK

*Juris Doctor Candidate*

May 2019

GPA: 8.875/12.0  
Rank: 44/175 (Top 25%)  
Honors: Dean's Honor Roll; John Doe Energy Scholarship  
Activities: Student Bar Association: Governor's Board (2016 - 2017); Public Interest Law Student Association (PILSA): Vice President (2017 - 2018)  
Moot Court: 1L Moot Court Competition: Team Semi-Finalist and Top 10 Speaker Award  
Law Review: OKLAHOMA LAW REVIEW  
Publications: Note, *A New Development on the Horizon: Interpreting New Environment Regulations and Advising Oil and Gas Companies of the Legal Ramifications from these Changes*, 9 OKLA. J.L. & Tech. (forthcoming 2018)  
Study Abroad: University of Oxford in England, summer legal studies program  
Pro Bono: Court Appointed Special Advocates (CASA)

### **Oklahoma State University**

Stillwater, OK

*Bachelor of Science, magna cum laude, Political Science*

May 2016

Honors: Thanks for the Money Scholarship; Honors Program Graduate  
Activities: Phi Alpha Delta (pre-law fraternity)

## EXPERIENCE

### **Smith & Jones, P.C. Attorneys at Law**

Norman, OK

*Legal Intern*

July 2017 – Present

- Conduct extensive research involving property rights, oil and gas issues, and environmental regulation.
- Draft dispositive motions for filing with the Court including motions for summary judgment and motions to dismiss.
- Compose substantive memoranda for utilization in case analysis and strategy.
- Assist in trial preparation including reviewing interrogatories, preparing witness lists, and labeling evidence.
- Observe depositions, hearings, and trials.

### **Oklahoma County Public Defender's Office**

Oklahoma City, OK

*Legal Intern*

May – June 2017

- Assisted with misdemeanor and felony revocation hearings.
- Performed client in-takes and interviews.
- Negotiated plea bargains with the District Attorney's office and prepared subsequent court filings.
- Attended preliminary hearings and trials and assisted attorneys with document review.

### **Gipson and Base, P.L.L.C.**

Seminole, OK

*Legal Assistant*

Summer 2016

- Interviewed potential clients and assisted with follow-up correspondence.
- Participated in trial preparation and collaborated with attorneys regarding pending matters and trial strategy.
- Researched relevant case law on employment law, real estate transactions, oil and gas royalty issues.
- Drafted memoranda on current issues handled by the firm.

## ADDITIONAL INFORMATION

Languages: Fluent Spanish, Conversational French  
Associations: Cleveland County Bar Association, Student Member