

Sample Resumes

Tax LLM Student – Highlights JD Tax Courses

Tax LLM Student – Separates Legal and Accounting Experience

Tax LLM Student – Executive LLM

Foreign-Trained LLM Student

Foreign-Trained LLM Student – Multiple Law Degrees

Foreign-Trained LLM Student – Significant Work Experience

Foreign-Trained LLM Student – Short-term Internships

Foreign-Trained LLM Student – Public Interest Background

US-Trained, Non-Tax Student

The sample resumes are designed to serve as guides for your own resume drafting. They should not be copied substantively.

Tax LLM Student – Highlights JD Tax Courses

CHRISTOPHER R. DELGADO

(212) 736-1111
christopher.lee@nyu.edu

BAR STATUS

Plan to sit for the New York Bar Exam, July 20**
Admitted to the Pennsylvania Bar, 20**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY
Candidate for Master of Laws (LL.M.) in Taxation, May 20**

VILLANOVA UNIVERSITY SCHOOL OF LAW, Villanova, PA
Juris Doctor, May 20**

Class Rank: Top 15% Tax GPA: 3.678

Tax Courses: Taxation of Trusts, Estates and Gifts; Corporation Taxation; Federal Income Taxation;
Advanced Corporate Taxation

Honors: Raymond Joseph Harris Scholarship

Activities: Villanova Intramural Sports

TEMPLE UNIVERSITY, Philadelphia, PA

Bachelor of Arts, in History, *magna cum laude*, May 20**

GPA: Major 3.9; Overall 3.5

Honors: *Phi Beta Kappa*

Activities: Campus Coordinator, Race for the Cure, directed event raising \$25,000 for cancer research

KOREA UNIVERSITY, Seoul, South Korea

Exchange Student, Fall 20** – Spring 20**

EXPERIENCE

THE HON. DENNIS JACOBS, U.S. COURT OF APPEALS, SECOND CIRCUIT, New York, NY

Judicial Intern, May 20** – August 20**

Conducted extensive legal research and writing on a variety of issues, such as the perimeters of the RICO forfeiture provision and the application of the federal sentencing guidelines. Prepared comprehensive bench memoranda submitted to the entire Second Circuit panel prior to consideration of cases.

VOLUNTARY INCOME TAX ASSISTANCE PROGRAM, Philadelphia, PA

Tax Preparer, 20** – 20**

Prepared Federal and State income tax forms for members of the community, including Forms 1040, 1040A, 1040EZ, 540, and 540EZ as well as Schedules A and B.

RICHARD M. OCHROCH, ESQ., Philadelphia, PA

Law Clerk, June – August 20**

Handled preparations for commercial litigation for a Philadelphia trial attorney. Researched and drafted legal memoranda, drafted and answered pleadings and interrogatories, and took statements from witnesses.

ADDITIONAL INFORMATION

Fluent in Chinese; conversational in Korean

Student member of the ABA Section on Taxation. Enjoy chess, soccer, and classical music. Traveled extensively in Asia.

Tax LLM Student – Separates Legal and Accounting Experience

LAUREN KESSLER
(718) 678-3827
lauren.kessler@nyu.edu

Local Address:
1234 Union Street, #2
Brooklyn, NY 11216

Permanent Address:
4400 West Eighth Street
Houston, TX 77092

PROFESSIONAL LICENSES

State Bar of Texas, 20**
Certified Public Accountant, June 20**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY
Candidate for LL.M. in Taxation, May 20**
Honors: Graduate Tax Program Scholarship (*partial tuition, merit-based scholarship*)

TULANE UNIVERSITY LAW SCHOOL, New Orleans, LA
J.D., May 20**
GPA: 3.5 Tax GPA: 3.6 (4 Courses)
Honors: Order of the Coif
Tulane Law Review, Articles Editor
Recipient of Prentice-Hall Tax Award (*for highest grade in Federal Income Taxation*)
Activities: Low Income Taxpayers' Clinic, Volunteer

UNIVERSITY OF SOUTHWESTERN LOUISIANA, Lafayette, LA
B.S. in Accounting, *magna cum laude*, May 20**
Honors: *Phi Beta Kappa*

LEGAL EXPERIENCE

BRICE, MANKOFF & BARRON, Dallas, TX
Summer Associate, permanent offer extended, May 20** – August 20**
Researched and prepared legal memoranda on topics including federal excise taxes, tax consequences of leveraged lease transactions, and federal tax considerations of private foundations; reviewed and made recommendations regarding trust instruments and administration; drafted real estate documents, civil litigation pleadings and interrogatories; performed legislative history research.

MILLING, BENSON, WOODWARD, HILLYER, PIERSON & MILLER, New Orleans, LA
Law Clerk, September 20** – April 20**
Researched and prepared legal memoranda on various topics of taxation; drafted trust instruments and other legal documents.

ACCOUNTING EXPERIENCE

PREJEAN AND THIBODAUX CERTIFIED PUBLIC ACCOUNTANTS, Lafayette, LA
Senior Staff Accountant/Certified Public Accountant, September 20** - August 20**
Prepared corporate, partnership, and individual income tax returns; designed and implemented financial accounting systems; prepared and analyzed financial statements; managed and trained office personnel and entry-level accountants; coordinated continuing professional education program.

ADDITIONAL INFORMATION

French (fluent); Spanish (conversational); Russian (reading)
Enjoy tennis, hiking, and skiing.

Tax LLM Student – Executive LLM

JULIA SANDERS
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Houston, TX 77055
(832) 555-1212
julia.sanders@nyu.edu

BAR STATUS

Admitted in Texas, June 20**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY

Candidate for Executive LL.M. in Taxation, May 20**

Relevant Coursework: Corporate Tax I & II, Partnership Taxation, and Taxation of Property Transactions

UNIVERSITY OF HOUSTON LAW CENTER, Houston, TX

J.D., *cum laude*, May 20**

GPA: 3.56 Tax GPA: 3.8 (5 courses)

Honors: **Houston Business and Tax Law Journal**, Senior Articles Editor

Activities: The Association of Women in Law, Member

UNIVERSITY OF TEXAS, Austin, TX

B.B.A. in Accounting, May 20**

Honors: Dean's List (all semesters)

Activities: Women's Cross-Country Team, Member

EXPERIENCE

MUNSCH HARDT KOPF & HARR PC, Houston, TX

Associate, September 20** – Present

Summer Associate, Summer 20**

Work closely with partners and associates in the areas of federal corporate and partnership income tax matters and related individual and state income tax issues. Provide tax advice and planning for all aspects of taxable and tax-free stock and asset acquisitions, dispositions, spin-offs, and reorganizations, including Section 351 transactions, Section 355 spin-offs, and Subchapter S elections. Conduct extensive legal research and draft memoranda on matters such as tax consequences of choices of entity for a variety of businesses and transfer or disposition of family businesses. Advise clients regarding tax credit planning, like-kind exchanges, executive compensation, personal income tax liabilities, and estate planning. Prepare Form 1023 applications for recognition of exempt status under Section 501(c)(3).

THE HON. KEITH ELLISON, U.S. DISTRICT COURT, S.D. TEX., Houston, TX

Judicial Intern, May 20** – August 20**

Performed legal analysis of pending cases and prepared bench memoranda to aid the Judge in the disposition of pending civil and criminal matters. Attended evidentiary hearings, pre-trial proceedings, settlement negotiations, and conferences in chambers.

ADDITIONAL INFORMATION

Memberships: Houston Bar Association; State Bar of Texas, Tax Section

Languages: Spanish (intermediate)

Interests: Enjoy long distance running, tennis, and sailing.

Foreign-Trained LLM Student

EDWARD T. GRAVER
240 Mercer Street, Apt. 444
New York, New York 10012
(212) 443-7832 etgraver@nyu.edu

BAR ADMISSION

Admitted to the Ontario Bar, The Law Society of Upper Canada, February 20**
Plan to sit for the New York State Bar Examination, July 20**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY
Candidate for Master of Laws (LL.M.), May 20**
Honors: New Brunswick Law Foundation Graduate Scholarship in Law
Activities: Law and Business Association

UNIVERSITY OF WESTERN ONTARIO, London, Ontario, Canada
Bachelor of Laws (LL.B.), *with distinction*, June 20**
Rank: Graduated in top 2 percent
Honors: Richard DeBoo Publisher's Award for highest grade in Corporate Law
University of Western Ontario Law Journal, Editorial Staff
Study Abroad: Case Western Reserve University, Canada-United States Law Institute Exchange Program

UNIVERSITY OF WESTERN ONTARIO RICHARD IVEY SCHOOL OF BUSINESS, London, Ontario, Canada
B.A. (Honors), in Business Administration, June 20**
Concentration in Finance and International Finance
Activities: Teaching Assistant, Introductory Business, September 20** to May 20**
President, Debating Union; First Prize Winner, Harvard Model U.N.

EXPERIENCE

PROFESSOR STEPHEN CHOI, NYU SCHOOL OF LAW, New York, New York
Research Assistant, August 20** – present
Conduct research in area of securities law, in particular, regarding impartiality and securities arbitration awards.

ADAMS KELLY, Toronto, Canada
Student-At-Law, May 20** – August 20**
Worked in the corporate and litigation departments of full-service law firm with over 120 lawyers. Drafted legal documents, including share purchase agreements and trust agreements. Researched and prepared legal memoranda on securities law. Argued interlocutory motion and conducted a small claims trial.

Summer Law Student, June 20** – April 20**
Worked in the litigation department researching and preparing legal memoranda regarding bankruptcy law.

ADDITIONAL INFORMATION

Fluent in French (studied for five years and lived in Paris for one year)
Enjoy gourmet French cooking, skiing, traveling, and rock climbing.

Foreign-Trained LLM – Multiple Law Degrees

AMELIE POULAIN

New York Address:

110 West Third Street, #999A
New York, NY 10099
(212) 999-9999
amelie.poulain@nyu.edu

Paris Address:

9999 rue Boissy
88888 Paris
France
+33 1 42 99 99 99

BAR ADMISSION

Member of the Paris Bar, April 20**
Plan to sit for the New York State Bar Exam, July 20**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY
Candidate for Master of Laws (LL.M.), May 20**

UNIVERSITY OF PARIS I - PANTHEON-SORBONNE, Paris, France
Master Professionnel (Major: Business Law), July 20**

UNIVERSITY OF PARIS II - PANTHEON-ASSAS, Paris, France
Maîtrise Droit des Affaires (Major: Business Law), with High Honors (*Mention Bien*), June 20**
Activities: European Business Lawyers Association, Member
Comparative Law Society, Member
Licence Droit Privé (Major: Private Law), with Honors (*Mention Assez Bien*), June 20**

EXPERIENCE

HERBERT SMITH, Paris, France
Associate, January 20**–July 20**

Advised corporate and real estate clients in transactions such as (i) sales, acquisitions and sales, and leasebacks of building portfolios, and (ii) mergers and acquisitions of real estate companies. Advised leading German company during its acquisition of a publicly-listed French company. Negotiated and drafted corporate and real estate documents including joint venture contracts, asset purchase agreements, and commercial leases. Structured acquisitions including setting up acquisition vehicles and related financing. Managed teams of junior associates during due diligence investigations.

UNIVERSITY OF PARIS II - PANTHEON-ASSAS, Paris, France
Assistant Teacher, September 20**– July 20**
Taught courses (*Travaux dirigés*) in securities and asset law to *maîtrise* students.

DUBARRY LE DOUARIN VEIL, Paris, France
Legal Intern, May– September 20**
Participated in transactions relating to mergers and acquisitions and joint ventures. Advised clients during the process of acquiring companies, the set-up and restructuring of joint ventures.

SCP JACQUES ET XAVIER VUITTON, Paris, France
Legal Intern, January– May 20**
Drafted defense briefs and briefs in demand for the High Court (*Cour de Cassation*).

ADDITIONAL INFORMATION

Languages: French (native); English (fluent); Spanish (conversational)

Foreign-Trained LLM – Significant Work Experience

LUIS MIGUEL MARTINEZ

240 Mercer Street, Apt. 222, New York, New York 10012
(212) 222-2222 luis.martinez@nyu.edu

BAR ADMISSION

Admitted in Mexico, 20**

Plan to sit for the New York State Bar Examination, July 20**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY

Candidate for LL.M. in Corporation Law, May 20**

Honors: Recipient of Inter-American Development Bank Scholarship

Activities: Research Assistant, Professor Marcel Kahan

UNIVERSIDAD IBEROAMERICANA, Mexico City, Mexico

Licenciado en Derecho (Law Degree), December 20**

Rank: 7 out of 110

Honors: Academic scholarship (*full-tuition scholarship awarded on the basis of academic merit*)

Awarded Special Honors on thesis “Joint Ventures in Latin America”

LEGAL EXPERIENCE

ROJAS Y PERALES, A.C., Mexico City, Mexico

Senior Associate, August 20**– July 20**

Associate, December 20**– July 20**; *Law Clerk*, February 19**– November 20**

Advised investment bank, commercial bank, and foreign investor clients of leading Mexican law firm with over 40 lawyers in the areas of corporate and securities law, project finance, and banking law:

Corporate and Securities Law: Negotiated and drafted contracts, corporate documents and delivered opinions on corporate and capital markets law. Conducted due diligence investigations and drafted due diligence reports. Researched and drafted memoranda and opinions on a wide variety of corporate law matters. Coordinated the incorporation of legal entities and day-to-day corporate activities of Mexican companies.

Project Finance: Participated in the development and financing of infrastructure projects, including the \$200 million financing of an off shore wind farm. Reviewed bidding procedures, public contracts awards, and financing documentation.

Banking Law: Provided legal advice regarding the incorporation of affiliates of foreign financial institutions in Mexico as a result of the 20** amendments to the Mexican Banking Act. Served as counsel to two major automobile industry financing entities regarding their credit operations.

BANCO NACIONAL DE COMERCIO INTERIOR (BNCI), Tampico, Mexico

Summer Legal Intern, May– August 20**

Managed contractual negotiations in the refinancing of debt by Mexican investors in connection with the acquisition of warehouse units in California. Coordinated with a California law firm regarding the foreclosure process of some of the warehouse units to obtain payment from the debtors in default. Reviewed loan agreements.

ADDITIONAL INFORMATION

Languages: Spanish (native); English (fluent)

Citizenships: U.S. citizen; Mexican citizen

Foreign-Trained LLM – Short-term Internships

SANJEEV GUPTA

110 West Third Street, #333B

New York, NY 10099

(212) 999-9999

sgupta@nyu.edu

BAR ADMISSION

Member, Bar Council of Delhi, India, December 20**

Plan to sit for the New York State Bar Examination, July 20**

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY

Candidate for LL.M. in International Legal Studies, May 20**

Honors: Hugo Grotius Scholarship (*full scholarship awarded on the basis of academic merit*)

Activities: Graduate Editor, *Journal of Law and Business*

NATIONAL UNIVERSITY OF JURIDICAL SCIENCES, Kolkata, India

Combined B.A./LL.B. (Honors), April 20**

Class Rank: 8/77

Activities: Convener, Constitutional Law Society

Member, Student Body Executive Committee

Member, University Debating Team

LEGAL EXPERIENCE

AMARCHAND & MANGALDAS & SURESH A. SHROFF & CO., Mumbai, India

Intern, September 20**

Researched corporate law and reviewed transaction documents in acquisition. Prepared a paper for FICCI Capital Markets Committee on “person acting in concert” under takeover code.

AZB & PARTNERS, Mumbai, India

Intern, March– April 20**

Drafted memoranda of advice and responses on emigration, labor, property, corporate, pledges and securities, advertising, foreign investment, competition, and intellectual property law. Reviewed various agreements, due diligence reports, and documents pertaining to the closing of transfer of business and share transfer transactions.

FOX AND MANDAL, Kolkata, India

Intern, May 20**

Drafted petitions, opinions, and legal notices. Researched property, labor, and civil law.

MR. GOURAB K. BANNERJI, SENIOR ADVOCATE, SUPREME COURT, New Delhi, India

Intern, March– April 20**

Attended court proceedings and assisted in drafting pleadings and documentation pertaining to arbitration.

ADDITIONAL INFORMATION

Enjoy karate, philosophy, and photography. Volunteered with Kolkata legal assistance program throughout law school.

Foreign-Trained LLM – Public Interest Background

STELLA WALSH

79 Gray Gardens
London, England
(917) 123-4567

110 West Third Street, #1111
New York, NY 10012
stella.walsht@nyu.edu

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY

LLM in International Legal Studies, 2016

Honors: Transitional Justice Scholar

International Human Rights Award, for outstanding academic record

Activities: **JOURNAL OF INTERNATIONAL LAW AND POLITICS**, Graduate Editor
Law Students for Human Rights

Publication: Book Note, 38 N.Y.U. J. INT'L L. & POL. 1111 (reviewing MARK A. DRUMBL, ATROCITY, PUNISHMENT, AND INTERNATIONAL LAW 2007)

UNIVERSITY OF DUBLIN, TRINITY COLLEGE SCHOOL OF LAW, Dublin, Ireland

Bachelor of Laws (LLB), *First Class Honours*, May 2012

Honors: Class Rank – 4/86

Moot Court Advocacy (in Tort and Contract Law), 2008-2009

EXPERIENCE

INTERNATIONAL CRIMINAL TRIBUNAL FOR RWANDA, Arusha, Tanzania

NYU Center for Human Rights & Global Justice Fellow, May 2016 – August 2016

Digested and analyzed factual information presented at trial to assist in drafting judgment. Conducted legal research and drafted memoranda as requested by judge and legal staff in chambers. Researched and wrote working paper on command responsibility.

INTERNATIONAL CENTER FOR TRANSITIONAL JUSTICE, New York, USA

Intern, January 2016 – May 2016

Researched the institutional relationship between tribunals and truth commissions focusing on Sierra Leone.

INTERNATIONAL HUMAN RIGHTS LAW CLINIC, NYU SCHOOL OF LAW, New York, USA

Student Associate, September 2015 – May 2016

Researched and co-authored *Hidden Apartheid*, a report on caste discrimination in India by Human Rights Watch and the Center for Human Rights & Global Justice. Advocated at UN in Geneva around Committee on the Elimination of Racial Discrimination review of India's state party report. Researched issues of international law in support of litigation in U.S. federal court. Drafted briefing paper on 'acquiescence' in definition of torture.

WILLIAM FRY SOLICITORS, Dublin, Ireland

Lawyer, Litigation Department, May 2013 – August 2015

Drafted pleadings, affidavits, and prepared evidence for major transnational intellectual property litigation in the High Court. Researched points of law on complex corporate crime issues. Assisted counsel during hearings.

INTERNATIONAL SERVICE FOR HUMAN RIGHTS (ISHR), Geneva, Switzerland

United Nations Monitoring Team Intern, May 2013 – August 2013

Monitored UN human rights meetings and published reports in the *Human Rights Monitor*. Researched and wrote briefing comment on the regional human rights systems and guide to NGO interaction with UN treaty bodies.

ADDITIONAL INFORMATION

Conversational German. Enjoy sailing, amateur theatre, and ballet.

US Trained, Non-Tax Student

NAKIA WADE

535 West End Ave., Apt. 500A
New York, NY 10024
(917) 343-1212 nakiawade@nyu.edu

BAR STATUS

Admitted in New York and New Jersey

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY

Candidate for LL.M. in International Legal Studies, May 20**

Activities: Black Allied Law Students' Association (BALSA), LL.M. Representative
Iraqi Refugee Assistance Project
Unemployment Action Center

FORDHAM LAW SCHOOL, New York, NY

J.D., *cum laude*, May 20**

GPA: 3.56

Honors: **Fordham International Law Journal**, Senior Articles Editor

Activities: The Association of Women in Law, Member

COLBY COLLEGE, Waterville, ME

B.A. in Comparative Literature, May 20**

Honors Thesis: Art and Politics of Appropriation

Activities: Women's Fencing Team, Member

EXPERIENCE

LOWENSTEIN SANDLER, Roseland, NJ

Associate, September 20** – Present; **Summer Associate**, Summer 20**

Participated in all aspects of complex civil and criminal litigation. Conducted legal research and wrote memoranda to inform case strategy and to develop arguments for pre-trial briefs and motions. Assisted with depositions, fact development, and discovery. Recipient of Pro Bono Service Award for work representing nurses from Partners In Health in employment discrimination lawsuits after serving in Ebola-infected regions of Africa. Significant matters included:

- Member of team that provided strategy and technical advice to non-governmental organization to conduct factual investigation into operation of multi-national company in countries known for corrupt practices and weak governance. Conducted interviews, research, and facilitated meetings to build partnerships between key stakeholders. Prepared comprehensive report on issue.
- Successfully defended large pharmaceutical client in a case involving a criminal and regulatory investigation into rate-fixing. Developed defense strategy and assisted in client interviews.
- Lead Associate in representation of client in employment-related contract dispute. Conducted legal research on procedural and substantive issues and prepared briefs for argument before the First Department Appellate Division.

AMERICAN CIVIL LIBERTIES UNION, New York, NY

Summer Legal Intern, Summer 20**

Conducted legal research and document review as well as drafted memoranda and civil rights complaints for the Women's Rights Project at the national office of the American Civil Liberties Union.

ADDITIONAL INFORMATION

French (intermediate). Enjoy tennis and sailing. Completed training at the Culinary Institute of America. Active volunteer with the Rotary Club International Youth Exchange Program. Member of the New York City Bar Association International Committee.