

FirstName LastName

Towson, MD • tstuden@gmail.com • 443-555-5555

EDUCATION

Towson University, Towson, MD May 20xx
Bachelor of Science in Law and American Civilization
GPA: 3.6 Dean's List four semesters

RELATED WORK EXPERIENCE

Law Offices of Motley and Rosenthal, Towson, MD January 20xx August 20xx
Legal Assistant

ners

and used by partners

Majority Leader Paul Politico, Washington, DC May 20xx August 20xx
Intern

- x Composed constituent form letters
- x Answered and directed telephone calls to appropriate staff members
- x Completed daily tasks for both the member and leadership office

Mayor's Office of Government Relations Baltimore, MD May 20xx August 20xx
Legislative Assistant Intern