LESLIE FRANKLIN

Trustworthy and Dependable Associate Attorney candidate seeking to join the legal professionals at Sterling & Associates. Currently enrolled at NYU Law School, with competency in general practice law, drafting memorandum, and conducting diligent research in multiple industries and legal specialties. A dynamic written and oral communicator, with exceptional negotiation skills, organization, multitasking, and people skills. Courteous, diplomatic, and creative problem solver - dedicated to excellence in every aspect of professional and personal development.

PERSONAL

Name
Leslie Franklin

Address
878 Jackson Drive, Suite 109-B
10023 Manhattan, NY

Phone number
555-123-4567

Email
example@cvmaker.com

SKILLS

- Creative Problem Solving
- Negotiations ★★★★
- Conflict Resolution ★★★★★
- Oral & Written Communications ★★★★★
- Organization ★★★★★
- Microsoft Office Suite ★★★★

SUMMARY OF QUALIFICATIONS

- LSAT Score - 171
- Legal Research
- Drafting Memorandum
- Conflict Resolution
- Persuasive Negotiator
- File Organization
- Understanding of Civil and Criminal Law

PROFESSIONAL EXPERIENCE

Aug 2020 - Present

Law Clerk

US District Court, Buffalo, NY

Law clerk to Justice Anthony J. Jones, United States District Court - Buffalo, NY. Assisted Justice Jones in multiple daily tasks including:

- Preparing pre-trail memoranda.
- Reviewing trial records, case history, and conducting extensive research.
- Drafting and editing legal case files.
- Attended oral arguments, motions, pleas, and jury selection.
- Evaluated legal analysis of written opinions of Federal court hearings.

May 2020 - Aug 2020

Summer Associate Attorney

Davis, Canoley, and Stein, Brooklyn, NY

Summer associate attorney internship with Davis, Canoley, and Stein, a civil litigation law firm in Brooklyn, NY. Duties included:

- Drafted subpoena, interrogatories, and email communication to clients.
- Researched legal cases related to personal injury claims.
- Participated in deposition.
- Attended negotiation meetings, pre-trail discovery, and court hearings.
- Maintained office files, intercompany communication, and filed court documents.

EDUCATION

Aug 2017 - Jun 2020

Bachelor of Arts - Legal Studies

Boston University | uGPA: 3.88, Boston, Massachusetts

LSAT Score - 172 - May 2020