

JANE DOE

Chicago, IL | janedoe@uchicago.edu | (773) 702-1234 | linkedin.com/in/name

EDUCATION

The University of Chicago

Bachelor of Arts in Economics

GPA: 3.78/4.00

Relevant Coursework: Legal Reasoning, Statistical Methods and Applications

Chicago, IL

Expected June 2030

Lincoln Park High School

Diploma

GPA: 3.92/4.00

Honors: High Honor Roll (2022-2026), Outstanding Senior Award (2026), Valedictorian (2026)

Chicago, IL

May 2026

EXPERIENCE

National Immigrant Justice Center

Undergraduate Legal Intern

Chicago, IL

June 2026 – Present

- Led legal screenings and Know Your Rights Presentations for detained children to determine legal relief eligibility
- Executed a variety of administrative duties, including organizing client database management in Legal Server, translating legal document in Spanish, and conducting in-depth legal research for asylum cases

Harriett Buhai Center for Family Law

Communications and Development Intern

Los Angeles, CA

July 2025 – August 2025

- Researched and drafted a report on domestic violence rate changes since 2020 in Los Angeles to educate leadership on trends within the metropolitan area
- Managed a social media campaign for Domestic Violence Awareness Month and other initiatives, on platforms such as Facebook and Instagram
- Organized and verified Buhai Center contact information database

LEADERSHIP & ACTIVITIES

The Classics Society

Co-President

Chicago, IL

September 2027 – Present

- Plan and lead academic and social programming, including movie nights and Latin and Greek reading groups
- Manage a leadership team and oversee administrative operations, event logistics, and budgeting

Women+ in Law

Director of Member Engagement

Chicago, IL

October 2026 – Present

- Plan and execute diverse panels and affinity groups, which has increased event attendance by 20%
- Lead Mentorship programs pairing upperclassmen with underclassmen
- Collect and analyze member feedback to guide programming decisions, while overseeing committees to strengthen engagement

Stage Theater

Assistant Production Manager

Los Angeles, CA

August 2024 – May 2026

- Oversaw the production process with the Production Manager, including assisting with logistical processes
- Facilitated bi-weekly production team meetings and recorded notes in detail

SKILLS

Languages: French (Fluent), German (Intermediate)

Technology: Proficient in R, Stata, and LaTeX; experienced with Microsoft Office Suite and Google Workspace