**Lauren Warren**

**Phone:** (859) 555-1212 **Email:** warrenl20@nku.edu

**OBJECTIVE**

Dedicated and detail-oriented Law student seeking a position as a legal assistant.

**EDUCATION**

**Northern Kentucky University Highland Heights, KY**

Bachelor of Arts in Law Expected May 20XX

Minor: English

GPA: 3.8

Related Courses

The American Legal System I and II**,** Legal Research**,** Perspectives on Law**,** Legal Writing,

Legal Communication and Persuasion

**RELATED EXPERIENCE**

**Legal Administrative Intern,** MAXIMUS, Bellevue, KY Month 20XX – Month 20XX

* Helped prepare attorneys for client meetings by discussing potential problems and researching additional information needed for contract negotiations and/or projects
* Researched and analyzed statutes, judicial decisions, legal articles and codes to prepare legal briefs, memoranda, contracts, and other legal documents
* Reviewed various contract agreements
* Drafted, updated, and organized contractual memoranda and files

**Legal Research**, Legal Research Course, NKU Month 20XX – Month 20XX

* Conducted research for a hypothetical case as part of a course project
* Formulated a research plan; considered preliminary legal questions, the relationship between the parties and the legal terms of art
* Consulted secondary sources such as general law journals
* Reviewed statutes, regulations, and other relevant cases referred to within secondary sources; expanded research by examining or citing cases, and by examining relevant headnotes within relevant cases
* Updated research to ensure any cases, statutes, or regulations had not been overruled or treated negatively, or to look for more recent case law covering the same issue

**SKILLS**

Law/non-law document research, professional writing, Microsoft Word, legal terminology

**INVOLVEMENT**

**Member of NKU Mock Trial Team** Month 20XX – Present

* Develop debate, organization, and teamwork skills
* Serve in all capacities at trial