FIRST MIDDLE LAST
3332 W. Bancroft Street • Toledo, OH 43606 • (419) 777-7777 • name@yahoo.com

BAR ADMISSION

State of Ohio, November 2011

LEGAL EXPERIENCE

Law Offices of John H. Doe – Toledo, OH
Attorney, November 2011 – Present
 Research and write pleadings and motions in employment and labor law matters.
 Manage all phases of trial preparation including gathering documents; contacting and
interviewing witnesses; and researching and writing jury instructions.
 Respond to requests for production of documents and interrogatories.
 Participate in settlement negotiations and mediations.

City of Toledo Prosecutor’s Office – Toledo, OH
Law Clerk, May 2010 – July 2010
 Interviewed victims and witnesses in domestic violence cases.
 Prepared seven cases for trial by creating exhibits, writing jury instructions, and
interviewing trial witnesses.
 Performed legal research on evidentiary issues and responded to discovery requests.
 Observed attorneys prosecuting domestic violence and misdemeanor cases in court.

Office of the County Attorney, Hillsborough County – Tampa, FL
Extern, May 2009 – August 2009
 Drafted contracts, litigation documents, and legislative materials under supervision of
Assistant County Attorney.
 Researched legal issues and wrote memoranda pertaining to zoning and land use laws.
 Attended hearings and negotiations.

EDUCATION

The University of Toledo College of Law – Toledo, OH
Juris Doctor, May 2011
Moot Court: Arbitration Moot Court Team, Member (August 2010 – March 2011)
Activities: Criminal Law Association, President (June 2008 – May 2011)

The University of South Florida – Tampa, FL
Bachelor of Arts, Political Science, December 2007
Honors: Golden Key National Honor Society
Florida Academic Scholar
Activities: Softball Team, Player (4 seasons) and Co-Captain (1 season)

INTERESTS

Italian Cooking and Russian Literature