

RESUME WITH TRANSACTION SHEET EXAMPLE 1:  
INSURANCE/LITIGATION RESUME WITH TRANSACTION SHEET

## ALLISON M. SMITHEY

101 Arlington Avenue, 12D • New York, NY 10009 • (555) 555-5555 • amsmithey@smithey.com

### EXPERIENCE

**Barnes Thornburg, LLP**, New York, NY

Associate Attorney, 2003 – Present

Participate in representation of major insurance carriers. Investigate claims through communication with insureds; negotiate resolutions via settlements and litigation; evaluate coverage issues; and report factual findings to carriers.

- Rapidly became expert in unfamiliar areas of law, resulting in quick advancement and additional responsibility.
- Serve as “go-to” person for new associates in need of help with legal analysis and/or writing.

**Foley, Wexler & Johnson, LLP**, New York, NY

Contract Attorney, 2002 – 2003

Handled preferential payment actions in corporate bankruptcies through negotiation, filing suits, and evaluation of defenses; researched bankruptcy law; analyzed complex commercial litigation materials arising out of Charter Communications Corporation bankruptcy.

- Instrumental in discerning which (out of 700) potential claims taken over from another firm should be pursued with regard to 360networks’ corporate bankruptcy.
- Successfully negotiated with senior attorneys to settle a large number of claims before the statute of limitations expired.
- Combined efforts achieved more than \$1 million in pre-filing settlements.

**Brooklyn Law School**, New York, NY

Teaching/Research Assistant to Professor Johnson Largesse, 2001 – 2002

Selected by Professor Largesse—a leader in constitutional, comparative, and international law—to assist in researching and editing books and articles. Assisted in Constitutional Law class preparation. Performed complex research and analysis on international law trends, human rights, and international criminal law issues.

- Received commendation from professor in footnotes of publications.

**Brooklyn Law School Civil & Human Rights Clinic**, New York, NY

Legal Intern, 2001

Investigated claims of employment discrimination under federal, state, and city law. Project included client intake, legal and factual research, and client counseling.

**Center for Adoption Law and Policy**, New York, NY

Research Extern, 2001

Explored international reproductive issues, culminating in report on legal status of reproductive rights and population policy in representative nations.

### EDUCATION

**Brooklyn Law School**, New York, NY

Juris Doctor, cum laude, 2002

- Dean’s List
- Goliath Public Service Fellowship
- Merit-Based Dean’s Scholarship
- Public Interest Coalition

**The Arizona State University**, Phoenix, AZ

Bachelor of Arts, summa cum laude, 1999

- Dean’s List
- Phi Beta Kappa; Howitzer Memorial Scholarship
- Study Abroad: Puebla, Mexico, Summer 1996

### BAR ADMISSIONS

New York Bar, 2003

RESUME WITH TRANSACTION SHEET EXAMPLE 2:  
GENERAL PRACTICE ATTORNEY WITH TRANSACTION SHEET

**GUY G. GUSTAFSON**

648 Hailfire Lane • Alexandria, Virginia 21458

Office: (555) 555-555 • Home: (555) 555-555 • Mobile: (555) 555-555 • ggustafson@gustafson.com

---

Accomplished, broad-based, general corporate attorney. Extensive corporate and commercial transactional experience. Significant labor and employment, litigation management, and complex regulatory compliance exposure. Familiar with banking, securities, and healthcare matters. Licensed in Virginia (1987) and District of Columbia (1988). Able to provide expert representation and counsel on a wide range of matters, such as the following:

**LABOR AND EMPLOYMENT:**

- Sexual, age, racial, disability, and leave charges, investigations, and cases
- Whistleblower charges and investigations
- Employee handbook and supervisory manual
- Downsizing (*e.g.*, severance, separation, and layoff) matters
- Employment and consulting agreements
- Labor-organizing efforts

**DISPUTE RESOLUTION AND LITIGATION MANAGEMENT:**

- Commercial business and contractual disputes
- Product liability claims
- Employment-related litigation
- Collection litigation (bankruptcy and other creditor rights)

**CORPORATE AND COMMERCIAL:**

- Mergers, acquisitions, divestitures, investments, and joint ventures
- Debt and equity financing and offerings (and covenant compliance/enforcement)
- Corporate governance and securities compliance and reporting (including Sarbanes-Oxley)
- Commercial sale and purchase agreements (including distribution and supply chain management)
- Real estate and personal property leasing
- Intellectual property licensing and protection
- Export controls, foreign asset controls, and FCPA compliance

---

**PROFESSIONAL HISTORY**

**Fannie Mae Corporation**, McLean, VA, *Asst. General Counsel & Asst. Corporate Secretary* 2000 – 2003  
Advised on parent corporate governance, compliance, reporting, and transactional matters, as well as operating subsidiary commercial, labor and employment, and litigation matters. Subsidiaries manufactured aerospace fasteners worldwide (“Fairchild Fasteners”) and, to lesser extent, distributed other aerospace parts.

*Divestitures.* Collaboratively with GC and CFO negotiated and closed \$657-million sale of Fannie Mae Kids (\$560 million annual revenues, 4800+ employees). Simultaneously and independently advised senior executive officer on sale of non-core subsidiary for \$13.8 million. Handled smaller deals as well.

*Labor and Employment.* Spearheaded investigation of serious whistleblower allegations regarding product qualification testing; senior management accepted conclusion that allegations were made in bad faith and terminated employee. Successfully directed arbitration commenced by former employees seeking additional compensation and other damages. Led defeat of union-organizing effort through immediate forceful response.



# GUY G. GUSTAFSON

- Page 2 -

*Dispute/Litigation Management.* Major software vendor threatened legal action for damages and contractually valid injunction to halt Fairchild's further use of software, which would have crippled company operations; prevailed against vendor, convincing vendor to: (1) delay legal action; (2) settle for \$300,000 below its demand and \$150,000 below Fairchild management's settlement offer as of my involvement; and (3) extend discounts otherwise to have expired on future-year technical support services likely to be used, saving several hundred thousand additional dollars.

**Pera & Pera**, Washington, DC, *Associate* (joined pursuant to group move) 1993 – 2000  
Corporate transactions, such as mergers, acquisitions, offerings, and recapitalizations, and bank, securities, and healthcare regulatory counsel.

*M&A.* Counseled major investment funds on buyouts of major public specialized health care provider system (including hospitals, fixed and mobile laboratories, and physician practice management) for \$240 million and large clinical laboratory concern for \$550 million. Advised major finance subsidiary of foreign bank on \$585 million acquisition of health care finance company.

*Offerings.* Rescued faltering IPO. Privatized a two-hospital joint venture.

*Recapitalizations.* Advised major bank on a \$100-million loan to emergency physician supply and other healthcare services company in connection with buyout by major investment fund.

**Cusack, Piven & Cusack**, Washington, DC, *Associate* (joined pursuant to group move) 1992 – 1993  
Corporate transactional and bank and securities regulatory counsel. Also assisted on major government contract dispute.

*Corporate/Banking.* Rapidly became expert on NAFTA banking provisions and, utilizing U.S. bank regulatory expertise, structured Japanese bank's establishment of Mexican bank subsidiary despite significant capital, foreign exchange, and regulatory approval restrictions.

*Government Contract Dispute.* Working intensely with financial expert analyzing contractor proposals for several weeks, developed argument that NASA had overlooked major risks with awardee's proposal to manage Kennedy Space Center for 10 years (for approximately \$10 billion); largely as a result, NASA granted the protest and withdrew the award during the initial deposition.

**Wayne, Kent & Jordan**, Washington, DC, *Associate* 1987 – 1992  
Banking, securities, and commodities regulatory counsel, principally for major foreign banks and their affiliates; related corporate transactions.

---

## EDUCATION

**University of North Carolina at Chapel Hill School of Law**, Chapel Hill, NC  
*Juris Doctor*, 1987

- Class Rank: Top 10%
- Articles Editor, *North Carolina Law Review*

**Boesky School of Business at the University of North Carolina**, Charlotte, NC  
*Bachelor of Science in Economics (Finance)*, *magna cum laude*, 1984

RESUME WITH TRANSACTION SHEET EXAMPLE 3:  
LITIGATION RESUME WITH TRANSACTION SHEET

## Howard Wallich

268 Eli Avenue ■ San Francisco, California 93141  
555 555-5555 ■ hwallich@wallich.com

---

---

### Profile

---

Experienced attorney specializing in complex commercial and intellectual property litigation, able to provide expert counsel in matters including:

- Avoiding potential legal disputes
- Resolving disputes without litigation
- Strategic management of lawsuits
- Choosing and managing outside counsel
- Contract and license disputes
- Copyright, patent, and trade secret cases
- Trademark and trade dress claims
- Employment disputes
- Unfair business practice claims
- Product liability

---

### Professional History

---

**Chadwick & Parker**, San Francisco, CA

07/1998 – 01/2002

Litigation Associate

Responsible for all aspects of litigation in intellectual property and complex commercial cases at busy national firm. Prepared cases for trial, arbitration, and mediation. Drafted pleadings, motions, and briefs, including summary judgment motions, preliminary injunction motions, and appellate briefs for federal and state appellate courts. Argued motions. Took and defended depositions, including expert depositions. Negotiated case settlements and drafted settlement agreements. Reviewed business agreements and practices for potential litigation issues and advised clients on strategies for avoiding and resolving legal disputes.

Accomplishments:

- Defeated key summary judgment motion in *Computech v. Selma Pattynware International, Inc.*, 677 F. Supp. 2d 605 (E.D. Fla. 1999), precipitating favorable settlement for client.
- Resolved critical licensing dispute for international online gaming company; client obtained essential technology license on favorable terms without resorting to litigation.
- Successfully represented a premier Internet performance data company in a contract dispute; client avoided threatened litigation and opponent withdrew demand for increased license fees.
- Successfully represented a software company in an employment dispute; former employee withdrew all demands.
- Served as lead associate on numerous cases; supervised teams of junior associates and paralegals.

**Ralphson, Purj & Braff**, Boston, MA

07/1995 – 06/1998

Litigation Associate

Participated in complex commercial, intellectual property, securities, and product liability cases at Top-100 international firm. Responsible for all aspects of trial preparation. Argued motions. Took and defended depositions, including expert depositions. Drafted briefs, pleadings, and motions. Managed large-scale document productions. Negotiated case settlements.

## Howard Wallich

–Page 2–

### Ralphson, Purj & Braff (continued)

#### Accomplishments:

- Lead associate and second-chair at trial of *Baywindow Technologies, Inc. v. Rolls Systems, Inc.*, 619 F. Supp. 79 (D. Mich. 1996); client prevailed on all counts.
- Drafted petition for certiorari to the U.S. Supreme Court.

---

### Education

---

**Boston College School of Law**, Boston, MA

Juris Doctor, *magna cum laude*, 1995

- Third-Year Class Rank: 11/381
- Member, *Boston College International Law Journal*, 1993 – 1995
- Jill Hennessey Distinguished Scholar, Paul J. Giacomo Scholar, G. Gordon Liddy Scholar

**University of Edinburgh**, Edinburgh, Scotland

Master of Arts in Sociology, 1986

- Graduated with First-Class Honors

---

### Bar Admissions

---

**California**, December 1998

**Massachusetts**, January 1996



## RESUME WITH TRANSACTION SHEET EXAMPLE 4: SOLO PRACTITIONER RESUME WITH TRANSACTION SHEET

### DIANNE MARTIN

1568 Yellow Brick Lane • Lexington, KY 40312  
555.555.5555 • dmartin@martin.com

---

#### PROFILE

Accomplished, Kentucky-licensed attorney with 15 years of experience. Strong advocate and creative problem solver who works closely with clients to ensure that they receive positive, cost-effective outcomes through negotiation, settlements, or litigation. Strong transferable skills, particularly with regard to real estate, commercial litigation, and domestic relations.

#### PROFESSIONAL EXPERIENCE

**Associate**, Rattan & Swish, P.C., Hardyville, KY 2002—2003  
Provided support on a part-time basis to firm specializing in real estate transactions, probate, general contract matters, and family law. Counseled clients; researched and drafted legal documents; attended court hearings and mediations; negotiated cases to settlement; conducted discovery and trial preparation for complex actions.

*Key Accomplishments:*

- Proven success in analyzing and drafting various types of motions and responsive pleadings, as well as commercial real estate leases.
- Commended for excellence in courtroom, as well as superb settlement skills.
- Independently managed office, personnel, clients, new prospects, own caseload, and emergency issues during employer's absence.
- Handled contentious case involving a response to a Motion for Violating a Status Quo Order; effectively and promptly ascertained the relevant issues and wrote and forcefully argued the response to the motion in court. Judge denied the motion, resulting in substantial savings to the client and enhanced reputation of the firm.
- Counseled clients with respect to legal procedure, strategies, and common sense approach to solving cases, including alternative dispute resolution, ensuring that clients were well informed, and actively being involved in the progress of their cases.
- Efficiently reviewed and summated complex documents.
- Utilized computerized research techniques for drafting documents.

**Independent Contractor/Sole Practitioner**, Trenton, KY 1996—Present  
Responsible for all aspects of litigation in family law and probate cases. Managed diverse caseload; drafted all types of documents and persuasive settlement letters; counseled clients; attended court hearings and mediations; negotiated complex cases to clients' advantage.

*Key Accomplishments:*

- Independently handled all aspects of cases from inception through completion.
- Developed client referrals.
- Conducted complex depositions resulting in successful outcomes of cases.

**Attorney**, Jane L. Smith, P.C., Louisville, KY 1996  
Defended City of Redfield in premises liability and employment discrimination cases.

*Key Accomplishments:*

- Enhanced turnover of cases and reduced City's liability payments through thorough pretrial preparation and settlement techniques.
- Researched appropriate law for drafting responsive brief to Motion for Summary Disposition within limited time constraints and convincingly advocated position before the court. Judge denied Motion to Dismiss, allowing case to be settled for a substantial sum, to the client's satisfaction.

## DIANNE MARTIN

–Page 2–

---

**Associate**, C. Howell Thomas & Associates, P.C., Louisville, KY 1994—1996  
Represented clients in probate, family, and commercial litigation. Supervised legal support staff; extensive client contact.

*Key Accomplishments:*

- Successfully settled 100% of cases without going to trial.
- Formed relationships with non-legal professionals for the purpose of gaining insight and expertise into new areas, such as real estate, business and property appraisals, finances, and mental health
- Trained and worked closely with support staff to optimize effectiveness.

**Associate**, Martini and Olive, P.C., Hancock, KY 1988—1994  
Handled probate, small business, and commercial matters; family law, bankruptcies, and personal injury cases, including auto negligence and premises liability.

*Key Accomplishments:*

- Designed and implemented new administrative billing and practice policies, increasing collections of receivables and enhancing case turnover.
- Researched, wrote, and successfully argued motions and briefs before the court.

### EDUCATION

**Juris Doctor**, University of Kentucky College of Law, Lexington, KY

**Bachelor of Arts in History**, University of Kentucky, Lexington, KY

### PROFESSIONAL AFFILIATIONS

Member of the State Bar of Kentucky in excellent standing

Member of Family Law Section of the State Bar of Kentucky

Licensed to practice before the Federal Court for the Eastern District of Kentucky



## RESUME WITH TRANSACTION SHEET EXAMPLE 5: SOLO PRACTITIONER RESUME WITH TRANSACTION SHEET

---

### CASSIDY G. REGAN

322 South Broadway ▪ Baltimore, Maryland 21101  
Phone: 555-555-5555 ▪ Fax: 555-555-5555 ▪ [croberts@roberts.com](mailto:croberts@roberts.com)

---

#### SUMMARY OF QUALIFICATIONS

Successful attorney in private practice with more than 10 years of experience representing corporate and individual clients in general contract, corporate, and employment matters. Executive experience managing own firm; serve in local government overseeing municipal budget of \$10 million and numerous departments.

#### EDUCATION

**University of Maryland School of Law**  
*Juris Doctor, cum laude*

**North Carolina State University**  
*Bachelor of Arts in International Relations*

#### PROFESSIONAL EXPERIENCE

##### Litigation/Litigation Management

- Responsible for all phases of litigation, including jury trials, discovery, legal research, client contacts, settlements, and appeals. Practice included trials in state and federal courts, appellate courts, and government agencies.
- Successfully litigated in U.S. and Maryland courts and before federal and state agencies.
- Prevailed in appeals to U.S. Courts of Appeals and Maryland Courts of Appeals.
- Extensive legal research and writing experience, including winning appellate briefs.
- Represented large corporations in federal and state litigation.
- Successfully represented Maryland high-technology corporation in contract action against large multinational corporation.
- Represented clients in numerous trials and appeals, including auto tort, premises liability, real property, contract, commercial, environmental, and construction.

##### Corporate Governance

- Lead counsel in successful representation of shareholders of large software development corporation in ousting corrupt management.
- Substantial experience in contract negotiation, drafting, and general corporate law.

##### Executive Managerial

- Responsible for review and oversight of all operations for full-service municipal government with \$10-million budget.
- Oversaw operations of police, public works, planning, and administrative departments.
- Initiated very successful downtown commercial revitalization project.
- County councilman for district of more than 30,000 residents.
- Managed all aspects of law office.
- Highly successful military officer with extensive managerial and leadership experience.

##### Governmental and Public Affairs

- Testified before and lobbied state legislative and other public bodies concerning issues relevant to state and municipal government.
- Substantial media contact, including numerous televised interviews.

##### Other Legal Experience

- Successfully represented clients' interests in commercial dealings, real estate transactions, estates, landlord-tenant, general corporate, domestic, construction, tax, and more.
- Acted as general counsel for numerous small and mid-sized businesses.



---

---

## CASSIDY G. REGAN

—PAGE 2—

---

---

### WORK HISTORY

<b>Law Offices of Cassidy G. Regan</b> , Baltimore, MD <i>Sole Practitioner</i>	1995 – Present
<b>Law Office of Daniel McWilliams, Jr.</b> , Baltimore, MD <i>Associate</i>	1993 – 1995
<b>Baker McFisher, LLP</b> , Baltimore, MD <i>Of Counsel</i>	1990 – 1993
<b>Circuit Court for Anne Arundel County</b> , Towson, MD <i>Law Clerk to the Honorable Bob Leaven</i>	1985 – 1989
<b>U.S. Army</b> <i>Captain (Airborne Ranger)</i>	1980 – 1985

### BAR ADMISSIONS

Maryland State Bar, 1987  
U.S. Court of Appeals for the Fourth Circuit, 1987  
U.S. District Court for the District of Maryland, 1989  
U.S. Tax Court, 1992

### PROFESSIONAL AFFILIATIONS

Maryland State Bar Association

RESUME WITH TRANSACTION SHEET EXAMPLE 6:  
DISTRICT ATTORNEY RESUME WITH TRANSACTION SHEET

STEVEN RAMSEY

364 Cthulthu Drive ▪ Fremont, California 90145 ▪ (555) 555-5555 ▪ sramsey@ramsey.com

---

**EXPERIENCE:**

**Office of the District Attorney, Alameda County, Walnut, CA**

September 2001 – Present

***Deputy District Attorney***

Responsible for all phases of criminal prosecutions from pre-trial practice through trial, post-trial motions, sentencing, and appeals. Successfully conducted more than 20 jury trials in misdemeanors and serious felony cases, including a homicide. Conducted more than 15 preliminary hearings. Direct and cross-examined civilian and expert witnesses, including ballistic specialists, medical experts, forensic pathologists, coroners, accident reconstruction experts, fingerprint experts, and toxicologists. Earned fast-track promotion through series of increasingly responsible positions during a two-year period.

- Felony Trial Team (September 2003–Present): First and only member of hiring class promoted to highly selective unit. Autonomously prosecute felony cases, including violent strike cases, first-degree residential burglary, commercial burglary, assault with a deadly weapon, narcotics sales, financial identity theft, obstruction of law enforcement, and theft cases.
  - Prepare all cases for trial, including witness interviews, discovery, preparation of legal briefs for pre-trial litigation of underlying legal issues, jury *voir dire*, and jury instructions.
  - Deliver opening statements and closing arguments before juries.
- Special Prosecutions Unit, Juvenile Division (January–September 2003): Managed all aspects of felony and misdemeanor prosecutions of minors, including felony and misdemeanor bench trials for crimes including armed robbery, armed car-jacking, attempted kidnapping, sex crimes, and weapons offenses.
  - Drafted legal briefs and conducted hearings on preliminary legal matters.
  - Successfully negotiated plea bargains with defense counsel.
- Misdemeanor Trial Unit (November 2001–January 2003): Responsible for all aspects of prosecuting misdemeanor cases, including negligent homicide, child molestation, aggravated battery, domestic violence, obstruction of law enforcement, vehicle hit-and-run collisions, weapons offenses, narcotics possession, and DUIs.
  - Successfully tried complex homicide involving more than 22 witnesses.
  - Performed extensive research and writing and successfully argued numerous motions, including motions to dismiss, motions to suppress evidence, motions to exclude evidence, motions for new trial, and post-trial appellate motions.
- Post-Bar Law Clerk, Law and Motions Unit (September–November 2001): Performed extensive research and writing on a wide range of preliminary legal issues on felonies and three-strike cases for the following hearings: motions to dismiss charges, motions to suppress evidence, and motions to compel disclosure of confidential informant.
  - Drafted and argued briefs before the Superior Court with a high rate of success.

**California Supreme Court, San Francisco, CA**

Spring 2001

***Judicial Extern to the Honorable P. Shirley Stephenson***

Worked closely with staff attorneys to hone skills in analyzing civil petitions for review. Evaluated petitions and prepared memoranda for the court's weekly conference, identifying issues presented and assessing merits of the petitions. Justice Stephenson personally approved work prior to circulation to the full court.

**Office of the District Attorney, San Francisco, CA**

Summer 2000

***Certified Law Clerk, Law and Motions Team***

Successfully argued 100% of briefs drafted before the Superior Court.



**Office of the District Attorney, San Francisco, CA**

Summer 1999

***Law Clerk, Child and Elder Abuse Unit***

Participated in the high-profile prosecution of a corporation, a case of first impression, and a child homicide. Conducted research on the criminal prosecution of corporations, the double jeopardy doctrine, conditional examinations, and libel. Developed a statement of facts from more than 600 pages of transcripts. Drafted briefs and memoranda. Managed discovery. Interviewed witnesses.

## **EDUCATION:**

**University of California, Irvine School of Law, Irvine, CA**

***Juris Doctor*, 2001**

- GPA: 3.0 / 4.0
- Participant, Moot Court
- Legal Research Teaching Assistant
- Queen Hall Pro Bono Certificate

**Inter-American University, Los Angeles, CA**

***Bachelor of Arts in English, summa cum laude*, 1998**

- GPA: 3.92 / 4.0
- Minor in Political Science

## **ADMISSIONS:**

California State Bar, December 2001

## RESUME WITH TRANSACTION SHEET EXAMPLE 7: LITIGATION RESUME WITH TRANSACTION SHEET

---

### SANDRA METHA

3182 East 93<sup>rd</sup> Street, #8B, New York, NY 10028  
(555) 555-5555 • smetha@metha.com

---

#### PROFILE

Experienced attorney with expertise in general litigation and intellectual property law. Earned LL.M. from Benjamin N. Cardozo School of Law and J.D. equivalent from the University of Bombay College of Law (graduated in the top 3% of class). Excellent research and writing skills.

#### LEGAL EXPERIENCE

##### **COURTNEY GOUGHAM, LLP, New York, NY**

July 2003 – Present

###### Contract Attorney

Currently involved in complex products liability litigation concerning semiconductor chips. Litigation involves several well-known multinational chip manufacturers.

- Review and analyze highly technical documents to support and defend clients' claims during trial.
- Responsible for reviewing work product of 20 other attorneys to ensure high quality.

##### **PRO BONO ATTORNEY, New York, NY**

February 2002 – June 2003

Provided pro bono legal services in several cases involving deceptive trade practices, consumer fraud, and class actions.

- Filed action for malicious prosecution, abuse of process, and defamation against an entertainment company; conducted research on Rule 37 of FRCP and Code of Professional Responsibility. Drafted document request for a class-action litigation in connection with undisclosed surcharges and overcharges levied on phone cards.
- Researched and drafted legal memorandum on the Federal Tort Claims Act (FTCA). Prepared an article on Fair Debt Collections Act (FDCA).
- Drafted and filed various petitions before the Immigration and Naturalization Service. Received extended training to prepare and defend asylum applications.

##### **AMSTEL, BECK & ADAMS, New York, NY**

August 2000 – January 2002

###### Associate

*Litigation:* Represented major apparel manufacturer in high-profile breach of license litigation against prominent fashion designer. (Case was widely reported in the press.)

- Conducted research, prepared legal memoranda, and drafted briefs and motions.
- Managed review of a large document production (more than one million documents): prepared privileged logs, studied depositions, and prepared deposition digests.

*Transactional:* Regularly conducted online trademark-availability searches on domestic and international databases; reviewed search reports and prepared opinion letters to clients.

- Prosecuted trademark applications in domestic and foreign trademark offices. Interacted with USPTO in connection with substantive and procedural issues relating to trademark matters and with ICANN regarding domain-name infringements and cybersquatting matters.
- Managed international trademarks portfolio involving registrations in more than 200 countries. Successfully resolved international trademark disputes. Developed strategy relating to litigations, opposition, and cancellation proceedings.
- Also gained experience in patent law. Reviewed law to determine requirements for filing design patent applications in Central America and Asia; drafted memorandum regarding requirements and cost estimates for filing applications.



**R. KELLERSON, P.C.**, New York, NY

May 1999 – March 2000

Legal Intern

Advised and assisted start-up technology and other companies on licensing and distribution of innovative software.

- , Drafted software license, end-user, maintenance, re-seller, and confidentiality agreements and mutual releases.
- , Assisted clients in the selection, registration, and enforcement of trademark rights. Drafted trademark assignments, consent and co-existence agreements, and change of name applications.
- , Coordinated with firm's large network of local counsel to manage international trademark portfolios.
- , Negotiated and prepared worldwide trademark settlement agreement for a global dermatological company.
- , Regularly conducted intellectual property diligence.
- , Conducted prior art searches for filing patent applications. Drafted opinion letters to clients.

### EDUCATION

**BENJAMIN N. CARDOZO SCHOOL OF LAW**, New York, NYLL.M. in Corporate and Intellectual Property Law, May 1999

- , Papers:
  - o “A Critical Analysis of the Internet”
  - o “Cybersquatting and You”

**UNIVERSITY OF BOMBAY COLLEGE OF LAW**, Bombay, IndiaLL.B. (J.D. equivalent), May 1998

- , Class Rank: 7/250 (Top 3%)
- , Student Advisor/Team Leader, Legal Aid Program; Participant, National Moot Court Competition
- , *Law Clerk to J. Mhir, Supreme Court of India*: Performed detailed analysis of bill for regulating cable industry and recommended changes to Joint Parliamentary Committee. Created a report for National Human Rights Commission of India on deductions for amenities from prisoner's wages. Provided legal assistance to refugees under a UNHCR funded project.

**UNIVERSITY OF BOMBAY, ASHRAM COLLEGE OF COMMERCE**, Bombay, IndiaB.A. in Management and Accounting, with honors, May 1995

### PROFESSIONAL MEMBERSHIPS

- , Admitted, New York State Bar
- , Member, Association of the Bar of City of New York
- , Member, New York State Bar Association

### LANGUAGE SKILLS

Bilingual in Hindi and English

RESUME WITH TRANSACTION SHEET EXAMPLE 8:  
LITIGATION RESUME WITH TRANSACTION SHEET

**FAGAN R. HOROWITZ, ESQ.**

913 El Pueblo Real • Santa Fe, NM 87777  
(555) 555-5555 • [FHorowitz@horowitz.com](mailto:FHorowitz@horowitz.com)

**PROFILE**

Skilled attorney with strong business background and experience in all facets of litigation (both plaintiff and defense). Adept in the adversarial process as well as legal research, writing, and analysis. Citizen of the U.S., Austria, and the European Union (United Kingdom). Two years of experience at one of the world's largest and most prestigious firms, Allens Majors, in Vienna, Austria.

**AREAS OF EXPERTISE**

- Commercial and Business Litigation
- Construction Litigation (Complex)
- Insurance Coverage
- Commercial Transactions
- Corporate and Finance
- Securities
- General Liability Litigation
- Public Entity Defense
- Toxic and Mass Tort
- Environmental Law
- Employment Law
- Products Liability

**SELECTED ACHIEVEMENTS**

- Negotiated settlements of multi-million-dollar trusts, including transactional work of liquidating securities and investment accounts, life insurance, and preparation of trust tax returns.
- Defended an \$800,000 construction claim for Hearth Homes and forced a plaintiff's dismissal for \$0.
- With Allens Majors, performed high-level legal work for multi-national corporations, including Dole, Credit Suisse, Vivendi Universal, RJ Reynolds, Merchant Bank, and Eastpac Banking Corporation.
- Built plaintiff's case from \$30K to a \$202K settlement as an attorney intern by aggressive case management, including drafting and filing 87 special jury instructions when defendants filed none.

**BAR ADMISSIONS**

Member, New Mexico State Bar, 1999  
Member, California State Bar, 1998  
Orange County Bar Association, 1999  
United States District Court, Central District of California, 2003

**EXPERIENCE**

**BIGGERS, NATASHE, RAMBALDI & GOMER, Santa Fe, New Mexico**

*Associate Attorney (2001 to Present)*

Practice Areas: Commercial and Business Litigation, Construction Litigation, Toxic Tort, Insurance Coverage, Employment, and General Liability & Personal Injury.

- Handled all facets of case management, including client contact, pleadings, experts, law and motion, negotiation, mediation, MSC, trial preparation, and settlements.
- Drafted and argued motions (summary judgment, compel discovery, good faith settlement, enforce settlement).
- Handled all discovery, including depositions (expert, PMK, percipient), interrogatories, requests for admissions, production and analysis of documents, and inspections.

**JULIO & ASSOCIATES, Santa Fe, New Mexico**

*Associate Attorney (2000 to 2001)*

Practice Areas: Construction Litigation and Insurance Coverage.

- Handled all facets of case management, including law and motion, discovery, mediation, and settlements.



# FAGAN R. HOROWITZ, ESQ.

---

## EXPERIENCE (CONT.)

### **GOLDMAN SACHS TRUST COMPANY OF CALIFORNIA**, Newport Beach, California

*Trust Settlement Associate* (1999 to 2000)

Practice Areas: Securities, Real Property, Trusts and Estate Planning, Probate, Banking, Insurance, and Taxation.

- Completed settlements of high-value trusts, including liquidation of assets, trust taxation, and disbursements.

### **ALLENS MAJORS**, Vienna, Austria

(12 offices in 7 countries, with approximately 1,300 lawyers)

*Graduate at Law: Litigation and Insurance Section* (1996 to 1998)

Practice Areas: Commercial and Business Litigation, Insurance Coverage, Securities Litigation, Commercial Transactions, Corporate and Finance, Products Liability and Toxic Tort, Environmental, Intellectual Property, Construction Law, and Taxation.

- Engaged in all facets of commercial and general litigation, including discovery and documents, motions and briefs, legal research and writing, and preparation for arbitrations and trials.
- Liaison to Vienna Supreme Court (original jurisdiction) on commercial litigation cases.
- Represented Dole in worldwide breast implant class-action litigation.

### **FOGGY & JOHNSON**, La Jolla, California

*Attorney Intern and Law Clerk* (1992 to 1995)

Practice Areas: Commercial and Business Litigation, Savings and Loan Litigation, General Liability and Personal Injury, Public Entity Defense, Corporate and Commercial Transactions, and Insurance Coverage.

- Represented Southeast Asian Resolution Trust Corporation in Home Fed Bank litigation.
- Represented AMOCO and Mid-Transit in general liability defense.
- Assisted in Los Angeles Gas and Electricity Bond Issuance (\$300M).
- Drafted bylaws for a national political action committee.
- Drafted a buy/sell agreement for the sale of a business.
- Drafted contracts, joint ventures, and agreements.
- Participated in four trials and four arbitrations.

## EDUCATION

### **UNIVERSITY OF VIENNA**, Vienna, Austria

*Diploma in Law*, 1998

### **SOUTHWESTERN SCHOOL OF LAW**, Los Angeles, California

*Juris Doctor*, 1993

RESUME WITH TRANSACTION SHEET EXAMPLE 9:  
CORPORATE ATTORNEY RESUME WITH TRANSACTION SHEET

## AMANDA GOLDBERG

1119 Rocking Chair Road • Wray, CT 06114 • (555) 555-5555 • agoldberg@goldberg.com

### BAR ADMISSIONS

Connecticut, 1995; New York, 1996

### PROFILE

Attorney with extensive in-house counsel and private practice experience, able to serve the legal needs of a major corporation. Knowledge in the following areas:

- Contract negotiations/drafting
- Corporate governance
- Financial Services
- Privacy issues
- Regulatory compliance
- Technology and e-commerce
- Litigation management
- Mergers and acquisitions
- UCC Article 9
- Real estate transactions

### PROFESSIONAL EXPERIENCE

**Borsey & Drowsy, P.C.**, Farmington, CT

June 2001 – June 2003

*Associate*

- Drafted, reviewed, and negotiated transactions and agreements, including asset acquisition/purchase, buy-sell, limited liability company operating, option, redemption, licensing, warehousing and fulfillment, service provider, consulting, employment and non-compete, lease agreements, promissory notes, and security agreements.
- Handled mergers of closely held corporations, limited liability companies, and partnerships.
- Responsible for formation, qualification, dissolution, and corporate governance for various entities.
- Prepared 1023 applications and related documentation to obtain tax-exempt status.

**American Mutual of Connecticut, Inc.**, Farmington, CT

August 1996 – June 2001

*Associate Counsel*

- Provided general legal counsel and representation to financial services corporation with approximately 1,300 employees and \$40 billion in assets under management, now a part of Goldman Sachs.
- Drafted, reviewed, and negotiated wide variety of transactions and agreements, including venture capital, software licensing, content licensing, hyperlinking, web hosting, consulting, distribution, service provider, third-party administrator, and lease agreements.
- Advised officers and directors of American Mutual Group companies on matters of corporate governance and general corporate issues and provided recommendations pertaining to policies and procedures affecting the companies and personnel.
- Created privacy policy and counseled management on privacy issues, compliance with applicable law and/or regulation, and the development and implementation of necessary infrastructure; earned reputation as “go-to” person for compliance with privacy requirements of Gramm-Leach Bliley Act.
- Established necessary legal entities and assisted with corporate restructuring.
- Provided legal guidance on issues relating to technology and e-commerce.
- Managed outside counsel and actively participated in formulating strategy and drafting documents pertaining to regulatory and litigation matters.
- Creatively resolved contract negotiations/disputes with software and hardware vendors so that key infrastructure could be implemented to meet critical deadlines for project launches.
- Minimized potential costs and risks of Y2K legal efforts by effectively leading cross-functional, intra-organizational team to identify exposure and implement solutions.

### EDUCATION

**Albany College of Law**, Albany, NY

*Juris Doctor, cum laude*, May 1996

- GPA: 3.56; Class Rank: Top 11%

**University of Michigan**, Ann Arbor, MI

*Bachelor of Science in Accounting, summa cum laude*, May 1993

- GPA: 3.8; Class Rank: Top 2%



# DAMON M. SULLIVAN

1241 Honeyoat Ave. ▪ Columbia, South Carolina 28292 ▪ (555) 555-5555 ▪ dsullivan@sullivan.com

*Will Sit for South Carolina Bar Exam, July 2003*

## EDUCATION

**Ohio State University Moritz School of Law**, Toledo, Ohio

*Juris Doctor*, May 2003, GPA: 3.12/4.00

- *Ohio State University Journal of International Law (JIL)* (2001 – 2003)  
Production Design Editor  
Laid groundwork for the publication of symposium commentaries in a book series.  
Associate Editor  
Proofread and footnote-checked articles for publication. Recreated and maintained the JIL web page: researched design elements, coded website, designed layout of web elements using Macromedia and Adobe software packages, and wrote webpage content.
  - Author, Note: “Interstate Adoption: Toward a Dictate that Recognizes the Rights and Liberties of Adoptive Parents” [to be published in 30 OSU J. Int’l Law (2003)]
- *Canadian International Law Journal* (2001 – 2003)  
Editor-In-Chief/Executive Editor  
Coordinated conference speakers and edited 54 text transcriptions for publication. Researched and created more than 1,100 footnotes for documentation. Mentored first-year JIL associates through the note-writing process.
- *Technology and Internet Law Journal* (2001)  
Associate Editor and Section Editor  
Researched, wrote articles and headlines, and edited student articles for online publication.
  - Author of the following articles: “Congress on Cybercrime: What Every ISP Should Know”; “HIPAA Gives Regulatory Some Privacy, But Practical Concerns Remain”; “Update: City of Fort Lauderdale Fails in Its Quest to Shut Down Pornography Web Site.”
- *Canadian International Law Institute* (2001 – 2003)  
Student Assistant  
Created database of potential contacts. Designed conference pamphlets and materials. Developed the Canadian International Law Institute website: designed layout of web elements and wrote webpage content.

**University of South Quebec**, Quebec, Canada

Exchange Student, Spring 2003

Participated in an exchange program and completed coursework in Public International Law, Wills, European Union Law, and Company Law.

**St. Thomas’s College, University of Oxford**, Oxford, England

Summer Law Program, Summer 2001

Completed coursework in comparative criminal sentencing and punishment and comparative trial practice.

**Orchard City College**, Orchard City, Hawaii

*Bachelor of Science in Business Economics*, 2000

## EXPERIENCE

**Ohio State University Moritz School of Law**, Cleveland, Ohio

Legal Research Assistant (2002 – Present)

Conducted legal research and acted as a liaison between professors and publishers.

Webmaster/Web Designer (2001 – 2003)

Created and maintained the websites for the following law journals:

*Ohio State University Law Review* (<http://www.osu.edu/academic/lawreview/>), *Ohio State University Journal of International Law* (<http://www.osu.edu/academic/jil/>), and *Ohio State University Journal of Law-Medicine* (<http://www.osu.edu/academic/jlm/>).



## WILSON D. WHITING

892 Tanner Street • Berks, Pennsylvania 18346 • (555) 555-5555 • wwhting@whiting.com

---

Versatile attorney who has experienced the law from the administrative, legislative, and private sector standpoints. Able to navigate a variety of government regulations and quickly become expert in a given industry in order to understand clients' particular needs. Skilled in motivating others and spearheading initiatives. Admitted to practice in the Commonwealth of Pennsylvania.

### PROFESSIONAL EXPERIENCE

#### **LAW AND CONSULTING OFFICE OF WILSON D. WHITING, Berks, PA**

*Consultant*, 1997 – Present

Provide representation and counsel to various small business clients on matters ranging from regulatory compliance to daily operations to contract negotiation to business strategy.

- Performed contract legal research for law firms such as Foggy & Murdock and Wells, Hammer & Plummer.
- Served as Pennsylvania Environmental Organization (PEO) Field Political Operative:
  - Managed union's political campaign for Pennsylvania Governor Ted Mendosa; organized efforts of 600 locals, headquarters staff, campaign staff, and PSEA members.
  - Assisted in raising \$500,000 for the campaign, the highest amount raised by PEO to date for an election.
  - Made numerous presentations to audiences of 400+ people during gubernatorial campaign.
- Worked with housing project administrators, attorneys, and police to negotiate contracts which resulted in increased safety and reduced illegal drug activity in low-income residential areas.
- Assisted political organization by spearheading and strategizing absentee ballot campaign for 2001 judicial elections in Pennsylvania; plan resulted in registration of 9,000 new voters throughout the state.
- Assisted several local businesses in obtaining business licenses, incorporating businesses, and managing income for tax purposes.
- Successfully lobbied Pennsylvania State legislators on behalf of small paper manufacturing companies affiliated with state union to block bill, which would increase the cost of paper production.

#### **FIRST PENNSYLVANIA INSURANCE COMPANY, Hershey, PA**

*Claims Adjuster*, 1995 – 1996

Handled all aspects of claims, including liability assessment, fraud investigation, and vehicle appraisal.

- Consistently negotiated favorable settlements.
- Streamlined operations by creating a more organized claim-assignment process, which was implemented across the company.

### EDUCATION

#### **F. MURRAY SIMPSON COLLEGE, Portsmouth, NH**

*Bachelor of Arts in Environmental and Marine Sciences*, 2000

- Dean's List, two semesters
- Specialized in Biology, Environmental Pollution, and Physical Geography.
- **Adjunct Professor for Environmental Law** (Summer 1999): Provided instruction on fundamental principles and cutting-edge issues in environmental law to undergraduate students.

#### **GEORGETOWN UNIVERSITY SCHOOL OF LAW, Washington, DC**

*Juris Doctor*, 1994

- Law Clerk, **EEOC, General Counsel's Office**, Washington, DC (Spring 1994)
- Law Clerk, **Tanner & Snell**, Alexandria, VA (1993 – 1994)
- Law Clerk, **Congressional Subcommittee on the Internet**, Washington, DC (Fall 1992)

#### **AMERICAN UNIVERSITY, Washington, DC**

*Bachelor of Arts in International Political Science*, 1990

- Dean's List, four semesters

RESUME WITH TRANSACTION SHEET EXAMPLE 11:  
SOLO PRACTITIONER RESUME WITH TRANSACTION SHEET

**XAVIER Y. ZASZEWSKI**

31 Windofford Place • Shot Rock, New Hampshire 39404  
(555) 555-5555 • Xzaszewski@zaszewski.com

---

**NEW HAMPSHIRE SUPREME COURT-CERTIFIED CIVIL TRIAL ATTORNEY**

**Commercial Litigation ~ Medical Malpractice  
Personal Injury ~ Products Liability**

**PROFESSIONAL EXPERIENCE**

**Law Offices of Xavier Y. Zaszewski**, Hewitt and Shot Rock, NH

*Sole Practitioner*, August 1994 – Present

Founded and single-handedly maintained successful litigation practice with emphasis on plaintiff's personal injury, medical malpractice, products liability, and commercial litigation, including long-term, temporary *per diem* project services for Spinkey Del Oro, Liberty Mutual, Woodworker Bent & Vanmoor, and others.

- Generated average gross revenues of approximately \$200,000 per year through the personal initiation, cultivation, and settlement or trial of several sizable, highly contested medical malpractice and serious personal injury cases valued at approximately \$4 million.

**Michaels, Whimsical & Fairmont**, Wilford, NH

*Senior Litigation Associate*, 1990 – 1994

Prepared, managed, and tried high-volume and complex catastrophic injury, medical malpractice, and products liability matters. Independently handled average volume of 150 plaintiff's personal injury, products liability, and medical malpractice files from inception to conclusion, while providing guidance to younger associates.

- Won all but one of a dozen or more cases tried to conclusion, including two matters receiving full-page write-ups in the *New Hampshire Jury Verdict Review and Analysis*.
- Received the 1993 Top Grossing Associate Award for generating the most new-business revenue.
- Received the 1992 Best Producer Award for successfully settling in excess of 100 litigated cases in one calendar year, with an aggregate value of more than \$2 million.

**Brettcorp, Inc.**, Ramsey, NH

*General Counsel*, 1988 – 1990

Responsible for hands-on maintenance and disposition of all regulatory, risk exposure, and litigation matters for multi-million-dollar luxury home-improvement and general contracting operation.

- Successfully resolved major business-threatening dispute involving the company's commercial lease/purchase option in relation to environmental cleanup responsibilities to the NJDEP.
- Successfully resolved major litigation involving the company's insurance coverage structure.
- Successfully navigated company through contentious hearings and communications with municipal agencies regarding multiple land use and development issues.

**Simpson, Lovejoy & Wiggum, LLP**, Hawthorne, NH

*Senior Commercial Litigation Associate*, 1985 – 1988

*Commercial Litigation Associate*, 1981 – 1985

Worked closely with firm's chief litigation partner, Homer Sampson, a renowned trial attorney.

- Personally managed and successfully settled major plaintiff's sex/religious discrimination litigation against a large, publicly traded international corporation defended by a nationally known litigation firm in 1985.
- Successfully tried and settled several complex business and land use matters before the Chancery Division.
- Authored multiple substantive briefs and motions before the State and Federal Courts, including the Supreme Court of the United States and the Third Circuit.

**EDUCATIONAL BACKGROUND**

**Rutgers University Law School**, Newark, NJ  
*Bachelor of Arts*

**New York University**, New York, NY  
*Juris Doctor*