

## Sample Documents

Paragraph Resume – One Address

### **JEFFERSON A. LEONARD**

1234 Briarcliff Place, Richmond, VA 23226

(804) 232-8000/jleonard@richmond.edu

#### **EDUCATION**

**University of Richmond School of Law, Richmond, VA**

*Candidate for Juris Doctor, May 2024*

*GPA:* 3.33

*Honors:* Winner, Carrico Moot Court Competition

*Activities:* Black Law Students Association; Client Counseling & Negotiation Competition

*Study Abroad:* Richmond Law Summer Abroad at Emmanuel College, Cambridge University, UK, 2022

**University of Richmond, Robins School of Business, Richmond, VA**

*Candidate for Master of Business Administration, May 2024*

*GPA:* 3.58

**Washington and Lee University, Lexington, VA**

*Bachelor of Arts in Politics, May 2021*

*GPA:* 3.32

*Honors:* Alpha Epsilon Omega National Honor Society

#### **EXPERIENCE**

**Richmond Commonwealth's Attorney's Office, Richmond, VA**

*Intern, Summer 2023*

Represented the Commonwealth in court using my third-year practice certificate. Argued bond motions and conducted a bench and jury trial. Interviewed and prepared witnesses. Negotiated plea agreements.

**Jones, Timberlake & Butler, PC, Richmond, VA**

*Law Clerk, Summer 2022*

Reviewed contracts for small business owner clients and researched recent changes in corporate law. Drafted articles of incorporation and articles of organization.

**Himalayan Health Exchange, Ladakh, India**

*Medical Aid Volunteer, Summer 2021*

Collaborated with physicians to deliver healthcare to rural nomads. Taught patients how to prevent disease and maintain good health.

**Joe's Inn, Lexington, VA**

*Server, June – November 2020*

Served customers food and beverages in a fast-paced environment. Trained new employees.

**Habitat for Humanity, Hanover, VA**

*Volunteer, June – July 2020*

Built houses for low-income families.

#### **ADDITIONAL INFORMATION**

Fluent in Spanish and Italian. Enjoy reading post-colonial British literature. Ran 2019 Boston Marathon.