

Sample Documents

Paragraph Resume – Two Addresses

JEFFERSON A. LEONARD

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

Current Address: 1234 Briarcliff Place, Richmond, VA 23226

Permanent Address: 4321 Park Lane, Pittsburgh, PA 17777

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.