**JANE A. DOE**

**ABC Drive 555.555.5555**

**City, State 99999 jane.doe@gmail.com**

**PROFILE STATEMENT:**

Accomplished and respected litigator with trial experience and a long history of, and passion for, public interest work seeks to transition from private practice to the non-profit sector. Non-profit representations of various organizations have resulted in verdicts and legal theories favorable to advocacy organizations. After honing my skills in the private sector, I look forward to practicing full-time for an organization that would benefit from my experience and commitment to mentoring, collaboration and the advancement of important social interest.

**EXPERIENCE:**

**ABC Firm LLP**, City, State 2009 - Present

*Counsel, Litigation Department*

Seasoned advocate skilled in all facets of litigation and complex disputes, with strong oral and written advocacy skills and specialized expertise in issues related to the hospitality and oil and gas industries. Specific experience includes the following:

* Lead teams, ensuring quality work and efficient use of resources
* Deliver high level of client service, communicating regularly with senior executives in large organizations and ensuring positive relations
* Develop and manage budgets and project plans for large cases, ensuring cost-effective operations in high stakes litigation and dispute resolution
* Work collaboratively with fellow lawyers and other professionals to identify solutions and opportunities for clients and to anticipate needs
* Develop and maintain professional visibility in the profession and community
* Delivery of legal services to underserved populations including, children, domestic violence victims and the hearing impaired
* *For details of litigation experience and non-profit experience, please see attached Representative Matters Sheet.*

**DEF Firm, PC**, City, State 2003 – 2009

*Associate, Litigation Department*

**EDUCATION:**

ABC Law School, JD 2003, with honors. ABC Law Review, Associate Editor.

DEF University, BA 2000, with high honors. Dean’s List.

**PROFESSIONAL ASSOCIATIONS**

\_\_\_ State Bar Association