[Full Name]

Trainee Lawyer

[Street Address], [City, State, Zip Code] | [Phone Number] | [Email Address] | [LinkedIn Profile URL or Portfolio Link]

Highly motivated and detail-oriented law school graduate with a strong foundation in legal research, analysis, and writing. Eager to apply academic knowledge and practical skills in a professional legal environment. Committed to ethical practice, continuous learning, and contributing to the success of a dynamic legal team.

Experience

2023 – Present
Legal Intern | Regional Law Firm | Justiceville, CA

- Assisted senior attorneys in drafting legal documents, including motions and client correspondence.
- Conducted in-depth legal research on various case precedents and statutory regulations.
- Organized and reviewed case files, ensuring accuracy and preparing documents for court submissions.

Summer 2022
Pro Bono Volunteer | Legal Aid Clinic | Justiceville, CA

- Provided administrative support and client intake services for individuals seeking legal assistance.
- Observed client consultations and court proceedings to gain practical experience.
- Maintained confidentiality and demonstrated empathy while handling sensitive client information.

Education

May 2023

Juris Doctor (J.D.) | City University School of Law | Justiceville, CA

Relevant Coursework: Civil Procedure, Criminal Law, Legal Writing & Research.

Skills

- Legal Research & Writing
- Case Management
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Communication & Interpersonal Skills
- Attention to Detail
- Fluent in English & Arabic
- Legal Analysis