

**Xxxxx X. Xxxx**  
xxxx 9<sup>th</sup> Street Apt. #xxx  
Lafayette, IN xxxxx  
(xxx) xxx-xxxx ♦ xxxxx@xxx.xxx

## Objective

To obtain a Tax Law Assistant position with Jones, Smith, & Schultz, LLP to help strengthen the tax practice area of your firm.

## Education

### **Purdue University, West Lafayette, IN**

Candidate for B.A. degree in English

- Focus: Professional Writing; Pre-Law
- Expected to graduate in May 2008

## Work Experience

### **Cordaro Law Group, LLC – Tax Law, *Internship***

- Prepare case summaries, file, and perform miscellaneous tasks upon attorney's request.

*02/04 – Present  
Lafayette, IN*

### **Delta Auto Body, *Finance Management Administrator***

- Analyze cash and check transactions, supervise customer and employee problems, and operate the central computer system.

*05/99 – Present  
Lafayette, IN*

## Awards/Honors

- The National Dean's List – 28<sup>th</sup> edition *03/2005*
- Member of Phi Theta Kappa, International Honor Society *02/2005 – Present*
- Pledge Professional Chair of Phi Alpha Delta *10/2005 – 12/2006*
- Active member of Phi Alpha Delta, International Law Fraternity *12/2004 – Present*

## Skills

- Operating Systems: Microsoft Windows NT/XP and Macintosh OS
- Software: Microsoft Office 2000/2003/XP, Adobe Photoshop 5.5/7.0/CS, Internet Explorer, Netscape Navigator, Mozilla, Telnet, Macromedia, Pro-Law
- Bilingual in English and Spanish, proficient in Portuguese
- Punctual, hard working, and dedicated with great initiative and leadership skills

## References

**Michael Smith**  
**Cordaro Law Group, LLC**  
xxxx Main Street  
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**Ralph K. Kang**  
**Delta Auto Body**  
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**Dr. Henry Duckett**  
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