

12345 Minnesota Drive
Minneapolis, MN 55414
(612) 555-6455

Gretchen Graduate

grgraduate@stthomas.edu

EDUCATION

University of St. Thomas School of Law – Minneapolis, MN

Juris Doctor, May 2007

GPA: 3.28

Honors: Dean's List, Fall 2004

Activities: Jessup International Law Moot Court Competition
Student Government, Secretary

College of St. Catherine – St. Paul, MN

Bachelor of Arts, Sociology, May 2004

GPA: 3.43

Activities: Student Senate, Member
Intramural Tennis Team

EXPERIENCE

Hennepin County District Attorney's Office

Law Clerk, Summer 2006 – May 2007

- Assisted various assistant district attorneys by reviewing arrest warrants and working to prepare witnesses.
- Conducted preliminary hearings.
- Assisted in trial preparation.
- Performed research in the areas of family law, criminal procedure and criminal law.

Professor Susan Smith, University of St. Thomas School of Law

Research Assistant, Summer 2005

- Analyzed legislative history and recent developments of the Americans with Disabilities Act of 1990 for law review article on the rights of the disabled.
- Researched judicial and administrative law, as well as congressional action and social policy.
- Drafted two sections of article.

Minneapolis Chamber of Commerce – Minneapolis, MN

Administrative Assistant, June 2002-August 2004

- Coordinated special events recognizing local residents and businesses.
- Provided administrative support for office staff of 12.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.

LICENSE

State Bar of Minnesota (2007)