

**Michael Francis**  
(123) 456-7890  
youremail@example.com  
184 Main St., Albuquerque, NM 87109

## Profile

Bar-admitted attorney with nearly three years of experience negotiating contracts and commercial leases. Served as the chairperson of the New Mexico Young Legal Professionals Association from 2018 to 2019. Strong commitment to community service as demonstrated by the 18 months spent volunteering to resolve landlord-tenant disputes before they go to court. Applicant has helped resolve more than 100 disputes in the past year, preventing dozens of evictions and helping tenants and landlords save money on legal fees.

## Key Skills

- Substantive legal knowledge and skill in preparing motions, briefs and other legal documents
- Excellent negotiation skills, especially as they relate to negotiating business contracts and commercial leases
- Extensive knowledge of rules of civil procedure and professional courtroom practices
- Supervisory experience in a private law firm setting

## Education

### **Juris Doctor, 3.82 GPA**

*University of New Mexico School of Law Albuquerque, NM August 2013 - May 2017*

## Professional Experience

### **Staff Attorney, Girardi & Howell PC, Albuquerque, NM**

*May 2018 - Present*

- Represent clients in complex negotiations related to commercial leasing, mergers and acquisitions
- Develop and review legal agreements, such as commercial leases and merger agreements, to ensure the terms comply with relevant regulations and are fair to the firm's clients
- Enhance the firm's reputation by delivering presentations on business contracts, commercial property and other relevant topics at meetings of professional associations
- Supervise one paralegal and two legal assistants by assigning tasks and reviewing completed work

### **Legal Intern, Mirage Real Estate, Albuquerque, NM**

*December 2018 - May 2018*

- Assist staff attorneys with contract development and preparation for closings on commercial real-estate purchases
- Gather required documentation and distribute it to attorneys, mortgage brokers and other individuals involved in property transactions
- Attend closings and assist staff attorney with preparation of final documentation