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Description automatically generatedCandidate Name**

**EXPERIENCE**

**Top Tier Law Firm**,New York, NY **April xxxx – Present**

*Associate, Mergers & Acquisitions Group*

* Represent clients in a variety of both public and private mergers and acquisitions transactions
* Negotiate and draft transaction documents, including stock purchase agreements, asset purchase agreements, merger agreements, and other general transactional and governance documents
* Conduct due diligence review and draft diligence reports
* Draft and review disclosure schedules; draft and file various disclosure documents for SEC reporting companies, including Forms 13D, 13G, 8-K and Schedule 14D-9
* Manage the closing of transactions, including overseeing specialists attorneys and coordinating the closing with various internal departments at the client
* Assist clients with ongoing corporate governance matters, including drafting organizational documents, consents, closing certificates and board resolutions
* Provide continued advice and support to clients on post-closing and general corporate matters

**International Law Firm**, New York, NY **October xxxx – March xxxx**

*Associate, Mergers & Acquisitions Group*

*Summer Associate (*Summer xxxx)

* Represented clients in a variety of both public and private mergers and acquisitions transactions
* Negotiated and drafted transaction documents, including stock purchase agreements, asset purchase agreements, merger agreements, limited liability company agreements and other general transactional and governance documents
* Conducted due diligence review and drafted diligence reports
* Drafted and reviewed disclosure schedules
* Drafted and filed various disclosure documents for SEC reporting companies, including Forms 13D, 13G and 8-K
* Managed the closing of transactions, including overseeing specialists attorneys and coordinating the closing with various internal departments at the client
* Assisted clients with ongoing corporate governance matters, including drafting organizational documents, consents, closing certificates and board resolutions
* Provided continued advice and support to clients on post-closing and general corporate matters
* Completed rotations in the Capital Markets and Executive Compensation Groups

**Investment Bank**, New York, NY **May xxxx – December xxxx**

*Secondment to Mergers & Acquisitions Legal Department*

* Represented the firm in a variety of merger and acquisitions transactions
* Reviewed transaction documents, presented issues to the business team and provided comments to outside counsel
* Participated in various meetings with business teams, including transaction negotiations and prospectus drafting sessions
* Drafted transaction summaries for business and legal committee approval
* Coordinate pro bono activities with an inner-city middle school

**EDUCATION**

**ABC University School of Law**,New York, NY **May xxxx**

*J.D.*

* magna cum laude; GPA: 3.64

**XYZ University**, New York, NY **Fall xxxx**

*M.A. International Political and Economic Development*

* Specialization: Finance and Banking
* GPA: 3.56/4.0

**123 University**, New York, NY **May xxxx**

*Bachelor of Science, Accounting; Minor, Economics*

* summa cum laude; GPA: 3.83/4.0
* Honor society; Dean’s List

**BAR ADMISSIONS**

New York