**EDUCATION**

**Under/graduate Institution**, City, State Abbreviation/Country. Month 20\_\_–Month 20\_\_

Majors, Certificates GPA: (optional)

Honors/Awards: Honor Name (term year)

Activities: Activity, Title (term year)

 Activity, Title (term year)

Senior Thesis: “Title”

Study Abroad: School Name, City, Country, Dates or Semester Attended, Year

**EXPERIENCE**

**Employer Name**, City, State Abbreviation

*Title* (x hrs/week) Month 20\_\_–Month 20\_\_

* Verb noun phrase, significance/detail (ex.“Researched asbestos litigation via WestLaw)
* Don’t actually write in color; try not to spill over the line
* Don’t use passive voice- “Researched” is a much stronger verb than “Assisted with Researching”

**Employer Name**, City, State Abbreviation

*Title* (x hrs/week) Month 20\_\_–Month 20\_\_

* A couple more examples:
* Modernized company’s website, resulting in 45% increase in year-over-year traffic
* Led financial diligence on $8 million acquisition of Goliath Corp

**Employer Name**, City, State Abbreviation

*Title* (x hrs/week) 20\_\_–Month 20\_\_

* And some humbler examples:
* Trained four employees to use the cash register and handle food safely
* Summarized briefings on Capitol Hill for the entire office

**INVOLVEMENT (optional)**

**Club/Activity Name**, City, State Abbreviation

*Title* (x hrs/week *optional- include if a significant amount*) Month 20\_\_–Month 20\_\_

* Verb noun phrase, significance/detail

Use the same structure we used for jobs to include any volunteering, community, or campus involvement.

This is the section for Campus involvement in which you took a leadership role or in which you have some detailed bullet points to include such as how much money you raised for your Frat/Sorority. For campus involvement where you were just a member and don’t have much to say, include it in the Education section above where it says “Activities”.

**SKILLS AND INTERESTS**

Hobbies, talents, languages, memorable experiences—with some detail. Ex. “Cooking” is boring. “Perfecting the perfect Pad Thai” is more interesting. This section is not normally part of a traditional resume, but law schools really value this information.

Competitive Chess, Intramural Rugby, Training for the Boston Marathon, Perfecting the perfect Pad Thai, French (fluent), Spanish (intermediate)