**SEEKING A. LAWJOB**

747 Legal Street • Athens, GA 30602 • [salawjob@uga.edu](mailto:salawjob@uga.edu) • 706-123-4567

**EDUCATION**

**University of Georgia School of Law**, Athens, GA

J.D. expected, May 2016

*GPA*: 0.00

*Honors*: Scholarships (brief description of criteria if not well known)

Awards (brief description of criteria if not well known)

*Activities*: Journals, including position

Advocacy and Other Competitions

Student Groups, including position

Clinics

Pro Bono or Community Activities, including position

Studies Abroad

**Undergraduate Institution**, City, State

Full Name of Degree in Major, *honors*, Month Year of graduation

*GPA*: 0.00

*Honors*: Scholarships (brief description of criteria if not well known)

Awards (brief description of criteria if not well known)

*Activities*: Student Groups, including position

**EXPERIENCE**

**Employer**, City, State **Month Year – Month Year**

*Title*

* Describe job functions using strong action verbs (e.g., “drafted pleadings,” “investigated potential claims,” “summarized interview files”). Use past tense, unless you are currently employed in the job, and use active voice. [Note although we are using periods at the end of bullet points here, you may choose not to. However, whichever way you choose, you should do it consistently.]
* Include descriptions of what you did at the job to show that you have the skills employers value, including communication, problem solving, organization, perseverance, judgment, research ability, negotiation, client management, efficiency, team work, commitment, and ability to work under pressure.
* Demonstrate how you added value to the employer.
* Describe large or important projects, and focus on any industry sectors, clients or skills relevant to the job you are applying for.

**Employer**, City, State **Month Year – Month Year**

*Title*

* Bullet points as above

**ADDITIONAL INFORMATION**

Native/fluent/proficient in a foreign language; Describe special skills or interests