



REQUIRED RESUME FORMAT WITH ANNOTATIONS

GPA/Rank Information: As a general rule, if your GPA starts with a "3," include it. Round to the hundredth, not to the tenth.

SEEKING A. LAWJOB

747 Legal Street • Athens, GA 30602 • salawjob@uga.edu • 706-123-4567

EDUCATION

University of Georgia School of Law, Athens, GA
J.D. expected, May 2016

Consistent State Abbreviations: Be consistent and use two letter state abbreviations throughout

Law School Activities: Include activities here if related to the law school. If not, consider including them under "Additional"

College Activities: Include only college activities that make you appealing to legal employers, e.g. activities demonstrating leadership, community service, etc.

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

Selection of Jobs for Experience Section: You do not need to include every job you have ever held. You may omit part-time jobs you had in college if they were not helpful in preparing you for a legal job. However, an employer should be able to see easily how your time was spent from college graduation to the present time.

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

Description of Duties: For a job that everyone in the legal field is familiar with, like a law firm summer associate or judicial clerk, you do not need to include bullet points describing what you did. However, if there is something about the experience that was unique or particularly applicable to a job you are applying for, then include a brief description.

EXPERIENCE

Employer, City, State
Title

Dates: Always list the information in reverse chronological order. If the position was a summer internship during law school, you can say "Summer 2014" instead of "May 2014 -- August 2014."

Month Year – Month Year

Employer, City, State
Title

Bullet Points: Use bullet points with no period at the end. Try to maintain parallelism in drafting the language of the bullets.

Month Year – Month Year

- 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.
- 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

Don't Overstate Skills: Be prepared to discuss anything you put on your resume. So if you say you are fluent in a foreign language, do not be surprised if someone speaks to you in that language.

ADDITIONAL INFORMATION

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

Additional Information Category: This category is optional if you run out of space. It is a good place, however, to include activities that show unique experiences not found elsewhere on your resume, your commitment to the local community, or a special talent or interest. DO NOT include "References available upon request," because that is assumed. Also, DO NOT include illegal hiring considerations, such as age, marital status, etc.

Activities: Avoid very general activities that are unlikely to spark conversation (e.g., my hobbies are reading and travel), and avoid activities that are potentially controversial.