

Sample 1L Resume

Audrey Myers

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Note you are at Duke University School of Law, not "College of Law" or "Duke Law School."

Be sure to include your Durham telephone number and email address.

EDUCATION

Remember to be consistent with degrees: use "J.D." and "B.A." or "Juris Doctor" and "Bachelor of Arts."

Duke University School of Law, Durham, NC

Juris Doctor expected, May 2009

Activities: Women Law Students Association
Duke Law Bowling League

You are studying for a "Juris Doctor" not a "Juris Doctorate."

Do NOT include your LSAT score!

Indiana University, Bloomington, IN

Bachelor of Arts in Sociology, May 2001

GPA: 3.69

Activities: President, Indiana University Student Foundation
Secretary, College Democrats
Wells Scholarship

Honors:

Edward Rogers Award for Excellence in Leadership

As a general rule, if your GPA starts with a "3", include it. Remember to round it to the hundredths not to the tenths.

Note: Employer, Location (First Line)
Your Title (Second Line)

EXPERIENCE

Be sure to remain consistent, if you use NC above, use state abbreviations throughout.

State Senator Gail Albert, Columbus, OH

July 2003 – May 2006

Legislative Aide

- Drafted press releases and opinion pieces.
Researched legislation for Senator serving on Education Committee.

Note: Bulleted with period at the end.

Franklin Financial Group, Indianapolis, IN

August 2001 – July 2003

Human Resources Coordinator

- Reviewed applications for employment and conducted introductory interviews.
Organized and administered new employee training and orientation sessions.
Responded to employee inquiries involving company benefits and related policies.

Professor Andrew Leigh, Bloomington, IN

January 2000 – May 2001

Research Assistant

- Conducted research on the effect of new state sentencing guidelines on crime rates in both urban and rural areas.
Led a team of three other undergraduate research assistants.

Be prepared to be interviewed in the language you list if you state that you are fluent.

PERSONAL

A "Personal" category can provide a good starting point for an interview.

Fluent in Italian.

Enjoy creative writing, photography, and competing in marathons.

Do NOT include "References available upon request," because that is assumed.