

Heading: Use the name you go by.
List a "Permanent Address" for a geographic tie. Make sure your phone number and e-mail are current!

Education:
List degrees in reverse chronology.
Only list degree-awarding institutions, unless it establishes a geographic tie.

GEORGIA D. STUDENT

225 Herty Drive ▪ Athens, GA 30602 ▪ lcs@uga.edu ▪ (706) 542-7541

Place "Honors" and "Activities" in **Education**, unless including non-academic items. Then create a separate "Honors & Activities" section.

EDUCATION

THE UNIVERSITY OF GEORGIA SCHOOL OF LAW, Athens, Georgia
Juris Doctor Candidate, May 2013
Honors: Tuition Equalization Scholarship
Activities: Student Bar Association
Intellectual Property Society

UNIVERSITY OF VIRGINIA, Charlottesville, Virginia
Bachelor of Arts, History and Economics, May 2009
GPA: 3.89/4.0
Honors: *summa cum laude*

Phi Beta Kappa
Duncan Clark Hyde Award for Highest GPA in Economics Department
Distinguished Majors Program in Department of History
Thesis: *Extremism in the Pursuit of Liberty: Activism in the ACLU in the Late 1960's*
Activities: Jefferson Literary and Debating Society
Model United Nations
Women's Soccer Team, Captain

Reverse chronology is typical order.

"Experience" is broader than "Employment."
Includes volunteer, externships, etc.

EXPERIENCE

LEGAL CAREER SERVICES LAW FIRM, Athens, Georgia
File Clerk

- Summarized medical records.
- Filed documents with state courts.
- Gathered, prepared and organized trial exhibits.
- Attended meetings with clients.
- Maintained case files and provided support for ongoing litigation.

May 2010-August 2010

Brief, active discussion of top responsibilities.

HON. JOHNNY ISAKSON, U.S. SENATE, Washington, DC
Intern

- Wrote issue briefs for Senator Isakson.
- Researched legislative issues.
- Wrote letters on behalf of the Senator to address concerns of constituents.

January 2010-May 2010

UNIVERSITY JUDICIARY COMMITTEE, University of Virginia
Counselor

- Counseled students accused of violating University Standards of Conduct through trial process.
- Investigated facts, interviewed and prepared witnesses, and determined case strategy in preparation for trial.
- Represented students at trial by examining witnesses and arguing before the judiciary committee.

January 2009-May 2009

SKILLS AND INTERESTS

Proficient in Spanish. Interests include reading nonfiction, basketball and cooking.

Hobbies are great for interviews. Include if space allows, but jettison if lines are needed for **Education** or **Experience** sections.

Definitely include language skills. Possible levels: "Basic knowledge of," "Conversational," "Proficient," or "Fluent."

Never include illegal hiring considerations (age, weight, marital status, etc.)!