

## BASIC RESUME FORMAT

[Sample Resumes for Law Students](#) and [Sample Resumes for Law Graduates](#) are available. The following template demonstrates the information that is typically included on a legal resume. When preparing your resume, please review all samples, as you may find information from several of them helpful. Always have someone (preferably a career counselor) review the final draft of your resume.

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### NAME

*Current Address:* Street • City, State • Zip Code • Phone

*Permanent Address:* (Optional - shows geographic connection)

E-mail Address

### EDUCATION

(List all graduate and undergraduate degrees in reverse chronological order)

**Suffolk University Law School**, Boston, MA

Candidate for Juris Doctor, May 2006

[Evening Students: Candidate for Juris Doctor, Evening Division, May 2006]

Class Rank: Top \_\_% (list if in top third)

*Honors:* Law Review/Moot Court Honor Board  
Section Competition Honors (LPS Class)

*Activities:* Competitions  
Organizations

**Undergraduate School**, City, State

Degree, honors, major, dates

(Ex: Bachelor of Arts, *cum laude*, Biology, May 2003)

GPA/Class Standing (if distinguished)

*Honors:* Dean's List  
Scholarships/Awards

*Activities:* Varsity Swim Team  
Volunteer Inner-City Tutor

*Study Abroad:* (may be listed as a separate entry if space is available)

### EXPERIENCE

(May divide into separate sections, entitled "Legal Experience," "Relevant Experience," "Work Experience," etc.) Include full-time, part-time, internship and volunteer positions. Use reverse chronological order within each section.

#### **Employer**

Location (City, State)

*Title*

*Dates (Season or month and year)*

Job description should include responsibilities and accomplishments, highlighting transferable skills. Use action verbs. May be in paragraph or bullet style. Delete personal pronouns and articles ("I" and "the").

### ADDITIONAL INFORMATION

May title this section, "Skills and Interests," "Activities," etc. Include foreign language skills, computer skills, community service work, professional certifications and organizations, publications, and unique interests or hobbies.