

### ***Examples of How To Handle Common Resume Entries:***

Click on the links below to see examples of how to handle common resume entries:

1. [Two addresses](#)
  - a. If you wish to include two addresses on your resume, e.g. your current address in Athens and a permanent non-Athens address to show a geographic connection to a particular employer, you can do so by putting one on the left hand side and one on the right hand side as demonstrated by the example.
2. [GPA and class rank](#)
  - a. In general, if your GPA is 3.0 or above you will likely want to include it. If your class rank is top 50% or above, you will probably want to include that as well.
  - b. First year law students will receive a GPA and class rank (numerical ranks are only given if ranked in the top 25% of the class) at the end of their first semester. 1Ls should not include GPA or class rank on their resumes until then. After the first semester, however, the same general rule as listed above applies to 1Ls. For an example of a second semester 1L resume, [click here](#).
3. [Class rank close to a rank cutoff](#)
  - a. If you wish to show that your GPA was close to a rank cutoff, you can do so by listing the official rank cutoffs issued by the registrar as demonstrated in the example above.
4. [Journal participation](#)
5. [Published journal note](#)
6. [Published article \(non-law journal\)](#)
7. [Study abroad](#)
8. [Double undergraduate major](#)
9. [Undergraduate minor](#)
10. Clinical experience referenced both in “[Activities](#)” and “[Experience](#)” sections
11. [Different titles held at different times at the same employer](#)
12. [Non-professional experience](#)
  - a. If you do not yet have significant professional experience, you can include non-professional jobs as a regular job entries in your experience section. When possible, try to focus on any responsibilities that called upon professional level skills, such as managing a shift at a restaurant, handling finance related duties (e.g., reconciling receipts or handling bookkeeping duties), training other staff, preparing reports, etc.
  - b. If you do have significant professional experience, but want to refer to your non-professional jobs for some reason (e.g., to show that you supported yourself financially throughout college at the same time you performed well academically), you can include it in summary fashion in the “Additional Information” section of your resume. [Click here](#) to see an example.
13. [Patent Bar eligibility](#)



**2L/3L SAMPLE RESUME**

**SEEKING A. LAWJOB**

747 Legal Street  
Athens, GA 30602

(706) 123-4567 ▪ [salawjob@uga.edu](mailto:salawjob@uga.edu)

900 Chatham Drive  
Savannah, GA 31405

**EDUCATION**

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

- GPA:* 3.49 (Top 25%)
- Honors:* Quarterfinalist, Russell Moot Court Competition for Georgia Law 1Ls  
Tuition Equalization Scholarship
- Journal Note:* *Defeating a Victor Posing as a Victim: Securities Class Actions Brought by Unharmed Plaintiffs*, 48 GA. L. REV. (forthcoming May 2015)
- Activities:* *Georgia Journal of International and Comparative Law*, Notes Editor  
Mock Trial Board, England Mock Trial Competition (Finalist)  
Student Bar Association, Vice President

**University of Virginia, Charlottesville, VA**  
Bachelor of Arts in History and Economics, *summa cum laude*, May 2010

- GPA:* 3.89/4.0
- Honors:* Duncan Clark Hyde Award for Highest GPA in Economics Department  
Distinguished Majors Program in Department of History  
Randolph Mason Scholarship (highest overall GPA freshman year)
- Activities:* Jefferson Literary and Debating Society  
Men's Soccer Team, Captain

**EXPERIENCE**

**Cook & Cauble, LLP, Athens, GA** **August 2014 - Present**  
*Part-Time Research Intern*

- Draft briefs, motions and other filings for appellate practice firm
- Research and advise on legal issues in appellate matters

**Smith & Jones, L.L.P., Atlanta, GA** **Summer 2014**  
*Summer Associate*

**The Hon. Catherine Knowles, U.S. District Court, Atlanta, GA** **Summer 2013**  
*Judicial Clerk Intern*

**Eastinghouse Capital, Inc., Washington, D.C.** **July 2011 – July 2012**  
*Senior Research Analyst*

- Compiled financial models for equity and debt financing transactions
- Analyzed and presented reports to clients regarding industry market data and statistics
- Led team of research analysts in connection with \$25 billion communications industry merger

**Research Analyst** **June 2010 – July 2011**

- Conducted financial and market research, analyzed risk profiles and financial performance of client investment portfolios, and prepared marketing presentations

**ADDITIONAL INFORMATION**

Proficient in Spanish; Hobbies include mountain climbing (summitted highest mountains on three continents, including North America, South America and Africa)



**IL SAMPLE RESUME**

**SEEKING A. LAWJOB**

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

**EDUCATION**

**University of Georgia School of Law**, Athens, GA  
J.D. expected, May 2018

*GPA:* 3.39 (Top 33 %)  
*Honors:* CALI Award for Highest Grade in Criminal Law  
Baker Donelson Diversity Scholarship  
*Activities:* Intellectual Property Law Society  
Asian Law Students Association

**Western Carolina University**, Cullowhee, NC  
Bachelor of Science in Chemical Engineering, May 2014

*GPA:* 3.45  
*Honors:* Dean's List, all eligible semesters  
Iota Sigma Pi (National Honor Society for Women in Chemistry)  
*Publication:* *An Argument for Regulation of Anthropod Biological Control Agents*, JOURNAL OF CHEMICAL ENGINEERING, November 2013  
*Activities:* Engineering Student Council, Treasurer  
Carolina Engineering Mentor Society, Volunteer Tutor

**EXPERIENCE**

**Prof. Alice Herty, University of Georgia School of Law**, Athens, GA **January 2015—Present**  
*Research Assistant*

- Conduct research and assist with drafting of intellectual property law casebook

**Dow Chemical Company**, Midland, MI **Fall Semester 2012**  
*Engineering Extern*

- Conducted laboratory trials on pesticide compounds
- Drafted reports and presented findings to executive staff of pesticide division
- Interfaced with in-house legal counsel responsible for filing pesticide patent applications
- Advised division president with respect to selection of externs for fall semester 2014

**Social Security Administration**, Cullowhee, NC **January 2012—May 2014**  
*Part-Time Translator*

- Provided Japanese/English translation services on an as-needed basis

**ADDITIONAL INFORMATION**

Patent Bar eligible

Fluent in Japanese

Held part-time positions throughout college, working at least 20 hours per week, as a waiter and stockroom clerk, to offset educational expenses



**PUBLIC INTEREST ORIENTED SAMPLE RESUME**

**SEEKING A. LAWJOB**

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

**EDUCATION**

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

*GPA:* 3.37 (3.38 = Top 33%; 3.14 = Top 50%)  
*Honors:* Spurgeon Public Interest Fellowship  
*Activities:* UGA Law Criminal Defense Clinic  
Public Interest Law Council, President  
Equal Justice Foundation Board  
Alternative Spring Break *pro bono* service, New Orleans Public Defender's Office, 2014 and 2015  
Annual Working in the Public Interest (WIPI) Conference, 2016 Chair

**University of Georgia Institute for Nonprofit Organizations, Athens GA**  
Graduate Certificate in Nonprofit Management, May 2013

**Northeastern University School of Public Policy and Urban Affairs, Boston, MA**  
Bachelor of Science in Human Services, Spanish Minor, *cum laude*, May 2012

*GPA:* 3.30  
*Honors:* Religious Studies Department, Scholastic Achievement Award  
*Study Abroad:* Northeastern Study Abroad Program: Business, Politics & Culture of the European Union, Geneva Switzerland, Summer 2011  
*Activities:* Northeastern Students4Giving, Membership Chair  
Annual Social Impact Conference, 2012 Vice Chair

**EXPERIENCE**

**Georgia Division of Family and Children Services, Atlanta, GA** **May 2015—July 2015**  
*Legal Assistant*

- Drafted petitions and motions on behalf of clients in guardianship disputes, including a successful probate guardianship transfer and the appointment of a temporary guardian
- Researched termination of parental rights and other related issues under the Juvenile Court Act for attorney's reference during oral arguments
- Prepared cases for administrative hearings by determining the sufficiency of the evidence, creating case theory memoranda, and drafting direct and cross-examination questions

**The Honorable Steve C. Jones, U.S. District Court, Atlanta, GA** **July 2015—August 2015**  
*Intern*

**Western Judicial Circuit Public Defender Office, Athens, GA** **Summer 2014**  
*UGA Law Criminal Defense Clinic Extern*

- Conducted legal research, drafted motions, investigated facts, developed defense theories and case strategy, and supported assistant public defenders throughout trials



Career Development Office  
Sample Resumes

**Georgia Law Center for the Homeless, Atlanta, GA**

**Summer 2014**

*Intern*

- Supported attorneys representing homeless clients in administrative and judicial proceedings
- Reviewed client records and developed legal strategies for administrative appeals
- Drafted motions, negotiated settlements, and assisted Legal Director at trial

**Human Rights League, Bratislava, Slovakia**

**Summer 2013**

*Law Clerk*

- Analyzed U.S. immigration case law to identify arguments for use in immigration hearings at the Ministry of Foreign Affairs
- Observed asylum hearings
- Researched Country of Origin Information to corroborate information in asylum petitions
- Helped organize public cultural events to increase community familiarity with Middle Eastern, African and South American cultures

**Nonprofit Consulting, LLC, Atlanta, GA**

**October 2012—May 2013**

*Fellow*

- Selected for fellowship in nonprofit leadership and strategic management
- Participated in training sessions led by staff, business consultants and business school affiliates
- Led community collaboration to lay foundation for successful 12-week farmers market
- Managed research initiative to document prevalence of foreclosure in two urban neighborhoods
- Partnered with Department of Neighborhood Development to offer foreclosure prevention class

**Urban Earned Income Tax Clinic, Boston, MA**

**November 2010—May 2011**

*Volunteer Tax Preparer*

**Saugus for Obama, Saugus, MA**

**May 2007—November 2008**

*Volunteer*

- Used VoteBuilder software to divide canvassing areas
- Oversaw phone outreach to rural voters

**ADDITIONAL INFORMATION**

Interests include opera and playing violin in a string quartet