

WRITING A LEGAL RESUME

GETTING STARTED

Your resume isn't just an introduction to a potential employer, nor is it merely a list of accomplishments. Instead, you should think of your resume as a marketing piece, or perhaps more fittingly, the facts section of a persuasive brief stating your case for a legal job. To that end:

- The **content** of your resume should:
 - Highlight your most relevant academic and work experiences in a persuasive manner
 - Demonstrate your commitment to the employer's mission and enthusiasm for the work
 - Exhibit additional skills, achievements or personal qualities germane to the position
 - Be well-written and succinct
- The **organization** of your resume should demonstrate your ability to present information in an organized, thoughtful manner.
- The **format** of your resume should be eye-catching, yet simple, and should exhibit your attention to detail.

FORMATTING YOUR RESUME

Length

Most law student resumes should be one page. For government, public interest, and specialty employers, more than one page is fine if your experience, student leadership, and other relevant activities warrant it.

Font and Margins

- Use a clear font that is not too small or large. We recommend Palatino, Garamond, Times New Roman, or Cambria in 11- or 12-point font and in black.
- Make sure your resume is readable. Avoid making your text too cramped, and keep your margins ½" or larger.

Consistency

Be consistent in your formatting, abbreviations, font, and punctuation. If you are using periods at the end of descriptions, or if you've italicized one employer's name, do so throughout.

Transmittal

When emailing your resume, attach it as a PDF file rather than a Word document. If sending your resume by mail, use white or off white 8½ x 11 heavy bond quality paper.

ORGANIZING YOUR RESUME

Header

Your header should include your name, address, email address, and phone number. Use both your current and your permanent address if your permanent address reflects a connection to the employer's location.

James A. Sito

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Education

This should always be the first section beneath your header while you are a student and for the first few years of your legal career. List your degrees in reverse chronological order, beginning with Georgetown University Law Center. You may abbreviate your degrees (e.g. J.D., B.A.) or write them out, but remember a law degree is a *juris doctor*, **not** a "juris doctorate."

EDUCATION

Georgetown University Law Center, Washington, DC

J.D., expected May 2020

GPA: 3.48 (Top 33%)

Honors: Dean's List

Activities: OutLaw (LGBT student group)

University of Michigan, Ann Arbor, MI

B.A., with honors, in Political Science, May 2017

GPA: 3.87

Honors: James B. Angell Scholar

Activities: Chi Psi Fraternity, Treasurer; Men's Rugby Club

Tips about GPA

- If your law school GPA is above a 3.0, you should generally include it on your resume.
- List your GPA exactly as it appears on your transcript. Do not round up!
- Once you have law school grades, do not leave your undergraduate and/or graduate school GPAs on your resume if you do not include your law school GPA.
- Include Honors such as Dean's List, and your class rank (e.g. top 10%, top 15%, or top 33%). Academic honors and cut-offs for each section are posted each spring on the Registrar's website.
- Never estimate your class rank, but you may indicate where you just missed the cutoff (e.g. "GPA: 3.46 (3.48 = Top 33%)").

Experience

Calling this section 'Experience' rather than 'Employment' allows you to include relevant internships, externships, clinical work, and part-time work as well as full-time, paid employment. List your experiences in reverse chronological order. For each experience, include the organization's name, city and state (or country), your title, and the dates you were there. Then write a brief description of your responsibilities and activities. Either bullets or paragraphs will work for your descriptions; see our [Samples](#) for examples of both formats. For tips on writing effective descriptions, see [Strategies for Writing an Effective Resume](#) below.

EXPERIENCE

Hon. Judge Susan Richard Nelson, District of Minnesota, St. Paul, MN

Intern, Summer 2014

Researched and analyzed case and statutory law on issues including copyright infringement, e-discovery, and defamation. Drafted preliminary court opinions and findings of fact, including a summary judgment. Observed court proceedings and attended settlement conferences.

Twin Cities Community Services, Minneapolis, MN

Public Policy Intern, Summer 2012

Researched emerging policy issues for health and human service organizations in the Twin Cities. Wrote weekly newsletters discussing state and federal legislation relevant to member organizations. Coordinated annual conference attended by over 100 Midwestern community organizations.

Additional Sections

Use the following sections, if applicable, to highlight particular skills, relevant activities, personal interests, or other unique aspects of your background.

Interests: Interests can help an employer learn about you as a whole person, as long as what you list is interesting enough to start a conversation. Be more descriptive than “reading, running, and cooking.”

Languages: If you choose to list your language skills, qualify them (e.g., proficient, fluent, basic). If you claim to be fluent in a language, be sure you would feel comfortable speaking it in a business setting.

Community Involvement: Volunteer work can help to show you are a well-rounded person with ties to a community. If the work you did for an organization is significant, you might consider listing it under experience instead.

Publications: If you list your relevant publications, do so in Bluebook format.

Additional Skills: This section is almost never necessary for a law student. Only include skills that are both unique and relevant to a position. Basic computing skills, Westlaw, and Lexis need not be listed.

LANGUAGES

Fluent in Spanish

INTERESTS

Michigan athletics, Long road trips, Baking (and eating) the perfect chocolate cake.

Do NOT Include

- A job objective.
- General computer skills (Word, Lexis, Westlaw, Excel, etc.).
- Your LSAT score.
- Personal information (health, marital and/or parental status).
- References (create a separate References page).

STRATEGIES FOR WRITING AN EFFECTIVE RESUME

Be Active and Precise

Writing a persuasive resume means always controlling your narrative. Therefore, begin your descriptions with precise action verbs that describe specific tasks like “analyzed,” “organized,” or “wrote” rather than vacuous words like “assisted” or “helped.” See the [Action Words for Powerful Resumes](#) below for additional examples.

Likewise, quantify your achievements when possible and if helpful. For example, how large was the project team you managed at Citi, or how long was the report you wrote during your AMA internship?

Never be afraid to note success. For example, if the judge granted your client asylum, mention it!

Be Personal

Focus on **your** role and the skills **you** developed instead of writing lengthy descriptions of impressive projects on which you played an insignificant role.

Analogize

Employers are not expecting law students or recent grads to be experts in their fields of interest. Instead they are looking for applicants with transferrable skills who show passion and promise. Read the job posting or talk with attorneys in the field to identify what core competencies the position might require. The chart below might also help you identify some of the foundational skills legal employers are seeking:

Lawyering Skills	Interpersonal Skills	Professional Skills
<i>Writing</i>	<i>Collaboration</i>	<i>Organization</i>
<i>Analyzing Data</i>	<i>Team Management</i>	<i>Adaptability</i>
<i>Researching</i>	<i>Client Service</i>	<i>Multitasking</i>
<i>Negotiation</i>	<i>Communication</i>	<i>Time Management</i>
<i>Fact Investigation</i>		<i>Ingenuity</i>
<i>Attention to Detail</i>		

Now think of instances in which you might have cultivated these qualities, and be creative. For example, the **Treasurer of the University of Kentucky College Democrats** might have:

- Managed a \$10,000 budget.
- Communicated and negotiated with vendors.
- Collaborated with the organization’s executive board to determine budget priorities for the fiscal year.

Likewise, the **Floor Manager at South Street Brewery in Charlottesville, VA** will have:

- Managed a team of servers and bartenders while maintaining a cooperative environment.
- Maintained high standards of customer service during long and unpredictable workdays.

In both of these examples, the students gained valuable and transferrable skills working in positions completely unrelated to legal practice.

Broaden the Scope

You don't have to limit your experience to paid positions, especially if you have limited work history. As in the Treasurer example above, you may have gained great experience from a leadership role in a student organization, or as a volunteer, a teaching assistant, or an intern.

Tailor it to the Employer

If you are sending the same resume to every type of legal employer, it likely says both too much and too little to pique anyone's interest. Different employers expect different skills from applicants, so your relevant experiences and the way you've framed them should differ accordingly. Write several resumes to address skills sought by employers in different practice areas and geographic markets.

To make writing multiple resumes easier and more efficient, create a master resume that includes *everything* you've done to help you recall your experiences more easily.

Prioritize

Under each employer, list your tasks in order of relevance to the job for which you are applying, rather than by the amount of time you spent doing them.

Proofread

Be sure your resume is error-free. Use the [Proofreading Checklist](#) below to help catch common errors.

Additional Tips

- Avoid using technical jargon and idioms in your descriptions.
- Do not include first person pronouns ("I" or "my").
- Generally, there is little reason for students to break up their experience by "relevant" experience and "other" experience. However, if you have specialized knowledge in a field directly related to the job, you may consider doing so.

PROOFREADING CHECKLIST

To be sure you catch the small errors that often go unnoticed after many hours of resume drafting, try reviewing your resume line-by-line, using a ruler as a guide, or try reading your resume backwards. Use the following checklist to catch some of the more common and/or difficult-to-catch errors.

Content

- ☐ Are your phone number, email address, and mailing address correct and current?
- ☐ Is your law degree listed as a *juris doctor*, rather than a “juris doctorate”?
- ☐ Are current positions described in the present tense, and are past positions described in the past tense?
- ☐ Pay special attention for tricky spelling errors that spellcheck won’t catch such as “through” vs. “thorough.” Pay even greater attention when writing “public” and “assess.”

Format

- ☐ Is your font and typeface consistently formatted throughout?
 - ☐ Section headings
 - ☐ Employers, schools, job titles, and degrees
 - ☐ Dates
 - ☐ Experience Descriptions
- ☐ Is your punctuation correct and consistently applied (e.g. periods at the end of bullet points, commas after your employer names or job titles)?
- ☐ If you are using abbreviations for dates, are they Bluebook-approved and consistently applied?
- ☐ Are you consistently using either en dashes (–) or hyphens (-) to indicate timespans?
- ☐ Are your tabs consistently aligned?

ACTION WORDS FOR POWERFUL RESUMES

achieved	fostered	reviewed
acquired	gathered	revised
administered	gained	screened
advised	guided	scrutinized
analyzed	helped	selected
anticipated	highlighted	served
appointed	identified	simplified
appraised	implemented	solved
argued	incorporated	specialized
arranged	increased	spearheaded
assembled	initiated	started
assumed	innovated	streamlined
attended	inspected	strengthened
authorized	instructed	studied
awarded	investigated	submitted
bolstered	launched	suggested
briefed	led	summarized
budgeted	located	supervised
built	maintained	supported
calculated	managed	surveyed
combined	maximized	synthesized
communicated	moderated	targeted
compared	modified	taught
compiled	monitored	tested
composed	motivated	tracked
coordinated	negotiated	trained
counseled	observed	transferred
crafted	operated	transformed
critiqued	organized	translated
dealt	oversaw	tutored
debated	participated	uncovered
defined	perceived	updated
developed	performed	wrote
devised	persuaded	
directed	planned	
discovered	prepared	
drafted	prescribed	
earned	presented	
educated	processed	
elected	produced	
encouraged	programmed	
enlisted	projected	
established	promoted	
evaluated	realized	
exercised	recommended	
expanded	recognized	
formulated	represented	
forwarded	researched	

SAMPLE 1L RESUME

JOHN M. BROWN

brownj@law.georgetown.edu

Current

1600 Taylor Avenue, NW
Washington, DC 20006
(202) 736-6500

Permanent

725 Locust Lane
Boulder, CO 80303
(303) 443-6500

EDUCATION

Georgetown University Law Center, Washington, DC
Juris Doctor, expected May 2017

GPA: 3.21

Activities: DC Coalition Against Domestic Violence
Outreach Tutoring Program
Equal Justice Foundation
Women's Legal Alliance

Your degree is a *Juris Doctor*, **NOT** a "Juris Doctorate"!

Amherst College, Amherst, MA

Bachelor of Arts in Economics, May 2014

Activities: Cambodian Refugee Tutoring Program
Coordinator, Decisional Training Program
Student Finance Volunteer Subcommittee

It is helpful to utilize different formatting styles throughout your resume (italics, bold, etc.), as long as the formatting is consistent.

EXPERIENCE

San Mateo County Human Services Agency, Redwood City, CA

Benefits Analyst, Summers 2013, 2012, and 2011

- Ensured that Temporary Assistance to Needy Families clients received proper allotments of cash aid, food stamps and Medi-Cal.
- Determined clients' continuing eligibility for benefits.
- Provided referrals to community-based organizations.
- Participated in work group evaluating welfare regulations to identify disincentives to clients' attainment of self-sufficiency.

Alpha Sigma Phi Fraternity, Amherst, MA

President, May 2013 – May 2014

- Served as liaison between chapter of 50 members, the Alumni Corporation, the University, and the Fraternity's National Headquarters. As head of executive committee, administered annual budget in excess of \$100,000.

A substantive leadership experience in college may be appropriate to include in your Experience section, particularly if you came straight through from college.

COMMUNITY SERVICE

AIDS Emergency Fund, San Francisco, CA

Volunteer, September – November 2012

- Interviewed potential clients and determined eligibility to receive financial assistance.
- Provided referrals to community resources.

A Community Service section can be a great way to demonstrate additional skills as well as a history of community involvement.

SAMPLE PART-TIME STUDENT RESUME

Joseph Banks

800 Massachusetts Avenue, NW • Washington, DC 20003
(202) 345-9483 • banksj@law.georgetown.edu

EDUCATION

Georgetown University Law Center, Washington, DC
Juris Doctor, expected May 2018 (Part-Time Division)

GPA: 3.45

Activities: Student Ambassador

Include that you are in the part-time program in your Georgetown Law entry. It clears up any confusion regarding your graduation date, and is a real selling point to many employers.

Rutgers University, New Brunswick, NJ
Bachelor of Arts in Psychology and Sociology, May 2012
Certificate in Criminology, May 2012

GPA: 3.52

Honors: Honors Research in Sociology
Dean's List

Activities: Russian Club, *Vice President*
Habitat for Humanity

Note the transferable skills highlighted in the first entry. Fact investigation, writing, organization, and communication are all relevant skills for legal positions.

EMPLOYMENT

Maryland Department of Public Safety & Correctional Services,
Washington, DC

Parole and Probation Agent, June 2012 – Present

Supervise offenders on probation, parole and mandatory release that have been conditionally released to the community, to ensure compliance with court orders. Conduct predisposition investigations of offenders to provide written reports and recommendations to the court. Maintain accurate records of offenders' behavior.

Project Assist, Cumberland County College, Vineland, NJ

Tutor, January – May 2010

Provided academic assistance to learning-disabled college students in Statistics, Mathematics, English and Psychology.

Jefferson Resources, New Brunswick, NJ

Legal Transfer Clerk, Summer 2009

Distributed mutual fund legal transfers to specialists. Maintained database of departmental correspondence.

Order Room Clerk, Summer 2008

Fielded telephone orders from traders to purchase/liquidate shares in mutual fund accounts and processed requests from brokers.

INTERESTS

Swimming, reading historical fiction, Creole cuisine

An Interests section can be a good conversation starter and give the employer a sense of you as a whole person, as long as the interests are specific and (for lack of a better word) interesting!

SAMPLE TRANSFER STUDENT RESUME

AMANDA L. TAYLOR

200 North Saint Asaph Street • Alexandria, Virginia 22314 • (703) 549-8600
altaylor@law.georgetown.edu

EDUCATION

Georgetown University Law Center, Washington, DC
J.D., expected May 2016

Villanova University School of Law, Villanova, PA

First-year J.D. coursework completed 2013-2014

GPA: 3.74 (Top 10%)

Journal: *Villanova Property Law Journal* (Invitation extended)

Activities: Moot Court, *Board Member*

The school from which you transferred must remain on your resume at least until you graduate from Georgetown Law.

University of Pittsburgh, Pittsburgh, PA

A.B. in Government and English, awarded May 2013

Activities: Our Education-Pittsburgh Chapter: *VP*; NAACP; Black Theatre Ensemble: *Publicity Director*

Abroad: University of Sussex, Brighton England, January-June 2012

Dissertation: *How Populist Was Barack Obama's Campaign Rhetoric?*

It isn't always advisable to include every past work experience on your resume. Include experiences that demonstrate valuable and transferable skills.

RELEVANT EXPERIENCE

American Civil Liberties Union of the Nation's Capital, Washington, DC
Law Fellow, Summer 2014

Met with potential clients and determined the viability of legal claims. Briefed clients as well as the ACLU's Executive Director on the progress of particular cases. Acted as a liaison between the Executive Director and clients. Prepared court documents when needed, including answers, briefs, and memoranda, on topics such as workers' rights and free speech. Advocated for various ACLU causes, such as DC Statehood movement.

Tomorrow's Workplace/NY Dept. of Labor, Spring Valley, NY

Intern/ Youth Summer Placement Rep, Summers 2013, 2012, 2011, 2009

Supervised over 100 disadvantaged high school students in summer program that places them in jobs. Met with students, employers, and state funders on a regular basis. Determined and resolved issues including student disciplinary matters, disputes between students and employers, and funding sources for the program.

NYC Dept. of Investigations, New York, NY

Investigative Intern, Summer 2010

Researched potential cases including possible malfeasance by parks and recreation employees and those that receive permits for park use. Interviewed individuals in the course of investigating allegations of fraud. Reported findings to the Parks Investigator Generals and determined if cases should transition to open status. Recorded interview process of suspects and drafted reports. Organized and updated cases for Chief of Staff.

Office of Congressman Eliot Engel, West Nyack, NY

Congressional Intern, Summer 2008

Advocated various constituent issues involving, but not limited to, immigration and military involvement. Met with constituents, many of whom were immigrants seeking residency status, and helped employers get appropriated status for immigrant employees. Organized and implemented organizational system for district office for processing and maintenance of constituent files.

SAMPLE GOVERNMENT/PUBLIC INTEREST RESUME

ELIZABETH R. SMITH
1825 Connecticut Avenue, NW
Washington, DC 20004
(202)662-1234
smithe@law.georgetown.edu

EDUCATION

Georgetown University Law Center, Washington, D.C.

J.D., expected May 2016

GPA: 3.65 (Top 15%)

Honors: Dean's List (2013-14)

Clifford Chance 2014 Summer International Internship Fellow

Clinic: Center for Applied Legal Studies, Fall 2014

Activities: Georgetown Law Public Interest Fellow

Brown University, Providence, RI

B.S., *magna cum laude*, in Applied Mathematics-Economics and B.A. in Africana Studies, May 2012

GPA: 3.68

Honors: 2009 Interfaith Leadership Award, Omicron Delta Epsilon, International Honor Society in Economics

EXPERIENCE

Center for Applied Legal Studies, Washington, D.C.

Student Attorney, Fall 2014

Will represent a refugee whose application for asylum has been rejected by the US government and is in deportation proceedings before a federal immigration judge. Will interview client, research and write a brief for the court, and interview and prepare witnesses.

United Nations High Commissioner for Refugees, Kuala Lumpur, Malaysia

Legal Intern, Outreach, Protection, and Intervention Unit, Summer 2014

Interviewed primarily Burmese refugees and asylum seekers about a variety of legal matters including arrests, deportations, labor issues, and problems with authorities. Made recommendations about asylum claims to senior staff. Provided legal counseling to refugee detainees at detention camps and assisted staff with their releases. Gave presentations and held Q&A sessions with refugees about their rights.

Refugee Assistance Program, Georgetown Law, Washington, D.C.

President/Mentor, January 2014 – present

Tutored a newly resettled Eritrean refugee in English and helped him with his job search. Will work with the International Rescue Committee to organize, manage, and coordinate a team of volunteer mentors as President during the 2014-2015 academic year.

Capital Area Immigrants' Rights Coalition, Washington, D.C.

Hotline Intern, Fall 2013

Helped staff a phone hotline for detained immigrants seeking information about their detention.

A 2-page resume is acceptable for this public sector resume since the student has relevant experience.

Note that this Experience section includes paid employment, internships, externships, undergraduate volunteer positions, and clinic experience. If it is relevant, it can potentially be included here!

Resettlement Legal Aid Project, Cairo, Egypt

Legal Assistant, September 2012 – June 2013

Screened Sudanese and Iraqi applicants' refugee and resettlement claims. Interviewed clients and prepared testimonies for submission to the United Nations High Commissioner for Refugees and the International Organization for Migration. Prepared clients for interviews with UNHCR, IOM, and the US Department of Homeland Security.

Egyptian Center for Women's Rights, Cairo, Egypt

International Relations Intern, Spring 2013

Researched, composed, and edited legal issue briefs on topics such as family law, human trafficking, and sexual harassment. Wrote and edited articles about ECWR-sponsored protests, current events relating to gender, and upcoming ECWR activities.

Breakthrough Collaborative, Miami, FL

Teacher, Summer 2012

Created and taught a six-week Social Studies curriculum for an academic course titled "Human Rights and American History" for underrepresented 7th grade students in North Miami.

Kings County District Attorney's Office, Brooklyn, NY

Legal Assistant, Early Case Assignment Bureau, Summer 2011

Interviewed police officers, victims, and witnesses about a variety of crimes. Drafted complaints against defendants as well as documents declining prosecution.

United States Office of Personnel Management, Washington, D.C.

Statistical Clerk, Office of Actuaries, Summer 2010

Reconciled 2007 actual state HMO premium rates with their proposed rates. Reviewed HMO proposed premiums for 2008 and checked for accuracy and reasonableness.

Brown Refugee Youth Tutoring & Enrichment, Brown University, Providence, RI

Tutor, 2010 – 2012

Helped a newly resettled Iraqi refugee family assimilate into Providence. Tutored the two children in English and Math.

WBRU Radio, Brown University, Providence, RI

Pulse Director and News Anchor, 2008 – 2012

Produced "The Pulse," a weekly five minute segment focusing on issues of concern to communities of color. Wrote and read newscasts live on air.

LANGUAGES

Near fluent in speaking Egyptian Arabic. Proficient in reading and writing Modern Standard Arabic.

If you include language skills on your resume, specify the level of your proficiency. And be prepared to possibly be interviewed in that language! If it's on your resume, it's fair game. Very rudimentary language skills typically shouldn't be included.

ADDITIONAL 1L SAMPLE RESUME

JAMES EDWARDS

120 F Street, NW
Washington, DC 20001
jbe32@law.georgetown.edu
202-853-8520

EDUCATION

Georgetown University Law Center, Washington, DC

Juris Doctor candidate, May 2017

GPA: 3.20

Activities: Public Interest Fellow

Pro Bono Pledge: DC Employment Justice Center

Stanford University, Palo Alto, CA

Bachelor of Arts, *magna cum laude*, in English and Political Science, June 2014

GPA: 3.79

Honors: *Phi Beta Kappa*

Senior Thesis: *The “Greening” of the Labor Movement: Where Environmental and Labor Activists Converge*

Activities: Humanities Center Undergraduate Fellow (2013)

Study Abroad: Oxford University, Oxford, UK (Spring 2013)

EXPERIENCE

DC Employment Justice Center, Washington, DC

Intake Intern, Fall 2014

Conduct interviews of low-income DC area residents involved in wage-hour disputes.

Trumbull Law Firm, San Jose, CA

Paralegal—Environmental and Land Use Practice, Summer 2014

Wrote articles for legal newsletters on environment and land use issues. Monitored computer networks for information relevant to current cases. Organized and maintained client correspondence files.

King County District Court, Office of the Presiding Judge, Seattle, WA

Intern, Summer 2013

Wrote manual for *pro tem* judges presiding over court calendars. Developed policy options to improve court relations with contracting cities. Analyzed and researched docket information for longitudinal study.

Office of Senator Dianne Feinstein, San Francisco, CA

Congressional Intern, Spring 2012

Researched and drafted memoranda on a range of topics, including judicial appointments, nuclear waste, and gun control. Implemented organizational system for state office for processing and maintenance of constituent files.

LANGUAGES

Fluent in Spanish; Proficient in French

ADDITIONAL 1L SAMPLE RESUME

MICHELLE RIVERA

1400 South Quinn Street, #23, Arlington, VA 22202
mjr12@law.georgetown.edu
513-321-1771

EDUCATION

GEORGETOWN UNIVERSITY LAW CENTER, Washington, DC

J.D., expected May 2017

GPA: 3.4

Activities: Student Bar Association
Corporate Law Association
Student Ambassador

Pro Bono: VITA Tax Preparation for low-income residents of Ward 7

OHIO UNIVERSITY, Athens, OH

B.A., *cum laude*, in Political Science, March 2012

GPA: 3.5

Honors: Student Achievement in Philosophy
Departmental Honors in Political Science

Activities: Phi Alpha Delta Pre-Law Fraternity, *Historian* (2012)
Mock Trial Team, *Symposium Chair* (2010-2012)
Model United Nations, *Syrian Ambassador* (2011)
OU Democrats Society (2009-2012)

EXPERIENCE

TEACH FOR AMERICA, Little Rock, AR

Corps Member, September 2012 – May 2014

- Developed and implemented innovative language learning curriculum for 175 students.
- Provided translation services during parent-teacher conferences and home visits.
- Coordinated family and student services events in the region on a monthly basis.

WOU RADIO, Ohio University, Columbus, OH

Producer and News Anchor, Fall 2007

- Produced weekly program focused on issues of concern to students.
- Wrote and read newscasts live on air.

COMMUNITY SERVICE

SPECIAL OLYMPICS, Palo Alto, CA

Campaign Director, Summer 2011

- Raised more than \$4,000 for major swim meet for athletes with developmental disabilities.
- Coordinated outreach efforts to key stakeholders.
- Designed and implemented sponsorship social marketing efforts.

INTERESTS

Marathon running, French cooking

ADDITIONAL RESOURCES

- Click [here](#) to see Sample Cover Letters
- Click [here](#) to see a Sample Writing Sample Cover Page
- Click [here](#) to see a Sample List of References
- Click [here](#) to see a List of Common Interview Questions and Suggested Questions to Ask an Interviewer
- Click [here](#) to see a Sample Thank You Note