



CAREER SERVICES OFFICE

RESUME SAMPLES

RESUME BASIC OUTLINE

JANE SMITH

Current Address

4430 East Michigan Avenue
Tempe, AZ 85286
(480) 423-7711
Jane.Smith@asu.edu

Permanent Address

210 McDonald Road
Denver, CO 80618
(303) 458-3721
Jane.Smith@asu.edu

BAR MEMBERSHIP: **State of Bar; Pass date; License number** (for graduates only)

EDUCATION:

Law School, Location

J.D. Candidate - date received or expected to receive

G.P.A./Class standing (Recommended inclusion for top one third of class)

Honors: List

Activities: List

Undergraduate School, Location

Degree received, major, graduation date

G.P.A. (Recommended inclusion only if law school grades are listed.)

Honors: List

Activities: List

EXPERIENCE:

Employer name and location (City, State)

Position title, description, and employment dates

This section includes paid and non-paid experience listed in reverse chronological order (most recent first): Entries can include jobs (part-time/full-time), volunteer work, internships, externships, clinical experiences, summer jobs, etc. Describe your responsibilities using action verbs to begin sentences.

OPTIONAL HEADINGS

Interests

Special Skills

Languages

Publications

Community Activities

Professional Affiliations

Licenses

Additional Information

References and Writing Sample Available upon Request (not recommended); prepare Reference Sheet.

Example 1

FIRST YEAR RESUME

NAME
4507 Pine Street
Scottsdale, AZ
480-973-8881
escott@asu.edu

EDUCATION

Sandra Day O'Connor College of Law, Arizona State University, Tempe, AZ
Candidate for J.D., May 200-
Legal Research and Writing Grade – 94 (Recommended for inclusion if over 90)

Honors: Pedrick Scholar
Dean's Recruitment Committee
College of Law Scholarship

University of Houston, Houston, TX
B.A. Political Science, Cum Laude, May 200-
GPA: 3.4

Honors and Activities: President's Scholar - Full Tuition Waiver for Academic Excellence
President's Honor Roll - Six Semesters
Intercollegiate Varsity Soccer - 1997-2000

EXPERIENCE

Transco Energy Company, Houston, TX Summer 200-
Records Supervisor

Managed production of over 30,000 documents in connection with pipeline acquisition. Oversaw a three-person team responsible for accurately categorizing, cataloging, and copying documents. Worked closely with in-house and outside counsel and handled their information requests. Completed project in advance of deadline and under budget.

Cougar Student Volunteer Program, Houston, TX 1997 – 200-
Student Coordinator

Directed student organization that matched volunteers with non-profit corporations. Facilitated matches between 500 students and 50 local groups.

Harold Jones & Associates, Houston, TX 200- - 200-
Property Manager

Resident manager of 5-unit apartment complex. Handled light maintenance, collected lease payments, and prepared and leased vacant apartments. Independently resolved tenant complaints.

INTERESTS

Triathlons, Conversational Spanish, Mountain Climbing

Example 2

NAME
Street Address
State and Zip Code
Telephone Email

EDUCATION

Sandra Day O'Connor College of Law
Arizona State University, Tempe, AZ
Candidate for J.D. May, 200-
G.P.A. 84.7 Rank: Top 33%

Honors: Arizona State Law Journal
Pedrick Scholar
Graduate Academic Scholarship
Activities: Student Bar Association, Treasurer
Volunteer Income Tax Assistance Volunteer (VITA)
Homeless Legal Assistance Project, Director

University of California, Los Angeles, CA
B.A. English May, 200-
G.P.A. 3.82 *cum laude*

Honors: Dean's Award
Hemingway Award - Best Short Story
Activities: Poet's Corner Group, Chairman
Varsity Swim Team, Captain

EXPERIENCE

Judge Taylor Green, Maricopa County Superior Court, Phoenix, AZ Fall 200-

Legal Extern Observed proceedings in civil and criminal trials. Researched and wrote memoranda for use in the judge's rulings on motions, jury instructions and evidentiary questions. Drafted summary judgments, orders and municipal court appeals.

Harris & Harris, Phoenix, AZ Summer, 200-

Law Clerk Researched and wrote memoranda, briefs and pleadings involving commercial and bankruptcy cases. Participated in client conferences and assisted with trial preparation.

State Farm Insurance, Los Angeles, CA 1999-200-

Supervisor - Customer Service Started as a customer service representative and after one year was promoted to supervisor. Supervised a staff of six. Conducted training classes on communication skills and customer relations. Developed and wrote the department policy and procedure manual.

INTERESTS

Snowboarding, camping and mystery novels.

Example 3

NAME

Street Address · City, State and Zip Code · Telephone · Email

EDUCATION

Sandra Day O'Connor College of Law, Arizona State University, Tempe, AZ
Candidate for J.D., May 200-
G.P.A. 88.63 Rank: Top 15%

Honors: Winner, Jenckes Cup Closing Argument
Jurimetrics: The Journal of Law, Science, and Technology
Willard H. Pedrick Scholar (Dean's List)
Graduate Tuition Scholarship

Activities: Phi Alpha Delta Law Fraternity
Women's Law Student Association
President (200-)
Domestic Violence Volunteer

Northwestern University, Chicago, IL
B.S. Communication Studies, May 200-
G.P.A. 3.4

Honors: Dean's List
George M. Sergeant Award, Recipient chosen by faculty for
excellence in Communication Studies

EXPERIENCE

Smith & Jones, Phoenix, AZ
Law Clerk

September 200- - present

Research and write memoranda in areas of personal injury, medical malpractice and family law. Attend client and interoffice conferences and depositions. Assist attorneys at trial.

State Farm Insurance, Phoenix, AZ
Law Intern

Summer 200-

Negotiated and settled bodily injury and property damage claims, interviewed clients and witnesses, and evaluated coverage issues.

The Gap, Chicago, IL
Assistant Manager

1995-1999

Managed the daily operations of the store. Supervised a staff of ten. Directed training sessions on customer relations and sales techniques. Scheduled, interviewed and hired staff. Created marketing and motivational programs designed to increase company business.

FOREIGN LANGUAGE

Fluently speak, read and write Spanish; learned language while living in South America.

INTERESTS

Competitive golf, jazz music, travel and crime novels.

Example 4

NAME

Address
City, State and Zip Code
Telephone
Email

EDUCATION

Sandra Day O'Connor College of Law, Arizona State University, Tempe, AZ
Joint Degree: J.D./M.B.A. May 200-
G.P.A.: 84.7 Rank: 79/233

Honors: National Moot Court Competition: Finalist
Regional Moot Court Competition: Best Appellate Brief

Activities: Chicano/Latino Law Students' Association (CLLSA)
Chairperson, Student Grievance Committee

University of Colorado, Boulder, Colorado
Bachelor of Arts, English Literature, 200-

EXPERIENCE

Maricopa County Superior Court, Phoenix, AZ
Civil Division
Legal Extern, Civil Division Spring 200-

Researched and wrote memoranda for the Honorable Michael C. Franks. Participated in court proceedings, briefed cases scheduled for oral argument, and drafted jury instructions.

Evans and Pert, Phoenix, AZ
Law Clerk Summer 200-

Researched and wrote memoranda, appellate briefs, motions and pleadings involving contract, corporate, and real estate issues. Attended client meetings and negotiation sessions. Offered a position with the firm as an associate.

Saul Realty & Investment, Inc., Mesa, AZ
Real Estate Broker Fall 200-

Organized the corporation; served as Vice-President and as a member of the Board of Directors. Recruited and trained new sales associates. As a real estate agent, actively marketed and sold real property. Named Salesperson of the Year.

Century 21 Realty and Investment, Inc., Mesa, AZ
Sales Manager Summer 200-

Created and implemented office policies and procedures. Trained and directed the sales force. Acted as liaison between the sales associates and management. Member of the Century 21 Million Dollar Club. Conducted creative financing seminars for other Century 21 offices.

INTERESTS:

Scuba diving, skiing, art history and oriental cooking.

Example 5

NAME
Street Address
City, State and Zip Code
Telephone Number
E-mail

EDUCATION

Sandra Day O'Connor College of Law, Arizona State University, Tempe, AZ
Candidate for J.D., May 200-
Honors: National Moot Court Competition
Regional Competition, Champion
Best Oral Advocate, Moot Court Competition

University of Michigan, Ann Arbor, MI
B.A. in Political Science, May 200-
Honors: Dean's List
Waddell Scholarship

LEGAL EXPERIENCE

The Legal Aid Society, Civil Division Summer 200-
San Francisco, CA

Law Clerk Conducted legal research and assisted attorneys in the areas of landlord-tenant and government benefits law. Drafted pleadings, administrative appeals and trial motions. Counseled tenants bringing affirmative suits in housing court.

Sandra Day O'Connor College of Law, Arizona State University Clinic,
Tempe, AZ Spring 200-

Student Attorney Certified to practice law under Rule 38. Represented clients under faculty supervision. Conducted discovery including taking depositions and interviewing witnesses. Wrote and argued motions in Superior Court. Mediated and negotiated settlements.

Arizona Attorney General, Civil Division Fall 200-
Phoenix, AZ

Legal Extern Prepared complaints, summaries, motions, discovery requests and memoranda. Researched legal issues including, civil rights, employment law, tort litigation, and environmental law. Assisted attorneys in their preparation for trials.

INTERESTS

Black and white photography, fitness training and classical music.

**SAMPLE
REFERENCE SHEET**

REFERENCES

Of

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Mayer, AZ 86333
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