

Sample government resume – recent graduate

YOUR FULL NAME

Street Address

City, ST ZIP

Mobile: (202) 555-1212

Email: emailaddress@law.georgetown.edu

Social Security Number: xxx-xx-xxxx

Veteran's Preference: N/A

Citizenship: U.S. Citizen

Vacancy Announcement: Attorney Advisor, #1801715: Grade 11

EXPERIENCE

Name of Your Most Recent Employer

Street Address

City, ST ZIP

Supervisor: Jane Doe (202) xxx-xxxx; janedoe@employer.com; Do Not Contact

September 2015 – present

Average hours worked: 40+/week

Salary: \$180,000/year

Associate

Duties, Accomplishments, and Related Skills:

- Job Accomplishment #1
- Job Accomplishment #2
- Job Accomplishment #3
- Job Accomplishment #4

Name of Your Second Most Recent Employer

Street Address

City, ST ZIP

Supervisor: John Smith (212) xxx-xxxx; johnsmith@employer2.com; Yes, can be contacted

May – August 2013

Average hours worked: 40/week

Salary: \$3,000/week

Summer Associate

Duties, Accomplishments, and Related Skills:

- Job Accomplishment #1
- Job Accomplishment #2

Name of Your Third Most Recent Employer

Street Address

City, ST ZIP

Supervisor: Mary Brown (202) xxx-xxxx; marybrown@employer.org; Yes, can be contacted

September 2012 – April 2013

Average hours worked: 5/week

Salary: Volunteer

Volunteer

Duties, Accomplishments, and Related Skills:

- Job Accomplishment #1
- Job Accomplishment #2

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EDUCATION

Georgetown University Law Center

600 New Jersey Avenue, NW

Washington, DC 20001

Juris Doctor, May 2015

GPA 3.XX/4.00

Credits Earned: 90 Semester hours

Honors, if applicable

Journal Position, *Journal Name*

Activities as applicable, especially highlighting leadership

Relevant Coursework:

List coursework here that is relevant to the position you are seeking, for example, tax classes for IRS

Undergraduate Institution

12345 Street Address

City, ST ZIP

Bachelor of Arts, [*cum laude*,] in Name of Major(s), May 20XX

GPA 3.xx/4.00

Credits Earned: 100 Semester hours

Title, years, Activity in which you held leadership or interesting role

OTHER QUALIFICATIONS

JOB TRAINING

Continuing Legal Education:

- Litigation Skills; October 2016
- Legal Writing for Litigators, May 2016
- Ethical Representation, December 2015

BAR MEMBERSHIPS

- District of Columbia
- State of Maryland

COMPUTER SKILLS

- Excel
- Microsoft Word
- LexisNexis
- Westlaw

LANGUAGES

Chinese-Mandarin, Spoken: Advanced; Written: Advanced; Read: Advanced

PROFESSIONAL ACTIVITIES

Member, Greater Washington Area Council of the National Bar Association, 2015 – Present

Member, ABA Litigation Section