**Your Name**

Street Address, City, ST ZIP • (202) 555-1212 • emailaddress@law.georgetown.edu

**EDUCATION**

**Georgetown University Law Center, Washington, DC**

**Juris Doctor, Expected May 20XX**

GPA: 3.XX/4.00 (Top XX%, if applicable)

Honors:

Journal: *Journal Name (There is no need to include this section if you haven’t yet joined a journal)*

Activities: Highlight activities that show leadership, interest in relevant subject matters, or diversity

**Undergraduate Institution, City, ST**

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

Honors: You needn’t enter every award here if you have many. Concentrate on the most relevant or impressive.

Activities: You may also call this section “Leadership”

Thesis: *Enter the Title of Your Thesis Here, in Italics*

**EXPERIENCE**

**Name of Your Most Recent Employer, City, ST**

**Name of your most recent position, Mo. 20XX – Mo. 20XX**

* Job Accomplishment #1
* Job Accomplishment #2
* Job Accomplishment #3
* Job Accomplishment #4

**Name of your prior position with the company, if you received a promotion, Mo. 20XX – Mo. 20XX**

* Job Accomplishment #1 (Try to list accomplishments that highlight different skills than those developed above)
* Job Accomplishment #2

**Name of Your Second Most Recent Employer, City, ST**

**Name of your position, Mo. 20XX – Mo. 20XX**

* Job Accomplishment #1
* Job Accomplishment #2
* Job Accomplishment #3
* Job Accomplishment #4

**Name of Your Third Most Recent Employer, City, ST**

**Name of your position, Mo. 20XX – Mo. 20XX**

* Job Accomplishment #1
* Job Accomplishment #2
* Job Accomplishment #3
* Job Accomplishment #4

**OPTIONAL SECTION (i.e., Interests, Community Involvement, Languages, Publications, Certifications)**

* If you include an Interests section, try to include things that are good conversation starters or relevant to the job
* Use a Community Involvement section to highlight your ties to the community or your relevant skills

**OPTIONAL SECTION (Do not include: Computer skills, “Personal,” Objectives, or References)**

* Qualify your language skills and think about how valuable they might (or might not) be to the position
* List relevant publications if you have them. Citations can be abbreviated to save space.