

## YOUR NAME

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

### EXPERIENCE

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#### 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

If you were a summer associate at this law firm, you can merely cite that experience as a parenthetical.

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

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

- Job Accomplishment #1
- Job Accomplishment #2

#### 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 Third Most Recent Employer, City, ST

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

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

Three jobs is not a magic number. You should include those positions that are relevant to your experience. Additional jobs may be listed without a description, or under your relevant school.

### EDUCATION

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#### Georgetown University Law Center, Washington, DC

#### Juris Doctor, May 20XX

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

Honors:

Journal: *Journal Name*

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*

### BAR ADMISSIONS

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Maryland (2015)

District of Columbia (2016)

### OPTIONAL SECTION(S) (i.e., Interests, Professional Affiliations, Community Involvement, Languages, Publications, Certifications)

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- 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
- If you include languages, be sure to clarify your level of proficiency or fluency