

# RESUME FORMAT

Your resume is a reflection of you and your experiences. It is a marketing tool that introduces you to potential employers. Your resume should be an accurate representation of your credentials, but should emphasize the information that makes you stand out from other applicants. Legal resumes are somewhat different from other resumes, so use the sample format below as a guide. Feel free to make adjustments to fit your needs. Employers spend an average of 30 seconds reading each resume, so limit the length to one page if possible with a maximum of two pages.

***Name***

Address

Telephone Number

E-Mail Address

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## EDUCATION

**Indiana University Robert H. McKinney School of Law**

Juris Doctor, expected Month, Year

GPA: x.x/4.0, top X% of class

- Honors received
- Position or role, Activity
- Student Member, Indianapolis Bar Association (*example*)

**Undergraduate University, City, ST**

Degree received, Major and Minor, Month, Year

GPA: x.x/4.0 (optional, but usually included)

- Honor Received
- Position or role, Activity

## EXPERIENCE (in reverse chronological order)

**Title**

Employer, City, ST

Start date – end date

- Skills gained and duties performed
- Use action words to describe experience gained (supervised, coordinated, created, initiated)
- Include accomplishments
- Use present tense for current position and past tense for past positions

## COMMUNITY INVOLVEMENT

- Position or role, activity or organization
- Volunteer, Habitat for Humanity (*example*)

## LANGUAGES

Describe fluency level and list language

Moderately fluent in written and conversational Spanish (*example*)