**Name (First Last)**

Current Address

Phone number Email LinkedIn Profile (optional)

**EDUCATION**

**(Place at top only if recently out of school, further down if strong work background)**

**Vermont Law School (most recent),** South Royalton, VT

*Degree 1 /Degree 2* Year Degree Conferred

* Class Rank or GPA (Consider not including if it is below 3.3 or below top 1/3)
* Awards and/or Relevant Activities: No More then 1-2 lines (Teaching Assistant, Academic activities)
* Journal/Writing Skills: VJEL/Law Review, Particularly relevant class work/papers
* Publications: (Academic/Scientific/Cultural publications, not papers only written as part of your course work)
* Relevant Courses: No more the 1-2 lines

**Undergraduate School,** City, State

*Degree Conferred (with Latin Honors if applicable)* Year Degree Conferred

* Honors, awards, etc.
* Selected courses if they relate to the position you are applying to

**EXPERIENCE**

**(Put in reverse chronological order starting with the most recent))**

**Job/Internship (most recent or most relevant)**, City, State

*Job Title* Time period worked (Month, Year – Month, Year)

* Active description of job responsibilities or experiences
* No more the 2-3 lines

**Job/Internship (2nd most recent or most relevant)**, City, State

*Job Title* Time period worked (Month, Year – Month, Year)

* Active description of job responsibilities or experiences
* No more the 2-3 lines

**Job/Internship (3rd most recent or most relevant)**, City, State

*Job Title 2 (If new position within same firm)* Time period worked (Month, Year – Month, Year)

* Active description of job responsibilities or experiences
* No more the 2-3 lines

*Job Title 1* Time period worked (Month, Year – Month, Year)

* Active description of job responsibilities or experiences
* No more the 2-3 lines

**SKILLS & INTERESTS**

**(No more than 3 or 4 lines.)**

**Languages –** Include level of proficiency (Don’t overstate!)

**Volunteering –** If relevant include description, time period/dates, and location

**Professional Affiliations –** If relevant include description of involvement, time period/dates, and location

**Interests–** This line can provide useful fodder for interviews so it’s worth thinking about