

Name

Address
City, State Zip
Phone, Email address

Randee Breiter 11/12/2013 11:01 AM

Comment [1]: If you live somewhere other than Miami and are looking to work at home then use a two address format with your permanent address on one side and school address on the other.

EDUCATION

Florida International University College of Law, Miami, Florida
Juris Doctor candidate (or expected), May 2016

GPA: 3.0 or above include

Honors: List scholarships or awards
A book award is known as the CALI Excellence for the Future Award in XXX

Law Review: *FIU Law Review*

Activities: List any organizations you are part of (if you hold an office or title list that too)

Study Abroad: FIU Law Study Abroad Program, Seville, Spain, Summer 2017

Randee Breiter 11/12/2013 11:04 AM

Comment [2]: Until you have a formal GPA at the end of the first semester, you cannot put anything here.

Jessica Ciminero 11/21/2017 10:10 AM

Comment [3]: If you are not including GPA @ FIU Law, then you will want to omit from undergrad as well (even if there was 3.0 or above).

Undergraduate School, City, State

Bachelor of Arts (degree spelled out), *cum laude* (or any graduation honors), in XXX, May 2012

GPA: 3.0 or above include

Honors: List any honors including scholarships and/or awards

Activities: List student groups with positions or offices, athletic, artistic, or other organizations

EXPERIENCE

Employer, City, State Dates worked: Month Year – Month Year
Position

- Make sure your tenses are correct (current or past tense) and that your format remains consistent.
- Describe your job here.
- Be succinct. Use action verbs (see list @ CPP Handbook). Start with most important and impressive tasks first.

Randee Breiter 11/12/2013 11:31 AM

Comment [4]: To begin with include each and every job you have ever had. It is always easier to cut out jobs than to try and figure out what you have done. If you are not sure.... Include it!

Randee Breiter 11/12/2013 11:24 AM

Comment [5]: This is the bullet format. Best used when you do not have a lot of experience, and/or your experience is difficult to explain, thus breaking it down this way is helpful. This tends to take up a lot of room.

Employer, City, State Dates worked: Month Year – Month Year
Position. Each sentence must end in a period. Sentences can be short phrases. The information should flow so that the potential employer understands what you have done.

Randee Breiter 11/12/2013 11:27 AM

Comment [6]: This is the paragraph format for résumés. Typically used when you have a lot of experience and need space. Résumés should be kept to 1 page except in extreme circumstances.

COMMUNITY SERVICE (or COMMUNITY INVOLVEMENT)

LANGUAGES

State level of mastery (fluent, conversational, proficient, basic). Include if you can read and write in that language. Do not list English – they will assume that you are fluent in English.

Randee Breiter 11/21/2017 10:11 AM

Comment [7]: This can be a separate section or included in either additional info, Education, or Experience. This depends on how much you have done, where you have done it through and what you are looking to do. We will be happy to discuss your particular situation with you.