

# FIRST LAST

Address, City, ST Zip

First.Last@law.bison.howard.edu, (202) 555-5555

## EDUCATION

**Howard University School of Law**, Washington, D.C.

*Juris Doctor Candidate*

Expected May 2022

Honors: Merit Scholarship  
Activities: Phi Alpha Delta Law Fraternity International

**Undergraduate University**, City, ST

*Bachelors of Arts, cum laude, in Television, Radio & Film*

May 2019

GPA: XX.XX  
Honors: Dean's List  
Activities: Student Body President

## EXPERIENCE

**Employer Name**, City, ST

*Position Title*

Mon. Year – Mon. Year

- List responsibilities and projects you worked on that emphasize research, writing, and analysis, using PAST TENSE descriptions.
- Try to be as detailed as possible (without breaching confidentiality) regarding the industries you were exposed to (e.g., Analyzed data of target demographics of large computer company [or] a start-up company [or] indigent individuals living in shelters) as well as the policies/issues you researched (e.g., with respect to privacy concerns [or] kickstarter fundraising [or] inner-city poverty & educational inequality).

**Employer Name**, City, ST

*Legal Intern*

Mon. Year – Mon. Year

- List responsibilities and projects you worked on that emphasize research, writing, and analysis, using PAST TENSE descriptions.
- Try to be as detailed as possible (without breaching confidentiality) regarding the industries you were exposed to (e.g., Analyzed data pertaining to target demographics of large computer company [or] small start-up company [or] indigent individuals living in shelters) as well as the policies/issues you researched (e.g., with respect to privacy concerns [or] kickstarter fundraising [or] inner-city poverty and educational inequality).

**Employer Name**, New York, NY

*Sales Associate*

Mon. Year – Mon. Year

- Same as above.
- Same as above.

## COMMUNITY SERVICE

**Organization Name**, City, ST

Mon. Year – Mon. Year

*Volunteer*

- Same as above, only emphasize the policies and issues more than research and writing.

## LANGUAGES

- Spanish (fluent); French (conversant)

## INTERESTS

- Long distance running, playing acoustic guitar, and Washington D.C. football