**First and Last Name**

Current Address│City, ST Zip│Phone Number│Email address

**EDUCATION \*\*List in reverse chronological order\*\***

**University of Nebraska College of Law**, Lincoln, NE

Juris Doctor expected May 20XX

Activities: Clubs/Organizations

Honors: Scholarships

**Undergraduate School**, City, State

Degree received, Graduation (Month YYYY)

Major: … │ Minor: …

GPA: XX/4.0

Activities: Undergraduate activities (i.e. clubs, organizations, sororities, etc.)

Honors: Scholarships, Awards, Dean’s List, etc.

**WORK EXPERIENCE \*\*List in reverse chronological order\*\***

**Current Employer/Organization,** City, State(Month Year-Month Year)

*Position*

* Present-tense active verb (e.g. Coordinate) … (If current job ends in August, switch to past tense now)
* Present-tense active verb…
* Present-tense active verb…

**Employer/ Organization**,City, State(Month Year-Month Year)  
*Position*

* Past-tense verb (e.g. Managed) …
* Past-tense verb

**Employer/ Organization**,City, State(Month Year-Month Year)  
*Position*

* Past-tense verb (e.g. Organized) …
* Past-tense verb

**VOLUNTEER WORK \*\*List in reverse chronological order\*\***

**Organization,** City, State (Month YYYY – Month YYYY)

*Position (e.g. Tutor, Big Sister, Volleyball Coach)*

**Organization,** City, State (Month YYYY – Month YYYY)

*Position*

**Organization,** City, State (Month YYYY – Month YYYY)

*Position*

**INTERESTS**

Interest 1, Interest 2, Interest 3