

Example #1

AARON FIRSTYEAR

412 Melville Road | Lincoln, NE 68222

402-555-2323

firstyear1@huskers.unl.edu

EDUCATION

University of Nebraska College of Law, Lincoln, NE

Juris Doctor anticipated May 2018

University of Illinois-Chicago, Chicago, IL

Bachelor of Arts conferred *summa cum laude* May 2017

Major: English Minors: Economics & Political Science

GPA: 3.91/4.0

Honors: Dean's List (all semesters)

 President's Award Program Honors Scholarship (2013-2017)

Activities: Pre-Law Society, Vice-President (2015-2017)

 Sigma Eta Pi, President (2016-2017), Recruitment Chairman (2014-2016)

 Golden Key International Honor Society, Member (2015-2017)

Universitat Pompeu Fabra, Barcelona, Spain

Earned 12 credits from the University of Illinois-Chicago, Summer 2015

EXPERIENCE

National Labor Relations Board, Chicago, IL

Summer 2017

Research Assistant

- Investigated unfair labor practice allegations
- Conducted legal research and summarized findings

Chicago Flame, University of Illinois-Chicago, Chicago, IL

August 2015 – May 2017

Student Editor

- Created and wrote "Political Issues" editorial column
- Oversaw design of front-page layout
- Interviewed top administrative officials on a weekly basis

Nordstrom, Inc., Chicago, IL

May 2012 – May 2015

Sales Representative

- Provided customer service and resolved disputes
- Designed all new floor displays
- Regularly exceeded quarterly sales goals

LANGUAGES

English: native speaker

Spanish: fluent

INTERESTS

Competing in triathlons, reading political biographies, and classic cars

Example #2

LENNIE GEORGE

1234 Apple Avenue
City, State ZIP
(402) 444-4444
lgeorge@huskers.unl.edu

EDUCATION

University of Nebraska College of Law, Lincoln, NE 201X-Present
J.D. Candidate, expected May 201X

University of Iowa, Iowa City, IA 201X-201X
B.S. conferred *cum laude*, May 201X
Major: English
• GPA: 3.6/4.0

EXPERIENCE

Steinbeck Center for Children and Youth, Lincoln, NE May – August 201X
Volunteer
• Served as Volleyball Coach for 3 teams of 10 players each
• Assisted Activities Director with programming, equipment, and marketing

Bank of Mice & Men, Iowa City, IA January 201X - October 201X
Customer Service Representative
• Executed daily banking transactions and maintained cash drawer of up to \$10,000 daily
• Resolved customer questions and concerns over the phone and in person
• Promoted to Personal Banker after 10 months as Customer Service Representative

College of Arts & Sciences, Iowa City, IA October 201X – May 201X
Student Ambassador
• Selected for position (one of ten, college-wide)
• Generated public and student awareness regarding programs within the College of Arts & Sciences
• Coordinated and participated in college outreach and recruitment activities

Curly Company, Iowa City, IA May 201X - August 201X
Telemarketer
• Solicited customers
• Topped sales calls in my division for three consecutive months

SELECTED HONORS & INVOLVEMENT

Law School

- Smith Memorial Scholarship
- Student Bar Association, 1L Representative
- International Law Society, Secretary

Undergraduate

- Literary Society, Treasurer
- Machiavelli Society, President
- Dean's List (6 of 8 semesters)

Community

- Habitat for Humanity: volunteered at numerous sites
- Lincoln Literacy Council: tutor Bosnian couple once a week
- KZUM: Community Radio Station Advisory Board Member

INTERESTS

Coaching high school volleyball and tennis, reading historical fiction, playing guitar