

# CAREER SERVICES

College of Law

Arizona State University

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## RESUME SAMPLES

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### RESUME BASIC OUTLINE

JANE SMITH

**Current Address**

4430 East Michigan Avenue  
Tempe, AZ 85286  
(480) 423-7711

**Permanent Address**

210 McDonald Road  
Denver, CO 80618  
(303) 458-3721

**EDUCATION:**

**Law School, Location**

J.D. Candidate - date received or expected to receive

G.P.A./Class standing

**Honors:** List

**Activities:** List

**Undergraduate School, Location**

Degree received, major, graduation date

G.P.A.

**Honors:** List

**Activities:** List

**EXPERIENCE:**

**Employer name and location (City, State)**

**Position title, description, and employment dates**

This section includes paid and non-paid experience listed in reverse chronological order (most recent first): Entries can include jobs (part-time/full-time), volunteer work, internships, externships, clinical experiences, summer jobs, etc. Describe your responsibilities using action verbs to begin sentences.

**OPTIONAL HEADINGS**

**Interests**

**Special Skills**

**Languages**

**Publications**

**Community Activities**

**Professional Affiliations**

**Licenses**

**Additional Information**

**References and Writing Sample Available upon Request ( not recommended)**

**Example 1**

**FIRST YEAR RESUME**

**ERIN SCOTT**  
4507 Pine Street  
Scottsdale, AZ  
480-973-8881  
escott@asu.edu

**EDUCATION**

**Arizona State University College of Law**, Tempe, AZ  
Candidate for J.D., May 2004

Honors: Honors, Legal Research and Writing  
Pedrick Scholar

**University of Houston**, Houston, TX  
B.A. Political Science, Cum Laude, May 2001  
GPA: 3.4

Honors and Activities: President's Scholar - Full Tuition Waiver for Academic Excellence  
President's Honor Roll - Six Semesters  
Intercollegiate Varsity Soccer - 1997-2000

**EXPERIENCE**

**Transco Energy Company**, Houston, TX Summer 2000  
Records Supervisor

Managed production of over 30,000 documents in connection with pipeline acquisition. Oversaw a three-person team responsible for accurately categorizing, cataloging, and copying documents. Worked closely with in-house and outside counsel and handled their information requests. Completed project in advance of deadline and under budget.

**Cougar Student Volunteer Program**, Houston, TX 1997 - 2000  
Student Coordinator

Directed student organization that matched volunteers with non-profit corporations. Facilitated matches between 500 students and 50 local groups.

**Harold Jones & Associates**, Houston, TX 1995 - 1996  
Property Manager

Resident manager of 5-unit apartment complex. Handled light maintenance, collected lease payments, and prepared and leased vacant apartments. Independently resolved tenant complaints.

**INTERESTS**

Triathlons, Conversational Spanish, Mountain Climbing

## Example 2

NAME  
Street Address  
State and Zip Code  
Telephone Email address

## EDUCATION

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### **Arizona State University College of Law, Tempe, AZ**

Candidate for J.D. May, 200-  
G.P.A. 83.2 Top 1/3

**Honors:** Arizona State Law Journal  
Honors, Legal Research and Writing  
Pedrick Scholar  
Graduate Academic Scholarship

**Activities:** Student Bar Association, Treasurer  
Volunteer Income Tax Assistance Volunteer (VITA)  
Homeless Legal Assistance Project, Director

### **University of California, Los Angeles, CA**

B.A. English May, 200-  
G.P.A. 3.82 *cum laude*

**Honors :** Deans Award  
Hemingway Award - Best Short Story

**Activities:** Poets Corner Group, Chairman  
Varsity Swim Team, Captain

## EXPERIENCE

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### **Judge Taylor Green, Maricopa County Superior Court, Phoenix, AZ**

**Legal Extern** Observed proceedings in civil and criminal trials. Researched and wrote memoranda for use in the judge's rulings on motions, jury instructions and evidentiary questions. Drafted summary judgments, orders and municipal court appeals. Fall, 200-

### **Harris & Harris, Phoenix, AZ**

**Law Clerk** Researched and wrote memoranda, briefs and pleadings involving commercial and bankruptcy cases. Participated in client conferences and assisted with trial preparation. Summer, 200-

### **State Farm Insurance, Los Angeles, CA**

**Supervisor - Customer Service** Started as a customer service representative and after one year was promoted to supervisor. Supervised a staff of six. Conducted training classes on communication skills and customer relations. Developed and wrote the department policy and procedure manual. 1999 - 200-

## INTERESTS

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Snowboarding, camping and mystery novels.

### Example 3

#### NAME

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Street Address ?City, State and Zip Code ?Telephone ?Email

#### EDUCATION

**Arizona State University College of Law**, Tempe, AZ  
Candidate for J.D., May 200-  
G.P.A. 85.83 Top 15%

**Honors :** Winner, Jenckes Cup Closing Argument  
Honors, Research and Writing (Spring, 200-)  
Willard H. Pedrick Scholar (Deans List)  
Graduate Tuition Scholarship

**Activities:** Phi Alpha Delta Law Fraternity  
Womens Law Student Association  
President (200-)  
Domestic Violence Volunteer

**Northwestern University**, Chicago, IL  
B.S. Communication Studies, May 200-  
G.P.A. 3.4

**Honors :** Deans List  
George M. Sergeant Award, Recipient chosen by faculty for  
excellence in Communication Studies

#### EXPERIENCE

**Smith & Jones**, Phoenix, AZ September 200-  
**Law Clerk**

Research and write memoranda in areas of personal injury, medical malpractice and family law. Attend client and interoffice conferences and depositions. Assist attorneys at trial.

**State Farm Insurance**, Phoenix, AZ Summer 200-  
**Law Intern**

Negotiated and settled bodily injury and property damage claims, interviewed clients and witnesses, and evaluated coverage issues.

**The Gap**, Chicago, IL 1995-1999  
**Assistant Manager**

Managed the daily operations of the store. Supervised a staff of ten. Directed training sessions on customer relations and sales techniques. Scheduled, interviewed and hired staff. Created marketing and motivational programs designed to increase company business.

#### FOREIGN LANGUAGE

Fluently speak, read and write Spanish; learned language while living in South America.

#### INTERESTS

Competitive golf, jazz music, travel and crime novels.

**Example 4**

**NAME**

Address  
City, State and Zip Code  
Telephone  
Email

**EDUCATION**

**Arizona State University College of Law**

Joint Degree: J.D./M.B.A. May 200-  
Law G.P.A.: 84.22 Rank: 34/159

**Honors :** National Moot Court Competition: Finalist  
Regional Moot Court Competition: Best Appellate Brief

**Activities:** Chicano/Latino Law Students= Association (CLLSA)  
Chairperson, Student Grievance Committee

**University of Colorado, Boulder, Colorado**  
Bachelor of Arts, English Literature, 200-

**EXPERIENCE**

**Maricopa County Superior Court, Phoenix, AZ**

**Civil Division**

*Extern*

Spring 200-

Researched and wrote memoranda for the Honorable Michael C. Franks. Participated in court proceedings, briefed cases scheduled for oral argument, and drafted jury instructions.

**Evans and Pert, Phoenix, AZ**

*Law Clerk*

Summer 200-

Researched and wrote memoranda, appellate briefs, motions and pleadings involving contract, corporate, and real estate issues. Attended client meetings and negotiation sessions. Offered a position with the firm as an associate.

**Saul Realty & Investment, Inc. , Mesa, AZ**

*Real Estate Broker*

Fall 1999

Organized the corporation; served as Vice-President and as a member of the Board of Directors. Recruited and trained new sales associates. As a real estate agent, actively marketed and sold real property. Named Salesperson of the Year .

**Century 21 Realty and Investment, Inc., Mesa, AZ**

*Sales Manager*

Summer 1999

Created and implemented office policies and procedures. Trained and directed the sales force. Acted as liaison between the sales associates and management. Member of the Century 21 Million Dollar Club. Conducted creative financing seminars for other Century 21 offices.

**INTERESTS:**

Scuba diving, skiing, art history and oriental cooking.

Example 5

NAME  
Street Address  
City, State and Zip Code  
Telephone Number

**EDUCATION**

**Arizona State University College of Law**

**Candidate for J.D.**, May 200-

**Honors :** National Moot Court Competition  
Regional Competition, Champion  
Best Oral Advocate, Moot Court Competition

**University of Michigan**

**B.A. in Political Science**, May 200-

**Honors :** Dean=s List  
Waddell Scholarship

**LEGAL EXPERIENCE**

**The Legal Aid Society, Civil Division**, San Francisco, CA Summer 200-

**Law Clerk** Conducted legal research and assisted attorneys in the areas of landlord-tenant and government benefits law. Drafted pleadings, administrative appeals and trial motions. Counseled tenants bringing affirmative suits in housing court.

**Arizona State University Law School Clinic**, Tempe, AZ Spring 200-

**Student Attorney** Certified to practice law under Rule 38. Represented clients under faculty supervision. Conducted discovery including taking depositions and interviewing witnesses. Wrote and argued motions in Superior Court. Mediated and negotiated settlements.

**Arizona Attorney General, Civil Division**, Phoenix, AZ Fall 200-

**Legal Extern** Prepared complaints, summaries, motions, discovery requests and memoranda. Researched legal issues including, civil rights, employment law, tort litigation, and environmental law. Assisted attorneys in their preparation for trials.

**INTERESTS**

Black and white photography, fitness training and classical music.