

Resume Content Worksheets

Heading:

Your Name

Your Address (May want Current and Permanent)

Your Phone Number (May want to denote Mobile)

Your (Professional) E-mail Address

Legal Education Worksheet

Law School Name:

Location of School (City and State):

Graduation Date/Expected:

YOUR STRATEGIC COMPETITIVE ADVANTAGES:

GPA: out of 4.0 → DON'T ROUND UP!

Class Rank: out of → CAN USE %, BUT DON'T ROUND UP!

Scholarships, awards, honors (with concise explanations):

Things you initiated, enhanced, led or otherwise did that distinguish you from others:

Co- and Extra-Curricular Activities (Moot Court, Journal, Orgs, CLE classes):

Undergraduate and Postgraduate Worksheet

Make another page if you have a Graduate Degree.

School Name:

Location of School (City and State):

Graduation Date:

YOUR STRATEGIC COMPETITIVE ADVANTAGES:

GPA: . out of 4.0 → DON'T ROUND UP!

Class Rank: out of → CAN USE %, BUT DON'T ROUND UP!

Scholarships, awards, honors (with concise explanations):

Things you initiated, enhanced, led or otherwise did that distinguish you from others:

Co- and Extra-Curricular Activities (Moot Court, Journal, Orgs, CLE classes):

Legal Employer Worksheet

Make a page for each legal job you have held.

Employer:

Job Title(s):

Location of Organization (City and State):

Dates of Employment:

Tasks and Duties (include specific details):

YOUR STRATEGIC COMPETITIVE ADVANTAGES:

Accomplishments:

Transferable skills developed or enhanced:

Non-Legal Employer Worksheet

Make a page for each non-legal job you have held.

Employer:

Job Title(s):

Location of Organization (City and State):

Dates of Employment:

Tasks and Duties (include specific details):

YOUR STRATEGIC COMPETITIVE ADVANTAGES:

Accomplishments:

Transferable skills developed or enhanced:

Volunteer Worksheet

Make a page for each significant volunteer experience you have had.

Organization:

Volunteer Job Title(s):

Location of Organization (City and State):

Dates Volunteered:

Tasks and Duties (include specific details):

YOUR STRATEGIC COMPETITIVE ADVANTAGES:

Accomplishments (Dollars raised, cases won, anything that distinguishes you:

Transferable skills developed or enhanced:

** Whether you need all of this detail in your resume will depend on whether you are using volunteer work to demonstrate experience/skills.

Specialized Skills, Hobbies and Interests Worksheet

Special Skills or Licenses (Stock Broker, Patent Agent, Nurse, etc.):

Languages:

Specific, unique Hobbies, Interests and Abilities: