**GENERIC RESUME SAMPLE**

**NAME**

Street Address

City, State Zip

Phone Number

Email Address

**EDUCATION**

**UALR William H. Bowen School of Law J.D. expected May 20\_\_**

**Little Rock, AR**

GPA/Rank: 3.010 35/115 (include GPA only if 3.0 or higher)

Top Paper:

Activities:

Honors:

Scholarships:

Memberships: Include active memberships such as Arkansas Bar Association Student Membership, American Trial Lawyers Association, Student Groups, etc.

**Name of Undergraduate School B.A. awarded May 20\_\_**

**City, State**

Major:

GPA: (or class rank) [Optional]

Honors:

Research:

Activities:

Memberships:

**EXPERIENCE**

**Name of Employer** January 2015 - Present or

**City, State** April 2013 – May 2014

*Job Title*. Job descriptions (use phrases beginning with action verbs; divide phrases with semicolons or periods; use present tense if still working with this employer; otherwise, the past tense of verbs should be used). Always put your most recent job experience first.