

Building Your Resume

Heading	Education	Experience	Additional Information
<p>Your name in larger, darker font.</p> <p>Heading centered at the top of the page.</p> <p>Include address, telephone # and email - make sure they know how to contact you!</p> <p>No photos or personal information.</p>	<p>Listed in reverse chronological order.</p> <p>Include degrees received or anticipated, and the date of graduation.</p> <p>Can include study abroad and exchange student information.</p> <p>Include honors, distinctions, scholarships and awards. Exclude GPA & LSAT.</p> <p>Include activities under appropriate school, not separately.</p>	<p>Paid and volunteer; include leadership roles in clubs or organizations.</p> <p>Weed-out old or irrelevant jobs..</p> <p>Highlight skills legal employers are looking for.</p>	<p>Languages</p> <p>Publications</p> <p>Interests</p> <p>Other skills</p>

Know what employers are looking for!



Make sure your resume is:

- Concise and visually appealing
- Completely factual
- Free of spelling and grammatical errors

Bob Smith

201 Maple Way

San Mateo, CA 94044

(650) 555-5000 bsmith@stanford.edu



OBJECTIVE

To find a rewarding and challenging legal position in the private sector.

EDUCATION

Stanford Law School, Stanford, CA Candidate for Juris Doctorate, June 2012

Princeton University, A.B. in Politics, Princeton, NJ June 2007

Graduated *Summa cum Laude*, concentrating in Political Economy.

3.8 GPA; LSAT 142; GMAT 740; GRE 730 Verbal 620 Quantitative; MCAT 35.6

EXPERIENCE

KCRW-FM, National Public Radio, Santa Monica, CA

Subscription Drive Co-Coordinator, August 2007-June 2008

- Helped organize public radio fundraiser
- Contacted donor businesses and foundations.

Bankers Trust Company, New York, NY

Financial Analyst Intern, Mergers and Acquisitions, June 2005 – August 2005

- Completed intensive in-house accounting and finance training program.
- Responsibilities included: company valuations, industry analyses, and preparation of materials for client presentations.

Columbia Pictures, New York, NY

Summer Associate, Corporate Development, June 2004 – August 2004

- Reviewed recent changes to federal telecommunications law and wrote a memo summarizing same.
- Assisted in analyzing potential acquisitions with an emphasis on the valuation of television stations.

ACTIVITIES

- KZSU-FM, Stanford University Radio. Host a weekly, three-hour music program. – September, 2008-present
- Member of the Tiger Inn and the Princeton Rugby Football Club. September 2004- June 2006
- Resident Advisor, Princeton University, September 2005- June 2006

OTHER SKILLS & INTERESTS

FCC-licensed radio station operator.

Sports, Reading, Cooking.

PERSONAL

Born 3/22/1960

Married; 2 kids

Excellent health

REFERENCES AVAILABLE UPON REQUEST

Bob Smith

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San Mateo, CA 94044
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EDUCATION

Stanford Law School, Stanford, CA

Candidate for J.D., expected June 2015

Activities: Radio Host, KZSU-FM, Stanford University Radio; Member, American Constitutional Society; Member, Stanford Law Association; Associate Editor, *Stanford Law and Policy Review*; Member, Native American Law Students Association

- ☐ Stanford Law Association; Associate Editor, *Stanford Law and Policy Review*;
Member, Native American Law Students Association

Princeton University, Princeton, NJ

A.B. in Politics, *summa cum laude*, June 2011

Honors and Awards: Phi Beta Kappa; Bill Gates Scholar

Activities: Student Representative, College Judiciary Committee; Princeton Rugby Football Club

EXPERIENCE

KCRW-FM, National Public Radio, Santa Monica, CA

Subscription Drive Co-Coordinator, August 2007-June 2008

- ☐ Organized, with two others, the nation's largest public radio fundraiser, generating more than \$1 million for station operations for 2008-2009.
- ☐ Developed and maintained relationships with donor businesses and foundations.

Princeton University, Princeton, NJ

Resident Advisor, September 2005 – June 2006

- ☐ Planned and implemented educational, cultural, and social programs for fifty students
- ☐ Advised students with personal and academic concerns
- ☐ Enforced University policies and served on resident judicial board

Bankers Trust Company, New York, NY

Financial Analyst Intern, Mergers and Acquisitions, June 2005 – August 2005

- ☐ Completed intensive in-house accounting and finance training program.
- ☐ Performed company valuations and industry analyses and prepared materials for client presentation

Columbia Pictures, New York, NY

Summer Associate, Corporate Development, June 2004 – August 2004

- ☐ Reviewed recent changes to federal telecommunications law and drafted memorandum analyzing changes effect on operation of local television stations.
- ☐ Performed valuation of television stations and made recommendations to the Executive Vice President on potential acquisitions.

ADDITIONAL INFORMATION

Languages: Spanish (fluent)

Interests: Marathon running, Tom Clancy novels, Italian cooking, Avid Red Sox fan