

First name Middle Initial. Last Name

Street Address

City, State Zip

(xxx) xxx-xxxx; xxxxxxxx@xxxxx.xxx

EDUCATION

Florida International University

January 2014 - Present

Current GPA: x.xx B.A. in Political Science and Psychology

Honors College Academic Certificate: Pre-Law Skills and Professional Values

Anticipated Graduation: May 17, 2017

Study Abroad: Prague and Film Studies (Location, Month, Year)

Other Colleges Attended

August 2013 - December 2013

EMPLOYMENT

Mickey Mouse Law Firm, Intern (480 hours or hours/week)

July 2014 - October 2014

Donald Duck Law, Intern (120 hours or hours/week)

Summer 2015

Any significant or law-related employment, Position (20 hours/week)

Summer 2015

EXTRA-CURRICULAR ACTIVITIES

Phi Alpha Delta Pre-Law Fraternity

Fall 2015 - Present

Secretary for pre-law organization with 55 members. Maintained minutes and organizational records; represented organization before university-wide council; organized end-of-year event. (22 hours)

Latin American Student Association

2013 - 2014

I organized and promoted dances and events held by the club that connected students of Latin background while spreading awareness of the various cultures that make up the Latino people. (50 hours)

Golden Key International Honor Society

2014 - Present

SERVICE

Children's Creative Therapy Center, Summer Camp Counselor

Summers 2008 - 2012

A center for children with physical and mental disabilities. Every summer I organized outside and inside activities, led groups in field trips, and aided in therapy sessions. (700 hours)

Lawyers to the Rescue, Volunteer

June - August 2013

A nonprofit organization committed to offering legal assistance and humanitarian support to people in times of need. As a volunteer, I took notes during meetings between lawyers and those they assisted. (20 hours)

SKILLS

Languages: Spanish (native speaker); English (fully fluent); French (intermediate speaking/reading)

NOTE: Do not list here basic computer programs and social media---if you have special training in statistics or programming, that would be appropriate

Your resume should fit on one page---make choices on what to include. Adjust your margins to no less than .75 top and bottom, and .8 left and right. Do not set type less than 11 pt., but try to use 12 pt., and do not use non-traditional fonts (try Book Antiqua, Times New Roman, Garamond). Your

resume should not appear busy; use bold and all caps for headings, but no underlining or italics.
PROOFREAD SEVERAL TIMES!!!!