

It is still common practice to include full mailing address. Use font larger than body of resume (14 pt).

RESUME WITH BASIC FORMATTING COMMENTS

Ima Furstyear

123 Legal Lane, Apt 12b, Raleigh, NC 27602 | 919-123-4567 | ImaFurstyear@campbell.edu

Do Not use Font Smaller than 10.5.

EDUCATION

Campbell University School of Law

Juris Doctor Candidate

GPA: 87.3 (Top 25%)

Honors: Full Academic Scholarship

You put down your GPA, put the # and where it puts you in the class.

Raleigh, NC
May 2026

Wake Forest University

Bachelor of Arts, Economics, *magna cum laude*

GPA: 3.78

Honors: Wake Forest Academic Scholarship; Dean's List (5/8 semesters)

Activities: *President*, Pi Gamma Mu Social Science Honor Society; *Editor*, Old Gold & Black Newspaper; *Captain*, Varsity Tennis Team

Study Abroad: Barcelona, Spain (Spring 2016)

Winston-Salem,
NC May 2023

Use action verbs to describe tasks completed.

EXPERIENCE

Red Hat, NC

Summer Intern

Raleigh, NC
Summer 2022

- Completed research assignments for General Counsel on various intellectual property laws, future business ventures, and the impact of state and federal laws.
- Edited documents for submission to the NC Secretary of State's Office concerning multi-million-dollar project
- Participated in document review and answered interrogatories

Make sure experience is formatted consistently

United States Senator Jane Smith

Senate Press Intern

High Point, NC
January 2021 - May 2021

- Conducted daily review and analysis of press coverage on constituent issues to verbally brief legislative aides and compile daily written press reports
- Coordinated medal ceremonies and flag requests with appropriate staff members
- Spent week in Washington, DC office observing and preparing committee team for Senate Committee on Banking, Housing, and Urban Affairs hearing on banking reform

Wake Forest University

Resident Assistant

Winston-Salem, NC
August 2020 - May 2021

- Assisted resident director in management of residence halls
- Designed and implemented educational and social activities for 140 college residents
- Mediated roommate disputes
- Chaired governing body that adjudicated residence hall rule violations

LANGUAGES, COMMUNITY SERVICE & INTERESTS

Spanish (fluent), Wake County ASPCA (May 2020 - present), Paddle Boarding, Hiking

Include Languages and any interests/community service.