



Resume Breakdown for Students

Tailor your resume to the specific employer and job. Demonstrate your professionalism by using standard fonts (between 10.5 and 12-point) and avoiding decorative enhancements. Showcase your attention to detail by utilizing consistent formatting. Stick to one sheet. When sending a resume electronically either for review or as part of a job application, label your file appropriately with your name, document type, and date (e.g., “Schmidt Shirley Resume Jan 20”). Avoid long file names. Unless requested otherwise, submit a PDF version to retain your format, font, and other settings.

HEADER

List your full name, address, phone number, and email address.

If not using your LMU Loyola Law School email address, list a professional account (i.e., “Shirley.Schmidt@gmail.com” instead of “da_man2020@yahoo.com”).

Apply the same header on your cover letter and other application materials.

EDUCATION (in reverse chronological order)

- Start with the Education section. List your law school first, followed by other institutions you attended up until—but not including—high school.
- List your law school as “LMU Loyola Law School” with the location tabbed to the right and your degree as “Juris Doctor Candidate” or “J.D. Candidate.” It is NOT “Juris Doctorate.” Include the month and year you expect to graduate.
- If including rank and/or G.P.A., you must note the (1) type (annual, cumulative, or term) AND (2) time (e.g., “2019-2020” or “Spring 2020”). You may list your rank if you are in the top 50% or higher; consult your career counselor about listing rank information. You may also note honors, high grades (including mid-term grades), and relevant courses. High grades are A- and above.
- List school-related activities. Include the name of the activity/student organization, your role in italics, and your period of participation/service in parentheses.
- Line up information tabbed after the colons (i.e., “G.P.A.” or “Activities”).

WORK/VOLUNTEER EXPERIENCE (in reverse chronological order)

- Insert and bold the employer’s formal name. Add the employer’s city and state in regular font.
- Add your job title and the dates of your employment below the employer name. If you abbreviate months, abbreviate the months in the other sections.
- List your duties using bullet points or in paragraph form separated by semicolons—no periods.
- Start each bullet or line with a [verb](#) (e.g., “Researched,” “Drafted,” “Analyzed,” etc.). Begin with the most relevant experience. For non-legal work, start with the most relevant, transferable experience.
- Use present tense for your current job, and past tense for previous work.
- Add volunteer work. Otherwise, create a separate Volunteer section or include in Additional Information.

ADDITIONAL INFORMATION

- Insert language skills, certifications, personal interests/hobbies, volunteer work (if not indicated above), publications, and anything else of note. Do NOT mention references.
- Include languages only if you are comfortable conducting your interview in those languages. Specify your level of proficiency (e.g., “Spanish – conversational, proficient in reading and writing”).
- If you only have interests, adjust the heading to “Interests.” List genuine interests. Interviews often begin with or even center on shared hobbies.