

Never include an "Objective" category.

Andrea Minton

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Note you are at **Indiana University Maurer School of Law**, not "Indiana Law School"

Be sure to include your Bloomington telephone number and email address but don't hyperlink your email.

EDUCATION

Indiana University Maurer School of Law, Bloomington, IN
Juris Doctor, expected May 2015

Activities: Women's Law Caucus
Indiana Law Softball League

Be consistent with degrees: use "J.D." and "B.A." or "*Juris Doctor*" and "*Bachelor of Arts*." Never use Juris "Doctorate" or "Doctorate" of Jurisprudence.

Indiana University, Bloomington, IN
Bachelor of Arts, Major: Sociology, May 2004

GPA: 3.69
Activities: President, Indiana University Student Foundation
Secretary, College Democrats
Honors: Wells Scholarship
Edward Rogers Award for Excellence in Leadership

Do NOT include LSAT score!

You can include all GPA's, or only your law school GPA, but after your 1st semester as a 1L, don't include undergrad GPA if you omit your law school GPA.

If your GPA starts with a "3", include it and round to the hundredths not to the tenths.

EXPERIENCE

State Senator Gail Albert, Columbus, OH July 2009 – May 2011
Legislative Aide

- Drafted press releases and opinion pieces.
- Researched legislation for Senator serving on Education Committee.

Be consistent with punctuation at end of bullet lines.

Franklin Financial Group, Indianapolis, IN August 2004 – July 2009
Human Resources Coordinator

- Reviewed applications for employment and conducted introductory interviews.
- Organized and administered new employee training and orientation sessions.
- Responded to employee inquiries involving company benefits and related policies.

Professor Andrew Lyle, Bloomington, IN January 2003 – May 2004
Research Assistant

- Conducted research on the effect of new state sentencing guidelines on crime rates in both urban and rural areas.
- Led a team of three other undergraduate research assistants.

Be consistent with how you format employer, location, date, and job title throughout your resume.

A "Personal" category can be a good ice breaker for an interview.

PERSONAL

Fluent in Italian.
Enjoy creative writing, photography, and competing in marathons.

Be prepared to be interviewed in the language you list if you state that you are fluent.

Keep margins to 3/4 inch minimum.

Do NOT include "References Available on Request," because that is assumed.