

Sample Resume

SARAH JONES

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PROFILE

Qualified University of San Francisco graduate seeking admission to law school. Background includes extensive research and writing skills acquired through demanding undergraduate course work and student research positions.

EDUCATION

University of San Francisco

Projected Graduation: May 2013
Major: Psychology
Minor: Legal Studies
GPA: Overall – 3.69; Major – 3.81
Foreign Study: Universidad de Deusto, Bilbao, Spain (fall 2000 – spring 2001)
Awards/Honors: Dean’s List, fall semester 2000 through fall semester 2003
Best Department Research Paper: “The X Factor in Legal Psychology”

WORK AND INTERNSHIPS

Psychology Department, USF (part-time, January 2002 – present)

Teaching and Research Assistant for Dr. X, Associate Professor of Psychology

- Help prepare lesson plans, lead study sessions for up to 20 students, grade homework and tests.
- Involved in research for two published books.

English Department, USF (part-time, fall 2001 – present)

Tutor

- Tutor 20-25 students per semester in writing skills.

City of San Francisco (internship, spring 2002)

Assistant to San Francisco City Supervisor, X

- Assist Mrs. X and her staff in organizing events, press releases, meetings, and preparation for City Council meetings.

Restaurant (full-time, summer 2002)

Waiter

- Provide food service to customers; handle and resolve customer requests, concerns, and complaints.

ADDITIONAL INFORMATION

- Member, USF Pre-Law Society (2000 – present); President (Fall 2002 – present).
- Languages: Spanish – conversational and reading.
- Volunteer, SF Mentors, San Francisco, CA (10/01 – present).