

Include telephone number (mobile or landline) and email address, but do not hyperlink your email or label any of your contact information.

# BARBARA OLSON

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Keep your resume to one page unless you have significant, relevant experience.

Never include an "Objective" section.

## EDUCATION

### University of Wisconsin Law School

*Juris Doctor Candidate*

- GPA:** 3.53 (Top 25%)
- Activities:** Women's Law Association  
National Lawyers Guild – UW Chapter

Madison, WI

May 2016

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

Fonts should be between 11-12 point, except your name (16-18 point); everything should be the same font.

### Indiana University

*Bachelor of Arts in Sociology*

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

Bloomington, IN

May 2009

If your GPA was 3.0 or higher, include, and round to hundredths, not tenths.

Include **all** GPAs or just law school GPA. Once you receive Fall 1L grades, omit undergrad grades if you are omitting law school grades.

Do NOT include your LSAT score.

## EXPERIENCE

### Ohio State Legislature

*Legislative Aide to Senator Gail Albert*

- Drafted press releases and opinion pieces about proposed legislation.
- Researched education-related legislation for Senator who was serving on Education Committee.

Columbus, OH

July 2011 – May 2013

Be consistent with punctuation (or lack thereof) at the end of bullet points.

### American Family Insurance

*Human Resources Coordinator*

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

Madison, WI

August 2009 – July 2011

Be consistent in formatting employer name, location, date, job title. Include all information for each entry.

### Indiana University

*Research Assistant to Professor Andrew Lyle*

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

Bloomington, IN

January 2008 – May 2009

Be prepared to be interviewed in any language you identify.

The "Additional Information" section can be a good ice breaker in interviews.

## ADDITIONAL INFORMATION

**Language:** Fluent in Italian.

**Interests:** Curling, nature photography, and marathons.

Do not include "References Upon Requests" – it's assumed you'll provide them if requested.

Margins should be between 0.7-1".