

THE BEFORE & AFTER RESUME: EFFECTIVE RESUMES FOR THE ALTERNATIVE CAREER JOB SEARCH

CAROLINE PRICHARD has been practicing family law for seven years and is seeking a new direction for her career. She is considering alternative dispute resolution (ADR) career options but knows that her current resume will not impress these employers because it is geared toward the legal field.

Reviewing a few resources on alternative career job searches, including resume tips, she learns learned that she must first identify her skills and background that translate well to the ADR field.

She reviews her “before resume” and the job advertisement on the right to develop her list of transferable skills.

CAROLINE’S TRANSFERABLE SKILLS AND EXPERIENCE

- **advanced degree
- ** training and experience in mediation and arbitration
- ** practiced family law
- **writing skills
- **oral advocacy/presentation skills
- **management experience
- **organizational/administrative skills
- **interpersonal skills
- ** familiarity with local judges and local community issues

Caroline creates two **new resumes**, a *functional resume and a *targeted resume, highlighting her transferable skills. After six weeks, she lands the position!

*These and other alternative resume formats are described in detail in Deborah Arron’s *What Can You Do with a Law Degree?*

POSITION: Director CES-1
DIVISION: Dispute Resolution Center
OPEN UNTIL FILLED
SALARY: \$75,000 - \$90,000

BRIEF DESCRIPTION OF DUTIES:

The Dispute Resolution Center is responsible for the planning, development and operation of all County Courts alternative dispute resolution projects. The Director manages the Center, including the Intake Center, the Small Claims Mediation Program, and the Domestic Relations Mediation Program. Oversees the work of a staff of professionals, non-professionals and clericals, as well as the selection, training and monitoring of 100-250 volunteer mediators and arbitrators who conduct approximately 1,000 cases per year. Writes grant proposals, and coordinates and administers grant funds received. Responsible for public relations, public awareness and professional education efforts regarding dispute resolution. Serves as liaison to the local bar association’s committee on Dispute Resolution and to courts in other jurisdictions that seek information and technical assistance regarding the concept of alternative dispute resolution.

MINIMUM QUALIFICATIONS: A bachelor’s degree in court administration, public administration, human resources management or a related field, plus (3) years of senior level management experience in planning, administering and evaluating alternative dispute resolution programs in a court or related dispute resolution environment. An advanced degree in a relevant field is preferred.

SUPPLEMENTAL RANKING FACTORS:

1. **Knowledge of and experience in creatively applying alternative dispute resolution (ADR) techniques, theories and practices. Extensive experience in mediation, particularly with civil and family cases. Excellent oral, written and computer skills necessary to prepare a wide variety of informational materials. Ability to establish and maintain effective working relationships with Judges, court managers, mediators, arbitrators, government and other agencies that use ADR programs.**

CAROLINE PRICHARD, ESQ.

872 Appletree Road
Diamond City, Pennsylvania
(717) 555-3333

Caroline.Prichard@yahoo.com

BAR ADMISSIONS

Supreme Court of Pennsylvania
Supreme Court of New Jersey

November, 1998
December, 1998

EXPERIENCE

Crabtree & White, Diamond City, PA

1998- present

Senior Attorney. Represent clients in family law matters involving custody, support and domestic abuse issues. Negotiate resolution of divorce cases. Successfully arbitrated 95% of all cases. Participate in Superior Court Mediation Program. Draft complaints and briefs, and conduct case analysis. Assist in supervision of junior attorneys in family law department. Serve as vice president on Alternative Dispute Resolution Committee of the Diamond County Bar Association.

Stanton University School of Law, Diamond City, PA

2003-present

Adjunct Professor. Teach Juvenile Justice to paralegal students. Develop course materials.

Family Court of Diamond County, Diamond, PA

2000-2004

Special Master. Volunteered to hear emergency visitation cases. Mediated disputes between parents involving their minor children. Heard cases involving overnight visitation, school and extracurricular activities, holiday scheduling, discipline, health issues, and other problematic behaviors. Prepared written reports to the Court with recommendations.

Foster Care Executive Board

2000-2003

Executive Board Member. Reviewed all foster placements in Diamond County. Submitted recommendations for policy changes. Participated in rewriting the Pennsylvania Code on Foster Care.

EDUCATION

Juris Doctor, Hamline University School of Law, St. Paul, MN, 1998

Bachelor of Arts in Human Resources, Hamline University, St. Paul, MN, 1995

The below **FUNCTIONAL RESUME** organizes Caroline's work and community experience into categories that relate to her desired position. This format allows Caroline to emphasize her ADR/mediation experience gained in volunteer and leadership positions.

CAROLINE PRICHARD, ESQ.

872 Appletree Road
Diamond City, Pennsylvania
(717) 555-3333
Caroline.Prichard@yahoo.com

Alternative Dispute Resolution/Mediation Experience

Diamond County Superior Court Mediation Program 2001-present
Handle over twenty domestic relations and civil cases annually. Mediation resulted in successful settlement agreement in 90% of referred cases. Participate in annual extensive mediation training in: conflict resolution strategies and concepts; selection of resolution methods for particular disputes; court processes, policies and procedures; communication skills for stressful situations; diversity awareness; preparation of a written settlement agreement; and the applicable statutes and ethical rules for court appointed mediators.

Family Court of Diamond County, Diamond, PA 2000-2004
Special Master. Volunteered to hear emergency visitation cases. Mediated disputes between parents. Heard cases involving overnight visitation, school and extracurricular activities, holiday scheduling, discipline, health issues, and other problematic behaviors. Prepared written reports to the Court with recommendations.

Alternative Dispute Resolution Section, Diamond County Bar Association 1999-present
Vice President. Created instructional resource on value of ADR in managing court dockets and reducing expenses related to litigation. Marketed and gave presentations on this resource to trial courts throughout Pennsylvania.

Legal Experience

Crabtree & White, Diamond City, PA 1998-present
Attorney. Represent clients in family law matters involving custody, support and domestic abuse issues. Negotiate resolution of divorce cases. Successfully arbitrated 95% of all cases. Draft complaints and briefs. Conduct case analysis.

Teaching Experience

Stanton University School of Law, Diamond City, PA 2003-present
Adjunct Professor. Teach Juvenile Justice to paralegal students. Develop course materials.

Community Leadership

Foster Care Executive Board, Diamond County 2000-2003
Executive Board Member. Reviewed all foster placements in Diamond County. Submitted recommendations to encourage policy changes. Participated in rewriting the Pennsylvania Code on Foster Care.

PROFESSIONAL CREDENTIALS: *Juris Doctor*, Hamline University School of Law, St. Paul, MN, 1998. *Bachelor of Arts in Human Resources*, Hamline University, St. Paul, MN, 1995. Admitted to practice law in Pennsylvania and New Jersey

The below **TARGETED RESUME** allows Caroline to focus on her skills, work experience and leadership roles that are directly transferable to her targeted position. This format also de-emphasizes her legal experience and highlights her ADR/mediation volunteer experience. As a result, the reader immediately focuses on the skills she possesses that relate to the targeted position.

CAROLINE PRICHARD, ESQ.

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(717) 555-3333
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Summary of Qualifications

- Extensive training in mediation and arbitration
- Expertise in family law
- Skilled communicator and presenter
- Familiar with local judiciary and local statutes applicable to alternative dispute resolution/mediation
- Supervisory and management experience

Selected Accomplishments

Since 2001, handled over twenty domestic relations and civil cases referred annually through the Diamond County Superior Court Mediation Program. Mediation resulted in successful settlement agreement in 90% of referred cases.

Participate in annual extensive mediation training in: conflict resolution strategies and concepts; selection of resolution methods for particular disputes; court processes, policies and procedures; communication skills for stressful situations; diversity awareness; preparation of a written settlement agreement; and the applicable statutes and ethical rules for court appointed mediators.

Volunteered to hear emergency visitation cases as Special Master. Mediated disputes between parents. Heard cases involving overnight visitation, school and extracurricular activities, holiday scheduling, discipline, health issues, and other problematic behaviors. Prepared written reports to the Court with recommendations.

Serve as Vice President of Alternative Dispute Resolution Section, Diamond County Bar Association. Created instructional resource on value of ADR in managing court dockets and reducing expenses related to litigation. Marketed and gave presentations on this resource to trial courts throughout Pennsylvania.

Represent clients in family law matters involving custody, support and domestic abuse issues. Negotiate resolution of divorce cases. Successfully arbitrated 95% of all cases.

Served as Board Member of the Diamond County Foster Care Executive Board. Reviewed all foster placements in Diamond County. Submitted recommendations to encourage policy changes. Participated in rewriting the Pennsylvania Code on Foster Care.

Employment History

Senior Attorney, Crabtree & White, Diamond City, PA	1998-present
Adjunct Professor, Stanton University School of Law, Diamond City, PA	2003-present

PROFESSIONAL CREDENTIALS: *Juris Doctor*, Hamline University School of Law, St. Paul, MN, 1998. *Bachelor of Arts in Human Resources*, Hamline University, St. Paul, MN, 1995. Admitted to practice law in Pennsylvania and New Jersey