

Reading Between the Lines: A Candid Conversation About Resumes in Today's Market

Working Agenda

- How the market is affecting **employer expectations** and **student expectations**
- **What are employers *really* looking for** in this market?
- ***How* do employers read between the lines?**
- **The absolutes:** perfection and accuracy
- The **great content debate:**
What's appropriate and persuasive?
- The truth about **background checks**
- **Editing secrets:**
Format, style, length
Visual impact, readability, headings

Presenters:

Lisa Abrams, Director of Career Services, The University of Chicago Law School,
labrams@law.uchicago.edu.

Bonnie Hurry, Chief Legal Personnel Officer, Willkie Farr & Gallagher LLP,
BHurry@willkie.com.

Ann Rainhart, Director of Legal Personnel and Professional Development, Faegre & Benson LLP, arainhart@faegre.com.

25 Random Things About Law Student Resumes

1. **A legal employer is likely to spend less than 30 seconds on his or her initial review of your resume.** Prove that you think like a lawyer by creating a resume in which you are an advocate for yourself.
2. **Typos are NEVER ok.** Never. Employers look at the resume as your first work product.
3. **Spelling and grammatical errors are the kiss of death** and are likely to immediately eliminate you from consideration.
4. **All information must be 100% accurate** (don't round up your GPA, don't fudge employment dates, etc.). Assume employers are conducting a background check (it's likely they are).
5. **Assume employers will do a Web search of your name;** clean up all social networking and blog posts before you send out your resume.
6. **Be prepared to discuss *everything* on your resume** (if you mention the thesis you wrote as a college senior, you should be prepared to talk about it, even though you may feel it was a long time ago).
7. **Avoid using the existing resume templates in Word.** The templates don't allow for the necessary editing and adjustments needed on a legal resume and can, in fact, show a lack of effort and creativity in producing the best possible resume.
8. **In the heading, use contact information that will make it easy to reach you.** Remember that **employers don't text; they phone.** **Make sure your voice mail message reflects your professionalism.** **Make sure your email address reflects your professionalism,** as well (use yourname@lawschool.edu rather than crazynickname@gmail.com).
9. **If you are looking for a position in your hometown but your law school is in another city, include both your permanent and your campus address list just one email address and phone number.** This helps employers identify your ties to the geographic location in which you're interested.
10. **Limit your resume to one page.** How will you be able to identify the critical legal issues on an assignment if you are unable to edit your resume to one page?
11. **Employers like hard data and facts. Quantify where possible.** For example, "Organized school wide fund raising auction. Chaired committee of 13 students; raised \$7500 for public interest scholarship."
12. **Include your interests only if they are interesting, authentic and descriptive.** Example: Don't list "baseball" unless you know everything about baseball at all levels; instead list "avid Cubs fan"----but be thoroughly prepared to talk about the Cubs, and baseball, in great detail.
13. **Use white space, underlining, bold, capital letters, *italics* and font size thoughtfully.** Your decisions on these matters reflect your good judgment.

14. **Don't use fonts smaller than 10 point.** Attempts to save space with small fonts and narrow margins may challenge a reader wearing bifocals or reviewing your resume by the poor light of a commuter train or the coach seat of an airplane.

15. **Keep position descriptions active and short.** There is no need to repeat activities from one job to the next; concentrate on showing how you acquired additional skills or experience.
Concentrate on identifying transferable skills.

16. **Do not include a job objective or personal data.** To do so shows you are ignoring the advice of your career services office and that you're unfamiliar with the needs and concerns of today's legal employers.

17. Remember that **the experience section of your resume may include clinical work, internships/externships, research assistantships, volunteer work, etc., as well as paid positions.**

18. **If you include your language skills, be sure to indicate your level of fluency:** "Fluent in Spanish; proficient in Italian." If you indicate that you're fluent or even conversationally adept in a language, **be prepared to answer questions and converse in that language.**

19. **Use active verbs in your work descriptions** and begin your phrases with those action verbs. Avoid passive voice, as well as the phrase "responsible for."

20. **Be consistent in format, punctuation and use of emphasis** (underlining, italics, capital letters, etc.) **from one position to another and one section of the resume to another.** Your ability to do so shows your attention (or inattention) to detail.

21. **Consider whether your honors and activities need to be explained, and if they do, provide a brief explanation.** Unless they attended your school, employers are unaware that "Bronze Tablet" honors indicate that you graduated in the top 3% of your undergraduate class and that participating in the law school activity "Streetlaw" involves teaching inner city high school students about the legal system.

22. **Transfer students should include their 1L school.** Legal employers want a full and accurate description of your education. Take pride in your outstanding performance at your 1L school by sharing information about your time there, including leadership activities and honors.

23. **Time gaps in employment are not acceptable.** Explain any gaps.

24. **It's hard to read dates written in numerical format** (6/07-9/08). Instead, spell out the months, avoiding abbreviations (June 2007-September 2008). If you are describing a summer job or a school year internship, it is fine to list "Summer 2008" or "Fall 2009."

25. **Do not waste space by including a line at the bottom of the resume reading "References available upon request."** Include references on a separate sheet, using a heading that matches your resume heading in form and listing the references' contact information and the nature of the references' connections with you (torts professor, legal writing instructor, supervisor, etc.).

Developed by: Bonnie Hurry, Willkie Farr & Gallagher, New York and Lisa Abrams, The University of Chicago Law School, Chicago for the NALP '09 Newer Professionals' Forum. May reprint for educational purposes if source is credited.

DRAFTING A RESUME

INTRODUCTION

The importance of your resume cannot be overstated. Your resume frequently will serve as an employer's first impression of you. Like it or not, employers will often decide whether or not to interview you based upon the content of your resume alone. Consequently, your goal in creating a resume is to make it an effective marketing tool. Because studies indicate that employers spend on average no more than 60 seconds looking at each resume, it is critical that your resume be succinct, descriptive, and easy to read. The following general guidelines will help you maximize the effectiveness of your resume.

BEFORE GETTING STARTED

Before you start drafting your resume, sit down with a piece a paper and list all of your work and educational experiences since high school, including your achievements, volunteer experiences, publications, special skills, activities, honors, awards, hobbies, and interests to determine what information you may include on your resume. Spend some additional time clarifying your career objectives. You may decide to emphasize different interests, work skills, and experiences for different types of opportunities.

RESUME FORMAT AND STYLE

Length: Your resume should be one page. Students with many years of relevant work experience or those applying for post-graduate public sector positions can use a two page resume.

Appearance: The visual aesthetics of your resume are very important. Typographical, grammatical, and spelling errors are the fastest way to disqualify yourself from consideration. Your resume must be free of typos, be formatted consistently, and be easy to read. Our advice: Proofread, proofread, proofread. Then have someone else proofread. Then proofread again. Do not rely on spell check. Try proofreading by reading backwards, as this helps you to read your information out of context and to spot typos more clearly.

Use white, off-white, or cream color bond paper that is 8½" x 11". You do not need to use heavy "resume" paper. Also, do not attempt to attract attention by using color paper or an overly graphic format. Do not use legal-size sheets. There is no need to purchase matching envelopes; the plain, white variety is just fine, and much cheaper.

Your format should be reader friendly so that the employer can skim through your resume quickly and find the information needed. Make sure your resume is easy to read by using an outline form and omitting personal pronouns, rather than using narrative form. Consistency is very important. For example, if you choose to underline "Education," you must underline all of your other headings as well. Do not overwhelm employers with too many different fonts or types of emphasis. Do not use sans serif font types. Do not be afraid of margins (ideally we recommend 0.7" to 1" on all sides). Some blank space creates a more organized look. Any font smaller than 10 point will be too difficult to read (in some font types, even 10 point is too small).

RESUME CONTENT

Name and Contact Information: This information goes at the top of the page. List your present address, a telephone number, and an e-mail address that you regularly check. You must have a telephone number where employers can reach you and leave confidential messages. Do not rely on roommates to take messages. Make sure that you record a professional outgoing message on your voice mail and that your e-mail address is also professional (we recommend using your law school e-mail address). Keep in mind that it is a common standard in the legal community to return messages within 24 hours if at all possible. You should also include your permanent address if it connects you to the geographic area in which you are hoping to interview.

Education: Law school resumes list education first. (You will not list your experience section first until you are several years out of law school.) List your education in reverse chronological order (i.e., The University of Chicago Law School will be your first entry) with the name of the school, city, dates of attendance, and the degrees received or anticipated (e.g., The University of Chicago Law School, Juris Doctor expected June 2012).

Additional graduate degrees are included in this section as well. Study abroad programs can be included as a separate entry or as a bullet point underneath the main school you attended while participating in the study abroad program.

If you are enrolled in a joint degree program, you can list the programs separately or combine them.

Example 1:

The University of Chicago Law School, Chicago, Illinois
Candidate for Juris Doctor, June 2012

The University of Chicago Graduate School of Business, Chicago, Illinois
Candidate for Masters in Business Administration, June 2011

Example 2:

The University of Chicago, Chicago, Illinois
The Law School/The Harris School of Public Policy
Candidate for J.D./M.P.P., June 2012

Honors and Activities: Honors and activities should be listed after the corresponding institution and degree information. Some resumes include separate subheadings for “Honors” and “Activities” within the Education section while others will list both together without subheadings, with Honors traditionally listed first.

Honors would include any awards or distinctions you received, such as Dean’s List or Phi Beta Kappa. Be sure to include a brief explanation of any awards or distinctions that are not commonly known or self-explanatory.

Activities would include student organization memberships, elected offices, and activities or sports in which you participated. Be sure to include a brief explanation of any activities that are not self-explanatory. Be mindful of listing too many entries in this section, as it may detract from the most relevant activities or honors.

Thesis or Other Significant Writings: If you completed a college thesis or another significant paper, you may want to indicate the title in italics under the appropriate educational degree.

Secondary School Education: Ordinarily you do not mention your secondary education. The rare exception to this would be to establish geographic ties to an area in which you are applying for a job where you would not be providing a cover letter and where your connection to that area is not evidenced through other sections of your resume.

Grades: This information will not appear on your resume for the Law School. The Law School does not rank law students within the class or calculate GPAs, and students are not allowed to “guess” at their rankings because such guesses are ill-informed and can be misleading.

Students often struggle over whether or not to include undergraduate or other graduate grade information under the “Education” section of the resume. Remember that your resume is a marketing tool, designed to highlight your accomplishments and strengths. If you do not consider your college grades to be an asset, do not list your GPA. Whether you state your GPA on your resume or not, some employers may ask you about your grades and you should be prepared to discuss them. If you have concerns about how to respond to questions on this topic, make an appointment with someone in OCS to discuss your particular situation.

EXPERIENCE/EMPLOYMENT

What Should I Include? Paid positions, clinical work, internships, and even part-time work may be included in this section. Volunteer work should also be included, as it counts equally with paid work towards experience. If you have a significant number of volunteer experiences, you may want to create a separate heading such as “Volunteer Experience” or “Community Service” on your resume and group your volunteer work there.

Do not feel compelled to list every job you have held; remember your resume is a marketing tool designed to highlight your most significant and relevant experiences. Accordingly, you can choose to omit certain work experiences. However, be mindful of any gaps in your resume. The most obvious omissions should be your earliest work experiences, particularly non-legal work that has little to do with your current job search. In choosing which experiences to include, consider the following:

| |
|---|
| What were your primary responsibilities? What tasks or projects did you undertake? What specific examples can you give of your work? What skills did you develop? What results did you achieve? |
|---|

How Do I List My Experiences? Continue to use reverse chronology to list your work experience. Give dates of employment along with your job title. Rather than writing the exact months of employment during the quarters at school or during the summers, you can refer to the dates as Summer 20__, Fall 20__, etc. Also, do not worry about the exact dates of your employment. If you worked at an organization from March 18, 2007 to December 26, 2009, simply put March 2007 to December 2009 or 2007 – 2009. If you have held more than one job with the same employer, enter both jobs under one heading.

How Do I Describe My Experiences? Dynamic descriptions are the key to this section of the resume. You want the employer to understand the essence of your experience, the scope of your responsibilities and accomplishments, and the skill sets you developed. Remember, all law clerks “Researched and wrote legal memoranda.” This is your opportunity to distinguish yourself with specific information about the kind of work you have done. All of your experience descriptions should be broken down into shorter phrases rather than read like a sentence. Omit subjects; each segment should begin with an action verb. Omit passive verbs. A list of law-related action verbs has been included in this section for your reference. The proportional length of each job description is relevant; use longer descriptions to accentuate the work experiences most critical to your current search, even if they are not the most recent experiences.

Avoid self-aggrandizing descriptions. In a competitive market, it can be tempting to exaggerate your credentials. Do not do this! It is important to be scrupulously honest in preparing your resume, as well as all of your materials. All of the information on your resume can be, and increasingly is, verified.

To Divide or Not to Divide: Some students choose to divide this section into two parts (e.g., “Legal Experience” and “Other Experience”), thinking that this organizational tactic makes it easier for employers to locate the legal experiences on your resumes. Others believe that you need to emphasize all relevant prior jobs as part of your professional growth. Whether you choose to divide this section depends upon how you choose to organize and to highlight your information. Whatever you choose, keep in mind that you do not want to make it difficult for the reader to understand. Remember that prospective employers are likely to spend no more than 60 seconds reading your resume, and you do not want them to spend half of that time guessing about your responsibilities or the type of work that you did.

Resume Gaps: It is important to give careful consideration to how to address any weak spots on your resume. If you leave out a bad work experience, you still may find yourself having to explain the gap. In short, it is best not to try to disguise gaps (as this may actually draw more attention to them) and to be prepared to explain these gaps to employers during interviews. If you have individual concerns, please make an appointment to see one of the career coaches in OCS so that we can discuss the best strategy for dealing with your situation.

Future Employment and Activities: Only include prospective items if they are certain. For example, once you have accepted a summer position you can add it to your resume without bullet points listing the work. If you have an article accepted for publication you can list this, noting “accepted for publication” or “forthcoming Fall 2011.”

OTHER POSSIBLE CATEGORIES

After you have included all of the necessary information discussed in the previous sections, you may also be able to include some of the following additional categories of information on your resume.

Publications/Papers: Publications, even those in a non-legal discipline, indicate writing and research skills and should be considered for your resume. Citations for law-related publications ideally should follow Blue Book format; at a minimum you should list the title, publication, and date, as well as the authors if you were not the only credited author. To list on the resume, you should provide the title, date, and name of publication.

Languages: In our increasingly global economy, language skills are highly regarded by employers. Definitely include languages skills on your resume if your level of proficiency is such that you could carry on a conversation with a client or could write or translate the language. For example, “Fluent in French. Conversant in Japanese.” Do not overrate your skills, as you may be asked to demonstrate them during an interview. If you are a beginner at a language, this can still be included as long as you note your skill level. For example, “Italian, basic.”

Professional Licenses or Affiliations: You may decide to have a separate section for licenses and relevant past and present memberships, positions held, and responsibilities, particularly if the time spent demonstrates the use or development of skills or expertise. Remember to list the full names of organizations, rather than acronyms.

Community/Volunteer Activities: You may include this information under a separate heading on your resume. If you are applying for a public interest position, these activities should be included in the “Experience” section of your resume. Remember to include dates, positions held, and key responsibilities if space allows.

Interests: Space permitting, some people include information about outside hobbies, interests, or travels on the resume. Some interviewers will “break the ice” by starting with a question about this section. If you include an interests section, try to be specific and stay away from generic words. For instance, “traveling to Nepal,” “reading historical fiction,” “weightlifting,” “Italian cooking,” rather than “travel,” “reading,” “sports,” “cooking.” As with all of the items included on your resume, you should be prepared to talk about the items you list in this category in your interview. So, if you list “reading historical fiction” as one of your interests, you should be ready to talk about the most recent book you read or which novel is your favorite and why.

ITEMS NOT TO INCLUDE ON YOUR RESUME

Job Objective: Legal resumes do not include job objectives. You will have an opportunity to express your career plans and objectives in your cover letter and at the interview.

References: Previously, convention was to include the following line at the end of every resume: “References will be furnished upon request.” The current preference is to omit this line because everyone assumes it and because it takes up valuable space on your resume. More information on creating a separate reference list can be found later in the section.

Computer Skills: Omit these. The exception would be if you were applying for a position that requires a specific technical knowledge and you possess highly technical skills (i.e., something beyond Word, Word Perfect, Lexis Nexis/Westlaw).

Law School Class Rank and GPA: This information will not appear on your resume. The Law School does not rank law students within the class or calculate GPAs, and students are not allowed to “guess” at their rankings because such guesses are ill-informed and can be misleading.

LSAT Scores: The Law School Admission Counsel (LSAC) discourages the release of LSAT scores for non-admission purposes and specifically indicates that LSAT scores are not considered predictive of success as an attorney and, therefore, should not be used for hiring, employment, or salary purposes. For this reason, LSAT (and other standardized test scores) should never appear on your resume.

Personal Data: Information about your age, birth date, marital status, religion, and health may foster discriminatory interviewing and hiring practices and should not appear on your resume.

Prospective Items That Are Not Yet Certain: Do not include any prospective item that is not solidified on your resume. Do not list a journal until you have accepted a position. Do not list a Law School Clinic if you are on the waiting list. Do not list an internship or other work position that you have not yet accepted.

TRICKS OF THE TRADE TO SOLVE COMMON RESUME DRAFTING PROBLEMS

Problem #1: “Help, I can’t fill a page.”

Content Solutions:

- Consider moving some items from the activities section of your education block to your experience block. This solution works if you have had responsibility for a project or a set of tasks within an organization. Describe the activity and your role as you would a paying job or a volunteer position.
- Include a Community Service/Volunteer section or include volunteer activities in the Experience section. You need not limit the experience section to paid positions.
- Consider a section not usually found on legal resumes that discusses major research and writing projects if you have had several in college.
- Review your application for admission to law school for some ideas.

Format Solutions:

- Put contact information into a block format.
- Use a larger (14 point) font for your headings.
- Add a line of space after each heading.
- Use bold headings; bold typeface takes more space.
- Experiment with different layouts to fill more of the page.

Problem #2: “Help, I can’t get it all on one page.”

Content Solutions:

- Consider whether all honors and activities need to be included.
- Consolidate similar experiences.
- Omit less recent/relevant experiences (look out for gaps).
- Review descriptions for conciseness.

Format Solutions:

- List contact information horizontally instead of in a block format.
- Reset margins to three-quarters or one-half inch.
- Reduce spacing between entries to 8 point.
- Omit extra spacing after headings.
- Group single items instead of presenting as a list.
- Use one line for School/degree/date and Employer/position/dates if it will fit.

LAW-RELATED ACTION VERBS

| | | | | | |
|--------------|----------------|--------------|--------------|--------------|--------------|
| accomplished | caught | decided | fostered | negotiated | represented |
| achieved | caused | defended | found | observed | reported |
| acquired | chaired | defined | gained | obtained | required |
| adapted | changed | delegated | gathered | opened | researched |
| added | charted | delivered | gave | operated | resolved |
| adjusted | checked | demonstrated | granted | ordered | responded |
| administered | chose | described | guided | organized | restored |
| advised | classified | designed | handled | oversaw | reviewed |
| aided | closed | determined | highlighted | participated | revised |
| allocated | collected | developed | identified | perceived | scheduled |
| analyzed | combined | devised | implemented | performed | searched |
| answered | commented | diagnosed | improved | persuaded | selected |
| anticipated | communicated | directed | incorporated | planned | served |
| appeared | compared | discovered | increased | prepared | set |
| applied | compiled | dispensed | initiative | prescribed | solved |
| appointed | completed | documented | influenced | presented | specialized |
| appraised | conceived | drafted | inspected | processed | specified |
| approved | concluded | earned | instituted | procured | spoke |
| arbitrated | conceptualized | edited | instructed | produced | started |
| argued | conducted | enlarged | interpreted | programmed | studied |
| arranged | conserved | ensured | interrogated | prohibited | strengthened |
| assembled | considered | established | interviewed | projected | submitted |
| assigned | consolidated | estimated | introduced | promoted | suggested |
| assisted | constructed | evaluated | invented | proofed | summarized |
| assumed | consulted | examined | investigated | proposed | supervised |
| attained | continued | excelled | involved | prosecuted | supplied |
| attended | contracted | expanded | joined | proved | surveyed |
| audited | controlled | expedited | kept | provided | targeted |
| authored | converted | experienced | lectured | published | taught |
| authorized | convinced | explained | led | purchased | tested |
| awarded | coordinated | explored | licensed | pursued | toured |
| began | corrected | expressed | lobbied | qualified | trained |
| bolstered | corresponded | extended | maintained | ranked | translated |
| brought | counseled | facilitated | managed | rated | traveled |
| budgeted | created | filed | meditated | received | updated |
| built | credited | financed | modified | recommended | used |
| calculated | critiqued | focused | monitored | recorded | worked |
| canceled | dealt | forecast | motivated | referred | wrote |
| catalogued | debated | formulated | named | replied | |

SAMPLE FORMATS FOR THE EDUCATION SECTION

EDUCATION

The University of Chicago Law School, Chicago, Illinois
Juris Doctor expected June 2012

- Environmental Law Society
- Neighbors Program, volunteering two hours per week in a local shelter

Claremont McKenna College, Claremont, California
Bachelor of Arts, *summa cum laude*, in Economics and Political Science, May 2005

- Phi Beta Kappa
- Dean's List 2001-2005
- Claremont Economics Association, Treasurer
- Student Security, Volunteer

Education

The University of Chicago Law School, J.D. expected June 2012

- Public Interest Law Society
- Intramural Football

Duke University, A.B., *cum laude*, in Public Policy Studies, May 2007

- Golden Key National Honor Society
- Dean's List, 2003-2007
- Big Brother Program
- Duke Water Polo

EDUCATION: The University of Chicago Law School, Chicago, Illinois

Candidate for Juris Doctor, June 2012

Activities: Law Women's Caucus, Streetlaw

University of Michigan, Ann Arbor, Michigan

Bachelor of Arts with Honors in English and Sociology, May 2009

Honors: Phi Beta Kappa, Phi Kappa Phi, Alpha Kappa Delta Sociology
Honor Society, Dean's List 2005-2009

Thesis: *The Burdens of Birth and Tradition: The Influence of Feminism and
Judaism on the Literature of Anne Roiphe, Rosellen Brown, and
Lynne Sharon Schwartz*

Activities: Student-Faculty Policy Committee, Student Representative, 2007-
2009; Women's Glee Club, 2006-2009

**SAMPLE FORMATS FOR THE EMPLOYMENT/EXPERIENCE SECTION
PRESENTING NON-LEGAL JOBS ON A LEGAL RESUME**

Credit Suisse, New York, New York

Analyst, Equity Capital Markets Group, June 2008 to August 2009

- Provided support in the origination of primary market transactions, including their structuring, syndication, marketing and distribution
 - Helped draft marketing and deal documentation for various transactions in the telecom, financial services, insurance, and transportation sectors
 - Developed financial models for international telecommunications matter
 - Participated in strategy meetings and client conferences
-

95.5 WBRU, Brown Broadcasting Service, Providence, Rhode Island

Jazz Director, 2005 – 2007

- Managed twenty DJs at commercial FM radio station
 - Supervised and trained interns, including teaching broadcasting skills, such as creating an on-air personality and producing commercials
 - Conducted weekly staff meetings to review and improve programming quality
 - Worked with record companies to expand station's music library
-

Stanford University, Palo Alto, California, Teaching Assistant, Fall 2007 to Spring 2008

- Cognitive Engineering: Taught user-centered design principles and techniques to thirty students
 - Introduction to Cognitive Science: Led four discussion sections for eighty students, planned topics for discussion based on weekly lecture, met with individual students to discuss specific questions
-

Exploration Summer Program, Southborough, Massachusetts

Instructor/Residential Advisor, Summer 2008

Designed and taught two enrichment classes, *Criminal Law* and *Debate and Negotiation*, for sixth and seventh graders. Supervised residential life for twenty boys. Co-taught a basketball workshop.

St. Louis University Class of 2007 Gift Campaign, January 2007 – June 2008

Co-Chairman. Directed a thirty member committee, which targeted and solicited more than 3,000 members of the class. Set an all-time record for number of donors from a graduating class.

**SAMPLE FORMATS FOR THE EMPLOYMENT/EXPERIENCE SECTION
PRESENTING TYPICAL FIRST YEAR SUMMER JOBS**

**U.S. District Court for the Eastern District of Virginia, Richmond, Virginia
Judicial Intern for The Honorable M. Hannah Lauck, Summer 2010**

- Researched legal issues and drafted preliminary motions and orders on a variety of legal matters, including contract interpretation and evidentiary issues
 - Reviewed briefs and materials submitted by parties
 - Observed court proceedings and negotiations
-

PROTECTION AND ADVOCACY, INC., SACRAMENTO, CALIFORNIA

Legal Intern, June 2010 – August 2010

- Researched various issues pertaining to disability rights and discrimination
 - Developed brochure regarding patients' rights
 - Assisted in investigation of nursing home abuse and neglect
-

The University of Chicago Law School, Chicago, Illinois

Research Assistant to Professor Emily Buss, Summer 2010

- Conducted interviews and observed court proceedings to evaluate which courtroom models promote better outcomes for teens transitioning out of the foster care system
 - Researched and wrote on various legal issues relating to juvenile defendants in foster care
 - Developed annotated bibliographies for papers relating to children's and parents' rights and the legal system's allocation of authority and responsibility between parent, child, and state
-

THE EDWIN F. MANDEL LEGAL AID CLINIC, CHICAGO ILLINOIS

Summer Intern, Criminal and Juvenile Justice Project, June 2010 to August 2010

- Interviewed clients and witnesses regarding pending criminal litigation matters
 - Researched criminal legal issues and drafted related memoranda and pleadings
 - Prepared cross-examination of a prosecution witness for a murder trial
 - Participated in case conferences to work on case preparation and to discuss ethical issues and recent legal developments
-

Hunton & Williams, Washington, D.C.

Summer Associate, Summer 2010

- Researched legal issues and drafted related memorandums on various topics, including the legislative history of the Energy Policy Act of 2005, international trade regulation laws in the European Union, and the antitrust implications of a proposed merger
- Helped draft documentation for a bank loan to a Major League Baseball team
- Attended hearing and client meetings for a class action under the Cable Television Consumer Protection Act and Competition Act

SAMPLE RESUME 1:

Sam C. Student

5757 S. University Avenue
Chicago, Illinois 60637
773-555-5555
scstudent@uchicago.edu

EDUCATION

The University of Chicago Law School, Chicago, Illinois
Juris Doctor expected June 2012

- Law Students Association, 1L Representative
- Public Interest Law Society, Member

Lafayette College, Easton, Pennsylvania

Bachelor of Arts in Philosophy & Legal Theory, *magna cum laude*, May 2009

- Louise M. Olmstead Prize in Ethics
- Marquis Scholar
- McKelvy Student Journal, Editorial Board, Selection Committee
- Lafayette Education on Alcohol and Drugs, Peer Education Training Facilitator

EXPERIENCE

Lackawanna County District Attorney's Office, Scranton, Pennsylvania

Intern, May 2008 to August 2008 and December 2008 to January 2009

- Participated in victim interviews and in case strategy sessions
- Researched criminal law issues, including statute of limitations and sentencing matters
- Observed courtroom proceedings
- Engaged in administrative duties, including intake and file organization

Best Buy, Easton, Pennsylvania

Sales Associate, May 2007 to August 2007

- Assisted customers with purchases of consumer electronics, including providing information about various products and resolving customer complaints

Lafayette College, Easton, Pennsylvania

EXCEL Scholar, January 2007 to May 2007

- Drafted materials to be used in a textbook for the study of law and society by Dr. James E. Lennertz, Associate Professor of Government and Law

COMMUNITY SERVICE

Lafayette Middle School, Math Tutor, January 2007 to December 2008

Habitat for Humanity, Volunteer, 2005 to 2006

SAMPLE RESUME 2:

Sally Student

5000 S. Lake Shore Drive • Chicago, IL 60615 • (773) 555-5555 • s-student@uchicago.edu

EDUCATION:

The University of Chicago Law School, Chicago, IL

Candidate for J.D., June 2010

- *The Chicago Journal of International Law*, Staff Member
- Employment Discrimination Clinic
- Black Law Students Association, Member
- Cook County Bar Association, Student Member
- Woodlawn Early Child Development Center, Volunteer

Amherst College, Amherst, MA

B.A. in Law, Jurisprudence and Social Thought, May 2006

- Honors: Robert Cover Prize, awarded for distinguished achievement in the major; Phi Beta Kappa, Golden Key, Mortar Board
- Thesis: *Hybridity in Jury Selection: The Decline of Impartiality and Equal Protection*
- Activities: Association of Amherst Students, Treasurer; Black Student Union, Member

EXPERIENCE:

Dewey Ballantine, New York, NY

Summer Associate, Summer 2009

- Conducted legal research and completed writing assignments in a variety of practice areas, including corporate finance, litigation, and securities
- Drafted memorandum regarding non-testifying consultants and the Work Product Doctrine
- Assisted in the drafting of financial documents for a high yield debt offering
- Participated in mock trial, negotiation, and deposition workshops

Office of the Connecticut Attorney General, Hartford, CT

Summer Intern, Summer 2008

- Prepared memoranda of law on a variety of topics, including the National Bank Act, national bank subsidiaries' right to bring § 1983 actions, and Connecticut insurance licensing regulations
- Researched and responded to citizen inquiries on topics including unfair trade practices, discriminatory banking practices, and the Federal Privacy Act

Health Care Institute, Amherst, MA

Office Manager Assistant, 2006-2007

- Assisted in the coordination of home care visits for senior homebound patients
- Batched insurance payments, scheduled appointments, and input patient information

Jackson, Lewis, Schnitzler & Krupman, New York, NY

Legal Assistant, Summer 2005

- Summarized files in memorandum form for attorney review and use in court
- Proofread and edited documents including deposition inquiries and digested depositions
- Organized case files and developed related indices

LANGUAGES: French, fluent; Spanish, proficient

The material printed above is from the Job Search Documents chapter of *The University of Chicago Law School Office of Career Services Student Manual 2009-2010*. If any part of this material is reprinted for educational purposes, please provide attribution.

JASON S. PETERS

3333 East 60th Street, #3

Chicago, IL 60001

(555) 555-5678 ♦ *jasonspeters@university.edu*

EDUCATION

The University of Chicago Law School, Chicago, IL

J. D. expected June 2007

Activities: Federalist Society

University of Illinois, Urbana-Champaign, IL

B.S. in Physics, with distinction, December 2002

Minors: Mathematics and Computer Science

Honors: Dean's List 3 semesters, National Society of Collegiate Scholars

EXPERIENCE

Measurement, Inc., Aurora, IL

Reader and Team Leader, 2004

- Graded written portions of state standardized exams
- Assisted Project Director and trained graders

Wallace Resources, Wheaton, IL

Office Assistant, 2003

- Provided computer assistance and general office support.

International Truck and Engine Corporation, Warrenville, IL

Intern, PC/LAN Helpdesk, summers & winters 1999-2002

- Worked with a team of 14 to provide application, network, and printer support to over 1,200 employees at corporate headquarters
- Troubleshoot desktop, notebook, and printer hardware issues, including repairing and replacing defective hardware

INTERESTS

Weightlifting, computers, economics.

JASON S. PETERS

3333 East 60th Street, #3

Chicago, IL 60001

(555) 555-5678 ♦ jasonspeters@university.edu

EDUCATION

THE UNIVERSITY OF CHICAGO LAW SCHOOL, Chicago, IL

Juris Doctor expected June 2007

Activities: Federalist Society (Secretary & Treasurer)

UNIVERSITY OF ILLINOIS, Urbana-Champaign, IL

Bachelor of Science in Physics, with distinction, December 2002

Minors in Mathematics and Computer Science

Honors: Dean's List 3 semesters, National Society of Collegiate Scholars

EXPERIENCE

THE UNIVERSITY OF CHICAGO LAW SCHOOL, Chicago, IL

Research Assistant, Professor David Weisbach, Winter 2006 - Present

Research Assistant, Professors Thomas Miles and Jacob Gersen, Summer 2005

- Researched and compared the sizes and goals of federal housing programs operated through the U.S. Department of Housing and Urban Development with the low-income housing tax credit.
- Researched Supreme Court cases considering the constitutionality of temporary and permanent statutes challenged on non-delegation grounds
- Reviewed the legislative history of federal bills seeking to extend the Terrorism Risk Insurance Act of 2002
- Researched state laws on sentencing guidelines, parole, and truth in sentencing

MEASUREMENT, INC., Aurora, IL

Reader and Team Leader, 2004

- Graded written portions of state standardized exams
- Assisted Project Director and trained graders

INTERNATIONAL TRUCK AND ENGINE CORPORATION, Warrenville, IL

Intern, PC/LAN Helpdesk, summers & winters 1999-2002

- Worked with a team of 14 to provide application, network, and printer support to over 1,200 employees at corporate headquarters
- Troubleshoot desktop, notebook, and printer hardware issues, including repairing and replacing defective hardware

INTERESTS

Curing my slice, weightlifting, building computers, economics

JASON S. PETERS
1111 E. Hyde Park Blvd. #111
Chicago, IL 61111
(555) 555-5678 ♦ jasonspeters@university.edu

EDUCATION

THE UNIVERSITY OF CHICAGO LAW SCHOOL, Chicago, IL

Juris Doctor expected June 2007

Activities: Federalist Society (Secretary & Treasurer, 2005-06)

UNIVERSITY OF ILLINOIS, Urbana-Champaign, IL

Bachelor of Science in Physics, with distinction, December 2002

Minors in Mathematics and Computer Science

Honors: Dean's List 3 semesters, National Society of Collegiate Scholars

EXPERIENCE

THE INTERNAL REVENUE SERVICE OFFICE OF CHIEF COUNSEL, Chicago, IL

Intern, Summer 2006

- Drafted answers, motions, and stipulations of facts for tax court cases
- Reviewed legal files and researched tax law to develop cases
- Contacted taxpayers and third parties to gather information and prepare for trial
- Observed tax court and bankruptcy court proceedings

THE UNIVERSITY OF CHICAGO LAW SCHOOL, Chicago, IL

Research Assistant, Professor David Weisbach, Winter-Spring 2006

Research Assistant, Professors Thomas Miles and Jacob Gersen, Summer 2005

- Researched federal housing programs operated through the U.S. Department of Housing and Urban Development and compared them to the low-income housing tax credit
- Researched Supreme Court cases considering the constitutionality of temporary and permanent statutes challenged on non-delegation grounds
- Researched state laws on sentencing guidelines, parole, and truth in sentencing

MEASUREMENT, INC., Aurora, IL

Reader and Team Leader, 2004

- Graded written portions of state standardized exams
- Assisted Project Director and trained graders

INTERNATIONAL TRUCK AND ENGINE CORPORATION, Warrenville, IL

Intern, PC/LAN Helpdesk, Summers & Winters 1999-2002

- Worked with a team of 14 to provide computer application, network, and printer support to over 1,200 employees at corporate headquarters
- Troubleshoot desktop, notebook, and printer hardware issues, including repairing and replacing defective hardware

INTERESTS

Curing my slice, weightlifting, building computers, economics

This is the first draft of a rising 2L's resume submitted for review by e-mail.

Jane Second Year

123 Main Street ♦ Chicago, IL 60601 ♦ (773) 555-1234 ♦ jsecondyear@lawschool.edu

EDUCATION

University of Chicago Law School, Chicago, Illinois, Candidate for J.D., June 2009

Activities: Environmental Law Society, Public Interest Law Society Board Member, American Constitution Society

Bowdoin College, Brunswick, Maine, A. B., *cum laude*, in Government with a minor in Economics, May 2004

Honors: Phi Beta Kappa, Sarah and James Bowdoin Scholar Honors Thesis: "With Liberty and Justice for All":

Realities and Limitations in United States' Liberal Democratic Nation-Building

Activities: The Bowdoin Forum (International Relations Journal), The Quill (Bowdoin Literary Magazine), Federal Street Shelter Program

Pembroke College, Cambridge University, United Kingdom. 2002-2003

Independent research on the topics of democracy's value and the concept of state sovereignty

Activities: Pembroke College Boating Club, Pembroke College Tennis Team

EXPERIENCE

Intern, University of Chicago Mandel Legal Aid Clinic, Chicago, Illinois, 6/07-8/07.

Researched and wrote memorandum on legal issues including felony disenfranchisement and fitness to stand trial statutes. Aided in creating legal defense strategies for clients and participated in public policy advocacy coalitions.

Paralegal, Covington and Burling, Washington, D.C., 6/04-7/05

Provided litigation support services, including document and trial exhibit reviews, maintaining document databases, and participating in case fact development.

Bowdoin College, Brunswick, Maine

Event Organizer, Bowdoin College Events and Summer Programs, 5/02-8/02

Organized services and accommodations for conferences and programs.

Student Assistant, Bowdoin College Off-Campus Study, 9/03-5/04

Helped with daily office work, data entry, and organizing study abroad information. Aided in creation of study abroad photo exhibition and library of program information. **Receptionist, Bowdoin College President's Office**, 9/01-5/02

Assembled information packets, answered phones and organized files.

Fundraiser/Organizer, Greencorps, 9/00-2/01

Organized a fundraising event for awareness of global warming. Solicited business and community support.

Volunteer, Minnesota National Abortion Rights Action League, 12/00-1/01

Wrote and researched a comprehensive history of the organization. Created fact sheets. Wrote newspaper editorials. Updated member database.

Intern, Minnesota Women's Consortium, 12/00-6/00

Researched, wrote, and formatted historical newsletter. Organized educational events and speeches.

COMMUNITY SERVICE

Maya Angelou Public Charter School Tutoring Program, 9/04 – 2/05

Big Sister, Big Brothers/Big Sisters Program, 10/01-5/04

This is an example of a marked up resume for a rising 2L where the counselor was not able to meet the student in person, so feedback had to be delivered by e-mail. The counselor uses the "Track Changes" feature in Microsoft Word and the "Insert Comment" feature.

Jane Second Year

123 Main Street ♦ Chicago, IL 60601 ♦ (773) 555-1234 ♦ jsecondyear@lawschool.edu

EDUCATION

University of Chicago Law School, Chicago, Illinois, Candidate for J.D., June 2009.
Activities: Environmental Law Society, Public Interest Law Society Board Member, American Constitution Society.

Bowdoin College, Brunswick, Maine, A. B., *cum laude*, in Government with a minor in Economics, May 2004.
Honors: **Phi Beta Kappa**, Sarah and James Bowdoin Scholar. Honors Thesis: "With Liberty and Justice for All": Realities and Limitations in United States' Liberal Democratic Nation-Building.
Activities: The Bowdoin Forum (International Relations Journal), The Quill (Bowdoin Literary Magazine), Federal Street Shelter Program.

Pembroke College, Cambridge University, United Kingdom, 2002-2003.
Independent research on the topics of democracy's value and the concept of state sovereignty.
Activities: Pembroke College Boating Club, Pembroke College Tennis Team.

EXPERIENCE

Intern, University of Chicago Mandel Legal Aid Clinic, Chicago, Illinois, 6/07-8/07.
Researched and wrote memorandum on legal issues including felony disenfranchisement and fitness to stand trial statutes. Aided in creating legal defense strategies for clients and participated in public policy advocacy coalitions.

Paralegal, Covington and Burling, Washington, D.C., 6/04-7/05
Provided litigation support services, including document and trial exhibit reviews, maintaining document databases, and participating in case fact development.

Bowdoin College, Brunswick, Maine
Event Organizer, Bowdoin College Events and Summer Programs, 5/02-8/02

Organized services and accommodations for conferences and programs.

Student Assistant, Bowdoin College Off-Campus Study, 9/03-5/04

Helped with daily office work, data entry, and organizing study abroad information. Aided in creation of study abroad photo exhibition and library of program information. **Receptionist, Bowdoin College President's Office**, 9/01-5/02

Assembled information packets, answered phones and organized files.

Fundraiser/Organizer, Greencorps, 9/00-2/01

Organized a fundraising event for awareness of global warming. Solicited business and community support.

Volunteer, Minnesota National Abortion Rights Action League, 12/00-1/01

Wrote and researched a comprehensive history of the organization. Created fact sheets. Wrote newspaper editorials. Updated member database.

Intern, Minnesota Women's Consortium, 12/00-6/00

Researched, wrote, and formatted historical newsletter. Organized educational events and speeches.

COMMUNITY SERVICE

Maya Angelou Public Charter School Tutoring Program, 9/04 – 2/05

Big Sister, Big Brothers/Big Sisters Program, 10/01-5/04

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Jane Second Year

123 Main Street ♦ Chicago, IL 60601 ♦ (773) 555-1234 ♦ jsecondyear@lawschool.edu

EDUCATION

University of Chicago Law School, Chicago, Illinois, Candidate for J.D., June 2009

Activities: Criminal and Juvenile Justice Clinic, Environmental Law Society (Board Member), Public Interest Law Society (Board Member), American Constitution Society, Law School Musical

Bowdoin College, Brunswick, Maine, A. B., *cum laude*, in Government with a minor in Economics, May 2004

Honors: Phi Beta Kappa, Sarah and James Bowdoin Scholar, Honors Thesis in Government: "With Liberty and Justice for All": Realities and Limitations in United States' Liberal Democratic Nation-Building

Activities: *The Bowdoin Forum* (International Relations Journal), *The Quill* (Bowdoin Literary Magazine), Federal Street Shelter Program (organizing and staffing after school daycare program)

Pembroke College, Cambridge University, United Kingdom, 2002-2003

Independent research on the topics of democracy's value and the concept of state sovereignty

Activities: Pembroke College Boating Club, Pembroke College Tennis Team

EXPERIENCE

University of Chicago Mandel Legal Aid Clinic, Chicago, Illinois

Intern, June 2007-August 2007

Researched and wrote memoranda and briefs on legal issues including life without parole for juveniles, felony disenfranchisement and fitness to stand trial statutes. Aided in creating legal defense strategies for juvenile and adult clients in the criminal justice system and participated in coalition to change sentencing statutes for juveniles.

Covington and Burling, Washington, D.C.

Paralegal, June 2004-July 2005

Provided litigation support services, including document and trial exhibit reviews, document database organization, and participation in case fact development. Worked on credit card anti-trust litigation, Federal Communications Commission broadband auctions, and corporate international trade violations.

Bowdoin College, Brunswick, Maine

Event Organizer, *Bowdoin College Events and Summer Programs*, May 2002-August 2002

Arranged services and accommodations for conferences and programs, including hockey camp, writing workshops, and the Bowdoin alumni college.

Student Assistant, *Bowdoin College Off-Campus Study*, September 2003-May 2004

Managed database of student reports, aided in the creation of a photo exhibition and systematized the study abroad program information library.

Receptionist, *Bowdoin College President's Office*, September 2001-May 2002

Assembled information packets and answered phones.

Greencorps, Brunswick, Maine

Fundraiser/Organizer, September 2000-February 2001

Solicited communal support for and organized a fundraising event to combat climate change in Maine.

Minnesota National Abortion Rights Action League (NARAL), St. Paul, Minnesota

Volunteer, December 2000-January 2001

Researched and wrote a narrative history of Minnesota NARAL and authored newspaper editorials.

Minnesota Women's Consortium, St. Paul, Minnesota

Intern, December 2000-June 2000

Researched, wrote, and formatted newsletter on the history of women's achievements and political activism.

Organized educational events concerning women in Minnesota, including immigrant women and employment.

COMMUNITY SERVICE

Maya Angelou Public Charter School Tutoring Program, September 2004-February 2005

Big Sister, Big Brothers/Big Sisters Program, October 2001-May 2004

BRADY O. WOODFIELD

bradylawstudent@uchicago.edu

(555) 555-1234

1000 1ST STREET NORTHWEST, UNIT 555, WASHINGTON, D.C. 20005

(555) 555-5678

EDUCATION

THE UNIVERSITY OF CHICAGO LAW SCHOOL, Chicago, Illinois 2002 – 2005

- J.D. 2005*
- Graduated in top one-third of law school class (GPA 178.0).
 - Advanced to regional level of 2003 American Bar Association Negotiation Competition.

DUKE UNIVERSITY, Durham, North Carolina 1998 – 2001

- B.A. 2001*
- History major with a minor in English (GPA 3.60).
 - Recipient of the 2001 Matthew A. Sclafani Memorial Scholarship for “journalist excellence.”
 - Dean’s List three of four eligible semesters.

TUFTS UNIVERSITY, Medford, Massachusetts 1997 – 1998

- Dean’s List both semesters.
-

BAR ADMISSION

STATE BAR OF CALIFORNIA, San Francisco, California December 2005

- Member*
- Admitted to practice law by the Supreme Court of California; admission to the District of Columbia Bar pending.
-

EXPERIENCE

MACARTHUR JUSTICE CENTER, Chicago, Illinois 2004 – 2005

- Intern*
- Joined Joseph Margulies, the lead counsel in Rasul v. Bush (Supreme Court 2004), in representation of Mamdouh Habib, an Australian citizen who the United States rendered from Pakistan to Egypt.
 - Worked on Mr. Habib’s habeas petition and related motions until the government freed him from Guantánamo; then crafted an action for damages based on his “extraordinary rendition.”
 - Investigated a suspected wrongful conviction and execution by the state of Texas.

CALIFORNIA STATE COURT OF APPEAL, Los Angeles, California Summer 2004

- Judicial Extern*
- Externed for Justice Judith Ashmann-Gerst in Division Two of the Second Appellate District.
 - Wrote three draft opinions on appeals that involved the termination of parental rights, an assessment of attorney’s fees, and an issue of first impression regarding the interpretation of federal regulations.
 - Briefed the three-judge panel on a writ that petitioned the court to declare a conflict of interest in the Public Defender’s Office.

WALSWORTH, FRANKLIN, BEVINS & MCCALL, LLP, Orange, California Summer 2003

- Law Clerk*
- Drafted a motion to compel responses to discovery, an answer to a complaint, a memorandum on premises liability, portions of an appellate brief, and a lengthy summary of documents.
-

OTHER EXPERIENCE

False Confessions: The Past and Present of Coercive Interrogation 2004 – 2005

Author, Expanded on independent research at the University of Chicago to draft a 35,000-word manuscript that traces coercive interrogation from its use against Air Force pilots during the Korean War to the current detention and interrogation policy of President George Bush’s administration.

K’s Equal: Thirteen Stories on Coach G and the Women of Duke Basketball 2001 – 2003

Author, Obtained exclusive access from Duke coach Gail Goestenkors to document the 2001-2002 season of her basketball program in a non-fiction book.

The Chronicle, Duke University 2000 – 2001

Sports Editor, Supervised a 23-person staff, managed a \$20,000 budget, wrote 150 articles, and oversaw production of the daily sports section and a weekly sports magazine called *Sportswrap*.