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## Legal resume samples

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The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. OverviewReview your resume with a CDO counselor prior to applying to jobs. Your resume is a sales tool, not an autobiography. When making decisions about what to include, consider recency and relevancy to the job for which you are applying. Be prepared to discuss everything on your resume in an interview. Be scrupulously honest. Exaggerations or misrepresentation will damage your reputation and professional relationships. Make your resume visually clean and clear. What will an employer see in 30 seconds? 5 seconds? The BasicsKeep your resume to one page.Use a standard font such as Times New Roman or Garamond.Select a font size of 11 point or 12 point.Create margins no smaller than .5 inches on all sides.Use bold, underlining, and italics consistently to enhance readability.Select either bullet points or a paragraph format for your position descriptions.Make deliberate style choices, then stick to them throughout.Ensure your resume is error free.Follow our advice, "Resume Formatting: How to Use Tabs & Styles" to give your resume a professional look. Include your name, mailing address, cell number, and Yale email address.If you do not have a mailing address in New Haven, that is fine, as mailing addresses are becoming optional.Add your permanent mailing address to emphasize ties to that area when applying to positions nearby.List your gender pronouns if you wish.List degrees in reverse chronological order.Include all courses of study: past, present, and future.List each educational institution, location, degree, and degree date (expected date if currently enrolled).Do not include high school or LSAT score.Think strategically about how much space you devote to each degree. What message are you sending to employers?Undergraduate GPAINclude at your option with a strategic mindset.Honors.YLS awards few Honors.Moot court/mock trial awards and paper prizes are Honors.List Yale Law Journal as an Honor, due to the competitive admission process. List other journals as Activities or create a separate Journal sub-section under Yale Law School.Scholarships and fellowships.List those that are not based solely on financial need and are awarded through a competitive process.If space permits, provide a very brief description of the selection criteria.Examples: Tilman Scholarship; the Paul & Daisy Soros Fellowship for New Americans; and the NAACP LDF Earl Warren Civil Rights Scholarship.List scholarship or fellowship awards that are associated with summer or post-graduate employment with the position in the Experience section.Do not list need-based scholarships and fellowships, including SPIF funding, summer Mary McCarthy funding, and Kirby Simon travel grants.List the following positions as Activities or in the Experience section: Coker Fellow, Research Assistant, Orientation Leader, Community Leader, Student Representative, Tsai Leadership Program Fellow, and CDO Student Advisor.Activities:Use this section to emphasize relevant skills and interests including research and writing skills, oral advocacy, teamwork, and leadership.Narrow the list, if necessary, by selecting only one of several activities that are of the same genre.If applying for public service positions, include as many of your service-related activities as space permits to demonstrate your commitment to service.Move particularly relevant, intensive, or skills-enhancing activities to the Experience section. Example: clinics.Be clear about the timing of future commitments, however, describing the exact timing of past activities is not strictly necessary.Optional SectionsSelect CoursesCreate a Select Courses sub-section to highlight courses that reflect your interest in a practice area.Tailor this section depending on your target employer(s).List courses you have already taken and courses you intend to take in the future (with a parenthetical indicating that the course is expected). Study AbroadCreate a Study Abroad sub-section in your undergraduate education listing. ThesisCreate a Thesis sub-section in your undergraduate education listing.Include especially if the topic relates to the law.Experience SectionList experiences in reverse chronological order.Include experiences to which you have committed, but not yet begun, describe using future-tense verbs.Include the name of the employer, the location, titles, and dates of employment.Dates can be general (e.g., Summer 20XX).Omit job titles if unimpressive or do not clarify your responsibilities, however, be consistent about including/excluding titles throughout.List experiences that demonstrate knowledge and skills in areas relevant to legal employers, especially research, writing, and analysis.Emphasize professional skills including organizational ability, leadership, initiative, creativity, communication skills, common sense, and intellectual ability.List both paid and unpaid experiences.Include work associated with a scholastic experience, including legal clinic experience, research for a professor, and extensive work for a student organization.Rewrite past descriptions written for different industries and audiences. Eliminate jargon and terminology unfamiliar to a general audience.Summarize smaller or less relevant positions to fill gaps. E.g., "Held various positions as salesclerk, server, and receptionist while in college."Be prepared to discuss significant gaps at interviews.Think strategically about the amount of physical space devoted to each experience. More space = greater emphasis.Use action verbs and rich detail in descriptions. E.g., "researched and wrote memoranda on issues of jurisdiction and venue," rather than "involved in assisting attorneys in the researching and writing of..."Optional SectionsLanguages: List if relevant and/or skill level is high. May be useful to delineate written vs. spoken proficiency. Be scrupulously honest regarding skill level.Publications:Think strategically about employers' impressions. Publications show writing skills, but a long list of publications may signal interest in an academic career which may not be well received by non-academic employers.Consider selective list or summary if publication list is long.Use Bluebook citation format.Be clear about co-authored pieces.Interests: Include a few special interests that may be compelling and serve as icebreaker topics during an interview.Other skills: list only relevant skills, eliminating those which are universal (e.g., MS Word) or unrelated to legal employers' needs (e.g., C++ programming).Do Not IncludeObjective or introductory statements.Personal information (e.g., marital status, parental status)Salary requirements. "References available on request."Think Ahead to Your Next ResumeDevelop your skills and knowledge through career-related experiencesSummer employmentStudent organizationsCenters/JournalsResearch Assistant positionsLeadership positionsSamplesSample Resumes PDF Sample Resumes Word This guide contains some basic suggestions about preparing resumes, and includes samples for you to consult. If you would like to have a Career Development Office attorney-counselor review your draft resume, send it to the career email box, career@law.berkeley.edu. The resume process, from start to finish, can take much longer than you anticipate. Start early, and give yourself plenty of time. A. What is a Resume? B. Effective Resumes C. Writing Your Resume D. Resume Suggestions E. Finalizing Your Resume A. What is a Resume? A resume is a marketing device whereby you present the most attractive, true picture of yourself with the goal of convincing an employer to meet with you. During an interview, you may be asked questions about any entries on the document. For lawyers, the resume also is a writing sample that shows your ability to communicate clearly and concisely and your attention to detail. B. Effective Resumes Your resume is often your first contact with a potential employer and will probably determine whether your qualifications and background warrant an interview or serious consideration for a job. While employers do not usually hire on the basis of a resume alone, they may decide not to interview an applicant on the basis of a poorly prepared or presented resume. Therefore, excellent content and presentation are vital. Employers assume that your resume represents your best work and is indicative of your general work product in terms of clarity, organization, accuracy and appearance. Most decisions about what to include and how best to present information in your resume are based on your personal assessment of your strengths, the kind(s) of position you are seeking, your own taste and style, and your knowledge of how resumes in the legal profession traditionally look and read. Consider having more than one resume to emphasize different things for different types of prospective employers. Resumes for public interest organizations. For these employers, a demonstrated commitment to public interest work will be a key factor. Evidence of your commitment can take the form of extracurricular activities, journals, internships, clinics and volunteer work, all of which should be included on your resume. Consider including substantive clinical work or student organization activities (e.g., CARC) in your "Experience" section, where you can elaborate on your tasks and responsibilities. If your experience justifies it, you may consider creating an additional section entitled "Community Service" or "Volunteer Activities" to list your volunteer or community activities that will emphasize the extent of your dedication to public interest issues. In addition, languages can be very important to public interest/public sector employers, depending on the communities they serve or the work you can do for them. Unlike resumes aimed at private sector employers, public interest resumes can go over one page if your experience requires it; however, it is still critical to use concise language and efficient formatting. Resume Rules. There are a few absolute rules for writing resumes. Your resume must be: scrupulously honest; concise; positive; conservative (graphically and linguistically, not necessarily politically); selective (because your resume is not your whole life history, perhaps not even your entire employment history); visually appealing so it will be easy to read rapidly; absolutely free of typos, grammatical errors, and inconsistencies. Difficult Issues. Some items you might include in your resume may reveal political leanings, religious beliefs, ethnicity, disability, and/or sexual orientation, which, depending on the prospective employer, could work against you or in your favor. (This is true regardless of the legality of taking such factors into account.) The decision whether to include such information is a personal one. First, consider how important the inclusion of such information is to you, and whether you would want to work for an employer who would use it in making a decision whether to hire you. If you choose not to include this information, you still have the option of bringing it up in an interview, or later in the hiring process. If you are unsure about whether to include items of this kind in your resume, contact a CDO attorney-counselor. Accuracy of Resume Information and Verification of Resumes. It is imperative that all information presented on your resume be scrupulously honest and free of embellishment. The potential for misrepresentation of academic or work performance is of great concern to employers; they typically verify this information. Berkeley Law has established practices to ensure the fair and accurate presentation of students in the placement process, including procedures for the verification of statements concerning grades, journal membership, or other law school achievements that a student has made in a resume or other document. By making such statements to an employer in writing, a student consents to the Law School verifying the substance of these statements at the employer's request. (Berkeley Law's Registrar will inform the employer whether written grade information is accurate, but will not provide the correct grade information to the employer without the student's prior consent.) Any falsification or misrepresentation of law school grades or other records, recommendations, or other qualifications is a violation of the Academic Honor Code. C. Writing Your Resume First, brainstorm. Inventory your background and accomplishments and list everything which helps to distinguish you individually, professionally, and as a student. You might ask for input from family or friends because you may overlook some basic but important areas. Remember to focus on what you bring to the table based on your experience. What will make the employer interested in you? Name and Contact Information This information should go in large (font size 14-16) bold face type at the top of your resume. If you choose to include both your school address and your permanent address you should indicate which is which. (Students often include an out-of-area address in order to show that they have a connection to an area outside of Northern California.) Always include your phone number and email address, but only one of each. (Your email address, as well as your voicemail greeting, should be professional.) Education List your education in reverse chronological order (law school first). Include basic information on schools attended, degrees received and dates (or anticipated dates) of graduation, and major field(s) of study. Under your undergraduate school heading, include major and minor areas of study and thesis topics, if applicable. Be consistent. If you use the term "J.D.," then use "B.A.," Alternatively, if you write out "Juris Doctor" then write out "Bachelor of Arts." Other than law schools, you need not include schools from which you transferred and did not graduate. No need to include your high school. If you acquired a degree which employers might not recognize by its abbreviation, spell out the degree name. For your law degree, you can either list it as "J.D. Candidate" with your expected graduation date, or you can list "J.D.," and the date as "Expected May 20XX." A Special Note for Transfer Students: If you transferred here from another law school, put Berkeley Law first, followed by the other law school, for at least your first year at Berkeley Law. If you received honors at the other school, put them under that law school's section. If you were invited to join law review at your former school and didn't because you transferred here, indicate that you were invited to join and explain why, e.g., "Invited to join University of San Diego Law Review on the basis of high academic achievement." Joint Degree Students: If you are pursuing a joint degree program, be sure to list both schools under your education section. Honors and Activities. Honors attached to your degree should appear in lowercase after the degree awarded, e.g., B.A., summa cum laude, June 2006. (If the honors are in Latin, they should be italicized.) Other academic honors are listed separately below your degree, along with school activities. If you have extensive undergraduate honors and activities, you might consider listing only a representative number of them. Make sure it is clear which activities are at which institutions. If you were involved during school with an activity not related to the school, it should go under a different section of your resume. For law school, list all honors and activities of importance such as law review, participation on other journals, moot court, trial advocacy, clinics, fellowships, scholarships, committees, student organization membership, and academic awards. If an activity in college or law school was or is especially involved or relevant, consider putting it under the Experience section. For example, if you are a public interest student, your participation in CARC could go under Experience, with a description of the work you did on your asylum case. Grades, Rank and LSAT Scores. Because Berkeley Law does not use a traditional grading system, students do not have GPAs. Under Academic Rule 19.6, the Dean, Dean of Students, faculty, students, and alumni shall not disclose information about academic honors, class standing or GPAs provided under Rule 19 for any professional purpose other than aiding in obtaining a judicial clerkship or academic position. Revealing this information for any other professional purpose is a violation of the Honor Code. LSAT scores should not be listed on your resume, as they are designed to predict law school performance only, and are not an indicator of professional performance. Experience Use reverse chronology. You can list a brief summary of your most important duties, or list the skills you have developed at the job so that the employer can see what you can bring to the table. Your experience is worth including not for what you did, but for what it says about you and what you can do in the future. List the name and location of the employer, your title, the dates of employment, and a brief summary of your most important duties. Emphasize law-related work in any area, but do not struggle to make your experience appear more law-related than it really is; many students come to law school with no legal experience whatsoever, and employers know this. Three or four phrases are usually all you need, but elaborate further if you have the space and believe that your duties were especially interesting, responsible, and/or relevant to your legal career. Some additional tips: If the name of the employer is inadequate to convey the nature of the business, try to incorporate a description of the employer in your job duties, e.g., "prepared marketing materials and sales analysis for start-up company selling online pet products." Avoid insider jargon. Use present tense verbs to describe your current job and past tense verbs with all former positions. Provide specific information about actions and responsibilities (e.g., budget, percentage of increase in revenues or sales, number of staff supervised, direct work with clients, etc.) Many skills obtained in non-law jobs are transferable to law practice (e.g., attention to detail, meeting deadlines, writing, research and analytical skills, working under pressure, working with individuals from diverse backgrounds, etc.). Try to highlight such skills. If you were at one job for a long time, show promotions and increased responsibility, if applicable. If you had many part-time or temporary jobs while in school, consider summarizing them, e.g., "Worked part-time during undergrad to finance education." (Employers will value the fact that you have worked while going to school, particularly if you were still able to do well academically.) For certain jobs, such as in retail or restaurants, or as a ski instructor, it can be appropriate to omit the description altogether, as most people know roughly what this work entails. Include summer jobs to avoid time gaps on your resume. If a prior job is your only link to a prospective employer's city, include it. Any experience can be relevant, regardless of whether or not it was paid, so if your volunteer or community service is substantial, include it in the main body of your resume, especially if you are applying for public interest positions. Volunteer work can also be presented in a separate Community Service section, or at the end of your resume under a heading such as "Other Information." Jobs are usually assumed to be full-time and paid unless you indicate otherwise; be sure not to appear to overstate your experience. Other Categories. If space allows, you may choose to elaborate on one or more of the following categories, under a heading such as "Other Information" or "Interests and Activities": Languages: If you include languages on your resume, state your level of fluency (e.g., "fluent," "proficient," "reading knowledge only" (where your fluency is very limited, it is probably not worth listing the language)). Do not overstate your level of proficiency. Publications: You may include a short list of publications on law-related topics, particularly if the area of research is relevant to an employer's practice. A more extensive list of publications should be compiled as a separate document. Be prepared to discuss in interviews any publications you list. Professional Licensing and Affiliations: Include any relevant licenses or certifications (such as a CPA license). Include past and present memberships with your title, if any, and dates. Give the full name of the organization. Bar Admission: Bar membership, only applicable to graduates, should appear at the top of your resume, above the Education section. If you have a substantial amount of experience as an attorney, the Experience section of your resume should precede the Education section. If you are registered to take the bar exam or awaiting the results of a bar exam you have written, you can include that information in a cover letter. Additional Information/interests: Many attorneys like to see hobbies and interests on resumes for student resumes. It gives them a more complete picture of the applicant as well as something to talk about during the interview. Include activities that reflect positive characteristics such as self-discipline or leadership, as well as ones that show you to be really smart or unusual. Two or three items of this kind are usually sufficient. Broad categories such as reading, music, food and travel do not distinguish you enough from other candidates, and should not be included (but "19th century Russian literature" and "playing the banjo" are fine). For further guidance on whether to include interests on your resume, and what to include, review this Listing Interests on Your Resume handout. D. Resume Suggestions Keep your resume to one page, unless you have substantial working experience prior to coming to law school, or for public interest resumes. Do not use abbreviations, with these exceptions: the two-letter state abbreviations and academic degrees. List each item only once. If you list Debate Team Captain as a college activity, don't repeat it under Other Activities at the bottom. Make your resume easy to read. The reader should be able to locate your graduation date, duties of employment, etc., by scanning (not reading) your resume. Use short descriptive sentence fragments separated by semicolons with strong action verbs to relate your job responsibilities, not sentences. (A list of "action words" can be found at the end of this guide.) Be specific about what you did at your jobs; avoid vague expressions such as "gained exposure to," "participated in" or "assisted with." List your job responsibilities in descending order of responsibility and challenge (start with the most impressive and work down to a "catch-all" item, if appropriate). Put your references on a separate document, and don't include "references available on request" on your resume. Employers know to ask for them. Avoid extraneous information and try not to convey too many ideas at once. Do not include computer abilities, except as part of a job description where you used highly specialized skills. Do not include such personal information as age, marital status, etc. Do not include anything in your resume you would not want to discuss in an interview. E. Finalizing Your Resume Resume Style. Resume styles vary, as presented by the samples found at the end of this guide. In addition to using physical layout, take strategic advantage of the various ways to highlight important information, such as bold face, capitalization, italicizing, and underlining. Be completely consistent with the choices you make (e.g., all educational institutions in boldface, all job titles in italics), all the way down to the way you use commas, periods and spaces. For legal resumes, it is most typical to use Times New Roman font (or another similar serif font) in size 11 or 12. Look for a pleasant balance of text and white space on the page. While margins can be smaller than the standard for a term paper, you should allow at least .7" all around. Proofreading. Once you have your resume set up as you want it with content and layout, proofread it carefully. Look for inconsistencies in style as well as actual typos; do not trust yourself as the only proofreader; enlist the aid of at least one other person. If you discover a typo, you must redo your resume, even if it has been already been printed; no typo is insignificant. A few technical notes. If you send your resume electronically, it is preferable to convert it to a PDF file first; this way your formatting and any document history are invisible, and you can control exactly the way your resume appears and prints. Email addresses in your contact information should be text, like your phone number, not a hyperlink. Remember that potential employers may see the document's name; keep it clear and professional and include identifying information, e.g., jane\_doe\_resume2018.doc. Sample Resumes (These are included as a pdf to preserve formatting, an essential element of effective resume-drafting.) Return to Contents accelerated accomplished achieved acquired activated adapted adjusted administered advised allocated analyzed annotated anticipated applied appraised arranged articulated assembled assessed assigned authored balanced briefed budgeted built carried out catalogued categorized chaired clarified coded collaborated collected compared completed composed conceived conducted consolidated constructed consulted contacted continued contracted controlled convened conveyed coordinated corresponded counseled created critiqued decided defined delegated delivered demonstrated derived designed detailed detected determined developed devised directed discovered distributed doubled drafted drew up earned edited educated effected elicited eliminated encouraged engineered established evaluated examined executed exhibited expanded expedited experienced experimented explained explored facilitated figured financed focused forecasted formed formulated fostered founded functioned generated governed grouped guided handled headed helped identified illustrated implemented improved increased influenced informed initiated innovated inspired installed instituted instructed interpreted interviewed invented investigated judged launched lead/led lectured listened maintained managed marketed mastered measured mediated modified modified molded monitored motivated named negotiated observed obtained operated ordered organized originated outlined oversaw participated perceived performed persuaded pinpointed planned presented presided printed produced programmed protected provided publicized questioned raised recommended recorded reduced reinforced rendered reorganized repaired reported represented reproduced researched resolved responded restored retained retrieved revamped reviewed revised rewrote routed scheduled searched selected served set up shaped shared showed simplified solicited solved specified spoke stimulated strategy streamline structured studied successfully supervised supported synthesized targeted taught trained translated updated utilized wrote

Return to Contents