

RESUMES

A WINNING RESUME

A resume is usually the first sample of your written work a prospective employer sees. You want it to create a professional impression, one which will make the reader want to learn more about you. Your resume reflects how well you know yourself, what you consider to be important about yourself, how well you organize your thoughts and attend to details, and how skillfully you use the English language.

Think of your resume as a personal marketing tool. Your resume is not an application form; it is not your life history; and it is not necessarily your entire employment history. It is a summary of your relevant background, including skills that are transferable from non-legal experiences.

PREPARING TO WRITE YOUR RESUME

Before beginning to write your resume, research the areas of law in which you would like to practice and the types of employers in those areas. Learn as much as you can about specific employers to whom you will be applying. Decide which of your accomplishments to highlight in your resume. Not everything in your background will be relevant to every employer; you may need to be selective.

RESUME CONTENT

Your resume identifies:

- **Who you are.** List your name, address, telephone numbers, and email.
- **What you have done.** Show your education, experience, accomplishments, and skills.
- **What you know.** Describe the areas in which you have applied your education and skills. It is:
 - **Geared to the position for which you are applying.** Tailor it to the needs and specifications of the organization and the job. If there are several types of jobs for which you will be applying (e.g. law firms, corporations, and government agencies), you may need to write different versions.
 - **Specific and concise.** Highlight your accomplishments and responsibilities. It does not include:
 - **Personal information.** Your age, marital status, etc.
 - **Salary requirement.** This information is rarely appropriate on a resume; if requested, include it in your cover letter.
 - **References.** List your references on a separate page, giving their names, business titles, addresses, telephone numbers, and emails. Include your own name, address, email, and telephone numbers on your list. Use the header from your resume.

LANGUAGE USAGE

Be sure that your **spelling, punctuation, and grammar are flawless** and that you are consistent in style.

Use phrases rather than complete sentences.

- **Begin phrases with verbs in the active voice.** Use the present tense for your current job (research, supervise, etc.) and the past tense for previous jobs (researched, supervised, etc.). Avoid ending your verbs in “ing.”
- **Omit personal pronouns.** Write in the first person without using the pronoun “I.”
- **Omit articles (a, an, the).**
- **Do not use technical language** unless you are submitting your resume to another professional who will understand it. Legal terms are acceptable for a legal employer, but technical jargon is not useful. Avoid using organizational terms known only to your previous employers and avoid acronyms.

FORMAT

- **Limit the length of your resume to one page if possible—or two at most.** Do not sacrifice important information to length, but be discriminating in what to include. If your resume continues to a second page, it should fill at least half that page. On the first page, note “Continued on page 2” on the lower right hand corner and on the second page, note “Your Name, page 2” on the top right corner. You may have special information you wish to include, about your publications, for example, that may be important to some employers but not to others. If you have several publications, you can create a separate page listing them.
- **Avoid templates or resume wizards.** They are difficult to format effectively.
- **Design your resume for easy skimming.** Use a format that has eye appeal and is easy to read. To guide the reader’s eye to important statements, you may underline, italicize, or use a boldface font or bullets. Be careful, however, to use these techniques consistently, and don’t overuse them. Use extra space for another form of emphasis.
- **Adjust margins to balance your resume visually.** While one inch is average, you can vary the margins as necessary to fit your content.
- **Be consistent in format, style, language usage, indentations, and abbreviations throughout your resume.** Pay attention to every detail.
- **Use an easy-to-read, businesslike font.** Try Times New Roman, Garamond, or Ariel. Avoid script, ornate decorative styles, and multiple fonts. Generally, resume should be in 10, 11, or 12 font size, depending on the typeface and your spacing.
- **Produce it on a letter-quality printer.** Use matching paper for your cover letter, resume, list of references, and envelope, if possible. (Writing samples and transcripts may be reproduced on regular copy paper.)

RESUME SECTIONS

Headings draw the reader’s eye to categories that are important. In designing your headings, you may be original, so long as your resume remains professional in appearance. Put the most important information toward the top of the resume, since people usually read from top down and from left to right. Don’t indent too much.

For most students and new graduates, the “Education” section is first. As you gain experience, “Education” may be displayed lower on the page.

- **Education.** In reverse chronological order, list your schools, locations, degrees, dates awarded or expected, majors, and minors. If you received your degree with honors, list *summa, magna, or cum laude* in lower-case, *italicized* letters after your degree. Include class rank and grades if you think they are beneficial. Do not include high school.
- **Experience.** You might want to divide this category into different sections, using a “Legal Experience” section and one or two additional sections, such as “Business Experience,” “Teaching Experience,” or “Additional Experience.” List your experiences in reverse chronological order.
- **Interests/Activities/Honors.** These categories indicate how well rounded you are. Interviewers will sometimes ask about these items to help you relax and to help them get to know you on a more personal level.

- **Bar Admission.** For the newer graduate, this may be the most important thing to tell the hiring attorney. It should be displayed prominently – at the very beginning of your resume, before the “Education” section. Its absence may signal to the employer that you are not yet a member of the Bar. In the future, your bar admission will drop further down in the resume.

After you have taken the bar examination:

BAR ADMISSION(S)

Sat for the July 20XX, Massachusetts Bar Examination
Results Pending

After you have passed the bar examination:

BAR ADMISSION(S)

Passed the July 20XX, Massachusetts Bar Examination
Admission Pending

After you are sworn in, you may describe your status in one of a couple of ways. If you use the full names of the jurisdictions to which you are admitted, be sure that you verify the name for each court.

BAR ADMISSIONS

State of New Jersey, May 20XX

Commonwealth of Massachusetts, December 20XX

United States District Court for the District of Massachusetts, June 20XX

United States Court of Appeals for the First Circuit, September 20XX

or

BAR ADMISSIONS

Member of the New Jersey Bar

Member of the Massachusetts Bar

or

BAR ADMISSIONS

Member of the New Jersey and Massachusetts Bars

SOME COMMON ERRORS

- **School Name:** Please note that the proper name of our school is Western New England University School of Law.
- **Degree Notation:** There is no need to write the word degree after Juris Doctor, Bachelor of Arts, or other degree. Because these are degrees, inclusion of the word “degree” is redundant. Abbreviating degree names is perfectly acceptable, but if you abbreviate or spell out one, be sure to do the same for all other degrees.
- **Consistency.** Inconsistency or using too many different fonts tends to make your resume, and therefore you, look disorganized.
- **Verb Tense.** Remember to use the past tense for past experience, and the present tense only for your current employment.

KEY VERBS

Use a variety of verbs and descriptive words to keep your resume from having a monotonous tone. Avoid using passive verbs or phrases. For example, rather than saying, "Involved in creating publication..." which is passive, use the active voice and say, "Co-wrote publication..."
Try these sample verbs in your resume and job search letters.

Decision Making

APPROVE
REQUIRE
DECIDE
TEST
ACCEPT
AUTHORIZE
TERMINATE
RENDER
CONSIDER
SOLVE

Supervision

ADHERE
SUPERVISE
REQUEST
EXERCISE
PARTICIPATE
MAINTAIN
DELEGATE
ENCOURAGE
COUNSEL
ASSESS
DEVELOP
REPORT
FOSTER
DEFINE
DEMONSTRATE
MEET
ASSIGN

Change

MODIFY
UPGRADE
CREATE
STIMULATE
IMPROVE
COMPARE
DESIGN
MAKE
ACTIVATE
ESTABLISH

Management

EXECUTE
APPROVE
DIRECT
CHANGE
ORGANIZE
MEET
ESTABLISH
MANAGE
ANTICIPATE
EVALUATE
ANALYZE
PLAN
ADJUDICATE

Audit

REVIEW
ANALYZE
REPORT
CONCLUDE
CHANGE
RECOMMEND
GUIDE
ASSIST
EVALUATE
COMPARE
ASSEMBLE

Help

ARRANGE
GIVE
ASSIST
GUIDE
COUNSEL
SERVE
CONTRIBUTE
INITIATE
SOLVE

Plan & Control

PLAN
FORECAST
ASSUME
ALLOCATE
SCHEDULE
CONTROL
MEASURE
PROGRESS
FORMULATE
ACQUIRE
CRITIQUE
EXTEND
MONITOR
WRITE
INFORM
DECLARE
INTERPRET
CONTACT
ISSUE
TESTIFY
SPEAK
DISPLAY

Administration

PURCHASE
REQUISITION
REFLECT
STORE
SHIP
FURNISH
RECEIVE
ADMINISTER
SUPPLY
PROCURE
SECURE
JUSTIFY
ENGAGE
PROCESS
ENSURE
RECLAIM

External Activity

NEGOTIATE
COOPERATE
REPRESENT
COORDINATE
PUBLICIZE
STRENGTHEN

Personnel

SELECT
INTERVIEW
TRAIN
PROMOTE
TRANSFER
HANDLE
EMPLOY
APPRAISE
RECRUIT
SCREEN
DISCHARGE

Research & Development

DETERMINE
REVIEW
ANALYZE
RESEARCH
DEFINE
DEVELOP
PREPARE
IDENTIFY
RECOMMEND
SUBMIT
PROPOSE
INVESTIGATE
COMPILE
EVALUATE

KAITLYN MARIE KELLEY

59 Woodland Avenue, Concord, NH 03301 (603) 555-3000 kelly@gmail.com
65 Cambridge Road, Springfield, MA 01108 (413) 555-1000

EDUCATION

Western New England University School of Law, Springfield, MA

Candidate for Juris Doctor, May 20XX

Activities: Phi Alpha Delta Legal Fraternity, Intramural Soccer, Environmental Law Coalition

State University of New York at Albany, Albany, NY

Bachelor of Science, May 20XX

Major: Physiology, Minor: Spanish

Activities: Resident Assistant, Varsity Basketball, Social Committee

University of Colorado, Boulder, Colorado

General and science courses, September 20XX - May 20XX

LEGAL EXPERIENCE

Consumer Law Clinic, Springfield, MA

Student Attorney, (Spring 20XX)

- Practiced under Rule 3:03. Worked in cooperation with Massachusetts Attorney General's Office.
- Investigated complaints against businesses, advised clients as to consumer rights under relevant statutes, mediated and settled disputes.
- Drafted 30-day demand letters pursuant to Massachusetts General Laws, Chapter 93A, and prepared unresolved cases for trial.

Law Offices of Amy Dusky and Bernard Bilodeau, Albany, NY

Paralegal, (May 20XX - August 20XX)

- Performed legal research, maintained office law library, and prepared real estate conveyancing documents.

ADDITIONAL EXPERIENCE

Mayfield Cardiac Rehab, Inc., Rutland, VT

Therapist, (20XX – 20XX)

- Assisted clients, demonstrated rehabilitation units, tested all new units, and recommended equipment purchases.

The Jennifer Company, White Plains, NY

Physiology Technician, (20XX - 20XX)

- Designed rehabilitation programs for nursing home clients and local hospitals.

Mountain Campus News, Boulder, CO

Business Manager, (20XX - 20XX)

- Prepared weekly and monthly financial reports, hired and terminated office staff, prepared employment schedules, and ordered stock.

Activities: Finished Boston Marathon, April 20XX, Volunteer, Rutland, Vermont Civic Society

TAHIRA M. ALLEN

46 Penacook Court, Monson, MA 01090 (555) 555-4904 eallen@email.com

EDUCATION

WESTERN NEW ENGLAND UNIVERSITY SCHOOL OF LAW, Springfield, MA

Candidate for Juris Doctor, May 20XX

Member of evening student division

Honors: American Jurisprudence Book Award, Federal Litigation, 20XX

WESTFIELD STATE COLLEGE, Westfield, MA

Bachelor of Arts in History, May 20XX

Honors: Dean's List, *Omicron Delta Epsilon*

Activities: Multicultural Law Association, History Club, Economics Club

EXPERIENCE

ABEL CORPORATION, Springfield, MA

Employment and Safety Manager, (20XX – present)

- Recruit and hire personnel for zipper and button manufacturing facility.
- Guide hiring managers through selection process to ensure legal employment practices are observed.
- Oversee employee disciplinary actions, grievance resolution, and problem solving guidance for first-line supervisors.
- Assist personnel manager in labor relations with union management.

SPRINGFIELD FABRIC CORPORATION, Springfield, MA

Employment Supervisor (October 20XX – December 20XX)

- Recruited and hired for two facilities comprised of 325 employees.
- Assigned administrative responsibility for corporate employment programs for 1800 employees, including policy and procedure implementation, Federal and State compliance, and other corporate employment objectives.
- Worked closely with management at all locations to achieve employment-related goals.
- Assisted Smithtown plant manager as Safety Coordinator covering compliance issues, training programs, and workers' compensation claims review.

Corporate Personnel Administrator (March 20XX – October 20XX)

- Recruited and selected all nonexempt and lower-level exempt employees for two facilities including corporate offices.
- Worked closely with managers on questions of employment, state compliance, and policy implementation. Updated employee benefits handbook for all locations.
- Worked with department director to administer pension plans and update personnel policies and procedures.

Assistant Personnel Manager (October 20XX – September 20XX)

- Analyzed customer financial data to determine appropriate lines of credit.
- Supervised collection of accounts receivable for all company divisions.

PROFESSIONAL ASSOCIATIONS

United States Personnel Management Association

Massachusetts Safety Council

American Bar Association - Law Student Division

JOHN MALLOY
45 Crestview Circle, Springfield, MA 01104
(413) 747-4678 jmalloy@aol.com

BAR ADMISSION

Sat for July 20XX, Massachusetts Bar Examination; Results Pending

EDUCATION

Juris Doctor, May 20XX

Western New England University School of Law, Springfield, MA

Honors: Legal Research and Writing, Best Brief

Bachelor of Science in Criminal Justice, May 20XX

Ohio State University, Columbus, OH

Honors: Dean's List

EXPERIENCE

STUDENT ATTORNEY, Fall 20XX

Criminal Law Clinic, Western New England University.

Appointed to represent indigent persons charged with misdemeanors in the Massachusetts District Court. Handled all aspects of representation, from initial client interviews and arraignment, through investigation, legal research, plea negotiations, pretrial motions, and trial.

LAW CLERK, January 20XX – May 20XX

Law Offices of Joseph Black, Hartford, CT

Drafted pleadings, complaints, motions, and other legal documents; researched and wrote legal memoranda and appellate briefs filed in state and federal courts. Conducted discovery and factual investigations of cases; interviewed clients, prepared cases for trial, and assisted at civil and criminal trials, depositions, and real estate closings. Appeared at administrative hearings.

LAW LIBRARY ASSISTANT, August 20XX – January 20XX

Western New England University School of Law, Springfield MA

Assisted law students and professors in finding legal resources.

LEGAL INTERN, June 20XX – August 20XX

Honorable John M. Manos, District Court, Cleveland, OH

Researched and wrote judicial opinions and memoranda; prepared case files for court; assisted the bench in various court proceedings; provided administrative support.

INTELLIGENCE ANALYST, January 20XX – August 20XX

Ohio Crime Commission, Columbus, OH

Coordinated investigative reports and compiled statistical analyses. Researched and analyzed criminal trends and patterns.

PAT CHIN

pchin@wne.edu

Permanent Address:

Any Street
Hometown, State 22222
(111) 555-1234

Temporary Address:

55555 Main Street
Any Town, State 11111
(555) 555-6789

EDUCATION

Western New England University School of Law, Springfield, MA
Candidate for Juris Doctor, May 20XX
Class Rank: Top 10%, 24/238
Activities: Western New England Law Review, Note Editor, 20XX-XX;
Junior Staff, 20XX – XX; Intramural Basketball

Cornell University, Ithaca, NY
Bachelor of Science in Labor Relations, May 20XX
Worked throughout school to help finance education.

LEGAL EXPERIENCE

Legal Assistant, 20XX – 20XX
Charles Beckenstein, Esq., Hartford, CT
Research legal issues and draft client correspondence, demand letters, summonses, complaints, answers, and motions for summary and default judgments for an insurance defense attorney.

Legal Intern, June 20XX – August 20XX
Supreme Court, Civil Branch, New York County, Suffolk, NY
Drafted opinions for Justice Patrick Quinn, one of four state Commercial Part justices. Attended pretrial conferences and trials in criminal, housing, and family courts.

Legal Intern, June 20XX – August 20XX
United States District Court, SDNY, Pro Se Division, Anytown, NY
Researched and analyzed cases to be included in recommendations regarding pro se petitioners. Responded to letters written by pro se plaintiffs. Attended District Court trials and hearings in Circuit Court of Appeals.

ADDITIONAL EXPERIENCE

Representative & Tutor, September, 20XX – Present
Springfield Schools Volunteer Program, Springfield, MA
Teach youths in runaway shelter in variety of middle school subjects. Arrange and oversee meetings to recruit Western New England University students to tutor.

Assistant Technical Writer, June 20XX – May 20XX
Marshall Computer & Management Services, Latham, NY
Wrote and edited documentation for software package marketed for construction industry. Composed assistance manual layouts, using Pagemaker software.

ARLENE VELASQUEZ

Permanent Address

Street
City, State Zip
Telephone, Email

Temporary Address

Street
City, State Zip
Telephone, Email

Education **Western New England University School of Law** Springfield, MA

Candidate for Juris Doctor, May 20XX
Honors: Cheshire County Bar Association Scholarship, 20XX - XX

University of Vermont Burlington, VT

Bachelor of Arts in Communication, *cum laude*, May 20XX
GPA: 3.1/4.0

Honors: Jones Scholarship Recipient for Leadership

Activities: Reporter, College Radio Station (WMRS)

Varsity Swim Team

Worked throughout school to help finance education.

Experience **Food Markets, Inc.** Keene, NH

Assistant, Produce Department

20XX - XX

Prepared weekly and quarterly financial sales reports, received and processed merchandise, and ordered stock. Assisted with checkouts and other customer service activities. Worked 20 - 30 hours a week.

American Saw, Inc. Dover, NH

Assembly Technician

Summer 20XX

Worked on assembly line. Assembled parts for a line of tools. Operated polishing machine.

The Gap, Inc. Woodstock, VT

Sales Associate

Summer 20XX

Prepared clothing displays, organized supplies, and sold merchandise. Handled customer inquiries and took inventories.

Affiliations **White River Players** White River, VT

Performer

20XX - XX

Acted and sang in theater productions throughout New England.

Vermont State Legislature Manchester, VT

Volunteer Legislative Advocate

20XX - XX

Lobbied members of legislature for increased funding for local housing programs.

Ronald McDonald House White River, VT

Volunteer Fundraiser

20XX - XX

Helped raise funds for needy families with chronically ill children.

Manchester Alcohol & Drug Abuse Task Force Manchester, VT

Volunteer Community Organizer

20XX - XX

Helped members of the community produce various antidrug educational programs for civic groups and local schools.

ROBERT HAZELTON, JD, MSW

3 Grace Road, Weymouth, MA 02188
(978) 555-6599 rhazelton@aol.com

BAR ADMISSION

Commonwealth of Massachusetts, 1998
United States District Court for the District of Massachusetts, 1998

EXPERIENCE

Glaser & Wilson, P.C., Newton, MA
Senior Associate, June 2002 to Present

- Represent corporate clients in tort and contract disputes in complex commercial litigation practice. Practice's emphasis is on large-scale commercial and insurance-related matters including unfair and deceptive trade practices, tortious interference, insurance subrogation, and product liability.

Craig and Morris, Springfield, MA
Associate, January 2000 – June 2002

- Represented lenders and borrowers in institutional and private loan transactions, real estate acquisitions, and refinancing. Represented clients in divorce and custody cases. Litigation practice experience.

Law Offices of Peter Weisman, Springfield, MA
Legal Intern, Summer 1995

- Researched and drafted mediation memoranda, briefs, and demand letters. Created multimedia PowerPoint presentations for mediation and trial. Researched and prepared purchase and sale agreements. Responded to discovery requests. Assisted with depositions and trials.

Western Massachusetts Legal Services, Springfield, MA
Legal Intern, Summer 1994

- Assisted with case research. Researched and analyzed Public Housing Authority Plans in western Massachusetts to aid in creation of next year's plans.

EDUCATION

Western New England University School of Law, Springfield, MA
Juris Doctor, *cum laude*, 1998
Honors: Dean's List, 1995 – 98

University of Connecticut School of Social Work, Hartford, CT
MSW, 1993

University of Massachusetts, Amherst, MA
Bachelor of Arts, Psychology, *cum laude*, 1990
Studied at Center for Cross-Cultural Communication, Sevilla, Spain, 1990

(Continued on page 2)

ADDITIONAL EXPERIENCE

State of Massachusetts, Division of Social Services, Boston, MA

Social Worker, 1993 – 1995

- Handled all aspects of children in foster care. Worked to provide placements with foster families. Met with families to confirm appropriateness of foster child matches. Completed all legal paperwork. Provided for children's special needs. Worked with foster parents to review children's Placement Portfolios, which contained information necessary for their care and supervision. Terminated placements when necessary.

Hampden County District Attorney's Office, Springfield, MA

Victim Witness Advocate, 1992 – 1993

- Provided support to victims and witnesses of crimes, referred clients to appropriate resources, handled questions about cases and assisted victims of domestic violence in obtaining restraining orders. Fielded phone calls and documented services provided. Trained in crisis intervention.

The Key Program, Westfield, MA

Residential Caseworker, 1990 – 1991

- Provided behavior management treatment to children and adolescents in intensive treatment group homes. Monitored progress. Planned daily living activities. Intervened in crises. Advocated for families.

COMMUNITY SERVICE & ACTIVE MEMBERSHIPS

Board of Directors, Greater Boston Legal Services, 2003 – present

Volunteer, National Multiple Sclerosis Society, Boston, MA, 1993 – 1997

Assist in variety of fund-raising events, including walk-a-thons, radio fundraisers, and golf tournaments.

Council Member, The Jimmy Fund, Springfield, MA, 1996 – 99

Logistics chair, Kaitlin's Ride, which raised \$100,000.

Member, National Association of Social Workers, 2005 – present

Member, Massachusetts Bar Association, 1998 – present