

# Resumes

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There is no one right or wrong way to prepare and present your resume. There are, however, more professionally acceptable ways. Your resume, while attempting to point out your valuable assets, should truly reflect you. It's your resume that's going to get the interview, and the interview that will ultimately get you the job.

While there are various formats that you may use, bear in mind that the average resume gets an initial glance of thirty seconds from a prospective employer. The resume will either spark interest immediately or not at all. The trained recruitment coordinator already knows what to look for in terms of educational and professional experience. Therefore, it is imperative that you be concise and clear in your resume presentation. Consistency will add to the aesthetic appearance of your resume. Put the important facts first; the latter facts may never get read! A shorter resume is always preferred. A recruiting coordinator or hiring partner does not have the time to sift through long resumes. A clear and concise one-page resume is sufficient.

## NAME

Your name should be at the top of the resume. It is commonly found in the center, though lined up along the left-hand margin is also acceptable. Nicknames are unacceptable. If you normally use only a middle initial with your full name, this is fine. Never precede your name with "Resume" or "Resume of."

## ADDRESS

Your address should include street, P.O. Box number if applicable, town, state, zip code, and telephone number including area code. Do not use abbreviations. Make sure you are listing the address at which you are available.

If you are only listing one address, center it below your name. If you are listing two (present, school, current or temporary, in addition to your permanent), list one on the right-hand side of the page and one on the left below your name.

You may also now want to list an e-mail address on your resume. More and more employers are using e-mail and this shows them that you are keeping up with technology.

## CAREER OBJECTIVE

This is generally not listed on the resume. If it is listed in a very general manner (ie: To practice law) it is essentially worthless and detracting from your valuable allotted time. If you are being exceptionally specific and limiting your goals, you might choose to list it. However, if this is the case, you are going to be submitting your resume to only those appropriate situations anyway. If you want to address specifics, this can always be done in the cover letter. The overall recommendation would be to leave an objective off.

## PERSONAL DATA

This should not be on a professional resume. Nothing personal should affect your ability to do the job for which you are applying. Limited personal questions are legal, if asked properly. But, personal information can only lend itself to preconceived notions and prejudices. Why take the chance?

## EDUCATION

For most students, higher education has been the main focus of their recent efforts. Therefore, this section of the resume is important and should be precise. Include all academic institutions attended after high school, periods of attendance (or date of graduation), degrees awarded, and college major and minors. List your most recent education first and proceed backwards in chronological order. If you have not yet graduated from law school, it is best to indicate this by merely stating your planned date of graduation. If this date is in the future, the prospective employer will know that you are still a student. Such phrases as "expect to graduate", "hope to" or "anticipated" are less affirmative ways of saying the same things. Avoid them.

## CLASS RANK/GPA

This is an area where there is great controversy. We recommend that anyone who ranks in the upper half of the class should include their ranking on their resume along with their GPA. Still another school of thought is that it doesn't belong on a resume at all. Sometimes this can be mentioned more effectively in a cover letter or interview than in the resume itself.

However, if you are in the top 30%, it should probably be included. Whatever you decide, do not include it in one place (ie: undergraduate) and exclude it in another. It is human nature to assume the worst. If you scored in the 80th percentile or higher on the LSAT, you may want to include this during your first year until you receive grades.

## **ACTIVITIES AND HONORS**

List the school activities and honors under the appropriate educational institution. Before placing any item on your resume, evaluate it from the employer's point of view.

## **EMPLOYMENT**

This section of your resume should account for blocks of time in your life, so it is a good idea to include specific dates. Some choose to list "summer" instead of dates, assuming that most presume that period of time to be approximately three months between school terms. If your employment experience includes both legal and non-law related experience, you may wish to present the former in a special category. Legal intern, law librarian, law clerk, clinic, et cetera are important to prospective employers looking for some practical experience. List your position, by whom you were employed, and where that employer was located, in addition to the date(s). Be concise but descriptive about your duties and responsibilities. There is no need to include the words "Responsibilities included". The simple phrases describing your responsibilities will be sufficient. In describing your responsibilities, use the "action words" beginning on page 17. If you have a sufficient amount of legal job experience, leave off other part time employment (ie: gas station attendant and waitress).

## **MILITARY SERVICE**

Indicate the branch of service, organization, rank at the time of your discharge, and time during which you served. Keep this information to a minimum unless it has a bearing on legal employment.

## **PUBLICATIONS**

Most law students are not fortunate enough to have published works to list on their resume. However, if you have published or co-authored any published law and/or law related articles, list them on your resume under publications. Make sure that you include the title and citation.

## **SPECIAL SKILLS**

Another area of controversy. Some people cite proficiency on legal computer software (ie: Westlaw and Lexis) as a special skill. Some consider it as expected as a standard contracts or torts class. The rule of thumb should be if you have an outstanding skill that sets you aside from the rest of the pool of candidates and could aid you in getting a job, then list it (ie: being bilingual in applying for a job where it would make a difference). Other than that, don't bother listing jogging, music, or typing speeds!!

## **REFERENCES**

There are two ways to treat references on your resume. Recently the trend has been to list the references on the resume along with titles and phone numbers. Another way, of course, is to include a line on your resume that references will be furnished upon request. One way around this dilemma is to list your references on a "second page" and use that page as you deem necessary. In this case, omit the category from the first page.

Whichever way you choose, between three and five references are expected. Three references are used most commonly. At least one of these should be someone from the College of Law. At least one should be from a prior work experience.

## **WRITING SAMPLES**

Writing samples fall into the same category as references. The two areas can be teamed up for "References and writing samples available upon request". To list them separately with the same "available upon request" line does not bring an impressive closure to a resume. Avoid it.

## **RESUME FORMAT**

The appearance of your resume is important. How you set it up on the page can make a difference in whether or not your accomplishments are ever read. The following mechanical suggestions may be helpful.

**Design for skimmer, not readers (30 - 60 seconds to scan)**

1. Stay away from personal pronouns in your resume.
2. Do not abbreviate.
3. Use an outline form, but do not include numbers, letters, or dashes as category divisions.
4. Use good quality bond paper; at least 80% rag content. Obtain extra paper for cover letters and matching envelopes. Business colors: white, ivory, light gray are the best choices with black ink.
5. Keep your resume on PC disc for easy revision and updating.
6. You may have your resume type-set and printed. However, this is an extremely costly endeavor. You can produce a professional looking resume with a computer using a laser printer. **ANYTHING LESS THAN A LASER PRINTER IS UNACCEPTABLE.** If you do not have the equipment, time, or know-how to produce a professional looking resume, find an individual or service that can help you out. This is absolutely essential in a competitive job market.
7. Avoid a cluttered appearance by leaving a substantial margins (white space) on all sides and listing items vertically rather than across the page in paragraph form.
8. Try to get the essential facts on one page and remember that most people who read resumes read them hurriedly.
9. White space helps the over all appearance and readability of a resume, so don't feel like you have to "fill it up."
10. Make absolutely sure that you have no typographical errors or misspelled words. There are no excuses for these.
11. If your resume exceeds one page (and it really shouldn't), repeat your full name on the top left hand corner with the page number directly beneath it.
12. Be honest, but do not sell yourself short. Use a positive tone.
13. Print on only one side of the paper.
14. Use graphics such as lines but do not go overboard.
15. Critique as an advertisement.

This list of verbs should be used as a guide in developing your resume. Use only where appropriate, not to distort or misrepresent the duties you describe. Remember, the more detailed, specific responsibilities with which you have already had experience and can handle, the better "investment" you will be for that prospective employer.

acquire	create	initiate	propose
act	defend	institute	protect
administer	delegate	instruct	provide
admit	demonstrate	interface	query
advise	depose	interpret	question
advocate	determine	interview	recommend
allocate	develop	lead	recruit
analyze	direct	lease	report
appear	dispose	lecture	represent
approve	distribute	litigate	request
arbitrate	document	locate	require
argue	draft	lose	research
assimilate	edit	maintain	resolve
assist	effect	manage	responsible for
augment	enact	market	review
authorize	establish	mediate	revise
chair	examine	modify	schedule
coach	execute	monitor	screen
collect	exercise	negotiate	secure
communicate	evaluate	notify	set up
complete	file	officiate	solve
conceptualize	follow-up	organize	structure
conduct	form	oversee	summarize
consolidate	formulate	participate	supervise
construct	forward	perform	supply
consult	furnish	persuade	support
contract	generate	plan	syndicate
contribute	guide	prepare	take
control	identify	present	train
coordinate	implement	procure	transact
correct	include	produce	transfer
counsel	inform	promote	translate
			utilize
			verify
			win

SAMPLE RESUME

**James A. Smith**

123 Main Street, Ada, Ohio 45810 (419)634-1234

j-smith@onu.edu

EDUCATION

Ohio Northern University College of Law Ada, Ohio  
J.D. Candidate (Month, Year)

Ohio State University Columbus, Ohio  
B.A. Education (Month, Year)

Student Government Association  
Peer Counselor  
Who's Who Among Students in American Colleges

EXPERIENCE

(Month, Year)

Teller/Customer Service

Bank One, Columbus, Ohio

Handled customer transactions; balanced accounts; prepared reports; updated computer files

(Month, Year) to  
(Month, Year)

English Tutor

Ohio State University, Columbus, Ohio

Tutored students in English; assisted English department in grading, proofreading, and writing

(Month, Year)

Laborer

Clark & Company, Columbus, Ohio

Worked as general laborer in warehouse.  
Picked and shipped parts; operated a forklift; unloaded and loaded trucks

COMMUNITY SERVICE

Boy Scouts of America  
Organized softball tournaments to raise money for local charities  
Big Brother in local Big Brother/Big Sister Program

INTERESTS

Sports, reading, camping

*References and Writing Samples Available upon request*

SAMPLE RESUME

**Joseph B. Scott**

Present Address  
123 Main Street  
Ada, Ohio 45810

j-scott@onu.edu

Permanent Address  
572 Sears Road  
Toledo, Ohio 43612

EDUCATION

Ohio Northern University College of Law Ada, Ohio  
**J.D. Candidate** (Month, Year)

Law Review  
Student Bar Association

University of Pennsylvania  
**B.S. magna cum laude, Accounting,**

Philadelphia, Pennsylvania  
(Month, Year)

EXPERIENCE

(Month, Year) **Law Clerk**

(Month, Year)

Conrad O'Brien Gellman & Rohn

Philadelphia, Pennsylvania

(Month, Year) **Accounting Clerk**

(Month, Year)

Citizens National Bank

Toledo, Ohio

PERSONAL INTERESTS

Basketball and golf.

REFERENCES AND WRITING SAMPLES

Available upon request

SAMPLE RESUME

**Nancy A. Smith**

n-smith@onu.edu

125 Main St. Ada, Ohio 45810 (419) 634-0000

525 Vine St. Cincinnati, Ohio 45242 (513) 238-9922

EDUCATION

Ohio Northern University College of Law Ada, Ohio  
**J.D. Candidate** (Month, Year)

Law Review  
Moot Court Board of Advocates  
Delta Theta Phi Legal Fraternity

Ohio State University Columbus, Ohio  
**B.S. Education** (Month, Year)

Student Government Association  
Alpha Alpha Alpha Honorary Education Fraternity

PUBLICATION

National Organization for Women v. Adams  
21 Ohio N.U.L. Rev. 1050 (Month, Year)

EXPERIENCE

(Month, Year) to  
(Month, Year)

**Law Clerk**

Frost & Jacobs Cincinnati, Ohio

Interviewed witnesses; counseled clients; filed briefs; researched legal cases; drafted legal memorandums; prepared preliminary opinions of titles

**(Month, Year) to**  
(Month, Year)

**Law Clerk**

Baker & Hostetler Columbus, Ohio

Prepared pleadings and papers for foreclosure actions; obtained witness statements; wrote appellate briefs; drafted employment contracts for corporations

REFERENCES AND  
WRITING SAMPLES

Available upon request

sample resume

**John D. Jones**

j-jones@onu.edu

123 Main Street  
Ada, Ohio 45810  
(419) 634-7890

EDUCATION:

**Ohio Northern University College of Law** Ada, Ohio

Juris Doctor Month, Year

GPA: 3.4 Class Rank: 11/103

Law Review  
Client Counseling Competition Semi-Finalist  
Student Bar Association

**State University** Capital City, Pennsylvania

Bachelor of Arts Cum Laude English June, 1988

GPA: 3.7 Class Rank: 102/589

Student Government Association Class Representative  
Who's Who Among American College Students  
Alpha Alpha Alpha Sorority  
Walt Whitman Literature Fellowship

EMPLOYMENT:

**(Mo., Yr. to Present) Research Assistant**

Professor John Doe

Ohio Northern University Ada, Ohio

Utilized Westlaw extensively; researched legal cases; compiled references; designed charts and tables

**(Mo., Yr. to Mo., Yr.) Law Clerk**

Thorp, Reed & Armstrong Pittsburgh, Pennsylvania

Prepared reporting and compliance forms; drafted internal memoranda; researched various areas including negligence, medical malpractice, contract, bankruptcy, labor, banking, and corporate law

REFERENCES:

Professor John Doe  
Ohio Northern University College of Law  
Ada, Ohio 45810  
419/772-0000

Mr. James B. Smith  
Thorp, Reed & Armstrong  
One Riverfront Center  
Pittsburgh, PA 15222  
(412) 294-7711

Professor Jane Smith  
Ohio Northern University College of Law  
Ada, Ohio 45810  
419/772-7777

sample resume

**Scott A. White**

s-white@onu.edu  
123 Main Street  
Ada, Ohio 45810  
(419) 634-7890

EDUCATION

Ohio Northern University College of Law Ada, Ohio  
**J.D. Candidate** May, 1993

Law Review  
American Jurisprudence Book Award in Torts  
Student Bar Association Class Representative

State College Capital City, Idaho  
**B.A. Psychology** August, 1990

President's Honor Roll  
Dean's List  
Alpha Alpha Alpha Psychology Honorary Fraternity

United State Military Academy West Point, New York  
July, 1987 - March, 1988

Nominated by Congressman J.R. Green and  
Senator Thomas Teal to the United States Military Academy

MILITARY EXPERIENCE

Honorable Discharge from the United State Army  
Disabled Veteran with 20% disability rating

EXPERIENCE

**Research Assistant** Dean Jane Smith  
Ohio Northern University Ada, Ohio  
Researched legal cases with the possible application of a "no fault"  
system to medical malpractice; conducted extensive research using  
Lexis; drafted memorandums

WRITING SAMPLES  
AND REFERENCES

Available upon request

**CHARLES SULLIVAN**  
**850 Pine Street**  
**New York, New York 10038**  
**(212) 777-4980**  
c-sullivan@howard.law.edu

**EDUCATION:**

Howard University School of Law  
Washington, D.C.  
J. D. 1992  
**Class Rank; Top 15%**  
Note & Comment Editor, **Howard Law Review**

**Hofstra University**  
Hempstead, New York  
*B.A. magna cum laude*, Economics, 1989  
**G.P.A.; 3.8/4.0**

**EMPLOYMENT:**

October 1992  
to Present

**Maritime Overseas Corporation**  
New York, New York  
**Maritime Attorney** Responsible for legal services for vessel design,  
construction, financing, and chartering for large container shipping  
company. Set up and arrange government financing and approvals for  
company that constructs and operates feeder vessel.

**Summer 1991**

**Honorable Chester Woodbridge**  
U.S. District Court, Eastern District of New York  
*Extern* Drafted bench memoranda for a variety of civil  
lawsuits. Analyzed evidence, ascertained facts and  
researched applicable law.

**BAR ADMISSION:  
& ACTIVITIES**

State Bar of New York, 1992; Member, Maritime Law  
Association of the United States.

**PERSONAL  
INTERESTS:**

Sailing and windsurfing.

**REFERENCES AVAILABLE UPON REQUEST**

**RICHARD P. DUFFY**  
5472 West Glenbury Road  
Pasadena, California 91101  
(818) 793-4523  
rduffy@ui.law.edu

**EDUCATION:**

**University of Iowa College of Law**  
Iowa City, Iowa  
J.D. (Yr.)  
Order of the Coif  
Note & Comment Editor, Iowa Law Review

**Iowa State University**  
Ames, Iowa  
*B.A. summa cum laude*, English, 1986  
G.P.A.; 4.0/4.0

**EMPLOYMENT:**

(Month, Year)  
to Present;  
(Month, Year)

**Gibson, Dunn & Crutcher**  
Los Angeles, California  
Appellate Litigation Associate. Involved in several insurance matters including coverage disputes, bad faith claims, alleged errors or omissions on part of insurance agents, products liability, and legal malpractice. Take and defend depositions. Draft and argue motions. Draft trial briefs.

(Month, Year)

**Honorable Catherine Vigil**  
Iowa City Superior Court Appellate Department  
Extern.

**BAR ADMISSION  
& ACTIVITIES:**

State Bar of California, 1989; The American Academy of Appellate Lawyers.

**PERSONAL  
INTEREST:**

Creative writing

**REFERENCES AVAILABLE UPON REQUEST**

**McNALLY DOUGLAS**  
501 Dakota Avenue  
New York, New York 10166  
(212) 351-4223  
douglas@aol.com

**PROFESSIONAL  
EXPERIENCE:**

BANKRUPTCY LITIGATION PRACTICE, Research and draft motions, pleadings, and memoranda of law. Participate in arbitration proceedings. Argue motions in Bankruptcy Court. Take and defend depositions. Conduct client interviews.

**EMPLOYMENT:**

(Month, Year)  
to Present

**Gibson, Dunn & Crutcher**  
New York, New York  
Associate.

(Month, Year)

**Cleary, Gottlieb, Steen & Hamilton**  
New York, New York  
Summer Associate, Offer extended.

(Month, Year)

**New York City Department of Law,  
Office of the Corporation Counsel**  
New York, New York  
Summer Intern in the Family Court Division.

**EDUCATION:**

**Fordham University**  
New York, New York  
J.D. Year  
Class Rank #5 in the class  
Note and Comment Editor, Fordham Law Review

**Colgate University**  
Hamilton, New York  
*B.S. magna cum laude*, Mathematics, (Year)

**BAR ADMISSION  
& ACTIVITIES**

State Bar of New York, (Year)  
Member, Association of the Bar of the City of New York (Member, Committee on Bankruptcy and Corporate Reorganization).

**INTERESTS:**

Racquetball and backpacking.

**REFERENCES AVAILABLE UPON REQUEST**



**DAVID HO**  
1717 Dove Avenue  
Newport Beach, California 92660  
(714) 852-2690  
dho@aol.com

**MARCY FEIGENBAUM**  
1801 Ranchito Drive  
North Hollywood, California 91601  
(818) 750-1620  
mfeigenbaum@aol.com

**EMPLOYMENT:**

(Month, Year)  
to Present;  
(Month, Year)

**McKittrick, Jackson, DeMarco & Peckenpaugh**  
Newport Beach, California  
Construction Litigation Associate. Practice includes legal research,  
drafting and arguing motions, developing discovery plans, taking and  
defending depositions, prepare evidence and exhibits for trial, negotiate  
and draft settlement agreements

(Month, Year)

**District Attorney's Office**  
Fourth Judicial District of Utah  
Extern

**EDUCATION:**

**Brigham Young University,  
J. Reuben Clark Law School**  
Provo, Utah  
*J.D. cum laude, Year*  
Note and Comment Editor,  
Brigham Young University Law Review

**San Francisco State University**  
San Francisco, California  
*B.A. cum laude, English, Year*  
G.P.A.: 3.6/4.0

**BAR ADMISSION:**

State Bar of California, Year

**LANGUAGE:**

Fluent in Mandarin Chinese

**PERSONAL**

**INTERESTS:**

Golf, tennis, and skiing

**REFERENCES AVAILABLE UPON REQUEST**

**PROFESSIONAL**

**Entertainment Litigation Research:**

draft motions, pleadings and memoranda of law. Litigate matters of  
unfair competition, antitrust and infringement. Draft and negotiate  
artists' and producers' agreements. Take and defend depositions.  
Conduct client interviews.

**EMPLOYMENT:**

(Month, Year)  
to Present

**Armstrong & Hirsch**  
Los Angeles, California  
Entertainment Associate

(Month, Year)

**Irell & Manella**  
Los Angeles, California  
Summer Associate, Offer extended

(Month, Year)

**The Walt Disney Company**  
Burbank, California  
Intern

**EDUCATION:**

**Stanford University Law School**  
Palo Alto, California  
J.D. Year  
Class Rank: #3 in the class  
Editor, Stanford Law Review

**Harvard University**

Cambridge, Massachusetts  
*B.A. summa cum laude*, Political Science, Year

**BAR ADMISSION:** State Bar of California, Year

**PERSONAL**

**INTERESTS:**

Tennis and racquetball.

**REFERENCES AVAILABLE UPON REQUEST**

**MARK R. BENTWORTH**  
7583 West Castle Road  
Cheyenne, Wyoming 82001  
(307) 638-0216  
mbentworth@aol.com

**COLLEEN COOPER**  
888 Pennsylvania Avenue  
Washington, DC 20007  
(202) 530-8241  
c.cooper@american.law.edu

**EMPLOYMENT:**

(Month, Year)  
to Present

**Rogers, Blythe & Lewis**  
Cheyenne, Wyoming  
Family Law Associate; Practice includes all areas of family law including dissolution, annulment, custody, and support modification, as well as related area of adoption and guardianship. Appear at trial, OSC's, and hearings on various motions. Perform discovery. Negotiate and draft marital settlement agreements

(Month, Year)

**Honorable Patricia Sandborn**  
Wyoming Supreme Court  
Extern

**EDUCATION:**

**University of Wyoming College of Law**  
Laramie, Wyoming  
J.D. Year  
Class Rank; Top 8%

**University of Oklahoma**  
Norman, Oklahoma  
*B.A. cum laude*, Sociology, Year

**BAR ADMISSION:**

State Bar of Wyoming, Year

**PERSONAL INTERESTS:**

Photography.

REFERENCES AVAILABLE UPON REQUEST

**EDUCATION:**

**American University, Washington College of Law**  
Washington, DC  
J.D. Year  
Order of the Coif  
Class Standing: Top 5%

**Washington & Lee University**  
Lexington, Virginia  
*B.S. magna cum laude*,  
Business Administration, Year

**EMPLOYMENT:**

(Month, Year)  
to Present

**Foley & Lardner**  
Washington, DC  
Corporate Associate; Wide-ranging corporate practice including involvement in venture capital deals, stock offerings, and three public offerings. Negotiate the sale of a newspaper business, draft partnership agreements, joint venture agreements, stock purchase agreements, and shareholders' agreements. Formation of corporations and drafting of all corporate documents including certificates of determination

(Month, Year)

**Covington & Burling**  
Washington, DC  
Summer Associate. Offer extended

**BAR ADMISSION:**

State Bar of Maryland, Year  
State Bar of District of Columbia, Year

**PERSONAL INTERESTS:**

Foreign politics, theater, and travel

REFERENCES AVAILABLE UPON REQUEST

**Sample References**

**Scott A. White**

123 Main Street  
Ada, Ohio 45810  
(419) 634-7890  
s-white@onu.edu

*References*

Professor John Doe  
Ohio Northern University College of Law  
Ada, Ohio 45810  
(419) 772-0000

Mr. James B. Smith  
Thorp, Reed & Armstrong  
One Riverfront Center  
Pittsburgh, PA 15222  
(419) 394-7711

Professor Jane Smith  
Ohio Northern University  
Ada, Ohio 45810  
(419) 772-2222