

VI. RESUMES

A. Purpose of a Resume. A resume is a marketing tool. It is an advertisement of what you have to sell. A resume is designed to accomplish one thing - to interest a prospective employer sufficiently to invite you to an interview. In order to get the interview, your resume must answer one critical question for a prospective employer, "What can you do for me?" In drafting your resume, never lose sight of this decisive question.

While your resume reflects what you have accomplished, this is only relevant to the extent that it translates into what you will be able to do for the employer in the future.

Law firms and other legal employers are flooded with resumes from law students and practicing attorneys seeking work. These employers use the resumes they receive to identify those candidates who are appropriate for the available position(s) and to screen out those who are not. In order to be competitive, your resume must give the employer a reason to want to meet you and to hear more about the experiences that you have briefly described on the resume. To achieve this (1) Your resume must convey an initial good impression. Employers make instant judgments about you as a person based upon the physical appearance of your resume. Accordingly, your resume **MUST** be neat and well-organized. (2) After only a cursory examination, your resume must convince the reader that your work experience and educational background were virtually "custom designed" for the position for which you are applying. You can accomplish this result only if you have done your research about the particular employer and have learned about the requirements this employer has and the credentials that this employer is looking for. (3) Your resume must proclaim your ability to perform well in the desired position. This goal is achieved by effectively describing your work and educational experience in terms of activities and accomplishments most relevant to the knowledge and skills required for successful performance in the particular job.

B. Tone of your Resume. For your first draft, put yourself in the place of the employer and decide what you would look for. Write down everything you want to say about yourself, emphasizing the positive information and minimizing, if not eliminating, facts that you think are negative. Weed out the least important facts. Remember, your resume is your marketing tool. And as any good marketer will tell you, the best way to write about anything you want to sell is to sit down first and concentrate on your target audience. Discussions with various types of legal employers has revealed that there are numerous tangible and intangible qualities that legal employers believe are essential to the makeup of a successful attorney. So, even if you have little or no legal work experience or if you have only worked at minimum wage positions, you will still be able to write a resume that will be of interest to potential legal employers by concentrating on those tangible or intangible skills that demonstrate transferable skills - those that will make an employer interested in you. In *Guerrilla Tactics For Getting The Legal Job Of Your Dreams*, Kimm Walton includes several exercises that will help you focus on exactly what it is that you bring to the table, based on what you've accomplished. Ms. Walton suggests that as you draft your resume, you follow these exercises.

Exercise #1: List of Attributes Exercise. The following is a list of attributes that legal employers look for in job candidates. Review the list carefully and check off five of the adjectives that describe you most closely:

- | | | | | |
|---|--|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> accommodating | <input type="checkbox"/> achieving | <input type="checkbox"/> aggressive | <input type="checkbox"/> persistent | <input type="checkbox"/> persuasive |
| <input type="checkbox"/> probing | <input type="checkbox"/> ambitious | <input type="checkbox"/> analytical | <input type="checkbox"/> attentive | <input type="checkbox"/> bright |
| <input type="checkbox"/> competent | <input type="checkbox"/> conscientious | <input type="checkbox"/> consistent | <input type="checkbox"/> creative | <input type="checkbox"/> decisive |
| <input type="checkbox"/> determined | <input type="checkbox"/> efficient | <input type="checkbox"/> energetic | <input type="checkbox"/> exacting | <input type="checkbox"/> explicit |
| <input type="checkbox"/> goal-oriented | <input type="checkbox"/> imaginative | <input type="checkbox"/> industrious | <input type="checkbox"/> inquisitive | <input type="checkbox"/> insightful |
| <input type="checkbox"/> instinctive | <input type="checkbox"/> inventive | <input type="checkbox"/> logical | <input type="checkbox"/> mature | <input type="checkbox"/> meticulous |
| <input type="checkbox"/> methodical | <input type="checkbox"/> observant | <input type="checkbox"/> perceptive | <input type="checkbox"/> purposeful | <input type="checkbox"/> resourceful |
| <input type="checkbox"/> self-confident | <input type="checkbox"/> self-reliant | <input type="checkbox"/> serious | <input type="checkbox"/> sophisticated | <input type="checkbox"/> systematic |
| <input type="checkbox"/> thorough | | | | |

Exercise #2: The "Prove It" Exercise. Now copy down each adjective that you checked off from the list and write down the specific experiences that you've had, whether or not they had anything to do with the law or law school, that prove that those five adjectives apply to you. Give proof that each of the characteristics is one of your strengths. For example, if you chose "ambitious" as one of your adjectives, and you are an evening student, you will want to make sure that your resume clearly states that you are an evening law student who is working full time while attending law school. Or, if you waited tables in the past, you probably had to learn on your own how to organize your trips between the kitchen and your tables for greatest efficiency. Efficiency is of prime importance to legal employers who seek to control or reduce costs while increasing client billings.

In performing this exercise, don't overlook your volunteer experience. The skills you exhibit in volunteer work are very important to employers - they are interested not only in the skills you have applied and honed, but also in your self-motivation and the commitment you gave to something for which you were not paid.

For those with particular undergraduate or other graduate degrees and/or work experience, filling specific personnel needs may be an important part of your résumé's appeal. For instance, electrical engineers, physicists, and chemists often seek summer and permanent work at patent firms or as in-house counsel with large manufacturing companies. Medical doctors and nurses may have excellent backgrounds for insurance defense, medical malpractice, and personal injury firms. Social workers, parole officers, police officers, or teachers may want to practice in the domestic, criminal or juvenile law areas. Remember though that drafting a resume for a legal employer seeking a law clerk or an associate with your qualifications should be approached in a very different manner from the way in which you compose a resume that would appeal to a hiring manager from your prior field.

Keeping your audience in mind, think about how your experience will be used in your present circumstances. For instance, nurses and social workers have close contact with individuals and families at times of great distress. What would this mean to an employer who is hiring a new attorney for a domestic practice, especially a small practice, where the new associate will immediately be expected to handle client contact with minimal supervision?

If you can demonstrate through your resume that you have transferable skills, then your resume has done its intended job of opening the door for you. Don't assume though that just by listing previous job titles and a brief list of duties for each, that any hiring authority will be able to make the leap to figure out what your transferable skills are and how they would benefit the employer. You must list your experiences in terms most clear to the employer.

C. Content

1. What To Include on Your Resume?

The first step is to write down on paper everything you have done, and to pull from those experiences everything you have accomplished. Your accomplishments and the transferable skills that you gained are what will distinguish you from the other people with a similar background. When deciding what to include on your resume, don't just focus on your duties in the various jobs you have held. Simply listing prior job titles and assigned tasks you performed does not say very much about what skills you acquired in those previous positions. That is why you must concentrate on your accomplishments and transferable skills.

a. Name - your full name. Do not use nicknames or shortened forms of your name.

b. Address, Telephone Number, and Email Address - your local address (where you live while attending law school) and permanent address, if it is different. Include a permanent address especially if you are applying to an employer in your hometown area. List both home and work phone numbers only if it's acceptable for potential employers to contact you at work. If you list a work phone number, you risk your current employer finding out about your search for new employment. If you include only a home phone number, make sure everyone at home is fully aware of the importance of being as professional as possible when answering the telephone. Also, have an answering machine or voice mail. As you know, there is nothing more frustrating than trying to reach someone and not being able to leave a message. But, if you do have an answering machine, please make sure your answering machine message is pleasant and professional and not too cute or gimmicky. Increasingly, employers contact applicants by email. If you do not include an email address on your resume, you may give the impression of being behind the times technologically. Remember, if you are including your email address on your resume, you must check your email regularly. As with answering machine messages, make sure that your email address is professional and appropriate.

c. Education - this is the information that will draw the potential legal employer's attention first. Normally, it will be the first listing on your resume, under your name, address and telephone number. Your educational history should be **listed in reverse chronological order** with your law school listing first followed by any other graduate degrees, and finally your undergraduate college or university. To decide what to include in the "Education" section of your resume, use the "Law School" and "Undergraduate" worksheets included at the end of this section.

In the left hand column, fill in the information about the school's name, city and state, your graduation date (Candidate for Juris Doctor, June 2001) and any extracurricular activities in which you are involved. Extracurricular activities include moot court, law school journals, student organizations, and the like. In the right hand column, write down your GPA, your class rank, any scholarships you've received in law school and any scholastic honors or awards that you have received, and any favorable moot court results. Also include short descriptions of any honors or awards so that potential employers know their meaning. When listing extracurricular activities, include information about offices that you have held and details about any organization(s) that you founded or improved. These are the accomplishments that will distinguish you from other candidates.

Now do the same thing for your undergraduate school using the "Undergraduate School Worksheet." In the Extracurricular section of the Undergraduate Worksheet be sure to include any sorority/fraternity or student government activities in which you were involved as well as any sports in which you may have participated. And again, list the accomplishments in each organization that will make you stand out from the crowd. If you have other graduate degrees make up your own worksheet using the format that we have provided and list the same information.

Activities related to school should appear in the education section of the resume and not at the bottom of the resume where they may be overlooked.

d. Experience - now turn your attention to your nonacademic experience which will include your complete employment history (legal and non-legal) as well as any volunteer work that you have done. The worksheets at the end of this section will assist you in organizing all your relevant work experience. You will need a different worksheet for each of your work experiences, including summer, part-time, legal, non-legal, volunteer, etc.

As you did on the law school and undergraduate worksheets, in the left hand column of each "Employer" worksheet, enter your job title(s), the name of your employer, and the city and state where the employer is located and the dates of your employment. Then list your tasks and duties. Give details about exactly what you did - be as specific as possible. Don't just say "drafted memoranda." Give examples of the kinds of research you performed and what those memos were about. These are the details that will be of interest to the employer reviewing your resume.

In the right hand column of each "Employer" worksheet, write down things that you accomplished with each of your previous employers that show that you were an above average employee - the ways in which you performed those duties in the left hand column that distinguish you from everyone else. In other words, how well did you do those tasks and duties which you listed? For volunteer positions, be specific about any amounts of money that you raised and anything else that distinguished you. Again, with all past employment, be as specific as possible and keep in mind the list of adjectives which describe you.

e. Hobbies and Interests - although the merit of including personal hobbies and interests on your resume is topic for debate among legal resume experts, your hobbies and interests are the attributes that make you a living, breathing person. Those who oppose the inclusion of personal avocations insist that such information is usually not relevant in any way to a hiring decision. These naysayers contend that revealing such information may have the opposite effect you desire - it may invite discrimination. For example, an employer who is an animal rights activist who reads that an applicant is an avid duck hunter may be turned off.

On the other hand, those who support the inclusion of personal interests and hobbies say that these traits make you less one-dimensional. Both sides agree, however, that if you are going to include hobbies on your resume, you should include only those hobbies which either (1) show rainmaking potential; (2) suggest worthy traits like self-discipline; (3) provide material for conversation; or (4) give you a connection to the employer.

A note of caution about including hobbies - be careful about including "highly charged" items which may be viewed by an employer as particularly controversial. These include political, social, and religious affiliations.

When including interests or hobbies, and even community activities, always consider your audience. If you are applying to a very conservative firm, you may want to find a toned down way to describe any experience, interest, or activity that the more reserved members of the hiring committee may consider questionable.

f. Community Activities/Membership - as with interests, community activities show that you are a well-rounded person. In addition, they indicate your potential to generate clients and your ability to handle multiple tasks. Also similar to interests, you should consider how the employer may view the activity you list, especially if relates to political, social, and religious affiliations.

g. References - it is not necessary to include your references or the statement "references available upon request" on your resume. Potential employers know that if they ask you for references, you will be able to supply them with some names. Type your references on a separate sheet and include their names, titles, addresses and phone numbers and a line about how they know you. Generally, law firms want references who can attest to your legal reasoning and writing ability. Therefore, to the extent possible, use prior legal employers and law professors. Always get a person's permission before listing him/her as a reference and provide your references with an updated copy of your resume.

2. What Not to Include on Your Resume

a. Objective Line - Although they may be appropriate for non-legal position, such lines are not appropriate on legal resumes. They can only hurt you. An objective line may have the effect of "pigeon holing" you. Employers assume your objective is to work for them.

b. Personal Section - personal information about your age, health, marital status, number of children that you have and the like is none of the employer's business. As a matter of fact, it is illegal for a potential employer to ask you questions about these subjects. Please see the "Interviewing Section" of this Handbook about how to handle illegal and inappropriate questions on an interview.

c. Summary of Qualifications Section - Again, this is something that you may include on a resume for a non-legal position, however, such sections are not appropriate for a legal resume. This type of information often adds little to a resume because it simply is an inventory of subjective qualifications listed without providing support.

d. Computer Skills - omit these unless you are applying for a position that requires a specific technical knowledge that you possess, i.e. something more than basic word processing or online legal research skills.

D. Some Final Words On Resumes. Even if you have printed your resume on high quality paper and made sure that it is typo-free, your resume may still not promote a positive initial impression if the information that is most relevant to the reader is not immediately evident. Therefore, avoid using a style or format that forces the reader to hunt for your areas of expertise, experience or critical skills. Remember, you may not have more than 30 seconds of the reader's attention, so you must arrange your resume so that the high points can be absorbed within those 30 seconds.

1. Format and Style - there is no single correct way to set up a resume. Of the many acceptable resume formats, you will need to determine which format best suits the content and represents you. No matter what format you select, however, there are some basic rules that every resume must adhere to in order to ensure that it is a neat, professional, high quality presentation of your credentials.

a. Your resume must be presented on good quality, 8 1/2 x 11 paper, usually white or a close relative of white, such as ivory, beige, light grey, cream, etc. You want your resume to stand out because of its content, not because of the hot pink paper you printed it on.

b. Your resume must be free from hand corrections, typos, spelling errors, and grammatical mistakes. If you give the impression that you don't care enough to put in the time and effort to produce an accurate resume, the employer will question your ability to produce a first-class legal work product on behalf of its clients.

c. Your resume must be neatly typed on a word processor using a professional font and then laser printed or typeset and reproduced on a quality copying machine. Use blank spaces, block caps and bold face print to highlight your major accomplishments. Since you are now marketing yourself as a professional, your resume must look professional.

d. The point size of the type should be somewhere between 10 and 12 points.

e. The resume should be one page unless you have extensive work experience. If so, use two separate sheets and staple them together.

f. Use action verbs to describe your duties. A list of action verbs is included after the sample resumes.

g. Do not include false or misleading information or exaggerate any of the contents, including previous jobs or academic accomplishments. If you list yourself as a law clerk for a firm when in fact you were a secretary, you endanger your credibility. When an interviewer questions you or your former employer about your specific responsibilities, they will learn the truth and you will be eliminated from consideration for the position. Similarly, if you were on the Dean's List for one semester in college, you must list it that way. Do not use a general statement "Dean's List" - this conveys the impression that you were on the Dean's List every semester. And, of course, your G.P.A. and class rank must be absolutely accurate. State your G.P.A. to the hundredth decimal point -- don't round it off. Also, you are not permitted to calculate your own G.P.A.; only include information provided by the Registrar's Office. Failure to do so could result in a numerical conflict that costs you your reputation and the position.

2. Scannable Resumes - More detailed information about scannable resumes can be reviewed at http://www.quintcareers.com/scannable_resumes.html.

An increasing number of legal employers—particularly large ones—now scan resumes from job applicants into a database. Employers are moving in this direction for several reasons.

First, searching a large number of scannable resumes by computer is much faster and easier than "eyeballing" them one at a time. Second, companies with locations nationwide find that scanning resumes into their computer network makes them readily accessible to, and searchable by, all of their offices, regardless of location. Third, storing resumes in a computer database is much more efficient than filing them. Fourth, a single resume database can be used to search for virtually any criteria selected (which means that resumes from attorneys, engineers, and secretaries can all be crunched through in the same database). Fifth, this database can be used during a long period of time, so that candidates for new positions can be identified and readily retrieved when future opportunities arise (without the cost of additional advertising or payments to search organizations). And sixth, this new technology presents a less expensive way to handle recruitment.

WHAT IS A SCANNABLE RESUME? A scannable resume is one that can be read by an optical scanner, converted to text, and saved as a computer file and/or in a database. A very good scannable resume optimizes the computer's ability to read your resume. Once scanned into a computer, the resume can typically be searched by a key word search engine. This search allows an employer to identify qualified candidates.

The following considerations apply to a scannable paper resume:

Use white paper. Any other shade (such as off-white or ivory) or color other than white risks making the contrast between the type and the background too fuzzy or blended for the scanner to read with precision.

Use standard 8_ x 11 inch paper. Most commercial scanners are calibrated to handle this standard-size sheet of paper. Anything else demands special attention and careful placement of each sheet of paper on the feeding or viewing mechanism.

Print on only one side of each sheet of paper. Have you ever received a photocopy of a document and found it contained only the odd-numbered pages (i.e., 1, 3, 5, 7, etc.)? The same principle applies here.

Use 12-point or 14-point type. A larger typeface is more readily and accurately scannable. However, anything larger than 14-point is a bit overpowering and "off-putting."

Make sure your print is dark. Light print is hard for scanners to read. On the other hand, make sure the print is not so dark that it is fuzzy or smudged or that the letters blend into each other.

Select a "clean," easily-scannable font. Choose from sans serif family fonts, such as Courier, Times, or Arial. These fonts have clean, crisp lines and can be more readily scanned than serif typefaces.

Avoid fancy, stylistic, word-processing devices/"gadgets." This means graphics, columns, images, boldface, italics, highlighting, underlines, horizontal or vertical lines, bullets, headers or footers, superscripts or subscripts et al. Anything other than straightforward, mundane black-on-white runs the risk of not being readable by the scanning program. Your goal should be to maximize the ability of the computer and software to "read" your resume. Note: parentheses (), brackets [], slash marks (/), dashes and hyphens may also be a problem for some scanners.

Don't make any handwritten comments or changes on your resume. This standard rule is especially important when dealing with scanned material. Most commercial scanners cannot easily read hand-written notes or revisions. It is the same as suddenly throwing in a phrase containing dense, italic type (only worse, because it also means you would not take the time to make the changes on your word-processing program so that you could produce a readable resume).

Left-justify text. Some scanners and scanning software programs have a problem picking up fully-justified text completely. Sometimes, the letters near or on the right margin get lopped off.

Leave adequate margins. Text that runs too close to the top or bottom of the page, or too close to the left or the right-hand sides, is asking for trouble.

Be careful of spacing between words and letters. Make sure the spaces between words and letters is sufficient so that the scanner can differentiate between them.

Use a laser printer. Your paper product will look crisper and reproduce better.

Use separate lines for your contact information. For example:

Lex Veritas
123 Remora Lane
Hammerhead, MI 49110
Tel: 100/555-1111
Fax: 100/555-2222
E-mail: lvsymbiont@sharkfin.com

Make sure your name is at the top of each page of your resume. Scanning technology usually requires that pages be separated in order to be scanned. Consequently, you do not want to risk your resume pages getting lost or confused with someone else's.

Number each page of your resume. If your resume material is out of sequence and therefore semi-coherent, it will be assumed you are at fault.

Don't staple your resume. Forcing the hiring organization to pull out staples is a guaranteed means of irritating people who have your job fate in their hands. Moreover, if the staples are not pulled out cleanly, some scanners may not be able to handle your torn paper. If you want to attach the pages, use a paper clip.

Don't fold your resume. Send it in a large envelope if you are mailing it. Folded pieces of paper are difficult to scan and also impose additional work on the folks who do the scanning.

Use all capital letters for section headings. For example: EXPERIENCE, EDUCATION, PUBLICATIONS, HONORS AND AWARDS, etc.

Most employers realize that if they are demanding scannable resumes, length considerations must be relaxed somewhat.

Think "key words." This point gets special highlighting because it is probably the most important recommendation. Search engines generally operate on a key word principle. If the Legal Department, for example, is seeking an antitrust attorney, it is highly likely that it will ask Human Resources to search the database using the key word "antitrust." If you litigated the Microsoft case, but submitted your "complex commercial litigator" resume version to the employer (shrewdly thinking that the broader description of your experience would qualify you for a wider variety of positions), a search using "antitrust" will not identify your resume and you will not be considered for the position. Scannable resumes require you to think like a search engine (or perhaps more appropriately to think like the technician tasked with running the search engine). This means asking yourself what key words/phrases the searcher will type on his or her keyboard in order to identify candidates for the position(s) advertised.

The identification of key words or phrases is not difficult. Both public and private sector employers try to emphasize the knowledge, skills, and abilities they consider to be the most important. In the private sector, an employer might state: "Applicants must have:" and then list a series of specific qualifications. In the public (government) sector, an announcement might make the same kind of statement and then supplement that information with a list of evaluation factors or ranking factors aimed at fleshing out or clarifying the specific qualifications. Further, many employers also provide other valuable information for the job applicant by stating that a certain kind of knowledge, skill, or experience is "preferred" or "desired." Whether something is "required" or "desired," the employer is handing you the key words and phrases on a silver platter. Assuming your qualifications make you a good candidate for the position in question, all you have to do is to make sure that **THESE EXACT KEY WORDS AND PHRASES** appear in your scannable resume.

Notwithstanding the trend toward applying technology to resume reviews, you never know when an employer might want to pick up your resume and actually read it. This is one of the reasons why you might want to submit two versions of your resume: one scannable version and one traditional version. All of the rules and common-sense guidelines apply to both versions.

Don't fax your resume. Facsimile transmission also degrades text (even more than photocopies). Send your resumes by snail-mail or by using one of the alternatives to the U.S. Postal Service. However, if you are required to submit your resume by fax, follow-up by sending (as quickly as possible) a hard-copy original.

If an employer asks you to submit a scannable resume, it is futile to resist. If your traditional resume is not scanner-compatible, your chances of being selected for an interview are slim. Your chances almost disappear at any organization that sees high-tech innovation as the cold, impersonal tidal wave of the future.

E. Resumes for the alternative career. If you have decided to pursue an alternative career, your resume should look much more like those generally accepted in the business world. It may include an objective, a summary of skills, etc. Additionally, you may opt for a functional rather than a chronological format. General resume books such as Martin Yate's "Resumes that Knock 'em Dead" are a great resource for sample resumes for corporate and other alternative positions. A number of such books are found in the CSO Resource Center and can be signed out.

The following resume examples are designed to assist you in your initial drafting of your resume. A resume preparation checklist and a list of commonly used action verbs that you should use as you draft your resume are also included in this Handbook following the sample resumes.

Before sending out your resume to any potential employers, please schedule an appointment for the CSO to review your resume.

Law School Resume Worksheet

School Name: _____ City & State: _____

G.P.A.: _____ Class Rank: _____ Expected Graduation Date: _____

Scholarships, awards, honors: _____

Co- and Extracurricular Activities: _____

What did you do, start, improve, etc. that distinguishes you from other candidates with similar credentials: _____

Undergraduate Resume Worksheet

School Name: _____ City & State: _____

G.P.A.: _____ Class Rank: _____ Graduation Date: _____

Scholarships, awards, honors: _____

Co- and Extracurricular Activities: _____

What did you do, start, improve, etc. that distinguishes you from other candidates with similar credentials: _____

Legal Employer Resume Worksheet

Employer: _____ Location: _____

Job Title: _____ Dates Employed: _____

Job Description: _____

What distinguishes you from others with a similar background? Accomplishments,
transferable skills, recognition, etc.: _____

Non-Legal Employer Resume Worksheet

Employer: _____ Location: _____

Job Title: _____ Dates Employed: _____

Job Description: _____

What distinguishes you from others with a similar background? Accomplishments, transferable skills, recognition, etc.: _____

LINDA L. DREW

Ldrew@aol.com

Present Address

921 Fifth Avenue
Pittsburgh, PA 15219
(412) 923-1874

Permanent Address

2198 Rosebud Street
Lockhaven, PA
(814) 390-4456

EDUCATION

Duquesne University School of Law, Pittsburgh, PA
Candidate for Juris Doctor Degree, June 2004

Activities:

- Women's Law Association
- Phi Alpha Delta Legal Fraternity

University of Michigan, Detroit, MI

Bachelor of Arts Degree in Sociology, May 2001

Activities:

- *The Michigan News* (student newspaper), writer
- Pre-Law Society

EXPERIENCE

Oscar's House, Detroit, MI

Counselor.

Counseled students at a residential treatment facility. Supervised a dormitory housing fifteen adolescent girls. Summer 2001.

The Gap, Detroit, MI

Salesperson.

Assisted customers and trained new employees. Worked full-time summers and part-time during school years, 1998-2001.

Steak & Shake, Walton, MI

Waitress

Worked summers during high school waiting tables, 1996-1998.

INTERESTS:

Playing soccer and reading psychological thrillers.

WILLIAM J. LONG

367 Elm Street
Greensburg, PA 15724
412-355-9221
jroberts@duq.edu

EDUCATION

Duquesne University School of Law Pittsburgh, PA
Juris Doctor to be conferred June 2005
G.P.A.: 3.34
Activities: Member, Trial Moot Court Board (2004-2005)
Participated in Fall 2004 Moot Court Competition

Saint Vincent College Latrobe, PA
Bachelor of Science Degree in Accounting, May 1988
G.P.A. 3.85
Activities: Pre-law Society
Varsity Lacrosse, team member
Ski Club
Honors: Dean's List, every semester
McKenna Academic Scholarship

EXPERIENCE

Dickie, McCamey & Chilcote Pittsburgh, PA
Law Clerk. Conduct research and draft memoranda for medium-sized litigation firm. Work focused on corporate and merger and acquisition issues. Summer 2004.

Fisher Scientific Corporation Pittsburgh, PA
Senior Accountant: Analyzed accuracy of accounting records; designed and prepared financial statements; prepared detailed account analysis. Improved corporate efficiency by identifying more efficient accounting methods and unnecessary expenditures. 1995-2002.

Deloitte & Touche Pittsburgh, PA
Accountant: Prepared tax documents and various accounting and financial statements for business clients. 1989-1994.

Bill Few & Associates Greensburg, PA
Student Intern: Assisted financial advisement firm with record keeping and performed various clerical and office task. Summers 1987-1988.

PROFESSIONAL:

Certified Public Accountant
Member, Pennsylvania Accounting Association

COMMUNITY ACTIVITIES:

Member, Rotary Club of Westmoreland County
Volunteer Fireman, Greensburg Volunteer Fire Department

ALAN Y. CARLTON

1007 Carlyle Lake
Decatur, Georgia 30033
404-555-3200
rknight@law.emory.edu

EDUCATION

Duquesne University School of Law Pittsburgh, PA
J.D. expected, June 2004
G.P.A.: 3.57/4.00
Class Rank: 5/122
Honors: Duquesne Law Review, Staff Member
Activities: SBA, Class Representative; *Juris*, (law magazine) staff writer

Valparaiso University
Valparaiso, IN
B.A., *summa cum laude*, English, May 2001
G.P.A.: 3.9/4.0
Honors: Full tuition scholarship; Outstanding Leadership and Service Award
Activities: University Theater, actor; *The Valparaiso Star* (college magazine), articles editor and staff writer

EXPERIENCE

Judge Kate Ford-Elliot, Pennsylvania Superior Court Pittsburgh, PA
Legal Intern Summer 2003
Researched and drafted memoranda on criminal law issues such as Post-Conviction Relief Act (PCRA) issues and ineffective assistance of counsel issues.

Theatre by the Grove Valparaiso, IN
Actor Summer 2000
Acted in lead roles in various productions held at the Theater by the Grove. Also assisted with ticket sales and participated in mini-performances in parks and for elementary students.

Valparaiso University, English Department Valparaiso, IN
Research Assistant 1999-2001
Assisted Professor Lynn Wyner in editing her text book on grammar, punctuation, and style. Also assisted with research for articles the professor was publishing in the area of plain English.

SKILLS: Fluent in French.

JENNIFER D. GOOD

855 Castle Shannon Blvd., Apt. 4
Pittsburgh, PA 15228
(412) 343-8872
helper@worldnet.com

EDUCATION

Duquesne University School of Law, Pittsburgh, PA

Candidate for Juris Doctor Degree, May 2004

- Activities & Honors:
- Public Interest Law Society, Co-Chair. Coordinated Public Interest Law Association Silent Auction, which raises scholarship funds for students to work in the public interest.
 - Recipient of the Kirkpatrick & Lockhart Public Interest Scholarship, Summer of 2003.

Indiana University of Pennsylvania, Indiana, PA

Bachelor of Science Degree in Psychology, May 2001

- Activities & Honors:
- Big Brothers & Big Sisters Program, volunteer.
 - Rush Chairman, Zeta Sigma Kai sorority

EXPERIENCE

KidsVoice, Pittsburgh, PA

Law Clerk (2002 - present)

Assist attorneys in trial preparation by researching and drafting memoranda, pleadings, and motions on juvenile law issues. Give presentations at community centers on family law issues.

Judge Cynthia Baldwin, Allegheny County Court of Common Pleas, Pittsburgh, PA

Legal Extern (Summer 2002)

Assisted the judge's full-time law clerk by researching family law and procedural issues. Observed civil trials and sat in on conferences.

Head Start, Indiana, PA

Teacher's Aide (1999-2001)

Helped teachers implement lesson plans and assisted economically disadvantaged children in improving reading and math skills.

Skills & Interests: Fluent in Spanish. Tutored immigrant children in English.

Name
Address
Pittsburgh, Pennsylvania 15219
Phone Number
E-mail Address

EDUCATION: **Duquesne University School of Law**, Pittsburgh, Pennsylvania
Candidate for J.D. Degree, May 200_
Current G.P.A. , Cumulative G.P.A.

Activities: Black Law Student Association, Chairperson
Phi Alpha Delta Legal Fraternity
Women's Law Association

Other Graduate School, Warrensburg, Missouri
Master of Business Administration, August, 200_

Name of College, Clarksville, Tennessee
Bachelor of Business Administration, August, 19__
Major: Management

EXPERIENCE: **Department of Environmental Protection**, Chief Counsel, Pittsburgh, Pennsylvania
Law Clerk, 6/02 – Present
Prepare pleadings, briefs, motions, compliance orders, and office memoranda; conduct legal research in the areas of Surface Mining Conservation and Reclamation Act, Resource Conservation & Recovery Act, Solid Waste Management Act, and Clean Water Act: assistant attorneys in litigation preparation.

Neighborhood Legal Services, Family Law Division, Pittsburgh, Pennsylvania
Legal Intern, Summer 2002
Interviewed clients; negotiated settlement agreements between parties; prepared office memoranda regarding Protection from Abuse and Custody issues; attended legal proceedings on behalf of indigent clients; researched and filed motions.

Tennessee General Assembly, Office of Legal Services, Nashville, Tennessee
Legal Research and Bill Preparation Coordinator, 2/01 – 8/02
Researched legislative history, drafted Senate and House Resolutions; staffed House and Senate Education and Health Care Committees; provided summaries of proposed legislation; hired, trained and supervised employees; assisted in developing a constitutionally mandated redistricting plan.

Austin Peay State University, Clarksville, Tennessee
Adjunct Instructor, 9/98 – 5/01
Taught Business and Finance courses.

McCallie Associates, Whiteman Air Force Base, Missouri
Manager, 11/94 – 8/97
Manager U.S. postal distribution for WAFB community; prepared budgeting and financial information used in bids for the government contracts; hired, trained and supervised employees.

JOHN R. STUDENT

121 Murray Hill Road
Your Town, Ohio 44106
(216) 123-4567
E-mail: lawreview@excite.com

EDUCATION

Stellar University School of Law,

Expected Graduation: 2004

Second Year GPA: 3.42/4.00; first Year GPA 2.97; Cumulative GPA 3.20

Appellate Advocacy Program: 12/75 overall rank in moot court competition

Academic Scholarship, renewable for three years.

Black Law Students Association, Secretary: produced first regional member handbook.

Ohio State University, Columbia, OH

BA History, cum laude, 200*

GPA 3.78/4

President's Scholarship; four-time honoree for ranking in top five percent of class.

Student of the Year, History Department; selected by faculty.

LEGAL EXPERIENCE

Jones, Day, Reavis & Pogue, Cleveland, OH

Law Clerk, Summer 200*. Drafted briefs for all stages of trial and appellate practice.

Majority of summer spent researching, conducting interviews, and preparing clients for testimony at depositions and arbitration hearings of one case. Assisted as second chair at one trial, involving client's right to credit information in denied credit case.

Flory & Buckingham Co., LPA, Washington, DC

Law Clerk, Summer 200*. Co-authored brief in opposition to consolidation of plaintiffs of class action suit. Drafted *amicus* brief submitted to U.S. Court of Appeals, regarding urea formaldehyde. Received exposure to product liability and medical malpractice issues, as well as estate planning and probate law.

Stride for Ohio, Ohio State University, Columbus, OH

Program Coordinator, 1999-2000; High School Tutor 1998. Conceived and coordinated comprehensive tutoring/mentoring program for local disadvantaged high school juniors and seniors. Trained 55 fellow undergraduates to work with over 150 students.

Personally visited five area high school principals; received 100% participation.

Received Governor's Recognition Award in only second academic year of operation.

Maintained less than 1% dropout rate throughout two years of stewardship.

Corporate Connection Temporaries, Beachwood, OH

Temporary Secretary, Data Processor, Inventory Control Clerk, etc. 1997-98. Eliminated need for school loans through variety of short-term positions. Developed ability to use a wide range of word and data processing, spreadsheet and database programs with little or no training. Regularly asked to return to same firms to fill subsequent needs.

Name

Address

Allison Park, Pennsylvania 15101
(412) 444-4444 Email: palsgraff@msn.com

EDUCATION:

Duquesne School of Law, Pittsburgh, Pennsylvania

Juris Doctor, June 2001 Q.P.A.: 3.68

Duquesne Law Review, Senior Staff

"Criminal Law – Rules of Evidence... *Commonwealth v. Lane*, 621

A.2d 566 (Pa. 1993)" Duquesne Law Review, Volume 32, Issue (2)

Tax Moot Court - Participant, 1999-2000

Trial Moot Court -Participant, 1998-1999

LaRoche College, Masters Program in Human Resource Management

Coursework in Labor Relations & Business Financial Planning, 1989-1990

University of Pittsburgh, Pittsburgh, Pennsylvania

Bachelor of Science, Education, 1985 QPA 3.6 (magna cum laude)

EXPERIENCE:

Ludwig, Curran & Patberg, P.C. - Attorney (Part-time)

General practice including Civil litigation, Real Estate, Business & Estate Planning & Appellate work (August 2001 - present)

Marshall, Dennehey, Warner, Coleman, & Goggin P.C.

Contract Law Clerk: Civil Litigation Performed research in the areas of absolute liability, negligence, comparative negligence, assumption of the risk and punitive damage awards. Drafted memoranda regarding liability and the viability of the defenses available in absolute liability case. (March 1999 – May 2001)

Duquesne School of Law

Teaching Assistant – First Year Legal Writing & Research

Prepared, presented and evaluated the citation portion of the first year writing and research class. (August 2000 – May 2001)

The Honorable Judge Kate Ford-Elliot, The Superior Court of Pennsylvania

Legal Intern: Researched and drafted appellate arguments in the areas of tort, doctrine of informed consent in medical malpractice and the rights of pro se litigants. Drafted memorandum regarding informed consent which served as the basis for Stover v. Thoracic & Cardiovascular Surgeons, 635 A.2d 1047 (Pa. Super. Ct. 1993). (Summer 1998)

Duquesne Light Company

Management Information System Support

Initiation, processing and control of purchase requisitions, purchase orders, voucher requests and credit purchases of computer software and hardware. Additional responsibilities include software license contract review, research of data security and transfer issues. (1985-1997)

BAR ADMISSIONS:

Pennsylvania Supreme Court & U.S. District Court for the Western District

ACTIVITIES:

Pro Bono Attorney – Protection from Abuse Petitions (2000-present)

Bankruptcy Clinic "Get out of Debt" – Neighborhood Legal Services (2000)

Duquesne Light Company Speakers Team 1989 – Present

Name
Address
Pittsburgh, Pennsylvania 15219
(724) 888-7766

EDUCATION: DUQUESNE UNIVERSITY SCHOOL OF LAW

Pittsburgh, Pennsylvania
J.D. 2004 Top Half of Class
- Environmental Law Society 2002 - 2004
- A.B.A. Negotiations Competition 2003

UNIVERSITY OF NEBRASKA

B.A. in English, 3.3 GPA, emphasis in writing, August 2001
- Golden Key National Honor Society
- Dean's List 1997 – 2001
- Wrote, edited, and conceptualized the 1992 charity sponsorship pamphlet containing information on charity events sponsored by University organizations.

EMPLOYMENT: EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

Law Clerk (May 2002 – present)

- Screened charging parties and evaluated whether a credible cause of action existed. Wrote plaintiff's charge to respondent companies.
- Analyzed potential causes of action and determined what statutory act covered the action (Title VII, ADEA, ADA, Equal Pay Act, etc....).
- Evaluated the respondents answer, and determined whether to dismiss the plaintiff's case. If dismissed, wrote the predetermination letter.
- Assisted in mediation between the EEOC and defendants, and accompanied investigators in discovery procedures and companies that were not in compliance with the specified acts.

DUQUESNE UNIVERSITY LAW LIBRARY

Student Aide (August 2001 – May 2002)

- Provide legal research assistance to law school staff and student body.
- Organized and updated legal materials, including loose-leaf services, slip opinions, reporters, and Congressional materials.

ROBERT PEIRCE & ASSOCIATES

Law Clerk (October 2001 – March 2002)

- Preparation and drafting of discovery materials for mass tort litigation.
- Edited and summarized depositions.
- Contacted and interviewed clients on mass tort litigation.

AMERICAN TRAVELERS CORPORATION

Clerk (November 1998 – May 2001)

- Organized Microfilm Department, transferred information from files to computer systems, and trained new employees in Microfilm and Claim Department functions.

Action Verbs

Here are over 180 action verbs that will be useful to you. Go through the list and see which ones you can use to give punch to your resume writing.

accomplished	developed	introduced	scheduled
achieved	devised	invented	schooled
acted	diagnosed	instigated	screened
adapted	directed	launched	set
addressed	dispatched	lectured	shaped
administered	distinguished	led	solidified
advanced	diversified	maintained	solved
advised	drafted	managed	specified
allocated	edited	marketed	stimulated
analyzed	educated	mediated	streamlined
appraised	eliminated	moderated	strengthened
approved	enabled	monitored	summarized
arranged	encouraged	motivated	supervised
assembled	engineered	negotiated	surveyed
assigned	enlisted	operated	systemized
assisted	established	organized	tabulated
attained	evaluated	originated	taught
audited	examined	overhauled	trained
authored	executed	oversaw	translated
automated	expanded	performed	traveled
balanced	expedited	persuaded	trimmed
budgeted	explained	planned	upgraded
built	extracted	prepared	validated
calculated	fabricated	presented	worked
catalogued	facilitated	prioritized	wrote
chaired	familiarized	processed	
clarified	fashioned	produced	
classified	focused	programmed	
coached	forecast	projected	
collected	formulated	promoted	
compiled	founded	provided	
completed	generated	publicized	
composed	guided	published	
computed	headed up	purchased	
conceptualized	identified	recommended	
conducted	illustrated	reconciled	
consolidated	implemented	recorded	
contained	improved	recruited	
contracted	increased	reduced	
contributed	indoctrinated	referred	
controlled	influenced	regulated	
coordinated	informed	rehabilitated	
corresponded	initiated	remodeled	
counseled	innovated	repaired	
created	inspected	represented	
critiqued	installed	researched	
cut	instituted	restored	
decreased	instructed	restructured	
delegated	integrated	retrieved	
demonstrated	interpreted	revitalized	
designed	interviewed		
saved			

Resumes That Knock 'em Dead

RESUME PREPARATION CHECK-LIST

APPEARANCE STYLE AND FORMAT

Resume:

- Appears Neat and Attractive
- Appears to be an Original
- Contains No Handwritten Annotations
- Has Been Carefully Proofread for Grammatical Errors
- Has Been Carefully Proofread for Spelling Mistakes
- Is Produced on High-Quality White or Light-Shade Bond Paper
- Presents Items in a Logical Sequence

Format Options:

- Chronological Style (preferred)
- Functional Style
- Transactional Addendum

EASE OF READING

Ease of Reading Facilitated By:

- Adequate Page Margins
- Attractive "Mainstream" Type Style
- Appropriate Type Size
- Limited Number of Main Headings
- Limited Sentence/Paragraph Length
- Use of Indentation
- Use of Ragged Line Endings (vs. Right Justification)
- Use of Stylistic Devices (Boldface/Italics/Underlines)

STANDARD INFORMATION

Resume Includes:

- Name, Address and Phone Numbers
 - Where You Can Be Reached
 - Where Messages Can Be Left
 - Without Compromising Job Search Confidentiality
- Reverse Chronological Description of Work Experience
- Reverse Chronological Educational Background
- State and Court Admissions
- Professional Associations
- Offer to Provide References

Resumes Mentions (as appropriate)

- Awards
- Relevant Outside Activities
- Publications
- Unique Qualifications

Resume:

- Is Not Titled
- Is Not Paginated
- Does Not Contain Irrelevant/Unnecessary Information
- Does Not Contain Negative Information
- Does Not Contain Personal Information
- Does Not Contain Photographs
- Does Not Contain Insupportable Statements
- Does Not Contain Outrageously Self-Serving Statements

TARGETING YOUR RESUMES

Research Completed Regarding:

- ___ Employer's Organizational Structure
- ___ Employer's Major Interests/Concerns
- ___ "Key Words" Applicable to Work Involved
- ___ Ranking Criteria for Job Selection
- ___ Qualities of Ideal Candidate

Resumes:

- ___ Directed at Employer's Interests/Concerns (i.e., "Targeted")
- ___ Employs Stylistic Devices to Emphasize Targeting
- ___ Summary of Credentials (if used) is also Targeted

DESCRIPTION OF WORK EXPERIENCE

Descriptions are:

- ___ Clear
- ___ Complete
- ___ Concise
- ___ Directed at Employer's Interests
- ___ Results/Accomplishments Oriented

Descriptions:

- ___ Avoid "Fluffy" (self-serving) Words
- ___ Avoid Insider Jargon
- ___ Begin with Action Verbs
- ___ Employ Proper Verb Tense
- ___ Emphasize Active vs. Passive Involvement
- ___ Highlight Problem-Solving Capability

Descriptions are Structured (as appropriate) to:

- ___ Avoid Stating You Are Out of Work
- ___ Distinguish Different Positions with Same Employer
- ___ Downplay Gaps in Employment History
- ___ Facilitate Career Transition
- ___ Minimize Possibility of Employment Discrimination

EDUCATION

Resume Includes:

- ___ Complete Educational Information
- ___ Continuing Legal Education Summary (as appropriate)
- ___ Distinguishing Academic/Educational Information
- ___ No Unnecessary Information

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