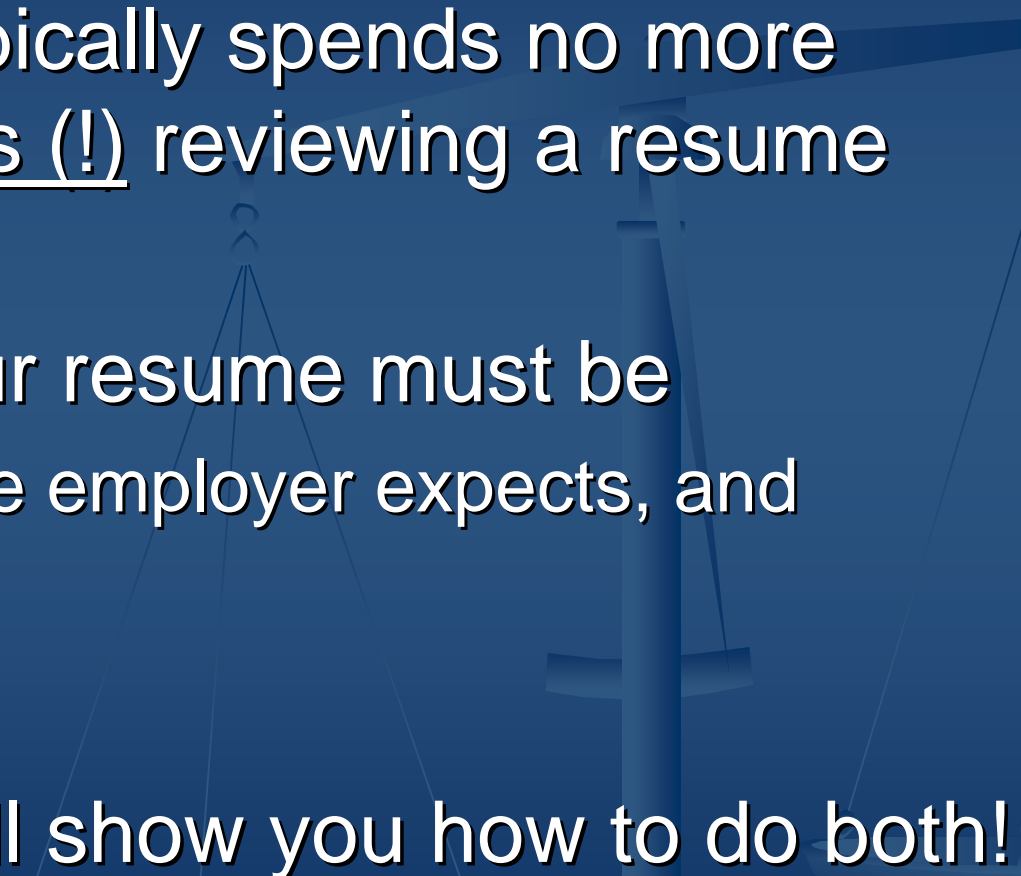


# Your Legal Resume: How to Create a Persuasive Marketing Document!

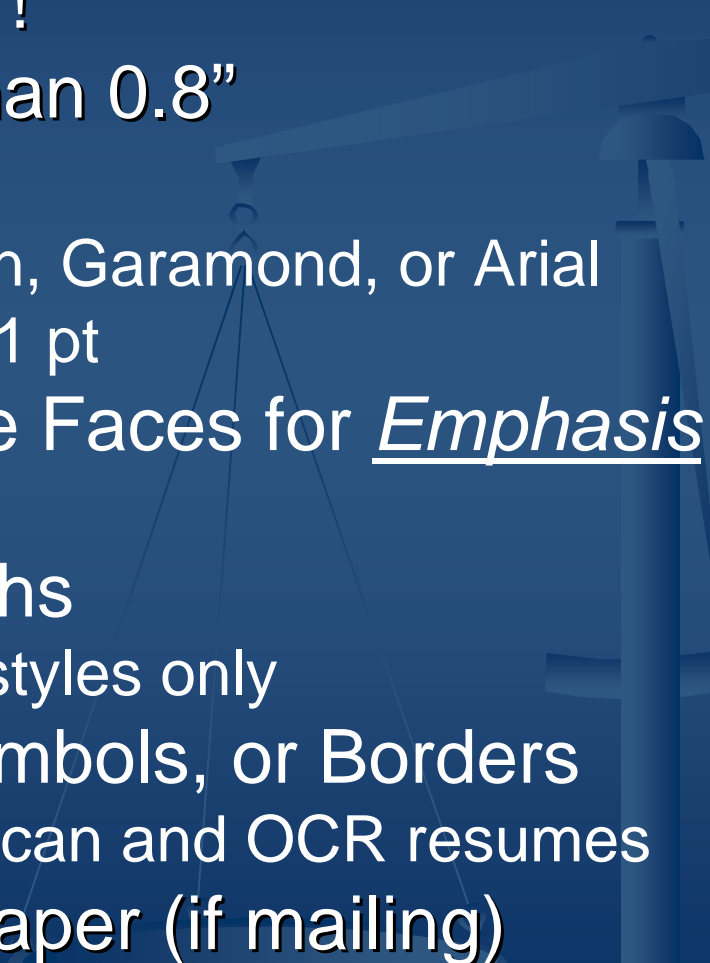


Career Development Office  
Fall 2009

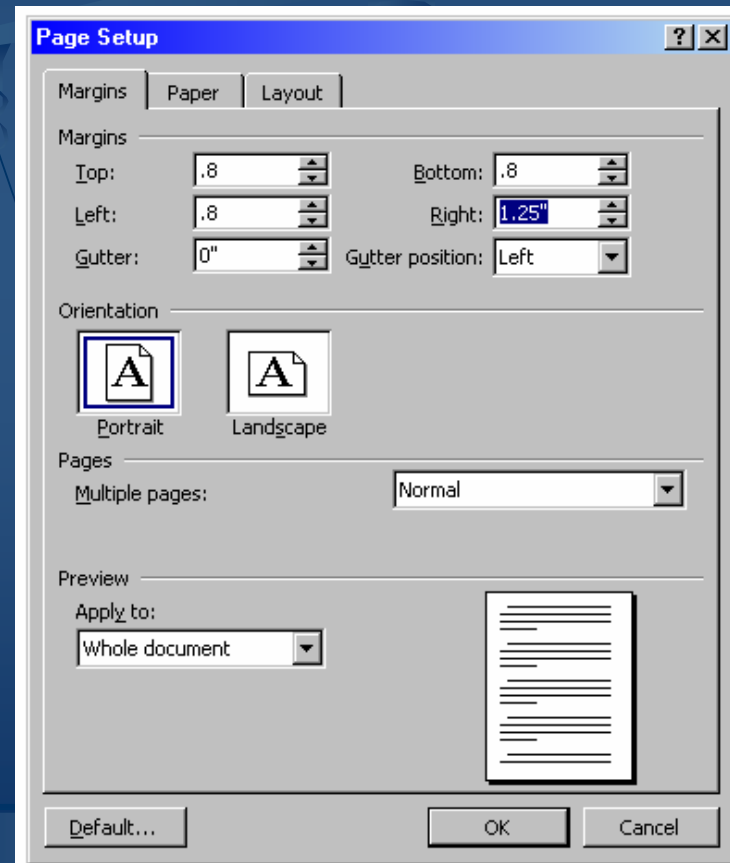
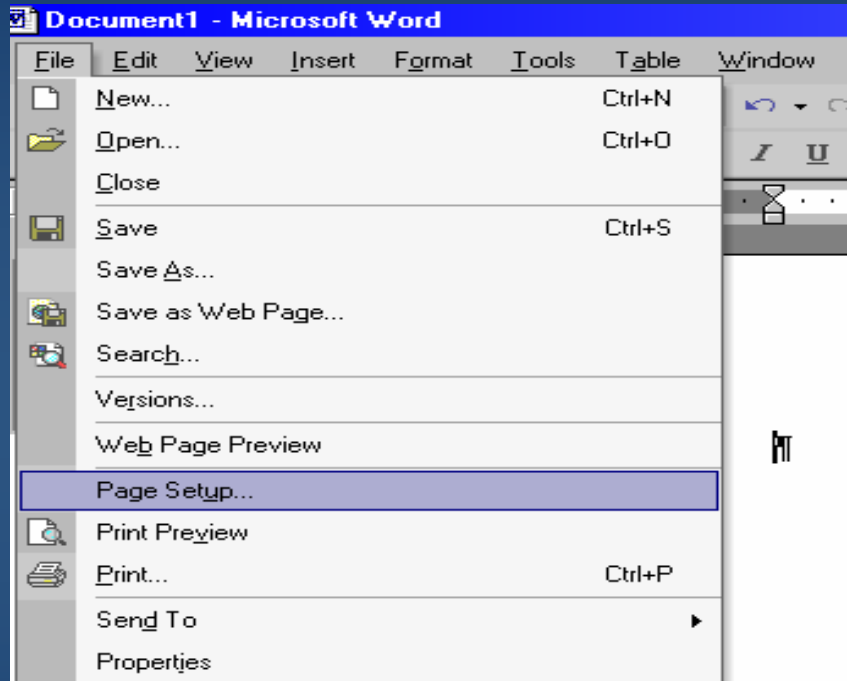
# Ten Second Rule

- An employer typically spends no more than 10 seconds (!) reviewing a resume
  - That means your resume must be
    - In the format the employer expects, and
    - PERSUASIVE
  - This webinar will show you how to do both!
- 

# Format

- ONE PAGE ONLY!
  - Margins no less than 0.8"
  - Professional Font
    - Times New Roman, Garamond, or Arial
    - No Smaller than 11 pt
  - Use Different Type Faces for Emphasis
    - But be consistent!
  - Bulleted Paragraphs
    - Predefined bullet styles only
  - No Hyperlinks, Symbols, or Borders
    - Many employers scan and OCR resumes
  - White or Cream Paper (if mailing)
- 

# Margins



# Typefaces and Bullets

- Examples in Times New Roman, 12 pt.

## School Name

Degree *with honors*

*Activities*

*Honors*

Activity 1

Activity 2

Honors 1

Honors 2

School Location

(Expected) Graduation Date

## Employer Name

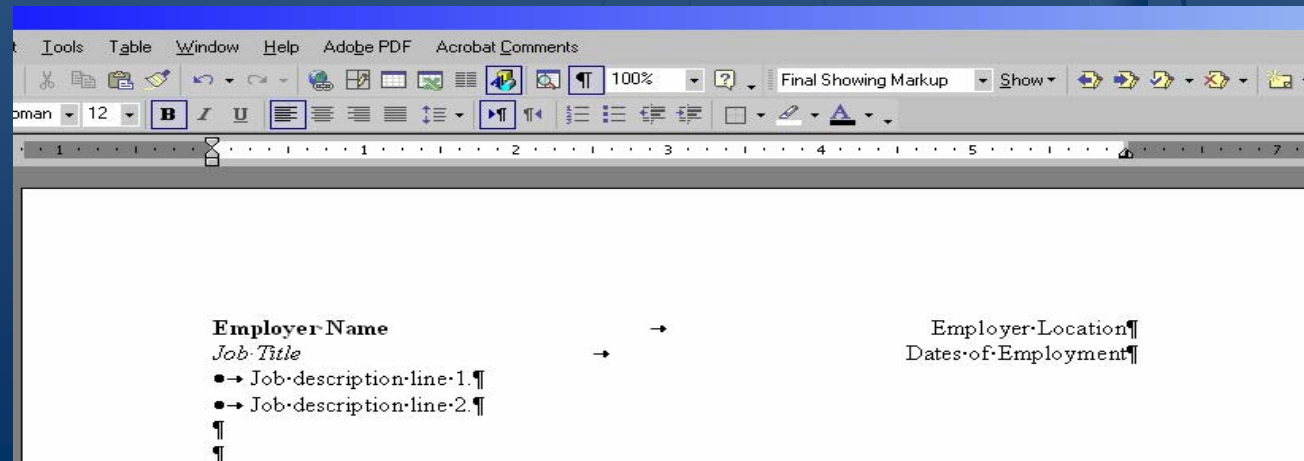
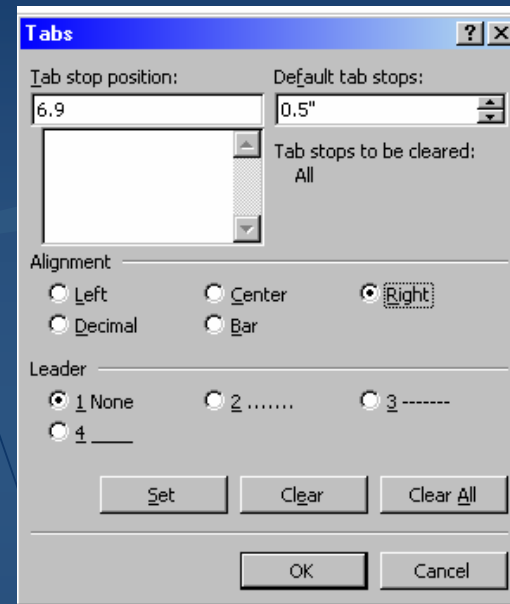
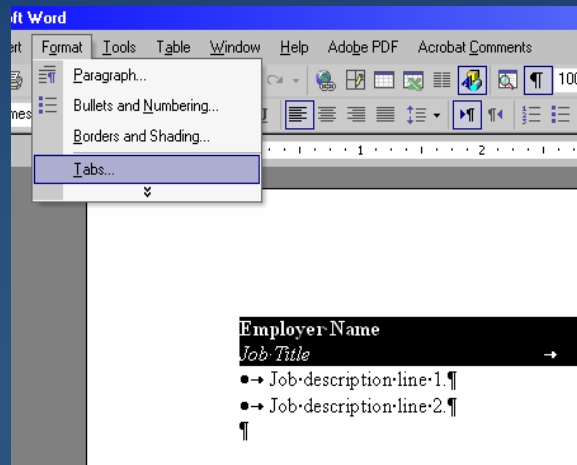
*Job Title*

- Job description line 1.
- Job description line 2.

Employer Location

Dates of Employment

# Tabs



# Sections

- Header
- Education
- Experience
- Languages
- Certifications
- Publications



# Header



- Name
  - Can be slightly larger
- Snail Mail Address
- Phone Number
  - Make sure your voicemail is professional!
- Email Address
  - Again, professionalism is key:
    - NO: [GWLAWRockStar@gmail.com](mailto:GWLAWRockStar@gmail.com)
    - YES: [jstudent@law.gwu.edu](mailto:jstudent@law.gwu.edu)
  - And Remember, **NO HYPERLINKS**

# Header


- Example

**Maya M. Beerling**

123 Gratin Way · Vienna, VA 23456 · (703) 123-4567 · [mbeerling@law.gwu.edu](mailto:mbeerling@law.gwu.edu)

---

# Education

- Start with GW Law School
    - “The George Washington University Law School”
      - NOT “School of Law”
      - Do not forget the “The”
  - Then Include Undergraduate University
    - Use full name
  - LEAVE OUT your High School
- 

# Education

- Degree
  - Use either abbreviation (J.D., B.A.) or full name (Juris Doctor, Bachelor of Arts) but be consistent!
- Graduation Date
  - Or Expected Date for Law School
- GPA and Honors
  - Refer to *Academic Recognition and Grade Representation Policy*
- Include Activities and Competitions

# Education

## ■ Example

### EDUCATION

**THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL**, Washington, DC

J.D. expected, May 2009

GPA: 3.795 – George Washington Scholar (top 1-15% of the class as of fall 2009)

*Activities:*

Member, Black Law Students Association

Participant, Moot Court and Negotiation Skills Competitions

**SOUTHERN CONNECTICUT STATE UNIVERSITY**, New Haven, CT

B.S. in Political Science and Business Management, *magna cum laude*, May 2006

*Honors & Activities:*

Honors Student, School of Business (ranked 1 out of class of nearly 300)

Recipient, Scholastic Achievement Award (awarded annually to top School of Business scholar in Junior and Senior academic class), May 2005 and 2006

Vice-President, Delta Mu Delta (Business Honor Society)

# Experience

- Your Resume is a Dynamic Document
  - RELEVANCE IS KEY!
  - Different resume for each type of employer
- Example
  - In College, you were Treasurer of the Student Association and also were in Mock Trial
  - For Litigation Employers: Include Mock Trial
  - For Corporate Employers: Include Treasurer

# Experience



- You have no LEGAL Experience?
  - No problem!
- Include all experience that highlights one of the Five Non-Legal Skills That Employers Look For
- “Experience” includes paying jobs, significant community service, college activities, etc.

# Five Non-Legal Skills That Employers Look For

- Research
- Writing
- Organization/Attention to Detail
- Management
- Business Development/Outreach



# Research and Writing



- Why It Is Important
  - Although legal research and writing is different from your past experience in this area, if it is something you excelled at or enjoyed previously, that bodes well.
- Where You Might Have Picked It Up
  - Working as a research or lab assistant;
  - Writing your thesis or other significant paper.

# Organization/Attention to Detail



## ■ Why It Is Important

- No matter what type of law you go into, the ability to be organized and stay on top of massive amounts of often-confusing detail is an essential skill.

## ■ Where You Might Have Picked It Up

- These are skills that people develop by helping people manage information:
  - Managing files, documents, accounts payable/receivable, correspondence;
  - Working in your college library;
  - Organizing a volunteer drive;
  - Serving as a teaching assistant.

# Management



- Why It Is Important
  - Employers want to hire individuals that have the capability to advance within an organization. Prior management experience is an excellent indicator of that.
- Where You Might Have Picked It Up
  - Student group leader;
  - Manager/assistant manager of store;
  - Camp counselor;
  - Residential/dorm assistant.

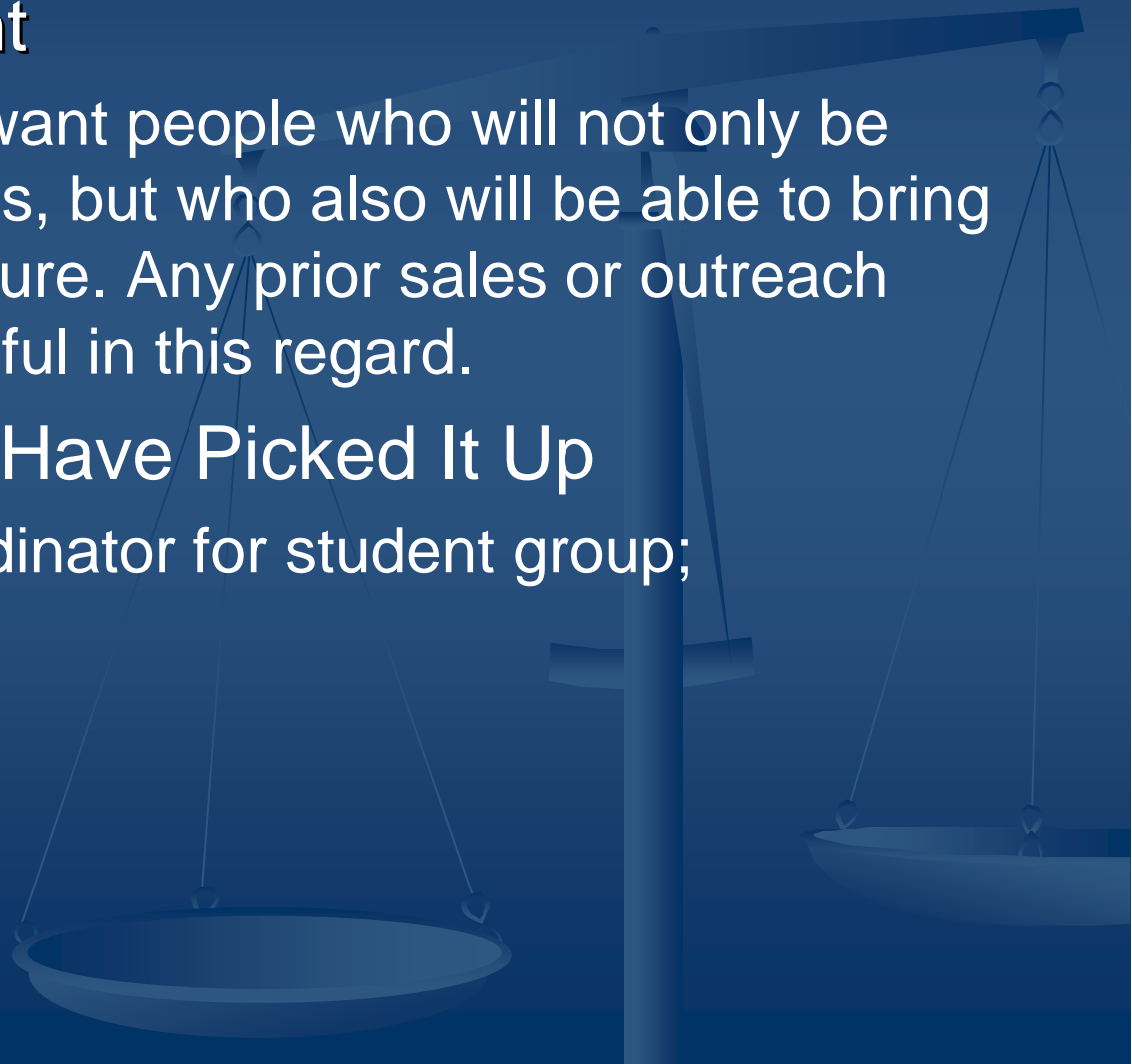
# Business Development/Outreach

- Why It Is Important

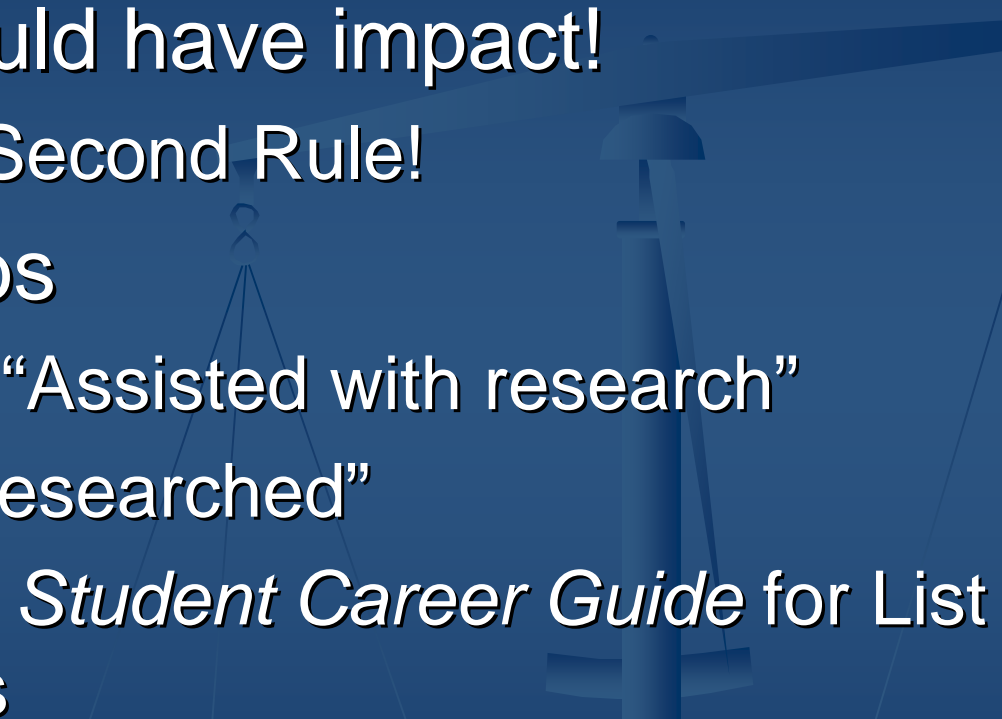
- Legal employers want people who will not only be effective advocates, but who also will be able to bring in clients in the future. Any prior sales or outreach experience is helpful in this regard.

- Where You Might Have Picked It Up

- Membership coordinator for student group;
- Retail sales;
- Customer service;
- Fundraising.



# Experience

- Every word should have impact!
    - Remember 10 Second Rule!
  - Use Action Verbs
    - Do not say you “Assisted with research”
    - Say that you “Researched”
    - *See 2009-2010 Student Career Guide for List of Action Words*
- 

# Experience

A faint, stylized image of a pair of scales of justice is visible in the background, centered behind the text. The scales are rendered in a light blue color, matching the overall theme of the slide.

## Not Persuasive

- Assisted Judge's clerks in researching and writing about legal issues.

## Persuasive

- Analyzed whether the Judge should permit defendant to take discovery in order to support a motion to dismiss under Fed. R. Civ. P. 12(b)(6); drafted a memorandum analyzing legal standards for the Judge.

# Experience

## ■ Example

### EXPERIENCE

#### **OFFICE OF THE ATTORNEY GENERAL, CIVIL LITIGATION DIVISION**

Washington, DC

*Legal Intern*

May 2007 – present

- Draft motions to stay, motions for expansion of time, motion for partial summary judgment, cross-claims, answers, interrogatories, affidavits, and requests for production
- Research case law and draft memoranda regarding false arrest and imprisonment, wrongful death, and qualified immunity defense
- Draft deposition outline, prepare exhibits, and assist during trial

#### **U.S. HOUSE OF REPRESENTATIVES, THE HONORABLE ROSA DELAURO**

New Haven, CT

*Legislative Intern*

January 2007 – May 2007

- Conducted research on outsourcing of state manufacturing jobs, extension of unemployment benefits, and tax policy issues
- Drafted correspondences on behalf of Congresswoman to address constituents' concerns regarding employment issues

#### **RENT-A-CAR AGENCY**


Hamden, CT

*Intern*

November 2005 – May 2006

- Fulfilled rental needs of customers and local business partners
- Conducted sales calls and marketed rental services to local insurance agents, dealership sales and service departments, and private companies
- Recipient of regional *Outstanding Attitude Award* for providing exceptional customer service

# Languages

- Include Any Languages You Speak
    - Be sure to indicate level of proficiency
    - Review *Interagency Language Roundtable (ILR) Scale*
      - See “ILR Scale” Wikipedia Article
  - Especially Important if you are interested in International Law
- 

# Languages

- Example

**LANGUAGE SKILLS**

**Mandarin Chinese** (fluent); **Japanese** (proficient); **Spanish** (proficient)

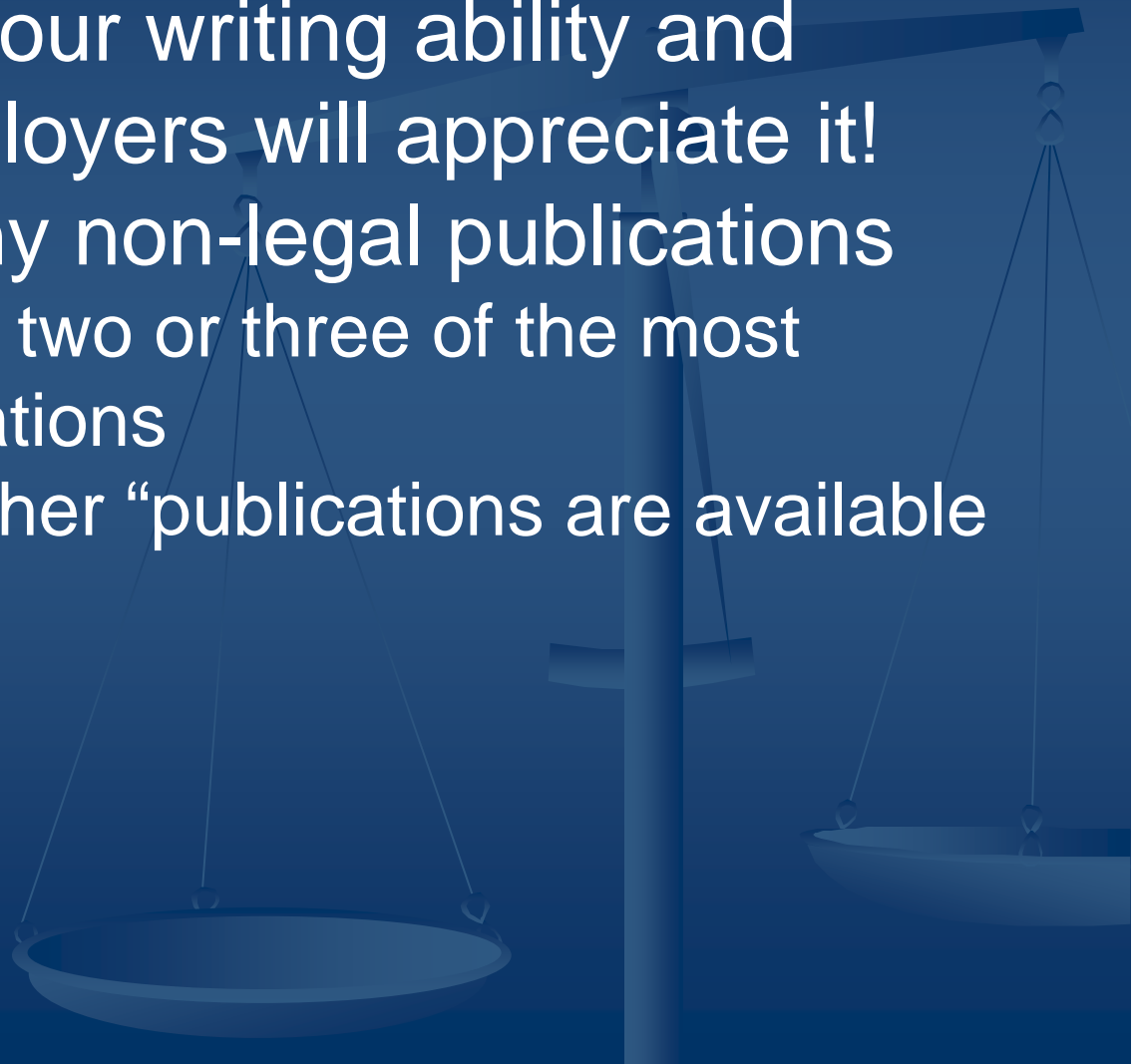
# Certifications



- Include any Professional Certifications
  - CPA
  - Insurance Certifications
  - Real Estate License
  - Professional Engineer
- But Remember **RELEVANCE IS KEY!**

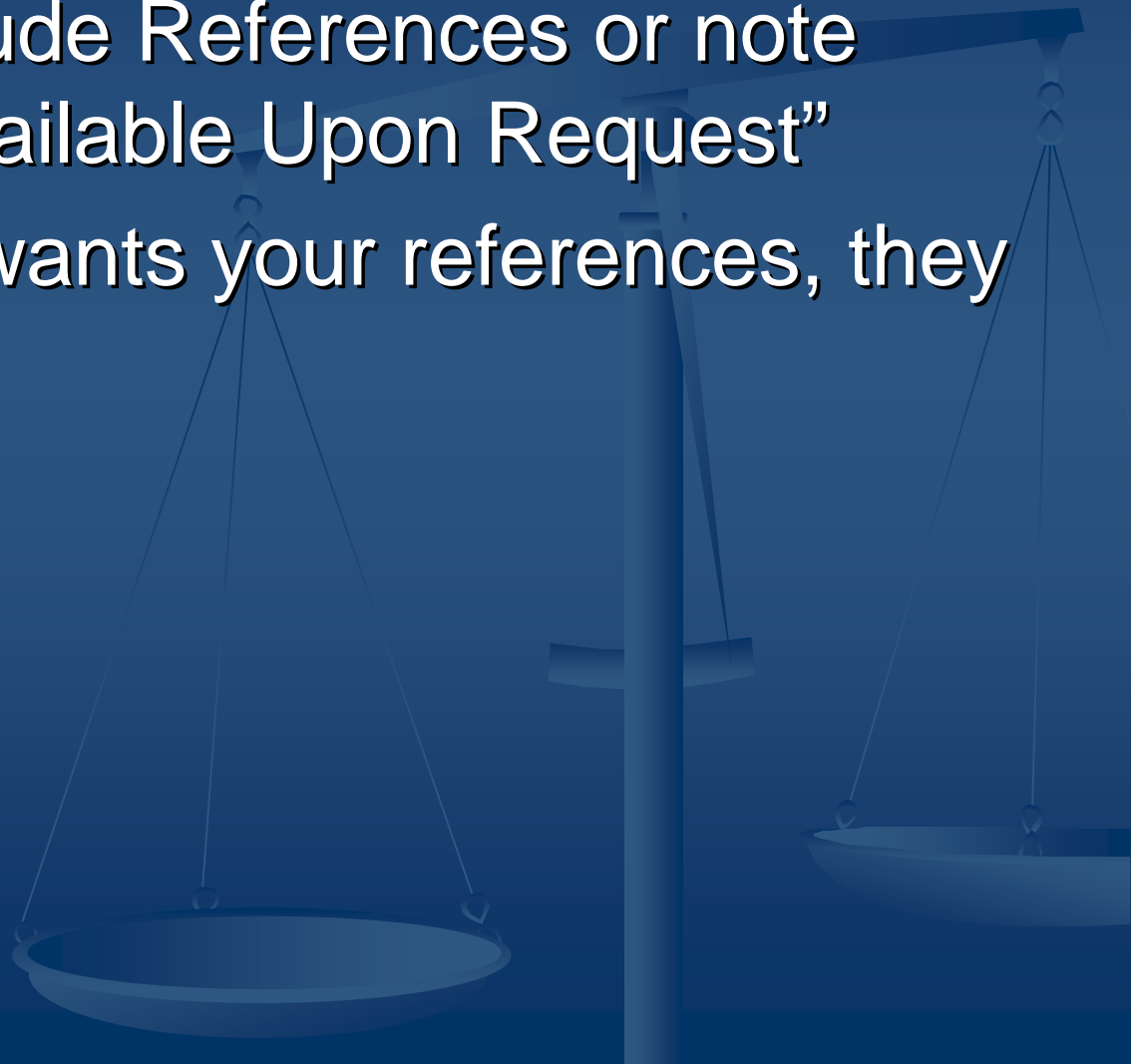
# Publications

- Demonstrates your writing ability and many legal employers will appreciate it!
- If you have many non-legal publications
  - Consider listing two or three of the most relevant publications
  - Indicate that: other “publications are available upon request.”



# References

- No need to include References or note “References Available Upon Request”
- If an employer wants your references, they will ask!



# Other Personal Information

## ■ Include

- Community activities
- Interesting travel
- Public speaking
- Unique hobbies
- Military experience

## ■ Do Not Include

- Date/place of birth
- Marital status
- Number/ages of children
- Height, weight, and health status



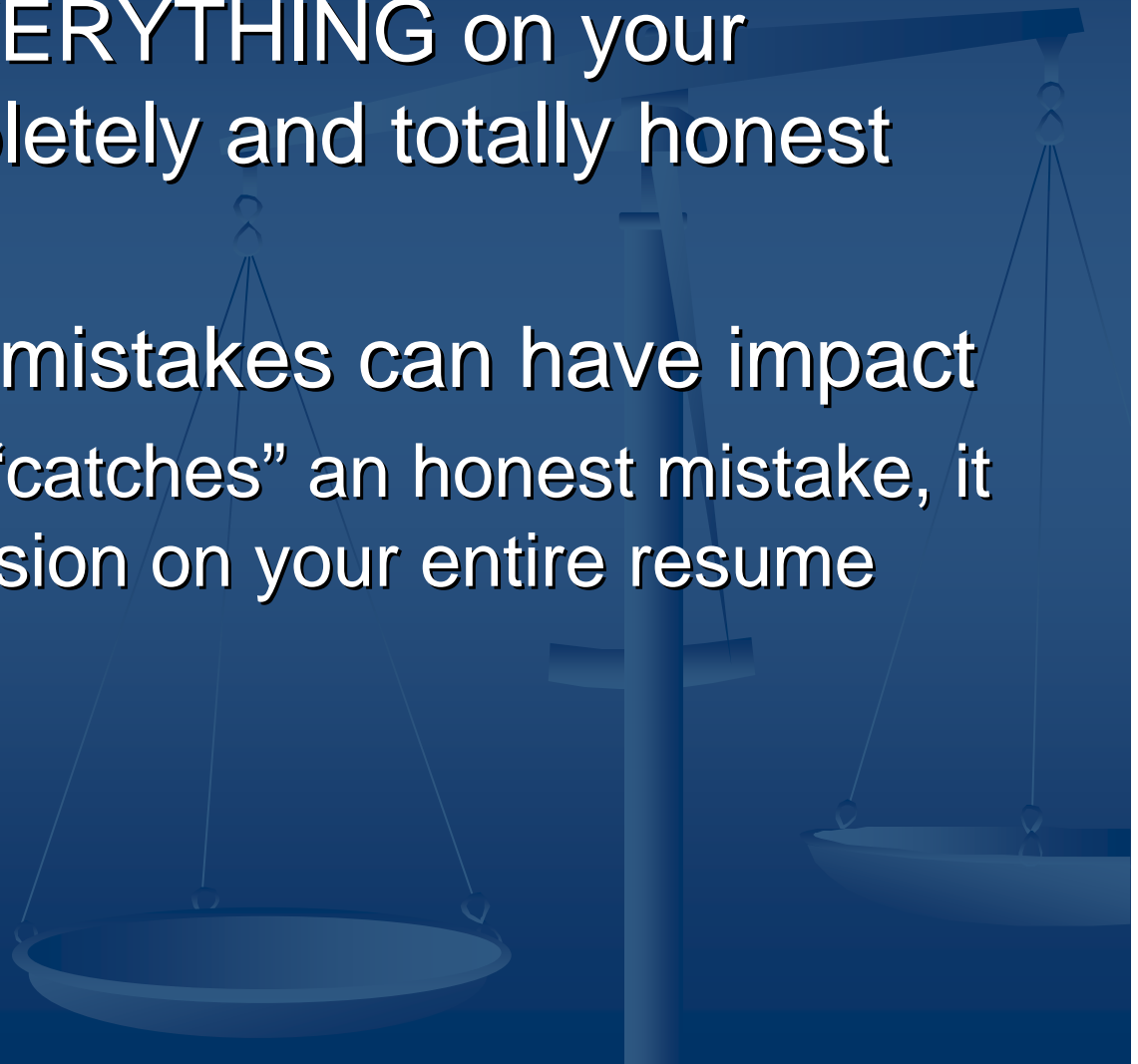
# Review and Checklist



- Proofread Your Resume
  - ABSOLUTELY NO typos, spelling errors, format problems, etc.
  - Always get a second opinion
- Review Resume Checklist
  - *See 2009-2010 Student Career Guide*

# Honesty and Integrity

- Be sure that **EVERYTHING** on your resume is completely and totally honest and accurate!
- Even **HONEST** mistakes can have impact
  - If an employer “catches” an honest mistake, it may cast aspersion on your entire resume



# CDO Is Here To Help

- After 1L CDO Orientation, be sure to make an appointment with your Career Counselor to Review Your Resume!



# More Information

- Visit the CDO Webpage
    - [www.law.gwu.edu/careers](http://www.law.gwu.edu/careers)
  - Select “For Current Students” to view *2009-2010 Student Career Guide*
  - Also check out the Handouts Section for more information on a variety of topics
- 