



# Resume Workshop

Anna Marshall

GW Law Career Development Office

Summer 2009

# General Tips

- 10 Second Rule: most employers spend only 10 seconds looking at your resume, so make sure your resume presents focused information quickly and clearly
- Always seek another pair of eyes (i.e., CDO, trusted mentor, or supervisor)
- It's okay to be like everyone else! Law is a conservative profession, so use the standard resume format.



# For example... Bad

*Susan Jones*

123 Center Street, NW • Washington, DC 12345 • (202) 123-4567 • sjones@law.gwu.edu

## EDUCATION

The George Washington University Law School, Washington, DC  
Juris Doctor expected May 2007

- ♥ Student Bar Association (Academic Integrity Committee)
- ♥ Street Law Mentoring Program

The College of William and Mary, Williamsburg, VA  
Bachelor of Business Administration, Finance, August 2002

- ♥ Judicial Council
- ♥ Circle K Service Organization
- ♥ Student Assembly
- ♥ Project Phoenix Outreach Program for At-Risk Youth

## EXPERIENCE

Ayuda, Inc., Washington, DC

*Legal Intern for Family Law and Domestic Violence Division*

Summer 2004

- ♥ Assisted clients in the preparation for and filing of Civil Protection Orders
- ♥ Prepared for CPO hearings, including discovery, negotiating, interviewing and preparing witnesses, conducted legal research and drafted memoranda relating to domestic violence issues
- ♥ Prepared motions and complaints for family law issues, including divorce, custody, and visitation for domestic violence victims
- ♥ Interviewed clients who are low-income, immigrant domestic violence victim

The Law Firm of Irena I. Karpinski, Washington, DC

*Legal Intern*

Spring 2004

- ♥ Drafted motions, subpoenas, and court documents relating to family and immigration law cases
- ♥ Researched revised PERM regulations

Counsel for Child Abuse and Neglect (Division of the DC Superior Court), Washington, DC

*Legal Intern*

Fall 2003

- ♥ Conducted legal research and drafted memoranda in connection with child abuse and neglect cases
- ♥ Assisted individual court appointed attorneys with legal research projects addressing issues arising in child abuse and neglect cases
- ♥ Edited articles relevant to child abuse and neglect law for CCAN monthly newsletter, updated child neglect, adoption, and termination of parental rights case law summaries
- ♥ Attended court hearings in connection with child abuse and neglect cases

The Jacob Burns Community Legal Clinics- Immigration Clinic, Washington, DC

*Research Assistant, Immigration Clinic*

Summer 2003

- ♥ Prepared motions on immigration issues, asylum/withholding of deportation, and change of status
- ♥ Conducted interviews with and completed naturalization, immigrant visa, and asylum applications

*Research Assistant, Domestic Violence Clinic*

Summer-Fall 2003

- ♥ Conducted appellate and domestic violence research on issues such as *pro hac vice* motions, vicarious traumatization, Lautenberg Amendment, and child custody

The D.C. Bar Pro Bono Program Advice & Referral Clinic, Washington, DC

*Intern*

- ♥ Researched pro bono services and legal resources for DC residents with low to moderate incomes
- ♥ Created webpage for DC site of www.lawhelp.org

## LANGUAGE SKILLS

- ♥ Spanish (working knowledge), Telugu (South Indian language, fluent)

# Good

## Susan Jones

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- Spanish (working knowledge); Telugu (South Indian language; fluent)

# Heading

**Susan Jones**

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# Education: Law School

## EDUCATION

**The George Washington University Law School**, Washington, DC

J.D. expected, May 2008

- GPA: 3.692; George Washington Scholar (top 1-15% of class, as of Spring 2009)
- Member, Public Contracts Law Journal
- Member, Moot Court Board and International Law Society

## EDUCATION

**The George Washington University Law School**, Washington, DC

J.D. expected, May 2008; GPA: 3.692

Honors and Activities: George Washington Scholar (top 1-15% of class, as of Spring 2009)  
Member, Public Contracts Law Journal  
Member, Moot Court Board and International Law Society

# Education: Other Degrees

## **The George Washington University**

Elliot School of International Affairs, Washington, DC

M.A. in International Affairs, Concentration in China, May 2005; GPA 3.88

Thesis: U.S. Policy towards Emerging Markets

## **The John Hopkins University, Baltimore, MD**

B.A. in Political Science, May 2003; GPA 3.78

Honors and Activities: Phi Beta Kappa, Office of Student Life Award for Outstanding Student Leadership, Fellowship in Public Service, Student Council President, Rotary Club

# Experience

## EXPERIENCE

**U.S. District Court for the District of Minnesota, St. Paul, MN**

*Judicial Intern, The Honorable John A. Doe*

Summer 2006

- Independently drafted bench memorandum and preliminary order regarding motion for summary judgment concerning inmate's statutory challenge of prison testing policy
- Engaged in legal research for pending cases covering a wide range of issues, including qualified immunity, free exercise of religion, and due process
- Attended variety of courtroom proceedings including RICO trial and Jack Doe-related corruption trial

### Listing Future Internships on Resume

**Ayuda, Inc., Washington, DC**

*Legal Intern for Family Law and Domestic Violence Division*

Fall 2009

- Will research and draft legal memoranda for family law issues

# Experience

## EXPERIENCE

**Federal Mine Safety & Health Review Commission, Washington, DC**

*Legal Intern*

Summer 2006

- Engaged in legal research and analysis for nine Administrative Law Judges at the Commission on the requirements of the recently enacted Miner Act.
- Provided in-depth assistance to both Judges and Commissioners on several Commission decisions.
- Drafted memoranda regarding issues of agency deference, interagency jurisdiction and deliberative process privilege.

# Experience

## EXPERIENCE

**Black Smith and Doe**, Washington, DC

*Summer Associate*

Summer 2006

- Researched and analyzed securities enforcement, environmental law, insurance coverage, and professional ethics
- Drafted legal memoranda, including an analysis of the irreparable harm standard required for a preliminary injunction, the impact of joint representation on the attorney-client privilege, and a review of the growth of blue sky enforcement
- Updated parts of two chapters of the Securities Enforcement Manual, including sections on blue sky regulation and ethical issues in the securities enforcement context
- Attended client meetings to review issues arising from various contractual matters

# Language Skills, Interests, and Community Service

## **LANGUAGE SKILLS, PERSONAL INTERESTS, AND COMMUNITY SERVICE**

- Spanish (basic); Telugu (South Indian language; fluent)
- Skiing, racquetball, softball, and foreign language study
- Volunteer, Costa Rica Health Assistance Project, Summer 2004; Volunteer, Habitat for Humanity, Nogales, Mexico, Spring 1999

# Keep It To One Page

- One page is standard in the industry.
- Hiring person is less likely to lose track.
- If your resume is two pages, you should have very good reasons (i.e., you've been out of college more than 8 years and have extensive professional experience).

# Any Information is “Fair Game”

- Anything you include on your resume may be discussed in an interview!
- Don't include anything you don't want to discuss.



# Be Truthful

