**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. 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 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. (Ms. Walton’s book is available for students to borrow in the CSO Resource Center.)

**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:

\_\_ accommodating

 \_\_ achieving

\_\_ aggressive

\_\_ ambitious

\_\_ analytical

\_\_ attentive

\_\_ bright

\_\_ competent

\_\_ conscientious

\_\_ consistent

\_\_ creative

\_\_ decisive

\_\_ determined

\_\_ efficient

\_\_ energetic

\_\_ exacting

\_\_ explicit

\_\_ goal-oriented

\_\_ imaginative

\_\_ industrious

\_\_ inquisitive

\_\_ insightful

\_\_ instinctive

\_\_ inventive

\_\_ logical

\_\_ mature

\_\_ meticulous

\_\_ methodical

\_\_ observant

\_\_ perceptive

\_\_ persistent

\_\_ persuasive

\_\_ probing

\_\_ purposeful

\_\_ resourceful

\_\_ self-confident

\_\_ self-reliant

\_\_ serious

\_\_ sophisticated

\_\_ systematic

\_\_ 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 resume'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 the same area as your permanent address. 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 voice mail or an answering machine. As you know, there is nothing more frustrating than trying to reach someone and not being able to leave a message. But please make sure your 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 voice mail 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 2013) 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. You may want to 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 of 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: (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. Professional Affiliations/Community Activities** - As with interests, professional affiliations and 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 it 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. Format and Style.** 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. Formatting** - 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 using a professional font (such as Times New Roman, Garamond or Arial) and then laser printed or typeset and reproduced on a quality copying machine. Use blank spaces, block caps, boldface or italics print to highlight your major accomplishments; do not use colored font or highlighting to do this. 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.

**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 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, or at minimum, request that the CSO review it for you via e-mail by sending it to lawcareers@duq.edu.

**F. Resume Worksheets**

**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 Permanent Address

921 Fifth Avenue 2198 Rosebud Street

Pittsburgh, PA 15219 Lockhaven, PA16547

(412) 923-1874 (814) 390-4456

**EDUCATION Duquesne University School of La**w, Pittsburgh, PA

Candidate for Juris Doctor Degree, June 2014

Working towards Civil Litigation Concentration

GPA: 3.14 Class Rank: 45/156

*Activities:*

* Women's Law Association, Chairperson (2012-2013)
* Phi Alpha Delta Legal Fraternity, Food Drive Chair (2011-2012)

**University of Michigan**, Detroit, MI

Bachelor of Arts Degree in Sociology, May 2010

*Activities:*

* *The Michigan News* (student newspaper), Writer (2008-2010)
* Pre-Law Society, Vice-President (2009-2010)

**EXPERIENCE Wilcox, Bower & Hill, PC,** Pittsburgh, PA

 *Law Clerk* (June 2012-Present)

* Conduct research and draft memoranda for small civil litigation firm.
* Assist with trial preparation and interview clients.

**Oscar's House**, Detroit, MI

*Counselor* (Summer 2010)

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

**The Gap**, Detroit, MI

*Salesperson* (2008 – 2010)

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

**Steak & Shake**, Walton, MI

*Waitress* (2006-2008 – 1998)

* Worked summers during high school waiting tables.

**INTERESTS:** Playing soccer and reading psychological thrillers.

Elle S. Buckley

567 Boggs Ave, Apt 1A, Pittsburgh, PA 15211

(555) 322-0549 • buckleyes@gmail.com

***EDUCATION***

**DUQUESNE UNIVERSITY SCHOOL OF LAW,** Pittsburgh, PA

• Candidate for Juris Doctor (June 2011)

• Class Rank: 7/134, GPA: 3.53

• Duquesne Law Review, *Executive Comment Editor*

• CALI Excellence for the Future Award Winner in Legal Research & Writing and Contracts

• Machen Endowed Scholarship, Fingold Scholarship

 • Women’s Law Association, *President*

• Electronic Discovery Simulation Clinic

**ELMIRA COLLEGE,** Elmira, NY

• Bachelor of Arts in Psychology, Summa Cum Laude (June 2008)

• Minor: Women’s Studies

• Cumulative GPA: 3.96, GPA within Major: 4.0

• Elmira College Dean’s List every semester

• Member of Phi Beta Kappa – Academic Honor Society

• Member of Omicron Delta Kappa – Leadership Honor Society

• Member of Psi Chi – Psychology Honor Society, *Treasurer*

***LEGAL EXPERIENCE***

**HAWTHORNE PIPER, LLP,** Pittsburgh, PA

*Summer Associate* (June 2010 – July 2010)

• Conducted thorough legal research and wrote memoranda of law in a variety of practice areas

• Reviewed and analyzed electronically stored information to identify privilege

• Analyzed case law for pro bono initiatives

**DUQUESNE UNIVERSITY SCHOOL OF LAW,** Pittsburgh, PA

*Legal Research Assistant for Professor E.J. Smithe* (Sept. 2010 – May 2011)

• Research statutes, case law, and scholarly materials

 • Edited and drafted portions of working paper on the value of mothering

**DUQUESNE UNIVERSITY SCHOOL OF LAW, CLINICAL PROGRAM,** Pittsburgh, PA *Research Assistant for Professor Stephen Stripe* (Feb. 2010 – June 2010)

• Planned an electronic discovery conference for scholars, practitioners, and technicians
• Attended local electronic discovery events to network and interact with potential resources

**DELAWARE COUNTY DISTRICT ATTORNEY’S OFFICE,** Media, PA

*Legal Intern* (May 2009 – Aug. 2009)

• Thoroughly researched issues across all areas of criminal law

• Analyzed issues and prepared memoranda for inter-office use and appeals

**DECISIONQUEST,** Harrisburg, PA

*Research Assistant* (June 2007 – July 2007)

• Prepared all aspects of mock trials, and evaluated outcomes

**WILLIAM J. LONG**

367 Elm Street

Greensburg, PA 15724

724-355-9221 \* longwj@duq.edu

**EDUCATION Duquesne University School of Law** Pittsburgh, PA

Juris Doctor expected to be conferred June 2013

 G.P.A.: 3.34

 Working towards Real Property and Estate Planning Concentration

Working towards Business Law Minor Concentration

 *Activities:* Student Bar Association, First-Year Representative (2010-2011)

 Trial Moot Court Team Member (2012-2013)

 **Saint Vincent College** Latrobe, PA

 Bachelor of Science Degree in Accounting, May 2000

 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

*Summer Associate*, Summer 2012

Conduct research and draft memoranda for medium-sized litigation firm. Work focused on corporate and merger and acquisition issues.

 **Fisher Scientific Corporation** Pittsburgh, PA

*Senior Accountan*t, 2005-2010

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.

**Deloitte & Touche** Pittsburgh, PA

*Accountan*t*,* 2000-2005

Prepared tax documents and various accounting and financial statements for business clients.

**Bill Few & Associates** Greensburg, PA

*Student Intern*, Summers 1998-1999

Assisted financial advisement firm with record keeping and performed various clerical and office task.

**PROFESSIONAL** Pennsylvania Bar Association, Student Member

Certified Public Accountant

 Pennsylvania Accounting Association

**COMMUNITY**

**ACTIVITIES**  Rotary Club of Westmoreland County

**ALAN Y. CARLTON**

1007 Carlyle Lake

Indianapolis, IN 30033

404-555-3200

carltonay@duq.edu

**EDUCATION**

**Duquesne University School of Law** Pittsburgh, PA

J.D. expected, June 2013

G.P.A.: 3.57/4.00

Class Rank: 5/122

*Honors: Duquesne Law Review*, Staff Member

*Activitie*s: SBA, Class Representative; *Juris* (law magazine), Staff Writer

*Summer Study of Law in Ireland*, Summer 2011

**Valparaiso University** Valparaiso, IN

B.A., *summa cum laud*e, English, May 2010

G.P.A.: 3.9/4.0

*Honor*s: Full Tuition Scholarship; Outstanding Leadership and Service Award

*Activitie*s: University Theater, Actor; *The Valaparaiso Star* (college magazine), Articles Editor and Staff Writer

**EXPERIENCE**

**Judge Kate Ford-Elliot, Pennsylvania Superior Court** Pittsburgh, PA

*Legal Intern* Summer 2011

Researched and drafted memoranda on criminal law issues such as Post-Conviction Relief Act (PCRA) and ineffective assistance of counsel issues.

**Theatre by the Grove** Valparaiso, IN

*Actor* Summer 2009

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* 2008-2010

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) 555-8872

jenngood@gmail.com

**EDUCATION**

**Duquesne University School of Law**, Pittsburgh, PA

Candidate for Juris Doctor, June 2014

GPA: 2.9 Class Rank: 55/137

Activities & Honors:

Public Interest Law Society, Co-Chair (2012-2014)

PILA Fellowship Recipient, Summer 2013

**Indiana University of Pennsylvania**, Indiana, PA

Bachelor of Science in Psychology, *cum laude,* May 2011

Summer Study Abroad Program, Rome, Italy (May – July 2010)

Activities & Honors:

Big Brothers & Big Sisters Program, Volunteer (2009-2011)

Zeta Sigma Kai Sorority, Rush Chairman (2010-2011)

**EXPERIENCE**

**KidsVoice**, Pittsburgh, PA

Law Clerk/Certified Legal Intern (September 2012 - present)

• Represent minors in court proceedings.

• Assist attorneys in trial preparation by researching and drafting memoranda, pleadings, and

 motions on juvenile law issues.

• Give presentations at community centers about family law issues.

**Hon. Joseph Stribe,** Allegheny County Court of Common Pleas, Pittsburgh, PA

Legal Extern (Summer 2012)

• 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 (2009-2011)

• Helped teachers implement lesson plans and assisted economically disadvantaged children in

 improving reading and math skills.

**Indiana University of Pennsylvania**, Indiana, PA

Admissions Assistant (2007-2010)

• Assisted admissions staff with office tasks.

• Led prospective students on tours around campus.

**SKILLS**

Fluent in Spanish.

**Dominique D. Michaels**

**7106 Columbia Drive**

**Pittsburgh, PA 15254**

**(412) 555-1234 michaelsd1@duq.edu**

**EDUCATION:**

**Duquesne University School of Law**, Pittsburgh, PA

Candidate for J.D., June 2014 (Evening Division)

GPA: 3.01

*Activities:* Phi Alpha Delta Legal Fraternity

 Women's Law Association

**Duquesne University**, Pittsburgh, PA

Master of Business Administration, August 2009

**Grove City College**, Grove City, PA

Bachelor of Business Administration, May 2004

Major: Management

**EXPERIENCE:**

**Department of Environmental Protection,** Chief Counsel, Pittsburgh, PA

*Law Clerk,* May 2013 *–* 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, PA

*Legal Intern,* Spring 2012

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.

**Allegheny College,** Meadville, PA

*Adjunct Instructor,* August 2006 – May 2008

Taught Business and Finance courses to undergraduate students.

**McCallie Associates,** Whiteman Air Force Base, MO

 *Manager,* September 2004 – June 2006

Prepared budgeting and financial information for bids for the government contracts; hired, trained and supervised employees.

**JOHN M. STUDENT**

121 Forbes Hill Road

Carnegie, PA 15106

(412) 123-4567

Email: JMStudent@gmail.com

##### **EDUCATION**

 **Duquesne University School of Law,** Pittsburgh, PA

 J.D. Candidate, anticipated June 2013

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

 Academic Scholarship (Renewable for 3 years)

 Black Law Students Association, Secretary (Produced 1st Regional Member Handbook.)

 **Ohio State University,** Columbia, OH

 B.A. History, cum laude, 2010

 GPA 3.78/4.00

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

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

###### EXPERIENCE

 **LeBeau and Jack, PC**, Pittsburgh, PA

Law Clerk, Summer 2012. 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 at a trial involving client's right to credit information in a denied credit case.

 **Flory & Buckingham Co., LPA**, Washington, DC

 Law Clerk, Summer 2011. 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 Universty, Columbus, OH

Program Coordinator, 2008-2010; High School Tutor 2006-2007. 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.

**PROFESSIONAL AFFILIATIONS**

Allegheny County Bar Association, Student Member

**INTERESTS**

Running marathons and traveling

**Lucy M. Magillicuty**

4700 Allegheny Drive

Allison Park, PA 15101

(412) 555-4444 LMMagillicuty49@msn.com

**BAR ADMISSIONS:** Supreme Court of Pennsylvania (July 2012 Results Pending)

**EDUCATION:**

**Duquesne School of Law,** Pittsburgh, Pennsylvania

Juris Doctor, June 2012 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 Team (2011-2012)

Corporate Law Society

**LaRoche College, Masters Program in Human Resource Management**

Coursework in Labor Relations & Business Financial Planning, 2000-2001

**University of Pittsburgh,** Pittsburgh, Pennsylvania

Bachelor of Science, Education, 1998 *magna cum laude* QPA 3.6

**EXPERIENCE:**

**Ludwig, Curran & Patberg, P.C.**, Pittsburgh, PA

*Law Clerk (Part-time)* (August 2012 – Present)

General practice including Civil litigation, Real Estate, Business & Estate Planning & Appellate work

**Marshall, Dennehey, Warner, Coleman, & Goggin P.C.**, Pittsburgh, PA

*Contract Law Clerk: Civil Litigation* (November 2010 – April 2012)

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.

**Duquesne University School of Law**, Pittsburgh, PA

*Teaching Assistant –Legal Writing & Research Program* (July 2010 – May 2011)

Prepared, presented and evaluated the citation portion of the first year writing and research class.

**Honorable Judge Kate Ford-Elliot, Superior Court of Pennsylvania**, Pittsburgh, PA

*Legal Intern* (Summer 2010)

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. 2003).

**Duquesne Light Company**, Pittsburgh, PA

*Management Information System Support* (1998-2009)

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.

**VOLUNTEER EXPERIENCE:**

**Pro Bono Attorney –** Protection from Abuse Petitions (2010 - Present)

**Kendall S. McCutchen**

1714 Collie Drive

Pittsburgh, PA 15229

(724) 888-7890 \* mccutchenks1714@yahoo.com

**BAR ADMISSIONS**

Supreme Court of Pennsylvania (October 2011)

**EDUCATION**

**DUQUESNE UNIVERSITY SCHOOL OF LAW**, Pittsburgh, PA

J.D. 2011 Top Half of Class

 - Environmental Law Society (2009 – 2011)

 - A.B.A. Negotiations Competition (November 2010)

**UNIVERSITY OF TENNESSEE**, Nashville, TN

B.A. in English, August 2008

 3.3 GPA, Emphasis in Writing

 - Golden Key National Honor Society

 - Dean's List (All Semesters)

**EMPLOYMENT**

**WASHINGTON COUNTY COURT OF COMMON PLEAS** (Washington, PA)

*Law Clerk to Hon. Antonio Edwards* (August 2011 – present)

Draft judicial opinions and research matters before the court, primarily related to family law matters. Assist with preparation for all trials, hearings, pre-trial conferences and related events. Maintain court’s schedule.

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)** (Pittsburgh, PA)

*Law Clerk* (May 2010 – May 2011)

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, 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** (Pittsburgh, PA)

*Student Assistant* (August 2009 – May 2011)

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.

**TENNESSEE GENERAL ASSEMBLY,** Office of Legal Services (Nashville, TN)

*Legal Research and Bill Preparation Intern* (June 2009 – August 2009)

Researched legislative history, drafted Senate and House Resolutions; staffed House and Senate Education and Health Care Committees; provided summaries of proposed legislation; assisted in developing a constitutionally mandated redistricting plan.

***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. (From *Resumes That Knock ‘em Dead)*

 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

 **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

###### 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

 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

Nationwide Career Counseling for Attorneys

1010 Vermont Avenue, N.W. Suite 406

Washington, DC 200505

Tel: (202)393-1550

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