

RESUME WRITING SAMPLES AND TIPS FOR ALUMS

This guide is for Berkeley Law/Boalt Hall grads that have had at least one job, maybe several, since leaving Boalt. Please note that the Alumni Career Counselor is available to review your resume and talk more strategically about your job search on an individual basis.

Some basic guidance on formatting, length, et cetera for alumni resumes:

Being concise, not matter how long your resume, is key – every word should be necessary.

Generally a one page resume is preferable to a two page resume, the exceptions being where you have too much **relevant** experience to fit onto one page. Grads who have been out only a couple years are strongly encouraged to keep their resumes to one page. Public interest and government employers are generally more amenable to longer resumes, private sector law and business organizations tend to want shorter ones.

It may seem like a minor point, but it can be annoying to a reader who doesn't have great eyes to strain to read a resume in a small font size – font size 11 is very acceptable; using a font much smaller than that puts you at risk of losing out on getting a favorable response because the reviewer had to work extra hard to read your resume. Fancy fonts and use of an assortment of bullet styles, indenting, underlining, italics et cetera can be distracting and may not view well if/when the resume is printed. A good resume should have a clean, simple appearance.

SAMPLE 1: GENERAL RESUME SAMPLE FOR BASIC STRUCTURE AND FORMATTING GUIDANCE

BOALT ALUMNUS/AE

XXX Any Street, #XXX · XXXXXX, CA 9XXX • (510) XXX-XXXX • boaltalumnus@gmail.com |

Comment [RGW1]: I recommend providing one number where you are reachable or consistently retrieve messages rather than listing cell and home phone numbers.

Comment [RGW2]: Your email address should be professional, ex; some variation of your name versus something personal like "tennsivr23@hotmail.com."

Comment [RGW3]: Many header styles are available but one benefit of this one is it is space-efficient

Comment [RGW4]: More experienced alums may want to put the education section at the end of the resume so the reader sees their relevant experience first. In general, the more experienced the candidate, the less important education becomes.

Comment [RGW5]: Note that Boalt's honor code, [Academic Rule 3.06](#), allows use of class rank only for judicial or academic positions. This rule applies to graduates of the law school. You are allowed to disclose Order of the Coif, and Jurisprudence and Prosser awards. You may also list select classes in which you received Honors or High Honors grades which are relevant for the position you are applying for.

Comment [RGW6]: Showing how well you did in courses is a good way to highlight your abilities. Even if you took the class but didn't win one of the above awards you may list it as a way of showing knowledge of an area of law relevant to the position you are applying for.

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY SCHOOL OF LAW

J.D., Order of the Coif, May 2008

Honors: Jurisprudence Awards (First in Class): Federal Income Taxation; Investment Treaties;

Energy Law & Environmental Regulation.

Prosser Prize (Second in Class): Criminal Law.

Journals: California Law Review (Member Editor);

Berkeley Technology Law Journal (Annual Review Editor, 2007-08; Articles Editor, 2006-07).

Activities: Jessup International Law Moot Court; Distinguished Oralist for Western Region, 2007-08;

_____ Law Student Association (President, 2006-07).

Research: Assistant to Professor _____ (2006-08)

Publications: _____.

Comment [RGW7]: If you need to save space (ex: experienced alums with a number of jobs on their resumes), you may want to list law school internships/externships or clinics here rather than in the Experience section.

Comment [RGW8]: Activities/awards like this are great for litigation/advocacy positions or corporate positions

Comment [RGW9]: Typically, publications are only listed in the resume if they are applicable to the position applied for – otherwise you may create a page titled “Presentations & Publications” or something similar and submit it with your resume

UNIVERSITY OF CALIFORNIA, BERKELEY

B.A., Highest Distinction (*summa cum laude*), Math, May 2005 GPA: 3.96

Honors: Departmental Citation (Valedictorian); Phi Beta Kappa; U.C. Regent’s Scholar; Honors Thesis.

Activities: Berkeley Model United Nations.

Comment [RGW10]: A note, particularly for listing undergraduate honors – most Boalt grads will have a lot of these and they can take up a lot of space which could be more useful for describing work experiences. Pick a few which are easily recognizable and significant and consider not listing things like Dean’s List.

EXPERIENCE

U.S. DISTRICT COURT, _____, CA September 2009 – present

Judicial Law Clerk for Honorable _____ (_____ District of California)

Assist with civil motions, trial, case management, and criminal matters through research, drafting of bench memoranda, and minute orders for a docket of over 300 cases involving class actions, trademark, patent, copyright, labor and employment, and tax.

Comment [RGW11]: Clerkships and judicial internships/externships are very positively received.

XXXXXX & XXXXXX LLP, _____, CA September 2008 – September 2009

Associate – Business & Trial Litigation

Antitrust: Represented large DRAM manufacturer in California state actions involving output restriction and boycott claims; wrote research memoranda; prepared for expert depositions; assisted with trial preparation; and served as primary author for motions for summary judgment on antitrust issues for trial and appellate courts.

Energy: Counseled clients on California and federal regulatory requirements for transactions and rate cases.

Pro Bono: Successfully represented pro bono clients in cases involving asylum, school discipline, and dependent elder abuse: examined witnesses and presented opening and closing statements.

U.S. DEPARTMENT OF JUSTICE, Washington, D.C. July – August 2007

Summer Law Intern Program, Civil Division, Commercial Litigation Branch

Drafted motion for summary judgment involving a Contract Disputes Act matter for the Court of Federal Claims. Prepared analysis of litigation issues for U.S. negotiations over cross-border enforcement of judgments.

COMMUNITY SERVICE AND AWARDS

Advocate and Translator, Immigrant’s Rights Project, 2008 – present

Pro Bono Attorney of the Year, Community Development Organization, 2009

Street Law Program, UC Berkeley Law, 2006 - 2008

LANGUAGES

Conversational Spanish

Comment [RGW12]: It’s almost always an asset to list language proficiencies even if the job description does not require any.

BAR ADMISSIONS

California

Comment [RGW13]: Just listing the state bar is fine – no need to list all the different courts you are admitted to.

APPLICANT

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EXPERIENCE

_____, **INC.** Redwood City, CA

Vice President and General Counsel

2005 – 2010*

Chief legal officer and compliance officer for publicly traded provider of software products and services for web-site user tracking and productivity analysis:

- Supervised outside counsel and staff of four attorneys
- Negotiated and drafted software and content licenses, website development master service agreements, LLC operating agreements, and customized services agreements
- Negotiated and drafted master service agreements, consulting agreements, technical services agreements, employee separation agreements, financing agreements, and nondisclosure agreements, as well as counseled on employment matters

- Negotiated and drafted master service agreements and related statements of work (in connection with data center, streaming services, and content delivery services), service level, technology integration, marketing partnership, asset purchase agreements, and office leases
 - Managed litigation and intellectual property portfolio
 - Oversaw SEC filings and drafted resolutions and employee stock ownership plan documents
- * Declined offer to relocate with company to Dubai.

LAW OFFICES OF [APPLICANT], Menlo Park, CA

Sole practitioner

2001 - 2005

Attorney specializing in transactional work for technology, Internet, gaming, and other clients, including publicly traded corporations and start-up companies:

- Represented numerous technology start-up companies in venture capital and private debt financings as well as general corporate matters (e.g. formations and qualifications in Delaware and California; equity incentive plans; stock options, stock transfer, consulting, employee invention assignment and confidentiality agreements and corporate resolutions)
- Negotiated and drafted rights and trademark licenses and advertising, marketing partnership, employment, and nondisclosure agreements, as well as performing due diligence and drafting resolutions for variety of transactions
- Negotiated and drafted intellectual property licenses and distribution agreements and counseled on intellectual property and privacy matters
- Negotiated and drafted user agreement and terms of service for online gaming company

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_____**LLP**, San Francisco, CA and New York, NY

Associate, Technology Law Group

1997-2000

- Counseled the formation, financing and governance of emerging companies. Negotiated, drafted and examined purchase and sale agreements; indemnification agreements; vendor services agreements; consulting and employment agreements; non-disclosure agreements; and other general corporate documents
- Counseled the offering of public and private securities. Negotiated, drafted and examined offering documents, including registration statements; prospectuses and private placement memoranda; securities purchase agreements; convertible notes, warrants and other securities
- Counseled the planning and execution of mergers, acquisitions and corporate restructurings. Cost effectively managed the due diligence aspects of transactions
- Drafted, examined and coordinated securities filings such as Schedules 13D, Forms 4, Forms 8-K, and Forms 10-K

_____, LLP, Oakland, CA

Associate

1995 - 1997

- Identified legal issues, conducted legal research, provided verbal and written legal analyses, and provided recommendations concerning potential legal arguments in civil litigation matters
- Assisted in drafting and filing of dispositive motions and responsive pleadings—*e.g.*, discovery motions, opposition to motions to dismiss and motions to compel arbitration, and motions to amend complaint
- Conducted witness interviews and prepared attorneys for depositions; participated in fact discovery and assisted in pre-trial preparation

EDUCATION

University of California, Berkeley, School of Law (Boalt Hall)

J.D., 1995

Honors and Activities: California Law Review, Law & Technology Certificate, Moot Court Advocacy Commendation, Ecology Law Quarterly, Berkeley Technology Law Journal

University of Michigan

B.A., *magna cum laude*, Communications (Minor in Business Administration), 1991

VOLUNTEER AND PROFESSIONAL ORGANIZATION ACTIVITIES

- Meals on Wheels, Volunteer Driver, March 2010 – Present
- Chair, Grant Committee, Norton Elementary Parent Teacher Student Association, 2009
- Legal Community Against Violence, Board of Directors, San Francisco, 2002-2008
- South Bay Conservation Corps, Board of Directors, Palo Alto, 1999-2005
- St. Mark's Episcopal School, Volunteer Teacher - Coordinator, Saturday School Program, Palo Alto, 1996-2001

PUBLICATIONS, TEACHING & SPEAKING ENGAGEMENTS

- Adjunct Lecturer, University of California, Santa Cruz, "The Internet, Technology and the Law" 10 week course for Business Management Certificate program (1996-2002)
- Moderator, "Cutting Edge Issues in Data Protection for the Corporate Counsel" (American Bar Association Teleconference, April 6, 2004)
- Greer Nelson, Navit Kyrie & Applicant, *State Sales Tax on Internet Transactions*, (Practicing Law Institute, 2008 & 2009 editions)
- Applicant, *Crowley v. State of Alaska*, 10 Berkeley Technology Law Journal 124-137 (2001)
- Annual Review of Law and Technology: Additional Developments, *QuieTime Solutions v. Clineham Technologies*, 4 Berkeley Technology Law Journal 310 (1999)

OTHER INFORMATION

Admitted to Bar, California (1995) and New York (1997)

Conversational Spanish and French