

# **GREAT LEGAL RESUMES FOR JDS: WHERE TO BEGIN?**

**Career Development Office**

**October 2017**



# Legal Practice: Where Formalities Matter

## SAMPLE RESUME OUTLINE

### Jane Student

Street Address, City, State and Zip Code; Telephone; E-mail

#### EDUCATION

University of California, Berkeley, School of Law

J.D. Candidate, May, 2016

Honors:

Activities:

[Other degree programs]

Undergraduate University, City, State

B.A. [Subject], [*Latin honors, if applicable*], [month], 20XX

Honors:

Activities:

[Study abroad; significant work responsibilities during undergrad; graduated in less than 4 years]

#### EXPERIENCE

Employer 1, City, State

Months, Year

Job Title

[job description]

Employer 2, City, State

Months, Year

Job Title

[job description]

#### [ADDITIONAL INFORMATION]

[LANGUAGES]

[PUBLICATIONS]

[PROFESSIONAL LICENSES AND MEMBERSHIP]

[COMMUNITY SERVICE]

[INTERESTS and ACTIVITIES]

# Header

## Jane Student

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### **JANE STUDENT**

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### **JANE STUDENT**

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Berkeley, CA 94720

(510) 642-1234

jstudent@berkeley.edu

# Education

## **EDUCATION**

**University of California, Berkeley, School of Law, Berkeley, CA**

J.D. Candidate, May 2018

Activities:            Berkeley Technology Law Journal  
                         Patent Law Society  
                         Boalt Hall Women's Association

**Lafayette College, Easton, PA**

B.A., *magna cum laude*, Economics (minor Japanese Studies), June 2013

Honors:                Dean's List, all semesters  
                         Harvey C. Hashimoto Fellowship

Activities:            Lafayette Marching Band  
                         Philosophy Club  
                         Chess Club

Study Abroad:        Bukkyo University, Kyoto, Japan (Spring 2012)

# Education

## **EDUCATION**

### **University of California, Berkeley, School of Law, Berkeley, CA**

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Activities: Berkeley Technology Law Journal, Below-the-Line Editor;  
Patent Law Society, Member; Boalt Hall Women's  
Association, Member

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B.A., *magna cum laude*, Economics (minor Japanese Studies), June 2013

Honors: Dean's List (all semesters); Harvey C. Hashimoto  
Fellowship

Activities: Lafayette Marching Band; Philosophy Club; Chess Club

Study Abroad: Bukkyo University, Kyoto, Japan (Spring 2012)

# Experience

## Experience

**Workers' Rights Clinic, Berkeley, CA**

Fall 2017

**Berkeley Law, Student-Initiated Legal Services Project**

*Volunteer*

Conduct intake interviews. Identify possible legal issues. Research and discuss findings with supervising attorneys. Discuss options with clients.

**University of Texas, Austin, Austin, TX**

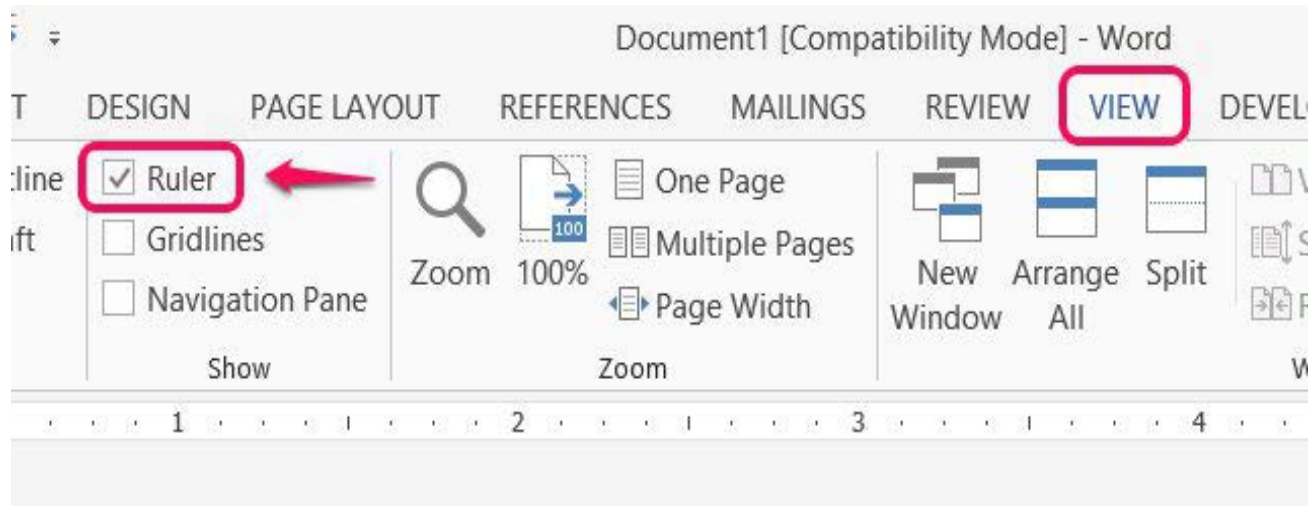
Spring 2015 – Fall 2015

**Department of Geotechnical Engineering**

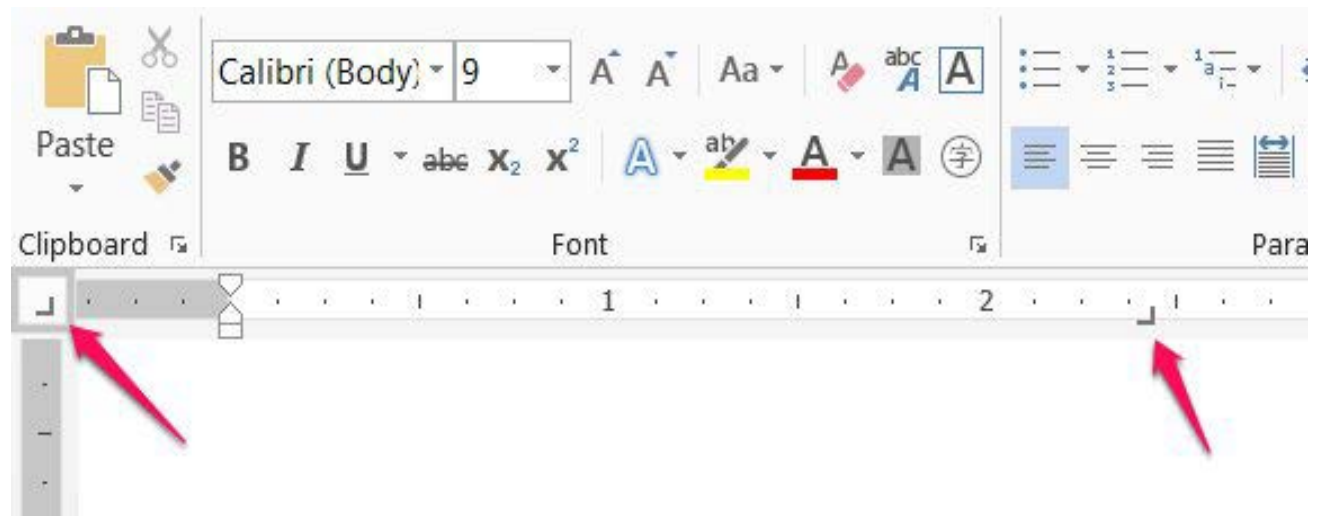
*Research Assistant to Professor Ellen Rathje*

Monitored remote sensors of seismic activity and compiled data reported by devices. Researched and edited chapters on landslides and ground deformation in the 2004 Niigata Ken Chuetsu Earthquake for new edition of book.

# Right-Align Tabs: The Best Thing Ever



MAC



# Experience

## EXPERIENCE

### **Johnson & Roberts, Petaluma, CA**

*Paralegal*

Mar. 2015 – July 2017

Drafted correspondence to clients and opposing counsel. Prepared pleadings and discovery requests. Managed filing system and office correspondence. Answered phone inquiries.

### **Franklin Corporation, Kalamazoo, MI**

*Consumer Marketing Intern*

Sept. 2014 – Dec. 2014

Researched market for KitchenAid kitchen products and drafted report on findings. Drafted marketing materials for sweepstakes promotion. Edited and proofread contracts with local businesses for advertising opportunities.



# Experience

**Allen & Delancey**, New York, NY

*Host / Coat Check*

Dec. 2014 – Dec. 2015

**Falai Panetteria**, New York, NY

*Server*

June 2013 – Nov. 2014

**Balthazar**, New York, NY

*Server*

Mar. 2012 – Sept. 2013

OR

**Various Restaurants**, New York, NY

*Server / Host*

Mar. 2012 – Dec. 2015

# Research & Publications

## **Research**

Author of multiple scholarly publications and presentations on new diagnostic devices for diseases, including Amyotrophic lateral sclerosis (ALS) ("Lou Gehrig's Disease"), malaria and G6PD deficiency (an enzyme deficiency which can cause heart failure).

## **Selected Publications**

Eviction and the Reproduction of Urban Poverty. *American Journal of Sociology*, Vol. 118:1, pp. 88-133 (July 2012).

Global Climate Change Negotiations, the Treadmill of Destruction, and World Society: An Analysis of Kyoto Protocol Ratification. *International Journal of Sociology*, Vol. 44: 2, pp. 7-36 (Dec. 2014).

# The Other Stuff

## **ADDITIONAL INFORMATION**

Intermediate in spoken Arabic. Habitat for Humanity volunteer (2011-2016).  
Enjoy road trips, cycling, musical theater.

## **SKILLS AND INTERESTS**

Languages: Mandarin (fluent), Portuguese (advanced).

Skills: Javascript, Python, C++.

Interests: San Francisco Giants; organic gardening, sailing.

## **INTERESTS**

Science fiction, flute and Tae Kwon Do.

# The Other Stuff

## Additional Information

Game show contestant and three-episode reigning champion on trivia quiz show, “The Money List” (Game Show Network, Jan. 2014).

## Community Service

Assisted medical staff with EKGs, patient services, interpretation, and quality assurance research at Bellevue Emergency Services Department (200 hours, 2013).

## ADDITIONAL INFORMATION

Winner, Westinghouse Science Talent Search (2012) (experiment on early detection of biliary cirrhosis, an inflammatory disease of the liver). Fluent

# Tricky Topics

- Religion
- Politics
- Sexual orientation
- Gender identity and expression

# General Tips

- Not a CV.
- Readable!
- Consistency > format.
- Each item should appear only once.
- Lead descriptions with “action verbs.”
- No personal pronouns.
- No “Objective.” No “References Available.”

***Proofread.***

***Proofread.***

***Proofread.***

# Resume vs. LinkedIn

- You definitely need a resume but a LinkedIn profile is also helpful.
- Simple is fine.
- Don't need to be identical but no inconsistencies!
- Pictures? No vs. Professional.
- Update it.
- View it as a potential employer.



# Questions?

Contact the CDO.

Submit resumes and cover letters to [career@law.berkeley.edu](mailto:career@law.berkeley.edu) by Nov. 6 for review and return by Thanksgiving.