

1L Resume Workshop

Career Development Office

October 2018



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]

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.”

Header

Jane Student

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JANE STUDENT

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JANE STUDENT

1234 California St., Apt. 5

Berkeley, CA 94720

(510) 642-1234

jstudent@berkeley.edu

Education

EDUCATION

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

J.D. Candidate, May 2021

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 2015

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 2014)

Education

EDUCATION

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

J.D. Candidate, May 2021

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

Lafayette College, Easton, PA

B.A., *magna cum laude*, Economics (minor Japanese Studies), June 2015

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 2014)

Experience

Experience

Workers' Rights Clinic, Berkeley Law, Berkeley, CA Fall 2018

Student Advocate

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

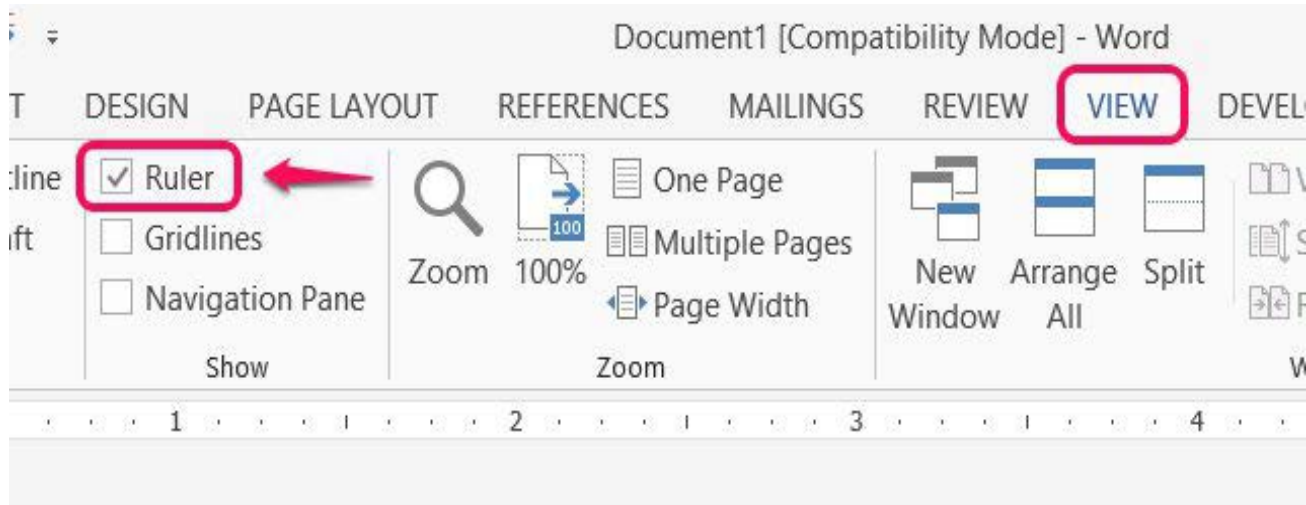
University of Texas, Austin, Austin, TX Spring 2016 – Fall 2017

Department of Geotechnical Engineering

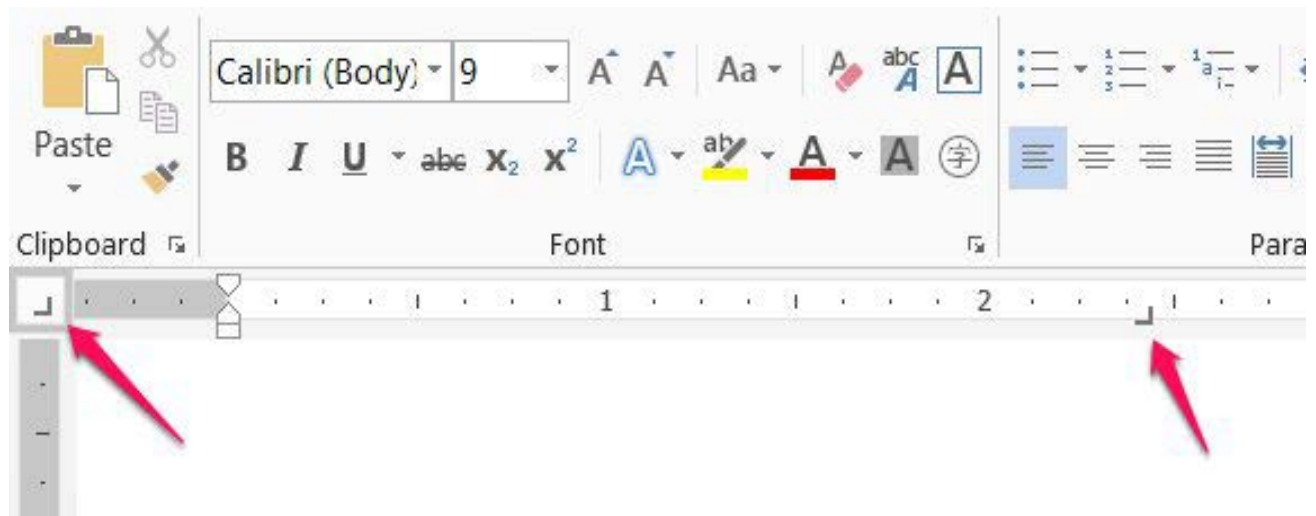
Research Assistant to Professor Ellen Rathje

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

May 2015 – Aug. 2018

Case Assistant

Dec. 2014 – May 2015

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

Community Service

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

Additional Information

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

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

Proofread.

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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 by Nov. 5 for review and return by Thanksgiving.