

# 1L Resume Workshop

**Career Development Office**

**October 2019**



# 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]

# Career Resources Library on CDO Website

Navigation bar: [FOR FACULTY + STAFF](#) [FOR STUDENTS](#) [DIRECTORY](#)

BerkeleyLaw UNIVERSITY OF CALIFORNIA

NEWS EVENTS LAW LIBRARY GIVING ALUMNI

ACADEMICS // ADMISSIONS // FACULTY // RESEARCH // EXPERIENTIAL EDUCATION // CAREERS

Home » Careers » Protected: Career Resource Library

## Protected: Career Resource Library

### Self-Assessment

- Understanding You

### Making Connections

- Networking
- Informational Interviewing
- Social Media

### Job Application Tools

- Employer Research
- Putting Together the Application Packet
  - Resume Guide
    - Resume Template
  - Cover Letter Guide

### CAREERS

- FOR J.D. STUDENTS +
- FOR LL.M. STUDENTS
- FOR EMPLOYERS +
- PSJD »
- FOR ALUMNI +
- ABOUT CDO +
- CAREER RESOURCE LIBRARY**
- EMPLOYMENT OUTCOMES +

B-LINE LOG-IN ////////////////



# 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

1234 California St., Apt. 5, Berkeley, CA 94705 | (510) 642-1234 | jstudent@berkeley.edu

### **JANE STUDENT**

**1234 CALIFORNIA STREET #5 • BERKELEY, CA 94720**

**jstudent@berkeley.edu • 510.642.1234**

### **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 2022

*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**

J.D. Candidate, May 2022

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

### **University of California, Berkeley**

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 2019

*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 2017 – Fall 2018

**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.



# 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.

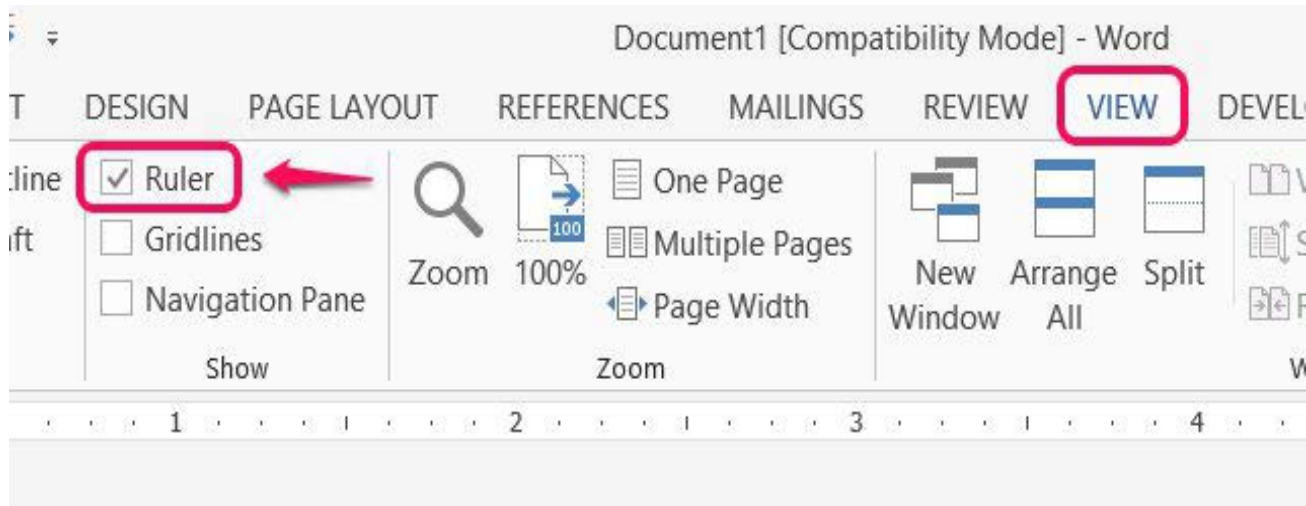
### **Franklin Corporation, Kalamazoo, MI**

*Consumer Marketing Intern*

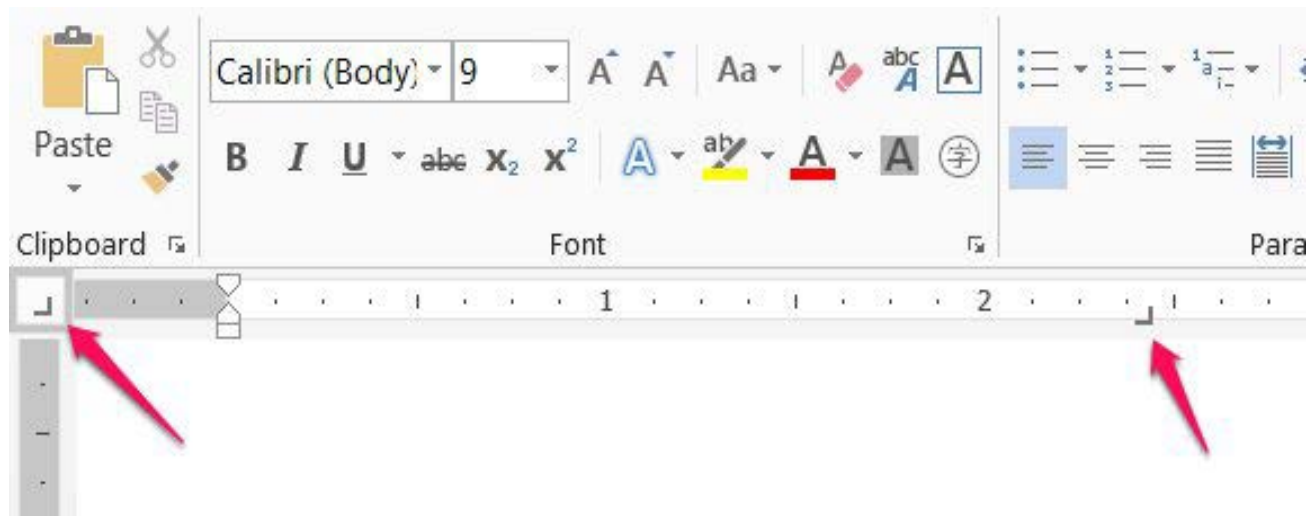
Sept. 2014 – Dec. 2014

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.

# Right-Align Tabs: The Best Thing Ever



MAC  
↙



# 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

# Questions About . . .

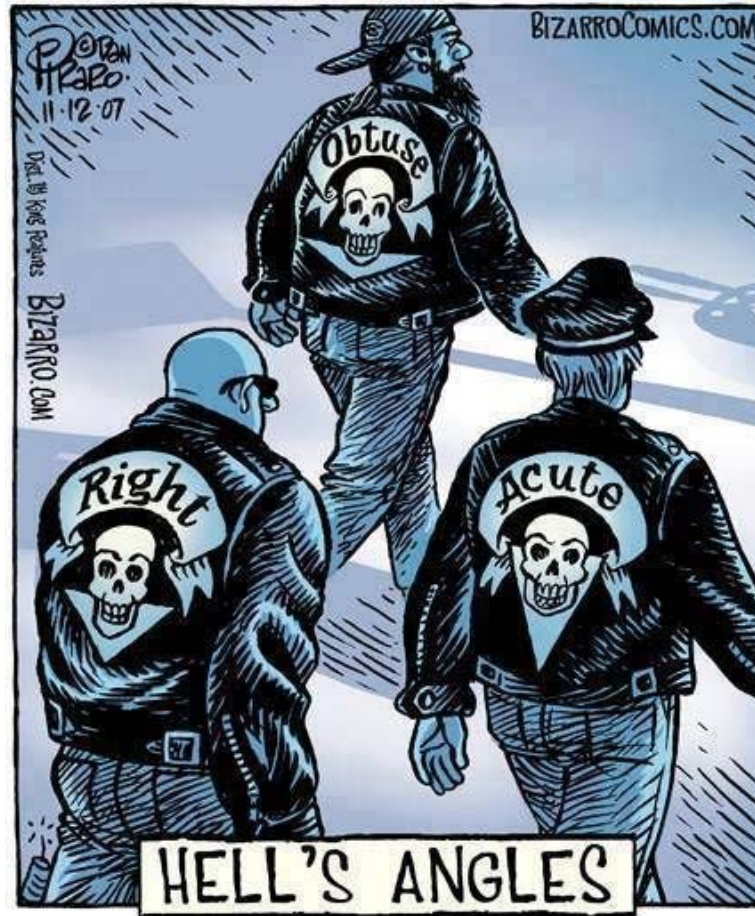
- Religion
- Politics

# Questions About . . .

- Sexual orientation
- Gender identity and expression



# Proofread. A lot.



# 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 9 am on Nov. 4 for  
review and return by Friday, Nov. 22.