

APPLICATION MATERIALS DOS AND DON'TS

DO

- Be consistent within and across documents
 - Letterhead, abbreviations, formatting
 - CDO's resume template will help with this - use it!
- Proofread, proofread, proofread
 - Double-check: spelling, employer names and titles, dates
- Provide specific examples of your skills - specific = compelling
- Keep your audience in mind
 - PIPS cover letters and private sector cover letters can look very different
- Submit PDFs whenever possible to preserve formatting
 - Submit all documents as a single PDF unless otherwise requested
- Get your materials reviewed by CDO *and* by someone close to you

DON'T

- Turn your resume into prose form in your cover letter
- Use legalese or overly formal language
 - E.g., "Use," not "utilize"
- Use 10 words if you could say it in 5
- Weaken strong action verbs by turning them into nouns
 - E.g., "Interviewed," not "Conducted interviews"
- Over-format (i.e., limit bolding, italics, underlines, different font sizes, etc.)
- Exceed one page for a resume or cover letter
 - Limited exceptions: employer requests a longer document; you have significant pre-law school work experience

**IDENTIFY A
TRANSFERABLE SKILL**

**BRAINSTORM ACTION
VERBS**

**THINK OF STORIES
AND EXAMPLES**

I

TOPIC SENTENCE HIGHLIGHTING A SKILL

A

SPECIFIC EXAMPLE DEMONSTRATING THE SKILL

C

CONCLUDING SENTENCE TYING THE SKILL TO THE JOB