## Tips for Constructing an Effective Law School Resume
Pre-Law Prep Academy 2022

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### General Tips

✅
Follow directions!
Use very basic formatting - avoid colors, shapes, images (including photos)
Up to 2-3 pages (unless otherwise directed)
Use headings to your advantage (see below)
Use bullet 3-4 points to convey key points and accomplishments
Show commitment: List dates, possibly hours per week or month
Use consistent formatting – indentation, bold, italics, etc.

❌
Do not include an objective (we know it is to gain admission to our law school)
Do not list "basic" skills (e.g., MS Office proficiency)
Do not include information from high school
Do not use "weird" fonts
Do not use font size less than 11 point
Do not limit yourself to "law related" activities - be inclusive!
Watch your margins (we have to be able to read it!)

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### Layout
At the top, centered:

**Name**
**LSAC Account Number**
**Address, Phone, Email**

The first section is **always** Education.
After Education, the heading titles and order is up to you, but "Interests" or "Other" go last.

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### Headings
Pick and choose to best represent your background, highlighting strengths and minimizing weaknesses:

- Honors and Awards
- Scholarships
- Experience
- Professional Experience
- Volunteer Experience
- Advocacy Experience
- Certificates (or Certifications)

- Leadership
- Campus Leadership
- Community Involvement
- Research
- Community Service
- Other
    - Parenting and Caretaking Responsibilities
    - Community/Cultural Roles & Responsibilities
    - Other Skills (inc.) technical skills, interesting skills, art, music, etc.
    - Athletics
- Interests and Abilities (this is preferable to "Hobbies")
- Activities
- Certifications
- Languages (or include under "Other Skills"); consider including level of fluency
- Publications

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Within Heading Sections

Under each heading, list:
- Title/position
- List multiple roles with the same employer or organization (to show progression)
- Employer/organization
- Dates of involvement, hours per week or month, and **3-4 bullet points** (not full paragraphs or other big chunks of text)

Also:
- Avoid acronyms (or define them in parentheses).
- Consider adding information about the organization
- Consider highlighting "Key Accomplishments"
- Use consistent tenses (past v. present). Present is only appropriate if you currently hold the role.

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Describing Your Role

Use *active* verbs to start each sentence. Avoid had, have, or anything that sounds like the passive voice.

Sample Active Verbs:
- Managed
- Led
- Coordinated
- Created
- Supervised
- Taught
- Integrated
- Engaged
- Discussed
- Communicated

- Addressed
- Developed
- Designed
- Translated
- Mentored
- Oversaw
- Completed
- Researched
- Facilitated
- Navigated
- Generated
- Provided
- Supported
- Presented
- Performed
- Assisted
- Key Accomplishments Included:

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**Compare these two examples: Which one do you think is more persuasive  - A or B?**

A.

Legal Assistant                                                    *September 2021-present*
Jones and James LLC
- Responsible for collecting and copying important forms and documents
- Helped attorneys with day-to-day tasks such as billing and filing
- Attended local events and helped advertise firm


B.

Legal Assistant                                                    September 2021-present
Jones and James LLC                                                        40+ hours/week
*A boutique immigration law firm located in and serving California's Central Valley*
- Lead a small team of legal support staff in a fast-paced, direct client services environment, managing all aspects of business operations.
- Leverage bilingual skills to assist Spanish speaking, immigrant clients with complex, high-stakes legal needs.
- Created Spanish versions of key client resources such as instructions for DACA renewal and several "Know Your Rights" guides on topics such as what to do if ICE officials show up at your workplace or your children's school.
- Contribute to the growth of the firm by developing community-based partnerships in local churches and non-profit organizations and delivering evening and weekend workshops on topics such as applying for health benefits and self-advocacy.