

Resume Guide

WHAT IS THE PURPOSE OF A RESUME? A resume is a marketing device that summarizes your skills, education and experience with the goal of convincing an employer to invite you for an interview.

REQUIRED SECTIONS: Identifying Information (name, email , phone, address) Education and Experience.

OPTIONAL SECTIONS: Interests, Community Service/Volunteering, Publications, Awards, Class Standing, GPA, etc.

FORMATING:

- Tabs and margins must be consistent
- Clearly delineate dates
- Avoid using different fonts and font sizes

THE SKILLS EMPLOYERS LOOK FOR:

- Oral/ Written Communication skills
- Drive and Determination
- Attention to Detail
- Leadership
- Problem Solving/Critical Thinking
- Research and Analysis

BEFORE YOU BEGIN:

- ⇒ Master Resume!
- ⇒ Review the job description
- ⇒ Identify your relevant skills, projects and experience
- ⇒ Write strong descriptive statements/bullets
- ⇒ Create a list of accomplishments

RESUME BULLETS:

Resume bullets describe your skills. Consider how your bullet points align with the position you are applying for. Bullets should be short and concise.

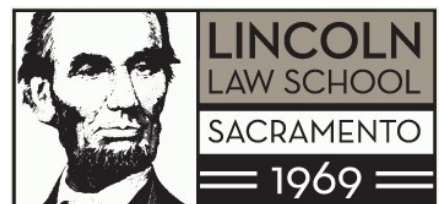
- Start each bullet point with an action verb
- Avoid using “I” statements
- Be consistent!

What you say it’s important, but *how* you say it can make all the difference. You have transferable skills to offer potential employers, whether you are applying to your first job or your fifth. Action Verbs can help you describe those skills.

*Example resume on reverse side

RESUME DON'TS:

- Include references
- Use graphics, colors or photos
- Grammatical errors
- Exceed one page
- Use long sentences



123 California St, Sacramento, CA, 12345 | (916) 456-7890 | lindas@gmail.com

EDUCATION

Lincoln Law School of Sacramento, Sacramento, CA

J.D. Candidate, May 2022

Activities: Voir Dire Co-Editor

Women Justice Society

Sacramento State University, Sacramento, CA

B.A. Political Science, June 2018

Expected graduation date

Do not go back more than 5 years. Most recent dates first for each section you include

EXPERIENCE

Bold Headers

Harold Law Firm, Sacramento, CA

April 2019-Present

Intern

- Prepare hearing briefs and reviewed client's medical records
- File SSA benefit applications and appeals for benefits
- Maintain communication with clients regarding their cases
- Assist with courtroom preparation and legal research

Company name, position title, city and state

Start every bullet with an action verb

Johnson & Roberts LLP, Sacramento, CA

June 2017-April 2019

Legal Assistant

- Analyzed a range of files requiring utmost discretion
- Wrote and proofread documents to assist two attorneys prepare for trial
- Ensured prompt responses to phone/email inquiries and displayed professionalism with all client interactions

Quantify your bullets when possible

LANGUAGES & SKILLS

Fluent in Spanish; LexisNexis; Westlaw; Adobe Suite.

Include technical skills here, soft skills can be included in your cover letter.

1 Page length

List of Action Verbs

Achieved	Cleared	Examined	Generated	Led	Questioned
Analyzed	Coded	Explored	Governed	Maintained	Recorded
Advised	Compiled	Evaluated	Grouped	Managed	Recruited
Assembled	Conveyed	Edited	Guided	Measured	Researched
Anticipated	Coordinated	Executed	Helped	Modified	Scheduled
Briefed	Delegated	Forecasted	Identified	Negotiated	Solicited
Built	Drafted	Founded	Implemented	Observed	Supported
Balanced	Developed	Formulated	Investigated	Outlined	Translated
Budgeted	Demonstrated	Facilitated	Increased	Organized	Targeted
Built	Delivered	Fostered	Interviewed	Performed	Updated
	Designed		Interpreted	Presented	Verified
				Persuaded	Wrote