

Resume Tips

Your resume introduces you to potential employers and serves as the first writing sample they will see. A successful resume is grammatically correct and well organized, and quickly highlights the skills and experiences you want to market. The unique goal of a public sector resume is to demonstrate your commitment to public service and to the employer's mission. Passion and commitment are as critical as skills and credentials.

Format:

Your resume should have a header with your name, address, email address and phone number (if your email address or your voicemail message is not professional, change it!). Use both your "current" and your "permanent" address if your permanent address reflects a connection to the employer's location.

Education:

The education section is the first section beneath your name while you are a student. Lead with Georgetown University Law Center with your expected graduation year (i.e., Juris Doctor Candidate, May 2013), Honors, Activities, Clinic, and Journal, etc. You may include your law school GPA if you choose (as well as your college and graduate school GPAs). Because there is wide variation in how much emphasis different public sector employers place on grades, research each employer before evaluating your chances. Note that public interest and government employers tend to place less emphasis on grades than private sector employers, in that they greatly value prior work experience and interest in their issues. Transfer students should include their previous law school with "Completed first year coursework, 2010/2011."

Other graduate work comes next, if applicable, and then college, with your major, your thesis if relevant, honors, and activities.

Tips:

- If you include your GPA, DO NOT round up or down; list your GPA as it appears on your transcript. At the conclusion of your first year of law school, you may indicate if you are in the top third, top 15% or top 10% of your class if you have received confirmation that you fall within the particular category. Note that these percentile cutoffs apply *only to your first year grades*. At the conclusion of the 2L/3E year, percentile cutoffs are released for those students who are cumulatively in the top 10% after two years. Upper division students on Dean's List are in the top third of their class for that academic year only, and upper division students should never estimate their class rank.

Experience:

The Experience section will vary widely, depending on factors such as whether you worked between college and law school. In most cases you should list your experiences in reverse chronological order and include each employer's name, city and state (or country), your title, and the dates you worked at the job (include months or write "Summer 2011," etc.).

Tips:

- Highlight your community service and volunteer work. These entries can be included under “Experience” or combined to create a separate “Community Service” or “Community Involvement” section.
- Detail pro bono experience and the skills you may have learned, such as client interview skills, working with litigation documents, or drafting pleadings.
- Format your resume to highlight extensive experience in one area by creating a subheading such as “Environmental Advocacy.”
- Focus the employer on your relevant experience and qualifications; avoid a “laundry list” of jobs and academic honors. If you had significant law related internships years before law school, you may choose to emphasize your “Law Related Experience” in an independent section of your resume.
- Craft dynamic, detailed job descriptions that will capture the employer’s interest and provide a clear snapshot of your work responsibilities. Use action verbs.
- Emphasize relevant skill development and responsibilities, such as research, writing, and policy analysis, in your nonlegal job descriptions.
- Create a “Language” subheading if you are fluent, proficient, or conversant in a language other than English. Specify your level of knowledge; you may choose to break down your abilities into speaking, reading and writing if these vary significantly.
- Include travel or interests that illustrate your commitment to the employer’s mission, such as “extensive travel throughout Asia.” Be specific about your interests: “Reading historical fiction, college basketball and cooking French food” will spark more conversation than “Reading, sports and cooking.” Also, travel and interests that are not particularly relevant to prospective employers are generally not necessary to include.
- While a one page resume is the norm for most resumes in the private sector, you may choose to have a longer resume when applying for public sector positions, particularly if you have substantial public service and volunteer experience. Do not leave out relevant public sector experience in an attempt to keep your resume to one page.

DO make sure to use:

- A clear font that is not too small or large.
- Consistent abbreviations and punctuation (e.g., commas or semicolons, periods or no periods, J.D. and B.A. or Juris Doctor and Bachelor of Arts).
- White or off white 8½ x 11 heavy bond quality paper (if sending by regular mail).

Do NOT include the following:

- Job objectives (*include in your cover letter*).
- Basic computer and legal research skills (e.g., *word processing, Westlaw*).
- LSAT scores.
- Personal information (*health, marital and/or parental status*).
- First person pronouns (“*I*” or “*my*”).
- References (*create a separate References page*).

SAMPLE RESUMES

NOTE: These are student resumes from which personal information has been redacted. These resumes are excellent examples but not necessarily “perfect”; furthermore, there are many ways to construct successful and professional legal resumes. These resumes are to be used as examples only and should not be copied.

[NAME/ADDRESS]

EDUCATION

Georgetown University Law Center, Washington, DC

J.D., expected May 2013

Activities: GU Law Democrats: Co-President, Black Law Students Association: Attorney General, Women of Color Collective, Christian Legal Society

University of Pittsburgh, Pittsburgh, PA

A.B. in Government and English, awarded May 2010

Activities: Our Education-Pittsburgh Chapter: VP, NAACP, Black Theatre Ensemble: Publicity Director

Abroad: University of Sussex, Brighton England, January-June 2009

Dissertations: *Colour Coding the Feminine: The Correlation of Bodily Limits with Feminine Limits in the Feminist Fairy Tale*, and *How Populist Was Barack Obama's Campaign Rhetoric?*

RELEVANT EXPERIENCE

American Civil Liberties Union of the Nation's Capital, Washington, DC

Law Fellow, Summer 2011

Met with potential clients and determined the viability of legal claims. Briefed clients as well as the ACLU's Executive Director on the progress of particular cases. Acted as a liaison between the Executive Director and important clients. Prepared court documents when needed, including answers, briefs, and memoranda, on topics such as workers' rights and free speech. Advocated for various ACLU causes, such as DC Statehood movement.

Tomorrow's Workplace/NY Dept. of Labor, Spring Valley, NY

Intern/ Youth Summer Placement Rep, Summers 2010, 2009, 2008, 2006

Supervised over 100 disadvantaged high school students in summer program that places them in various jobs. Met with students, employers, and state funders on a regular basis. Determined and resolved various issues including student disciplinary matters, disagreements between students and employers, and funding sources for the program.

NYC Dept. of Investigations, New York, NY

Investigative Intern, Summer 2008

Researched potential cases including possible malfeasance by parks and recreation employees and those that receive permits for park use. Interviewed individuals in the course of investigating allegations of fraud. Reported findings to the Parks Investigator Generals and determined if cases should transition to open status. Recorded interview process of suspects and drafted reports. Recorded undercover surveillance of those under investigation by Parks & Recreation Dept. of the City of NY and transcribed recordings of missions. Organized and updated cases for Chief of Staff of NYC Dept. of Investigations.

Office of Congressman Eliot Engel, West Nyack, NY

Congressional Intern, Summer 2007

Advocated various constituent issues involving, but not limited to, immigration and military involvement, in the Rockland County District Office. Met with constituents, many of whom were immigrants seeking residency status, and helped employers get appropriated status for immigrant employees. Organized and implemented organizational system for district office for processing and maintenance of constituent files.

COMMUNITY SERVICE

Greater New York Conference of Seventh-Day Adventists, Cancun, Mexico

Mission Trip Volunteer, Summers 2008, 2007

Prepared and taught lesson plans to inner-city and Mayan children. Helped to build churches in impoverished areas. Provided food and clothing to the inhabitants of Cancun and local Mayan villages.

INTERESTS

Singing, Musical Theater, African Issues: managerial editor for Pencil Tribe Magazine (www.penciltribe.com).

[NAME/ADDRESS]

EDUCATION

Georgetown University Law Center, Washington, DC

Juris Doctor, May 2011

GPA: [X.YZ]

Honors: Dean's List

1L Public Service Award, Office of Public Interest and Community Service

Andrew K. Ruotolo, Jr. Memorial Scholarship, County Prosecutors Association of New Jersey Foundation

Clinic: DC Street Law (Academic year 2010 – 2011)

Activities: Georgetown Outreach, Section Leader: coordinated monthly service projects for law school students
Georgetown Youth Advocacy, Co-chair: supervise the development of a pilot mentoring program
Campus Ministry, Retreat Coordinator: designed Georgetown Law's first overnight retreat

Georgetown University, College of Arts and Sciences, Washington, DC

Bachelor of Arts, *summa cum laude*, in Mathematics and Economics (double major), awarded May 2008

GPA: [X.YZ] *Mathematics GPA:* [X.YZ] *Economics GPA:* [X.YZ]

Honors: Phi Beta Kappa Honor Society

Alpha Sigma Nu Jesuit Honor Society

Henry M. Leslie Award, for the graduating senior with the highest proficiency in Mathematics

Activities: DC Schools Project: tutored youth and taught adults in an English as a Second Language program

UNICEF-Georgetown, President: supervised fundraising, outreach, and advocacy programs

Principles of Micro/Macro Economics, Head tutor: coordinated services available to undergraduates

Study Abroad: University of Salamanca, Salamanca, Spain, Spring 2008

LEGAL EXPERIENCE

The Center for Juvenile Justice Reform and Systems Integration, Washington, DC

Research Assistant, May – June 2010, Fall 2010

Researched and reviewed multi-disciplinary articles about the juvenile justice and related systems of care for projects concerning the creation of the Center's "Certificate Program" and public policy seminar; surveyed federal legislation for provisions related to the education of youth in detention facilities

Children's Legal Centre, Colchester, UK

Legal Intern, July – August 2009

Analyzed the domestic law of East Timor in relation to the development of a juvenile justice system and evaluated the law and practice in light of international instruments and obligations; researched and drafted an article about the legal standards for inter-country adoption to be published in September 2007 in the British journal, *ChildRight*

The Campaign for Youth Justice, Washington, DC

Legal Intern, Spring 2009

Conducted literature review of legal articles and studies about incarcerated youth in the adult criminal justice system

OTHER EXPERIENCE

Georgetown Law Office of Residence Life, Washington, DC, Resident Fellow (date)

Georgetown Law Early Learning Center, Washington, DC, Teacher's Assistant (date)

The Experiment in International Living, Madrid, Córdoba, Guadix, Spain, Group Leader (date)

SPANISH LANGUAGE IMMERSION

Near-fluency in written and spoken Spanish

Three home-stay experiences in Spain

[NAME/ADDRESS]

EDUCATION **GEORGETOWN UNIVERSITY LAW CENTER**, Washington, DC

J.D., May 2011

GPA: [X.XX]

Journal: *The Tax Lawyer*

Judge, Write-On Competition (2010-2011)

Published Works: *Disrupting Implicit Racial Biases in the Workplace: Rethinking Affirmative Action in the Wake of Ricci v. DeStefano*, Journal of Modern Critical Race Perspectives, Spring 2010

Clinic: Federal Legislation Clinic (2010-2011)

Activities: Peer Advisor, Office of Student Life (2010-2011)

Legal Writing, 1L Oral Arguments, Judge (Spring 2010)

Students for Public Interest & Community Enhancement (2008-2010)

Pro Bono Pledge: Dunbar High School, Student Mentor (2009-2010)

Maya Angelou Public Charter School, Student Mentor (2008-2009)

DC Voter Registration (Fall 2008)

DC High School Mock Trial Tournament (Fall & Spring 2008-2009)

OHIO UNIVERSITY, Athens, OH

B.A., *magna cum laude*, in Political Science, March 2008

GPA: [X.XX]

Honors: Student Achievement in Philosophy (2005-2006)

Departmental Honors in Political Science

Graduated college in less than three years

Activities: Phi Alpha Delta Pre-Law Fraternity, Historian (2006-2008)

Vacation Bible School, Volunteer Recreation Manager (Summers 2001-2008)

Thesis: *Men, Women, and the American Ballot*, an analysis of gendered campaign strategies

EXPERIENCE **QUEEN'S COUNTY DISTRICT ATTORNEY**, New York, NY

May-August 2010

Trial Division, Criminal Court Bureau

Conducted and second-seated evidentiary hearings. Conducted arraignments. Researched and wrote briefs pertaining to various criminal offenses, including larceny, assault, and resisting arrest. Extensively researched and wrote memorandum concerning evidentiary privilege. Assisted in case preparation, including drafting supporting depositions, notices, responses to motions, and accusatory instruments.

U.S. DEPARTMENT OF JUSTICE, Washington, DC

Legal Extern, Tax Division, Civil Litigation

September-November 2009

Assist trial team in pending complex litigation case through various research and writing activities, including drafting foreclosure agreements and producing legal memoranda on topics in bankruptcy law.

U.S. DEPARTMENT OF JUSTICE, Washington, DC

Legal Intern, Tax Division, Civil Litigation

July-August 2009

Researched discrete issues in bankruptcy and tax law for pending civil cases. Produced memoranda on topics including liability assessment, tax liens, forfeitures, fraudulent transfers, and statutes of limitations. Attended depositions of expert witnesses. Offer extended to continue through Fall 2010 with specialized trial team.

Legal Intern, Tax Division, Criminal Enforcement

May-July 2009

Researched and drafted memoranda regarding evidentiary hearings, expert testimony admissibility, speedy trial act, and selective prosecution. Researched and compiled jury instructions. Drafted motion to deny opposing counsel's request for jury instruction on lesser included offense charge. Attended trials and taxpayer conferences.

LAW OFFICES OF EDWARD A. WADDING, Perry, OH

Legal Intern

Winter 2007, Summer 2008

Researched and prepared trial notebooks in family law. Drafted opening and closing statements for custody case. Developed familiarity with litigation through observation of partners' activities and trial attendance.

INTERESTS

Genealogy, intramural softball (House of Representatives League), outdoor running, Cherokee cooking

[NAME/ADDRESS]

EDUCATION

Georgetown University Law Center, Washington, DC

JD, May 2011

GPA: [X.YZ]

Honors: 2L Top 10% and Dean's List; 1L Top 15% and Dean's List

Activities: Equal Justice Foundation: 1L Section Representative 2008-2009; LRAP Vice Chair 2009-2010
Youth Advocacy Group: Treasurer 2009-2010; 2010-2011

Oberlin College, Oberlin, OH

BA in French, Politics minor, awarded May 2006

GPA: [X.YZ]

Honors: Phi Beta Kappa

Delegate to US Naval Academy Foreign Affairs Conference (Spring 2006)

Activities: Women's Resource Center – Charter Member; Policy Board Secretary (2005-2006)

Study Abroad: Beloit College, Dakar, Senegal (Spring 2004)

EXPERIENCE

AARP Litigation Foundation

Washington, DC

Intern

Fall 2010

Conduct legal research, draft memoranda, and edit appellate briefs and professional writing projects for staff attorneys regarding ERISA litigation.

Willkie Farr & Gallagher, LLP

Washington, DC

Summer Associate, Offer of Permanent Employment Extended

May – August 2010

Conducted legal research, drafted memoranda, and assisted in drafting motions on civil litigation matters. Participated in professional development training on legal writing, cost-effective research strategies, and presentation skills.

Workplace Flexibility 2010

Washington, DC

Research Assistant

September 2009 – May 2010

Conducted research on laws and policies pertaining to workplace flexibility, including state and federal family and medical leave laws, private employer practices, and phased retirement initiatives. Compiled resources and edited comprehensive staff attorney memoranda provided to working groups of plaintiff and defense attorneys and academics working on innovative workplace flexibility policy proposals.

Counsel for Child Abuse and Neglect (CCAN)

Washington, DC

Intern

Summer 2009

Drafted legal memoranda for attorneys representing children and low-income parents in child abuse and neglect cases. Assisted CCAN Branch Chief with attorney training and support.

Communities in Schools of Transylvania County, Inc. (CISTC)

Brevard, NC

Interim Executive Director

February – June 2008

Reconfigured budgetary and programmatic priorities of struggling organization. Worked with board to manage and balance organizational budget. Continued program management of 21st Century Community Learning Center.

Program Director – 21st Century Community Learning Center

November 2007 – February 2008

Managed \$400,000 grant budget. Supervised after-school tutoring program for at-risk elementary school children, including recruitment of participants, communication with parents, teachers and school administrators, and staff supervision.

LANGUAGES

French – Proficient; Spanish – Basic knowledge

EDUCATION

Georgetown University Law Center, Washington, D.C.

J.D., expected May 2013

GPA: [X.XX] (Top 10%)

Honors: Clifford Chance 2011 Summer International Internship Fellow

Clinic: Center for Applied Legal Studies, Fall 2011

Activities: Georgetown Law Public Interest Fellow

Brown University, Providence, RI

B.S., *magna cum laude*, in Applied Mathematics-Economics and B.A. in Africana Studies, May 2009

GPA: [X.XX]

Honors: 2009 Interfaith Leadership Award, Omicron Delta Epsilon, International Honor Society in Economics

EXPERIENCE

Center for Applied Legal Studies, Washington, D.C.

Student Attorney, Fall 2011

Will represent a refugee whose application for asylum has been rejected by the US government and is in deportation proceedings before a federal immigration judge. Will interview client, research and write a brief for the court, and interview and prepare witnesses.

United Nations High Commissioner for Refugees, Kuala Lumpur, Malaysia

Legal Intern, Outreach, Protection, and Intervention Unit, Summer 2011

Interviewed primarily Burmese refugees and asylum seekers about a variety of legal matters including arrests, deportations, labor issues, and problems with authorities. Made recommendations about asylum claims to senior staff. Provided legal counseling to refugee detainees at detention camps and assisted staff with their releases. Gave presentations and held Q&A sessions with refugees about their rights.

Refugee Assistance Program, Georgetown Law, Washington, D.C.

President/Mentor, January 2011 – present

Tutored a newly resettled Eritrean refugee in English and helped him with his job search. Will work with the International Rescue Committee to organize, manage, and coordinate a team of volunteer mentors as President during the 2011-2012 academic year.

Capital Area Immigrants' Rights Coalition, Washington, D.C.

Hotline Intern, Fall 2010

Helped staff a phone hotline for detained immigrants seeking information about their detention.

Resettlement Legal Aid Project, Cairo, Egypt

Legal Assistant, September 2009 – June 2010

Screened Sudanese and Iraqi applicants' refugee and resettlement claims. Interviewed clients and prepared testimonies for submission to the United Nations High Commissioner for Refugees and the International Organization for Migration. Prepared clients for interviews with UNHCR, IOM, and the US Department of Homeland Security.

Egyptian Center for Women's Rights, Cairo, Egypt

International Relations Intern, Spring 2010

Researched, composed, and edited legal issue briefs on topics such as family law, human trafficking, and sexual harassment. Wrote and edited articles about ECWR-sponsored protests, current events relating to gender, and upcoming ECWR activities.

Breakthrough Collaborative, Miami, FL

Teacher, Summer 2009

Created and taught a six-week Social Studies curriculum for an academic course titled “Human Rights and American History” for underrepresented 7th grade students in North Miami.

Kings Country District Attorney’s Office, Brooklyn, NY

Legal Assistant, Early Case Assignment Bureau, Summer 2008

Interviewed police officers, victims, and witnesses about a variety of crimes. Drafted complaints against defendants as well as documents declining prosecution.

United States Office of Personnel Management, Washington, D.C.

Statistical Clerk, Office of Actuaries, Summer 2007

Reconciled 2007 actual state HMO premium rates with their proposed rates. Reviewed HMO proposed premiums for 2008 and checked for accuracy and reasonableness.

Brown Refugee Youth Tutoring & Enrichment, Brown University, Providence, RI

Tutor, 2007 – 2009

Helped a newly resettled Iraqi refugee family assimilate into Providence. Tutored the two children in English and Math.

WBRU Radio, Brown University, Providence, RI

Pulse Director and News Anchor, 2005 – 2009

Produced “The Pulse,” a weekly five minute segment focusing on issues of concern to communities of color. Wrote and read newscasts live on air.

LANGUAGES

Near fluent in speaking Egyptian Arabic. Proficient in reading and writing Modern Standard Arabic.