

LEGAL RÉSUMÉ CHECKLIST

This checklist highlights some of the common features and frequent errors found in résumés sent to traditional legal employers.

General Matters

- ___ Heading includes your name, address, telephone number and business appropriate email address
- ___ Résumé is formatted in a conservative and traditional manner and on white, off-white, or very light gray heavy bond paper
- ___ The font and font size are easy to read and consistent throughout the résumé
- ___ Résumé is a single page unless you are a returning professional
- ___ Your name and “Page 2” is included at the top of the second page if two pages are absolutely required
- ___ Your references are listed on a separate sheet of paper and formatted to match the résumé

Education Section

- ___ All schools where degree conferred are listed in reverse chronological order
- ___ List the degree earned or expected, the month and year you graduated or will graduate, and the location of the school (city and state)
- ___ Activities and honors are strategically chosen and are listed underneath each school
- ___ Class rank is on your résumé if you are in the top 33% of your law school class
- ___ GPA is either included in all of the education sections or one of them

Experience Section

- ___ Include relevant work experiences including internships, paid or summer work
- ___ For each job you list, include the name of the employer, your job title, the location of employment (city and state), and the dates of employment
- ___ All descriptions of the work performed begin with action verbs
- ___ Present tense is used when describing the job you currently hold and past tense when describing former jobs

- Work descriptions clearly convey what you did, focusing on your contributions rather than the employer's work

Skills or Language(s) Section

- This section highlights ONLY significant skills
- All languages listed include level of fluency

Interests or Community Activities Section

- This section highlights ONLY significant interests and activities
- This section highlights ONLY interests that you are prepared to discuss in a professional manner

Proofreading

- Read the résumé aloud, on paper and digitally
- Have someone else proofread your résumé
- Ask an Ovadia CP&P Office adviser to review your résumé before submitting it to Symplicity or other job opportunities

Review & Update

- Remember to update your résumé after each semester to reflect any new and important academic information
- Remember to update your résumé with each not job, clinic, or internship you participate in

Even with a simple update, it makes sense to have your résumé reviewed in order to catch any small discrepancies that are easy to miss.

It is wise to keep your résumé updated at all times as you never know when someone will ask for it. By keeping it updated you will not make sloppy mistakes and you will be able to follow up immediately with potential employers.