

RÉSUMÉ DOs and DON'Ts

DO:

- Customize your résumé for different employers, highlighting experiences relevant to that particular employer.
- Include your class rank if you are in the top 33%.
- Highlight your achievements and quantify your efforts using concrete and specific terms. For example, instead of “drafted appellate briefs,” it is better to write “drafted successful Third Circuit brief.”
- For electronically submitted applications, make sure your résumé transmits as you have designed it and still prints as one page. It is a good idea to submit your résumé as a PDF to protect your résumé format.
- Upload your résumé as a Word document into Symplicity for review by an adviser from the Ovadia CP&P Office.
- Check for consistency within the résumé. If you spell out the name of the month in your first job description, you should spell out all months. If you list a job title, the organization, the location and your dates of employment in one job description, this information, in this order, should be provided for each position.
- Highlight the positive, but *be accurate*. Do not exaggerate or embellish.
- Designate volunteer/community work if applying for public interest positions, if significant, or to demonstrate a commitment to a geographic region. Public interest employers consider evidence of an applicant's commitment to public service very important.

DON'T:

- Do not include an "Objective" section. This information on a résumé limits its versatility and is more properly addressed in a cover letter.
- Do not use personal pronouns such as "I", "My", etc. Your descriptions should be brief and to the point. They need not read like a sentence.
- Do not list personal information such as marital status, age, health, etc. This type of information should not play a role in hiring decisions.
- Do not use abbreviations (except for states and U.S.).