

Career Development Office



S U F F O L K
U N I V E R S I T Y

LAW SCHOOL

RESUME WRITING

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EFFECTIVE RESUMES

How to Write a Legal Resume

An effective resume is the most powerful tool you have to make a favorable first impression on a prospective employer. Your resume is a guide to you as a potential employee. It is a brief account of your educational and professional experience, and serves as a personal advertisement by attracting attention, stimulating interest on the part of the employer. A well-written resume will highlight any academic and work experience that is relevant to the employer and demonstrate your skills, achievements, and interests.

Your resume also serves as a writing sample. It will reflect your ability to present information in an organized, concise, and visually pleasing manner. Because it serves to demonstrate your attention to detail, typographical errors are unacceptable. *Always* ask someone (preferably a career counselor) to review your resume before you distribute it to employers.

FORMAT

The standard format for a law student's resume is to list your education and experience in reverse chronological order. Content, layout, and information vary; the manner in which they are presented depends largely upon an individual's style and personal preference. However, consistency in style is always important.

If you are starting from scratch, you may want to write down everything you can think of regarding your education, work experience, extracurricular activities, and interests. From this data, draw up a rough draft. Then make an appointment with a career counselor for a resume review.

Here are some general rules for writing your resume:

- Keep your resume simple, uncluttered and easy to read.
- Highlight important information so the reader does not have to hunt for it. Tailor your resume to target particular employers.
- Use a consistent writing style throughout your resume.
- Do not use the word "I" or any other pronouns.
- Be brief, but not at the expense of accuracy and completeness.
- Be honest, do not embellish; an inaccurate representation of your background is both unethical and unacceptable.
- Do not enter an "Objective."
- Do not enter sensitive or personal information (e.g., religion, age, marital status).

Appearance

- Paper:** 8.5 x 11 quality paper (such as Eaton's or Crane's)
Conservative color: ivory, white, ecru
- Print:** Word processed/laser printed
- Length:** One page for most students and alumni (those with *significant* professional experience may require two pages)
- Font Style:** The font that you choose should be easily read, professional, and the same throughout the resume.
- Font Size:** Font size for your name should not exceed 16 points and should be 4 points larger than your text; your personal contact information should not exceed 14 points and should be 2 points larger than your text; your text and section heading size should be in the 10.5 to 12 point range and should be consistent throughout the resume; your font size should be no smaller than 10 pt.
- Margins:** While margins may vary to accommodate individual situations, normally a resume's margins will be approximately 1 inch on the left and right and between 0.5 – 1 inch at the top and bottom.
- Style:** There should be uniformity of style choices. If your job titles are in italics, be sure they all appear that way. Also, make sure you have an equal number of spaces between sections, etc.
- Language:** You should not use full sentences in your experience descriptions; you can convey information more effectively by using concise phrases separated by colons, semicolons, or periods. This is a generally accepted format. Since you are using phrases, you should NOT use pronouns (e.g., "I"). You should also try to use "action verbs" whenever possible, present tense for current jobs and past tense for past jobs. See the attached list of action verbs.

Personal Information Heading

Think of your personal heading as a letterhead; it sets the tone of the document. List your name, address, telephone number (including area code) and email address at the top of the page; *this heading should be the largest thing on the page, with your name being 4 points larger and your contact information being 2 points larger than the font size selected for your text, and should be in bold.* If you want to include your permanent address to convey a geographical tie to another area, you may do so.

Section Headings

Section headings should be the only entries on your resume that appear in all capitalization; section headings should also be in bold, but not in italics, i.e. **EDUCATION, EXPERIENCE, INTERESTS.**

Education

As a law student (day or evening), this section should appear first. List your schools in reverse chronological order starting with Suffolk. Start by listing the school name, city, and state. Include the degree you will receive and the date it will be awarded:

Suffolk University Law School, Boston, MA

Candidate for Juris Doctor, May 2006

Suffolk University Law School, Boston, MA

Juris Doctor Candidate, Evening Division, May 2006

You should also include any graduate or undergraduate degrees received prior to law school using the same format. You may also include information on transfers between schools and participation in study abroad programs.

If you received your degree with honors, you should list *summa*, *magna*, or *cum laude* in lower case *italicized* letters after your degree and before the major:

Tufts University, Medford, MA

Bachelor of Arts, *magna cum laude*, Sociology, May 1997

Associate degrees and high school education may be omitted; if you attended a private school or want to establish a tie to a specific geographic area you may include this information.

Broward Community College, Coconut Creek, Florida

Associate of Arts in Journalism, May 1995

Milton Academy, Milton, MA

Diploma received June 2000

Grades

With respect to law school, your class standing will be more meaningful than your GPA. The Career Development Office advises that only those students in the top third of their law school class include information on grades and/or class rank on their resumes. Also, it is not permissible to round up your grades or class rank. For example, if your rank is 42/400, then you are in the top 11% and you may not round up to the top 10%. If your GPA is a 3.49, you may not round up to 3.5.

Suffolk University Law School, Boston, MA

Juris Doctor Candidate, May 2004

Class Rank: Top 20% (80/400)

Honors and Activities

Within your education section, you should include two subheadings, if applicable, under each school attended: "Honors" and "Activities." Under "Honors," list any awards received such as Phi Beta Kappa, Dean's List, or Best Brief in First-Year Legal Practice Skills Class. You may want to include a brief explanation of awards that are not self-explanatory.

Under "Activities," include participation in student organizations. You may also include involvement in sports (both varsity and intramural). If you were involved in numerous activities in college, you may want to list only four or five on your resume. Too much information under this subheading can be distracting. Think about those activities in which you assumed a leadership role or are directly relevant to your career goals. Put down the dates that you achieved your honors or participated in the activities.

Suffolk University Law School, Boston, MA

Juris Doctor Candidate, May 2004

Honors: Best Brief in First-Year Legal Practice Skills Class
Dean's List (2003, 2004)

Activities: Member, Financial and Business Law Society (FABS) (2002–2004)
Contributing Editor, *Dicta* (SULS student newspaper) (2001–2003)

Concentrations

If you are enrolled in one of the SULS Concentrations, you may include this information on your resume. Since you are not guaranteed you will receive the Concentration until you have completed all of your coursework and met the GPA requirement, you must convey the certificate is anticipated and not a given:

Suffolk University Law School, Boston, MA

Juris Doctor Candidate, May 2008

Intellectual Property Law Concentration, certificate anticipated May 2008

Experience

You should list your work experience in reverse chronological order. List your employer first and include the city and state. Following that information, list your title and dates of employment:

Jones, Smith & Park, Boston, MA

Paralegal, Summer 1998

Under each job listing, describe your position using action verbs to start each sentence. *Be as specific as possible.* Instead of saying "Performed research," say "Researched racial discrimination issues under federal and state law, Americans with Disabilities Act issues, and evidentiary issues for collective bargaining agreement case." Paint a dynamic picture of yourself. What skills did you develop? What did you accomplish? What did you do that will be relevant to the employers you are targeting? If you want to classify your experience, create headings specific to your background (e.g., "Financial Services Experience" or "Health Care Experience") to emphasize your expertise.

Specific Skills/Activities/Interests

If you want to list your facility with a language, you may do so under a "Language Skills" heading. Be sure to include your level of proficiency (e.g., fluent in Spanish). Computer skills may fall under a "Computer Skills" heading; however, since employers assume that all law students are familiar with Westlaw, Lexis Nexis, and Microsoft Word/Windows, a computer skills section should be used only when you have advanced or specialized skills or have space on your resume for it.

If you have room on your resume, you may want to consider adding an "Activities" or "Interests" section, wherein you briefly list activities or interests in which you currently are involved, e.g., playing a sport, cooking, travel. This type of section can provide "ice breaking" talking points or points of connection between you and an interviewer.

Other Possible Sections/Headings

Using the same format, consider listing additional information under the following headings:

- Publications—any citations should follow Bluebook format
- Community Activities or Volunteer Service
- Certification/Licensure
- Professional Associations—include positions of leadership
- Interests—you may include hobbies and/or travel. Be specific and as descriptive as possible, i.e., Travel in Laos, Vietnam, and Tibet, rather than "travel" or "Asian travel."

REFERENCES

Employers will presume you can provide them with two to three names of former employers and/or law school professors who can attest to your legal ability, reliability, and performance. You should not state "References available upon request" on your resume, as this information is assumed. Instead, you should create a separate document entitled "References" (see sample on back of handout). Include the following information for each reference: full name, title, employer, city, state, telephone number, and email. It is helpful to list their relationship to you (e.g., supervisor). Print this document on a quality bond paper that matches your resume. Print your name and contact information in the manner you used on your resume.

Before preparing a list of references, be sure to contact those individuals you want to list to ask whether they are willing to be references for you.

ACTION VERBS

accelerated	conserved	heightened	recommended
accomplished	consolidated	highlighted	recorded
achieved	consulted	identified	referred
acquired	contracted	implemented	reported
adjusted	controlled	improved	represented
administered	convinced	initiated	required
advised	coordinated	inspected	researched
aided	corresponded	instructed	resolved
analyzed	counseled	instituted	revealed
applied	created	interpreted	reviewed
appointed	critiqued	interrogated	scheduled
appraised	debated	interviewed	selected
arbitrated	decided	invented	served
argued	defined	investigated	solved
arranged	delegated	launched	specialized
assembled	delivered	lectured	streamlined
assessed	demonstrated	licensed	strengthened
assigned	designed	located	studied
assisted	determined	maintained	suggested
assumed	developed	managed	summarized
audited	devised	maximized	supervised
authored	directed	modified	supplied
authorized	discovered	monitored	supported
awarded	dispensed	motivated	surveyed
began	document	negotiated	targeted
bolstered	drafted	observed	tracked
boosted	edited	obtained	trained
briefed	elected	operated	transformed
budgeted	enlarged	organized	translated
calculated	enlisted	participated	traveled
catalogued	ensured	performed	uncovered
chaired	established	persuaded	updated
charted	estimated	planned	welcomed
checked	evaluated	prepared	worked
classified	examined	prescribed	wrote
cleared up	executed	presented	
closed	expanded	processed	
collected	expedited	procured	
combined	familiarized	produced	
commented	filed	programmed	
communicated	forecast	projected	
compared	formulated	promoted	
compiled	fostered	proposed	
completed	found	prosecuted	
composed	gathered	provided	
conducted	guided	purchased	
constructed	handled	received	

BASIC RESUME FORMAT

This handout includes many resume samples, both for students and graduates. The following template demonstrates the information that is typically included on a legal resume. When preparing your resume, please review all samples, as you may find information from several of them helpful. Always have someone (preferably a career counselor) review the final draft of your resume.

NAME (16 pt)

Current Address: Street • City, State • Zip Code • Phone (14 pt)

Permanent Address: (Optional—shows geographic connection)

Email Address

EDUCATION (12 pt)

(List all graduate and undergraduate degrees in reverse chronological order)

Suffolk University Law School, Boston, MA

Candidate for Juris Doctor, May 2006

[Evening Students may say: Candidate for Juris Doctor, Evening Division, May 2006]

Class Rank: Top __% (list if in top third) ***Do not list section rank**

Honors: Law Review/Moot Court Honor Board (years)

Section Competition Honors (LPS Class) (years)

Activities: Competitions (years)

Organizations (years)

Undergraduate School, City, State

Degree, honors, major, date (e.g., Bachelor of Arts, *cum laude*, Biology, May 2003)

GPA: (if distinguished)

Honors: Dean's List (Identify semesters or academic years). If multiple semesters, say "[# of] semesters"

Scholarships/Awards (years)

Activities: Varsity Swim Team (years)

Volunteer Inner-City Tutor (years)

Study Abroad: (may be listed as a separate entry if space is available), year

EXPERIENCE

(May divide into separate sections, entitled "Legal Experience," "Relevant Experience," "Work Experience," etc.) Include full-time, part-time, internship, and volunteer positions. Use reverse chronological order within each section.

Employer

Title

Location (City, State)

Dates (season or month and year)

Job description should include responsibilities and accomplishments, highlighting transferable skills. Use action verbs. May be in paragraph or bullet style. Omit personal pronouns and articles ("I"/"the").

ADDITIONAL INFORMATION

May title this section, "Skills and Interests," "Activities," etc. Include foreign language skills, advanced or specialized computer skills, community service work, professional certifications and organizations, publications, and *unique* interests or hobbies.

STUDENT NAME #1

120 Tremont Street • Boston, MA • 02108 • (617) 555-xxxx • firstyear@suffolk.edu

EDUCATION

Suffolk University Law School

Boston, Massachusetts

Candidate for Juris Doctor, May 2005

Activities: International Law Student Association, 2003–2005

Intellectual Property Student Law Association, 2002–2005

University of Arizona

Tucson, Arizona

Bachelor of Arts, Political Science, May 1997

Minor: Computer Science

Honors: Academic Dean's List, 1996–1997

EXPERIENCE

Federal Aviation Administration (FAA)

Frankfurt, Germany

Computer Specialist (GS-11)

March 1999–June 2002

- Streamlined information flow by automating procedures for enforcing flight safety regulations.
- Managed all automation and telecommunication activities within FAA field office.
- Led office committee to develop and publish office website.
- Controlled automation budget by researching, forecasting, and purchasing services and equipment.
- Developed and trained personnel.
- Analyzed and resolved computer problems and predicted potential automation issues.

U.S. State Department, American Consulate General

Frankfurt, Germany

Background Investigator, Diplomatic Security Office

June 1998–January 1999

- Interviewed and completed background investigations of applicants for issuing security clearances.
- Drafted numerous reports analyzing security for required audits after embassy bombings in Africa.
- Created Security Advisories to State Department personnel and members of American community.
- Managed access control systems of all German and Luxembourg consulates.
- Provided exit briefings for departing personnel and conducted exit interviews.

U.S. Army, JAG

Darmstadt, Germany

Volunteer Assistant, Legal Assistance Office

January 1998–June 1998

- Researched regulations and claims.
- Processed numerous tax returns, wills and affidavits.
- Directed clients to appropriate counsel and managed client database.

Morris Communications

Augusta, Georgia

Advertising Administrative Assistant, National Magazine Division

Fall 1997

- Provided extensive customer service with clients worldwide.
- Updated, edited, and proofread promotional literature and advertisements.
- Compiled budgets including graphical and statistical analysis.

AWARDS

Superior Accomplishment Award, FAA, Frankfurt International Field Office, 2002

Year 2000 Readiness and Preparedness Award, FAA, Frankfurt International Field Office, 2000

Meritorious Honor Award, US State Department, 1999

STUDENT NAME #2

120 Tremont Street • Boston, MA 02108 • (617) 555-xxxx
student@aol.com

EDUCATION

Suffolk University Law School, Boston, MA

Candidate for Juris Doctor, May 2004

Civil Litigation Concentration, certificate anticipated May 2004

Class Rank: Top 20%

Honors: Moot Court Honor Board Staff, 2003–2004

Christopher Sean Hayes Memorial Scholarship, 2003–2004

Dean's List, Spring 2003

Honorable Mention, Legal Practice Skills Best Brief Competition, 2004

College of the Holy Cross, Worcester, MA

Bachelor of Arts, *cum laude*, English, May 2001

Cumulative GPA: 3.65/4.0; Major GPA: 3.7/4.0

Honors: English Department Honors Program, 1999–2001

Sigma Tau Delta (English Honors Society), 1999–2001

Jack D. Rehm '54 Scholarship, Holy Cross Scholars' Fund, 1998–2000

Publications: "Self-reliance and Identity Formation: American Literature and American Women,"

Nu Chi Literary Journal, Spring 2000

Activities: Choreographer, Holy Cross Dance Ensemble and Senior Class Production of *Anything Goes*, 2003

Team Member, Habitat for Humanity Collegiate Challenge, 2002

Mentor, College Administered Mentor Program, 2001–2003

LEGAL EXPERIENCE

Murray & Murray

Boston, MA

Law Clerk

December 2002–Present

Assist partner of law firm on variety of civil litigation issues, researching and writing legal memoranda, drafting and responding to discovery requests, and communicating with clients.

San Diego County Office of the Alternate Public Defender

San Diego, CA

Law Clerk Intern

Summer 2002

Analyzed unpublished appellate court decisions, compiled substantive outline with corresponding database for staff research attorney, and observed motion hearings and argument of staff attorneys; funded by a grant from the Suffolk Public Interest Law Group.

Ironworkers Union New England District Council

Boston, MA

Legal Intern

Spring 2002

Researched and drafted memorandum on wage claims under the Fair Labor Standards Act and Massachusetts prevailing wage laws for in-house counsel to the Ironworkers Union.

Shelter Legal Services

Boston, MA

Law Student Advocate

Fall 2001

Conducted intake interviews with clients at New England Shelter for Homeless Veterans, participated in roundtable discussions with clinic attorney, and drafted client letters.

PROFESSIONAL EXPERIENCE

Paula Terenzi's Dance Complex

Malden, MA

Faculty Member

Fall 1996–June 2002

Planned and instructed dance classes for beginner and competitive students, choreographed routines for performance, cultivated student creativity, and addressed parental concerns.

Fleet Bank

Boston, MA

Float Teller

Summer and Academic Recess 1997–2000

Processed transactions, assumed responsibility for a \$50,000 cash vault, implemented bank procedures, enforced bank security policy, investigated suspicious activity, adjusted to differences in branch operations, provided customer service, and relayed customer concerns to branch supervisors.

STUDENT NAME #3

24 Street Road, Apartment #2 • Boston, MA 02555
617-555-xxxx • student@suffolk.edu

EDUCATION

Suffolk University Law School, Boston, Massachusetts

Candidate for Juris Doctor, May 2009

Activities: National ABA White Collar Crime Liaison (2007–present); SBA Director of Student Affairs (2007–present); ABA Business Law Corporate Compliance Committee (2007–present); Appointed to ABA Committee on Corporate Tax (2007)

University of Florida College of Law, Gainesville, Florida

Completed first year of legal studies, August 2006–May 2007

Activities: ABA Programs Director (UF Chapter) (2006–2007); John Marshall Bar Association (2006–2007)

University of Florida, Gainesville, Florida

Bachelor of Arts, with Honors, Criminology, May 2006

Minor: Business Administration

Honors: Dean's List (all semesters); Golden Key National Honor Society (2004–2006)

Activities: Graduate Research Assistant (2003–2004); Student Government Round Table (2002–2003); Tutor (2003–2004)

LEGAL EXPERIENCE

Suffolk County District Attorney's Office, Boston, Massachusetts

Legal Intern, SJC Rule 3:03 Certified, Fall 2008–present

Arraign defendants on fugitive from justice, MV, DV, and drug charges; present bail arguments and amend charges; obtain records, tapes, and other documents for discovery purposes; respond to motions to suppress evidence and motions for bill of particulars; observe and assist Assistant District Attorneys with pre-trial and trial proceedings.

United States Attorney's Office, Boston, Massachusetts

Legal Intern, Criminal Division, Economic Crimes Unit, Summer 2007

Helped prepare motions and documents relating to federal sentencing guidelines in matters including white collar crime, health care fraud, and drug crimes; drafted interrogatories and other discovery requests; attended court proceedings; met with Food and Drug Administration attorneys to discuss health care fraud proceedings.

COMPUTER SKILLS

Advanced Westlaw Certification, 2006

INTERESTS

Enjoy kickboxing, rollerblading, skiing, and attending theatre and sporting events

EVENING STUDENT NAME #4

120 Tremont Street • Boston, MA • 02108 • (617) 123-4567 • student@suffolk.edu

EDUCATION

Suffolk University Law School, Boston, Massachusetts
Candidate for Juris Doctor, Evening Division, May 2007
Activities: American Bar Association (2006–present)

Emerson College, Boston, Massachusetts
Bachelor of Arts in Writing, Literature, and Publishing, May 1998
GPA: 3.45/4.0
Honors: Dean's List (1996–1997, Spring 1998); Gold Key Honor Society (1996–1998)
Activities: Career Mentor (1997–1998)

Broward Community College, Coconut Creek, Florida
Associate of Arts in Journalism, May 1995
Activities: Managing Editor, *The Observer*, 1993–1995

PROFESSIONAL EXPERIENCE

Hill, Holliday, Connors, and Cosmopolos, Inc. Boston, Massachusetts
Senior Traffic Manager Fall 2000–Spring 2003

- Managed advertising projects from inception to delivery.
- Maintained positive client and vendor relations fostering loyalty to the agency.
- Oversaw and improved quality assurance during production, including press and lettershop checks.
- Managed and facilitated resources across seven departments to meet time and budget requirements.
- Researched software and process solutions to increase efficiency and revenue.
- Developed and implemented departmental cross-training.

Irma S. Mann Strategic Marketing, Inc. Boston, Massachusetts
Traffic Manager Fall 1999–Fall 2000

- Managed and facilitated an average of 45 advertising projects.
- Spearheaded procedural troubleshooting, teambuilding, and tracking of job profit and loss.
- Initiated cross-training program and improved departmental efficiency by 40 percent.

Interact NOVA Group Tokuyama, Japan
English Teacher Fall 1998–Fall 1999

- Taught conversational and written English.
- Administered and graded exams.
- Increased lesson sales by 30 percent.

Massachusetts Financial Services, Inc. Boston, Massachusetts
Correspondence Associate, Retirement Accounts Fall 1995–Fall 1996

- Responded to client requests using canned letters combined with free-form writing.
- Ensured that all requested transactions were within legal compliance guidelines.
- Wrote style manual that increased consistency and departmental efficiency.

MILITARY EXPERIENCE

United States Navy Naval Air Station, Norfolk, Virginia
Parachute Rigger, Petty Officer Third Class (E4) Summer 1987–Summer 1991

- Honorably Discharged
- Honors: Several commendations for efficiency, Persian Gulf Service Medal

INTERESTS

Travel throughout Eastern Europe, Southeast Asia, and most of the United States.

STUDENT NAME #5

Current Address: 123 Main Street • Boston, MA • 00001 • (444) 333-5555
Permanent Address: 500 South Street • Phoenix, AZ • 30000 • (xxx) 555-1111
student.name@suffolk.edu

EDUCATION

Suffolk University Law School

Boston, Massachusetts

Candidate for Juris Doctor, May 2005

Class Rank: Top 2% (7/371)

G.P.A.: 3.63/4.00

Honors: Suffolk University Law Review, Staff Member
Academic Leadership Scholarship awarded for first place ranking within section
Dean's List, 2002–2003

Honorable Mention, Legal Practice Skills Section Competition, 2004
Activities: International Law Students Association, 2003–2004; Intellectual Property Law Students Association, 2004–2005

University of Arizona

Tucson, Arizona

Bachelor of Arts, Political Science (International Relations), May 1997

Minor: Computer Science

Honors: Dean's List, Fall 1994

LEGAL EXPERIENCE

Bose Corporation, Legal Department

Framingham, Massachusetts

Summer Associate

May 2003–August 2003

- Researched and analyzed state and federal legislation in connection with corporate policies for compliance in areas including telemarketing and extended warranty regulations.
- Reviewed and revised contracts and non-disclosure agreements with internal clients. Identified and discussed business and legal concerns.
- Drafted contract for the sponsorship and promotion of selected musicians using Bose products.
- Researched and analyzed European Union directives and member state legislation regarding privacy laws in connection with company websites for Austria and Ireland.
- Presented research and analysis concerning attorney-client privilege as applied to in-house counsel.
- Evaluated trademark matters including proper use within company advertising copy and potential misuse by competitors; drafted cease and desist correspondence to trademark infringers.

U.S. Army JAG, Legal Assistance Office

Darmstadt, Germany

Volunteer

January 1998–June 1998

- Researched military laws and regulations regarding such matters as filing property claims, debt repayment by the government, and divorce procedures while overseas.
- Prepared and filed claims, tax returns, wills, and affidavits.
- Developed and managed client database.

OTHER EMPLOYMENT EXPERIENCE

Federal Aviation Administration (FAA)

Frankfurt, Germany

Computer Specialist (GS-11)

March 1999–June 2002

- Managed all information technology within field office; streamlined procedures, and implemented new technology.
- Controlled automation budget by forecasting needs, researching, and purchasing of services and equipment.
- Developed curriculum and provided training of personnel.

U.S. State Department, Diplomatic Security Office

Frankfurt, Germany

Background Investigator

June 1998–January 1999

- Interviewed and conducted background investigations of applicants for security clearances.
- Drafted reports analyzing security for required audits after embassy bombings in Africa.
- Created Security Advisories for State Department personnel and the local American community.
- Awarded Meritorious Honor Award for commitment and dedication to U.S. mission in Germany.

Student Name #6

123 Any Road, Anytown, MA 56789
(800) 333-3333 student.name@suffolk.edu

EDUCATION

Suffolk University Law School Boston, Massachusetts

Candidate for Juris Doctor, May 2004

Class Rank: Top 3% (9/333)

Honors: Dean's List (2002–2003); Suffolk Jurisprudence Award in Labor Law (2003)

University of Oklahoma College of Law Norman, Oklahoma

Completed first year of law school, 2001–2002

Honors: Pierpont Scholarship for Academic Excellence (2001)

Princeton University, Princeton, New Jersey

Bachelor of Arts, *cum laude*, Anthropology, June 1998

Honors: National Merit Scholar (1996–1998); National Endowment for the Humanities
Younger Scholar for Comparative Study of French and Russian Revolutions
(1997–1998)

Activities: Whig-Cliosophic Debate and Literary Society (1994–1995)

LEGAL EXPERIENCE

New England Legal Foundation

Boston, Massachusetts

Intern

January 2003–Present

Co-authored articles on payment of wages statutes in the six New England states; closely examined Massachusetts's payment of wages statute and assisted in incorporating research into an *amicus* brief to be filed in *EDS v. Office of Attorney General*; analyzed proposed Fair Labor Standards Act provisions.

Massachusetts Appeals Court

Boston, Massachusetts

Intern, The Honorable Cynthia J. Cohen

Summer 2003

Drafted memoranda and assisted with drafts of opinions based on research into a variety of legal issues, including contract interpretation and rights of tenants in common; discussed legal issues with Judge Cohen and observed court proceedings.

University of Oklahoma College of Law

Norman, Oklahoma

Research Assistant, Professor Judith Maute

Summer 2002

Edited and further researched leading law review article *Peevyhouse Revisited* for republication in Contracts textbook; directed initial research into article pertaining to current trends in English legal system.

McDermott, Will & Emery

Boston, Massachusetts

Legal Assistant

August 2000–July 2001

Maintained clients' corporate records relating to complex financing arrangements; drafted and distributed correspondence to clients.

LANGUAGES

Proficient in Spanish

Student Name #7

555 Main Street, Roslindale, MA, 02131 (617) 552-3333

student@suffolk.edu

EDUCATION

Suffolk University Law School

Boston, MA

Candidate for Juris Doctor, May 2004

Activities: Health Law Society (2001–present)

Publication: “Legal Landscape of Pain Management,” *51 J. of Prac.Pain Mgt.*, 171, 175 (2003).

Massachusetts General Hospital Institute of Health Professionals

Boston, MA

Certificate of Advanced Study, Adult Primary Care, 1997

University of Massachusetts

Boston, MA

Master of Science, Nursing Administration and Gerontology, 1992

Boston College

Chestnut Hill, MA

Bachelor of Science, Nursing, 1966

LEGAL EXPERIENCE

Battered Women’s Advocacy Program

Boston, MA

Student Attorney (SCJ Rule 3:03 certified)

2003–present

Represent victims in domestic violence disputes. Conduct intake of victims and legal research on issues regarding the issuance and violation of restraining orders. Draft motions and complaints. Appear in court and argue merits of cases.

American Nurses’ Association and Massachusetts Nurses’ Association

Boston, MA

Member, Cabinet on Legislation and National Rapid Response Network

1992–present

Perform analysis, lobbying, and provide recommendations for national and state legislation. Organized and ran “Lobby Days” for statewide nurses at the State House. Provide practical legislative and lobbying information to nurses and set up liaisons with legislators to ensure active participation of nurses regarding health care issues.

Legal Nurse Consultant

Boston, MA

Consultant to Attorney

1992–present

Provide legal nurse consulting services to Boston area attorneys. Organize and interpret medical records for cases involving personal injury claims, workers compensation, criminal law injury issues, and medical malpractice claims. Assist attorneys with preparing deposition questions and accompany clients to independent medical examinations.

PROFESSIONAL EXPERIENCE

Quincy College

Quincy, MA

Faculty Member and Chairperson of Nursing Program

1986–1997

Served as Administrator of nursing program and as Professor of Nursing. Accomplishments included leading faculty and program to accreditation by National League for Nursing.

New Hampshire Air National Guard

Pease AFB, NH

Chief Nurse

1976–1983

Educational Coordinator

1972–1976

Flight Nurse

1966–1972

Awarded the Commendation Medal from the State of New Hampshire for excellence in service.

PROFESSIONAL ORGANIZATIONS & CERTIFICATIONS

Notary Public, 1996–present; Massachusetts Coalition of Nurse Practitioners, 1997–present; International Association for the Study of Pain, 1993–present; American Academy of Pain Management, 1993–present; American Society of Law, Medicine and Ethics, Committee Chairperson, 1998–1999; Museum of Fine Arts and Braintree Art Association, 1992–present

STUDENT NAME #8

21 Black Drive, Boston, MA 02111 · (617) 573-xxxx · studentname@suffolk.edu

EDUCATION

Suffolk University Law School, Boston, MA

Juris Doctor Candidate, May 2008

Activities: National Women's Law Student Association: Alumnae Liaison (2006–present); Director of Fundraising (2007–present); National Board of Directors (2007–present)
Suffolk Public Interest Law Group (2002–2004)

Boston College, Chestnut Hill, MA

Bachelor of Arts, Communications, May 2005

Minor: Women's Studies, Concentration: Pre-Legal Studies

GPA: 3.55/4.0

Honors: Dean's List (all semesters)

Golden Key International Honor Society (2003–2005)

National Society of Collegiate Scholars (2003–2005)

National Professional Golfers Association Scholarship (2001–2003)

Activities: Varsity Golf Team (2001–2005)

Boston College Coalition for Women, Co-Founder (2003–2005)

University College, London, England,

Study Abroad Program, January 2004–June 2004

LEGAL EXPERIENCE

Danaher, Tedford, Lagnese & Neal, P.C., Hartford, CT

Paralegal Assistant, Summers and Holiday Breaks 2004–2006

Summarized cases and depositions for insurance defense attorneys in a medium-sized firm. Drafted legal correspondence to opposing attorneys. Organized medical files and maintained and closed case files.

OTHER EXPERIENCE

Summit Educational Group, Watertown, MA

SAT Tutor, March 2004–present

Teach SAT preparation to high school students in need of supplemental assistance.

Mintz, Levin, Cohn, Ferris, Glovsky & Popeo, P.C., Boston, MA

Public Relations Intern, Summer 2004

Contacted media with news pitches regarding firm and attorneys. Edited and compiled news clips featuring firm and attorneys for internal distribution. Created database for public relations press releases.

Center for Corporate Citizenship, Chestnut Hill, MA

Research and Development Intern, Fall 2003

Evaluated research information from member-company surveys regarding community involvement.

CIGNA Retirement & Investment Services, Hartford, CT

Sales Operations and RFP Services Intern, Summer 2003

Prepared and assisted in answering Requests for Proposals.

VOLUNTEER EXPERIENCE

Campaign to Re-Elect Cambridge City Councilor Marjorie Decker, 2004

Democratic National Convention, Volunteer, 2004

Student Name #9

120 Tremont Street, Apt. 2 • Boston, MA 02108
617.555.0123 • studentname@suffolk.edu

EDUCATION:

Suffolk University Law School, Boston, MA

Suffolk University Sawyer Business School, Boston, MA

Candidate for Juris Doctor/Master in Business Administration, May 2010

Honors: Legal Practice Skills Class Distinguished Oral Advocate Award (2008)

Legal Practice Skills Class Honorable Mention Brief Award (2008)

Costa Rican Spanish Institute, San Jose, Costa Rica

Study Abroad Program, Summer 2007

Lafayette College, Easton, PA

Bachelor of Arts in English; Minor in Music, May 2006

Activities: Volunteer tutor at Northampton County Prison (2002–2003)

Founder of an intramural sports organization for independent students (2005)

Lafayette College Program in Israel, Tel Aviv, Israel

Study Abroad Program, Spring 2006

Athens University, Athens, Greece

Study Abroad Program, Fall 2004

EXPERIENCE:

Re-Elect Jim McGovern Committee

Campaign Coordinator

Organized campaign fundraisers and other campaign related events. Created website to collect campaign contributions and volunteer information.

Worcester, MA

March 2008–present

Congressman Jim McGovern's Office

Intern

Answered inquiries and wrote letters as an assistant constituent liaison.

Worcester, MA

Fall 2007

PC Connection

Corporate Account Manager

Provided software, hardware, and network solutions to businesses across the country.

Marlborough, MA

December 2006–July 2007

QWSI.Net Incorporated

Director of Web Design

Designed websites for local area businesses. Responsibilities included marketing, advertising, design, business strategy, and sales.

Northborough, MA

May 2006–December 2006

COMMUNITY INTERESTS

Habitat for Humanity: Volunteer carpenter for Habitat for Humanity, Summer 2005

INTERESTS

Active musician and guitarist for 15 years; former guitarist and singer/songwriter for local band “Blend”; play at the Middle East bar in Boston, MA; carpentry.

GRADUATE NAME #1

10 Main Street, Boston, MA 02111 (617) 555-xxxx

Alumni@verizon.net

BAR CERTIFICATION

Massachusetts State Bar, passed November 2003

EDUCATION

Suffolk University Law School, Boston, MA

Juris Doctor, *cum laude*, May 2003

Class Rank: Top 18%

Honors: Suffolk University Law Review, Case Note Editor (2002–2003); Staff Member (2001–2002); Dean’s List (2000–2003); CALI Award in Criminal Procedure (2001)

Westfield State College, Westfield, MA

Bachelor of Arts, *magna cum laude*, Political Science, May 2000

Bachelor of Science, *magna cum laude*, Criminal Justice, May 2000

GPA: 3.73/4.00

Honors: Dean’s List (1996–2000); Honor Society of Phi Kappa Phi (1998–2000); National Political Science Honor Society, Phi Sigma Alpha (1999–2000); Department of Political Science Academic Award (1999); Department of Criminal Justice Academic Award (2000); Who’s Who Among Students in American Universities and Colleges (1999 & 2000)

LEGAL EXPERIENCE

Donoghue Barrett & Singal, P.C.

Boston, MA

Law Clerk

May 2002–present

Assist attorneys with white collar criminal defense and a wide variety of complex civil litigation cases, including contract, securities, tax, and employment disputes, as well as torts. Research and draft various pleadings, motions, and memoranda of law. Researched and drafted appellate brief regarding contract dispute and Chapter 93A cross appeal.

Judge Advocate General’s Corps, US Army Reserves, Trial Defense Team

Boston, MA

Intern

March 2001–May 2003

Worked with military attorneys regarding criminal case preparation. Conducted investigations and interviews; researched and drafted memoranda for pending cases. Attended various seminars and training activities. Awarded civilian commendation for exemplary service, October 2001

United States Attorney’s Office

Boston, MA

Legal Intern

August 2001–May 2002

Worked closely with Assistant United States Attorney in prosecuting federal drug and other major criminal cases. Researched federal law and wrote memoranda for pending prosecutions. Formulated prosecution strategies.

City of Boston Law Department

Boston, MA

Legal Intern

Summer 2001

Assisted attorneys in all stages of civil cases in state and federal courts. Interviewed parties, prepared for and participated in settlement mediations and depositions. Researched issues and drafted memoranda, motions, and novation agreements. Drafted and responded to interrogatories, requests for production of documents, and requests for admissions.

Shelter Legal Services Foundation, Inc., Veteran’s Legal Service Project

Boston, MA

Volunteer

Spring 2001

Interviewed clients (pro-bono service for indigent veterans). Analyzed client cases with other volunteers and attorneys. Researched and drafted legal memoranda and client letters.

Maryland Public Defender Service

Rockville, MD

Intern

Summer 1999

Worked with attorneys on all aspects of case preparation and provided strategic defense input. Located, interviewed, and obtained legal statements from witnesses for the defense in criminal cases. Subpoenaed witnesses, records, and documentation necessary to cases.

GRADUATE NAME #2

234 South Avenue, City, State Zip (555) 123-4567 graduate@verizon.net

BAR PASSAGE

Massachusetts State Bar, taken July 2003 (results pending)

EDUCATION

Suffolk University Law School, Boston, MA

Juris Doctor, May 2003

Wichita State University, Wichita, KS

Bachelor of Arts, Business Administration, May 1997

Minor: Entrepreneurship

Honors: The National Dean's List 1992–1993

LEGAL EXPERIENCE

Suffolk University Law School, Boston, MA

Student Attorney (SJC Rule 3:03 Certified), Health and Employment Clinic, August 2002–May 2003

- Responsible for handling cases involving Social Security and Medicaid issues, including client correspondence, legal research, and oral advocacy.
- Obtained Social Security benefits at the reconsideration level on behalf of one client.
- Represented client before hearing officer for Medicaid benefits.
- Drafted and submitted affidavits to the Massachusetts Department of Medical Assistance.

Social Security Law Group LLP, Avon, MA

Law Clerk, August 2001–October 2002

- Researched and drafted briefs on Social Security disability issues on behalf of clients nationwide.
- Secured benefits in four cases based on written briefs.
- Analyzed viability of cases at hearing and on appeal, and developed case theories.
- Interviewed clients for relevant information.
- Reviewed and submitted evidence to the Office of Hearings and Appeals.
- Summarized cases for supervising attorney.

Administrative Assistant, June 2001–August 2001

- Drafted correspondence to clients, Social Security Administration, and third parties.
- Maintained internal online case management system.
- Assisted head paralegal with all stages of hearing preparation.

WORK EXPERIENCE

PricewaterhouseCoopers LLP, Boston, MA

Executive Assistant, IRS Service Team, August 1998–August 2000

- Researched specific tax law issues.
- Created promotional marketing materials.

Food Dynamics, Inc., Natick, MA

Administrative Assistant, August 1997–August 1998

- Conducted administrative duties, including filing, reception, drafting correspondence, and dictation.
- Responsible for organization and maintenance of office.

PROFESSIONAL MEMBERSHIPS

American Bar Association (2002–present); Boston Bar Association (2003–present)

INTERESTS

Fine arts, fostering shelter dogs

GRADUATE NAME #3

50 Main Street • San Francisco, CA • 90000 • xxx-555-1111 • grad@yahoo.com

BAR INFORMATION

California State Bar, December 2003

United States District Court for the Northern District of California, February 2005

EDUCATION

Suffolk University Law School, Boston, MA

Juris Doctor, *cum laude*, May 2003

Class Rank: Top 26%

Honors: Dean's List, 2001–2003

Suffolk Public Interest Law Group Public Service Fellowship, Summer 2002

Distinguished Oral Advocate, First Year Legal Practice Skills Section, 2001

Activities: Environmental Law Society, President, 2002–2003, Treasurer 2001–2002, Co-Editor of Spring 2002

Newsletter; Contributing writer to *DICTA* (SULS newspaper), 2002–2003; Suffolk Public Interest Law Group, 2001–2003

University of Miami, Coral Gables, FL

Bachelor of Business Administration, *with honors*, International Finance and Marketing, December 1998

Honors: Dean's List, 1994–1998; Mortgage Bankers Association of Miami Scholarship, 1995; Business Dean's

Scholarship, 1996; Henry King Stanford Scholarship, 1997; Golden Key National Honor Society, 1996–1998

Activities: P.H.A.T.E. (Promoting Health Awareness through Education), Treasurer, 1997–1998; Habitat for Humanity, 1996

Study Abroad: Semester at Sea, Indian Ocean, Institute for Shipboard Education, University of Pittsburgh, Fall 1996

LEGAL EXPERIENCE

Conservation Law Foundation, Boston, MA

Legal Intern, May 2002–March 2003

Drafted legal memoranda involving state and federal environmental laws as well as state laws concerning agricultural land taxes, prescriptive easements, public hearing procedures, and public utility property transfer laws. Participated in strategy meetings with attorneys. Assisted in drafting an amicus brief to state appeals court and comments to state and federal agencies on environmental issues. Attended public hearings, a legislative committee hearing, a Gubernatorial Transportation Forum, and the Northeast Regional Public Meeting of U.S. Commission on Ocean Policy.

The Commonwealth of Massachusetts, Office of the Attorney General

Legal Intern, Environmental Protection Division, January 2002–March 2002

Conducted legal research on toxic tort law and federal preemption issues. Drafted motions to compel, complaints, and document requests. Drafted memoranda on Endangered Species Act. Attended motion argument with attorneys. Summarized federal environmental legislation and assisted in drafting state legislation on indoor air quality in schools.

McGregor & Associates, P.C., Boston, MA

Legal Intern, July 2001–December 2001, April 2002

Conducted legal research and drafted memoranda at firm focused on commercial and residential real estate, environmental law and related litigation. Discussed research memoranda with attorneys and participated in strategy sessions. Observed client meetings, negotiations, and pre-hearing conferences before the Massachusetts Department of Environmental Protection (DEP). Attended site visits and filed documents with the DEP, EPA, Land Court, and Registry of Deeds.

OTHER EXPERIENCE

Saez Leon Urdaneta Calzadilla & Perez-Burelli, Miami, FL

Office Manager, January 1999–January 2000

Established and maintained all accounting, billing, time-keeping, client management systems, and software for small corporate, real estate, and intellectual property law firm. Collected and disbursed funds for real estate closings. Managed three employees, payroll, insurance, and general office matters.

PROFESSIONAL MEMBERSHIPS

Los Angeles County Bar Association, since 2004; American Bar Association (Environment, Energy & Resources and International Law sections), since 2005

INTERESTS

Horseback riding, camping, and historical novels

GRADUATE NAME #4
12 Main Street, Boston 02211
(781) 555-xxxx & alumni@yahoo.com

PROFESSIONAL EXPERIENCE

Faxon & Laredo, LLP Boston, MA
Senior Associate 2000–Present
Represent clients in business and real estate transactions for closely-held businesses, including agreements addressing entity formation, entity governance, stock transfer restrictions, dispute resolution, non-competition/non-solicitation restraints, employment termination, consulting, subcontractors, stock and/or asset purchases, UCC secured transactions, business dissolution, and windup. Represent lenders and borrowers in: institutional and private loan transactions, real estate acquisitions, eminent domain, site development/land use/zoning matters, subdivisions, leasing, condominium conversion, real estate liens, partitions, dispositions, work outs, and refinancings. Industries represented: residential and commercial real estate, mobile home park, restaurant, software, consulting, industrial, banking, financial services, non-profit, and retail.

Massachusetts Bay Transportation Authority Boston, MA
Assistant Director for Rights of Way 1998–2000
Acted as highest executive level manager for all eminent domain takings and relocation matters for approximately \$1 billion worth of transportation system developments, expansions, and improvements. Advised top management on legal alternatives to unique and complex real estate issues at all stages of development, from preliminary design to construction and property management to disposition. Conducted substantial inter-agency coordination due to Central Artery/Tunnel Project's real estate impacts.

Massachusetts Turnpike Authority Boston, MA
Real Estate Representative 1997–1998

Massachusetts Highway Department Boston, MA
Business Management Specialist 1996–1997

Bechtel Corporation Boston, MA
Assistant Manager of Right of Way 1992–1996

Managed various aspects of real estate acquisition, disposition, and relocation matters and associated policy development for the multi billion dollar Central Artery/Tunnel Project (the "Big Dig"), the nation's largest highway project, from the perspectives of the consultant, the client, and the successor-in-interest client.

EDUCATION

Suffolk University Law School, Boston, MA
Juris Doctor, *cum laude*, May 1998
Class Rank: Top 25%
Activities: *Transnational Law Review*, 1997–1998

Harvard University, JFK School of Government, Cambridge, MA
Master of Public Policy, May 1993

Wellesley College, Wellesley, MA
Bachelor of Arts, *cum laude*, May 1990

BAR ADMISSIONS

United States Supreme Court Bar 2002
United States District Court, District of Massachusetts Bar 1999
Massachusetts State Bar 1998

PROFESSIONAL & VOLUNTEER AFFILIATIONS

Arlington Historical Society (1999–present); Boston Bar Association (1998–present); Boston Symphony Orchestra (2003–2006); Harvard Alumni Association (1994–present); Head of the Charles Regatta (1999–2002); Hellenic Bar Association (2001–2005); Massachusetts Bar Association (1998–present); Massachusetts Conveyancers Association (2000–present); Museum of Fine Arts, Boston, MA (2004–present); Suffolk University Law School Alumni Association (1998–present); Wellesley College Alumnae Association (1990–present); and Women's Bar of Massachusetts (1998–present).

Preparing Scannable/Electronic Resumes

With the growth of the Internet, many job seekers now create two versions of their resumes—one that is nicely formatted and made to be handed in or “snail-mailed,” and one that is designed strictly for electronic use.

The use of technology for recruiting is being used more and more by employers. In turn, job searchers are likely to be required to use scannable resumes when applying for positions, resulting in the need to adjust both the content and format of the traditional legal resume to maximize its effectiveness in a scannable environment.

Scanning resumes is made possible by the use of optical character recognition software. This enables the program to “read” certain information contained in the resume and enables the human resources representative or manager to search for particular key words or phrases such as “law review” or “moot court.” As a result, scannable resumes should be both readable by the software and tailored to the position applied for to increase the chance of being selected by a search.

In order to increase the readability of the resume by the software, we suggest the following:

- ✿ Use white or light-colored 8 ½ x 11 paper, printed on one side only.
- ✿ Provide a laser printed original. Avoid dot matrix printouts and low quality copies.
- ✿ Do not fold or staple.
- ✿ Use standard typefaces.
- ✿ Use a font size of 10–12 points for text and 12–14 points for your name and contact information.
- ✿ Do not condense spacing between letters.
- ✿ Use boldface and all capital letters for section headings.
- ✿ Avoid all fancy font styles and/or effects including italics, underlining, and shadowing.
- ✿ Avoid vertical and horizontal lines, graphics and boxes.
- ✿ Avoid bullets; they may transfer differently.
- ✿ Use PDF format whenever possible.
- ✿ Place your name at the top of the page on its own line. If there is a second page, your name should also appear as text at the top of that page.
- ✿ Use standard address format below your name.
- ✿ List each phone number on its own line.
- ✿ Change the content of the resume to reflect the use of the searchable nature of the software. Resumes should be tailored to the position sought. This may include stating an objective, which cites the position, and using key words and phrases found in the job description itself. Use more than one page,

if necessary. (The computer can handle multiple page resumes.) In order to maximize your likelihood of being selected we suggest the following:

- Use enough key words to define your skills, experience, education, professional affiliations, etc.
- Use jargon and acronyms specific to the industry (but also spell out acronyms).
- Describe your experience with concrete words rather than vague descriptions. For example, it is better to use “managed class action litigation” than “responsible for managing team of lawyers....”
- Increase your list of key words by including specifics; for example, list the names of the software you use, such as Microsoft Word and Lotus 1-2-3.
- Use common headings, such as Experience, Employment, Work History, Positions Held, Appointments, Skills, Accomplishments, Education, Affiliations, Professional Affiliations, Publications, Licenses, Certifications, Examinations, Honors, and Activities.
- You may want to describe personal traits and attributes. Key words could include skill in time management, initiative, high energy, leadership, responsibility, supervision, etc.
- Be concise.

A Final Comment

Remember you are dealing with a machine. It is unlikely to recognize that you have transferable skills that can be applied in a non-traditional context. For this reason, it is particularly important that you network within the organization. A good, scannable resume is a beginning, but it will never substitute for a contact that ensures someone will review your resume.

REFERENCES

From the inception of your job search, you should be prepared for prospective employers to ask you for references. Therefore, you should prepare a list of references to have readily available. Do not list references on your resume or include the phrase “references available upon request.” Rather, use a separate page, entitled “References.” Your reference list should include your resume heading, the names of three or four references, their addresses, telephone numbers, and relationship to you. Prospective employers may ask for references during the interview. Other times they will contact you for references after the interview process. Typically, prospective employers will not call your references unless you are a finalist for a position.

It is imperative that your references know that you are listing them and that you keep your reference list current. Before naming someone as a reference contact him or her and request permission. When asking people to act as your references, give them a copy of your resume and a synopsis of the work you did for them. This procedure is not only courteous, it prompts your references to think about your strengths. Keep your reference list updated, as memories fade. People for whom you haven’t worked in a long time may forget the specific qualities about you that are most valuable in supporting your candidacy.

Your references can be most effective if you keep them current about your job search, academic successes, and extracurricular activities. Continually provide your references with your most recent resume and describe to them the types of positions you are seeking. If you are in the final stage of interviewing and have been asked for your references, contact your references and tell them about the position and how excited you are about the opportunity. Then, when they are called, they can better boost your candidacy.

The strongest references for legal jobs are current or former employers and law school professors who know you well and think highly of you. Employers like to see references from lawyers engaged in the kind of practice you are applying for. Ideally, judges are the best references for judicial clerkships, corporate lawyers for corporate firms, defense lawyers for defense firms, and so on. But there are other people in good positions to help you, so think broadly when sizing up employers’ practice areas. If you need a defense lawyer as a reference but don’t have one, a plaintiff’s lawyer can be a good choice—one litigator to another. If you want to prosecute and you do not know a prosecutor, a criminal defense lawyer can be a good reference—one criminal lawyer to another. A criminal law professor could be another good choice. Be careful, however, to choose people who know your work firsthand and can meaningfully talk about you. A law professor who doesn’t know you personally may be willing to act as a reference, but if all he or she says is, “I don’t really know this student, but she did well on my exams,” that assessment is as sterile as a transcript.

Frequently Asked Questions

Do I have to list my most recent employer?

Not to do so is a red flag to prospective employers, who may assume you left the position on bad terms. If you feel reluctant to include a recent employer on your reference list, speak with a career counselor about your specific situation.

While working at a law firm, I did much more work with a young associate than I did with any of the partners. Is it always best to list a partner?

As explained above, your strongest reference is one who knows you and your work product well and will speak highly of you. Therefore, if the majority of your work was for a younger associate, he or she may be the best person to list. If you have any doubt, you may want to discuss your situation with a career counselor.

I really want to list a visiting professor, but I do not have current contact information. What should I do?

You should only list references for which you have current contact information. If you have lost touch with someone whom you feel would make a strong reference, try to locate him or her. Remember, you should not list anyone as a reference without asking his or her permission.

How important is it to have a professor?

Employers are very interested in knowing the quality of your research and writing. Legal employers want references that can vouch for your legal skills and your potential as a lawyer. Therefore, including a law school professor as a reference is strongly recommended. Make an effort to get to know a few of your professors as early as your first year. Employers may take particular interest in speaking with a research and writing professor or a professor for a course in the prospective employer's practice area. As with all of your references, keep in touch with professors as you progress through law school.

BASIC FORMAT FOR LIST OF REFERENCES

[INSERT HEADING USED ON RESUME]

REFERENCES

Jane Doe, Esq.
Executive Director
Massachusetts Correctional Legal Services
8 Winter Street, 11th Floor
Boston, MA 02108
(617) 482-2773
Jane.Doe@mcls.com
Former Supervisor at Dewey, Cheatem & Howe

The Honorable John Smith
United States District Court for the
District of Massachusetts
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 9000
Boston, MA 02210
(617) 748-0000
Clerked for Judge Smith

Professor David Yamada
Suffolk University Law School
120 Tremont Street
Boston, MA 02108
(617) 573-8543
dyamada@suffolk.edu
Professor for Employment Law, Spring 2005