

The Résumé

The résumé is intended to secure interviews for you and, in this regard, should present your unique qualities in the most positive and honest manner possible. Development of your résumé takes a great deal of time.

Contents of your résumé should differentiate you from the crowd by “selling” the skills and experience you have to offer. Your résumé should tell the employer:

- Who you are
- What you know
- What you have done
- What you can do for the employer

Content

Heading

The first item on the résumé is identification. List your name, address, telephone number (including area code), and e-mail address. It is best to not have an unusual or attention getting e-mail address. If you reside away from home, you may want to include both permanent and school addresses. By including both addresses, you are assured that the employer is able to contact you with relative ease.

Do not include a permanent address when you are sending to a geographic area away from the permanent address. For example, if you are from Chicago, but hope to secure employment in St. Louis, DO NOT list your permanent address as Chicago. The St. Louis employer will assume you have ties to Chicago and will someday return there.

Make sure to include a permanent address when you are sending to a geographic area close to the permanent address. For example, if you are from Chicago and hope to secure employment in the Chicago area, DO list your permanent address as Chicago. This will show your ties to the community.

Objective

Your objective should be stated in your cover letter, not your résumé.

Education

List your educational experiences in reverse chronological order with the highest degree listed first. Each experience should include the degree title, date of completion, major and minor, and the name and location of the institution. Grade point average and class rank are optional. Do not use abbreviations. Write out each word, i.e., not “J.D.” but “Juris Doctor.” Also, in this section you may wish to include academic honors like the Dean’s List or financial awards related to scholarship. If there are several honors, it might be most beneficial to create a separate heading for HONORS. You may list your class rank. If listing your GPA, include a copy of the SIU School of Law grade explanation sheet which is obtainable

from the Registrars Office. (Always include the explanation sheet if sending a copy of your transcript.)

In some cases, this may be an appropriate place to include a sampling of your course work. List, by title, those courses which demonstrate your diversity, specialization, or unique skills. Identify subject areas which may make you “stand out” above your competition.

Experience

List your experiences in reverse chronological order with the current or most recent listed first. Include title of position, name of firm, agency, or organization, city and state location of organization, and dates worked. Describe responsibilities related to the position and skills used, including those in particular which would be transferable to the position for which you are applying. In addition to jobs, do not overlook volunteer work, internships, self-employment, and assistantships. Be specific and avoid vague generalities; use action verbs when describing responsibilities.

Experiences may also be divided into functional headings (Legal Experience, Management Experience, Additional Experience, etc.).

Skills

Identify specific skills you possess that have not been previously described. Examples include advanced computer experience or abilities in languages other than English.

Memberships

List organizations of which you are a member. Indicate offices held or active participation on committees or special projects. These could also be listed under ACTIVITIES.

Activities

Note community, school and professional affiliations.

References

References are listed on a separate page. You may state on your résumé “Available Upon Request” or choose to omit the category entirely on your résumé. When developing a Reference Sheet, each reference should include name of person, title, business name, address (including city, state, and zip code) and telephone number. You may also include e-mail address. You should have at least three references. Your reference sheet should also include your name on the page. Make sure you have permission from all references before listing them. Choosing references is very critical. Use only individuals who can speak concerning your positive work or scholastic performance. Always give a copy of your résumé to each individual you are listing as a reference.

The above described content areas are fairly standard, but you may wish to create additional information blocks to emphasize your talents and skills.

Some additional headings might include:

Licenses, Certifications, Military Service, Accomplishments, Projects, Volunteer Experience, Community Service, Summary of Skills, Publications.

There is no single prescribed résumé format; however, the following guidelines are almost universally accepted.

Quality

Résumés must be typed, but should be word processed or typeset. Standard 8½" x 11" paper with black ink is necessary. A good quality paper is also recommended (off-white or beige).

Flawless

Résumés must be flawless. Proofread the original carefully for spelling and typographical errors. It is always a good idea to ask another person to read your résumé prior to duplication. Never solely rely on Spell Check. Résumé critique service is available at the Career Services Office.

Consistency

The page design should be consistent. Top and bottom margins should be identical, as well as left and right margins. The résumé is also more easily read when space is allowed between major blocks of information and sub-categories within the blocks. Headings or block titles may be typed in capital letters, in bold, etc., but all headings should be the same. Other items which should be typed consistently are dates (May 1991) and titles (Juris Doctor, Bachelor of Arts).

Length

A one-page résumé is preferred; two pages are acceptable. If two pages are needed, the second page should be at least three-fourths covered with print. The notation "Your Last Name, page 2" should appear at the top of the second page.

Résumé

Your résumé is not your autobiography; include marketable, relevant data only.

Writing

Know your audience.

Tailor your résumé to specific qualifications for the job for which you are applying.

Highlight skills and capabilities.

Cite numbers and specifics whenever possible.

In general, **what** you did is more important than **where** or **when** you did it.

Make your résumé easy to scan for important details.

Eliminate all personal pronouns.

Be consistent with the format you choose.

Use action words to describe duties.

Use bullets to emphasize skills.

Be honest and accurate.

A cover letter accompanies a mailed résumé unless otherwise instructed.

Typographical errors are absolutely unacceptable.

Proofread your résumé. Always have someone else proofread your résumé too.

JANE DOE
3890 Old U.S. Highway 51
Makanda, Illinois 62958
Cell Phone (618)555-1212
janedoe@siu.edu

EDUCATION

May 20XX Southern Illinois University School of Law, Carbondale, Illinois
Juris Doctor

May 20xx University of Pennsylvania, Philadelphia, Pennsylvania
Bachelor of Arts in Political Science

ACTIVITIES AND HONORS

Law School Hispanic Law Students Association
Participant in Intramural Volleyball

College Dean's List four semesters
University of Pennsylvania Volleyball Team

EXPERIENCE

August 20xx
to May 20xx Office Assistant. Department of Political Science, University of
Pennsylvania, Philadelphia, Pennsylvania

- Maintained student files which contained confidential information.
- Arranged appointments for faculty and department chair.
- Answered switchboard and directed calls.

May 20xx
to August 20xx Hostess. The Elite Restaurant
Philadelphia, Pennsylvania

- Greeted and seated patrons.
- Maintained reservation list.

August 20xx
to May 20xx Data Entry Clerk. Department of Rehabilitation, University of
Pennsylvania, Philadelphia, Pennsylvania

- Assisted faculty with research for publications and presentations.
- Wrote articles for departmental bulletin.
- Entered student information into computer.

COMPUTER EXPERIENCE

Hardware IBM/Compatible and Apple

Software Microsoft Office, WordPerfect 9.0, WestLaw and Lexis

JANE DOE
3890 Old U.S. Highway 51
Makanda, Illinois 62958
(618) 555-1212
janedoe@siu.edu

EDUCATION

SOUTHERN ILLINOIS UNIVERSITY SCHOOL OF LAW, Carbondale, Illinois
Candidate for Juris Doctor and Masters of Business Administration degree,
May 20xx
Honors: National Moot Court Team
General Assembly Scholarship

UNIVERSITY OF DAYTON, Dayton, Ohio
Bachelor of Science in Business Administration, May 20xx
Honors: Dean's list all semesters
Board of Trustees Committee

ORGANIZATIONS

Illinois State Bar Association, Law Student Division
Black Law Students Association
Women's Law Forum

RELEVANT EXPERIENCE

OFFICE OF THE DISTRICT ATTORNEY, Dade County, Miami, Florida
Legal Intern: Involved in all aspects of the prosecutor's office, including courtroom
experience, plea negotiations, and the drafting of indictments and trial
briefs.
Summer 20xx

BLACK & STONE, ATTORNEYS AT LAW, Dayton, Ohio
Paralegal: Researched and investigated cases, which included interviewing clients.
Organized office and files.
Summer 20xx

ADDITIONAL EXPERIENCE

THE CLOSET, Dayton, Ohio
Sales Clerk: Prepared displays and assisted customers with selections.
August 20xx to August 20xx

OFFICE OF STUDENT DEVELOPMENT, University of Dayton, Dayton, Ohio
Receptionist: Answered telephone and performed basic secretarial and receptionist
duties.
January 20xx to August 20xx

REFERENCES

Furnished upon request.

JILL DOE
jilldoe@siu.edu

SCHOOL ADDRESS
3890 Old U.S. Highway 51
Makanda, Illinois 62958
Ph: (618) 555-1212

PERMANENT ADDRESS
123 Peachtree Avenue
Atlanta, Georgia 12345
Ph: (770) 555-1212

EDUCATION Southern Illinois University, Carbondale, Illinois
Juris Doctor, May 20XX
Class Rank: Top 20%

Illinois State University, Normal, Illinois
Bachelor of Science, August 20XX
Major: Administration of Justice
GPA: 3.5/4.0 Dean's List

HONORS & ACTIVITIES Southern Illinois University Law Journal
Student Bar Association, Third Year Representative
Peer Support Network, Peer Counselor
American Jurisprudence Award

PUBLICATIONS Southern Illinois University Law Journal
Authored article "Recent Developments in Health Law" 20XX issue.

LEGAL EXPERIENCE Research Assistant, Southern Illinois University School of Law
Carbondale, Illinois (August 20XX-May 20XX)
Assisted the Associate Dean in research and analysis for upcoming publications and class presentations.

Summer Associate, Phillips, Hinchey & Reid, Attorneys at Law
Atlanta, Georgia (Summer 20XX)
Researched and wrote briefs, pleadings, motions and legal memoranda. Assisted in the preparation of real estate closings.

Law Clerk, Vaughan, Phears, Roach, Davis & Murphy, Attorneys at Law
Atlanta, Georgia (Summer 20XX)
Researched and wrote legal memoranda and opinion letters.

ADDITIONAL EXPERIENCE Placement Assistant, Illinois State University
Normal, Illinois (August 20XX-August 20XX)
Assisted undergraduate placement counselors with preparation of job search materials. Prepared the monthly placement calendar.

Marketing Assistant, Publishers Clearinghouse
Atlanta, Georgia (August 1987-August 2000)
Analyzed the results of the distribution of campus subscription cards. Assisted with research study to determine subsequent mailings.

COMMUNITY SERVICE Parents Too Soon, Volunteer Counselor
Achieve Program, Volunteer Tutor

JACK DOE
3890 Old U.S. Highway 51
Makanda, Illinois 62958
(618) 555-1212
jackdoe@siu.edu

EDUCATION

JURIS DOCTOR, Southern Illinois University School of Law
Carbondale, Illinois (May 20xx)

BACHELOR OF SCIENCE, University of Illinois
Champaign, Illinois (May 20xx)
Major: History

LEGAL EXPERIENCE

KAVANAGH, SCULLY, SUDOW, WHITE & FREDERICK
Peoria, Illinois (May 20xx to May 20xx)
Summer Associate. Perform all aspects of civil litigation including court appearances, depositions, preparation of pleadings and motions, discovery and legal research.

LEGAL CLINIC, SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois (August 20xx to May 20xx)
Legal Intern. Handled client cases concerning guardianships, wills, property matters and prison appeals.

ILLINOIS LEGISLATIVE COUNCIL
Springfield, Illinois (Summer 20xx)
Research Assistant. Responded to research requests from members of the Illinois General Assembly related to proposed legislation and a wide variety of topical issues.

MCLEAN COUNTY STATE'S ATTORNEY'S OFFICE
Bloomington, Illinois (Summer 20xx)
Law Clerk. Assisted State's Attorney, worked with Victim-Witness Service and prepared witnesses for grand jury testimony.

PROFESSIONAL AFFILIATIONS
American Bar Association
Illinois State Bar Association
McLean County Bar Association

MARY SMITH
1220 West Hill
Carbondale, Illinois 62901
(618)351-1461
msmith@siu.edu

EDUCATION: **Juris Doctor:** May 20xx
Southern Illinois University School of Law, Carbondale, IL
Rank: 7/116

Bachelor of Arts: May 20xx
Southern Illinois University, Carbondale, IL
Major: History Minor: Spanish; International Relations

EXPERIENCE: **Law Clerk**
August 20xx City Attorney's Office, Carbondale, Illinois
To Perform legal research, write document drafts and memoranda, and
May 20xx assist City Attorney during first appearances.

Summer Associate
Summer 20xx Sonnenschein, Nath & Rosenthal, St. Louis, Missouri
 Drafted complaints, motions, and interrogatories and conducted legal
 research.

Counselor
Summer 20xx Future Scholars Program
 Southern Illinois University, Carbondale, Illinois
 Live-in counselor for students in academic bridge program designed to
 increase awareness of higher education opportunities and access for
 students of color.
 Assisted with program management, lead discussion groups and provided
 individual mentoring.

Office Assistant
August 20xx University Affirmative Action Office
To Southern Illinois University, Carbondale, Illinois
May 2002 Varied duties including phone and walk-in reception, document
 preparation, statistical compilation, and filing.

AWARDS Law Journal
AND Health Law Moot Court
ACTIVITIES: CALI Excellence for the Future Award
 Dean's List all semesters
 Student Bar Association

Joseph A. Student

333 W. Crystal Drive
Carbondale, Illinois

JoeJD@siu.edu

(618)666-9999

Education:

Southern Illinois University School of Law Carbondale, IL
Juris Doctor: May 20xx Class Rank: 11/105

- SIU Faculty Scholar 20xx-20xx
- Honorable Mention-Legal Argumentation Honor Rounds Spring 20xx
- CALI Excellence Awards-Torts I Fall 20xx, Torts II Spring 20xx

University of Missouri-Columbia Columbia, MO
Bachelor of Arts: May 20xx Major: Philosophy Minor: Political Science

- Bright Flight Scholar 20xx-20xx

Legal Experience:

Southern Illinois University - Office of Research Development and Administration
Carbondale, IL November 20xx-May 20xx; August 20xx-May 20xx

Law Clerk

- Negotiating and drafting contracts, including materials transfer agreements, confidentiality agreements, and research agreements.
- Drafting federal, state, and privately funded research grants and sub-grants.

Ice Miller Indianapolis, IN May 20xx-July 20xx

Law Clerk

- Researched and drafted legal memoranda.
- Drafted motion to dismiss with trial memorandum, corporate filings, and merger closing documents.
- Attended deposition, pre-trial conference, witness preparation, motion to dismiss hearing, and trial.

A.G. Edwards & Sons, Inc. Law Department St. Louis, MO May 20xx-March 20xx

Law Clerk

- Researched and composed legal memoranda.
- Analyzed preventative law alternatives by preparing fifty-state legal surveys.

Activities:

ATLA Trial Advocacy Moot Court Team-Member 20xx-20xx
Southern Illinois University Law Journal-Member 20xx-20xx; Articles Editor 20xx-20xx
National Lawyer's Guild-Executive Committee Chairman 20xx-20xx
Student Bar Association-Secretary 20xx-20xx

Use Words That Convey a Strong Impact!

Through your résumé and cover letter, your goal is to make a positive, strong impression that will secure you an interview. The following list of positive action-oriented words can be used to succinctly summarize your skills. This is not an exhaustive list. It is for you to use and to help you generate adjectives and verbs that can best portray YOU.

Adapt	Control	Formulate	Modify	Renew
Administer	Cooperate	Generate	Monitor	Report
Advertise	Coordinate	Govern	Motivate	Represent
Advise	Counsel	Guide	Negotiate	Reorganize
Affect	Create	Handle	Obtain	Research
Analyze	Decide	Hire	Operate	Resolve
Anticipate	Define	Identify	Order	Responsible
Approach	Demonstrate	Improve	Originate	Revise
Approve	Design	Increase	Participate	Scan
Arrange	Detail	Index	Perceive	Schedule
Assemble	Determine	Influence	Perform	Screen
Assess	Develop	Inform	Persuade	Select
Assign	Devise	Initiative	Plan	Serve
Assist	Direct	Innovate	Prepare	Speak
Attain	Distribute	Inspect	Present	Staff
Author	Draft	Install	Preside	Standardize
Budget	Edit	Institute	Process	Simulate
Build	Educate	Instruct	Produce	Successful
Calculate	Efficient	Integrate	Professional	Summarize
Catalog	Encourage	Interpret	Proficient	Supervise
Chair	Enlarge	Interview	Promote	Support
Clarify	Enlist	Investigate	Propose	Survey
Collaborate	Establish	Invent	Provide	Synthesize
Communicate	Estimate	Knowledgeable	Publicize	Systems
Compare	Evaluate	Lead	Qualify	Teach
Competent	Examine	Maintain	Recommend	Technical
Conceive	Exchange	Manage	Reconcile	Train
Conceptualize	Execute	Manipulate	Record	Transmit
Conciliate	Exhibit	Market	Recruit	Update
Conduct	Expand	Mature	Rectify	Utilize
Consult	Expedite	Mediate	Redesign	Versatile
Contact	Familiarize	Merchandise	Reduce	Write
Contract	Forecast	Moderate	Relate	