

Tips for Reviewing Students' Resumes

As part of the 1L legal writing course, all first year students are taught how to create a basic resume and cover letter. They are required to meet with a career advisor for review and approval of these documents.

There is a required template (attached) provided for 1L resumes. It is unusual for a 1L student's resume to need a different format from the template.

Having attorneys review resumes is helpful for students to understand which elements are getting emphasis (or need additional highlighting). It is also helpful for students to discuss the items on their resumes, to prepare for informational and job interviews.

Top Ten Starting Points provided for Creating a Basic Resume

1. Keep your resume to one page, unless you are applying for a public interest or government position. For government and public interest, a typical resume may be two pages, but no more.
2. "Objectives," "Summary of Qualifications" and similar sections are not typically included in legal resumes, but may be used if you are applying outside the legal field (for example, using your J.D. degree in a non-Bar licensed job).
3. Organize information in reverse chronological order within each category.
4. Do not use color or graphics on a legal resume. Avoid multiple fonts or those that are difficult to read. Keep it simple. Focus on content.
5. "Computer Skills" are likely not relevant to the job unless specifically requested by the employer. If you include "Language Skills" be accurate. Include hobbies or other information as space allows, but always consider how various audiences will react to items that may be controversial.
6. Use active voice. The first-person subject "I" is understood, so don't use pronouns in your descriptions.
7. Remove any unnecessary words; be concise.
8. Save your resume in pdf form before sending, and test email it to yourself to be sure it retains its format through transmittal.
9. Do the "10 Second Test" – hand a printed version of your final resume to a friend for 10 seconds. Take it back, ask them to recite what they remember, quickly. See if you are making the quick first impression you want to make.
10. PRINT IT TO PROOF IT. A typo or other error on your resume is often fatal to a job search. Your eye will more easily see the mistakes if you review a printed version as opposed to a version on a computer screen.

Representing Grades and Rank on Resumes

1. As a general rule, if your GPA is in the top half of the class, or starts with a "3," include it. Otherwise, you may want to consider leaving it off. Employers will assume your grades were lower than top half if they see no mention of grades or rank.
2. Include ONLY the exact GPA and ranking information as given by the Law School Registrar. NEVER estimate or round up your rank or GPA. NEVER use approximate numbers. If you have any question, consult the Law School Registrar or a CDO Counselor.
3. [Grade distribution \(ranking information\) lists](#) are circulated and posted after all semester grades are released.

4. List a specific numeric rank only if you receive one from the Law School Registrar ("Class Rank: 23/221").
5. List a specific bracket only as assigned by the Law School Registrar: top 10, 20, 25, 33, 50, or 75 percent.
6. The highest attainable GPA is 4.3. If you list your GPA as x/y , then y is 4.3 ("GPA=2.72/4.3").

SEEKING A. LAWJOB

747 Legal Street • Athens, GA 30602 • salawjob@uga.edu • 706-123-4567

EDUCATION

University of Georgia School of Law, Athens, GA
J.D. expected, May 2023

GPA: 0.00
Honors: Scholarships (brief description of criteria if not well known)
Awards (brief description of criteria if not well known)
Activities: Journals, including position
Advocacy and Other Competitions
Student Groups, including position
Clinics
Pro Bono or Community Activities, including position
Studies Abroad

Undergraduate Institution, City, State
Full Name of Degree in Major, *honors*, Month Year of graduation

GPA: 0.00
Honors: Scholarships (brief description of criteria if not well known)
Awards (brief description of criteria if not well known)
Activities: Student Groups, including position

EXPERIENCE

Employer, City, State
Title

Month Year – Month Year

- Describe job functions using strong action verbs (e.g., “drafted pleadings,” “investigated potential claims,” “summarized interview files”); use past tense, unless you are currently employed in the job, and use active voice
- Include descriptions of what you did at the job to show that you have the skills employers value, including communication, problem solving, organization, perseverance, judgment, research ability, negotiation, client management, efficiency, team work, commitment, and ability to work under pressure
- Demonstrate how you added value to the employer
- Describe large or important projects, and focus on any industry sectors, clients or skills relevant to the job you are applying for

Employer, City, State
Title

Month Year – Month Year

- Bullet points as above

ADDITIONAL INFORMATION

Native/fluent/proficient in a foreign language; describe special skills or interests