

**University of Miami  
School of Law**



# **RESUME GUIDE**

**Career Development Office  
1311 Miller Drive  
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# THE LEGAL RESUME

## A. WHAT IS A RESUME?

A resume is a formal timeline of your past educational and professional experiences and employment skill sets as they relate to the job you are seeking. It is not necessarily an exhaustive listing of everything that you have done. Rather, it should give the employer a concise, honest and positive impression. It also should be aesthetically pleasing and brief because employers generally do not spend more than several minutes initially reviewing it.

You will revise your resume several times throughout your law school career. As such, you should remember that there are several different ways to organize resumes, and that no one style is correct. Note that resumes vary in font, size, format and structure used. Some use paragraphs to describe a job, others use bullet points. Some spell out state names, others, for space considerations, do not. Some use bold and italics frequently, others do not. **In Appendix I of this guide, we have attached various resume samples for your reference.**

## B. PURPOSES OF A RESUME

- It is a marketing tool and a “calling card.”
- It is primarily designed to produce a job interview.
- Often, it is a first chance to make a good impression on a potential employer.
- It is proof to an employer that the applicant’s writing is clear, concise and error-free.
- Since a resume merely provides a brief glance at the applicant’s accomplishments, it must grab an employer’s attention and motivate that employer to contact the applicant.
- Carefully choose which information you will include, keeping in mind those qualities that best reflect the kind of lawyer you will be. It should make the employer want to meet you.
- Employers do not just look for prestigious names on a resume, but also seek persons who show commitment, poise and ambition through prior experiences. Make sure to include the activities and accomplishments that reflect these qualities to an employer, whether legally related or not.

### C. BASIC RESUME GUIDELINES

- **Keep resume to ONE page, while still conveying relevant information.** Avoid unnecessary words. If law is your second career and you need two pages, make sure your name is on both pages.
- Always send an original resume (unless the employer specifically requests that you send it via e-mail or fax). Your resume should be laser printed on 8.5" by 11" bond paper. It is preferable to use ecru, beige, cream, ivory, natural or eggshell paper. Your reference list, cover letter and envelope should all be on matching paper. The address on your envelope should be typed or laser printed. You should print your resume in black ink only and cover letters should be signed in black or dark blue ink.
- Font size should not exceed 12-point, and should not be smaller than 10-point. Remember to use simple, businesslike fonts on your resume. The serif fonts (Times New Roman, Arial and Rockwell) are the most traditional.
- Generally, all margins should be one inch. However, you may have to decrease some or all of the margins in order to make the resume fit on one page. Remember that the resume should be aesthetically pleasing. Avoid making the margins so small that the resume appears unappealing and crowded.
- Use your full name, with your middle initial, if desired. Write out your address in full: 35 South Fifth Street, #407. Your name, address and phone number should be at the top of the page. If you are planning to return home and are seeking a job there, include your permanent address as well. If you are not from the South Florida area, but plan to seek a job and remain in the area, list only your current address and delete your out-of-town address. Make sure your telephone number is correct and that you have a professional message on your answering machine. If you have an e-mail address and check it regularly, you should include it.
- Tailor your resume for the targeted employers (i.e., firm, government, public interest). Be consistent in word usage, tense, grammar and punctuation.
- **PROOFREAD YOUR RESUME.** Have the Career Development Office and someone else review it as well.
- Make sure your resume is updated as needed.

D. WHAT NOT TO INCLUDE IN A RESUME

- *DO NOT* include an “Objective,” “Career Goals” or “Position Sought” section or other similar statements on the resume.
- *DO NOT* include specific class rank or GPA if you feel they do not reflect as positively on your abilities as your other experiences do.
- *DO NOT* use a "slick" advertising format to attract attention.
- *DO NOT* provide personal information such as marital status, age, number of children, etc. Such information should not be relevant to the hiring decision, and therefore customarily is not included on a legal resume.
- *DO NOT* include anything negative that will spur the employer to eliminate you from consideration.
- *DO NOT* include any information regarding earnings, such as salary history or demands unless the employer specifically requests it.
- *DO NOT* include or reference political affiliations, religious organizations or controversial groups, unless you were previously employed by one of the above.
- *DO NOT* misrepresent facts or furnish inaccuracies on your resume. Be truthful in the information you provide to a potential employer.
- *DO NOT* list your references on your resume, or state the obvious -- “References Available Upon Request.” Employers already know that, and if they require references, they will request them separately.
- *DO NOT* use abbreviations unless they are universally understood.

## E. CONTENTS OF A LEGAL RESUME

### 1. The Heading

Your heading should include your name, current address, e-mail and a telephone number where an employer may reach you or leave a message. Be sure your e-mail address is appropriate. Also, think carefully before using a cell phone contact number since it is easy to be in a situation where you cannot speak if an employer attempts to reach you for an interview. If you use an answering machine, you should make sure that its message is conservative, professional and identifies you by your full business name.

If you are looking for employment locally, we suggest that you list only your local address. However, you should indicate both your local and permanent address if you want to show ties to the geographic area of the employer to whom you are applying for a position. Centering your name and contact information at the top of the page is the standard format for your heading:

**JANE M. DOE**  
**jmdoe@law.miami.edu**

Local Address

100 Miller Road, Apartment 4  
Coral Gables, FL 33134  
(305) 264-9967

Permanent Address

555 Oak Street  
Brookline, MA 02446  
(321) 123-4567

### 2. The "Education" Section

- Present your educational background in reverse chronological order. The name of the institution (starting with your current law school) should be followed by the geographic location (city and state) of the institution. Underneath your law school name, you should indicate your degree (**you are receiving a Juris Doctor, not a Juris Doctorate**) and date of graduation (i.e., "Juris Doctor Candidate, May 2011," or "Juris Doctor expected, May 2011," or "Candidate for Juris Doctor, May 2011"). For example,

**UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida**  
Juris Doctor Candidate, May 2011

You should use this same format for your undergraduate institution, and other higher education institutions. Note that it is rarely appropriate to list the high school you attended.

- **Grade Point Average (“GPA”) and Class Rank:** Whether or not to include your GPA on your resume is a personal decision. However, be aware that some employers may assume your grades are poor if you do not include them. Generally, if your GPA is a 3.0 or above, you should consider including it. Upon receipt of grades, **if you choose to include your GPA on your resume, you must be accurate and do so in the exact manner presented by the Registrar's Office.** You may also choose to include your class rank on your resume. If so, list your exact GPA and then provide your class rank in parentheses. There are two ways to indicate class rank: you can list it using actual rank (37/479), or percentage (Top 20%). Unless your rank is very near the top of the class, it is better to use percentages: top 10%, top 25%, upper third. Finally, if you choose not to include your law school GPA and class rank, you should not include your undergraduate ones either (except as a first-year student before you have law school grades). **If you are uncertain about how to present your grades, ask a CDO advisor.**
- **Honors and Activities:** List your honors and activities under the appropriate institution: law school honors go directly under the law school date of graduation and GPA, if any. You may choose to list a Law Review under its own heading, separate from general honors, or you may include it in your honors section. Activities go directly under honors. Similarly, your undergraduate honors and activities should be listed underneath your undergraduate institution date of graduation and GPA, if any. Stylistically, you may list your honors and activities several ways: you may bold the words honors and activities, you may underline them, or you may italicize them. Similarly, you may bold, italicize or underline a Law Review or Moot Court.

Honors:            *University of Miami Inter-American Law Review*  
                          Moot Court Board  
                          Dean's List - 3 semesters

**OR**

Law Review: *University of Miami Inter-American Law Review*  
Honors:            Moot Court Board  
                          Dean's List - 3 semesters  
Activities:        President, Student Bar Association  
                          Women in Law, Student section

### 3.    **The "Experience" Section**

- This section should be presented in reverse chronological order, with the most recent experience first. Generally, "experience" is a preferable term to "employment" because many employers associate "employment" with compensation, whereas, many of your experiences may have been unpaid internships or volunteer work. Full-time, part-time, legal and non-legal experience should be listed in this section.

Try to keep this section consistent with the education section above. List the name of the firm or organization in the same manner you listed the names of your educational institutions. To the right of the name, list the city and state in which the organization is located. Underneath the name of the organization, list your title (in italics, bold or underlined) and the dates you worked there.

- **Duties:** When including a brief description of your job, use strong, active verbs and avoid using phrases such as "responsibilities included" or "duties included." The purpose of this description is to attract the employer's attention and cause him or her to ask further questions about your work. Try to include in your description those aspects of your job which were particularly noteworthy or interesting. If the company is obscure or the name of the company is not an indication of the kind of company it is, you may briefly describe the company. Your descriptions should not reveal the actual names of the employers' clients or the specific nature of the cases on which you worked. Rather, use generic phrases such as "antitrust matter involving a multinational corporation" or "a high-profile products liability matter." Job descriptions should be written in the past tense unless you are currently employed at the particular job you are describing. Be sure to vary the verbs so you do not bore the reader: "worked closely with," "developed a concept for," "participated in," "researched" and "performed" are some examples. **In Appendix II of this guide, we have provided a list of action verbs for your reference.**
- **Spelling/Grammar:** Carefully review spelling and grammar. (Note that the plural of memorandum is memoranda.)
- **Legal vs. Non-Legal Experience:** When listing non-legal experience, highlight the accomplishments which utilized skills that are transferable to a legal job. With legal jobs, make sure to include basic duties, areas of law you were exposed to, legal issues researched, skills developed, special projects or extra responsibilities given and training or certifications completed. For example,

**BLACK & CROSWELL**, Tallahassee, Florida

Summer Associate, June - August 2009

Worked closely with senior partner in the litigation department on "Big Tobacco" cases. Performed document review. Prepared motions and discovery requests. Assisted in depositions and evidentiary hearings. Conducted legal research on substantive and procedural issues, including offers of judgment and motions in limine.

#### 4. The "Skills & Interests" Section

- Being a good lawyer requires more than a thorough grounding in legal principles. If you have special skills that enhance your marketability as a lawyer, you should list them. You may want to include proficiency in a foreign language, professional certifications or licenses, or significant community involvement/volunteer activities. You should also include personal interests/activities that are important to you (especially if they are slightly unusual and likely to spark an employer's interest, such as a private pilot's license, adobe mason, etc.).
- **Languages:** When listing a language in the "Skills" section, you should indicate your precise knowledge of the language on your resume. If you are truly **fluent** in a language, you should be able to read and write that language completely, with no regard to the topic. If you are **proficient**, you are a bit less than fluent, but still very good. If you are **conversational**, you are indicating to an employer that you can get by using the language, but you have areas where you may lack the ability to write or translate it. A **working knowledge** of the language means you are between rudimentary and proficient. Remember that your interviewer may speak the language you claim to know, so be prepared to conduct a portion of your interview in the language if you have indicated that you are qualified to do so.
- **Publications:** Since the practice of law requires solid writing skills, evidence that you write well is invaluable. Nearly any publication, including those outside the legal profession, is impressive enough to be included in your resume. Make sure the publication titles are in Blue Book format.
- **Military Service:** This can be a positive addition to your resume, particularly if it occurred within the last four or five years, and you had a position of leadership or authority, or received special awards or commendations.
- **"References Available Upon Request":** Rather than including this on your resume, have a separate sheet of paper titled: "References of Jane Smith" with your address, e-mail and phone number at the top of the page. List each reference with his/her title, company, address and phone number. If an employer asks for your references, you will have this sheet ready to give to them. Call your references BEFORE you list them, and ask their permission to be used as a reference. As a general rule, you should list former employers, faculty members or someone in the same profession as you, preferably who has knowledge of your work. Do not list family and friends.

## F. FREQUENTLY ASKED RESUME QUESTIONS

Question: Should I include information regarding high school?

Answer: We typically advise students not to include information regarding high school on their resumes. Exceptions may apply if: a) you attended a highly regarded or prestigious high school; b) you were valedictorian or won a prestigious award; or c) it is known that the potential employer has connections to that school.

Question: When is a two-page resume okay?

Answer: When you have relevant and non-redundant information that helps you sell yourself to a potential employer. For example, if you have significant prior work experience that is relevant to the work done by the employer to whom you are writing. Also, if law is your second career, and you have impressive prior work experience.

Question: What should I do if I have a joint degree or another advanced degree.

Answer: Typically, the level of connection between the other degree(s) and the specific position you are seeking will determine how much space you devote to the alternate degree on your resume.

Question: What if I do not have any legal experience?

Answer: Do not worry. Many first-year law students do not have legal experience. Employers do not necessarily expect impressive pre-law school legal experience. Instead, focus on the experience you do have, and the leadership, analytical and speaking skills that you developed as a result of your non-legal experiences.

**PROOFREAD! PROOFREAD! PROOFREAD!**

Good luck on writing your resume! We encourage you to have one of the career advisors review your resume prior to sending it. To make an appointment or if you have questions, please call our office at 305-284-2668.

# **APPENDIX I**

## **SAMPLE RESUMES**

## *Sample 1L Resume*

**ANA MARIA LOPEZ**  
1122 Southwest 99th Avenue  
Miami, Florida 33112  
(305) 888-9999 • alope@yahoo.com

### **EDUCATION**

**University of Miami School of Law**, Coral Gables, Florida

Juris Doctor expected, May 2011

Activities: Cardozo Law Society

Staff Writer, *Res Ipsa Loquitur*

**University of Texas**, Austin, Texas

Bachelor of Science in Journalism, May 2008

Minor: French

Honors: Dean's List (three semesters)

Golden Key National Honor Society

Activities: Copy Editor, *The Lone-Star Report* (bi-monthly student publication)

Treasurer, Gamma Phi

### **EXPERIENCE**

**The Austin Chronicle**, Austin, Texas

Junior Writer, June 2007 – July 2008

Researched and wrote articles on local and state government, politics, law, environment, education, and issues of human interest. Reported on public hearings, elections, and school board and government meetings.

**United States Senator John Mayes**, Washington, D.C.

Intern, May – August 2006

Handled constituent inquiries and concerns. Researched Proposition 463 and its effects on certain districts. Performed constituents' advocacy tasks. Prepared correspondence.

**The Austin American Statesman**, Austin, Texas

Intern, Summers 2004 & 2005

Interviewed individuals from the local business community and wrote feature articles.

Published more than 30 articles including two cover stories. Developed story ideas and presented ideas to editors.

### **INTERESTS**

Community theatre and marathon running.

## *Sample 1L Resume*

**MARY JONES**  
123 Main Street, #1, Miami, FL 33333  
(305) 555-1234  
Mjones@gmail.com

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### EDUCATION

**University of Miami School of Law**, Coral Gables, FL  
Juris Doctor Candidate, May 2011  
*Honors:* Dean's Merit Scholarship (awarded full academic scholarship)

**Rutgers College, Rutgers University**, New Brunswick, NJ  
Bachelor of Arts, *summa cum laude*, in Political Science, May 2008  
*GPA in Major:* 3.9      *Cumulative GPA:* 3.78  
*Honors:* Dean's List (6 semesters)  
National Collegiate Honor Society  
*Activities:* Pre-Law Society  
Intramural Volleyball Captain

### EXPERIENCE

**Patrick & Warren LLP**, New York, NY  
*Document Clerk*, Summers 2007, 2008

- Prepared pleadings and correspondence binders
- Performed legal research and assisted in compiling documents for production
- Managed and organized litigation documents in preparation of trial
- Filed depositions and indexed case documents

**Garden State Community Center**, Newark, NJ  
*Academic Tutor*, Summer 2006

- Assessed academic needs of students, and compiled lesson plans to meet students' goals
- Assisted elementary school students with homework and tests on a variety of subjects

**Rutgers University Informational Services**, New Brunswick, NJ  
*Informational Assistant*, September 2005 – January 2006

- Provided faculty and students with information regarding the university
- Assisted prospective students with the application process

### SKILLS

*Language:*      Fluent in Spanish

## *Sample 2L Resume*

**SEAN SMITH**  
123 Main Street  
Miami, Florida 33333  
(305) 555-1234 • ssmith@gmail.com

### **EDUCATION**

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**UNIVERSITY OF MIAMI SCHOOL OF LAW**, Coral Gables, Florida  
Juris Doctor Candidate, May 2010

**GPA:** 3.7/4.0      **Class Rank:** 20/400

**Law Review:** *University of Miami Law Review*

**Activities:** Black Law Students Association  
Entertainment and Sports Law Society

**FLORIDA STATE UNIVERSITY**, Tallahassee, Florida  
Bachelor of Science in Biology, *cum laude*, May 2006

**GPA:** 3.4/4.0

**Honors:** Dean's List (all semesters)  
Golden Key National Honor Society

**Activities:** Black Student Union

### **EXPERIENCE**

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**LYON AND JONES, P.A.**, Miami, Florida

*Law Clerk*, May 2008 – Present

Prepare pleadings for state and federal court including interrogatories, requests to produce documents, motions to dismiss and motions in limine. Research and draft legal memoranda on commercial law and franchise litigation matters. Attend and summarize depositions of expert witnesses. Assist attorneys in preparing briefs in support of class certification in product liability cases.

**MINT CAPITAL CREDIT**, Miami, FL

*Collections/Office Administrator*, January 2007– May 2007

Researched corporate registration/licensing and personal/corporate assets. Compiled files and logs. Composed correspondence for individual and business collection cases.

**ARCHAEOLOGICAL AND HISTORICAL CONSERVANCY**, Miami, FL

*Administrative and Field Assistant*, April 2006 – January 2007

Conducted field work, artifact analysis and conservation. Prepared and presented reports on findings.

### **INTERESTS**

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Rock climbing, skydiving, and long distance running.

## *Sample 2L Resume*

**SAM S. GOOD**  
[Samme@law.miami.edu](mailto:Samme@law.miami.edu)

### **Local Address:**

1122 Southwest 99<sup>th</sup> Avenue  
Miami, Florida 33112  
(305) 888-9999

### **Permanent Address:**

166 East Cain Drive  
Tarrytown, New York 11223  
(212) 111-2222

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### **EDUCATION:**

#### **UNIVERSITY OF MIAMI SCHOOL OF LAW**, Coral Gables, Florida

Juris Doctor expected, May 2010

Activities: H.O.P.E. (Helping Others Through Pro Bono Efforts)  
Student Bar Association, Senator

#### **SYRACUSE UNIVERSITY**, Syracuse, New York

Bachelor of Arts in English, May 2007

Activities: Fiske Volunteer, English and Literature  
Student Government, Senator

### **EXPERIENCE:**

#### **UNIVERSITY OF MIAMI SCHOOL OF LAW**, Coral Gables, Florida

Research Assistant for Professor John Doe, September 2008 – Present

- Research individual property rights and the power of eminent domain
- Assist Professor in editing constitutional law text
- Analyze content, style and grammar and conduct citation verification

#### **FLORIDA IMMIGRANT ADVOCACY CENTER**, Miami, Florida

Legal Intern, Summer 2008

- Interviewed clients in Spanish and English
- Researched immigration law issues affecting Florida residents and drafted legal memoranda
- Prepared Cuban Adjustment Act citizenship applications and completed medical waivers

#### **BINK AND BILAN, P.A.**, Syracuse, New York

Filing Clerk, Summer 2007

- Filed motions in state and federal court
- Organized case files for senior lawyers and aided in document sorting

### **SKILLS:**

- Fluent in Spanish

## *Sample 3L Resume*

**John Hopkins**  
123 Main Street, Unit #111  
Miami, FL 33333  
Tel: (305) 555-1234  
E-mail: Jhop@gmail.com

### **EDUCATION**

#### **University of Miami School of Law**, Coral Gables, FL

Juris Doctor Candidate, May 2009

GPA: 3.7/4.0 (Top 5%)

Law Review: *University of Miami Law Review*

Honors: Dean's List (five semesters)

University of Miami Moot Court Board

Recipient of the C.A.L.I. Excellence for the Future Award, Property and Contracts

Activities: Business Law Society, Vice President (2008 – 2009)

#### **St. Thomas University**, Miami, FL

Bachelor of Business Administration, May 2006

GPA: 3.67/4.0

Majors: Marketing and Management

Honors: Dean's List (5 out of 5 semesters)

Florida Academic Scholar

Activities: New Student Organization Volunteer

### **EXPERIENCE**

#### **Florida Supreme Court**, Tallahassee, FL

Judicial Extern for the Honorable R. Fred Lewis, Chief Justice, August 2008 – Present

Research and draft legal briefs. Draft and edit oral argument summaries and summarize arguments for death row appeals. Assist staff attorneys in compiling background research for oral argument summaries and opinions.

#### **Holland & Knight LLP**, Miami, FL

Summer Associate, Summer 2008

Researched and drafted legal memoranda on contractual matters, commercial disputes, corporate fraud investigations, and real estate litigation. Drafted client letters, corporate contracts, and real estate closing documents. Researched the Sarbanes-Oxley Act and its implications on mergers and acquisitions and corporate compliance in SEC investigations. Prepared and presented research to partners and attorneys. Assisted in real estate closings.

#### **Florida Third District Court of Appeal**, Miami, FL

Judicial Intern for the Honorable Gerald B. Cope Jr., Chief Judge, Summer 2007

Researched and wrote legal memoranda on civil and criminal issues, such as motions to suppress, ineffective assistance of counsel, improper venue, personal jurisdiction, attorneys' fees, and motions for post conviction relief. Attended oral arguments.

### **LANGUAGES**

Fluent in Spanish.

## *Sample 3L Resume*

### **JANE R. DOE**

121 SW 15<sup>th</sup> Avenue • Miami, FL 33112  
(305) 888-9999 • jrd@law.miami.edu

#### **EDUCATION**

##### **UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL**

Candidate for Juris Doctor, May 2009

GPA: 3.4 / 4.0      Class Rank: Top 20%

Law Review:      *University of Miami Inter-American Law Review*

Honors:              Dean's Honor Scholar

##### **PAN AMERICAN AIRWAYS FLIGHT SCHOOL, Tucson, AZ**

Pilot Training Program, September 2003 – June 2005

##### **UNIVERSITY OF ARIZONA, Tucson, AZ**

Bachelor of Arts in German and Linguistics, May 2002

GPA: 3.6 / 4.0

Honors:              Dean's List (4 semesters)

Activities:          Captain, Women's Swimming and Diving Team

#### **EXPERIENCE**

##### **FLORIDA THIRD DISTRICT COURT OF APPEAL, Miami, FL**

Intern, September 2008 – Present

Conduct extensive research and writing on a variety of substantive and procedural matters. Prepare bench memoranda for submission to the entire judicial panel prior to consideration of cases. Observe oral argument.

##### **SMITH & JONES, P.A., Miami, FL**

Summer Associate, June – August 2008

Researched case law and wrote memoranda within the firm's many practice areas including litigation, corporate, real estate, personal injury and employment law. Analyzed Florida and Texas statutes and drafted stock option agreements. Participated in the firm sponsored Habitat for Humanity project.

##### **WALTERS & LEE, LLP, West Palm Beach, FL**

Law Clerk, June – August 2007

Assisted senior partner on criminal defense and personal injury cases. Counseled clients and negotiated fees. Attended hearings and researched case law and statutes.

##### **DELTA AIRLINES, Atlanta, GA; Chicago, IL; Seattle, WA; Munich, Germany**

Pilot, July 2005 – June 2006

Flew DC 10 and 747 passenger aircraft cross-country and internationally. Designated German speaker.

#### **PROFESSIONAL CERTIFICATION/MEMBERSHIPS**

American Bar Association; National Pilot's Association

## *Sample Recent Graduate Resume*

### **SUSAN J. SMITH**

22 Southwest 36<sup>th</sup> Avenue • Miami, Florida 33112 • (305) 888-9999 • s.smith@gmail.com

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#### **BAR MEMBERSHIP**

Sitting for Florida Bar Examination, July 2008

#### **EDUCATION**

**University of Miami School of Law**, Coral Gables, Florida

Juris Doctor, May 2008

GPA: 3.24/4.00

**Honors/Awards:** University of Miami Moot Court Board; First Place, First Year Moot Court Competition; The Society of Bar and Gavel; Dean's Honor Award for Outstanding Performance in Property Law

**Activities:** Phi Alpha Delta Law Fraternity, Executive Board Member; Public Interest Law Group, Executive Board Member; Miami Law Women; Student Ambassador

**University of Colorado**, Boulder, Colorado

Bachelor of Arts in Sociology/Social Conflict Studies, May 2000

GPA: 3.3/4.0

**Activities:** Student Coalition Against Hunger and Homelessness, Founder; Boulder and National Volunteer Training Program; Alpha Chi Omega Sorority

#### **EXPERIENCE**

**Law Offices of Elizabeth Walter, Esq.**, Miami, Florida

**Law Clerk**, June – August 2007

Researched and drafted legal memoranda on family law matters including dissolution of marriage, paternity, custody, child support, modification and enforcement proceedings and appeals. Assisted in mediation.

**University of Miami School of Law**, Coral Gables, Florida

**Research Assistant to Professor Martha Mahoney**, June – August 2006

Researched and compiled a cross-state analysis on "co-occupant's duty to retreat" in preparation for domestic violence brief.

**Volunteer of America, Foster Grandparents Program**, Denver, Colorado

**Volunteer and Site Supervisor**, May 2001 – July 2005

Supervised foster grandparents at 20 volunteer stations, elementary schools, adolescent teen shelters and low income day care centers. Participated in the planning and implementing of evaluation programs. Processed and documented foster grandparent data. Designed site and volunteer training.

**Americorps**, Denver, Colorado

**Member**, June 2000 – May 2001

Participated in the national service corps and assigned to Colorado Youth at Risk. Designed and implemented a mentoring program structure. Developed and facilitated a comprehensive volunteer orientation. Created an application and screening process. Increased volunteer participation from 20 to over 200 people, while coordinating over 60,000 donated volunteer hours.

#### **AWARDS**

Colorado Meritorious Service Medal, highest ranking civilian recognition by the Governor of Colorado, 2001; Americorps Education Award, educational grant for National Service to the community, 2001

## *Sample Recent Graduate Resume*

### **Michelle F. Jones**

123 Main Street, Apt. 111, Miami, FL 33333  
(305) 555-1234 • mjones@aol.com

**BAR ADMISSION:** Admitted to the Florida Bar, 2008 pending swearing in.

**EDUCATION:** **UNIVERSITY OF MIAMI SCHOOL OF LAW**, Coral Gables, FL  
Juris Doctor, May 2008  
GPA: 3.5/4.0  
Law Review: *University of Miami Inter-American Law Review*  
Honors: Dean's List (Fall 2006, Spring 2007)  
Book Award, *Legal Research and Writing* (Fall 2005)

**UNIVERSITY OF SOUTHERN CALIFORNIA**, Los Angeles, CA  
Bachelor of Arts, *cum laude*, in English Literature, May 2005  
GPA: 3.7/4.0  
Honors: Dean's List (every semester)  
Activities: Arts and Sciences Career Center Advisory Board, *Co-founder*  
Alpha Epsilon Phi, *Vice President* (2002 – 2003)

**EXPERIENCE:** **UNIVERSITY OF MIAMI SCHOOL OF LAW**, Coral Gables, FL  
Fellow, Center for Ethics and Public Service, August 2007 – May 2008  
Supervised team of 6 interns with mission of promoting equitable development in distressed communities through the creation of resident ownership mechanisms, civil rights litigation, legislative advocacy and public relations efforts; drafted articles of incorporation, bylaws and ground lease for a community land trust and assisted the trust with land acquisition by identifying potential problems with encumbrances and liens; coordinated/moderated ABA-sponsored panel of community development lawyers.

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION**, Miami, FL  
Legal Intern, Summer Honors Program, Summer 2007  
Helped senior counsel and accountants enforce the federal securities laws by investigating corporations for evidence of misconduct including accounting fraud and insider trading; drafted legal memoranda regarding lawyer/accountant liability for use in final Action Memoranda to the Commission; attended and helped prepare for depositions.

**FEDERAL PUBLIC DEFENDER'S OFFICE, Southern District of Fla.**, Miami, FL  
Legal Intern, Summer 2006  
Wrote objections, motions and legal memoranda involving tax fraud, drug trafficking and violations of supervised release; wrote a motion to suppress evidence from which a hearing was granted; assisted Chief of Appeals with research for certiorari petitions relating to the sealing of post-9/11 detention hearings and with research for appellate briefs regarding habeas corpus issues; helped prepare for hearings and trials.

## ***Sample Recent Graduate Resume***

MARY R. DOE 1122 SW 99<sup>th</sup> Avenue, Miami, Florida 33112 • (305)888-9999 • [m.doe@yahoo.com](mailto:m.doe@yahoo.com)

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### **BAR ADMISSION**

Sat for Florida Bar Examination, July 2008. Results pending.

### **EDUCATION**

**University of Miami School of Law**, Coral Gables, Florida

Juris Doctor, May 2008

Law Review: *University of Miami Business Law Review*, Research Editor, 2006 – 2007

Honors: Dean's List (two semesters)

Activities: Miami Law Women

**Bucknell University**, Lewisburg, Pennsylvania

Bachelor of Arts in International Relations and Russian, May 2004

### **EXPERIENCE**

**Wood, Larsen & McCarthy, LLP**, Miami, Florida

Litigation Associate, August 2008 – Present

Work in a complex commercial litigation firm with an emphasis on product liability, franchise disputes, and consumer class actions. Assist attorneys with initial client interviews, and in evaluating claims and defenses. Draft pleadings, motions and trial briefs. Prepare comprehensive status reports for clients.

**City of Miami Attorney's Office**, Miami, Florida

Law Clerk, Spring 2008

Performed extensive research and analysis in the labor and land use departments. Attended and observed city commission hearings. Assisted staff attorneys with legal projects.

**Brown, Mathis & Wright**, Miami, Florida

Summer Associate, Summer 2007

Researched and drafted legal memoranda, pleadings, discovery, motions, and assisted attorneys in trial preparation on medical malpractice and personal injury matters.

**University of Miami School of Law**, Coral Gables, Florida

Research Assistant for Professor Robert Mann, Summer 2006

Conducted legal research on welfare reform, family cap, domestic violence and immigration. Drafted memoranda on gender discrimination.

### **PROFESSIONAL MEMBERSHIPS**

Florida Bar Association, Young Lawyers Division; American Bar Association

## Sample Alumni Resume

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Janet A. Jones

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123 Maple Ave., Miami, Fl 33333 · Home:305-555-1234 · Cell: 305-555-1111 · jj@aol.com

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### BAR ADMISSION

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Member of the Florida Bar

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### EDUCATION

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*University of Miami School of Law, Coral Gables, FL*

Juris Doctor – May 2007

**HONORS:** Honor Society of Bar and Gavel

**LEADERSHIP:** *President*, The Honor Society of Bar and Gavel; *Project Leader*, Helping Others Through Pro Bono Efforts (H.O.P.E.) for “Books and Buddies”; *Features Editor*, Res Ipsa Loquitur.

*Florida International University, Miami, FL*

Bachelor of Arts in Psychology – August 2003

**HONORS:** Psi Chi National Honor Society; Dean’s List

**LEADERSHIP:** *Secretary*, Florida International University Judo Club

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### EXPERIENCE

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*LexisNexis Group, Coral Gables, FL*

08/07 – Present

**LEXISNEXIS ASSOCIATE:** Assist faculty, staff, and students with research questions on a wide variety of legal subjects and assignments. Trained and certified in all aspects of legal research on the LexisNexis Research System.

*BarBri Bar Review, Coral Gables, FL*

08/06 – 04/07

**STUDENT REPRESENTATIVE:** Marketed, sold, and answered student questions concerning the BarBri Bar Review course.

*Miami-Dade County Public Defender’s Office, Miami, Florida*

Summer 2006

**CERTIFIED LEGAL INTERN:** Involved in all aspects of criminal litigation including research, motion writing, calendar call, client interviewing, and taking depositions. Delivered opening statements and cross-examination in felony trial (2<sup>nd</sup> degree, not-guilty verdict).

*Law Offices of Lewis & Martin, P.A., Miami Florida*

08/05 – 05/06

**LAW CLERK:** Handled research and production of legal memoranda on issues in personal injury law and worker’s compensation.

*University of Miami School of Law, Coral Gables, FL*

08/04 – 05/05

**RESEARCHER:** Researched and drafted memoranda on various real estate law issues.

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### SERVICE PROJECTS AND OTHER ACTIVITIES

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*Helping Others Through Pro Bono Efforts: Habitat for Humanity Society of Bar and Gavel*

*Service Projects and Events: Race Judicata (Fall '05 & '06); After School All Stars Inner-City Games, University of Miami Fun Day (Spring '05).*

## Sample Alumni Resume

# ANDREW SMITH

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1122 Southwest 99<sup>th</sup> Avenue, Miami, FL 33112 (305) 888-9999 • J.Doe@yahoo.com

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## BAR ADMISSION

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State Bar of California, 2003

State Bar of Illinois, 2004

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## EDUCATION

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University of Miami School of Law, Coral Gables, FL

*Juris Doctor*, December 2002

Honors and Activities: Moot Court, Finalist in First-Year Competition; Litigation Skills Program; Peer Counselor; Cardozo Legal Society

University of Miami, Coral Gables, FL

*Bachelor of Arts in Economics*, May 2000

Honors and Activities: Psy Chi Psychology Honor Society; Yearbook Editor; Zeta Tau Alpha Sorority

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## PROFESSIONAL EXPERIENCE

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**Fonda and Fraser**, Glendale, CA

September 2003 – April 2004

*Associate*

Represented doctors and hospitals in complex medical malpractice and insurance defense litigation. Drafted legal documents, including but not limited to, answers, discovery and various motions, including motions for summary judgment. Conducted numerous depositions. Successfully presented and argued motions to the court. Performed various complex research tasks involving both legal and medical issues. Worked closely with numerous medical-legal experts.

**Binder and Associates**, Pasadena, CA

April 2003 – September 2003

*Associate*

Provided legal support to civil litigation practice. Performed complex legal research in areas of law including medical malpractice, sexual harassment, workers compensation, and catastrophic personal injury. Drafted documents including discovery, complaints, and motions. Participated in mediations and arbitrations.

**Long Beach City Prosecutor's Office**, Long Beach, CA

Summer 2002

*Student Lawyer*

Argued 61 cases with 98% success rate in traffic court. Mentored by judge who provided daily feedback. Honed and sharpened in-court skills. Also gained experience with legal research and case preparation.

**Los Angeles County District Attorney's Office**, Los Angeles, CA

Summer 2002

*Student Lawyer, Child Abduction Unit*

Made court appearances including preliminary hearings, arraignments, pleas, sentencing, and Hague Convention hearings. Worked closely with detectives and investigators. Reviewed case reports to determine potential criminal filing. Interviewed key witnesses.

**The Eleventh Judicial Circuit Court**, Miami, FL

Fall 2001

*Judicial Clerk to the Honorable Judith L. Kreeger*

Provided legal support to court dealing with heavy family law caseload. Researched and drafted memoranda of law on divorce, child custody, and child support. Consulted with judge on points of law.

## *Sample LLM Resume*

### JOHN B. DOE

1122 Southwest 99<sup>th</sup> Avenue, Miami, FL 33112  
(305) 888-9999 • J.Doe@yahoo.com

Licensed Florida Bar Attorney

#### **EDUCATION:**

**UNIVERSITY OF MIAMI SCHOOL OF LAW**, Coral Gables, FL  
LL.M. in Taxation Candidate, May 2009

**UNIVERSITY OF MIAMI SCHOOL OF LAW**, Coral Gables, FL  
Juris Doctor, *cum laude*, May 2002

GPA: 3.5/4.00 Class Rank: Top 14%

Journal: Editor-in-Chief, *University of Miami Tax Law Chronicle*

Honors: Dean's Achievement Award: Tax Law, Fall Semester 2001

C.A.L.I. Excellence for the Future Award: Litigation Skills II, Fall Semester 1999

Phi Delta Phi Honor Fraternity

Dean's List (3 semesters)

Competitions: National Mock Trial Competition: Winner, 2001

University of Miami Mock Trial Competition: 2001

**COLUMBIA UNIVERSITY**, New York, NY

Bachelor of Arts in Political Science, May 1999

GPA: 3.37/4.0

#### **EXPERIENCE:**

**LAW OFFICES OF BILL AND DOE**, Miami, FL September 2002 - May 2008

Attorney: Civil Litigation. Litigated commercial law disputes and real estate matters. Researched, prepared and argued motions in state and federal court. Responsible for client counseling and negotiating fees. Litigation highlights – \$500,000 verdict for a client.

**THE LAW OFFICES OF MARK, SPARK & DARK**, Miami, FL January - September 2002

Law Clerk: Civil Litigation. Researched and wrote memoranda in personal injury and neurological damage litigation cases. Drafted pleadings and prepared arguments for court. Interviewed witnesses. Attended all pre-trial hearing and settlement conferences.

**MIAMI-DADE STATE ATTORNEY'S OFFICE**, Miami, FL June 2001 - January 2002

Certified Legal Intern. Prosecuted misdemeanor cases. Managed an extensive criminal caseload. Prepared and argued pre-trial motions. Assisted in updating evidence portions of the State Attorney's Handbook.

**SMITH & JONES**, Miami, FL January - May 2001

Law Clerk: Class Action Litigation. Drafted class action certification briefs and pleadings. Researched and wrote legal memoranda and discovery motions. Assisted in preparing discovery.

**BILL NYE & ASSOCIATES, P.A.**, Melbourne, FL June - August 2000

Law Clerk: Patent Law. Assisted in patent application process. Interviewed potential clients. Researched patent and trademark matters.

# **APPENDIX II**

## **ACTION VERBS**

**THE FOLLOWING LIST OF ACTION VERBS WILL BE USEFUL IN PREPARING  
JOB DESCRIPTIONS ON YOUR RESUME:**

accomplished	enforced	ordered	scheduled
achieved	engineered	organized	selected
acquired	established	originated	served
adapted	evaluated	overcame	set up
administered	examined	oversaw	settled
advanced	exceeded	participated	shaped
analyzed	executed	performed	showed
applied	expanded	pioneered	simplified
arranged	expedited	planned	sold
assessed	financed	prepared	solved
assigned	forecasted	presented	specified
assisted	formed	prevented	sponsored
attained	formulated	processed	staffed
audited	found	produced	standardized
bought	founded	programmed	started
broadened	filled	projected	simulated
brought	generated	promoted	streamlined
calculated	guided	proved	strengthened
centralized	handled	provided	studied
collaborated	headed	published	suggested
completed	helped	purchased	summarized
composed	hired	realized	supervised
conceived	identified	recommended	supported
concluded	implemented	reconciled	surpassed
conducted	improved	recruited	surveyed
consolidated	improvised	redesigned	sustained
constructed	increased	reduced	taught
consulted	influenced	regulated	terminated
contributed	initiated	reinforced	tested
controlled	instituted	rejected	tightened
coordinated	insured	related	traded
created	integrated	renegotiated	trained
decreased	interpreted	reorganized	transacted
delivered	interviewed	reported	transferred
demonstrated	introduced	represented	transformed
designed	invented	researched	translated
determined	investigated	reshaped	trimmed
developed	liquidated	resolved	tripled
devised	located	restored	undertook
directed	made	reviewed	unified
distributed	maintained	revised	used
documented	managed	revitalized	utilized
doubled	marketed	revived	vitalized
drafted	mediated	saved	withdrew
earned	minimized		worked
edited	modernized		wrote
eliminated	modified		
employed	monitored		
ensured	motivated		
	negotiated		
	obtained		
	operated		