

## LEGAL RESUME INTRODUCTION

Your legal resume is your personal marketing tool. It provides a snapshot of your professional and educational experiences. Carefully design your resume to weave your background into a document that showcases your accomplishments. Most employers spend about 30 seconds scanning a resume, so it must be error free, pleasing to the eye and concise. Remember too, that it provides a sample work product that must be characterized by quality and clarity. Because your resume can quickly go out of date, you should be prepared to **revise and update your resume at least twice a year**.

## BASIC RESUME GUIDELINES:

**Audience:** The legal community is conservative and legal employers expect to see a traditional legal resume. An eye-catching resume you prepared to market yourself in the advertising field would be ineffective when sent to a legal employer. It may be desirable to create more than one legal resume depending upon the types of employment you are seeking. For example, the resume you submit to the public interest law organization would include additional experiences important to those employers, that a law firm may not be as interested in seeing.

### **Appearance:**

- **Length:** The traditional view is that a law student resume should be restricted to one page, unless the law student's relevant experiences and accomplishments warrant continuation onto a second page. More is not always better. If in doubt, seek the counsel of one of our Office of Professional Development professionals.
- **Style:** Select an easy-to-read typeface. Avoid using a font that looks like you typed your resume on a typewriter (like Courier), script, ornate, decorative styles or multiple fonts. Use capital letters, large and small caps, bold or italicized typefaces for sections, your name, schools, and employers to add interest and enhance readability. Be consistent within categories and abbreviations: if one position title is in bold caps, put all position titles in bold caps or if you use JD instead of Juris Doctor (Do NOT use "Juris Doctorate"), use BA, MBA or Ph.D. Italics are used for degree designations, such as *magna cum laude*.
- **Paper:** Use white, ivory, or pale cream **resume paper** (Do not use standard copy paper). Pastels, patterns, bright colors and pictures are unacceptable. The paper for the resume, cover letter and reference page (if applicable) should all match. Use an 8 ½ x 11" manila or white envelope to mail your application materials.

## RESUME CONTENTS:

- **Identity and Contact Information:** If you have concerns about your name being difficult to pronounce or you are just ready to relinquish “Jonathan Livingston Seagull” because you detest being called “Jonathan”, consider your options like, J. Livingston Seagull or J.L. Seagull. The key is to be consistent in all correspondence and transactions. On your resume, include your name, current address, email and a telephone number where an employer may reach you or leave a message. Be sure your email address is appropriate and that the message on your voicemail is conservative and professional. A permanent address may be included along with your current address if you wish to show ties to the geographic area of an employer with whom you are applying. Centering your name and contact information at the top of the page is the standard format for your heading. There are several other space saving options that you may choose. Samples include:

<b>SALLY STUDENT</b>		
Local Address: 1111 First Street Toledo, OH 32032 (419) 555-5555		Permanent Address: 777 Oak Street Naples, FL 32222 <a href="mailto:students@utoledo.edu">students@utoledo.edu</a>

<b>SALLY STUDENT</b> 1111 First Street • Toledo, OH 32032 • 419-555-5555 • <a href="mailto:students@utoledo.edu">students@utoledo.edu</a>
--

<b>SALLY STUDENT</b> 1111 First Street Gainesville, FL 32032, (419) 555-5555, <a href="mailto:students@utoledo.edu">students@utoledo.edu</a>
---

- **Objective:** This section should be omitted for nearly all law students. An “objective” is recommended on a legal resume only when the individual is pursuing a second, totally disparate career or the individual has advanced degrees in totally unrelated fields. Then, it would be appropriate to include the section to help the potential employer make the connection between the two areas. For example, assume the law student has a Masters Degree in Chemical Engineering and is interested in pursuing patent law. Then it would be advisable to provide a one sentence statement of goals to connect the two fields. See the sample resume for Glenn Graduate.
- **Education:** The law school resume typically begins with the education section, whereas the resume of an alumnus often begins with the experience section. Both styles include law school, graduate and undergraduate schools in reverse chronological order. Include high school only if extremely prestigious. For each, list school, location, and degree (date anticipated or received). Transfer students and joint degree students can list their education as indicated in samples.
  - **Academic Performance:** Law school grades can be central hiring criteria for many legal employers. The presumption is that your GPA is less than a 3.0 unless it appears on your resume. If your GPA is just under a 3.0, you may want

to consider including it so an employer will not speculate that it is lower than what it really is. **Class Rank may provide a better picture of your academic achievement.** Ultimately, whether you provide your class rank, standing or GPA is your decision. Just be honest and not misleading in any statements you make or it could lead to honor code violations.

- **Honors & Activities:** List honors and activities under the school to which they relate. For example, all law school honors should appear under the University of Toledo College of Law heading. Honors include academic achievements, such as graduating *cum laude*, scholarships, awards, moot court, trial team and scholarly publication participation. The activities section demonstrates your interest, leadership potential, and “well roundedness”. Examples of how you can format your education include the following:

**EDUCATION:**

**The University of Toledo College of Law, Toledo, OH**

Juris Doctor Anticipated, May 2010

3.24 GPA, Class Rank 31/137

Certificate: Family Law

Clinic: Certified Legal Intern, Fall 2009

Honors: Legal Research and Writing, Spring 2008

Highest Ranking Member, International Law Moot Court Team

President, Women’s Law Student Association, 2008-2009

Member, ABA-Student Lawyers Divisions

**University of Florida, Gainesville, FL**

Bachelor of Arts in Political Science, *cum laude*, May 2007

Honors: Dean’s List, Spring & Fall 2004, 2005, Spring 2006

Activity: Delegate, World Court Justice, Model United Nations, USA Delegation, 2006

**TRANSFER STUDENTS:**

**The University of Toledo College of Law, Toledo, OH**

*Juris Doctor* expected, May 2010

GPA 3.1/4.0

**Ave Maria School of Law, Ann, Arbor, MI**

Attended 2007-2008; GPA 3.5/4.0

- **Experience:** Regardless of whether you acquired experience relevant to legal employers in a paid position, for credit, or as a volunteer, any skills you have developed should be included in this section. Include the employer, city and state, your title, dates of involvement and a brief description of the areas of responsibility.
  - Stress tasks and responsibilities that relate to the position you are seeking, and most importantly, stress your accomplishments and your duties.

- Highlight information which demonstrates your responsibilities, time commitment, and level of achievement, preferably in concrete, quantifiable terms like: *increased revenues by 35 percent, administered a \$500,000 budget, supervised staff of 15.*
- Identify transferable skills that highlight "lawyerly" experiences & responsibilities.
- Avoid the first person pronoun; remember, current employment is described in the present tense whereas past employment is listed using the past tense.

#### **EXPERIENCE:**

##### **United States Attorney, Miami, FL**

*Law Clerk, Summer 2009*

- Drafted briefs and legal memoranda in the Economic Crime Division.
- Prepared deposition questions and attended depositions.
- Provided support during trial preparation and during trial.

##### **Lucas County Community Aid Association, Toledo, OH**

*Volunteer Intake Clerk, Summer 2008*

- Screened individuals at walk-in clinic.
- Conducted intake for new clients by assessing needs and making referrals to appropriate agencies.

Examples include:

- **Skills:** Include skills that may be of interest to a potential employer, such as technical writing, proficiency in languages, specialized computer skills (not word processing skills or legal databases such as Westlaw, or Lexis **unless certified**), accounting, etc. If language is particularly important or is the only skill listed, a separate category called *Language* may be best. If you list a language be specific about your proficiency such as fluent in Spanish, conversant in French, read and write Latin, translate Chinese.
- **Interests:** This section enables candidates to demonstrate that they are well-rounded and have interests valued by an employer. They can be perceived as assets in networking or business development as well as good conversation starter (such as golf, science fiction novels, Cajun cooking, backpacked throughout Europe for the summer, traveled extensively throughout Eastern Europe, running marathons, etc.) when included on your resume.
- **Community Involvement:** Demonstrated commitment to public service is very important to public interest employers and a plus to many others. Extensive volunteer work that demonstrates transferable skills may be described under *Experience* or in its own section.
- **Licenses:** List professional licenses and certificates, such as RN, Certified Financial Planner, Professional Engineer, CPA or Real Estate Broker. **\*\*Note:** In most circumstances, bar licenses would be listed first on the resume in the Licenses section, before Experience and Education.

- **Military Service:** Some government employers give preference to veterans, so listing service involvement may be a plus. \*\*Note: If military experience includes transferable skills, such as research, journalism or management, it would most likely appear under *Experience*.
- **Personal: Not recommended.** Employment-related personal information such as availability date, geographical preference, and publications may be listed but no other information (e.g., number of children, political affiliation, race, age, etc) should be listed as they bear no relation to real employment qualifications.
- **References:** It is an ineffective use of valuable space to include the phrase, "References available upon request." It is a given that you will provide a list of references if asked. You should provide your references on a separate sheet of paper that has the same heading as your resume unless there is a large amount of blank space at the bottom of your resume, in which case, you may want to list your references there.
- **White Space:** Once you have included all content on your resume, take a second look at the layout on the page. You may need to adjust margins or font sizes to achieve a pleasing look to the document. Be sure to eliminate "white space" which at a quick glance can give the unintended illusion that you do not have much on your page. The goal is to balance the information to fill the page.

**Be prepared to discuss everything on your resume with clarity and enthusiasm. Double-proof your resume; LCS will be happy to review your resume as well.**

### **EXAMPLES OF FUNCTIONAL DESCRIPTIONS FOR YOUR RESUME**

#### **Research**

- Performed research in such areas as family law, products liability and medical malpractice. Researched issues involving federal, state and local laws.

#### **Writing**

- Drafted legal memoranda, legal opinions, and bench memos for insurance defense firm.
- Drafted pleadings, motions, complaints, answers
- Prepared summaries of testimony and summarized depositions.
- Drafted client correspondence and edited firm newsletter.

#### **Trial preparation & participation**

- Assisted in trial preparation and in preparation of the trial notebooks.
- Handled discovery and document production.
- Attended depositions, hearings or trials and supported litigators.

#### **Analytical Skills**

- Identified pertinent facts, issues and analyzed cases.
- Analyzed and summarized evidence.
- Analyzed, explored and researched all pertinent issues and prepared a comprehensive memorandum.

### **Trial Experience**

- Argued motions, observed negotiation settlements, and cross-examined witnesses under the supervision of an attorney.

### **Case Management**

- Briefed clients on case status.
- Handled cases from initial interview through settlement negotiations.

### **Consultation**

- Consulted with other attorneys about legal issues.
- Evaluated cases and suggested courses of legal action under supervision of attorney.
- Made recommendations to the court.
- Briefed attorneys on case issues.
- Interviewed potential witnesses.
- Interviewed clients to determine case issues.

## **ACTION WORDS FOR RESUMES REPRESENTATIVE OF LEGAL SKILLS**

Accelerated	Accepted	Acquitted	Addressed
Advocated	Allocated	Amended	Analyzed
Applied	Arbitrated	Argued	Arranged
Assembled	Assisted	Attracted	Authored
Backed	Brought	Budgeted	Built
Chaired	Challenged	Chartered	Collected
Complied	Completed	Conceived	Conducted
Constructed	Contracted	Contributed	Controlled
Convicted	Corrected	Coordinated	Counseled
Created	Cross Examined	Defended	Demonstrated
Designed	Determined	Developed	Devised
Devoted	Directed	Disseminated	Documented
Donated	Drafted	Edited	Effectuated
Enforced	Engaged	Enhanced	Enlarged
Entered	Established	Executed	Exercised
Expanded	Expedited	Explored	Exposed
Facilitated	Filed	Formulated	Fought
Handled	Implemented	Improved	Increased
Initiated	Innovated	Inquired	Instituted
Instructed	Interviewed	Introduced	Investigated
Litigated	Managed	Maximized	Mobilized
Motivated	Negotiated	Noted	Obtained
Operated	Organized	Originated	Persuaded
Planned	Pledged	Predicted	Prepared
Presented	Produced	Proposed	Prosecuted
Protected	Provided	Pursed	Recommended
Recruited	Refined	Represented	Renewed
Reorganized	Reported	Researched	Resolved
Restructured	Revealed	Revised	Revitalized
Served	Settled	Simplified	Solved
Sponsored	Started	Stimulated	Strengthened
Studied	Suggested	Summarized	Supervised
Trained	Transacted	Tried	Upgraded
Upset	Won	Wrote	

From "The Legal Career Guide: From Law Student to Lawyer", Gary A. Munneke, pages 282-283

## RESUME QUICK TIPS

- Resumes are skimmed in about 30 seconds, according to most studies.
- One-page resumes are preferred by most employers.
- Use at least one-half to one inch margins on all sides, and use tabs to line up entries.
- Focus your resume on the position for which you are applying.
- Headings, job titles, spacing and skill-oriented descriptions are key to attracting the reader's attention.
- Write your resume in the active voice, using clear and succinct phrasing. Pay attention to the tense of verbs used; present tense for activities you are still involved in and past tense for previous experiences.
- Bold, capitals, or any combination should be used to highlight important information. Underline and italics do not scan well.
- Be consistent with your format. If you bold your job title once, continue to bold each job title.
- Spell out acronyms. Do not use abbreviations, except with the state address.
- Save resume as a PDF so you are sure how it will look to employers.

## RESUME FAQ's:

### Do I need to include my GPA on my resume?

- If your GPA is above a 3.0, you certainly will want to include it on your resume. If your GPA is not listed, the employer will most likely assume that it is less than a 3.0. Therefore, if your GPA is close to a 3.0, we would advise that you include it on your resume so that an employer does not assume it is lower than what it really is.

### Where do I list academic honors and activities on my resume?

- It is important to include honors and activities under the school at which they were earned. We strongly advise against having a separate general "Activities" or "Honors" section as that will make the employer guess at which institution you were involved in the activity, or earned the honor.

How do I find my class rank?

- Your class rank will be posted on the bulletin board outside of the Law Registrar’s office on the 2<sup>nd</sup> floor of the law school and also is listed on the Law Registrar’s webpage.

How do I get a copy of my transcript?

- The Law Registrar’s office will provide you with a copy of your transcript. From that, you can make copies to give to employers.
- You can also access your *unofficial* transcript from the “myUT” portal.

Do employers require an official transcript?

- For purposes of fall recruitment, most employers do not require or expect an official transcript.

**Sample resumes follow; please use them as GUIDES ONLY.**

# FRANNIE FIRSTYEAR

---

100 Belle Avenue • Maumee, OH 43604 • 419-112-1212 • fran08@utoledo.edu

## EDUCATION

### **The University of Toledo College of Law, Toledo, OH**

*Juris Doctor* Anticipated, May 2012

GPA: 3.1/4.0 (Class Rank 48/159)

Activities: Business Law Society  
Delta Theta Phi Law Fraternity

### **The University of Dayton, Dayton, OH**

*Bachelor of Science, Business Administration/Accounting*, May 2009

GPA: 3.25/4.0

Honors: Dean's List  
Dayton Alumni Association Scholarship

Activities: Advertising Club, President  
Zeta Tau Alpha Sorority, Publicity & Fundraising Manger

## EXPERIENCE

### **Parker Carlson & Johnson, Dayton, OH**

*Marketing Management Intern*, Jan. 2008 – May 2008

Supervised graphic design intern. Developed firm marketing identity and strategy. Authored marketing print material. Oversaw completion of print material. Ordered final product from manufacturer.

### **Foster Zack & Low, Okemos, MI**

*Marketing Intern/Administrative*, Summer 2007

Designed, authored and executed marketing print materials. Wrote informative letter for clients about Mediation. Handled firm wide professional photographs for print media and webpage. Answered phones and managed files.

### **University of Dayton Welcome Center, Dayton, OH**

*Administrative Support/Call Center*, Aug. 2005 – May 2007

Coordinated room booking for school union. Worked with school organizations and outside clients on event coordination. Answered questions for callers about the university.

### **Sunny Day Golf Course, Ann Arbor, MI**

*Pro Shop/Golf Instructor*, Summer 2004

Helped coordinate and instructed women's beginner golf program. Coordinated and instructed kids summer golf program. Maintained pro shop. Ordered and restocked merchandise.

# FRED F. FIRSTYEAR

3500 University Blvd. North  
Toledo, OH 32222  
(419) 777-7777  
firstyearf@utoledo.edu

---

## EDUCATION:

**THE UNIVERSITY OF TOLEDO COLLEGE OF LAW,** Toledo, OH  
*JURIS DOCTOR* expected, December 2012  
3.3 GPA; Dean's List  
Sports Law Association, Member

**OHIO UNIVERSITY,** Athens, OH  
*BACHELOR OF ARTS, magna cum laude,* December 2007  
Student Government, Senator  
Alpha Kappa Delta Honor Society, Vice-President  
Students for Responsible Government, Member

**OWENS COMMUNITY COLLEGE,** Toledo, OH  
28 Credit hours earned toward Bachelor's degree

---

## EXPERIENCE:

**ADVOCATES FOR BASIC LEGAL EQUALITY** Toledo, OH  
*LEGAL INTERN,* MAY 2009 – AUGUST 2009

- Assisted with Discovery Requests
- Participated in Client Intake Procedures
- Observed Court Proceedings

**ALI GATOR FOR SECRETARY OF EDUCATION CAMPAIGN** Tallahassee, FL  
*FINANCE DIRECTOR,* JANUARY -AUGUST 2008

- Identified Regional Fund-raising Representatives
- Established State-wide Finance Committee
- Implemented and Supervised State-wide Fund-raising Operations
- Raised over \$800,000 in Two Month Period
- Coordinated Approximately 25 Fund-raising Events

---

## LANGUAGE SKILLS:

Fluent in Spanish; conversant in French

**SAMANTHA SECONDYEAR**

777 N.W. University Avenue, Apt. 2B  
Maumee, OH 32607  
419-777-7777; secondyear@utoledo.edu

**Education**

The **UNIVERSITY OF TOLEDO COLLEGE OF LAW**, Toledo, OH

**Juris Doctor** anticipated, May 2011

GPA: 3.14; Class Rank: 35/128

Highest Ranking: Legal Research and Writing I & II

Moot Court, Constitutional Law Team

Women's Law Student Association

Student Bar Association, Programming Committee Chairperson

**UNIVERSITY OF CENTRAL FLORIDA**, Orlando, FL

**Bachelor of Arts** in Political Science, May 2008

GPA 3.47

Dean's List, Spring & Fall 2007

Florida Academic Scholar

World Court Justice, Model United Nations, US Delegation, 2007

**Legal  
Experience**

**UNITED STATES ATTORNEY**, Atlanta, GA

**Law Clerk**, May 2009 – August 2009

Wrote briefs and legal memoranda. Submitted persuasive arguments presented at trial. Provided attorney support at trial and during trial preparation. Prepared deposition questions, attended and summarized depositions. Researched legal issues and drafted complaints.

**UNIVERSITY OF FLORIDA STUDENT LEGAL SERVICES**, Gainesville, FL

**Volunteer**, June 2007 – April 2008

Assisted students with legal issues including landlord/tenant disputes, contract issues and family law matters. Identified pertinent facts and issues and analyzed evidence.

**GREENBERG TRAUIG**, Miami, FL

**Litigation Paralegal**, August 2005 - July 2006

Participated in trial strategy meetings. Organized and assessed importance of trial documents. Interviewed parties to litigation.

**Language** Proficient in Spanish (Fluent written/oral).

**Interests** Enjoy tennis, backpacking in the mountains, and cross-country skiing. Big Brother Big Sisters, Mentor and Volunteer, 2007 – present.

**SETH S. SECONDYEAR**

1234 Apple Court  
Toledo, Ohio 43216

Phone: (419) 868-81234  
E-mail: SSS@aol.com

---

**EDUCATION:**

The University of Toledo College of Law - Juris Doctor Expected, May 2011

GPA 3.711 (4.0 scale); Class Rank: 18/145

- Highest Ranking Student –
  - Legal Research, Writing & Appellate Advocacy I & II (Fall 2008/Spring 2008)
  - International Law (Fall 2009)
- Finalist – 2009 Fornoff (Intra-School Moot Court) Competition (Solicitor’s Award)
- Member International Law Moot Court Team; participated in regional Jessup International Law Competition
- Teaching Assistant – Contracts I & II, Constitutional Law

University of Michigan – Bachelor of Science *with Highest Honor* (Management)

GPA 3.92 (4.0 scale); Dean’s List (Fall 1995 - Spring 1998)

**LEGAL EXPERIENCE:**

Extern, U.S. Magistrate Judge Virginia Morgan, Eastern Dist. of MI May 2009 – Aug. 2009

- Researched and drafted legal reports and recommendations (R&Rs) submitted to district court judges.
  - ERISA R&R - presented complex issues resulting from a pension plan merger, including discount interest rate determination, plan language interpretation, and applicable standard of review.
  - Social Security Disability Appeal R&R - involved detailed factual examination of administrative record to determine whether substantial evidence supported findings regarding claimant’s residual functional capacity to perform some gainful work as basis for denial of his disability claim.
- Participant in a facilitated mediation which aided the parties’ resolution of a misconception regarding a critical clause in their draft settlement.

**MILITARY EXPERIENCE:**

U.S. Army Officer

June 1997 – June 2002

- Served in logistics leadership and staff roles of increasing responsibility including: unit supervisor (managed 60 soldiers), assistant operations manager for 250-soldier transportation unit, human resources manager for 900-soldier logistics organization, and division supply chain manager for 16,000-soldier armored division responsible for contingency deployment.

U.S. Army Enlisted

Mar. 1989 – Aug. 1997

- Performed enlisted and noncommissioned officer roles including: armored vehicle mechanic, unit maintenance management clerk, and intelligence analysis team leader
- Special Training: Defense Language Institute Russian Basic Course (47 weeks).

# THEODORE THIRDYEAR

thirdyear@utoledo.edu

Current Address:  
123 University Ave. Apt. 456  
Toledo, OH 32606  
(352) 777-7777

Permanent Address:  
789 Hurricane Blvd.  
Lansing, MI 33363  
(305) 555-5555

## EDUCATION

### THE UNIVERSITY OF TOLEDO COLLEGE OF LAW Toledo, Ohio

Juris Doctor anticipated, May 2010

GPA: 3.2 (Top 33% of class)

*Honors:* **Journal of Law & Public Policy**, Notes Editor, 2009-2010

Pro Bono Certificate, Spring 2009

Highest Ranking, Torts, Fall 2007

*Activities:* Vice-President, Association for Public Interest Law, 2009

Volunteer, Guardian Ad Litem

Volunteer, Washtenaw County Teen Court

### MICHIGAN STATE UNIVERSITY, Lansing, MI

Bachelor of Science, Business Administration, May 2007

Cumulative GPA: 3.8; Major GPA: 4.0

*Honors:* Dean's List - Eight consecutive semesters

*Activities:* Treasurer, Phi Kappa Theta

## EXPERIENCE

### UNIVERSITY OF TOLEDO COLLEGE OF LAW LEGAL CLINIC, Toledo, OH

*Certified Legal Intern*, August 2009 - Present

- Interview clients representing themselves in family court.
- Prepare clients for court by researching their legal issues, advising them on the applicable laws and the potential issues involved in their cases.
- Work closely with local agencies to determine the services to best serve the client.

### DELL GRAHAM P.A., Detroit, Michigan

*Law Clerk*, Summer 2009

- Researched law pertaining to personal injury, wrongful death and products liability cases.
- Drafted complaints, briefs, memoranda, and interrogatories.

### THREE RIVERS LEGAL SERVICES, Ann Arbor, Michigan

*Extern*, Fall 2008

- Counseled domestic violence victims on their legal rights.
- Prepared for and attended participated in hearings on injunctions for protection against domestic violence.
- Worked with shelters to protect victims and worked with court personnel and with local law enforcement to facilitate the procuring and service of domestic violence injunctions.

# THELMA THIRDYEAR

---

8 Sunny Valley Drive, #19, Toledo, OH 43612 ◻ (419)537-2916 ◻ thelma@utoledo.edu

## EDUCATION

The University of Toledo, Toledo, OH  
Juris Doctor Anticipated, December 2009.  
Rank: 7/35 in Evening Program

BALL STATE UNIVERSITY, College of Nursing, Muncie, IN  
Bachelor of Science in Nursing, June 2002.  
Graduated cum laude  
Secretary of B.S.U. Nursing Honor Society  
Selected to Sigma Theta Nau Nursing Honorary Society

## LEGAL EXPERIENCE

### LAW CLERK/NURSE CONSULTANT

Holt & Holt, Sylvania, Ohio  
May, 2006-present

- Evaluate cases and suggested courses of legal action under the supervision of an attorney
- Provide research for medical malpractice cases

## HEALTH CARE EXPERIENCE

### STAFF REGISTERED NURSE, GENERAL PSYCHIATRY

Newtown General Hospital, Toledo, Ohio  
May, 2005-present

- Conduct communication therapy groups
- Responsible for orientation of employees to acute care in-patient psychiatry

### STAFF REGISTERED NURSE, LABOR & DELIVERY

Prince George's General Hospital, Baltimore, MD  
April, 2001-July, 2002

### EMERGENCY ROOM NURSE

Fairfax Hospital, Fairfax, VA  
February, 1999- June, 2000

### NIGHTSHIFT CHARGE NURSE, MEDICAL UNIT

Duke University Medical Center, Durham, NC  
1997

## INTERESTS

Enjoy travel, hiking, kayaking, scuba diving, gardening

**GLEND A G. GRADUATE**  
244 Lawyer Lane  
Toledo, OH 43606  
(419) 777-7777, ggraduate@yahoo.com

## BAR ADMISSION

**Ohio Bar, July 2008**

## EXPERIENCE

**Law Offices of John H. Doe** Toledo, OH

*Law Clerk* August 2007 - Present

Research, write, and file all types of motions associated with employment and labor law. Trial preparation, including gathering of documents, contacting and interviewing witnesses, and research and writing of jury instructions. Write and answer requests for production of documents and interrogatories. Organize and maintain files.

**State Attorney's Office, Special Prosecutions Division** Columbus, OH

*Law Clerk* January 2007 - May 2007

Assisted attorneys who prosecute domestic violence cases. Interviewed victims and witnesses, and prepared cases for trial. Performed legal research, wrote and answered discovery requests and observed trials.

**Office of the County Attorney, Hillsborough County** Tampa, FL

*Extern* Summer 2006

Worked with the Assistant County Attorney drafting contracts, litigation documents and legislative documents. Researched legal issues and drafted memoranda. Attended hearings and negotiations.

## EDUCATION

**University of Toledo College of Law** Toledo, OH

Juris Doctor, May 2008

*Activities:* President, Criminal Law Association  
Arbitration Moot Court Team

**University of South Florida** Tampa, FL

Bachelor of Arts in Political Science, December 2000

*Honors:* Golden Key National Honor Society; Florida Academic Scholar  
*Activities:* Baseball Team, 1996-1998; co-captain 1998

**St. Petersburg Junior College** St. Petersburg, FL

Associate of Arts in Criminal Justice Studies, May 1997

## INTERESTS

Participate in golf, basketball and baseball leagues  
Backpacked the Appalachian Trail

## CURRICULUM VITAE

The vitae and resume are two distinct documents that are used in different ways, even though they are sometimes used interchangeably.

The resume summarizes educational preparation and any experiences that are relevant to your career objective. A resume is a personal advertisement you send to employers for the purpose of securing an interview. Typically, businesses, service and government agencies, and public and private schools want a resume.

The vita concentrates on academic pursuits, and it generally is a comprehensive biographical statement (of three-plus pages) emphasizing professional qualifications and accomplishments. Colleges, universities and research institutions expect a vita. This document is appropriate for individuals pursuing advanced degrees who are interested in teaching, school administration, or research positions. Many international employers will also request a CV. The length of a CV is not set in stone- the content determines its length. The vita does not need to conform to a standard format and should be designed around your strengths and achievements.

Like a resume, your CV should include your name, contact information, education, skills and experience. In addition to the basics, a CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position you are applying for. Start by making a list of all your background information, and then organize it into categories. Make sure you include dates on all the publications you include.

### Headings may include the following:

- Personal Information
- Education
- Dissertation
- Honors/Awards
- Relevant Professional Employment
- Languages
- Performance or Exhibit Experience
- Teaching and Research Interests
- Publications
- Professional Activities/Affiliations
- References

## References, Transcripts and Writing Samples

References, transcripts and writing samples can all be necessary parts of the application package. Not all employers request them but it is wise to be prepared.

- References: You should strive to have 3 -5 professional references. You will want to include at least one law professor and one employer. If you plan on using a person as a reference, make sure to contact them first. Your references should be able to comment on your writing abilities and communication skills. References are typically listed on a page separate from your legal resume. (See sample on next page)