



# RESUME GUIDE

## 2021-2022

**Office of Career Services**  
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The Office of Career Services developed this resource to assist you in crafting and updating your legal resume. The information included should be used as a general guideline for preparing your resume. Each individual brings different strengths and experiences to a job search. Career Services counselors are here to assist you in fine tuning the information in your resume to maximize your strengths and help determine the most effective content. Remember, there is nothing wrong with having multiple resume templates with which to work, depending on the type of job you're applying for, or the setting.

## I. PREPARING YOUR RESUME

### GETTING STARTED - THE BASICS

- ✓ Use simple, clean typefaces in a format that is easy to read.
- ✓ Make your resume neat, consistent and error-free.
- ✓ Be accurate; that means absolutely precise and correct.
  - Employers discontinue consideration of candidates whose resumes contain inaccuracies relating to class rank, GPA, work experience or any other matter.
- ✓ Limit your resume to one page.
  - If you are a second career law student, or if you intend to pursue a public interest or government career, you may use two pages. This will give you the ability to list all relevant prior work experience and/or community service positions.
- ✓ Print your resume and cover letter on good quality, neutral-colored bond paper.

## II. SUBSTANCE OF YOUR RESUME

### The format for a law school resume follows this pattern:

- A. Name/Contact Information
- B. Education
- C. Experience
- D. Skills or Special Qualifications (OPTIONAL)
- E. Community Service, Military Service, or Volunteer Service (OPTIONAL)
- F. Publications (OPTIONAL)
- G. Interests (OPTIONAL)
- H. Languages

### Material you should omit from your resume:

- An “**Objective.**” Unless otherwise requested by the employer, “Objective” statements are not used in the legal profession and are out of fashion in general, in favor of a “Profile” section, if you choose to include such a section.
- **References.** Do not include references on your resume or the phrase “References available upon request.”
- **LSAT** scores.
- **Personal data** (date of birth, social security number, marital status, and possibly your physical address).
- **No prospective entries that are not confirmed.** Do not include a journal position unless you have been invited & accepted it (same for *Travis Lewin Advocacy Honors Society*, etc.). Do not list an internship, externship, volunteer position or other work position unless you have accepted the role.
- **Latin graduation honors** (*e.g., cum laude*) until *after* graduation.
- Information that would breach client confidentiality.

## A. CONTACT INFORMATION

Historically, the type of personal information typically included on a resume is name, address, cell number, email (SU) address, and LinkedIn profile. Recently, however, physical address is sometimes omitted or included strategically, to establish a connection to a geographic area. Privacy concerns influence some job seekers to simply omit their physical address. The contact information section should all appear at the top of your resume. If you must use a personal email, make sure the address is professional.

- **Example:** `futurelawyer@email.com` will not be viewed as professional by an employer.

If you are from a geographic location outside of Central New York and are open to working in either Central New York *or* your hometown, you may include both, as shown below:

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<b>Kate Wales</b> kawales@syr.edu 555-123-6543 LinkedIn profile here	
<b>Current Address:</b> 111 Ivy Ridge Road Syracuse, NY 13210	<b>Permanent Address:</b> 632 Peyton Circle Los Angeles, CA 30089

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## B. EDUCATION

The substantive portion of a resume for current students should begin with the Education section (graduates who have been working for 3+ years should begin with Experience).

List educational institutions in reverse chronological order, most recent first (see sample resumes in Appendix B for examples of how to present this information).

**The degree you are receiving should be presented as “J.D.” or “Juris Doctor”, *not Juris Doctorate.***

**High school information** would generally not be included on your resume. There are rare occasions where it might be acceptable or useful (i.e., a connection to an employer or alumni/ae). Speak with a counselor if you’re uncertain.

**Transfer students:** If you have transferred to Syracuse after completing your 1L year elsewhere, please follow these guidelines:

- ▶ Lead with Syracuse University College of Law.
- ▶ Include your prior law school information but keep it concise.
- ▶ Be selective regarding which honors and awards you include from your prior school since strong academic achievement is assumed for transfers. Consider including items that highlight major accomplishments of your first-year experience, such as moot court or journal invitations, or membership (esp. leadership) in student organizations.

- ▶ Since you are no longer a degree candidate at the school from which you transferred, write, “First-year Legal Studies, 20 -20 ” where degree information would normally appear.
- ▶ You need not include your GPA or class rank from your prior institution (you will have neither here at Syracuse in the beginning), but if they are very high, feel free to include them.

### **Transfer Example:**

#### **EDUCATION**

**Syracuse University College of Law, Syracuse, NY**  
Candidate for J.D., May 2022

#### **Other Law School, Cleveland, OH**

First-year Legal Studies, 2019 – 2020

**Honors:** Invited to become Executive Editor of *Law Review*

### **GPA/Class Rank**

The general rule is to include your GPA if it is a 3.0 or higher. The GPA you include on your resume **must match your current transcript** to the nearest hundredth.

Do not round your GPA. Simply extend your GPA out two decimal points.  
(Example: 3.636 = 3.63)

**As a general rule, if you are in the top 30% of your law school class you should include that information.**

You should express your class **standing** as a percentage, *e.g.*, top 30%

If you list your class rank as a fraction (*e.g.*, 16/223), you should also compute that fraction into a percentage - don't leave the math for the employer.

If your class **rank** computes to 13.6% or 13.2%, you are in the top 14%; *never* round down.

**Note:** Although grades are an important criterion for some employers, please do not obsess over them. You can improve your class standing over time or augment your academic information with clinics, externships and employment experience.

## Honors

Create a separate subheading entitled “Honors” in the appropriate school section. List relevant honors separately *in order of importance*, not alphabetically or chronologically. For any honor that is not obvious, include a brief parenthetical description.

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*Example:* Pi Sigma Alpha (Political Science Honor Society)

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## Activities

Include selected activities as a separate subheading entitled “Activities” in the appropriate school section.

List each activity separately *in order of importance*, not alphabetically or chronologically. If any activities are not self explanatory include a brief, parenthetical description - *i.e.*, SPIN should include an explanation that says it stands for “Syracuse Public Interest Network.”

## C. EXPERIENCE

While it is perfectly acceptable to separate out different types of experiences if you prefer, it is not *necessary* to create distinctions between “Legal Experience,” “Other Work Experience,” or “Other Professional Experience.” You can list them all under “Experience.”

- ✓ List all employment in reverse chronological order, *i.e.*, the most recent first, setting forth the employer’s full name, the city and state where the employer is located, the title of your position and dates of employment.
  - For dates of employment, either use the season (Fall 2019) or months and year (Aug. 2019 - May 2020), but not both; pick one or the other.

### Describing Your Responsibilities & Contributions

Your descriptions should emphasize your responsibilities and contributions, rather than your routine duties. Most importantly, focus on those tasks that use skills relevant to the practice of law in any setting.

- ❑ Focus on skills such as research and writing, negotiating, analyzing data, decision-making, communicating and supervising
- ❑ Start each description with an action verb, such as “directed,” “managed,” and “negotiated;” create the image of an achiever

- ❑ Use past tense for former experiences and present tense for current experiences
- ❑ Never use personal pronouns (“I”, “my”, “they”, “their”, etc.) or any other form of first person in describing your tasks
- ❑ Use active verbs/phrases, e.g., “*negotiated* real estate contracts”
- ❑ Avoid phrases such as “Duties and responsibilities included...”

When describing your experiences, write from the potential employer’s perspective; highlight accomplishments that are most relevant to the position you’re seeking. Be sure you give some specific details, so that the employers can more fully see the breadth of your experience. Do not be too general - give them an idea of the substance of that work.

- ✓ Do not go into a long discussion of the legal issues you worked on; simply mention them and move on.
- ✓ Do not include case names or sections of the law unless very relevant to that employer.
- ✓ See **Appendix A** for a list of buzz words that can assist you with drafting your job descriptions.

### **Military Service**

Military service can be a separate section after your “Experience” section or can be indicated in the “Experience” section. Be sure to include any noteworthy accomplishments and any citations or commendations. If you are presently in an active reserve unit, you should indicate that information as well.

## **D. SKILLS OR SPECIAL QUALIFICATIONS**

Employers value language proficiency and fluency, as well as unique computer expertise. These items should be included under the heading “Skills,” “Special Qualifications,” or “Languages.”

- ✓ Mention language skills if you are fluent or highly proficient.
- ✓ Computer skills should only be listed if they are not commonplace. Do not include your proficiency with Word, WordPerfect, Lexis and Westlaw, etc.

## **E. COMMUNITY INVOLVEMENT OR VOLUNTEER SERVICE**

If you are, or were, involved with any community organizations, you may include them under a subheading entitled “Community Involvement” or “Volunteer Service.” *Those considering*

*careers in the public interest sector should be sure to include such a section.* Be mindful of the potential hiring consequences of sharing information about your involvement with controversial affiliations.

## F. PUBLICATIONS

"Publications" can either be cited as a separate subsection in the "Education" section or it may instead be listed in its own section above "Interests."

Use the **Bluebook** format (the accepted format in the legal profession) to cite any of your writings that have been published.

- ✓ Any writing which is scheduled to be published should be indicated by at least the title and name of the journal.
- ✓ If you have the information, indicate the volume and page of the publication and the date, *e.g.*, "to be published [date]" or "forthcoming [date]."

## G. INTERESTS

Some people choose to include an "Interests" section on their resumes. The purpose is to make a connection with the interviewer and promote conversation. If you want to include Interests, be as specific as possible in describing them; entries such as "reading and cooking" are too general. Something like "West Indian literature and French cooking" would be more appropriate. Remember that anything you list is fair game for discussion.

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**Example:** If you list reading Hemingway as an interest, you must be ready to discuss his works.

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# III. THE PROFESSIONAL LOOK OF YOUR RESUME

The key, as with most things in life, is to strike a balance.

Be your own best critic: ask yourself what impression your resume makes. Is it easy to read? Or is it overstuffed with information? The more white space, the easier it is for others to read, and the more effectively you'll communicate your skill set. Make conservative use of headings, italics, underlines, capitalization, and bold. Remember, your resume is a professional document.

### The basics of resume formatting are:

- If you are printing your resume, use 8 1/2" x 11" paper of good quality, 20-25 lb., at least 25% cotton;
- If printing hard copies, use white, off-white or cream colored paper (forget grays & pastel blues);
- Use black ink;
- Use the following fonts:
  - 13 or 14 point font for your name
  - 11 or 12 point font for the remainder of the text
  - 10 point font is not advised;
- Stay away from borders or designs;
- For a resume that is more than one page: if you are providing the employer with a hard copy, it must be stapled, and your name and the page number must appear in the top left-hand corner of each extra page;
- Left and right/top and bottom margins should be of equal size (0.5 inch -1 inch); and
- Use a good quality printer.

## Consistency

**Consistency in formatting is essential.** Once you choose to format a section in a particular way, you must format all other sections similarly.

## Accuracy

What you represent in your resume has to be truthful and accurate, and free of typographical, grammatical and spelling errors. **NO TYPOS!**

Attention to detail is an important element of an attorney's craft. If employers detect an error in a resume they may conclude that you will be equally sloppy and careless about your work for them. Share your resume with at least one friend or family member to check for typos or other errors.

## IV. FREQUENTLY ASKED QUESTIONS

### 1. I am a joint degree student. How do I reflect this on my resume?

Your legal education should appear first, followed by a separate entry for your graduate school. We highly recommend separate entries, especially if you have law school honors and activities. If you combine the degrees it will be confusing to read.

*Example:*

#### **EDUCATION**

**Syracuse University College of Law**, Syracuse, NY

Candidate for J.D., May 2021

**Honors:** *Syracuse Law Review*, Executive Editor

**Maxwell School of Citizenship and Public Affairs**, Syracuse, NY

Candidate for M.P.A., May 2021

**Bloomsburg University of Pennsylvania**, Bloomsburg, PA

B.A. in English, *cum laude*, May 2018

### 2. I have secured a position for the upcoming school year, but have not yet started. Can I update my resume now?

Yes. You can add positions such as externships and research assistantships to your resume prior to starting the position. Do not add a job description: just include the employer, city, title, and dates. The entry should appear first under your “Experience” section.

*Example:*

#### **EXPERIENCE:**

**United States Department of Justice**

*Extern, United States Attorney’s Office, N.D.N.Y.*

**Syracuse, NY**

Aug. 2021 – May 2022

**Bureau of Alcohol, Tobacco, Firearms and Explosives**

**Washington, DC**

*Summer Law Intern Program*

Summer 2022

### 3. Does my resume have to be all on one page?

When at all possible. There are some exceptions, such as applying for fellowships, certain government & public interest positions, as well as intellectual property positions for someone who has conducted scientific research. Come speak with a Career Services counselor if you are unsure.

Often, it is best to have more than one version of your resume, tailoring the information you include to a specific type of employer. Your resume for a government employer may look different from your resume for a law firm as it might highlight your volunteer work or research in a certain class.

**4. I am interested in pursuing a position related to my joint degree or a non-traditional career. Will my resume differ?**

The format of resumes for positions related to, for example, an M.B.A. or M.P.A. program may differ when compared to that of a traditional legal position. If you would like to use a degree other than your J.D., you should work with the career services office of your other degree program to create a second version of your resume. Should you be interested in pursuing a non-traditional legal position, schedule an appointment with a College of Law Career Services Counselor to discuss how to best tailor your resume.

**5. How do I show that I held 2 different positions within the same employer?**

List the employer once and put all positions held under that heading with the appropriate dates. The positions should be listed in reverse chronological order, most recent first.

*Example:*

**Grove Manor**

*Recreational Therapist*

Assisted disabled nursing home residents by adapting their past leisure activities to their current disabilities. Formed group that focused on special needs of male residents. Tracked patient progress in medical charts and federal paperwork.

Waterbury, CT

*October 2018 – July 2019*

*Recreation Aid*

Provided assistance to Recreational Therapists as requested. Transported residents to activities. Set up recreational activities and assisted with activities.

*March 2017 – October 2018*

**6. My article was chosen as an alternate for publication in a journal or *Syracuse Law Review*. Can I put this on my resume as a “Publication” or “Honor”?**

No, this information should not be included on your resume.

**7. I met with a Career Services counselor about my resume. Do I have to upload my resume to Symplicity?**

Yes, particularly if you plan on applying to positions that require you to apply via Symplicity. All resumes uploaded to Symplicity must be approved before they can be used, even if you have already met with a Career Services counselor. Approval can take between 3-5 business days. Remember to proofread your final version before uploading.

**8. I just uploaded my resume to Symplicity, but I don’t see it on the system.**

Check the “Documents” tab.

**9. What are some common formatting issues that I should look out for when reviewing my resume?**

Consistency is the biggest formatting issue with respect to resumes. Always print your resume because it makes it easier for you to revise and proofread.

- ✓ **Abbreviate a state in your job description?** States in your contact information and education section should be abbreviated.
- ✓ **Microsoft Word often auto-formats hyphens** making them different sizes (– vs. -). Be sure to look out for this.
- ✓ **Abbreviate a longer month like January?** Yes. Abbreviate the longer months. Do not abbreviate months such as May, June or July.

- ✓ **Make sure your resume is balanced on the page** (*i.e.*, the same amount of blank white space at the top and bottom of your resume).

**10. I am still currently working for an employer. How do I reflect this on my resume?**

For dates of employment, your end date is “Present.” Current employment should be the first entry appearing under the “Experience” section. Be sure that verbs for current employment are in the present tense, even if you are referring to skills you used in the past.

*Example:*

**United States Department of Justice**

*Extern, United States Attorney’s Office, N.D.N.Y.*

Research and draft legal motions and memoranda. Assist attorneys in the Criminal Division in trial preparation and settlement negotiations. Observe civil and criminal court proceedings.

**Binghamton, NY**

Aug. 2018 – Present

## APPENDIX A

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Not sure how to start a job description? Incorporate 3-4 of the following “action verbs”:

accelerated	changed	designed	extended
accomplished	clarified	detected	facilitated
achieved	classified	determined	familiarized
acquired	cleared	developed	figured
acted	coded	devised	financed
activated	collaborated	devoted	fit
adapted	collected	directed	focused
added	combined	disclosed	forecasted
addressed	commissioned	discovered	formed
adjusted	committed	distributed	formulated
administered	communicated	diversified	fortified
adopted	compared	documented	fostered
advertised	compiled	doubled	founded
advised	completed	drafted	fueled
advocated	composed	earned	functioned
aided	computerized	edited	garnered
allocated	conceived	educated	gave
altered	concluded	effected	generated
amended	conducted	elected	governed
analyzed	consolidated	elicited	granted
annotated	constructed	eliminated	grouped
anticipated	consulted	employed	guided
applied	contacted	encouraged	handled
appointed	continued	ended	hired
appraised	contracted	endorsed	identified
arbitrated	contributed	enforced	illustrated
arranged	controlled	engaged	implemented
articulated	convened	engineered	improved
assembled	conveyed	enlisted	inaugurated
assessed	convinced	entered	increased
assigned	cooperated	entertained	incorporated
assisted	coordinated	established	incurred
attained	corresponded	evaluated	identified
authored	counseled	examined	induced
authorized	created	exchanged	influenced
balanced	credited	executed	informed
bolstered	critiqued	exempted	initiated
boosted	decided	exercised	innovated
briefed	decreased	exhibited	inspected
budgeted	deferred	expanded	inspired
built	defined	expected	installed
calculated	delegated	expedited	instilled
catalogued	delivered	experienced	instituted
categorized	demonstrated	experimented	instructed
chaired	derived	explained	integrated
challenged	designated	explored	interpreted

interviewed  
introduced  
invented  
invested  
investigated  
issued  
judged  
launched  
lectured  
led  
listened  
litigated  
lobbied  
located  
maintained  
managed  
manned  
marketed  
mastered  
maximized  
measured  
mechanized  
mediated  
merchandised  
met  
minimized  
moderated  
modified  
molded  
monitored  
motivated  
moved  
multiplied  
named  
negotiated  
noticed  
observed  
obtained  
occupied  
operated  
ordered  
organized  
oriented  
originated  
outlined  
oversaw  
owned  
participated

passed  
perceived  
performed  
permitted  
persuaded  
pioneered  
placed  
planned  
polled  
prepared  
presented  
preserved  
presided  
prevailed  
prevented  
prioritized  
printed  
processed  
procured  
produced  
profiled  
programmed  
projected  
promoted  
proposed  
protected  
provided  
publicized  
published  
purchased  
pursued  
qualified  
questioned  
quoted  
raised  
ran  
ranked  
reached  
received  
recommended  
reconciled  
recorded  
recovered  
recruited  
rectified  
redesigned  
reduced  
re-evaluated

rehabilitated  
reinforced  
reinstated  
rejected  
remedied  
rendered  
reorganized  
repaired  
replaced  
reported  
researched  
resolved  
responded  
restored  
retained  
retrieved  
revamped  
reversed  
revised  
revitalized  
rewarded  
saved  
secured  
screened  
sent  
selected  
scheduled  
separated  
settled  
shaped  
shared  
shortened  
showed  
simplified  
signed  
sold  
solicited  
solved  
specified  
spoke  
stabilized  
structured  
staffed  
staged  
standardized  
steered  
stimulated  
strategized

studied  
substantiated  
summarized  
supervised  
supplied  
supported  
surveyed  
synthesized  
tabulated  
tailored  
targeted  
taught  
terminated  
tested  
took  
trained  
transferred  
transformed  
translated  
traveled  
turned  
tutored  
uncovered  
undertook  
united  
unified  
utilized  
updated  
valued  
validated  
verified  
visited  
welcomed  
weighed  
witnessed  
worked  
won  
wrote  
worked  
wrote

# APPENDIX B - Template

Use this template as a starting point for creating your own resume.  
You can download this template by visiting the [Career Services Blackboard page](#) and clicking on the ~~Application materials tab.~~

## First & Last Name

Current mailing address | SYR e-mail | Phone number | LinkedIn URL (optional)

### EDUCATION

Syracuse University College of Law, Syracuse, NY

*Juris Doctor Candidate*

Month Year

GPA/Rank: 3.XX, Top XX%

Honors: *Title of Journal*, Role (Semester Year - Semester Year); Dean's List; Travis Lewin Advocacy Honor Society (Moot Court)

Activities: Organization Name, Role (Semester Year - Semester Year); Organization Name #2, Role (Semester Year - Semester Year); etc.

Undergraduate Institution, City, State

*Bachelor of [Arts or Science]*, *[insert major here]*

Month Year

GPA: 3.XX

Honors: Dean's List

Activities: Organization Name #1, Role (Semester Year - Semester Year); etc. etc.

### EXPERIENCE

Employer Name, City, State

*Your Role/Title*

Month Year - Month Year

- [Insert bullet points here - what were you doing? Why were you doing it? Showcase your accomplishments here]
- [Insert bullet points here]

Employer Name, City, State

*Your Role/Title*

Month Year - Month Year

- [Insert bullet points here - what were you doing? Why were you doing it? Showcase your accomplishments here]
- [Insert bullet points here]

### COMMUNITY SERVICE (optional)

Organization Name, City, State

*Your Role/Title*

Month Year - Month Year

- [Insert bullet points here]

### MILITARY EXPERIENCE (optional)

Military Branch, City, State

*Your Role/Title*

Month Year - Month Year

### INTERESTS

[Insert non-legal interests/hobbies here]

# Samuel L. Firstyear

109 Slocum Heights, Syracuse, NY 13210  
(315) 443-1941 slfirst@syr.edu

## EDUCATION

Note it's "Syracuse University College of Law".

If applying in Central NY region, only include local address.

### **Syracuse University College of Law, Syracuse,**

NY Juris Doctor Candidate, May 2022

GPA/Rank: 3.25 (Top 22%)

Activities: Health Law Society

### **The Ohio State University, Columbus, OH**

Bachelor of Arts in History, *cum laude*, May 2018

Honors: Dean's List (5 of 8 semesters)

Activities: Tutor, American History (2016-2018)

The College of Law confers a Juris Doctor, not a Juris Doctorate.

If you spell out "Juris Doctor" be sure to spell out all other degrees.

## EXPERIENCE

Abbreviate all state references throughout the resume.

### **Banana Republic Sales Associate**

Dayton, OH  
May 2018 – August 2019

- Assisted customers in locating merchandise and accessing fitting rooms
- Straightened displays and ensured floors were free of scattered merchandise

### **Alpha Tau Omega Fraternity President, Delta Chapter**

Columbus, OH  
Academic Year 2017 – 2018

- Worked closely with executive team on planning, philanthropy and service projects, and coordinating social events
- Represented the organization at campus events and meetings with Ohio State administrators
- Drafted and sent monthly reports of goals and achievements to oversight committee
- Conducted weekly management meetings

If you include fraternity leadership as "Experience" do not also list as an "Activity."

### **Jay's Bar and Grill Waiter**

Cleveland, OH  
Summers 2015 – 2017

- Interacted with customers, describing specials and taking food and drink orders
- Worked with kitchen, bar and bus staff to deliver orders in a timely manner

Be sure hyphens are all same size – Word program may change format on you!

## SKILLS AND INTERESTS

Be prepared to show your knowledge of the language.

- Working knowledge of Portuguese
- Enjoy volunteering at dog shows, collecting political buttons and scuba diving

Conversation starters – so avoid controversial topics such as politics.

# SANDRA A. STUDENT

(516) 555-2112

[sstudent@syr.edu](mailto:sstudent@syr.edu)

Linkedin url

Include a permanent address to establish a connection to a geographic area.

## Current Address

50 Presidential Plaza, Apt. 76  
Syracuse, NY 13210

## Permanent Address

111 Chestnut Street  
Garden City, NY 11530

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## EDUCATION

Names of publications should be italicized.

**SYRACUSE UNIVERSITY COLLEGE OF LAW**, Syracuse,  
NY J.D. Candidate, May 2022  
**GPA/Rank:** 3.25 (58/233, top 25%)

- Never round your GPA. Must match your transcript.
- Be sure to update number in class each semester.
- If you include fraction for class rank, be sure to include percentages as well.
- You round up for Class Rank.

**Honors:** *Syracuse Law Review*, (Editorial Staff, 2020 - 2021) Black  
**Activities:** Law Student Association (President, 2020 - 2021); 1L  
Travis Lewin Advocacy Honors Society Competition  
Law in London Program (Summer 2020)

Joint degrees should be listed below law school if seeking legal employment.

**MAXWELL SCHOOL OF CITIZENSHIP AND PUBLIC AFFAIRS**, Syracuse,  
NY M.P.A. Candidate, May 2022

**STATE UNIVERSITY OF NEW YORK AT BUFFALO**, Buffalo, NY  
B.A., *cum laude*, History, May 2019

**Honors:** Phi Beta Kappa; Dean's List (6 of 8 semesters)  
**Activities:** President, Student Government (2017 - 2018)

Include dates that you held leadership positions.

## EXPERIENCE

**SYRACUSE UNIVERSITY COLLEGE OF LAW** Syracuse, NY *Research*  
*Assistant, Professor Jane Smith* August 2020 - Present  
Summarize changes in the Federal Barter Act for forthcoming treatise on federal trade regulation. Proofread, cite-check and edit article on the history of libel law in Idaho.

If you participate in the Law in London program, be sure to include it in "Activity" section for the College of Law (see above).

**CONCORDE, BRESS & FIELDING, LLP** London, UK  
*Summer Associate* Summer 2020  
Conducted research and drafted memoranda of law on issues related to unfair competition and trademark infringement. Reviewed and summarized experts' depositions in class action toxic tort cases. Analyzed documents to determine whether they were responsive to discovery requests.

**SNIDERFOURD BROKERAGE** New York, NY  
*Purchase and Sales Clerk* Summers 2018, 2019  
Input and coded trade tickets. Calculated brokers' daily profits and losses. Investigated payment disputes.

## INTERESTS

Nineteenth century French history and snorkeling

**JUAN B. STUDENT**  
111 Cherry Street, Apt. #8 Syracuse, NY 13210  
(619) 555-1111  
[jstudent@syr.edu](mailto:jstudent@syr.edu)  
Linkedin url

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## **EDUCATION**

**Syracuse University College of Law**, Syracuse, NY  
J.D. Candidate, May 2022  
**GPA/Rank:** 3.20/Top 30%  
**Honors:** Travis Lewin Advocacy Honors Society  
**Activities:** Corporate Law Society; Family Law Society

**University of California, San Diego**, La Jolla, CA  
B.S., Chemistry, June 2019  
**Honors:** Dean's List (Fall 2016, Spring 2017)  
**Activities:** Habitat for Humanity; Study Abroad, Cadiz, Spain (Summer 2017)

Study Abroad does not need a separate entry under Education – simply list as an “Activity” for undergrad.

## **EXPERIENCE**

**Small & Wright** San Diego, CA  
Legal Assistant Summers 2020, 2021  
Gathered and organized factual background for misdemeanor cases. Reviewed and analyzed minutes of annual shareholders' meetings. Analyzed contract provisions and determined discrepancies. Assisted at trial of securities fraud case.

**Therapy, INC.** San Diego, CA  
Clinical Research Specialist June 2018 - August 2018  
Organized and managed clinical research studies for experimental drugs and devices. Maintained accuracy of patient tracking spreadsheets and drug temperature monitoring devices. Served as point of contact for numerous sponsor drug companies regarding research studies. Assisted in the preparation of required FDA and Investigational Review Board documents.

## **MILITARY SERVICE**

**United States Marine Corps** Camp Lejeune, NC  
Infantryman June 2011 - June 2015  
Supervised 12 to 30 Marines daily and accounted for the execution of their daily duties and high value equipment assigned to them. Effectively accomplished complex tasks under stressful conditions, including the completion of an extensive amount of real world operations during two combat deployments. Prepared detailed pre-operation briefs and analyzed standard operating procedures for real-world scenarios.

## **INTERESTS**

Playwriting, clay sculpting and cross-country skiing.

## MARIA C. STUDENT

222 Cherry Street, Apt. #12 (if physical address is desired)  
Liverpool, NY 13088  
(718) 555-2222  
[mcs@syr.edu](mailto:mcs@syr.edu)  
Linkedin url

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**EDUCATION:**      **SYRACUSE UNIVERSITY COLLEGE OF LAW**, Syracuse,  
NY Candidate for J.D., May 2022  
**Honors:**      *Syracuse Science & Technology Journal*, Lead Articles Editor  
Travis Lewin Advocacy Honors Society, Associate Member  
**Activities:**      Jessup Moot Court Competition, Competitor

**CORNELL UNIVERSITY**, Ithaca, NY  
B.S., *summa cum laude*, Biology, May 2019  
**Honors:**      Dean's List (all semesters)  
**Activities:**      Sigma Delta Tau Sorority, Intercollegiate Softball Team

**EXPERIENCE:**      **UTICA CITY CORPORATION COUNSEL**      Utica, NY  
Extern      Fall 2020 - Spring 2021

**MIDDLE & REGIONALE, PLLC**      Philadelphia, PA  
Law Clerk      June 2020 - Present  
**Conduct** research and draft memoranda regarding various issues, including  
strict liability, breach of express and implied warranties, comparative  
negligence, equitable distribution and custody and visitation rights.  
Interview clients and witnesses; prepare them for depositions and trials.

For positions  
where you are  
still working, use  
PRESENT tense  
verbs. (Even if  
what you did for  
employer  
occurred in the  
past.

**CORNING INCORPORATED**      Corning, NY  
Research Technologist      June 2016 - July 2018  
Researched market for Life Science Division; liaised communications for  
instrumental analyses of optical fiber, fused silica, cable systems, and liquid  
crystal display technologies, including paramagnetic resonance, spectroscopic  
and microscopic imaging.

**COMMUNITY SERVICE:**      **CHILDREN'S FOUNDATION**      Ithaca, NY  
Volunteer      March 2016 - May 2018

Coordinated fund-raising activities. Conducted remedial reading classes for  
fifth grade students.

**LANGUAGES:**      French (fluent); Spanish (conversant).

**INTERESTS:**      Rock climbing and golfing.

# Todd J. Tompkins, III

1515 Partridge Lane, Colorado Springs, CO 80901 • 719.555.0070 • ttompkins@xyz.com

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## EDUCATION

**SYRACUSE UNIVERSITY COLLEGE OF LAW**, Syracuse, NY

J.D. Candidate, May 2022

**GPA:** 3.53; Top 15%  
**Honors:** *Syracuse Law Review*, Computer Editor (2020-2021); Dean's List;  
Justinian Honorary Law Society  
**Publication:** Domestic Violence and Parental Rights: A Guide to the System, 64 SYRACUSE.  
L. REV. \_\_\_\_ (forthcoming, Fall 2021).  
**Activities:** College of Law Pro Bono Advisory Board

Use *Bluebook* format  
for Publications.

**UNIVERSITY OF DENVER**, Denver, CO

B.A. International Studies, minor in Spanish, May 2019

## EXPERIENCE

**INSTITUTE FOR NATIONAL SECURITY & COUNTERTERRORISM**, Syracuse, NY

**Research Assistant**

August 2019 – May 2020

Edit the proceedings of the Bantle-INSCT Symposium for publication. Create an annotated bibliography of sources on the legal and policy issues of post-conflict reconstruction. Perform research on domestic and international legal remedies for victims of terrorism.

**MEGGESTO, CROSSETT & VALERINO, LLP**

Syracuse, NY

**Law Clerk**

May 2020 – August 2021

Conducted online and print research; review, organize and summarize case files. Drafted legal memoranda, appeal briefs, pleadings, motions and memorandums of law. Attended and assisted during depositions, client conferences and trials.

**CRIMINAL DEFENSE CLINIC**

Syracuse, NY

**Student Attorney, Syracuse University College of Law**

January 2020 – May 2021

Certified by NY's Appellate Division Fourth Department to represent indigent clients accused of violations and misdemeanors in Syracuse City Court. Interviewed clients and witnesses. Investigated cases and performed legal research. Drafted, served and argued motions. Attended arraignments and pre-trial conferences. Negotiated with ADAs and represented clients in court.

**GEROME & HICKEY, P.C.**

Lakewood, CO

**Law Clerk**

May 2019 – August 2019

Assisted with preparation of estate planning documents, including trust, probate and real estate documents. Organized and maintained corporate organizational documents and corporate compliance materials. Attended and observed real estate closings. Researched various issues related to estate planning and tax implications.

**SELF EMPLOYED**

Denver, CO

**Translator/Editor**

May 2017 – August 2018

Translated (English/Spanish) and edited scholarly articles to be presented at colloquia and conferences.

## LANGUAGE

Fluent in Spanish

# APPENDIX C

## Sample Federal Government Resume <sup>1</sup>

### James Michael Fallon

632 Windsor Way  
Rockwall, TX 75087  
Mobile: (972) 555-5555  
Email: [jmfallon@xyz.com](mailto:jmfallon@xyz.com)

**Country of citizenship:** United States of America

**Veterans' Preference:** No  
**Registered for Selective Service:** Yes  
**Contact Current Employer:** Yes

**AVAILABILITY**      **Job Type:** Permanent  
                         **Work Schedule:** Full Time

**Desired Work Environment**      Post-graduate/ New Professional

**DESIRED LOCATIONS**      US-MD  
   US-TX-Dallas  
   US-TX-Houston  
   US-VA  
   US-DC

**WORK EXPERIENCE**      **Honorable Henry Hudson**      **5/2017 - 8/2017**  
                                 **U.S. District Court**  
                                 **Richmond, Virginia US**  
   **Hours per week: 40**  
                                 **Summer Law Clerk**  
                                 -Conducted extensive legal research on a variety of substantive areas of the law. Drafted issue analysis memorandums, orders, and opinions for review by the Judge. Assisted the law clerks; participated in conferences with attorneys and judge. (Contact Supervisor: Yes, Supervisor's Name: Lucille Clerke, Supervisor's Phone: (804) 555-5555)  
  
                                 **U.S. Attorney's Office, N.D.N.Y.**      **8/2016 - 5/2017**

<sup>1</sup> Additional sample at: [http://gogovernment.org/how\\_to\\_apply/write\\_your\\_federal\\_resume/create\\_your\\_resume.php](http://gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php)  
Further information can be found at:  
[http://gogovernment.org/how\\_to\\_apply/write\\_your\\_federal\\_resume/writing\\_tips.php](http://gogovernment.org/how_to_apply/write_your_federal_resume/writing_tips.php)

**Binghamton, New York US**

**Hours per week: 12**

**Extern**

-Assisted Assistant U.S. Attorney through legal research and writing on criminal prosecutions and appeals of child exploitation cases. Participated in court proceedings, trials, and meetings with opposing counsel and law enforcement during adjudication of cases. (Contact Supervisor: Yes, Supervisor's Name: Frederick Remington, Supervisor's Phone: (315) 555-6789)

**Burr Hamilton & Ross  
Bethesda, Maryland US**

**5/2016 - 8/2016**

**Hours per week: 40**

**Summer Associate**

-Conducted extensive legal research and drafted memoranda on corporate, contract, and property law issues. Drafted sections of a reply brief to the Maryland Court of Appeals. Analyzed trial transcripts and evaluated letters, insurance contracts, and bonds for a case involving joint ventures. Read wills and searched indices for property conveyances for a Surrogate's Court case. Retrieved and analyzed maps from the county clerk's office in an effort to resolve boundary discrepancies in a real estate dispute. (Contact Supervisor: Yes, Supervisor's Name: Elizabeth Ross, Esq., Supervisor's Phone: (301) 555-1776)

**Harris County Juvenile Probation  
Department  
Houston, Texas US**

**5/2015 - 8/2015**

**Salary: 10 USD Per Hour  
Hours per week: 35**

**Intern**

-Worked under a probation officer at a court-ordered "boot camp" facility for boys ages 13-17. Attended interviews, intakes, and facility meetings. Compiled court-orders and change of custodies. Spoke with detainees and filed and briefed juvenile grievances. Identified discrepancies in facility records. Evaluated newly received court cases for presentation to the assigned probation officers. (Contact Supervisor: Yes, Supervisor's Name: Benjamin Arnold, Supervisor's Phone: (713) 555-6668)

**EDUCATION**

**Syracuse University College of Law  
Syracuse, New York US**

Professional - 5/2018

60 Semester Hours

Major: Law

GPA: 3.67 out of 4.0

Relevant Coursework, Licensures and Certifications:

Constitutional Law I, II; Administrative Law; Federal Courts/ Federal Government Contracts; Trial Practice.

**Rice University  
Houston, Texas US**

Bachelor's Degree - 5/2015

122 Semester Hours  
Major: Economics  
Minor: Political Science  
GPA: 3.4 out of 4.0  
Honors: *cum laude*  
Relevant Coursework, Licensures and Certifications:  
Foundations of Public Sector Economics; International Finance  
Business, Law and Economics; Public Finance: Tax Policy.

## LANGUAGES

**Spanish**  
**Spoken:** Advanced  
**Written:** Intermediate  
**Read:** Intermediate

## REFERENCES

**Frederick Remington** U.S. Attorney's Office, Assistant U.S. Attorney  
N.D.N.Y.  
**Phone Number:** (315) 555-6789  
**Email Address:** frederick.remington@usdoj.gov  
**Reference Type:** Professional

**Elizabeth Ross, Esq.** Burr Hamilton & Ross, Managing Partner  
**Phone Number:** (301) 555-1776  
**Email Address:** ross@bhr.com  
**Reference Type:** Professional

**Lucille Clerke** U.S. District Court, Law Clerk  
Eastern District of VA  
**Phone Number:** (804) 555-5555  
**Email Address:** lucille.clerke@edva.uscourts.gov  
**Reference Type:** Professional

## ADDITIONAL INFORMATION

### **Director of Syracuse University College of Law Moot Court Honor Society**

-Coordinated moot court competitions and application process for new members. Recruited judges for competitions.

### **Vice President of Legalese (Pre-Law Club)**

-Led organization of 100+ students. Planned semiannual meetings, developed recruitment efforts and served as the organization's representative at student association meetings.

### **Freshman Orientation Leader**

-Facilitated workshops and informational sessions on high school to college transition which acclimated new students and their parents to University. Advised and counseled newly matriculated students and parents via small-group discussions.