

## RESUMES

Your resume serves one purpose – to convince a potential employer to interview you. Thus an effective resume:

- Tells the “story of you,” a narrative of your academic and professional life reflecting your development over time;
- Highlights your accomplishments (which in turn display your talents and personal qualities such as dedication);
- Identifies your skills, abilities, and areas of knowledge;
- Demonstrates your professional and academic interests;
- Emphasizes the aspects of your background that qualify you for the job you want;
- Serves as an example of your writing and advocacy skills; and
- Proves that you possess the motivation and attention to detail required to draft a document *without any formatting, grammatical, or typographical errors!*

All of these objectives are equally important, and they work together to create a positive image of you in the mind of the reader as someone who has the necessary experience and skills for the job, and would fit in well at their organization.

You should think of your legal resume as a *living document*, one that you will revise, update, and edit many times over your law school career. So it is critical that you master the fundamentals of resume drafting, as it is a skill you will use often during law school and beyond.

### **Be sensitive to subtext.**

The four questions a person will ask themselves when reviewing applications are:

- Will they be happy at the job?
  - *Do they understand what it is that we do, and does it genuinely interest them?*
- Can they do the job well?
  - *Do they have the experience and skills needed to perform the job duties?*
  - *Does the resume show a track record of success? A strong work ethic?*
- Will they be pleasant to work with?
  - *Are they involved in activities that demonstrate they get along well with others?*
  - *Have they been promoted at prior jobs? Do they have a stable work history?*
  - *Do they have prior work experience that requires strong social skills, like bartending or working in retail?*
- Are they a good fit?
  - *Are they like us? Are there commonalities in background, interests, and hobbies between the applicant and the lawyers that succeed at our firm?*

You want everything on your resume, as well as its collective impression, to lead the reader to answer yes to *all* of the above questions. It is not enough to demonstrate that you can do the job.

Of course, different people have different ideas as to what a “pleasure to work with” means, but there is a basic

level of social intelligence all employers are looking for in job candidates. Participation in social extracurricular activities, playing team sports, community service, and such are very important to include on your resume for this reason.

As to being a “good fit,” this is where researching the employer can make all the difference. Read what they say about themselves on their website. Talk to people who have worked there. What are the values of the organization? Do the biographies of lawyers provide information about hobbies and interests?

### **Know your audience.**

The legal profession is different in many, many ways from the business world, and you must understand the key differences in order to create an effective legal resume.

#### ***Format***

As you may already know, you cannot file a document such as a motion or brief unless it complies with the court’s local rules, which often dictate the format of the document as well as type of font and font size, page length, and so forth.

Likewise, a legal resume must follow certain formatting rules if it is to be successful. These rules are reviewed in detail at the end of this section. The overarching principle to keep in mind is that you want your resume to look and read like a legal document. Formatting your resume is not an opportunity for you to express your individuality or creativity.

#### ***Substance***

Many business resumes use interpretive language, e.g., “developed superior analytical skills,” and focus on outcomes and accomplishments, e.g., “Increased sales by 500% in 6 months,” without providing any substantive details of what the person actually did. Business resumes often use short phrases that are equally short on details, based on the reasonable assumption that no one in the business world will do more than briefly scan the resume.

Legal resumes are different. First, lawyers actually read resumes (and cover letters, writing samples, and transcripts), and they read them as carefully as they would a legal document. That is what most lawyers do all day. Careful reading is a habit that comes naturally to them. (Also know that looking for mistakes in other people’s work is another habit that comes naturally to lawyers!)

Many lawyers bill by the hour in 6 minute increments. Their time is literally money so keep your resume to one page unless you have a substantial prior professional career that is directly relevant to the legal job. Be concise.

### **Show – Don’t Tell.**

Given that your resume will actually be read, and read with attention, it must be detailed and substantive. Lawyers will not be persuaded by fluff. Interpretative language such as “developed superior analytical skills” will not be given any credence unless it is supported by facts. Just like judges, lawyers want facts, not conclusions.

Lawyers want to know what you actually did, and if you are describing legal experience, you need to provide *the details* about your work. Simply saying that you conducted legal research is not very helpful. Also, it is more interesting for the reader if you discuss your experience in the context of particular cases.

#### ***Example of detailed legal experience:***

Researched and drafted a motion for summary judgment in an age discrimination case arguing that the plaintiff was terminated as part of a corporate restructuring that did not have a disproportional impact on employees over 40.

Without the context, it is difficult to assess the sophistication of the work performed. Drafting interrogatories in a

worker's compensation case where discovery is relatively standardized is quite different from drafting discovery requests in a complex breach of contract case.

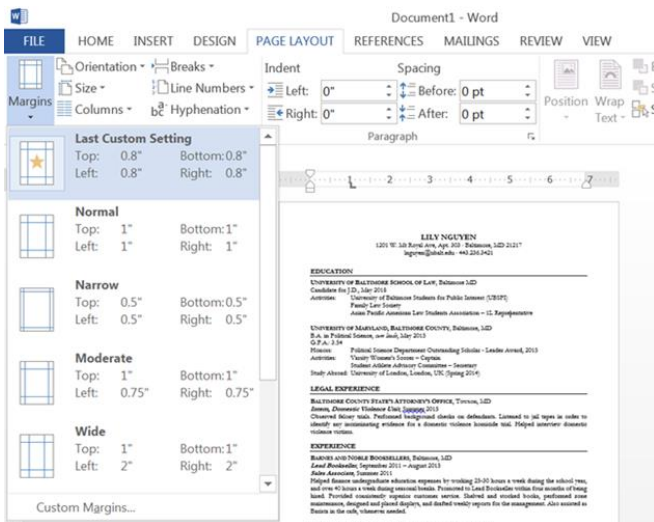
### General Resume Dos & Don'ts

- Never use the personal pronouns I, me, mine, or my.
- Use a professional font – we recommend Garamond, though Times New Roman is an acceptable alternative. With the exception of your name, which should be 13pt or 14pt, your font should be 11pt, 11.5pt or 12pt. Again, you need to decide what looks best for your resume given its content. Never go smaller than 11pt.
- Education and work experience is listed in reverse chronological order. Start with your most recent experience, and work backwards.

### Resume length.

As a law student, the general rule is that your resume should be limited to one page. If you had a substantial professional career prior to law school, talk with a career advisor. Under certain circumstances, a two-page resume may be recommended.

**Setting Margins:** If you need to adjust your margins, go to PAGE LAYOUT, and select Margins.



Before submitting your resume, always check that your resume fits on one page, and set appropriate margins so that your resume looks its best. If you have a lot of text, you can use .5" margins – but no lower! If you have less experience, use 1" margins.

You can adjust your header so that your address and contact information are one line instead of two.

Do not make your font smaller than 11 pt.

If your resume does not fit on one page using these guidelines, then you will have to cut information, starting with college activities/honors and non-legal work experience and legal experience that is not relevant to the position you are seeking (individual entries can instead be summarized in one line and added to “Additional Information” or left off the resume completely.)

## **Use proper grammar and usage.**

Unfortunately, the standard grammar check available in Word is not very effective. It will not spot grammatical errors such as missing words and properly spelled but misused words. Do not rely upon it!

Other common errors include:

- Capitalizing words that are not proper nouns, or derived from proper nouns. (A proper noun is the name of *specific* people, places, organizations, and sometimes things.)
  - Practice areas (e.g., family law) and types of motions and discovery (e.g., interrogatories, appellate briefs) are not proper nouns, and thus are not capitalized.
- Misuse of contractions (you're) and possessive pronouns (your).
- Misspellings
  - Do **not** rely on spellcheck! It will not catch homophones – words that sound alike such as there and their, or to and two.
- Using the wrong tense, or switching tenses.
  - *If you are currently working in a position, use the present tense.* Use the present tense even if you are describing a project that has been completed, e.g., Draft discovery. Conduct research.
  - If you are no longer working there, or your date of employment is terminal such as “Summer 2018,” use the past tense, e.g., Drafted discovery. Conducted research.

Grammatical errors in your resume or cover letter *will* negatively impact your candidacy. Lawyers must be able to write well, and bring a high level of attention to detail to their work in order to excel at their jobs.

Print out your resume, and do a careful line edit. Read it backwards – that forces you to look at each individual word. Read it out loud. Then give it to at least two people you trust for another review.

We know that you are busy, but you *absolutely need* to take the time to create a flawless resume. Otherwise you will not get the job, and presumably that is why you are in law school working so hard, to get a good job!

## **Be consistent in your formatting.**

Whatever formatting decisions you decide to make, be consistent and demonstrate that you possess one of the most important aspects of effective lawyering: attention to detail!

## **Focus on what matters most to lawyers: core competencies.**

All legal employers are looking to hire students who possess the below core competencies.

### **26 LAWYERING EFFECTIVENESS FACTORS**

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1. **Analysis and Reasoning:** Uses analytical skills, logic, and reasoning to approach problems and to formulate conclusions and advice.
2. **Creativity/Innovation:** Thinks “outside the box,” develops innovative approaches and solutions.
3. **Problem Solving:** Effectively identifies problems and derives appropriate solutions.
4. **Practical Judgment:** Determines effective and realistic approaches to problems.
5. **Providing Advice & Counsel & Building Relationships with Clients:** Able to develop relationships with clients that address the clients’ needs.
6. **Fact Finding:** Able to identify relevant facts and issues in case.
7. **Researching the Law:** Utilizes appropriate sources and strategies to identify issues and derive solutions.
8. **Speaking:** Orally communicates issues in an articulate manner consistent with issue and audience being addressed.
9. **Writing:** Writes clearly, efficiently and persuasively.
10. **Listening:** Accurately perceives what is being said both directly and subtly.
11. **Influencing & Advocating:** Persuades others of position and wins support.
12. **Questioning & Interviewing:** Obtains needed information from others to pursue issue/case.
13. **Negotiation Skills:** Resolves disputes to the satisfaction of all concerned.
14. **Strategic Planning:** Plans to address present and future issues and goals.
15. **Organizing and Managing (Own) Work:** Generates well-organized methods and work products.
16. **Organizing and Managing Others:** Organizes and manages others’ work to accomplish goals.
17. **Evaluation, Development, and Mentoring:** Manages, trains and instructs others to realize their full potential.
18. **Developing Relationships within the Legal Profession:** Establish quality relationships with others to work toward goals.
19. **Networking and Business Development:** Develops productive business relationships.
20. **Community Involvement and Service:** Contributes legal skills to the community.
21. **Integrity & Honesty:** Has core values and beliefs; acts with integrity and honesty.
22. **Stress Management:** Effectively manages pressure or stress.
23. **Passion & Engagement:** Demonstrates interest in law for its own merits.
24. **Diligence:** Committed to and responsible in achieving goals and completing tasks.
25. **Self-Development:** Attends to and initiates self-development.
26. **Able to See the World Through the Eyes of Others:** Understands positions, views, objectives, and goals of others.

**Resume action words.**

Your job descriptions should be written in the active voice, and begin with action verbs.

Use dynamic verbs and sentence fragments: Developed strategy for; Analyzed; Independently authored; Conducted intake interviews; Performed due diligence review.

Avoid starting with “Responsibilities included...”

To spark your creativity, consider the following action words:

Accomplished	Contacted	Executed	Monitored	Reorganized
Achieved	Coordinated	Expanded	Negotiated	Reported
Acquired	Corresponded	Generated	Observed	Represented
Acted	Counseled	Formulated	Organized	Researched
Advised	Crafted	Identified	Oversaw	Resolved
Advocated	Created	Implemented	Participated	Responded
Aided	Determined	Initiated	Performed	Reviewed
Analyzed	Developed	Instigated	Persuaded	Revised
Applied	Devised	Interpreted	Planned	Scheduled
Briefed	Directed	Interviewed	Prepared	Solved
Collaborated	Discovered	Investigated	Presented	Supervised
Communicated	Documented	Launched	Produced	Supported
Completed	Drafted	Maintained	Recommended	Surveyed
Conducted	Edited	Managed	Reconciled	Trained
Constructed	Examined	Mediated	Reduced	Verified

**Your Resume – Getting Started**

**Resume Heading**

Use your full, formal name, not a nickname. However, if you go by a name that is very different from your full name, you may include it on your resume. If you have a gender neutral name, add the prefix “Ms.” or “Mr.” to assist recruitment coordinators in properly addressing correspondence to you.

- Your name should be centered. The font size for your name should not exceed 14 points; use **Bold All Caps**.
- Include your cell phone number. Be sure that your voicemail contains a brief, professional message in which you clearly identify yourself.
- Include your email address, preferably your University of Baltimore email address. If you use another account, be sure that your email address looks appropriate and professional.

You can use one, two, or even three lines for your address and contact information. Choose what looks best given how much space you have.

*Example:*

**LILY NGUYEN**  
 1201 W. Mt Royal Ave., Apt. 303 - Baltimore, MD 21217  
 lnguyen@ubalt.edu - 443.236.3421

## Section Headings

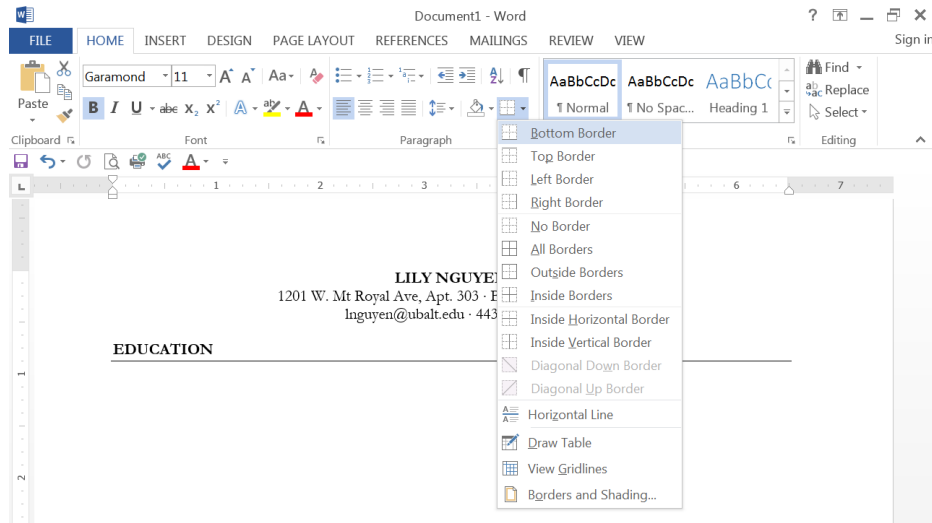
Your resume should have three to five sections depending upon your experience and space considerations.

These section headings are in **BOLD ALL CAPS**.

*Formatting Tips:*

**Bottom Borders:** To make your resume look better, include a “bottom border” (a thin line that runs from margin to margin), under your section headings.

First, highlight the section name, then click on the border icon, under the paragraph icon, see below, and select “bottom border”:



## The Education Section

As you are currently attending law school, the education section comes first. (Once you graduate, the education section will move to the bottom of the resume.) If you attended a community college, even if you received a degree, you may choose to list only your bachelor’s degree from a four-year college.

Nothing on your resume should date back to before college. (You can add that you are an alumnus/a of particular high school in the “Additional Information” section if you wish to establish ties to particular location that is not otherwise clear, or if the affiliation may prove helpful with networking.)

The name of the schools are **Bold**, followed by the location, city and state. Education is listed in *reverse chronological order*: first, law school, then college.

Aim to keep your resume as clean and direct as possible by using abbreviations for your degrees and state locations, e.g., Candidate for J.D., instead of Candidate for Juris Doctor. Less is often more.

The second line in your entry should describe your degree and the date that it was or will be received, as well as any Latin honors such as *cum laude*, which should be in italics, and not capitalized. (As a general rule, you do not have to provide information about undergraduate minors or coursework.)

The third line is G.P.A. and Class Rank, if you choose to provide it.

Example:

## EDUCATION

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### University of Baltimore School of Law, Baltimore, MD

Candidate for J.D., May 2019

G.P.A.: 3.31; Class Rank: Top 33%, as of July 2018

Honors: *University of Baltimore Law Forum* – Articles Editor

Law Scholar, ILS/Civil Procedure

Royal Graham Shannonhouse III Honor Society – Distinguished Scholar

Phi Delta Phi

Publications: *Rivera v. State*, 46 U. Balt. L.F. 146 (2018)

Activities: Family Law Society – President

University of Baltimore Students for Public Interest (UBSPI)

Center for Children, Family and the Courts, Truancy Court Program – Mentor

Baltimore County Bar Association – Student Member

### University of Maryland, Baltimore County, Baltimore, MD

B.A. in Political Science, *cum laude*, May 2016

G.P.A.: 3.54

Thesis: *The Idea of Liberty in David Hume's Moral Philosophy*

## Grades and Class Rank

If your G.P.A. does not positively reflect your abilities, you may want to omit it. Many legal employers, especially public interest employers, do not weigh academic performance very strongly when making hiring decisions. However, some legal employers, such as large business law firms, do grant a candidate's G.P.A. considerable weight when making hiring decisions. So whether you include your G.P.A. will depend on whether it enhances your candidacy and whether the employer requires it. If you do include class rank or G.P.A. on your resume, it must be accurate.

- ***You cannot round your G.P.A. in a way that improves it.*** A G.P.A. of 3.19 is not a 3.2.
- Class rank is determined by the Registrar's Office each summer. Your rank from last year becomes invalid immediately upon publication of the new class rank. You may use only class rank and G.P.A. from the most recent information available for the current year. ***You cannot round your class rank in a way that improves it.*** For example, a class rank of Top 10.6 % is *not* Top 10%, it is Top 11%.

## Honors – Law School

Even if you have only one entry under that category name, you should use the plural "Honors." Honors should be placed in order of priority, starting with the most recognized or prestigious. Membership on a journal always leads, followed by Moot Court.

Law school activities that are considered "Honors": Journal Membership; Moot Court Teams & Moot Court Board; Honor Board; Law Scholar; Highest Grade Awards; Phi Delta Phi, and Royal Graham Shannonhouse III Honor Society. Law school activities that are considered "Activities": Teaching Assistant, student affinity and interest groups, and pro bono work.



## **Honors – Undergraduate**

Employers will be most interested in your law school activities as they point to your legal strengths and areas of professional interest. Your undergraduate achievements and activities will become less important as you become more active in law school and gain more experience. Even if you are a recent graduate, please limit this section to *significant* scholastic, leadership, athletic activities, and service awards. (If you have a strong G.P.A., there is no need to take up room with Dean’s List and other scholastic honors (such as honors societies in your majors)).

## **Publications**

### *Undergraduate Thesis*

If you completed a thesis, you should add it to your resume under your college as “Thesis” and provide the full name, in italics. Always keep your thesis on your resume, as it demonstrates strong research and writing skills and is a great discussion topic for interviews.

*Example:*

Thesis:     *The Idea of Liberty in David Hume’s Moral Philosophy*

### *Comments or Case Developments*

If your comment or case development is selected for publication, then you should add a new entry after “Honors” called “Publications” and provide the name of the publication, and its citation.

*Example:*

Publications:     *Rivera v. State*, 46 U. Balt. L.F. 146 (2017)

## **Activities**

List first the activity that is of greatest interest to the employer, e.g., Family Law Society if applying to a family law firm. Thereafter, activities should be listed in order of the importance of your role (i.e., if you have a leadership position), or the length and degree of your involvement. As a general rule, you do not have to include dates. Membership on athletic teams, including club teams, should be highlighted, as legal employers value this experience highly. Other relevant activities include memberships in student organizations, volunteer work, community service, and serving as a teaching or research assistant.

As a law student, you should join and be active in local bar associations, and add your memberships to your resume as activities.

### *Community Service/Volunteer Work*

If you have a substantial amount of community service experience, and you are interested in a public interest career, then you should consider adding a separate section called “Community Service” to describe your volunteer work just like work experiences. If you wish to highlight certain accomplishments and provide a level of detail but don’t have room for a separate section, you can add your experience to “Additional Information.”

### *Study Abroad*

You can include a study abroad experience as a one-line entry “Study Abroad” (following “Honors” or “Activities”) under the appropriate school. If you are interested in international law, or are applying to a position that requires international experience, you can add your study abroad under education as a separate entry, just as you would for an advanced degree.

*Example:*

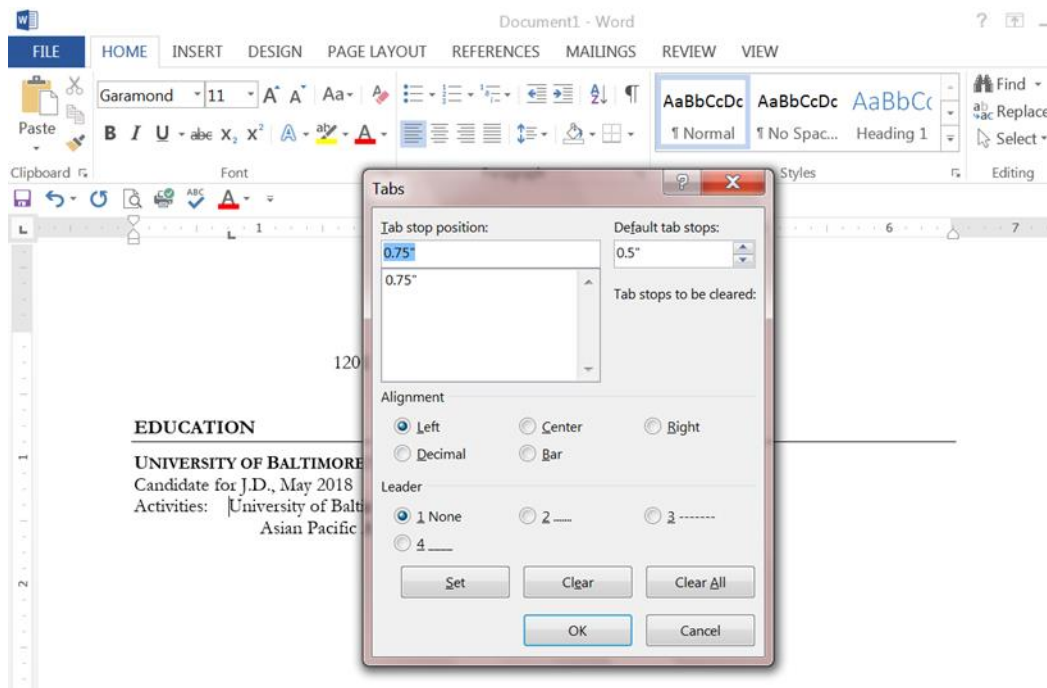
Study Abroad:     University of Aberdeen, Scotland, UK, Summer 2018

### Formatting Tips:

As a general rule, honors, publications, activities, and study abroad are listed on the resume under the relevant educational institution.

Allocate one line for each entry, and align using the “Tab” key.

**Inserting tabs:** Insert a tab by *double clicking on the top ruler* where you would like the tab to be placed.



## The Experience Section

### Non-Legal Experience

Do not automatically assume that non-legal experience is not of interest to legal employers. Review the *26 Lawyering Effectiveness Factors* for a summary of transferrable skills. Consider which of the effectiveness factors you developed in that role, and highlight them. If you are a first-year law student without significant work experience but you had a highly demanding college extracurricular activity that can demonstrate transferrable skills, such as serving as a resident advisor, a newspaper editor, or a student government leader, then add it as experience.

If the employer is not easily identifiable, include a reference to the organization that describes it, such as “Managed budget for a non-profit organization supporting child and maternal health.”

As you gain legal experience, you will begin removing non-legal experience from your resume. If you had a prior professional career that has direct relevance to your future legal career, then you should keep it on your resume as “Additional Experience.” If the experience is not relevant to your legal career, but you need to account for time between college and law school or wish to demonstrate that you worked your way through college, add a sentence in the “Additional Information” section providing a brief synopsis of your experience, e.g., “Worked for two years as a child care specialist prior to law school.” or “Financed college expenses by working 30 hours per week as a bartender while maintaining a full academic schedule.”

### Legal Experience

Even as a law student, you want to describe your experience the same way lawyers do, and with the same

language. The more you sound like a lawyer, the more confidence the reader will have in your experience. For example, lawyers always *draft* documents, they do not *write* them.

- Conducted legal research on a wide range of matters including . . . (*lawyers generally refer to cases as “matters”*)
- Researched and drafted memoranda (*not memorandums*)
- Researched and drafted dispositive motions (*dispositive motions dismiss the case if they are granted – failure to state a claim, summary judgment*)
- Researched and drafted discovery motions (*such as a motion to compel discovery*)
- Drafted pleadings (*pleadings are complaints, answers, etc.*)
- Drafted and reviewed contracts
- Interviewed clients
- Observed proceedings

Your descriptions of your major projects need to be detailed: you should identify what type of case it was, what issues it presented, and what type of work product you produced. For example: “Researched and drafted a memorandum on the standard for establishing personal jurisdiction over an international bus manufacturer in a strict liability class action involving an accident allegedly caused by one of its buses.”

However, you should *never* reveal the name of any client or any information that would constitute confidential attorney-client work product. Always comply with your employer’s wishes regarding confidentiality, which in some cases may be more extensive than attorney-client privilege. Ask your supervisor to review your description if you have any concerns or questions.

Clinics should be added as work experience, just like a job or internship.

*Example:*

**Bronfein Family Law Clinic**, Baltimore, MD

*Student Attorney*, August 2018 – Present

Represent low-income clients in child custody, domestic violence, and divorce disputes. Interview clients, conduct extensive fact investigation, and develop case theories and strategies. Draft and file pleadings and correspondence. Prepare and present arguments at protective order hearings and appeals.

Research assistant positions should be added as work experience as well. (If you are short on space, and the experience is unrelated to your area of interest, then add a research assistant position as an activity.)

*Example:*

**Prof. Nancy Modesitt, University of Baltimore School of Law**, Baltimore, MD

*Research Assistant*, Summer 2018

Researched and summarized case law regarding the causation standard for various torts in each of the fifty states as part of a larger project scrutinizing employee whistleblower rulings.

*Formatting tips:*

Like education, your experience should be listed in *reverse chronological order*, the most recent experience comes first. The name of the employers are in **Bold**, followed by the location, city and state.

The second line provides your job title in *Italics*, below the employer name, (not above the employer, as in business resumes) and should be followed directly by your dates of employment (months and years) in plain font, (not right justified, as in business resumes).

## **Distinguish currently held positions from past positions.**

If you currently hold the position, then your dates of employment should read your start date to the “Present,” e.g., *September 2018 – Present*. In addition, your job description should be written in the present tense instead of the past tense, e.g., *draft* not *drafted*, *research* not *researched*.

If you have accepted a summer associate position, internship, or judicial clerkship, and the job has not yet begun, put it first with title and date (e.g., Spring 2019), but without a description.

## **Tailor your resume to the job. Create separate sections to highlight specialized knowledge.**

An employer should not have to hunt through your resume to discern your interests and find your relevant experience. There are a number of strategies you can employ to make it easier for your reader.

- Create a separate section to highlight your specialized experience, e.g., “Family Law Experience,” and have another section titled “Additional Experience” or “Litigation Experience” as appropriate for your other experience. It makes a strong first impression, and brings your most relevant experience to the center of your resume where the eye naturally falls.
- Do not include all your experience on your resume. A third-year law student may have 6 – 9 different law-related experiences. More is not necessarily better – what counts is *relevant experience*. If you have unrelated experience, then leave it off and create more space to go into detail about the work that interests your future employer. (You can also add unrelated experience to the “Additional Information” section, e.g., “Interned for the Maryland Office of the Public Defender in the Summer of 2017.”)
- Rewrite and restructure your job descriptions to place your most relevant experience at the start of the paragraph, and go into greater detail, as applicable to the job you want. For example, if you are applying to an environmental enforcement agency, and you happened to work on an environmental case as a summer associate, that should be the first thing mentioned in your summer associate job description.
- If you are interested in two or three types of positions, you should have two or three different resumes.

*Example (a 3D highlighting specialized experience):*

### **IMMIGRATION LAW EXPERIENCE**

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**U.S. Department of Justice, Executive Office of Immigration Review**, Baltimore, MD

*Law Clerk, Baltimore Immigration Court*, Fall 2018

Researched and drafted decisions on questions of removability and requests for relief for asylum, withholding of removal, protection under Article 3 of the Convention Against Torture, and cancellation of removal.

**U.S. Department of Homeland Security, Office of the General Counsel**, Washington, D.C.

*Legal Intern, Immigration Law Division*, Summer 2017

Conducted legal research and drafted memoranda on a range of immigration and nationality law issues including removal, arrest and detention authority, national security matters, unaccompanied minors and victims of human trafficking, and international human rights. Observed court proceedings.

## **The Additional Information Section**

The “Additional Information” section is primarily to serve as the “kitchen sink” for information that does not readily fit into the other categories, such as language skills, additional work or volunteer experience, a notable high school, unusual travel, or hobbies. It is presented in paragraph form. Again, do not use the word “I” in this section. Interests that you include in this section must be activities you can discuss at length, and with knowledge and enthusiasm. *This section should only include items that you would like to talk about in an interview, and that can help you establish a personal connection with the interviewer.*

Be selective about including certain information on your resume. For example, membership or participation in certain organizations may reveal information about your political or religious affiliations, or parental status. If you include them on your resume, then the employer can ask questions about it, even if those same questions would otherwise be illegal.

If you are fluent or proficient in a foreign language, add it to this section.

A well-crafted “Additional Information” section is important for the on-campus interviewing (OCI) program.

*Examples from 2D resumes submitted for the OCI program:*

### **ADDITIONAL INFORMATION**

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Fluent in Spanish. Financed majority of undergraduate educational and living expenses working as a server and bartender at a popular pub. Alumna of Park School. Enjoy long-distance running, and participating in road races.

### **ADDITIONAL INFORMATION**

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Worked as a day care provider and nanny for two years prior to attending law school. Volunteer as a dog walker and animal handler at the Baltimore Animal Rescue and Care Shelter (BARCS), and have fostered multiple cats. Completed 40 hour Mediation Training.

### **ADDITIONAL INFORMATION**

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University of Maryland Shock Trauma volunteer. Trained Emergency Medical Technician. Volunteer with Special Olympics. Play in a soccer league, and enjoy playing racquet sports.

## **Bar Admissions and Memberships**

Immediately upon graduation from law school, you will add a new section to your resume, typically at the top of the resume after the header. This section will detail your bar admissions as well as your bar memberships and participation in professional associations. This is very important to signal to employers that you have business development potential and the necessary dedication to the profession required for success.

All graduates should be members of:

- Maryland State Bar Association, and any sections related to your practice area(s);
- Your county’s bar association, e.g., Baltimore County Bar Association;
- The Maryland Association of Justice, if you are interested in representing plaintiffs;
- Professional networking associations, such as the Defense Research Institute, representing the defense bar, or local Inns of Court; and
- An affinity bar association, as applicable, such as the Women’s Bar Association.

*You took the bar, but you are waiting for results:*

### **BAR ADMISSIONS & MEMBERSHIPS**

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Sat for the Maryland bar, July 2018; awaiting results. Member of the Maryland Association for Justice and the Baltimore County Bar Association.

*You passed the bar exam, but you have not yet been sworn in:*

### **BAR ADMISSIONS & MEMBERSHIPS**

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Sat for the Maryland bar, July 2018; admission pending. Member of the Maryland Association for Justice and the Baltimore County Bar Association.

*Once you have been sworn in:*

### **BAR ADMISSIONS & MEMBERSHIPS**

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Admitted in Maryland, November 2018. Eligible for waiver into the District of Columbia. Member of the Maryland State Bar Association, the Maryland Association for Justice, and the Baltimore County Bar Association.

### **Final Resume Tips.**

***Every time you edit your resume, conduct a thorough check for formatting and typographical errors.***

As it is easy to make formatting errors that could harm your job prospects, always take a few moments to perform a final check of your document before submitting it.

Print your resume out and review it carefully, line by line, from the bottom up.

Then have someone you trust review it for spelling, grammatical and formatting errors. Do not rely on spell check alone. Legal employers are looking to hire students who bring conscientiousness, including a high level of attention to detail and effort to their work. They assume that your resume is representative of your absolutely best effort, so if they find errors, then they will conclude that you don't have what it takes to succeed as a lawyer.

Always have a current, carefully proofed resume available as you never know when you might want to give it to a networking contact or apply for an opportunity.

### **Your resume will evolve over time.**

Review the following resumes to see how a law student's resume evolves over time with additional experience and changing interests. Life before law school becomes largely irrelevant, and by graduation, even law school life is limited to G.P.A., journal, publications and maybe one or two activities. The focus is upon real world legal experience – the heart of your resume – and the key to getting a post-graduate job as a lawyer.

After the resume progression, you will find a number of sample resumes that provide examples of how to format a variety of non-legal and legal experiences.

**SELINA MEYER**

1201 W. Mt Royal Ave., Apt. 303 - Baltimore, MD 21217  
selina.meyer@ubalt.edu - 443.236.3421

**EDUCATION**

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**University of Baltimore School of Law, Baltimore, MD**

Candidate for J.D., May 2018

Activities: University of Baltimore Students for Public Interest (UBSPI)  
Women's Bar Association – 1L Representative  
Family Law Society

**University of Maryland, Baltimore County, Baltimore, MD**

B.A. in Political Science, *cum laude*, May 2015

Honors: Political Science Department Outstanding Scholar - Leader Award, 2015

Thesis: *The Idea of Liberty in David Hume's Moral Philosophy*

Activities: Varsity Women's Soccer – Captain  
Student-Athlete Advisory Committee – Secretary

Study Abroad: University of London, London, UK (Spring 2014)

**LEGAL EXPERIENCE**

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**Baltimore County State's Attorney's Office, Towson, MD**

*Intern, Domestic Violence Unit*, Summer 2015

Observed felony trials. Performed background checks on defendants. Listened to jail tapes in order to identify any incriminating evidence for a domestic violence homicide trial. Helped interview domestic violence victims.

**EXPERIENCE**

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**Barnes and Noble Booksellers, Baltimore, MD**

*Lead Bookseller*, September 2011 – August 2015

*Sales Associate*, Summer 2011

Promoted to Lead Bookseller within four months of being hired. Provided consistently superior customer service. Shelled and stocked books, performed zone maintenance, designed and placed displays, and drafted weekly reports for the management. Also assisted as a barista in the cafe, whenever needed.

**University of Maryland, Baltimore County, Baltimore, MD**

*Research Assistant, Political Science Department*, September 2013 – May 2015

Assisted Professor Lisa Vetter with research on political theory and the origins of American feminism, specifically the writings of Lucretia Mott and other early women's rights activists.

**ADDITIONAL INFORMATION**

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Active volunteer at My Sister's Place Women's Center, assisting staff in the daily operation of the Samaritan Center which provides eviction prevention and utility assistance to residents of Baltimore City. Play club soccer and currently training for a 10K race. Extensive travel through the U.K. in 2014, including a three week backpacking trip in the Scottish highlands. Helped finance majority of undergraduate education expenses by working 25-30 hours a week during the school year.

**SELINA MEYER**

1201 W. Mt Royal Ave., Apt. 303 - Baltimore, MD 21217  
selina.meyer@ubalt.edu - 443.236.3421

**EDUCATION**

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**University of Baltimore School of Law, Baltimore, MD**

Candidate for J.D., May 2018

G.P.A.: 3.21; Class Rank: Top 33%, as of July 2016

Honors: *University of Baltimore Law Forum* – Staff Editor  
Law Scholar, Criminal Law

Activities: University of Baltimore Students for Public Interest (UBSPI) – Treasurer  
Homeless Persons Representation Project – Expungement Intake Volunteer  
Women’s Bar Association – 1L Representative  
Family Law Society

**University of Maryland, Baltimore County, Baltimore, MD**

B.A. in Political Science, *cum laude*, May 2015

G.P.A.: 3.54

Honors: Political Science Department Outstanding Scholar - Leader Award, 2015

Activities: Varsity Women’s Soccer – Captain

**LEGAL EXPERIENCE**

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**Women’s Law Center of Maryland, Baltimore, MD**

*Legal Intern, Protective Order Advocacy and Representation Project*, Summer 2016

Completed client intake interviews in person and by phone. Drafted motions to extend and modify protective orders and completed follow-up and pre-order expiration surveys. Assisted in filling out grant applications. Updated resource guide for legal services to be provided to clients.

**Hon. Julie L. Glass, Baltimore County Circuit Court, Towson, MD**

*Judicial Intern*, Summer 2016

Observed hearings, trials, and chamber conferences. Conducted research and prepared bench memoranda and opinions for a range of family, criminal, and civil law matters. Drafted post-conviction relief opinion regarding the issue of advisory-only jury instructions. Drafted a verdict sheet and prepared jury instructions in a civil negligence trial.

**Baltimore County State’s Attorney’s Office, Towson, MD**

*Intern, Domestic Violence Unit*, Summer 2015

Observed felony trials. Performed background checks on defendants. Listened to jail tapes in order to identify any incriminating evidence for a domestic violence homicide trial. Helped interview domestic violence victims.

**COMMUNITY SERVICE**

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**My Sister's Place Women's Center, Baltimore, MD**

*Volunteer, Samaritan Center*, Fall 2013 – Present

**Center for Children, Family and the Courts, Truancy Court Program, Baltimore, MD**

*Student Mentor*, Spring 2106 – Present

**ADDITIONAL INFORMATION**

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Helped finance undergraduate education expenses by working 25-40 hours a week at Barnes and Noble Bookseller.



**SELINA MEYER**

1201 W. Mt Royal Ave., Apt. 303 - Baltimore, MD 21217 - selina.meyer@ubalt.edu - 443.236.3421

**EDUCATION**

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**University of Baltimore School of Law, Baltimore, MD**

Candidate for J.D., May 2018

G.P.A.: 3.31; Class Rank: Top 33%, as of July 2017

Honors: *University of Baltimore Law Forum* – Articles Editor

Law Scholar, ILS/Civil Procedure

Royal Graham Shannonhouse III Honor Society – Distinguished Scholar

Publications: *Rivera v. State*, 46 U. Balt. L.F. 146 (2017)

Activities: Family Law Society – President

University of Baltimore Students for Public Interest (UBSPI)

My Sister's Place Women's Center – Volunteer

Center for Children, Family and the Courts, Truancy Court Program – Mentor

**University of Maryland, Baltimore County, Baltimore, MD**

B.A. in Political Science, *cum laude*, May 2015

G.P.A.: 3.54

Activities: Varsity Women's Soccer – Captain

**EXPERIENCE**

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**Bronfein Family Law Clinic, Baltimore, MD**

*Rule 16 Student Attorney*, August 2017 – Present

Represent low-income clients in child custody, domestic violence, and divorce disputes. Interview clients, conduct extensive fact investigation, and develop case theories and strategies. Draft and file pleadings and correspondence. Prepare and present arguments at protective order hearings and appeals.

**Adelberg, Rudow, Dorf & Hendler, LLC, Baltimore, MD**

*Law Clerk*, Summer 2017

Conducted legal research related to divorce, equitable distribution of marital property, child support, and custody. Organized and prepared clients' financial statements. Drafted and edited pleadings, including complaints, motions, and discovery requests. Formulated legal arguments, and prepared memoranda recommending litigation strategies.

**Magistrate Hope Tipton, Baltimore City Circuit Court, Baltimore, MD**

*Judicial Intern*, Fall 2016

Created case notes for scheduling conferences and Magistrate's hearings. Assisted in the drafting of recommendations and orders. Compiled and organized pending cases for absolute divorce and modification of child custody.

**Women's Law Center of Maryland, Baltimore, MD**

*Legal Intern, Protective Order Advocacy and Representation Project*, Summer 2016

Completed client intake interviews in person and by phone. Drafted motions to extend and modify protective orders and completed follow-up and pre-order expiration surveys. Assisted in filling out grant applications.

**Hon. Julie L. Glass, Baltimore County Circuit Court, Towson, MD**

*Judicial Intern*, Summer 2016

Conducted research and prepared bench memoranda and opinions for a range of family, criminal, and civil law matters.

**Baltimore County State's Attorney's Office, Towson, MD**

*Intern, Domestic Violence Unit*, Summer 2015

**SELINA MEYER**

1201 W. Mt Royal Ave., Apt. 303 - Baltimore, MD 21217 - selina.meyer@ubalt.edu - 443.236.3421

**BAR ADMISSIONS & MEMBERSHIPS**

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Admitted in Maryland, November 2018. Member of the Family Law Section, Maryland State Bar Association and the Baltimore County Bar Association.

**FAMILY LAW EXPERIENCE**

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**Magistrate Hope Tipton, Baltimore County Circuit Court, Towson, MD**

*Judicial Law Clerk*, September 2018 – Present

*Judicial Intern*, Fall 2016

Create case notes for scheduling conferences and Magistrate's hearings. Draft recommendations and orders. Compile and organize pending cases for absolute divorce and modification of child custody. Communicate with counsel.

**Bronfein Family Law Clinic, Baltimore, MD**

*Rule 16 Student Attorney*, September 2017 – May 2018

Represented low-income clients in child custody, domestic violence, and divorce disputes. Interviewed clients, conducted extensive fact investigation, and developed case theories and strategies. Drafted pleadings and correspondence. Prepared and presented arguments at protective order hearings and appeals.

**Adelberg, Rudow, Dorf & Hendler, LLC, Baltimore, MD**

*Law Clerk, Family Law Practice Group*, Summer 2017

Conducted legal research related to divorce, equitable distribution of marital property, child support, and custody. Organized and prepared clients' financial statements. Drafted and edited pleadings, including complaints, motions, and discovery requests.

**Women's Law Center of Maryland, Baltimore, MD**

*Legal Intern, Protective Order Advocacy and Representation Project*, Summer 2016

Completed client intake interviews in person and by phone. Drafted motions to extend and modify protective orders and completed follow-up and pre-order expiration surveys. Assisted in filling out grant applications.

**Baltimore County State's Attorney's Office, Towson, MD**

*Intern, Domestic Violence Unit*, Summer 2015

Observed felony trials. Performed background checks on defendants. Listened to jail tapes in order to identify any incriminating evidence for a domestic violence homicide trial. Helped interview domestic violence victims.

**EDUCATION**

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**University of Baltimore School of Law, Baltimore, MD**

J.D., May 2018

G.P.A.: 3.31; Class Rank: Top 33%, as of July 2018

Honors: *University of Baltimore Law Forum* – Articles Editor

Publications: *Rivera v. State*, 46 U. Balt. L.F. 146 (2017)

Activities: Family Law Society – President

My Sister's Place Women's Center – Volunteer

Center for Children, Family and the Courts, Truancy Court Program – Mentor

**University of Maryland, Baltimore County, Baltimore, MD**

B.A. in Political Science, *cum laude*, May 2015

**JONAH RYAN**

701 Maple Leaf Street - Timonium, MD 21093  
jonah.ryan@ubalt.edu - 410.544.6077

**EDUCATION**

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**University of Baltimore School of Law, Baltimore, MD**

Candidate for J.D., May 2018

Activities: Criminal Law Society

**Stevenson University, Owings Mills, MD**

B.S. in Criminal Justice, May 2015

Activities: Student Government Association - Vice President & Executive Board Co-Chair  
Criminal Justice Student Association - President  
Legal Society  
Club Basketball

**EXPERIENCE**

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**Baltimore County Police Department, Reisterstown, MD**

*Intern, Precinct 3, Summer 2015*

Aided officers and detectives as needed. Assisted the Juvenile Offender Coordinator with administrative tasks, and helped at community events.

**Stevenson University Student Government Association, Owings Mills, MD**

*Vice President and Co-Chair of the Executive Board, September 2014 - May 2015*

Elected to the Executive Board to oversee all planning and operations of the student government, including the oversight and disposition of an annual budget of \$250,000. Acted as liaison to the faculty and administration on all matters of importance to the student body, such as the proposed transformation of the required curriculum, the increase in tuition and fees, and the introduction of a new Honor Code.

**Stevenson University, Owings Mills, MD**

*Student Ambassador, September 2013 – May 2015*

*Orientation and Welcome Leader, Summer 2013 and 2014*

Gave tours to prospective students and parents. Helped with open houses. Assisted admissions counselors with administrative duties.

**Sports Authority, Owings Mills, MD**

*Sales Associate, September 2010 – August 2014*

Generated sales and provided superior customer service at this specialty retail store. Assisted store manager with range of duties, including personnel management and training. Responsible for merchandise display and cashier duties.

**ADDITIONAL INFORMATION**

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Completed the Marine Corps Marathon in October, 2014. Enjoy playing basketball, hiking, and kayaking.

**DANIEL EGAN**

1201 W. Mt Royal Ave., Apt. 303 - Baltimore, MD 21217  
daniel.egan@ubalt.edu - 443.626.3415

**EDUCATION**

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**University of Baltimore School of Law**, Baltimore, MD

Candidate for J.D., May 2018

G.P.A.: 3.75; Class Rank: 9/165 (Top 6%)

Honors: *University of Baltimore Law Review* – Staff Editor

National Environmental Law Moot Court Team

Byron L. Warnken Moot Court Competition – Best Brief Award

Highest Grade Award – Contracts

Royal Graham Shannonhouse III Honor Society – Distinguished Scholar

Activities: Business and Tax Law Society

**St. Mary's College**, St. Mary's City, MD

B.S. in Business Administration, May 2015

Activities: Sailing Team – Captain

**LEGAL EXPERIENCE**

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**Hon. George E. Russell, U.S. District Court for the District of Maryland**, Baltimore, MD

*Judicial Intern*, Fall 2017

**Hon. Timothy E. Meredith, Maryland Court of Special Appeals**, Annapolis, MD

*Judicial Intern*, Summer 2016

Conducted legal research for a wide range of issues, including the legal standard for a motion to suppress identification of evidence, and the constitutionality of third-party custody of a minor child when the biological parent is deemed fit and proper. Drafted an opinion on whether a trial court's denial of a motion to withdraw a guilty plea was an abuse of discretion. Proofread opinions and checked citations.

**Prof. Nancy Modesitt, University of Baltimore School of Law**, Baltimore, MD

*Research Assistant*, Summer 2016

Researched and summarized case law regarding the causation standard for various torts in each of the fifty states as part of a larger project scrutinizing employee whistleblower rulings.

**Andrews, Bongar, Gormley & Clagett**, Lexington Park, MD

*Paralegal*, September 2013 – August 2015

Worked part-time at a small general practice firm in southern Maryland. Managed case files including pleadings, correspondence, and orders. Conducted research for a range of litigation matters. Assisted with court preparation, discovery coordination, client communication, and scheduling. Observed depositions and court proceedings.

**ADDITIONAL INFORMATION**

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During college, worked 20+ hours a week as a server in a busy waterfront café while maintaining full academic courseload. Active in conservation groups, especially Blue Water Baltimore and Save the Bay. Avid weekend sailor.

**AMY BROOKHEIMER**

1401 Riverdale Road - Severna Park, MD 21146  
amy.brookheimer@ubalt.edu - 410.544.0499

**EDUCATION**

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**University of Baltimore School of Law**, Baltimore, MD

Candidate for J.D., Evening Division, May 2019

G.P.A.: 3.54; Class Rank: 5/42 (Top 12%)

Honors: *University of Baltimore Law Forum* – Comments Editor

Publications: *The Crime Next Door: An Examination of the Sex Trafficking Epidemic in the United States and How Maryland is Addressing the Problem*, 49 U. Balt. L. F. 43 (2018)

Activities: Women’s Bar Association

**Loyola University**, Baltimore, MD

M.A. in Education, May 2014

G.P.A.: 3.78

**Towson University**, Towson, MD

B.A. in Psychology, May 2012

G.P.A.: 3.93

**IMMIGRATION LAW EXPERIENCE**

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**U.S. Department of Justice, Executive Office of Immigration Review**, Baltimore, MD

*Law Clerk, Baltimore Immigration Court*, Fall 2018

Researched and helped draft decisions on questions of removability and requests for relief for asylum, withholding of removal, protection under Article 3 of the Convention Against Torture, and cancellation of removal.

**U.S. Department of Homeland Security, Office of the General Counsel**, Washington, D.C.

*Legal Intern, Immigration Law Division*, Summer 2017

Conducted legal research and drafted memoranda on a range of immigration and nationality law issues including removal, arrest and detention authority, national security matters, unaccompanied minors and victims of human trafficking, and international human rights. Observed court proceedings.

**LITIGATION EXPERIENCE**

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**U.S. Attorney’s Office for the District of Maryland**, Baltimore, MD

*Law Clerk*, Summer 2018

Drafted memoranda and motions for civil and criminal case involving issues such as medical record privacy protections, False Claims Act liability, post-conviction procedures, and various evidentiary disputes. Drafted an appellate brief on criminal sentencing. Assisted prosecutors with trial preparation. Observed trials and proceedings.

**Whiteford, Taylor & Preston**, Baltimore, MD

*Summer Associate*, Summer 2016

Conducted legal research for a variety of litigation matters including product liability, environmental exposure, and corporate and securities cases. Drafted legal memoranda on the ‘new evidence’ standard under FRCP 59. Gathered research on the enforceability of electronic signatures under the E-Sign Act. Observed depositions.

**ADDITIONAL EXPERIENCE**

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**Severna Park High School**, Severna Park, MD

*Teacher, AP Literature & English*, July 2014 – May 2018

**GARY WALSH**

1111 Light Street, Apt. 907- Baltimore, MD 21230  
gary.walsh@ubalt.edu - 410.753.4790

**EDUCATION**

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**University of Baltimore School of Law, Baltimore MD**

Candidate for J.D., May 2018

Activities: Phi Alpha Delta

**University of Maryland, College Park, College Park, MD**

B.A. in Government and Politics, May 2014

Activities: CIVICUS Living and Learning Program

**LEGAL EXPERIENCE**

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**Young & Valkenet, Baltimore, MD**

*Law Clerk*, June 2017 – Present

Participate in all aspects of civil litigation matters. Draft discovery documents, including interrogatories, requests for document production, motions to compel and motions for sanctions. Coordinate discovery responses with clients. Draft litigation documents, including complaints, motions to dismiss, and motions *in limine*. Support attorneys at court proceedings and trial. File documents in federal and state cases. Conduct legal research and draft memoranda on litigation and contract issues for criminal defense and real property matters.

**Baltimore City Law Department, Baltimore, MD**

*Intern*, Fall 2016

Prepared training and legal materials to assist city police with implementing new curfew laws, including power point presentations that explained the new law to officers and how the curfew was to be enforced. Drafted and filed motions for removal in defense of the police department. Drafted motions to dismiss when the police department was sued by *pro se* plaintiffs.

**Office of the Maryland Attorney General, Baltimore, MD**

*Health Education and Advocacy Intern*, Summer 2016

Mediated billing and coverage consumer complaints against health care insurers and providers, responded to consumer inquiries on the telephone hotline and researched current health policy and legislative issues.

**Law Office of Gregory C. Powell, Riverdale, MD**

*Law Clerk*, Summer 2015

*Paralegal*, August 2014 – August 2015

Researched civil matters including personal injury, property disputes, Chapter 7 and 13 bankruptcies, and family law. Drafted pleadings, discovery motions, dispositive motions, proposed orders, settlement agreements, and judgments of divorce. Performed phone interviews with clients and observed attorney-client meetings. Assisted with criminal defense matters including DUI/DWIs, traffic offenses, drug crimes, violent crimes, and property crimes. Performed pre-trial investigations and document review.