



UNIVERSITY OF  
ARKANSAS

---

SCHOOL OF LAW

**Office of Career Services**

**“Drafting the Legal Resume”**

**November 17, 2009**

## Drafting the Legal Resume

### I. INTRODUCTION

The purpose of a **legal resume** is to showcase your credentials for an audience of **legal** employers. It is often your first point of contact with potential employers, so it should be a concise, focused, and dynamic marketing tool which conveys your key credentials for a legal position. It should be appealing to the eye, easy to read, and contain information a legal employer wants to see. Reviewers often spend less than a minute on a resume, and often see hundreds of resumes for a single position -- reviewers at large, national firms often see thousands of resumes in a single recruiting season -- so you need to make every word count, use a format that enhances rather than detracts from your credentials, and make sure the text is letter perfect. Importantly, you do not want a resume that seems “odd” or too different from the legal resume norm if you are applying for a traditional legal position. (If you are interested in a non-legal, alternative career or government position, you may need more than one version of your resume.)

### II. GETTING STARTED

If you have not already done so, sit down and make a list of items for *possible* inclusion on the resume. These items would include your post-high school education, employment, internships, externships, licenses, professional memberships and associations, volunteer work, achievements, awards, scholarships, language skills, hobbies and interests. Be sure to include *any* legal experience you have acquired.

While some items, such as the schools you have attended, should be included in the final resume, you need not include every job, award or achievement. In sorting and prioritizing items for inclusion, focus on those entries evidencing relevant **transferrable legal skills**, e.g., research and writing, client service, strong work ethic, attention to detail, team work, organizational skills, ability to meet deadlines, public speaking, ability to handle multiple tasks, leadership, etc.

Your resume is always a “work in progress.” As you gain new experiences you may need to make room for them on the resume by deleting or shortening other items as their relevance fades. You may need to emphasize different elements of your experiences for different employers.

### III. FORMAT & STYLE

While there is no single “correct” resume format, various professions have somewhat unique resume conventions. If you are looking for a traditional legal position at a firm, corporation or government agency, use a style that *looks* like a legal resume. (See examples at the end of this

booklet.) While the templates that come with Word, WordPerfect, or other word processing software are fine in other contexts, they are not legal resume templates and may make your resume stand out in a negative way. Lawyers, including legal employers, are accustomed to seeing legal documents, and the legal resume should reflect that “traditional look.” Emphasize substance over style.

## **FONTS**

Use a common **traditional font** such as Times New Roman (the legal classic), Arial, Bookman Old Style, or Courier, and limit yourself to a single font. You can and often should use bold typeface, italics, underline, or small caps to add emphasis or move the reader through the content of your resume. Use bullet points and dingbats (e.g., arrows, check marks, bubbles, etc.) sparingly; you seldom see these characters in legal documents, and they can quickly make a resume look “busy” or cluttered. Similarly, be judicious in the use of decorative features such as lines and boxes. The strategic placement of content and use of white space should guide the reviewer through the resume.

Use a readable font size between 10- and 12-point for the content of the resume; perhaps 12- to 18-point for your name and major headings. Using smaller fonts to try to squeeze in more information is a dubious strategy, at best. There is a reason courts mandate font size in legal documents: readability. Middle-aged hiring partners should not have to don their reading glasses to review your resume.

## **MARGINS**

Generally, margins should be 1” on all sides. You can “cheat the margins” down to ½”, but remember that your resume starts to look cluttered and is not as easily read if it appears cramped on the page. You want the legal resume to be visually appealing.

## **LINE SPACING**

Typically, you would double space between headings, schools and jobs, and single space the content under the school and job entries. If you are close to keeping everything on one page, you might experiment with using 1.5 spacing between headings, schools, and jobs.

## **LENGTH**

Although a one page legal resume is often preferred, there is no hard and fast rule. While the standard for the law student legal resume is one page, you may need a second page if you have extensive pre-law experience that is *relevant* to the legal position you are seeking. But before going to a second page, make sure you have done a thorough edit of the content, i.e., you do not need to include *every* scholarship, *every* leadership position, *every* job. Once you have demonstrated the transferable characteristic or skill, you do not need to add cumulative evidence.

As a first-year student you will be more reliant on your undergraduate experiences, but as you move through law school you will want to cull those experiences to make room for more legal-related activities such as competitions, clinics, externships, research assistantships, etc.

Again, if you choose to have a one-page resume, do not do so by using a micro font or reducing your margins to zero. If you choose to have a two-page resume, put the most critical information on the first page, make sure all the information is relevant, and use a header including your name and "Page 2" on the second page so that both pages are identified as your resume.

## **PAPER & ENVELOPES**

If you are sending or submitting a hard copy resume, it should be laser printed on high-quality paper of white, off-white, or a pale shade such as cream or buff. Because your resume may be circulated by the potential employer, avoid darker shades or flecked paper that might not clearly photocopy or scan. Similarly, avoid excessively heavy paper stock that might jam a copier or scanner.

If you are mailing your resume, letter-sized envelopes should match the paper used for the resume. There is some advantage to using a full-sized (e.g., 9" x 11") envelope so you avoid folding your resume, although extra postage is required. With either envelope, type rather than hand write the address or use printed labels.

There is a printer in the Career Services Library (Waterman 197) that can be used with resume paper, and a typewriter for addressing envelopes.

## **PROOFREAD & VET YOUR RESUME**

Proofread your resume with extreme care. When a potential legal employer receives numerous resumes from largely qualified candidates, a small spelling, grammatical or typographical error can be an easy way to move a resume to the "NO" stack. Recent examples of easily overlooked errors include the student who was seeking a "Juris Doctrine" or the one who excelled in "Trail Competition." When it comes to "spell check," trust but verify.

It is often helpful to have the Career Services Office do a review to help spot errors, omissions, and ambiguities. If you know a lawyer, ask him or her to review your resume and provide feedback. Remember, however, that regardless of who reviews your resume, you are ultimately responsible for its content, style, format, clarity and technical precision.

## **IV. BASIC OUTLINE FOR THE LEGAL RESUME**

Items in your resume should be presented in order of importance and relevance to *the reviewer*. All entries on your resume should be presented in *reverse chronological order*, beginning with

the most recent and working backwards. The following topical outline is geared toward law students and recent graduates seeking law clerking or entry level attorney positions.

### **A. Heading**

Your name, mailing address, phone number and e-mail should appear at the top of the page. (You do not need to include “Resume” in the heading as that is obvious from the face of the document.) Use the name you intend to use as a professional. You need not spell out your middle name unless you ordinarily include it in your preferred form of address. It is acceptable to include any call names you go by, e.g., Richard “Dick” Bascomb. If your name is gender neutral, consider using Mr. or Ms. If you have a permanent address in another geographic location that you intend to return to, you can include that as well. If you have multiple e-mail addresses, use the one you check most often, but make sure the address is professional, i.e., Kegger09@gmail.com may seem novel or humorous, but can send the wrong message to a potential employer. (If your phone number goes to voicemail or an answering machine, make sure the message is professional, i.e., states your professional name.)

### **B. Education**

Because most students have little or no legal experience, you want to lead with your academic accomplishments. Information about your law school, undergraduate career, study abroad, any graduate studies, and related activities, awards, and accomplishments should be presented under the heading “Education.” List **schools** in reverse chronological order with University of Arkansas School of Law first. (Please note that it is not “The University of Arkansas” nor is it “Law School.”) Include the **city** and **state** for each school. Also include the **degree earned** and the **date it was conferred or is expected** rather than the dates attended. (The degree you are pursuing is a Juris Doctor or J.D.) If you abbreviate one degree, abbreviate all.

Information about your **academic performance, honors and activities** should be placed under the respective institution where you performed them, rather than in a separate section later in the resume. (Do not assume a reviewer will read the entire resume.) Under your law school entry, you start with your **GPA and law school class rank**; the class rank contextualizes the GPA. If you do not yet have a GPA or class rank, you can use “GPA: TBD” or “GPA: Pending” as a place holder. The typical rule of thumb is that you include your GPA and class rank if they are above 3.0 and the 50<sup>th</sup> percentile, respectively. If you leave them off, it will be assumed that they are less than 3.0 and 50%. If you leave off your law school GPA, you call attention to that fact by including your undergraduate GPA. Do *not* include your LSAT score.

**NOTE: You must state your GPA and class rank exactly as they are provided by Assistant Dean and Registrar Rhonda Adams. A 2.978 GPA is not a 3.0 GPA. Being in the 20.47% is not Top 20%. If you are ranked 11/140 and someone above transfers out, you are still ranked 11/140 (not 10/139) until ranks are recomputed by the Registrar’s Office after the**

**fall and spring semesters. Including false or misleading information on your resume is an Honor Code violation.**

**Academic honors** such as *summa, magna, or cum laude* should be written in italics, lower case, and placed next to the degree to which they apply, e.g., Juris Doctor, *summa cum laude*, May 2010, or Bachelor of Arts, *cum laude*, in History, May 2009. While some **honoraries**, such as Phi Beta Kappa, are well known, you may need to explain others. Similarly, National Merit Scholarships are well known, but other **scholarships** may need to be explained, e.g., Coca-Cola Scholar (full tuition, merit based).

**President's/Chancellor's/Dean's List** honors should include the term or time period, e.g., Fall 2009, Fall 2008 – Fall 2009; All Semesters; or 6/7 Semesters. For those who have "**National Dean's List**" on your resume, be advised that there is some controversy about the credibility of that designation so you may want to leave it off if you have other academic honors.

As you progress in law school, you may be able to add **law review** or other journal experience to your resume. Use the formal name of the journal and your position, e.g., *Arkansas Law Review*, Candidate. Success in **competitions** or selection to the **Board of Advocates** should also be included as honors. If a competition is named, use the complete designation, e.g., ABA Client Counseling Competition, Finalist.

If it is formally designated by the professor, you may include recognitions such as "**Top Paper** in Legal Research & Writing I," or "**Top Exam** in Contracts."

Significant writings, such as **publications** or an **honor's thesis** should be included. If it is a law review article, use the proper citation format. If you have multiple publications, you may need a separate section for "Publications."

After your academic honors, include your **activities**. As a general rule, you lead with activities in which you were an active participant, i.e., start with **competitions**, followed by **leadership roles** in clubs, followed by simple **memberships**. If you list an organization, it will be assumed that you were a member so you need not spell it out.

Again, when it comes to honors, scholarships, and activities, you do not necessarily need to include each and every one, especially if you need the resume space elsewhere. Legal employers do not count the total number of scholarships you were awarded, the clubs you belonged to, or the student government offices you held and declare a winner.

### **C. Experience**

Depending on the stage of your legal career, this section(s) may be called "Experience," "Work Experience," "Professional Experience," "Legal Experience" or some combination of these headings. If you have legal experience, lead with it. Include full- and part-time legal jobs, clinical work, externships, internships, research assistantships, and *pro bono* legal experience.

(Whether paid or not, all legal work is valid experience.) If you do not have any legal experience, list your work experience in reverse chronological order.

For each position, include the **employer's name, city, state, term of employment, and job title**. It is advantageous to put the employer's name and your job title to the left side of the page as that information is more likely to favorably catch the reviewer's attention than is a series of dates. (However, when looking at the dates of your employment, try to account for any "gaps" in your work history as a significant gap could raise a red flag.)

Under each position, include a **brief description of your responsibilities and duties**, but avoid phrases such as "Responsibilities included." If you currently hold the position, use the present tense, but use the past tense in connection with prior positions. Make the information crisp by using short statements, or bullet points. Avoid use of personal pronouns such as "I did this" or "I accomplished that." Start with those activities that evidence transferable legal skills, e.g., communication, writing, organizational and analytical skills, rather than with what you did most frequently. Use active language. Omit descriptions if the job is self-explanatory, e.g., caddy, childcare, etc.

When describing your legal experience, *be specific*. Small and mid-sized firms are looking for clerks and associates who have both substantive knowledge and specific legal skills, e.g., drafted summary judgment motion in wrongful terminations case; drafted discovery requests including interrogatories and requests for admissions; conducted client intake interviews; drafted will and medical power of attorney, etc. Be specific about the practice areas in which you worked, the legal issues you researched, the documents you drafted, the proceedings you observed, and the actions that you took.

#### **D. Volunteer Activities, Interests, Languages, Special Skills**

**Volunteer activities** may evidence character attributes or skills which may not be apparent elsewhere in your resume, such as leadership, social awareness, community involvement and other qualities valued by legal employers. Again, you need not list every volunteer activity. Focus on organizations and activities to which you have made a substantive commitment, that you would feel comfortable discussing, and that the potential employer is likely to view favorably. If you are seeking a public interest position, e.g., working for an environmental organization, you might want to include substantive volunteer experience in your "Experience" section rather than under "Volunteer Experience" or "Community Involvement."

Personal **interests** can be a great addition to a resume as an ice breaker in the interview. Some interests, such as running marathons, also evidence your work ethic and self-discipline. If you list an interest, try to be specific. Rather than "Sports" list "Volleyball"; rather than "Reading" say "American Poetry." The more specific you are, the more likely the item is to spark a

conversation. Do not feel obliged to include interests if you do not have room or do not think they are particularly interesting. Avoid including interests that might be deemed controversial.

**Foreign language** proficiency is often a plus. If you include a foreign language, be sure to include your level of proficiency, e.g., “Fluent in Spanish,” “Proficient in German,” “Conversant in French.” But do not overstate your proficiency, as you may be put on the spot to demonstrate your language skills in an interview setting.

Include any **special skills** you have, if they are *relevant* to the position. Most legal employers will assume you are proficient in Westlaw and Lexis-Nexis so do not use precious resume space to include them separately. But if you are familiar with a legal document management system, or how to use the on-line bankruptcy filing system, you may want to mention those skills. Be assured that most students will not have the particularized skills to support this section.

## V. ITEMS TO OMIT FROM THE LEGAL RESUME

Some items that are standard in many resumes are not typically included in the legal resume. While they might be used if you are looking to acquire a non-legal or non-practicing position or to make a significant transition in your career, they are not seen in the resumes of law students or young lawyers looking for traditional legal employment.

### A. Career Objective

If you are attending law school, it is assumed that you want a legal job, practicing law and giving legal advice. If you have submitted your resume to a firm, it is assumed you want to work for that firm or one like it. If you have submitted your resume to a corporate law department, it is assumed you want to work as an in-house counsel. If you want to focus on a particular type of firm or a particular practice area, spell out your interest in your cover letter. If you are particularly interested in a specific corporation, use the cover letter to explain why.

### B. Summary of Qualifications

As lawyers, legal employers are interested in *evidence* of your attributes and legal skills. Legal employers are not typically interested in a generalized statement of your qualifications. Do not waste precious resume space on such a summary.

### C. References or “References Available Upon Request”

If you are applying for a position, the employer will assume you would supply references if they were requested. If an employer wants references, they will request them so there is no need to “jump the gun” and include them on the face of the resume. Moreover, because most employers will want to see the complete contact information for two to five references, it is advisable to list



your professional references on a separate sheet rather than fill your resume with this information. Always seek the permission of any person you hope to use as a reference.

#### **D. Personal Information or Photographs**

Employers do not want to see any information on the resume that might later subject them to a claim of discrimination, e.g., marital status, age, religious affiliation, etc. These items are not relevant to legal employment, and most employers avoid discussing these issues. Some employers simply reject outright any applications containing such information.

#### **E. Political or Controversial Information**

Include any information that indicates party affiliation or political ideology only after careful consideration. While hiring decisions should not be based on this type of information, the person who initially screens your resume at the potential employer may deep-six your resume before it ever gets to the more open-minded hiring partner.

## **VI. TOP TEN LEGAL RESUME MISTAKES**

While it may seem like there are a large number of conventions governing the legal resume, there is still considerable room to be creative in packaging your experience for the legal employer. Moreover, there are many legal employers who will look past minor flaws in your resume, but the higher you aspire the more polished your resume needs to be. Here is a brief summary of the “Top Ten” mistakes you want to avoid:

**Technical errors.** Nothing will stand out on your resume like a spelling or grammatical error. Your resume is your first, best writing sample and employers will notice even minor flaws. Do not rely on spell check or grammar check to catch all errors. Do not rely on your own proofreading. Let someone with fresh eyes proofread it every time you make revisions.

**Forcing your resume into a preset format.** While templates may seem easy to use, they seldom look like legal resumes, and often restrict your ability to include and format all the relevant information you want to showcase for a potential legal employer. Similarly, you may need to create different resumes for different categories of potential employers, e.g., large firm, small firm, judicial clerkship, public interest organization, government honors program, etc.

**Using a non-traditional font or format.** Legal employers are generally somewhat traditional, and you do not want your resume to seem odd or garish.

**Using a font that is too small.** If the reviewer has to strain to read your resume, he probably will not fully review it.

**Including too much information.** Stuffing too much information into the resume can make it too easy for a reviewer to miss the most crucial items.

**Puffery.** Having been in law schools themselves, legal employers typically know the ropes. Do not try to turn your summer job, especially a summer legal clerkship or internship, into more than it was.

**Putting too much emphasis on pre-law school experience.** While you may have had considerable experience prior to law school, do not place too much emphasis on it. Legal employers are going to be far more interested in what you did in your legal career.

**Using unknown abbreviations or acronyms.** While some abbreviations and acronyms, such as degrees or states, are commonly known, do not assume others will recognize abbreviations or acronyms from your previous schools or employers. Be especially wary of using abbreviations or acronyms if you are applying to an international employer. When in doubt, spell it out.

**Leaving gaps in your chronology.** If you spent a year traveling, say you spent a year traveling. If you have too much time unaccounted for between jobs or between school and jobs, potential employers are going to wonder, and may assume the worse.

**Inaccuracies.** Whether deliberate or inadvertent, an inaccuracy discovered can sink your candidacy for a position. Be sure *all* the information on your resume is accurate.

## VII. APPENDICES

**Appendix A: SAMPLE HEADINGS**

**Appendix B: SAMPLE EDUCATION ENTRIES**

**Appendix C: SAMPLE EXPERIENCE ENTRIES**

**Appendix D: SAMPLE RESUMES**

**Appendix E: TRANSFERABLE LEGAL SKILLS**

**Appendix F: ACTION VERBS**

(To review additional sample resumes, please contact the Career Services Director at 479/575-7644 or [sshell@uark.edu](mailto:sshell@uark.edu).)

**APPENDIX A: SAMPLE HEADINGS**

OPTION 1.

**WILLIAM J. SMITH**  
1515 10<sup>th</sup> Avenue  
Fayetteville, AR 72703  
479/555-1212  
WJSmith@uark.edu

This format is a classic. While it uses a bit more space than some other options, it has the advantage of being easily used as a letterhead on cover letters, references, writing samples and other application materials.

OPTION 2.

**WILLIAM JOSEPH SMITH**  
wjsmith@gmail.com  
479.555.1212

PERMANENT ADDRESS  
2224 Pine Tree Lane  
Dallas, Texas 87321

SCHOOL ADDRESS  
1515 Tenth Avenue  
Fayetteville, Arkansas 72703

Consider this format if you want to establish ties to a particular geographical market, especially if it is outside of Arkansas. Potential employers look for local ties to the market(s) they are in.

OPTION 3 a-c.

a.

**WILLIAM "JOE" SMITH**  
1515 10<sup>th</sup> Avenue    Fayetteville, AR 72703    (479) 555-1212    wjsmith@uark.edu

---

b.

**JOE SMITH**  
1515 10<sup>th</sup> Avenue, Fayetteville, AR 72703    479/555-1212    wjsmith@hotmail.com

---

c.

**WILLIAM SMITH**  
2121 Pine, Apt. 26  
Fayetteville, AR 72703    (479) 555-1212  
wjsmith@yahoo.com

---

Consider these formats to save a line or two.

**APPENDIX B: SAMPLE EDUCATION ENTRIES**

OPTION 1.

**EDUCATION**

**UNIVERSITY OF ARKANSAS SCHOOL OF LAW**, Fayetteville, Arkansas

Candidate for Juris Doctor, May 2012

*Activities:* ABA Negotiations Competition, Semi-finalist  
Student Bar Association

**UNIVERSITY OF ARKANSAS**, Fayetteville, Arkansas

Bachelor of Arts, *magna cum laude*, in English, May 2008

Honors: Dean's List (6/8 semesters)  
Chancellor's Scholarship

*Activities:* Associated Student Government, Senator

OPTION 2.

**EDUCATION**

**University of Arkansas School of Law**, Fayetteville, AR

*Juris Doctor*, Expected May 2012

GPA: 3.627 Class Rank: 15/139

*Arkansas Law Review*, Candidate

Dean's List (All Semesters)

American Bar Association's Negotiation Traveling Team

Environmental Law Society, Treasurer

**Texas Tech University**, Lubbock, TX

*Bachelor of Arts in Political Science*, May 2006

Honors College

Phi Delta Kappa Political Science Honors Society

NCAA Tennis Team

Intramural Basketball Referee

**Florence University of the Arts**, Florence, Italy

International Studies Program, Summer 2007

## APPENDIX C: SAMPLE EXPERIENCE ENTRIES

### OPTION 1.

#### LEGAL EXPERIENCE

**SMITH & JONES, L.L.P.**, Little Rock, Arkansas  
*Law Clerk*

May 2009 – July 2009

Researched and drafted legal memoranda addressing issues such as the burden of proof in a breach of contract case, and the elements of an age discrimination claim; assisted with the formation of an LLC; interviewed fact witnesses.

### OPTION 2.

#### EXPERIENCE

**The Honorable Robert T. Dawson**, Judge of the U.S. District Court, Ft. Smith, AR  
Judicial Extern, Fall Semester 2009

- Drafted bench memoranda for both civil and criminal cases before the court
- Observed court fifteen hours per week
- Presented weekly reports based on lawyering skills observed

### OPTION 3.

#### Professional Experience

**Office of Senator Blanche Lincoln, Intern**

Washington, D.C.  
January 2005 – April 2005

- Drafted constituent letters for Legislative Staff
- Collected data on Arkansas media outlets for Communications Staff

**Rankon Foods, Inc., Accounting Intern**

Springdale, AR  
June 2006 – August 2006

- Collected financial and quantitative data for utility expenditures at company facilities
- Aided in assessing and forecasting utility trends for Risk Management Department

Your goals in drafting your job descriptions are to focus on transferable legal skills and personal attributes, and to be as descriptive as possible, unless the job title is self-explanatory.

**APPENDIX D: SAMPLE RESUMES**

OPTION 1. First Year

Times New Roman 12 Point

**JOAN A. BAKER**  
985 W. Cherry Street #6  
Fayetteville, AR 72701  
(479) 555-1212  
jbaker@uark.edu

**EDUCATION**

**UNIVERSITY OF ARKANSAS SCHOOL OF LAW, Fayetteville, AR**

*Candidate for Juris Doctor, May 2012*

G.P.A.: 3.678/4.00 Class Rank: 8/137

ABA Negotiations Competition

1L Representative, Student Bar Association

Equal Justice Works

**UNIVERSITY OF MISSISSIPPI, Oxford, MS**

*Bachelor of Business Administration, cum laude, May 2009*

Marketing Major GPA: 4.0 Overall GPA: 3.77

National Society of Collegiate Scholars

Sigma Alpha Epsilon Fraternity, House Manager 2006 – 2007

Study Abroad Program in Barcelona, Spain, Spring 2008

**EXPERIENCE**

**WAL-MART STORES, INC., Bentonville, AR**

*Corporate Accounting Intern*

January – May 2008

Provided research support regarding tax consequences of proposed acquisition; Updated and revised internal training materials on federal reporting compliance; Prepared and presented senior management briefing on proposed changes to store reporting procedures.

**OXFORD COMMUNITY CENTER, Oxford MS**

*Head Youth Counselor*

May – August 2007

Monitored daily activities of five counselors and approximately fifty ten-year-olds. Scheduled daily activities. Managed a budget of \$15,000.

OPTION 2. Second Year

Bookman Old Style 12 Point

J. Cooper Hamilton

789 Juneway  
Fayetteville, AR 72703  
479/555-1212  
chamilton@gmail.com

*EDUCATION*

---

**University of Arkansas School of Law**

Fayetteville, AR

J.D. Expected, May 2011

- GPA: 3.055/4.0 Rank: 40/132
- Dean's List, Spring 2009
- Hispanic Student Bar Association, Secretary
- Delta Theta Pi Legal Fraternity

**Ouachita Baptist University**

Arkadelphia, AR

B. A., *summa cum laude*, May 2008

- GPA: 4.0/4.0 Rank: 1/150
- Honor's Thesis: *The History of School Desegregation*
- Cross-examination Debate Team

*PROFESSIONAL EXPERIENCE*

---

**Black & Dunn, P.C.**

Fayetteville, AR

Law Clerk, July 2010 – present

Research issues including requirements for municipal land annexation, elements of a negligence claim, and the enforceability of a non-compete agreement; conduct initial client intake interviews, maintain discovery schedules.

**Alexander, Foley, & Wolfson, LLC**

Little Rock, AR

Law Clerk, May – June 2010

Researched and prepared memoranda on issues including employment discrimination, indemnification, and landlord liability. Drafted articles of incorporation, an employment contract, and jury instructions.

**Professor Jean Jones, Ouachita Baptist University**

Arkadelphia, AR

Teaching Assistant, Spring Semester 2008

Conducted study sessions and graded examinations in freshman level introductory political science course.

**BERT SHELTER**

bshelter@uark.edu

2715 Odessa Drive  
Fayetteville, AR 72703  
479-555-1212

*Permanent Address*  
4750 East Colfax  
Denver, CO 80276

---

**EDUCATION**

**University of Arkansas School of Law, Fayetteville, AR**

*Juris Doctor expected, May 2010*

GPA: 3.876      Class Rank: 3 of 140

Honors: *Arkansas Law Review*, Articles Editor

Dean's List All Semesters

High Papers in Civil Procedure I and Contracts II

James R. Rowling Scholarship (Merit Based)

William H. Sutton Barrister's Union Competition, Quarterfinalist

**University of Colorado, Boulder, CO**

Bachelor of Science, Civil Engineering, May 2007

GPA: 3.87/4.0

Honors: Phi Kappa Phi National Honor Society

Wilson Distinguished Service Award Nominee

**LEGAL EXPERIENCE**

**Chesapeake Energy Corp., Oklahoma City, OK**

Summer 2009

*Landman:* Researched and interpreted gas lease clauses to determine allowable operational uses; Drafted joint operating agreements and leases; Ran title and wrote preliminary title opinions; Attended regulatory hearings and presented summaries to senior management.

**Gardere Wynne Sewell LLP, Dallas, TX**

Summer 2008

*Summer Associate:* Investigated discrimination claims for national retail client; conducted witness interviews, and drafted deposition outlines.

**Federal Practice Clinic, University of Arkansas School of Law, Fayetteville, AR**

Spring 2008

*Rule XV Student Attorney:* Counseled clients and managed all aspects of Chapter 7 Bankruptcies.

**COMMUNITY INVOLVEMENT**

**Court Appointed Special Advocate, Guardian Ad Litem, 2006- present**

**Peace at Home Family Shelter, Volunteer, 2006 – present (3 hours/week)**

**LANGUAGES**

Spanish (proficient)



## **APPENDIX D: TRANSFERABLE LEGAL SKILLS**

Because students have limited legal experience, potential legal employers look for skills and attributes that will transfer from non-legal jobs and activities to the practice of law. For instance, being a server indicates that you have had experience in a client service field. A bank teller demonstrates close attention to detail. A sales representative may have significant experience in negotiating deals. An elementary school teacher understands the power of patience.

In assessing your work experience, school activities and community involvement try to identify specific instances evidencing the following types of skills and attributes:

Ability to manage multiple tasks	Negotiation skills
Ability to manage changing circumstances	Open minded
Ability to meet deadlines	Openness to feedback
Ability to follow instructions	Organizational skills
Ability to synthesize information	Patience
Ability to think on your feet	Perseverance
Ability to work independently	Persuasiveness
Ability to work on a team	Presentational skills
Adaptability	Problem-solving skills
Analytical thinking	Public speaking skills
Assertiveness	Reliability
Attention to detail	Research skills
Communication skills	Resourceful
Composure under pressure	Responsibility
Conscientious	Self-confidence
Creativity	Self-control
Decision-making skills	Self-discipline
Diligence	Self-motivated
Ethical	Stamina
Honest	Supervisory skills
Integrity	Tenacious
Interpersonal skills	Thoroughness
Judgment	Time management skills
Leadership	Versatility
Logical thinking	Work ethic
Maturity	Writing skills

**APPENDIX E: ACTION VERBS**

Accelerated	Classified	Determined	Focused
Accomplished	Cleared	Developed	Followed
Achieved	Coached	Devised	Forecasted
Acquired	Coded	Diagnosed	Formed
Acted	Collaborated	Directed	Formulated
Activated	Collected	Discovered	Fostered
Adapted	Communicated	Dispensed	Founded
Addressed	Compared	Displayed	Functioned
Adjusted	Compiled	Disproved	Gathered
Administered	Completed	Distributed	Gave
Advised	Composed	Diverted	Generated
Allocated	Computed	Drafted	Got
Analyzed	Conceptualized	Drew	Governed
Annotated	Conducted	Drove	Grouped
Anticipated	Consolidated	Edited	Guided
Applied	Constructed	Educated	Handled
Appraised	Conserved	Effected	Headed
Arbitrated	Contacted	Elicited	Helped
Arranged	Continued	Eliminated	Identified
Articulated	Contracted	Encouraged	Illustrated
Ascertained	Controlled	Enforced	Implemented
Assembled	Convened	Established	Improved
Assessed	Conveyed	Estimated	Improvised
Assigned	Coordinated	Evaluated	Increased
Attained	Corresponded	Examined	Influenced
Audited	Copied	Executed	Informed
Authored	Counseled	Exhibited	Initiated
Balanced	Created	Explained	Innovated
Briefed	Critiqued	Expanded	Inspected
Budgeted	Decided	Experimented	Installed
Built	Defined	Explored	Instituted
Catalogued	Delegated	Expressed	Instructed
Categorized	Delivered	Extracted	Integrated
Calculated	Demonstrated	Facilitated	Interpreted
Chaired	Derived	Figured	Introduced
Charted	Designed	Filed	Interviewed
Checked	Detailed	Financed	Invented
Clarified	Detected	Fixed	Inventoried

University of Arkansas School of Law - Resume

Investigated	Piloted	Resolved	Tended
Judged	Planned	Responded	Tested
Kept	Planted	Retained	Told
Lectured	Played	Restored	Took
Led	Predicted	Retrieved	Trained
Learned	Prepared	Reviewed	Transcribed
Lifted	Prescribed	Revised	Translated
Listened	Presented	Rewrote	Treated
Logged	Presided	Risked	Traveled
Made	Printed	Routed	Trouble-shot
Maintained	Processed	Scheduled	Tutored
Managed	Produced	Searched	Typed
Marketed	Programmed	Selected	Umpired
Mastered	Projected	Separated	Understood
Measured	Promoted	Served	Undertook
Mediated	Proofread	Set	Unified
Mentored	Protected	Set up	United
Met	Proved	Shaped	Updated
Modeled	Provided	Shared	Upgraded
Modified	Publicized	Showed	Utilized
Molded	Purchased	Simplified	Verified
Monitored	Questioned	Sketched	Washed
Motivated	Raised	Sold	Weighed
Named	Read	Solicited	Worked
Navigated	Realized	Solved	Wrote
Negotiated	Reasoned	Sorted	
Observed	Received	Specified	
Obtained	Reconciled	Spoke	
Offered	Recommended	Stimulated	
Operated	Recorded	Structured	
Ordered	Recruited	Studied	
Organized	Reduced	Summarized	
Originated	Referred	Supervised	
Outlined	Rehabilitated	Supplied	
Oversaw	Rendered	Supported	
Painted	Repaired	Synthesized	
Perceived	Reported	Talked	
Performed	Represented	Targeted	
Persuaded	Reproduced	Taught	
Photographed	Researched	Team-built	