

# LEGAL RESUME & LINKEDIN QUICK GUIDE

## RESUME BASICS

- A legal resume should be no longer than ONE page
  - Possible Exceptions: Students with 10+ years of work experience
  - Students pursuing intellectual property law
  - Students pursuing certain federal government positions
- Choose one easy to read font for your entire resume
- Try to keep font size no smaller than 11 point
- Margins can be as small as .5 on each side
- Use bolding and italics carefully and consistently
- Do not include an “Objective” on your legal resume

## REQUIRED SECTIONS – Every resume and LinkedIn profile should have the following:

- Heading that includes your name, mailing address, telephone number & email address
- Education section that includes each school you have attended since high school in reverse chronological order
- Experience section that includes your jobs and internships

## OPTIONAL SECTIONS – Students may choose to include the following sections:

- Language Skills (if you have above beginner competency in a foreign language)
- Community Service/Involvement
- Professional Associations/Licenses
- Security Clearances
- Publications
- Technical Skills
- Significant Interests (should be specific enough to be interesting to the reader. For example, Thai cooking, not cooking; Playing Jazz guitar, not music; Washington Nationals, not baseball)
- LinkedIn Skills

## CHOOSING CONTENT

- Some employers may favor or disfavor certain political, social or religious activities (e.g., involvement in student political groups, fraternities, church organizations). You may consider creating two versions of your resume, a “political” version to use for certain employers, and a more “neutral” one for other employers.
- Keep your resume and LinkedIn content consistent. You don’t need the same detail, but the public information should be consistent.
- While there is nothing wrong with putting your best foot forward, providing inaccurate or misleading information on a resume will be considered an Honor Code violation.

# ACTION VERBS FOR JOB ENTRY DESCRIPTIONS

accelerated	constructed	explored	met	set
accomplished	consulted	expressed	modified	solved
accrued	continued	extended	monitored	sought
achieved	contracted	filed	motivated	spearheaded
adapted	controlled	financed	moved	specified
addressed	converted	focused	named	started
adjusted	convinced	forecasted	negotiated	streamlined
administered	coordinated	formulated	observed	strengthened
advised	corrected	fostered	opened	submitted
allocated	counseled	found	operated	substituted
analyzed	counted	gathered	ordered	suggested
answered	created	graded	organized	summarized
appeared	credited	granted	oversaw	supervised
applied	critiqued	guided	participated	surveyed
appointed	dealt	handled	perceived	tackled
appraised	decided	helped	performed	targeted
approved	defined	identified	persuaded	taught
arbitrated	delegated	implemented	planned	tested
arranged	delivered	improved	prepared	toured
assessed	demonstrated	incorporated	presented	trained
assigned	described	indexed	processed	translated
assisted	designed	initiated	procured	transported
assured	determined	influenced	programmed	traveled
attended	developed	innovated	prohibited	turned
audited	devised	inspected	projected	updated
awarded	devoted	installed	promoted	visited
bought	diagnosed	instructed	proposed	worked
briefed	directed	insured	provided	wrote
brought	discussed	interpreted	published	
budgeted	distributed	interviewed	purchased	
calculated	documented	introduced	pursued	
cataloged	drafted	investigated	qualified	
chaired	earned	involved	ranked	
changed	edited	issued	rated	
classified	encouraged	joined	received	
closed	endorsed	kept	recommended	
coached	enlarged	launched	reconciled	
collected	enlisted	learned	recruited	
combined	ensured	leased	regulated	
commented	entered	lectured	related	
communicate	established	led	replaced	
compared	estimated	licensed	replied	
completed	evaluated	listed	revamped	
composed	examined	logged	reviewed	
computed	expanded	maintained	revised	
conceived	expedited	managed	scheduled	
concluded	experienced	matched	selected	
conducted	experimented	measured	served	
considered	explained	mediated	serviced	

## SAMPLE LEGAL RESUME

Additional samples available on the CAS intranet: [www.caas.law.gmu.edu](http://www.caas.law.gmu.edu)

### GEORGINA MASON

3301 Fairfax Drive ▪ Arlington, VA 22201 ▪ 703.555.8020 ▪ gmason@gmu.edu

#### EDUCATION

##### **George Mason University School of Law**, Arlington, VA

Juris Doctor Candidate, May 2017

**Class Rank:** Top 5% (7/150) ▪ GPA: 3.95/4.33

**Honors:** Mason Law Scholarship

**Activities:** *George Mason Law Review*, Articles Editor  
Women's Bar Association, President

**Publication:** *The Best Law Review Note Title Ever*, 22 GEO. MASON L. REV. (forthcoming 2015)

##### **George Mason University**, Fairfax, VA

Bachelor of Arts, Political Science, *Magna Cum Laude*, May 2013

**Honors:** Dean's List (8 semesters)

**Activities:** Varsity Women's Softball  
Debate Club, Captain

**Study Abroad:** University of Seville - Seville, Spain  
Coursework in Economics, Fall 2012

#### EXPERIENCE

##### **The Honorable John Doe, Superior Court of the District of Columbia**, Washington, DC

Judicial Intern, Beginning September 2015

##### **Butler and Associates, LLP**, Arlington, VA

Law Clerk, May 2015–Present

Perform legal research regarding a variety of topics, including investment adviser reporting requirements and insider trading sanctions. Draft legal memoranda analyzing impact of new reporting regulations on various clients. Report on research results to supervising attorneys and attend client meetings.

##### **ABC Company**, McLean, VA

Communications Associate, June 2013–August 2014

Corresponded with clients regarding pending orders and service complaints. Drafted service agreements and client newsletters with updates on new product offerings. Conducted research on competitor pricing.

##### **Arlington Community Center**, Arlington, VA

Camp Counselor, May–August 2012

Planned and implemented daily activities for elementary school children with an emphasis on improving both gross and fine motor skills through games, arts and crafts, and woodworking. Trained junior counselors on camp emergency protocols.

#### LANGUAGE SKILLS

Spanish – Fluent

# Annotated Sample Legal Resume – EDUCATION SECTION

## GEORGINA MASON

3301 Fairfax Drive ▪ Arlington, VA 22201 ▪ 703.555.8020 ▪ gmason@gmu.edu

### EDUCATION

In reverse chronological order, list the schools you have attended since high school (starting with law school), the degree earned, the month and year you graduated, the location of the school (city and state), and any honors or activities.

**George Mason University School of Law**, Arlington, VA  
Juris Doctor Candidate, May 2017

**Class Rank:** Top 5% (7/150) ▪ GPA: 3.95/4.33  
**Honors:** Mason Law Scholarship  
**Activities:** *George Mason Law Review*, Articles Editor  
Women's Bar Association, President  
**Publication:** *The Best Law Review Note Title Ever*, 22 GEO. MASON L. REV. (forthcoming 2015)

Listing GPA is optional. Employers often use class rank rather than GPA to evaluate candidates as grading systems vary widely from school to school.

General Rule: Include class rank if in the top 50%

Include degree, major(s), any Latin honors (in italics), and degree date on one line.

**George Mason University**, Fairfax, VA  
Bachelor of Arts, Political Science, *Magna Cum Laude*, May 2013

**Minor:** International Affairs  
**Honors:** Dean's List (8 semesters)  
**Activities:** Varsity Women's Softball  
Debate Club, Captain

**Study Abroad:** University of Seville - Seville, Spain  
Coursework in Economics, Fall 2012

Only list if on Dean's List for at least half of your time in college – include number of years or semesters.

Listing college GPA/rank is optional. If you do not include law school info, be consistent with college. Balance space on resume vs. value of additional info. Honors may already indicate good grades.

If you participated in many activities during college, include only the most significant activities - those that involved writing (like school newspapers), show a strong work ethic (like varsity sports), involved leadership (include your title), or involved community service. As you gain legal experience, undergraduate honors and activities are typically the areas to cut first to make space on

# Annotated Legal Resume – EXPERIENCE SECTION

## GEORGINA MASON

3301 Fairfax Drive ▪ Arlington, VA 22201 ▪ 703.555.8020 ▪ gmason@gmu.edu

### EXPERIENCE

In reverse chronological order, list the jobs and internships you have held after high school, including name and location of employer, your title, dates of work, and a concise description of your duties for each position. Begin descriptions with action verbs & even for non-legal positions, highlight good “lawyering” skills – research, writing, analysis, communication, and leadership. Do not include quantitative values (i.e., do not include # of articles you wrote, page length of report on which you worked, or amount of money involved in a transaction) and do

#### **The Honorable John Doe, Superior Court of the District of Columbia**, Washington, DC

Judicial Intern, Beginning September 2015

Once you secure a job/internship, you can put it on your resume. Indicate your start month & year and leave off the description until you actually begin.

#### **Butler and Associates, LLP**, Arlington, VA

Law Clerk, May 2015–Present

For a current position, use “Present” instead of an end date & use present tense verbs in the job description.

Perform legal research regarding a variety of topics, including investment adviser reporting requirements and insider trading sanctions. Draft legal memoranda analyzing impact of new reporting regulations on various clients. Report on research results to supervising attorneys and attend client meetings.

Focus on describing your role rather than the employer’s business or industry. Avoid general statements that begin with, “Assisted” or “Worked closely

#### **ABC Company**, McLean, VA

Communications Associate, June 2013–August 2014

Corresponded with clients regarding pending orders and service complaints. Drafted service agreements and client newsletters with updates on new product offerings. Conducted research on competitor pricing.

Past tense verbs for prior jobs

You do not need to leave off jobs simply because they were not legal or professional in nature – any job reflects a work ethic and can be a talking point in interviews!

#### **Arlington Community Center**, Arlington, VA

Camp Counselor, May–August 2012

Planned and implemented daily activities for elementary school children with an emphasis on improving both gross and fine motor skills through games, arts and crafts, and woodworking. Trained junior counselors on camp emergency protocols.

If your duties were substantial in each of your positions, a bullet format may work better for job descriptions.

Try not to leave chronological gaps in your Experience section that cannot be attributed to attending school full-time. If you have been out of college for more than 10 years, it is perfectly acceptable to leave off your oldest/ least relevant jobs and list certain positions without descriptions to save space while still highlighting your work experience for prospective employers. Reach out to CAAS to develop the best strategy for your particular background and career goals.

# SAMPLE LinkedIn Profile (used with permission of student)



## Jeannine Newcomer

2nd

Legal Intern at Department of Justice--Executive Office for U.S. Trustees

Washington D.C. Metro Area

Previous ACLI, Fairfax Public Defender's Office, Kristina Beavers, Attorney at Law

Education George Mason University School of Law

Connect

Send Jeannine InMail

104 connections

<https://www.linkedin.com/in/jeannine-newcomer-0280b1b6>

### Background



#### Experience

##### Legal Intern

Department of Justice--Executive Office for U.S. Trustees

May 2016 – Present (4 months) | Washington, D.C.

##### Legal Extern

ACLI

January 2016 – April 2016 (4 months) | Washington, D.C.

Updated law surveys with relevant statutes and amendments; compiled pending and recently enacted statutes onto compliance services; drafted form testimony to state regulators regarding long-term care rate cap proposals; reviewed legislation and synthesized key provisions that are pertinent to trade members.



##### Summer Intern

Fairfax Public Defender's Office

May 2015 – August 2015 (4 months) | Fairfax, VA

Attended client interviews at Fairfax Adult Detention Center; sat in on bond motions, preliminary hearings, and trials; conducted legal research on a variety of issues relating to serious felonies.

##### Legal Assistant

Kristina Beavers, Attorney at Law

April 2013 – May 2014 (1 year 2 months) | Yorktown, VA

Drafted legal documents; conducted depositions; communicated with clients and other members of the legal community; organized files/accounting.

### Ads You May Be Interested In



#### Get Dev Jobs In D.C.

Got Dev skills? Have D.C. companies competing for you with Hired!



#### Earn your MSW online

Complete your Master of Social Work in as little as 1 year with USC.



#### New Condos in Bethesda

Residences from the \$800's. Sales Gallery Now Open. Schedule a Visit!

### People Also Viewed



#### Christine Liguori Cedar

Summer Associate at Paul Hastings LLP



#### Sarah Imam

Legal Intern at Office for Civil Rights at the Department of Education



#### Stephanie Goldberg

Law Student



#### Dalton Mark

Sales Representative at Malvis Enterprises

#### Brian Jeffries

JD Candidate at George Mason University School of Law

<https://www.linkedin.com/in/jeannine-newcomer-0280b1b6>

### Skills

Legal Research

LexisNexis

Westlaw

### Education

#### George Mason University School of Law

Juris Doctor

2014 – 2017



Activities and Societies: Alternative Dispute Resolution Society, Vice President of Skills and Education; Business Law Society, Vice President and Director of Marketing and Technology; Women's Law Association; Phi Alpha Delta, Mason Chapter; Civil Rights Law Journal, Articles Editor; Mason Inn of Court, Student Member

#### Florida State University

Bachelor of Science (B.S.), Psychology

2009 – 2012



Activities and Societies: Freshman University Scholarship; Psi Chi Psychology Honor Society; FSU Honors College; Pi Gamma Mu Honor Society

### Certifications

#### Professional Research Certification

LexisNexis



#### Ellen Hutchinson

Summer Associate at Duncan, Weinberg, Genzer & Pembroke, P.C.



#### Jesse Holmes

Law Student



#### Kelly Maguire

J.D. Candidate at George Mason University School of Law, Concentrations in Tax Law and Corporate & Securities Law



#### Dustin Chang

Featured Critic at Screen Anarchy



#### Pasquale Pasquino

Directeur de recherche chez École des hautes études en sciences socialesCNRS

### How You're Connected



You



Henry N. Butler

[Ask Henry N. for an introduction](#)

See more connections in common



Jeannine Newcomer

### Connections

Shared (7)



#### Thomas Rucker 1st

J.D. Candidate, George Mason Universit...



#### Henry N. Butler 1st

Dean and Professor of Law at Antonin S...



#### Anastasia Uzilevskaya 1st

Law Clerk at Booz Allen Hamilton



#### Ethan Meredith 1st

Law Clerk at Americans for Prosperity



#### Michael Davis 1st

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#### Dillon Emmanuel 1st

Law Clerk at United States Air Force



#### Sandra Hartfield 1st

Advisor at District Daybook

### In Common with Jeannine

