

RESUME CHECKLIST

Font

- Serif font (like Cambria or Times New Roman); should be the same throughout the resume
- No smaller than 10.5 point and no larger than 12 point (except in the heading)

Language

- Formal language
- Persuasive tone and word choice
- Start each description with an action verb

Correct Spelling

Grammar

- Current positions should be described in the present tense, past positions should use past tense

Length

- One page, when possible; be sure not to eliminate information that an employer would consider relevant to the position sought
- If resume is two pages long, page 2 should have a header and content indication (i.e. "Experience, Continued")

Consistency

- If you abbreviate "J.D.," then you should abbreviate "B.A."
- Format and tone should be consistent

Heading

- Use full name
- If using a nickname, should read: First name "Nick name" Last name
- Use "Ms." or "Mr." if necessary
- Include mailing address, phone number, and email address
- Professional email address

Content/Order

- Education (reverse chronological order, starting with law school)
- Experience (reverse chronological order)
 - Name of employer, location, dates of employment, job title
- Memberships or Professional Associations
- Community Service
- Language Skills
- Personal Interests

Do Not Include

- References (these go on a separate page entitled "Professional References")
- Objectives
- Summary of Qualifications
- Skills (non-language)

HOW TO PREPARE A LEGAL RESUME*

YOUR FULL NAME MAILING ADDRESS • EMAIL ADDRESS • PHONE NUMBER

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, CA
Juris Doctor, expected 2022

Name of degree-granting institutions, Location
Degree received and major, list most recent first.

Can include overseas academic experience.

Can include specialization or focus areas if relevant.

Can include relevant courses.

Can include Honors, Activities, and GPA.

EXPERIENCE

Name of Current or Most Recent Employer, City, ST

Title of Job Held

Date Started – Date Ended

- Descriptions of responsibilities beginning with action verbs.
- Avoid phrases such as “duties included.”
- Specific, verifiable accomplishments.

Name of Last Employer, City, ST

Title of Job Held

Date Started – Date Ended

- When possible, focus on relevant, transferrable skills.
- Paid jobs, internships, and volunteer experience can all be included in this section.
- Generally, jobs you held before you graduated from college need not be included on your resume.

COMMUNITY SERVICE

Organization Name, City, ST, dates of service

- Volunteer work and participation in community activities can be important to legal employers, especially when applying for public interest work.

LANGUAGE SKILLS

- Be sure to include your skill level—e.g., conversational, fluent, or native speaker.

PERSONAL INTERESTS

- Be specific rather than general when listing personal interests.
- Any interest listed should be a genuine and current interest.
- Remember some interests may indicate an ability to bring in business (i.e., golf, fundraising, being on a board of a non-profit), or to be a team-player (i.e., soccer, playing in a band).
- This section should be last (because it is expendable) and should have no more than three or four items listed.

* For more detailed information on each section of your legal resume, and for more samples, please see the complete “Legal Resume Writing” handout or contact the Career Development Office.

REBECCA “ANN” JONES

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EDUCATION

University of the Pacific, McGeorge School of Law

Sacramento, California

Candidate for Juris Doctor and Government Affairs Certificate, May 2020

Class Rank: Top 25% (75/300)

Law Review: Comment Editor, *McGeorge Law Review*, 2019–2020
Legislative Staff Writer, *McGeorge Law Review*, 2018–2019
Note, *Toxic Substances: A Toxic Subject*, MCGEORGE L. REV. (forthcoming, May 2020)
Analysis of the California Wiretap Act, (2018) (unpublished bill analysis, McGeorge School of Law) (on file with author)

Honors: Witkin Award for highest grade in Torts
Dean’s List, 2017 and 2019
James Foundation Scholarship (30% of annual tuition)

Activities: Alternative Dispute Resolution Forum
Volunteer Income Tax Assistance (VITA)

Washington University

St. Louis, Missouri

Bachelor of Arts in Psychology, Minor in Economics, June 2017

Honors: Edward Arthur Mellinger four-year merit scholarship
Dean’s List, three semesters

Activities: Psi Chi, International Honor Society in Psychology
Part-time employment to finance fifty percent of expenses

EXPERIENCE

Stone, Pogrund, Korey & Spagat

Sacramento, California
May 2019–August 2019

Law Clerk

- Researched and drafted legal memorandums in the areas of contracts and real estate in a ten-attorney business law firm.
- Performed extensive research on topics related to UCC coverage of custom-designed computer software and long-arm jurisdiction in contract disputes.
- Drafted complaints, responses, motions, and other pleadings.
- Assisted attorneys at hearings and real estate closings; attended client meetings and depositions.

Winston & Strawn

Walnut Creek, California
May 2018–August 2018

Legal Assistant–Bankruptcy and Business Reorganization Department

- Summarized and reported status of ongoing adversary proceedings in large Chapter 11 cases for an Am Law 100 corporate law firm.
- Drafted and revised legal documents; performed cite checks and WESTLAW research.
- Abstracted case depositions and hearing transcripts.
- Maintained case dockets and prepared indices of relevant documents.

Office of the Public Defender

St. Louis, Missouri
June 2017–August 2017

Legal Intern

- Investigated factual data for criminal cases.
- Summarized witness testimony after attending trials, hearings, and depositions.
- Interviewed clients daily and assessed eligibility for state assistance.

PERSONAL INTERESTS

Golf, cook Northern Italian cuisine, and participate in Big Sisters of Northern California.

SHEILA B. MURPHY

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Sacramento, California 95816
(916) 451-8232
smurphy@hotmail.com

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, California

J.D. Candidate, May 2019

Class Rank: Top 25% (50/200)

GPA: 3.20

- Appellate Advocacy: 12/75 overall rank in Moot Court Competition, 2018
- Studied Fundamental Rights in Europe and the United States, under Associate Justice Anthony Kennedy, Salzburg, Austria, Summer 2017
- Academic Scholarship, renewable for four years

Ohio State University, Columbus, Ohio

B.A. in History, cum laude, June 2015

GPA: 3.98/4.00

- President's Scholarship: four-time honoree for ranking in top 5 percent of class
- 2014 Student of the Year, History Department (selected by faculty)

LEGAL EXPERIENCE

Wright, Davis & Milligan, Sacramento, California

Law Clerk, Summer 2018

- Drafted briefs for trial and appellate practice in a 40-attorney general civil litigation firm.
- Researched, conducted interviews, and prepared clients for testimony at depositions and arbitration hearings.
- Assisted as second chair at a trial involving client's right to credit information.

Wilke, Fleury, Hoffelt, Gould & Birney, LLP, Sacramento, California

File Clerk, Fall 2018–Spring 2018

- Maintained discovery records for the five-attorney healthcare department.
 - Created new document processing and filing system for litigation documents.
 - Organized and closed case files.

OTHER EXPERIENCE

Stride for Ohio, Ohio State University, Columbus, Ohio

Program Coordinator, Fall 2013–Fall 2015

- Conceived and coordinated comprehensive tutoring and mentoring program for local disadvantaged high school juniors and seniors.
 - Trained 55 fellow undergraduates to work with more than 150 students.
 - Received Governor's Recognition Award in only second academic year of operation.
 - Maintained less than 1 percent dropout rate throughout two years of stewardship.

PERSONAL INTERESTS

- Read legal thrillers, play softball, and train companion animals.

SAMPLES

MS. ROBIN J. JONES

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- EDUCATION** **University of the Pacific, McGeorge School of Law**, Sacramento, CA
J.D. to be conferred, May 2021
- University of the Pacific**, Stockton, CA
B.A. in Psychology with emphasis in Organizational Behavior, May 2015
- Honors:* Phi Beta Kappa
 National Merit Scholar
 Alumni Merit Scholar
- Leadership Positions:*
 Gamma Phi Beta Sorority—Alumni Relations Chair
 Associated Student Government—Senate Admissions
 Committee
- EXPERIENCE** **Macy's Department Store**, Sacramento, CA
Assistant Buyer, June 2015–July 2018
- Worked in handbag department with annual sales volume of \$8.5 million.
 - Analyzed business reports, identified key items and trends, and determined stock deficiencies.
 - Negotiated with vendors to obtain profitable relationship through payment terms, advertising co-op, and markdown allowance.
 - Planned sales goals, markdown objectives, advertising strategies, and vendor assortments.
- Hernon Associates**, Los Angeles, CA
Interviewer, June 2014–May 2015
- Solicited and identified qualified subjects for market research in the areas of cosmetics, clothing, and pharmaceutical products.
 - Conducted ten to fifteen interviews per day.
- COMMUNITY SERVICE** Loaves and Fishes volunteer, 2018–Present
 Community soccer team player, 2015–2019
- LANGUAGE SKILLS** Fluent in Spanish.
 Conversationally proficient in French.
- PERSONAL INTERESTS** Blogging, vegetarian cooking, and practicing meditation

EVA S. RUSSO

EDUCATION

University of the Pacific, McGeorge School of Law

Sacramento, CA

Candidate for Juris Doctor, May 2019

Class Rank: Top third of class (66/200)

McGeorge Law Review

Articles Editor, 2018–2019; *Comment Editor*, 2017–2018, *Legislative Staff Writer*, Summer 2017

- Note, *A Western States Energy Policy: An Examination of Some of the Current Issues*, 29 MCGEORGE L. REV. (forthcoming Jan. 2019).
- Analysis of California's Welfare Reform Act, SB 245 (2017) (on file with author).

Catholic University

Washington, DC

Bachelor of Arts in Political Science, June 2016

George R. Wistle International Scholar Award: Selected through merit competition to spend junior year at the Sorbonne in Paris, France. All courses were conducted at the graduate level, in French.

EXPERIENCE

Phyfe & Drumm

Sacramento, CA

Law Clerk, June 2018 to Present

- Drafted pleadings and discovery as sole law clerk in a five-attorney civil litigation firm.
- Handled extensive client contact, including initial interviews and preparation of clients for testimony at depositions, arbitration hearings, and trials.
- Assisted at trial, providing cross-examination points in case that was decided in client's favor.

West Jaffe

Washington, DC

Law Clerk, May 2017 to August 2017

- Coauthored brief in opposition to consolidation of plaintiffs in class action suit. Drafted *amicus curiae* brief submitted to U.S. Court of Appeals.
- Researched and wrote memoranda on product liability and medical malpractice issues, as well as estate planning and probate law.

LANGUAGE SKILLS AND PERSONAL INTERESTS

- Speak French fluently.
- Traveled throughout Europe extensively and published travel memoir in local newspaper.
- Enjoy tennis and Level 5 white-water rafting.

P. MICHAEL MALONEY

pmm@juno.com

Current Address

2555 Third Avenue
Sacramento, California 95817
(916) 442-9005

Permanent Address

4205 Sunflower Court
San Jose, California 94752
(208) 448-7291

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, California

J.D. candidate, May 2020

- Moot Court Competition Team Member: selected for four-member team to participate in upcoming national competition involving constitutional law issue.
- Studied Fundamental Rights in Europe and the United States under Associate Justice Anthony M. Kennedy in Salzburg, Austria, July 2018.

University of San Diego, San Diego, California

B.A. in English with minor in History, June 2017

EXPERIENCE

Civil Practice Clinic, McGeorge School of Law

Certified Law Student

Sacramento, California

August 2019 to Present

- Serve as lead counsel on four cases, including domestic violence, landlord/tenant, and consumer protection.
- Research and draft complaints and numerous memoranda.
- Negotiate with opposing counsel, make court appearances, and advocate for clients at hearings.

Judge Edwin I. Smythe

U.S. District Court, Eastern District of California

Summer Extern

Sacramento, California

May 2019 to August 2019

- Drafted bench memoranda for approximately twenty-five civil lawsuits.
- Analyzed evidence, ascertained facts, and researched applicable law.
- Assisted with pretrial conferences, settlements, and sentencing hearings.
- Regularly discussed issues with Judge Smythe and law clerks; gained insight into judicial decision making and court process; improved written and oral communications through detailed critiques.

Professor Albert E. Jones, McGeorge School of Law

Research Assistant

Sacramento, California

May 2018 to June 2018

- Analyzed legislative history and recent developments of the Civil Rights Restoration Act of 1987 and the Americans with Disabilities Act of 1989 in support of Professor Jones's scholarship.
- Researched judicial and administrative law, congressional action, and social policy.
- Checked cites and edited Professor Jones's articles.

COMMUNITY SERVICE

- Habitat for Humanity, *Volunteer Carpenter*, Summers 2016, 2017
- Upward Bound, *Volunteer Tutor at Montgomery High School*, 2017 to present

PERSONAL INTERESTS

Enjoy reading political theory, running half-marathons, and *capoeira* (Brazilian martial art).

JAMES “CHIP” BORILLA

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Granite Bay, California 98742
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borilla99@juno.com

EDUCATION

University of the Pacific, McGeorge School of Law Sacramento, California
Juris Doctor expected, May 2019

- Studied Fundamental Rights in Europe and the United States under Associate Justice Anthony M. Kennedy in Salzburg, Austria, July 2014.

University of California, Davis Davis, California
Bachelor of Science in Finance, May 2015

Zeta Beta Tau Fraternity
Executive Board Member, 2014–2015

- Served as liaison among members, trustees, housing coordinator, and alumni.
- Received citation of merit from national fraternity for outstanding service.

Recycling Chairperson, 2013

- Implemented new recycling methods and strategies for 125 members.
- Developed strong ties with community recycling organizations.

University of London London, England
International Business, Spring 2014
GPA: 3.25/4.00

EXPERIENCE

Senator Sheila J. Kuehl Sacramento, California
Staff Assistant/Intern, Summer 2016

- Responded to constituent inquiries concerning public health and environmental issues.
- Prepared memoranda used to brief Senator Kuehl for various agency meetings.
- Drafted support letters for California non-profits in need of federal grants.

JR Katz and Associates Sacramento, California
Assistant to Director of Corporate Employees, Summer 2016

- Prepared employee benefits statements for major corporations.
- Interacted with clients on a daily basis.

COMMUNITY SERVICE

- Bret Harte Elementary School, Mentor, 2016–Present
- Hands on Sacramento, Volunteer, 2015–Present

STUART R. AMERHINE

2121 Lavender Lane, Sonoma, CA 94618 ▪ (516) 482-2800 ▪ sramerhine@earthlink.net

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, CA
J.D. expected, May 2019

American Constitution Society, 2016–present
Public Legal Services Society, 2016–present

University of California, Los Angeles

B.A. in Theater with a minor in Mathematics, June 2016

Theater Fraternity, President, 2015–2016; Member, 2012–2016
Increased membership more than 200 percent during tenure. Trained and coached local inner-city high school students in traveling play program for five to twenty-five hours per month. Previous offices held: chairperson, costume design group; co-chairperson, publicity and scheduling.

EXPERIENCE

Sacramento County District Attorney's Office, Sacramento, CA
Legal Intern, Consumer Fraud Unit, Summer 2018

Conducted research and drafted legal memoranda regarding California statutes and case law. Second-chaired three misdemeanor trials. Prepared and organized case files.

Legal Aid Foundation, Los Angeles, CA

Law Clerk, Summer 2017

Assisted in all aspects of wage and hour litigation, including discovery requests, mediation briefs, and pre-trial motions. Conducted intake interviews with prospective low-income clients.

Los Angeles County Family Law Facilitator, Los Angeles, CA

Clerk, summers and school breaks, 2010–2015

Assisted with intake and during workshops. Trained incoming administrative staff. Assisted in the creation of filing procedures handbook.

LANGUAGE SKILLS

Con conversationally proficient in Spanish.

PERSONAL INTERESTS

Avid rock-climber, skier, and snowboarder (AASI Level 1 Certified).