



# Career Service Resume Checklist

**Content:** Read the position description and adapt résumé to highlight the skills, experiences, and education that *best* qualifies you for that position. If appropriate, that *may* include:

- incorporating *key terms* from the job description into your résumé;
- highlighting activities, coursework, and papers/articles that are relevant to the position under education;
- retitling, separating, or combining one or more section headings ( *e.g.*, “Legal and Finance Experience” or “Experience”)
- expanding on the experiences/activities that are relevant to your target employer and reorganizing/deemphasizing those experiences and activities that do not advance your application

**Style and layout of résumé:** See CPDC Handbook p. 5-3

- Do not exceed one page (unless law is a second career, see CPDC Handbook page 5-4 for guidance)
- Use a professional looking font, such as Palatino, Century, Book Antiqua, or Garamond, that is at least 11-point in size
- Delineate headings using boldface and/or small caps; do not use all caps, underlining, and different font sizes in excess

**Header:**

- Include name, current address, phone number, email address, and bar membership (if applicable).
- Email address is professional sounding (*e.g.*, not funnygal@gmail.com) and is not hyperlinked
- Do not use labels (*e.g.*, “phone”, “email,” or “résumé,”), but do label “current address” if including a “permanent address”

**Education:** List schools in reverse chronological order with city and state information (even if obvious from institution name), generally academic honors and activities are listed in a subsection under the related institution (see CPDC Handbook p. 5-7)

- List expected graduation date/graduation year, not years of attendance (“J.D Candidate May 2015” or “J.D. expected May 2015”)
- Graduate honors (*e.g.*, *magna cum laude*) in italics, listed after degree received (“B.A., *cum laude*, History major, 2008”)
- List honors (scholarships, Dean’s List, awards, law review) and activities and include dates & descriptions if not self-explanatory
- Law school, see Career Services Handbook p. 5-6:
  - “Lewis & Clark Law School” (**not** “Lewis and Clark Law School”)
  - J.D. or “Juris Doctor” (not “Juris Doctorate”)
  - LSAT score not listed (unless requested)

- Include class rank and/or class standing if in top 1/3 (1Ls ranked after spring semester)
- Italicize names of law review and other journals, articles, and papers
- Graduate & undergraduate school(s), see Career Services Handbook p. 5-6
  - Use same format as law school
  - “major” and “minor” are not capitalized

**Experience:** May be one or more sections (“Experience”, or “Legal Experience” / “Teaching Experience”), and includes all relevant paid, unpaid, work-study, part-time, full-time, volunteer/civic experiences. See Career Services Handbook p. 5-8

- Headings: list employer’s name, city and state, job title, and dates of employment
  - Do not: (1) list dates first, (2) use slash dates (“9/2019”), or (3) capitalize names of seasons or “present”
- Position descriptions:
  - Describe current position in *present tense* & (1) achievements in current position & (2) past positions in *past tense*
  - Begin position descriptions with *action verbs* (see Career Services Handbook, appendix to chapter 5)
  - Avoid: person pronouns (“I” or “my”), introductory phrasing (“Duties included...”), abbreviations (“memoranda” not “memos”), acronyms / initialisms, legalese (“utilized”), technical language, & redundant job title & position descriptions
  - Specifically describe *skills* used (“researched summary judgment motion ...”), the *substantive* area of law involved (“... in a class-action bank fraud case...”), and use *quantifiers* if appropriate (“...that resulted in a \$5 million judgment ...”)
  - For non-law jobs, focus on *transferrable skills* (“Supervised 12-person work-crew...”, “Counseled incoming students...”)

**Publications, languages, licenses/credentials, professional associations/community activities, & interests:** May be separate sections or lumped into a single section, *e.g.*, “Languages & Community Activities”). See Career Services Handbook pp. 5-9 to 5-10.

- Publications listed in italics
- Languages indicate level of fluency, see Career Services Handbook p. 5-9 for specific designations
- Interests described using adjectives or as accomplishments (“dedicated runner” or “completed two marathons”, not “running”)

**Nit-picky spelling, grammar, & style review:** Review résumé for:

- Consistency in: (1) tabs, spacing, and use of bullet points, (2) use of dashes, (3) date

style, (4) use of apostrophes, colons, commas, hyphens, periods, and semicolons, (5) heading style, (6) use of abbreviations (B.A./J.D., OR/Oregon, etc.), (7) use of verb tense within position descriptions and in lists, and (8) font

- Accuracy in: (1) naming (firms, titles, etc.), (2) spelling and word usage, (3) italics (some Latin words commonly used in legal writing are not italicized, see BB Rule 7(b)), (4) capitalization (see BB Rule 8(b), CMS 8.91), and (5) possessive and plural forms

Consult: your dictionary, *The Bluebook: A Uniform System of Citation*, *The Chicago Manual of Style*, and the CPDC Handbook & staff