



## Career Development Office Resume Workshop Outline

### What is a resume?

A resume is a document that synthesizes one's education, experience, and job related skills. A resume must present your information in a logical, concise, and consistent manner, and is often the criterion upon which most employers heavily rely in deciding whom to interview.

### What, then, is a Curriculum Vitae?

A curriculum vitae, or "CV," is often used to apply for positions in research and academia. In addition to much of the information found in a standard resume, CVs include detailed recitations of a person's academic and professional history and accomplishments, scholarly or professional memberships, publications and presentations, grants, honors, and awards, and areas of interest. Though CV and resume are sometimes used interchangeably, for the purposes of legal employment, unless specifically asked, submit a resume.

### What should a resume include?

A resume should detail your contact information, relevant education, experience, skills, certifications, and, if applicable, bar admissions. Each section should be arranged in reverse chronological order, where the most recent item is listed first, followed by the second most recent item, and so on.

- **Heading** – Your heading should begin with your name in bold and no more than four sizes larger font, and in the line below that, your current address, telephone number, and email address, in regular-size font.
- **Bar Admission(s)** – If you are admitted to a state or federal bar, place this information in the first section of the resume. For those barred in Georgia, the official name of the institution is "The State Bar of Georgia," so be sure to use only that nomenclature.
- **Education** – Your education section should name, in bold font, the schools you have attended following high school, the city in which they are located, the **full name** of the degree you earned (e.g. Bachelor of Arts in Legal Studies, **not** "B.A." or "Bachelors" of Arts), and the month and year of your graduation. If you attended a community college or transferred from a previous institution, only list the school from which you received your degree. Any honors will be italicized, and appear immediately after the degree (e.g., "Master of Business Administration, *cum laude*").

Generally, if you list your grade point average (GPA) for one school, you must list it for all of them to avoid suspicion. Also, GPAs less than 3.0 may be best left off of the resume. When choosing to list a GPA, utilizing your class rank in addition to your GPA can give greater context to your actual class standing. The general rule on class rank is that you list it if you are in the top 50 percent of your class. In some cases, especially where there is a dearth on on-point experience, including a Relevant Coursework section in your resume is appropriate, but

be sure that it is not a boilerplate section, and that the coursework is actually relevant to the demands of the position.

Below your degree information can be listed any honors or awards (e.g., Dean's List, scholarship information, book awards, etc.) received, and under that can be listed any relevant activities (e.g., Law Review, student organization board membership, fellowships, etc.). Student with publications can include such a section here.

For students who have studied abroad, indicate "Study Abroad," the name of the school through which the study abroad was offered (if different from your home institution), and the city and country on the first line, with the area of study and dates of study on the second line.

- **Experience** – The format should mirror the Education section where the first line will include the name of the employer in bold font, and the city and state in which the employer is located on the first line, with the position and dates of employ on the second line.

Utilizing bullet points is highly recommended, as they ease the reader's absorption of information when utilized correctly. Each sentence should begin with a unique action verb (e.g. drafted, reviewed, supervised, negotiated, etc.) that can quickly preview to your reader what you did in the respective position. Avoid verb duplication, as it can distract the reader and detract from your range of experiences.

Be advised that **unpaid positions are indeed experience!** The non-payment for services has no bearing on the amount of experience you garnered in that position. However, routine participation in student organizations, even at the board member level, does not, generally, qualify as experience.

**Be sure to include job description-specific skills in your resume**, as this will work to remove any doubts the prospective employer may have about your abilities to perform the major functions of the position. Also, using concrete number that support your completion of tasks or improvement of processes bolsters the claims you make in your resume with empirical data.

- **Certifications** – Any certifications held can be listed in a separate section, if relevant to the position. Certifications include other professional licenses, notary public status, research certifications, and the like.
- **Language** – If you speak a foreign language, state which language it is and your level of proficiency. **Do not list "English"!**

### **What should not be included in a resume?**

The following items should not appear in your resume:

- **False information** – While this is self-explanatory, any false information in a resume is, universally, grounds for immediate or delayed disqualification.
- **Copious personal information** – Information pertaining to your marital, religious, sexual orientation, parental, or political status can potentially offend, even if presented as membership in a particular organization. While it should not be the case, people reading your resume often cannot or do not suspend their personal leanings when evaluating applicants, and the more

neutral the resume, the better.

- **References** – References should appear on a separate document, not the resume. Also, do not state, “references available upon request”; simply include them in the above-referenced separate document.
- Personal pronouns (I, we, me, us, etc.), contractions, unexplained acronyms, and abbreviations (other than states and months) should not be used in a resume.
- Photographs of the applicant are inappropriate unless **specifically** requested.
- **Work numbers or work emails** – This can create the impression that you care so little for current your job that you are applying for positions on company time, using company resources, and the presumption that you would do the same in your new position.
- **Irrelevant information** – As stated above, irrelevant information distracts the reader and wastes valuable space on the resume.

### **How many pages should a legal resume be?**

The general consensus on law student and recent graduate legal resumes is that ***they should not exceed one page in length***. There are a few reasons behind this consensus, including recruiters do not have enough time to review lengthy resumes, it discourages students and young attorneys including superfluous information, focused, clear, and concise resumes can have more impact than one that spans several pages. Now, [federal resumes](#) and [CVs](#) are expected to several pages in length.

### **Is there a “perfect” resume?**

**No.** As is the case with cover letters, there is no “one-size-fits-all” resume. Identifying your desired industry, researching the employer, and following the tips above should produce a resume that should be visually appealing, consistent, and apropos.

# Stuart Dent

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## EDUCATION

### **Atlanta's John Marshall Law School**

Candidate for Juris Doctor

Atlanta, Georgia  
May 2018

Honors: Dean's List, Fall 2016 and Spring 2017  
Activities: Student Bar Association – Vice President

### **Stetson University College of Law School, Study Abroad**

Climate Change Impacts and Coastal Law

George Town, Cayman Islands  
December 2014 – January 2015

### **University of Central Florida**

Master of Business Administration

Orlando, Florida  
May 2009

Bachelor of Science in Finance & General Business, *cum laude*

May 2003

Honors: Golden Key International Honor Society  
National Society of Collegiate Scholars  
Dean's List

Activities: United Nations Association, UCF Chapter – President

## LEGAL EXPERIENCE

### **Fulton County Courthouse – Family Court Case Management**

Family Court Intern

Atlanta, Georgia  
February – May 2017

- Assisted self-represented litigants with general information and requirements for compliance with court procedure
- Supported case managers, facilitating timely and expeditious disposition of cases in accordance with Georgia Statutes, Rules of Procedure, and local rule requirements
- Drafted orders in strict accordance with judge's instructions, and forwarded for signature

### **Morgan & Morgan, P.A.**

Senior Legal Intern

Atlanta, Georgia  
August 2016 – February 2017

- Selected responsive documents from client files for document production
- Managed over 150 litigation files, which included updating clients on any significant developments per firm policy
- Digested depositions and prepared mediation documents

## PROFESSIONAL EXPERIENCE

### **Travelers Indemnity Company**

Residual Markets – Account Manager Underwriter

Thomasville, Georgia  
August 2015 – July 2016

- Oversaw the accounting activities for a workers' compensation book of business valued at approximately \$7.2 million in annual premium
- Evaluated policy information and executed appropriate underwriting and pricing decisions to maximize policy premium and minimize potential financial losses
- Interpreted and met established state and federal government compliance standards and represent Travelers to state regulatory agencies, producers, brokers, and customers

Business Insurance Operations – Account Manager

May – August 2015

- Prepared underwriting and pricing exhibits, expense models, and profit and loss analyses for all lines of business
- Provided subject matter expertise for a variety of policy processing and underwriting procedures
- Interacted effectively with internal and external customers to provide exemplary customer service
- Maintained and fostered professional relationships by working remotely with account executives from multiple offices nationwide

## CERTIFICATION

Notary Public, State of Georgia, Commission Number GA013988

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