

Resume Do's and Don'ts

Resume Do's

- Proofread, proofread, proofread - and then have someone else read your resume. Fresh eyes often catch errors you may have missed.
- Be consistent in format and text.
- Keep to one page, if possible.
- Effectively use white space, headings, spacing, and indenting.
- Be concise and positive.
- Include all work experience and volunteer experience that demonstrates qualities attractive to legal employers.
- Include a current address and telephone number.
- Describe honors, if not self-explanatory.
- Provide brief descriptions of responsibilities at each employer, using active words.
- Your resume is not engraved in stone, but will change as you gain legal experience and participate in new activities. Update often.
- Where appropriate, tailor resume to particular employers. The resume that appeals to a corporate law firm may not catch the eye of a public-interest employer.
- Nuts and bolts: use standard letter-sized, good-quality white or off-white paper, a conventional font between 10 and 14 points, and black ink. Anything funky usually ends up in the circular file.
- Be absolutely certain there are no grammatical, typographical, or spelling errors.
- Bring your resume to Career Services for review.

Resume Don'ts

- Don't include irrelevant information.
- Don't go beyond 10 years of employment.
- When describing past employment, don't include salaries, reasons for leaving, or employer street addresses.
- Don't use first person pronouns (I, me, mine).
- Don't use wild colors, funky fonts, legal-size paper, dot-matrix printers, or poor quality photocopies.
- Don't include a "career objective" statement.
- Don't include personal information, such as marital status or age.
- Don't title the document "Resume."
- Don't crowd information.
- Don't underline or indent excessively, or use too much bold print.
- Don't misspell or misuse words.
- Don't go beyond two pages.
- Don't say that "Writing samples and references are available on request." This takes up space and states the obvious.
- Don't include your LSAT score.
- Don't lie or mislead.