

RÉSUMÉ GUIDE



CAREER DEVELOPMENT OFFICE

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THE LEGAL RESUME

A. WHAT IS A RESUME?

A resume is a formal timeline of your past educational and professional experiences and employment skill sets as they relate to the job you are seeking. It is not necessarily an exhaustive listing of everything that you have done. Rather, it should give the employer a concise, honest and positive impression. It also should be aesthetically pleasing and brief because employers generally do not spend more than a few minutes initially reviewing it.

You will revise your resume several times throughout your law school career. As such, you should remember that there are several different ways to organize resumes, and that no one style is correct. Note that resumes vary in font, size, format and structure. Some use paragraphs to describe a job, others use bullet points. Some spell out state names, others do not. Some use bold and italics frequently, others do not. **In Appendix I of this guide, we have attached various resume samples for your reference.**

B. PURPOSES OF A RESUME

- It is a marketing tool and a “calling card.”
- It is primarily designed to produce a job interview.
- Often, it is a first chance to make a good impression on a potential employer.
- It is proof to an employer that the applicant’s writing is clear, concise and error-free.
- Since a resume merely provides a brief glance at the applicant’s accomplishments, it must grab an employer’s attention and motivate that employer to contact the applicant.
- Carefully choose which information you will include, keeping in mind those qualities that best reflect the kind of lawyer you will be. It should make the employer want to meet you.
- Employers do not just look for prestigious names on a resume, but also seek persons who show commitment, poise and ambition through prior experiences. Make sure to include the activities and accomplishments that reflect these qualities to an employer, whether legally related or not.

C. BASIC RESUME GUIDELINES

- **Keep resume to ONE page, while still conveying RELEVANT information.** Avoid unnecessary words. Make every word earn its spot. If law is your second career and you need two pages, the same rules apply, but make sure your name is on both pages.
- Always send an original resume (unless the employer specifically requests that you send it via e-mail or fax). Your resume should be laser printed on 8.5" by 11" c o m p u t e r o r bond paper. Your reference list, cover letter and envelope should all be on matching paper. The address on your envelope should be typed or laser printed. You should print your resume in black ink only and cover letters should be signed in black or dark blue ink.
- Font size should not exceed 12-point, and should not be smaller than 10-point. Remember to use simple, businesslike fonts on your resume. Helvetica is a good professional choice. If you are very experienced, you may use Garamond to incorporate a lengthy background into a single page. Garamond is legible and easy for the eye to follow.
- Generally, all margins should be one inch. However, you may have to decrease some or all of the margins in order to make the resume fit on one page. Remember that the resume should be aesthetically pleasing. Avoid making the margins so small that the resume appears unappealing and crowded. Do not go less than .5 inch margins.
- Use your full name, with your middle initial, if desired. Write out your address in full: 35 South Fifth Street, #407. Your name, address and phone number should be at the top of the page. If you are planning to return "home" and are seeking a job there, include your permanent address as well. If you are not from the South Florida area, but plan to seek a job and remain in the area, list only your current address. Make sure your telephone number is correct and that you have a professional message on your voicemail. Include a professional email address.
- Tailor your resume for the targeted employers (i.e., firm, government, public interest, and non-traditional). Be consistent in word usage, tense, grammar and punctuation. If you are currently working, descriptions should be in present tense. No longer employed there, use past tense.
- **PROOFREAD YOUR RESUME.** Have the Career Development Office ("CDO") and someone else review it as well.
- Make sure your resume is updated regularly.

D. WHAT NOT TO INCLUDE IN A RESUME

- *DO NOT* include an "Objective," "Career Goals," "Position Sought" section or other similar statements on the resume.
- *DO NOT* include specific class rank or GPA if you feel they do not reflect as positively on your abilities as your other experiences do.
- *DO NOT* use a "slick" advertising format to attract attention of traditional legal employers.
- *DO NOT* provide personal information such as marital status, age, number of children, etc. Such information should not be relevant to the hiring decision, and therefore customarily is not included on a legal resume.
- *DO NOT* include anything negative that will spur the employer to eliminate you from consideration.
- *DO NOT* include any information regarding earnings, such as salary history unless the employer specifically requests it.
- *DO NOT* include or reference political affiliations, religious organizations or controversial groups, unless you were previously employed by one of the above and/or are applying to such a group.
- *DO NOT* misrepresent facts or furnish inaccuracies on your resume. Be truthful in the information you provide to a potential employer.
- *DO NOT* list your references on your resume, or state the obvious -- "References Available Upon Request." Employers already know that, and if they require references, they will request them separately.
- *DO NOT* use abbreviations unless they are universally understood.

E. CONTENTS OF A LEGAL RESUME

1. The Heading

Your heading should include your name, current address, e-mail and a telephone number where an employer may reach you or leave a message. Be sure your e-mail address is appropriate. Also, think carefully before using a cell phone contact number since it is easy to be in a situation where you cannot speak if an employer attempts to reach you for an interview. If you use voice mail, you should make sure that the message is conservative, professional and identifies you by your full business name.

If you are looking for employment locally, we suggest that you list only your local address. However, you should indicate both your local and permanent address if you want to show ties to the geographic area of the employer to whom you are applying. Centering your **bolded** name and contact information at the top of the page is the standard format for your heading:

JANE M. DOE
jmdoe@law.miami.edu

Local Address

100 Miller Road, Apartment 4
Coral Gables, FL 33134
(305) 264-9967

Permanent Address

555 Oak Street
Brookline, MA 02446
(321) 123-4567

2. The "Education" Section

a. General

Present your educational background in reverse chronological order. The name of the institution (starting with your current law school) should be followed by the geographic location (city and state) of the institution. Underneath your law school name, you should indicate your degree (**you are receiving a Juris Doctor, not a Juris Doctorate**) and date of graduation (i.e., "Juris Doctor Candidate, May 2019," or "Juris Doctor expected, May 2019," or "Candidate for Juris Doctor, May 2019"). You should use this same format for your undergraduate institution, and other higher education institutions. Note that it is rarely appropriate to list high school attended.

University of Miami School of Law, Coral Gables, Florida
Juris Doctor Candidate, May 2019

Transfer and Visiting Students: If you attended another law school, as either a transfer or visiting student, you should list that school with the dates attended.

Transfer Student Example:

University of Miami School of Law, Coral Gables, FL
Candidate for Juris Doctor, May 2019

University of Florida College of Law, Gainesville, Florida
Completed first year of legal studies, August 2016 - May 2017

Visiting Student Example:

University of Miami School of Law, Coral Gables, FL
Candidate for Juris Doctor, May 2019

University of Florida College of Law, Gainesville, Florida
Visiting Student, Fall 2017

b. Grade Point Average ("GPA") and Class Rank

Whether or not to include your GPA on your resume is a personal decision. However, be aware that some employers may assume your grades are poor if you do not include them. Generally, if your GPA is a 3.0 or above, you should consider including it. Upon receipt of grades, **if you choose to include your GPA on your resume, you must be accurate and do so in the exact manner presented by the Registrar's Office.** You may also choose to include your class rank on your resume. There are two ways to indicate class rank: you can list it using actual rank (37/479), or percentage (Top 20%). Unless your rank is very near the top of the class, it is better to use percentages: top 10%, top 25%, upper third. Finally, if you choose not to include your law school GPA and class rank, you should not include your undergraduate ones either (except as a first-year student before you have law school grades). **If you are uncertain about how to present your grades, ask your CDO advisor.**

c. Honors and Activities

List your honors and activities under the appropriate institution: law school honors go under the date of law school graduation and GPA, if included. You may choose to list a Law Review under its own heading, or you may include it in your honors section. Activities go directly under Honors. Similarly, your undergraduate honors and activities should be listed underneath your undergraduate institution date of graduation and GPA, if any. Stylistically,

you may list these headings in several ways: you may bold the words honors and activities, you may underline them, or you may italicize them. Similarly, you may bold, italicize or underline a Law Review or Moot Court.

Honors: *University of Miami Inter-American Law Review*
 Moot Court Board

OR

Law Review: *University of Miami Inter-American Law Review*
Honors: Moot Court Board
 Dean's List (3 semesters)
Activities: President, Student Bar Association
 Miami Law Women

3. The "Experience" Section

a. Introduction

This section should be presented in reverse chronological order, with the most recent experience first. Generally, "*experience*" is a preferable term to "*employment*" because many employers associate "employment" with compensation, whereas, many of your experiences may have been unpaid internships or volunteer work. Regardless of whether the work was full-time or part-time, legal and non-legal experience should be listed in this section. Keep this section consistent with the education section above. List the name of the firm or organization in the same manner you listed the names of your educational institutions. To the right of the name, list the city and state in which the organization is located. Underneath the name of the organization, list your title (in italics, or bold) and the dates you worked there.

b. Duties

When including a brief description of your job, use active verbs and avoid using phrases such as "responsibilities included" or "duties included." Remember, each word is earning its spot. The purpose of this description is to attract the employer's attention and cause him or her to ask further questions about your work. Try to include those aspects of your job which were particularly noteworthy or interesting. *Your descriptions should not reveal the actual names of the employers' clients.* Use generic phrases such as "antitrust matter involving a multinational corporation" or "a high-profile products liability matter." Job descriptions should be written in the past tense unless you are currently employed at the particular job you are describing. Be sure to vary the verbs so you do not repeat the same language and bore the reader:

"worked closely with," "developed a concept for," "participated in," "researched" and "performed" are some examples. **In Appendix II of this guide, there is a list of action verbs for your reference.**

c. Spelling/Grammar

Carefully review spelling and grammar. (Note that the plural of memorandum is memoranda.)

d. Legal vs. Non-Legal Experience

Only relevant experience should be listed on your resume. If all of your prior experience is non-legal, then that IS the relevant information for the time being. When listing non-legal experience, highlight the accomplishments which utilized skills that are transferable to a legal job such as customer (i.e. client) interaction, problem solving, etc. With legal jobs, make sure to include areas of law you were exposed to, legal issues researched, skills developed, special projects or extra responsibilities given and training or certifications completed. For example,

BLACK & CROSWELL, Tallahassee, Florida

Summer Associate, June - August 2017

Worked closely with senior partner in the litigation department on "Big Tobacco" cases. Performed document review. Prepared motions and discovery requests. Assisted in depositions and evidentiary hearings. Conducted legal research on substantive and procedural issues, including offers of judgment and motions in limine.

4. The "Skills & Interests" Section

a. Introduction

Being a good lawyer requires more than a thorough grounding in legal principles. If you have special skills that enhance your marketability as a lawyer, you should list them. Include proficiency in a foreign language, professional certifications or licenses, and/or significant community involvement/volunteer activities. You should also include personal interests/activities that are important to you, especially if they are slightly unusual and likely to spark an employer's interest, such as a private pilot's license, adobe mason, etc.

b. Languages

When listing a language, you should indicate your precise knowledge of the language on your resume. If you are truly **fluent** in a language, you should be able to read and write that language completely, with no regard to the topic. If you are **proficient**, you are a bit less than fluent, but still very good. If you are **conversational**, you are indicating to an employer that you can get by using the language, but you have areas where you may lack the ability to write or translate it. A **working knowledge** of the language means you are between rudimentary and proficient. Remember that your interviewer may speak the language you claim to know, so be prepared to conduct a portion of your interview in the language if you have indicated that you are qualified to do so.

c. Publications

Since the practice of law requires solid writing skills, evidence that you write well is invaluable. Nearly any publication, including many of those outside the legal profession, is impressive enough to be included in your resume. Make sure the publication titles are in Blue Book format.

d. Military Service

This can be a positive addition to your resume, particularly if it occurred within the last four or five years, and you had a position of leadership or authority, or received special awards or commendations.

e. "References Available Upon Request"

Do NOT include this on your resume. Instead, have a separate sheet of paper titled: "References" with the same heading as your resume on the top of the page. List each reference with his/her title, company, address and phone number, and email address. If an employer asks for your references, you will have this sheet ready to give to them. Call your references BEFORE you list them, and ask their permission to be used as a reference. As a general rule, you should list former employers, faculty members or someone in the same profession as you, preferably who has knowledge of your work. Do not list personal (family and friends) references.

F. FREQUENTLY ASKED RESUME QUESTIONS

Question: Should I include information regarding high school?

Answer: Typically, no. Exceptions may apply if: a) you attended a highly regarded or prestigious high school; b) you were valedictorian or won a prestigious award; or c) it is known that the employer has connections to that school.

Question: When is a two-page resume okay?

Answer: When you have relevant and non-redundant information that helps you sell yourself to a potential employer. For example, if you have significant prior work experience that is relevant to the work done by the employer to whom you are writing. Also, if law is your second career, and you have impressive prior work experience.

Question: What should I do if I have a joint degree or another advanced degree?

Answer: Typically, the level of connection between the other degree(s) and the specific position you are seeking will determine how much space you devote to the alternate degree on your resume.

Question: What if I do not have any legal experience?

Answer: Do not worry. Many first-year law students do not have legal experience. Employers do not necessarily expect impressive pre-law school legal experience. Instead, focus on the experience you do have, as well as the leadership, analytical and speaking skills that you developed as a result of your non-legal experiences.

PROOFREAD! PROOFREAD! PROOFREAD!

Good luck on writing your resume! We encourage you to have your CDO advisor review your resume prior to sending it. To make an appointment or if you have questions, please call the CDO at 305-284-2668.

APPENDIX I

SAMPLE RESUMES

Sample 1L Resume

ANA MARIA LOPEZ

1122 Southwest 99th Avenue • Miami, Florida 33112
(305) 888-9999 • alopez@yahoo.com

EDUCATION

University of Miami School of Law, Coral Gables, Florida

Juris Doctor expected, May 2019

Activities: Cardozo Law Society

University of Texas, Austin, Texas

Bachelor of Science in Journalism, May 2016

Minor: French

Honors: Dean's List (three semesters)

Golden Key National Honor Society

Activities: Copy Editor, *The Lone-Star Report* (bi-monthly student publication)

Treasurer, Gamma Phi

EXPERIENCE

The Austin Chronicle, Austin, Texas

Junior Writer, June 2015 – July 2016

Researched and wrote articles on local and state government, politics, law, environment, education and human interest issues. Reported on public hearings, elections, school board and government meetings.

United States Senator John Mayes, Washington, D.C.

Intern, May – August 2014

Handled constituent inquiries and concerns. Researched Proposition 463 and its effects on certain districts. Performed constituents' advocacy tasks. Prepared correspondence.

The Austin American Statesman, Austin, Texas

Intern, Summer 2013

Interviewed individuals from the local business community and wrote feature articles.

Published more than 30 articles including two cover stories. Developed story ideas and presented ideas to editors.

INTERESTS

Community theatre and marathon running.

Sample 1L Resume

MARY JONES

123 Main Street #1
Miami, Florida 33333
(305) 555 – 1234
Mjones@gmail.com

EDUCATION

University of Miami School of Law, Coral Gables, FL

Juris Doctor Candidate, May 2019

Honors: Dean's Merit Scholarship (awarded full academic scholarship)

Rutgers College, Rutgers University, New Brunswick, NJ

Bachelor of Arts in Political Science, *summa cum laude*, May 2016

Major GPA: 3.9/4.00 *Cumulative GPA:* 3.83/4.00

Honors: Dean's List (7 semesters)

National Collegiate Honor Society

Activities: Pre-Law Society

Intramural Volleyball, Captain

EXPERIENCE

Patrick & Warren LLP, New York, NY

Document Clerk, Summers 2015, 2016

- Prepared pleadings and correspondence binders
- Performed legal research and assisted in compiling documents for production
- Managed and organized litigation documents in preparation of trial
- Filed depositions and indexed case documents

Garden State Community Center, Newark, NJ

Academic Tutor, Summer 2014

- Assessed academic needs of students, and compiled lesson plans to meet students' goals
- Assisted elementary school students with homework and tests on a variety of subjects

Rutgers University Informational Services, New Brunswick, NJ

Informational Assistant, September 2013 – January 2014

- Provided faculty and students with information regarding the university
- Assisted prospective students with the application process

LANGUAGES

Fluent in Spanish

Sample 2L Resume

SEAN SMITH

123 Main Street • Miami, Florida 33333 • (305) 555-1234 • ssmith@gmail.com

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Juris Doctor Candidate, May 2018

GPA: 3.7/4.0 Class Rank: 20/400

Law Review: *University of Miami Law Review*

Activities: Black Law Students Association
Entertainment and Sports Law Society

FLORIDA STATE UNIVERSITY, Tallahassee, Florida

Bachelor of Science in Biology, *cum laude*, May 2015

GPA: 3.4/4.0

Honors: Dean's List (all semesters)
Golden Key National Honor Society

Activities: Black Student Union

EXPERIENCE

LYON AND JONES, P.A., Miami, Florida

Law Clerk, May 2016 – Present

Prepare pleadings for state and federal court including interrogatories, requests for production, motions to dismiss and motions in limine. Research and draft legal memoranda on commercial law and franchise litigation matters. Attend and summarize depositions of expert witnesses. Assist attorneys in preparing briefs in support of class certification in product liability cases.

MINT CAPITAL CREDIT, Miami, Florida

Collections/Office Administrator, January 2013– May 2015

Researched corporate registration/licensing and personal/corporate assets. Compiled files and logs. Composed correspondence for individual and business collection cases.

ARCHAEOLOGICAL AND HISTORICAL CONSERVANCY, Miami, Florida

Administrative and Field Assistant, April 2012 – January 2013

Conducted field work, artifact analysis and conservation. Prepared and presented reports on findings.

INTERESTS

Rock climbing, skydiving and long distance running.

Sample 2L Resume

SAM S. GOOD
Samme@law.miami.edu

Local Address:

1122 Southwest 99th Avenue
Miami, Florida 33112
(305) 888-9999

Permanent Address:

166 East Cain Drive
Tarrytown, New York 11223
(212) 111-2222

EDUCATION:

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Juris Doctor Candidate, May 2018

Activities: H.O.P.E. (Helping Others Through *Pro Bono* Efforts)
Student Bar Association, Senator

SYRACUSE UNIVERSITY, Syracuse, New York

Bachelor of Arts in English, May 2015

Activities: Fiske Volunteer, English and Literature
Student Government, Senator

EXPERIENCE:

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Research Assistant for Professor John Doe, May 2016– Present

- Research individual property rights and the power of eminent domain
- Assist Professor in editing constitutional law text
- Analyze content, style and grammar and conduct citation verification

FLORIDA IMMIGRANT ADVOCACY CENTER, Miami, Florida

Legal Intern, May 2016– Present

- Interview clients in Spanish and English
- Research immigration law issues affecting Florida residents and draft legal memoranda
- Prepare Cuban Adjustment Act citizenship applications and completed medical waivers

BINK AND BILAN, P.A., Syracuse, New York

Filing Clerk, Summer 2015

- Filed motions in state and federal court
- Organized case files for senior lawyers and aided in document sorting

SKILLS:

- Fluent in Spanish

Sample 3L Resume

John Hopkins
123 Main Street, Unit #111
Miami, Florida 33333
Tel: (305) 555-1234
E-mail: Jhop@gmail.com

EDUCATION

University of Miami School of Law, Coral Gables, FL

Juris Doctor Candidate, May 2017

GPA: 3.7/4.0 Class Rank: Top 5%

Law Review: *University of Miami Law Review*

Honors: Dean's List (five semesters)

University of Miami Moot Court Board

C.A.L.I. Excellence for the Future Award, Property and Contracts Recipient

Activities: Business Law Society, Vice President (2013 – 2014)

St. Thomas University, Miami, FL

Bachelor of Business Administration, May 2014

Majors: Marketing and Management

GPA: 3.67/4.00

Honors: Dean's List (5 out of 5 semesters)

Florida Academic Scholar

Activities: New Student Organization Volunteer

EXPERIENCE

Holland & Knight LLP, Miami, FL

Summer Associate, May 2016 – Present

Research and draft legal memoranda on contractual matters, commercial disputes, corporate fraud investigations and real estate litigation. Draft client letters, corporate contracts and real estate closing documents. Research the Sarbanes-Oxley Act and its implications on mergers and acquisitions and corporate compliance in SEC investigations. Prepare and present research to partners and attorneys. Assist in real estate closings.

Florida Third District Court of Appeal, Miami, FL

Judicial Intern for the Honorable Richard J. Suarez, Chief Judge, September – December 2015

Researched and wrote legal memoranda on civil and criminal issues, such as motions to suppress, ineffective assistance of counsel, improper venue, personal jurisdiction, attorneys' fees, and motions for post conviction relief. Attended oral arguments.

Florida Supreme Court, Tallahassee, FL

Judicial Extern for The Honorable R. Fred Lewis, Summer 2015

Researched and drafted legal memoranda. Drafted and edited oral argument summaries and summarized arguments for death row appeals. Assisted staff attorneys in compiling background research for oral argument summaries and opinions.

LANGUAGES

Fluent in Spanish

Sample 3L Resume

JANE R. DOE

121 South West 15th Avenue • Miami, Florida 33112
(305) 888 – 9999 • jrd@law.miami.edu

EDUCATION:

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL
Candidate for Juris Doctor, May 2017

GPA: 3.4 / 4.0

Law Review: *University of Miami Inter-American Law Review*

Honors: Dean's Merit Scholarship
Dean's List (two semesters)

Activities: Maritime Law Society

ST. THOMAS UNIVERSITY SCHOOL OF LAW, Miami Gardens, FL
(Attended September 2014- May 2015)

UNIVERSITY OF ARIZONA, Tucson, AZ
Bachelor of Arts in German and Linguistics, May 2010

GPA: 3.6 / 4.0

Honors: Dean's List (4 semesters)

Activities: Captain, Women's Swimming and Diving Team

EXPERIENCE:

FLORIDA THIRD DISTRICT COURT OF APPEAL, Miami, FL
Intern for the Honorable Kevin Emas, September 2016 – Present
Conduct extensive research and writing on a variety of substantive and procedural matters. Prepare bench memoranda for submission to the entire judicial panel prior to consideration of cases. Observe oral argument.

SMITH & JONES, P.A., Miami, FL
Summer Associate, June – August 2016
Researched case law and wrote memoranda within the firm's practice areas including litigation, corporate, real estate, personal injury and employment law. Analyzed Florida and Texas statutes and drafted stock option agreements. Participated in the firm sponsored Habitat for Humanity project.

WALTERS & LEE, LLP, West Palm Beach, FL
Law Clerk, June – August 2015
Assisted senior partner on criminal defense and personal injury cases. Counseled clients and negotiated fees. Attended hearings and researched case law and statutes.

PROFESSIONAL MEMBERSHIPS:

American Bar Association; Dade County Bar Association

Sample 3L Resume, Visiting Student

Tammy Faye Smith

123 Main Street #2B
Miami, Florida 11215
646-968-3782 (c)

EDUCATION: **George Mason University School of Law**, Fairfax, VA
Juris Doctor Candidate, May 2017

GPA: 3.56 /4.00

Honors: Dean's List (4 semesters)

Activities: La Raza Law Students Association

University of Miami School of Law, Coral Gables, FL
Visiting Student, Fall Semester 2016

University of California, Berkeley, Berkeley, CA

Bachelor of Arts in History, May 2014

GPA: 3.53/4.00

Activities: Editor, *Daily Californian*, 2011-2011

EXPERIENCE: **Smith & Jones, LLP**, Washington, DC

Summer Associate, Summer 2016

- Assist in all phases of plaintiffs' trial preparation
- Research viability of lawsuits for wrongful death related to delayed mammographies
- Wrote memorandum concerning state-level decisions regarding liability of homeowners for sidewalk slip-and-fall lawsuits
- Attend depositions of doctors, expert witnesses and civilians
- Observe oral arguments and cross-examinations during hearings and trials

Superior Court of the District of Columbia, Washington, DC

Summer Intern for the Hon. James A. Keller, Summer 2015

- Researched and wrote memorandum concerning elevator maintenance and workplace injuries
- Observed courtroom proceedings
- Attended status conferences

INTERESTS: Ultimate Frisbee, snowboarding, cooking and travel

Sample Recent Graduate Resume (Without Bar Exam)

SUSAN J. SMITH

22 Southwest 36th Avenue • Miami, Florida 33112 • (305) 888 – 9999 • s.smith@gmail.com

BAR MEMBERSHIP

Sitting for Florida Bar Examination, July 2016

EDUCATION

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, May 2016

GPA: 3.24/4.00

Honors: University of Miami Moot Court Board; First Year Moot Court Competition, First Place; The Society of Bar and Gavel; Dean's Honor Award for Outstanding Performance in Property Law

Activities: Phi Alpha Delta Law Fraternity, Executive Board Member; Public Interest Law Group, Executive Board Member; Miami Law Women; Student Ambassador

University of Colorado, Boulder, Colorado

Bachelor of Arts in Sociology/Social Conflict Studies, May 2013

GPA: 3.30/4.00

Activities: Student Coalition Against Hunger and Homelessness, Founder; Boulder and National Volunteer Training Program; Alpha Chi Omega Sorority

EXPERIENCE

Law Offices of Elizabeth Walter, Esq., Miami, Florida

Law Clerk, January – May 2016

Researched and drafted legal memoranda on family law matters including dissolution of marriage, paternity, custody, child support, modification and enforcement proceedings and appeals. Assisted with a mediation.

University of Miami School of Law, Coral Gables, Florida

Research Assistant to Professor Martha Mahoney, June – December 2015

Researched and compiled a cross-state analysis on "co-occupant's duty to retreat" in preparation for domestic violence brief.

Volunteer of America, Foster Grandparents Program, Denver, Colorado

Volunteer and Site Supervisor, May 2012 – July 2013

Supervised foster grandparents at 20 volunteer stations, elementary schools, adolescent teen shelters and low income day care centers. Participated in the planning and implementing of evaluation programs. Processed and documented foster grandparent data. Designed site and volunteer training.

AWARDS

Colorado Meritorious Service Medal (highest ranking civilian recognition by the Governor of Colorado), 2012; AmeriCorps Education Award (educational grant for National Service to the community), 2011

Sample Recent Graduate Resume (Without Bar Exam)

MARY R. DOE 1122 SW 99th Avenue, Miami, Florida 33112 • (305)888-9999 • m.doe@yahoo.com

BAR ADMISSION

Sat for Florida Bar Examination, July 2016 (results pending)

EDUCATION

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, May 2016

Law Review: University of Miami Business Law Review, Research Editor, 2013 – 2015

Honors: Dean's List (two semesters)

Activities: Miami Law Women

Bucknell University, Lewisburg, Pennsylvania

Bachelor of Arts in International Relations and Russian, May 2013

EXPERIENCE

Wood, Larsen & McCarthy, LLP, Miami, Florida

Law Clerk, August 2016 – Present

Work in a complex commercial litigation firm with an emphasis on product liability, franchise disputes and consumer class actions. Assist attorneys with initial client interviews and evaluation of claims and defenses. Draft pleadings, motions and trial briefs. Prepare comprehensive status reports for clients.

City of Miami Attorney's Office, Miami, Florida

Law Clerk, Spring 2016

Performed extensive research and analysis in the labor and land use departments. Attended and observed city commission hearings. Assisted staff attorneys with legal projects.

Brown, Mathis & Wright, Miami, Florida

Summer Associate, Summer 2015

Researched and drafted legal memoranda, pleadings, discovery and motions. Assisted attorneys with trial preparation for medical malpractice and personal injury matters.

University of Miami School of Law, Coral Gables, Florida

Research Assistant for Professor Robert Mann, Summer 2014

Conducted legal research on welfare reform, family cap, domestic violence and immigration issues. Drafted memoranda regarding gender discrimination cases.

PROFESSIONAL MEMBERSHIPS

Florida Bar Association, Young Lawyers Division; American Bar Association

Sample Recent Graduate Resume (With Bar Exam)

Michelle F. Jones

123 Main Street #111 • Miami, Florida 33333
(305) 555 – 1234 • mjones@aol.com

BAR ADMISSION

State of Florida, 2016 (pending swearing in)

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL

Juris Doctor, May 2016

GPA: 3.5/4.0

Law Review: *University of Miami Inter-American Law Review*

Honors: Dean's List, Fall 2014 & Spring 2015
Book Award, *Legal Research and Writing*, Fall 2013

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA

Bachelor of Arts in English Literature, *cum laude*, May 2013

GPA: 3.7/4.0

Honors: Dean's List (all semesters)

Activities: Arts and Sciences Career Center Advisory Board, *Co-founder*
Alpha Epsilon Phi, *Vice President*, 2010 – 2011

EXPERIENCE

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL

Fellow, Center for Ethics and Public Service, August 2015 – May 2016

Supervised team of 6 interns with mission of promoting equitable development in distressed communities through the creation of resident ownership mechanisms, civil rights litigation, legislative advocacy and public relations efforts. Drafted articles of incorporation, bylaws and ground lease for a community land trust and assisted the trust with land acquisition by identifying potential problems with encumbrances and liens. Coordinated and moderated ABA-sponsored panel of community development lawyers.

UNITED STATES SECURITIES AND EXCHANGE COMMISSION, Miami, FL

Legal Intern, Summer Honors Program, Summer 2015

Helped senior counsel and accountants enforce the federal securities laws by investigating corporations for evidence of misconduct including accounting fraud and insider trading. Drafted legal memoranda regarding lawyer/accountant liability for use in final Action Memoranda to the Commission. Attended and helped prepare for depositions.

FEDERAL PUBLIC DEFENDER'S OFFICE, SOUTHERN DISTRICT OF FLORIDA, Miami, FL

Legal Intern, Summer 2014

Wrote objections, motions and legal memoranda involving tax fraud, drug trafficking and violations of supervised release. Wrote a motion to suppress evidence from which a hearing was granted. Assisted Chief of Appeals with research for certiorari petitions relating to the sealing of post-9/11 detention hearings and with research for appellate briefs regarding habeas corpus issues. Assisted with preparation for hearings and trials.

Sample Alumni Resume

Janet A. Jones

123 Maple Avenue, Miami, Florida 33333 · (305) 555 – 1111 · jj@aol.com

BAR ADMISSION

The Florida Bar, July 2014

EDUCATION

University of Miami School of Law, Coral Gables, FL

Juris Doctor, May 2014

HONORS: Honor Society of Bar and Gavel

LEADERSHIP: *President*, The Honor Society of Bar and Gavel
Project Leader, Helping Others Through *Pro Bono* Efforts (H.O.P.E.)

Florida International University, Miami, FL

Bachelor of Arts in Psychology, August 2010

HONORS: Psi Chi National Honor Society

Dean's List

LEADERSHIP: *Secretary*, Florida International University Judo Club

EXPERIENCE

LexisNexis Group, Coral Gables, FL

October 2014 – Present

LEXISNEXIS ASSOCIATE: Assist faculty, staff and students with research questions on a wide variety of legal subjects and assignments. Trained and certified in all aspects of legal research on the LexisNexis Research System.

BarBri Bar Review, Coral Gables, FL

Summer 2013

STUDENT REPRESENTATIVE: Marketed, sold and answered student questions concerning the BarBri Bar Review course.

Miami-Dade County Public Defender's Office, Miami, FL

Summer 2013

CERTIFIED LEGAL INTERN: Involved in all aspects of criminal litigation including research, motion writing, calendar call, client interviewing and taking depositions. Delivered opening statements and cross-examination in felony trial (2nd degree, not-guilty verdict).

Law Offices of Lewis & Martin, P.A., Miami FL

August 2012 – May 2013

LAW CLERK: Conducted research and reviewed production of legal memoranda on issues involving personal injury law and worker's compensation cases.

Sample Alumni Resume

ANDREW SMITH

1122 Southwest 99th Avenue, Miami, Florida 33112 • (305) 888-9999 • a.smith@yahoo.com

BAR ADMISSIONS

State Bar of California, 2011

State Bar of Illinois, 2010

EDUCATION

University of Miami School of Law, Coral Gables, FL

Juris Doctor, December 2009

Honors and Activities: Moot Court, Finalist in First-Year Competition; Litigation Skills Program; Peer Counselor; Cardozo Legal Society

University of Miami, Coral Gables, FL

Bachelor of Arts in Economics, May 2006

Honors and Activities: Psi Chi Psychology Honor Society; Yearbook Editor; Zeta Tau Alpha Sorority

EXPERIENCE

Fonda and Fraser, Glendale, CA

September 2011 – Present

Associate

Represent doctors and hospitals in complex medical malpractice and insurance defense litigation. Draft legal documents, including but not limited to, answers, discovery and motions for summary judgment. Conduct numerous depositions. Successfully present and argue motions before the court. Perform various complex research tasks involving both legal and medical issues. Work closely with numerous medical and legal experts.

Binder and Associates, Chicago, IL

June 2010 – September 2011

Associate

Provided legal support to civil litigation practice. Performed complex legal research in areas of law including medical malpractice, sexual harassment, workers compensation and catastrophic personal injury. Drafted documents including pleadings, motions and memoranda. Participated in mediations and arbitrations.

Long Beach City Prosecutor's Office, Long Beach, CA

Summer 2009

Student Lawyer

Argued 61 cases with 98% success rate in traffic court. Mentored by judge who provided daily feedback. Honed and sharpened in-court skills. Also gained experience with legal research and case preparation.

Cook County State's Attorney's Office, Chicago, IL

Summer 2008

Student Lawyer, Child Abduction Unit

Made court appearances including preliminary hearings, arraignments, pleas, sentencing, and Hague Convention hearings. Worked closely with detectives and investigators. Reviewed case reports to determine potential criminal filing. Interviewed key witnesses.

The Eleventh Judicial Circuit of Florida, Miami, FL

Fall 2007

Judicial Intern to the Honorable Judith L. Kreeger

Provided legal support to the court with heavy family law caseload. Researched and drafted memoranda of law concerning divorce, child custody and child support matters. Consulted with judge on points of law.

Sample Alumni Resume

JOHN JONES

123 MAPLE DRIVE
MIAMI, FLORIDA 33333

TELEPHONE: 305-555-1234
EMAIL: JJONES@GMAIL.COM

BAR ADMISSIONS:

State of Florida, 2009

PROFESSIONAL EXPERIENCE:

St. Mary's Hospital, Fort Lauderdale, Florida

Vice President of Legal Affairs, September 2015 - Present

Director of Risk Management/Legal Counsel, May 2013 – September 2015

Responsible for all legal matters, including litigation, risk management and physician contracts. Serve as legal advisor to the Board of Directors, medical staff and hospital management regarding risk issues and strategic initiatives. Developed hospital-wide corporate compliance program and served as Chair of Compliance Committee. Serve in a leadership role in formation and reorganization of a physician-hospital organization. Coordinate defense of pending litigation with outside counsel. Represent hospital before the Equal Employment Opportunity Commission and other regulatory and licensing agencies. Advise senior management and Board of Directors regarding guidelines for hospital-physician transactions. Achieved 85% success ratio at trial of professional liability cases.

Doe & Fawn, P.A., Miramar, Florida

Attorney, November 2009 – May 2013

Managed all aspects of pretrial litigation in medical malpractice and general liability cases, including depositions and motion practice. Oversaw medical records review in toxic chemical exposure case involving over 100 plaintiffs. Conducted legal and medical research.

UCLA Hospital, Los Angeles, California

Staff Nurse in Surgical Intensive Care Unit, December 2004 – June 2006

Assessed patient health problems and needs. Maintained medical records. Administer nursing care to critically ill patients.

EDUCATION:

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, May 2009

University of Southern California, Los Angeles, California

Bachelor of Science in Nursing, June 2004

COMMUNITY SERVICE:

Fairchild Gardens, Board of Directors

Habitat for Humanity, Volunteer

Sample Alumni Resume

Mary Smith

123 Mercer Street ~ Miami, Florida 87107

505-555-1222 ~ msmith@gmail.com

BAR ADMISSIONS

State of Florida

District of Columbia

United States Court of Appeals for the Eleventh Circuit

United States District Court, Southern District of Florida

United States District Court, Northern District of Florida

United States District Court, Middle District of Florida

EXPERIENCE

LAW OFFICES OF MARY SMITH, P.A., Coral Gables, FL

Managing Partner/Founder, October 2012 – Present

Manage general practice firm primarily engaged in representing individuals and corporate entities in corporate matters and in litigation. Serve as outside general counsel to businesses, negotiate and draft agreements and render general legal advice related to all facets of each business. Represent clients in civil litigation matters including foreclosure defense, credit card defense, business transactions involving the formation and sale of small business and breach of contract matters including the breach of the sale of real property and the failure to perform contracted services. Research, draft and argue motions in civil litigation cases. Propound and respond discovery requests. Represent clients at mediation and depositions. Successfully negotiate and draft settlement agreements in disputed civil matters.

ROE, WADE & MINOR NATIONAL DEVELOPMENT CORP., Miami, FL

Corporate Senior Attorney, January 2009 – October 2012

Led development of high-priority, strategic legal initiatives to increase company's competitive market position worldwide by structuring high profile public and private M&A transactions. Proficiently provided legal and business advice to corporate executives. Spearheaded a broad range of international projects and transaction structuring.

JONES & JONES, P.A., Miami, FL

Associate Attorney, October 2006 – January 2009

Provided legal counsel to various purchasers, sellers and entities regarding securities, mergers and acquisitions and partnership transactions. Served the interests of public companies with compliance issues. Defended borrowers under credit facilities. Represented a national consortium in the development, construction and project financing of a 1,000 megawatt electrical transmission line between California and Nevada.

Mary Smith
Resume - Page Two

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL
Juris Doctor, *cum laude*, May 2006
GPA: 3.50/4.00

UNIVERSITY OF MIAMI, Coral Gables, FL
Bachelor of Arts in Spanish and English, *cum laude*, May 2003
GPA: 3.80/4.00

BAR MEMBERSHIPS & PROFESSIONAL AFFILIATIONS

Miami-Dade County Bar Association; Cuban American Bar Association

LANGUAGE SKILLS

Fluent in Spanish

LICENSES

Florida Supreme Court Certified Circuit Civil Mediator, 2012

Sample LL.M. Resume

JOHN B. DOE

1122 Southwest 99th Avenue • Miami, Florida 33112 • (305) 888 – 9999 • J.Doe@yahoo.com

BAR ADMISSION:

Licensed to Practice in Florida, 2010

EDUCATION:

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL
LL.M. in Taxation Candidate, May 2017

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL
Juris Doctor, *cum laude*, May 2010

GPA: 3.5/4.00 Class Rank: Top 14%

Journal: Editor-in-Chief, *University of Miami Tax Law Chronicle*

Honors: Dean's Achievement Award in Tax Law, Fall 2009

C.A.L.I. Excellence for the Future Award in Litigation Skills II, Fall 2009

Phi Delta Phi Honor Fraternity

Dean's List (3 semesters)

Competitions: National Mock Trial Competition, Winner, 2009

University of Miami Mock Trial Competition, 2007

COLUMBIA UNIVERSITY, New York, NY
Bachelor of Arts in Political Science, May 2006

GPA: 3.37/4.00

EXPERIENCE:

SMITH & JONES, P.A., Miami, FL

May 2012 – July 2016

Attorney: Class Action Litigation. In charge of asbestos class action cases. Drafted class certification briefs and pleadings. Researched and wrote legal memoranda and discovery motions. Prepared extensive discovery.

LAW OFFICES OF BILL & DOE, Miami, FL

September 2010 – May 2012

Civil Litigation Attorney. Litigated commercial law disputes and real estate matters. Researched, prepared and argued motions in state and federal court. Responsible for client counseling and negotiating fees. Obtained a \$500,000 verdict for a client.

LAW OFFICES OF MARK & SPARK, Miami, FL

September 2009 – April 2010

Law Clerk, Civil Litigation. Researched and wrote memoranda in personal injury and neurological damage litigation cases. Drafted pleadings and prepared arguments for court. Interviewed witnesses. Attended all pre-trial hearing and settlement conferences.

MIAMI-DADE STATE ATTORNEY'S OFFICE, Miami, FL

Summer 2008

Certified Legal Intern. Prosecuted misdemeanor cases under attorney supervision. Managed an extensive criminal caseload. Prepared and argued pre-trial motions. Assisted in updating evidence portions of the State Attorney's Handbook.

APPENDIX II

ACTION VERBS

**THE FOLLOWING LIST OF ACTION VERBS WILL BE USEFUL IN
PREPARING JOB DESCRIPTIONS ON YOUR RESUME:**

accomplished	enforced	ordered	scheduled
achieved	engineered	organized	selected
acquired	established	originated	served
adapted	evaluated	overcame	set up
administered	examined	oversaw	settled
advanced	exceeded	participated	shaped
analyzed	executed	performed	showed
applied	expanded	pioneered	simplified
arranged	expedited	planned	sold
assessed	financed	prepared	solved
assigned	forecasted	presented	specified
assisted	formed	prevented	sponsored
attained	formulated	processed	staffed
audited	found	produced	standardized
bought	founded	programmed	started
broadened	filled	projected	simulated
brought	generated	promoted	streamlined
calculated	guided	proved	strengthened
centralized	handled	provided	studied
collaborated	headed	published	suggested
completed	helped	purchased	summarized
composed	hired	realized	supervised
conceived	identified	recommended	supported
concluded	implemented	reconciled	surpassed
conducted	improved	recruited	surveyed
consolidated	improvised	redesigned	sustained
constructed	increased	reduced	taught
consulted	influenced	regulated	terminated
contributed	initiated	reinforced	tested
controlled	instituted	rejected	tightened
coordinated	insured	related	traded
created	integrated	renegotiated	trained
decreased	interpreted	reorganized	transacted
delivered	interviewed	reported	transferred
demonstrated	introduced	represented	transformed
designed	invented	researched	translated
determined	investigated	reshaped	trimmed
developed	liquidated	resolved	tripled
devised	located	restored	undertook
directed	made	reviewed	unified
distributed	maintained	revised	used
documented	managed	revitalized	utilized
doubled	marketed	revived	vitalized
drafted	mediated	saved	withdrew
earned	minimized		worked
edited	modernized		wrote
eliminated	modified		
employed	monitored		
ensured	motivated		
	negotiated		
	obtained		
	operated		

