

RÉSUMÉ CHECKLIST

Is your résumé:

- On one page? If you have an extensive work history, please see the Career Development Office.
- Following one of the formats included in the Sample Résumés?
- Printed in Times New Roman or Garamond font?
- Effectively using white space? *Play with CAPS, bold, italics, upper and lowercase, and indentation to make your résumé look good. Use those tools consistently*
- Printed on white or off-white résumé-quality paper?
- Consistent in use/non-use of periods at end of sentences and commas before conjunctions?
- Consistent in spelling out names of cities, states, dates, and degrees awarded?
- At least 2 sections long? Including in the very least Education and Experience?
- Free of statements similar to “References available upon request?” This is a waste of space. Employers will request references if they need them. Have a copy of them at every interview, just in case.
- In reverse chronological order from the end/ completion dates?
- Free of all typos, spelling, and grammatical errors? Remember dates do not include commas (e.g. May 2008 or Summer 2008).
- Accurately portraying anticipated graduation dates? For example, if you have not graduated include “Candidate for Juris Doctor, May 201_” on the line following SLS.
- Consistently listing academic honors such as *cum laude* or *magna cum laude* in italics and lowercase?
- Starting every job description with an action verb in the past tense? Use present tense ONLY if it is your current position.
- Highlighting skills in your job descriptions that are relevant to your legal career, even if the job was not of legal nature itself (e.g. research, writing, supervision of others, negotiation, presentation of reports or information)?
- Free from wordiness (e.g. responsibilities included...)?
- Placing part-time, non-legal jobs in a “catch-all” category as the last item in your Experience section?
- Including a separate “Community Service” section following “Experience” if you are seeking a public interest or government job?
- Highlighting unique computer skills relevant to the job, volunteer experiences, or other hobbies that might be good conversation starters for an “Additional Information” or “Skills/Interests” section? For general hobbies, try to be specific. For example, if traveling is a hobby, be specific and include a region of the world or country you enjoy traveling to. Similarly, if reading is your hobby, be more specific and include a genre.
- Specifying the level of fluency when describing languages (e.g. native, fluent, proficient, conversational)?

Take a quick look at your printed résumé. Does it allow for a fast read? Have you had a friend look over it?

YOUR RÉSUMÉ IS NOW READY TO BE SUBMITTED TO THE CAREER DEVELOPMENT OFFICE FOR REVIEW!