

## Resumes

Typically, your resume serves to introduce you to potential employers. It should show your experience and accomplishments thus far. When composing your resume, you should reflect on your target audience. Are you writing to a law firm, small nonprofit organization, large government agency, or judge? Find out as much as you can about the types of projects in which you would be involved if hired. Based on that information, determine which skills you should highlight.

### Dos and Don'ts

#### Do:

Be concise

Be accurate

Be error-free

Be well organized

Be clear

Use active verbs to start each sentence

Use a standard font-

(Times New Roman or Arial)

Keep your font size between 11 and 12 point

#### Don't

Include objectives

Include summary of qualifications

Forget to spell-check

Include pictures/headshots

Use colors other than black

Include high school information

List any GPA below a 3.0

### How to Construct Your Resume

#### Header:

Begin your resume by stating your name, mailing address, telephone number, and email address at the top of your resume. You are encouraged to use your Southern University Law Center email address. Also, use post office designations when abbreviating state names – two capital letters with no periods. If you have a permanent address that shows a connection to the employer's region, list both a current and permanent address. If not, only list your current address. Headings can also be used to provide gender pronouns.

#### Education:

List your degrees in reverse chronological order. In general, do not list your GPA if it is below a 3.0. If your GPA is in the top half of the class, include your GPA, rank, or both. NEVER estimate or round up your rank or GPA. Honors and activities should be listed under the appropriate school entry. Keep in mind that the honors

category is reserved for the activities that you were chosen to participate in through some type of selection process. Briefly describe any awards that are not self-explanatory.

*\*Remember you are a candidate for the Juris Doctor degree not Juris Doctorate.*

### **Scholastic Activities:**

Include activities that best exemplify your skills and interests and the skills and interests that the potential employer will find useful. These qualities may include leadership, speaking and writing ability, and teamwork. Ask yourself these questions: Which activities were most important to you? Which activities took up most of your time? Were some of the activities “legal” in nature (i.e., Student Judiciary Board)? Narrow your list of activities by selecting only one of a number of activities that are of the same genre. However, if you are applying for public service positions, you should include all of your service related activities to demonstrate your commitment to public interest work. With respect to social activities, do not overdo it.

If you are involved in activities that demonstrate skills or interests in which an employer would be particularly interested, feel free to list those activities in your experience section instead of as activities. For example, many students choose to include law school clinical work, research for a professor, and pro bono projects in the experience section of their résumés.

Be mindful about including certain activities or experiences on your résumé that reflects an affiliation with a particular political, ethnic, gender, or other similar types of organizations. Your affiliation with certain organizations may help your ability to secure an interview or job with certain employers and may hinder your chances with other employers.

### **Experience:**

The preferred heading is “Experience,” not “Employment,” to allow you to include volunteer, clinical, or school experiences that are relevant to potential employers. If you have a lot of experience (more than one employer) in a particular industry that you’re interested in, you might consider splitting this up. For example: Tax

Experience (list your relevant employers) and then Other Experience (list all other employers).

The experience section should list in reverse chronological order, all relevant employment. The name of the employer should be listed first, followed by the location, and dates of employment. The dates you provide can be general (i.e., Summer 2018 or 8/2018-10/2020) and need not state specific starting and end dates. You may wish to include your job titles, depending on their impressiveness or assistance in clarifying your responsibilities. Work performed as part of your scholastic experiences can be included in your experience section, including legal clinic experience, research for a professor, a pro bono project, and extensive work for a student organization. Use action verbs in your job descriptions. Use past tense action verbs for former employers and present tense action verbs for present employers. Provide enough description so the potential employer learns something about the projects you worked on and the skills you developed.

In deciding which employment experiences to include on your résumé, remember that your résumé is your sales tool. Leave out less relevant positions and include the more relevant work. If a gap of employment exist, you may wish to use a summary line on your résumé such as, “Held various positions as sales clerk, waitress, and receptionist while in college.” Legal experience is not a prerequisite for employment opportunities. Your descriptions should emphasize your responsibilities, contributions, and achievements. Most importantly, focus on those tasks that use skills relevant to the practice of law. Such skills include research and writing, negotiating, analyzing data, decision-making, communicating, and supervising.

### **Optional Sections:**

Following the experience section, many students include an “interests” section listing a few special interests that may matter to an employer. If you have interests that are not already reflected in your application, then you may wish to include them here. If you include an “Interests” section, be as detailed as possible so that it prompts the interviewer to ask you about it. They would be less likely to ask you about “Cooking” than they would about your time on top Chopped.

If you have a particular language ability that may be relevant to an employer, you can include a “skills” or “languages” section with that information.

You may also add a “publications” section, but keep in mind that if a publication is listed on your résumé, you will likely be asked about it during an interview. In addition, listing many publications on your résumé may give an employer the impression that you are primarily focused on an academic career.

# **Cindy M. Fielding**

2589 Big Rd, Highport, LA 71129  
(225) 555-1010  
cfielding@yoohoo.com

## **BAR ADMISSIONS**

Louisiana, 2013

## **EDUCATION**

### **Southern University Law Center, Baton Rouge LA**

*Juris Doctor, cum laude*– May 2013

- Class Ranking: Top 20% of class
- CALI Award Recipient - Successions

### **Southern University and A&M College, Baton Rouge, LA**

*Bachelor of Arts, Political Science* – December 2009

- Alpha Kappa Alpha Sorority, Incorporated

## **PROFESSIONAL EXPERIENCE**

### **Southern University Law Center, Baton Rouge, Louisiana** February 2012-May 2013

*Research Assistant*

- Conducted legal research
- Drafted and submitted documents for publishing in *Harges and Jones' Evidence Treatise*

### **Nineteenth Judicial District Court, Baton Rouge, Louisiana** May 2012-November 2012

*Judicial Law Clerk – Judge Wilson Fields*

- Conducted legal research
- Drafted decisions, orders, and responses to motions
- Reviewed petitions and answers
- Observed depositions, bench and jury trials
- Conducted status conferences
- Prepared jury instructions
- Assisted Law Clerk in preparing briefs dealing with complex litigation cases

### **Louis A Martinet Legal Society, Baton Rouge, Louisiana** February 2012-May 2012

*Clerk / Liaison*

- Conducted legal research
- Processed and organized organizational materials
- Performed office and clerical work

### **Office of the Attorney General, Baton Rouge, Louisiana** October 2011-January 2012

*Gaming Division – Clerk*

- Performed legal research utilizing both written and electronic sources
- Assisted attorneys in preparing for depositions and trials
- Assisted attorneys in brief and opinion writing
- Prepared drafted memoranda for supervising attorney

## **LEGAL ASSOCIATIONS AND COMMUNITY SERVICE ORGANIZATIONS**

- Certified Mediator
- VITA Certified – Volunteer Income Tax Assistance
- 13<sup>th</sup> Circuit Lieutenant Governor of Student Bar Associations for the American Bar Association
- Southern University Law Center Bankruptcy Clinic Fellow

# John Doe

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11111 First Street Baton Rouge, LA 70816 Home: (225) 000-0000 Cell (225) 000-0000  
johndoe@internetsite.com

## EDUCATION

### **Southern University Law Center, Baton Rouge, LA**

Juris Doctor Candidate, May 2014

GPA: 4.00

- Member, Southern University Law Review
- Member, Thurgood Marshall Club of America
- Southern University Law Center Merit Scholarship Recipient

### **University of New Orleans, New Orleans, LA**

Bachelor of Arts, Art, May 2011

Major GPA: 4.00

- University of New Orleans Merit Scholarship Recipient
- Member, Association of John Doe

## EXPERIENCE

### May 2012 – Aug. 2012 **Summer Associate- Big Law Firm, LLP, Houston, TX**

- Attended client interviews and meetings with Corporate department
- Conducted due diligence and assisted with multi-million dollar asset divestiture
- Conducted research regarding new tax regime in Texas
- Conducted research regarding State employment taxes

### May 2009 – May 2011 **Law Clerk- Small Law Firm, Baton Rouge, LA**

- Assist with client interviews and client meetings
- Conduct legal research of case law and statutory regulations
- Evaluate case law for efficiency and draft memoranda
- Provide clerical assistance for general practitioners

### Jan. 2006 - July 2007 **Administrative Analyst- Doe Hotel, New Orleans, LA**

- Reconciled monthly budgets and compiled financial reports
- Assistant to accountants, auditors, and vendors
- Maintained financial records and office correspondence
- Launched and monitored budgets and contractual agreements
- Evaluated contracts and price quotes for efficiency

### Nov. 2004- Oct. 2005 **Manager- Dillard's, Metairie, LA**

- Organized scheduling for associates of shipment team
- Devised daily strategies to maximize sales
- Supervised a team of 20 associates
- Motivated associates to reach daily sales goals

### Oct. 2002 – Feb. 2004 **Counselor- University of Doe**

- Assisted in student recruitment and orientation
- Responsible for advertising and marketing upcoming events
- Conducted research to provide statistics for analysis
- Contributed to community-wide fund raising events

## CERTIFICATIONS

Certified in Westlaw Advanced Research Skills

Certified in LexisNexis Advanced Research Skills

## VOLUNTEER WORK

Mentor, Doe Elementary School, New Orleans, LA.

# First Year Student

1111 Street Ave.  
Baton Rouge, LA 70813  
(225) 555-0000  
[1L@abc.com](mailto:1L@abc.com)

## EDUCATION

### **Southern University Law Center, Baton Rouge LA**

*Juris Doctor Candidate – May 2016*

GPA 3.25 - Rank 15/143

- Phi Alpha Delta Legal Fraternity
- International Law Student Association

### **University of Louisiana at Lafayette, Lafayette LA**

*Bachelor of Science, magna cum laude, Business Administration, Economics – May 2013*

GPA 3.73

- Pre-Law Club
- Honor Society
- Student Ambassador
- Beta Gamma Sigma International Business Fraternity

## LEADERSHIP

- National Pan Hellenic Council President
- Women's Federation President
- Student Government Association Freshman and Sophomore Class Presidents
- Council of Student Body Presidents

## EXPERIENCE

### **Bigger Home Store USA, Lafayette Louisiana**

October 2012 – August 2013

*Senior Associate (Flooring/ Appliances/ Kitchen Cabinets)*

- Implemented sales strategies for associates
- Ensured compliance with store safety policies and procedures
- Ensured the proper training of new employees
- Resolved customer complaints

*Cashier/Head Cashier*

October 2010 – October 2012

- Ensured transactions were accurate
- Monitored employee schedules and overtime hours
- Provided customer service

## COMMUNITY SERVICE

- Mentor, Excellent Elementary School, Lafayette, LA
- Worker, Habitat for Humanity, Lafayette, LA
- Junior League of Lafayette
- Alpha Kappa Alpha Sorority, Inc.

## **EXPERIENCED GRAD, ESQ.**

1111 E. Fairlane Ct. ■ Your Town, LA 70812  
(225) 111-1222 ■ email@yahoo.com

### **BAR ADMISSIONS**

California State Bar, October 2007

United States District Court, Middle District of California, November 2008

### **EDUCATION**

#### **Southern University Law Center, Baton Rouge, LA**

*J.D., Cum Laude, May 2007*

- Grade Point Average – **4.0**; Class Standing – **1 out of 145**
- Clinic Student Attorney, January – May 2007
- Teaching Assistant, August 2005 – May 2006
- American Association for Justice, National Mock Trial Team Member 2005 – 2007
- American Inns of Court

#### **Southern University: Honors College, Baton Rouge, LA**

*B.S. Accounting, Cum Laude, May 2004*

- Grade Point Average – **3.525**

### **EXPERIENCE**

#### **California Department of Revenue Legal Division, Your Town, CA**

*Staff Attorney - Sales and Use Tax*

October 2008 - Present

- Represent the Secretary in cases before California trial courts and the Board of Tax Appeals.
- Draft pleadings, interview witnesses, prepare legal memoranda and briefs.
- Research state and federal tax laws, regulations, court decisions, and auditing principals.
- Mediate complex cases involving sales and use tax of property used in interstate commerce.

*Intern - Policy Services*

June – August 2005

- Prepared memoranda concerning the impact on revenue of changes in legislation in the shipping industry.

#### **Honorable Judge, United States District Court, Middle District of California, Your Town, CA**

*Intern*

January – April 2007

- Reviewed court records and performed legal research to assist Judge in determining proper ruling.

#### **Big Law Firm, Alexandria, LA**

May – June 2006

*Law Clerk*

- Drafted pleadings discovery requests, motions, and affidavits and performed legal research.
- Prepared demand letters, mechanics liens, and other legal memoranda.

#### **Volunteer Income Tax Assistance Program (VITA), Your Town, CA**

*Tax Consultant*

Feb. 2004 – April 2006

- Prepared income tax returns and counseled low to moderate income citizens.

#### **Federal Deposit Insurance Corporation (FDIC), Memphis, TN**

*Student Career Experience Program (SCEP) - Student Trainee Examiner*

January – August 2003

- Analyzed bank financial statements, securities portfolios, earnings, liquidity, and interest rate sensitivity.
- Evaluated management of financial institutions and prepared examination reports.