

# How To Write A Legal Resume

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<b>PROFESSIONAL EXPERIENCE</b>	
<b>RESUME WORDED</b> <b>Attorney</b>	<b>San Francisco, CA and New York, NY</b> <b>2016-Present</b>
<ul style="list-style-type: none"><li>• Managed a daily workload of 30 to 40 active cases, preparing court calls and managing case files.</li><li>• Supervised and managed a staff of 3 staff attorneys, ensuring consistent and efficient workflow.</li><li>• Interviewed over 150 clients and involved personnel regarding their respective cases.</li><li>• Conducted trial preparation, court filings, document production and records management on a daily basis with 100% accuracy.</li><li>• Updated existing company procedures to reduce company's reliance on third party legal counsel and costs by over 72%.</li><li>• Define and develop over 12 legal policies and procedures while also handling and managing major business transactions.</li><li>• Monitored and ensured firm's 100% compliance with taxes, business licences and regulations.</li></ul>	
<b>GROWTHSI</b> <b>Attorney</b>	<b>New York, NY</b> <b>2013-2016</b>
<ul style="list-style-type: none"><li>• Carried more than 40 case files from concept to trial and appeal, as needed.</li><li>• Handled over 110 mediations, with a 95% settlement rate.</li><li>• Maintained excellent communications with all clients, scoring over 97% on client satisfaction exit surveys.</li><li>• Conducted 12+ pre-trial conferences with defense attorneys and judges, interviewed victims and witnesses to determine extent of the allegations and negotiated plea agreements with counsel.</li></ul>	
<b>GROWTHSI</b> <b>Staff Attorney</b>	<b>New York, NY</b> <b>2012-2013</b>
<ul style="list-style-type: none"><li>• Assisted 5 senior associates on legal matters and advised on legal rights, opportunities and obligations.</li><li>• Created, renewed and tracked updates to 50+ agreements on a weekly basis, pertaining to distribution, supply, licensing and advertising.</li><li>• Conducted efficient research ensuring 100% benefit to the company with minimal loss.</li></ul>	
<b>EDUCATION</b>	
<b>GROWTHSI BUSINESS SCHOOL</b> <i>Juris Doctor Degree</i>	<b>San Francisco, CA</b> <b>2010-2013</b>
<b>RESUME WORDED UNIVERSITY</b> <i>Bachelor of Arts, Major in Political Science; Minor in Mathematics</i>	<b>New York, NY</b> <b>2006-2010</b>
<b>ADDITIONAL INFORMATION</b>	
<ul style="list-style-type: none"><li>• Techniques: BQE Software, MS Project, Legal codes and court procedures, democratic political processes.</li><li>• Technical Skills / Software: Argosy Legal Systems, MS Access, Adobe, Fastcase, Westlaw PRO.</li><li>• Certifications: Attorney Bootcamp (2016), Passed Resume Worded examinations.</li></ul>	

How to write a legal resume is a crucial skill for anyone entering the legal profession or seeking to advance their career within it. A well-crafted legal resume not only highlights your qualifications but also helps you stand out among a competitive pool of candidates. In this article, we will explore the essential components of a legal resume, tips for tailoring your resume to specific job applications, and common pitfalls to avoid. Whether you're a recent law school graduate or an experienced attorney, this guide will provide you with the tools you need to create an effective legal resume.

## Understanding the Purpose of a Legal Resume

A legal resume serves several key purposes:

1. **Showcase Your Qualifications:** Your resume should demonstrate your educational background, work

experience, and relevant skills in the legal field.

2. Highlight Your Achievements: It's essential to emphasize your accomplishments, such as case victories, publications, or leadership roles in legal organizations.

3. Create a Professional Image: A polished resume reflects your professionalism and attention to detail, qualities that are highly valued in the legal field.

4. Secure Interviews: Ultimately, the goal of your resume is to garner interest from potential employers and secure interviews.

## **Essential Components of a Legal Resume**

To write a compelling legal resume, you'll need to include several key components:

### **1. Contact Information**

Your contact information should be prominently displayed at the top of your resume. Include:

- Your full name
- Phone number
- Email address
- LinkedIn profile (optional)
- Address (optional)

### **2. Objective or Summary Statement**

An objective or summary statement provides a brief overview of your career goals and qualifications. This section should be concise, ideally one or two sentences. Tailor it to the specific position you are applying for.

Example:

"Detail-oriented and results-driven attorney with over five years of experience in civil litigation seeking to leverage expertise in contract law as a Senior Associate at XYZ Law Firm."

### **3. Education**

Your educational background is crucial in the legal field. List your degrees in reverse chronological order. Include:

- Your Juris Doctor (JD) degree, including the name of the law school and graduation date.
- Any undergraduate degrees, including the name of the institution and graduation date.
- Relevant honors or distinctions (e.g., cum laude, Dean's List).

Example:

Juris Doctor, Harvard Law School

Graduated: May 2022

- Honor: Cum Laude

Bachelor of Arts in Political Science, University of California, Berkeley

Graduated: May 2019

- Honor: Dean's List

## 4. Work Experience

Your work experience is one of the most critical sections of your legal resume. List your positions in reverse chronological order. For each position, include:

- Job title
- Employer name
- Location (city, state)
- Dates of employment
- Bullet points detailing your responsibilities and achievements

Focus on quantifiable achievements where possible. Use action verbs to convey your contributions effectively.

Example:

Associate Attorney, ABC Law Firm, New York, NY

June 2022 – Present

- Represented clients in over 50 civil litigation cases, achieving a 90% success rate.
- Drafted and negotiated contracts worth over \$2 million for corporate clients.
- Conducted legal research and analysis to support case strategy.

## 5. Skills

Highlight both hard and soft skills relevant to the legal profession. Use bullet points to list your skills clearly. Consider including:

- Legal research and writing
- Litigation and trial preparation
- Negotiation and mediation
- Client relations
- Time management and organization
- Familiarity with legal software (e.g., Westlaw, LexisNexis)

## 6. Bar Admission

If you are a licensed attorney, include a section on your bar admission. This should include:

- The state(s) in which you are licensed to practice law
- The date of admission

Example:

Bar Admission

- New York State Bar, Admitted: July 2022

## **7. Professional Affiliations**

Demonstrating your involvement in legal organizations can enhance your resume. Include memberships in:

- Bar associations
- Legal societies
- Professional networking groups

Example:

- Member, New York State Bar Association
- Member, American Bar Association

## **8. Publications and Presentations**

If you have published articles or given presentations related to law, include these in your resume. This section can set you apart from other candidates.

Example:

- "Understanding Contract Law," Published in the Journal of Business Law, March 2023.
- Speaker at the Annual Legal Conference on "Emerging Trends in Litigation," June 2023.

## **9. Volunteer Experience**

Highlight any pro bono work or volunteer experiences that demonstrate your commitment to the legal profession and community service. Include:

- Organization name
- Role
- Dates of service
- Brief description of your contributions

Example:

Volunteer Attorney, Legal Aid Society, New York, NY

January 2021 – Present

- Provided legal assistance to low-income clients in family law matters.

# Tailoring Your Legal Resume

A one-size-fits-all approach does not work for legal resumes. Tailoring your resume to each specific job application is crucial. Here's how:

## 1. Analyze the Job Description

Carefully review the job posting and identify the key qualifications and skills the employer is seeking. Highlight your relevant experience and skills that match these requirements in your resume.

## 2. Use Keywords

Incorporate industry-specific keywords from the job description into your resume. Many employers use Applicant Tracking Systems (ATS) to screen resumes, and including relevant keywords can improve your chances of passing these filters.

## 3. Rearrange Sections

Depending on the position, you may want to rearrange the sections of your resume. For example, if you have extensive relevant work experience, prioritize that section over education.

## 4. Customize Your Objective or Summary

Always tailor your objective or summary statement to reflect the specific role you are applying for. This shows the employer that you are genuinely interested in the position.

## Common Pitfalls to Avoid

When writing your legal resume, be mindful of the following common mistakes:

1. Length: Aim for a one-page resume, especially if you have less than ten years of experience. Only consider a two-page resume if you have extensive relevant experience.
2. Typos and Grammatical Errors: Attention to detail is critical in the legal profession. Proofread your resume multiple times and consider asking a colleague to review it.
3. Being Too Vague: Use specific examples and quantify your achievements when possible. Avoid generic phrases that don't provide insight into your skills and accomplishments.
4. Overloading with Information: Be selective about the information you include. Focus on relevant

experience and skills that align with the job you are applying for.

5. Inconsistency: Ensure that your formatting (font, size, bullet points) is consistent throughout the document. Inconsistencies can create a negative impression.

## **Conclusion**

In conclusion, writing a legal resume requires careful consideration of its structure, content, and tailoring to specific job applications. By following the guidelines outlined in this article, you can create a resume that effectively showcases your qualifications and enhances your chances of landing your desired legal position. Remember to keep your resume concise, detailed, and free of errors, and ensure that it reflects your unique career journey in the legal field. With diligence and attention to detail, your legal resume can become a powerful tool in achieving your career goals.

## **Frequently Asked Questions**

### **What is the key structure of a legal resume?**

A legal resume typically includes the following sections: contact information, objective or summary statement, education, work experience, skills, and additional sections such as certifications or publications.

### **How should I tailor my legal resume for a specific job application?**

To tailor your legal resume, carefully read the job description and use keywords from it throughout your resume. Highlight relevant experiences and skills that align with the specific requirements of the position.

### **What should I include in the education section of my legal resume?**

In the education section, include your law degree, the name of the institution, your graduation date, and any honors received. You may also list relevant coursework or activities, such as law review or moot court.

### **Is it important to include legal internships on my resume?**

Yes, legal internships are crucial as they demonstrate practical experience in the field. Be sure to highlight your responsibilities and any skills you developed during these internships.

### **How can I effectively showcase my legal skills on my resume?**

You can showcase your legal skills by including a dedicated skills section that lists relevant skills such as legal research, writing, analysis, negotiation, and any software proficiency, like legal databases.

## What formatting tips should I consider for a legal resume?

Format your legal resume with clear headings, consistent font styles, and bullet points for easy readability. Aim for a clean, professional look, and keep it to one page if you have less than 10 years of experience.

## Should I include a summary statement on my legal resume?

Yes, including a summary statement can be beneficial. It provides an overview of your qualifications, experiences, and career goals, making a strong first impression for potential employers.

## What common mistakes should I avoid when writing a legal resume?

Common mistakes to avoid include using overly complex language, including irrelevant information, having typos or grammatical errors, and failing to quantify achievements with specific metrics or outcomes.

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