

**OFFICE OF CAREER SERVICES** • phone: 413-782-1416 • •

**Use phrases** rather than complete sentences.

**Begin phrases with verbs in the active voice.** Use the present tense for your current job (research, supervise, etc.) and the past tense for previous jobs (researched, supervised, etc.).

**Omit personal pronouns.**

**Omit articles (a, an, the).**

**Do not use technical language** unless you are submitting your resume to another professional who will understand it. Legal terms are acceptable for a legal employer, but technical jargon is not useful. Avoid using organizational terms known only to your previous employers and avoid acronyms

**Bar Admission.** For the newer graduate, this may be the most important thing to tell the hiring attorney. It should be displayed prominently at the very beginning of your resume,

a member of the Bar. In the future, your bar admission will drop further down in the resume.

After you have taken the bar examination:

**BAR ADMISSION(S)**

Sat for the July 20XX, Massachusetts Bar Examination  
Results Pending

After you have passed the bar examination:

**BAR ADMISSION(S)**

Passed the July 20XX, Massachusetts Bar Examination  
Admission Pending

After you are sworn in, you may describe your status in one of a couple of ways. If you use the full names of the jurisdictions to which you are admitted, be sure that you verify the name for each court.

**BAR ADMISSIONS**

State of New Jersey, May 20XX  
Commonwealth of Massachusetts, December 20XX  
United States District Court for the District of Massachusetts, June 20XX  
United States Court of Appeals for the First Circuit, September 20XX  
or

**BAR ADMISSIONS**

Member of the New Jersey Bar  
Member of the Massachusetts Bar  
or

**BAR ADMISSIONS**

Member of the New Jersey and Massachusetts Bars

**School Name:** Please note that the proper name of our school is Western New England University School of Law.

**Degree Notation:** There is no need to write the word degree after Juris Doctor, Bachelor of  
redundant. Abbreviating degree names is perfectly acceptable, but if you abbreviate or spell out one, be sure to do the same for all other degrees.

**Consistency.** Inconsistency or using too many different fonts tends to make your resume, and therefore you, look disorganized.

**Verb Tense.** Remember to use the past tense for past experience, and the present tense only for your current employment.

Use a variety of verbs and descriptive words to keep your resume from having a monotonous in

Try these sample verbs in your resume and job search letters.

**Decision Making**

APPROVE  
REQUIRE  
DECIDE  
TEST  
ACCEPT  
AUTHORIZE  
TERMINATE  
RENDER  
CONSIDER  
SOLVE

**Supervision**

ADHERE  
SUPERVISE  
REQUEST  
EXERCISE  
PARTICIPATE

**Management**

EXECUTE  
APPROVE  
DIRECT  
CHANGE  
ORGANIZE  
MEET  
ESTABLISH  
MANAGE  
ANTICIPATE  
EVALUATE  
ANALYZE  
PLAN  
ADJUDICATE

**Audit**

REVIEW  
ANALYZE

**Plan & Control**

PLAN  
FORECAST  
ASSUME  
ALLOCATE  
SCHEDULE  
CONTROL  
MEASURE  
PROGRESS  
FORMULATE  
ACQUIRE  
CRITIQUE  
EXTEND  
MONITOR  
WRITE  
INFORM  
DECLARE  
INTERPRET

**External Activity**

NEGOTIATE  
COOPERATE  
REPRESENT  
COORDINATE  
PUBLICIZE  
STRENGTHEN

**Personnel**

SELECT  
INTERVIEW  
TRAIN  
PROMOTE  
TRANSFER  
HANDLE  
EMPLOY  
APPRAISE  
REC

## **KAITLYN MARIE KELLEY**

59 Woodland Avenue, Concord, NH 03301 (603) 555-3000 [kelly@gmail.com](mailto:kelly@gmail.com)  
65 Cambridge Road, Springfield, MA 01108 (413) 555-1000

### **EDUCATION**

#### **Western New England University School of Law, Springfield, MA**

Candidate for Juris Doctor, May 20XX

*Activities:* Phi Alpha Delta Legal Fraternity, Intramural Soccer, Environmental Law Coalition

#### **State University of New York at Albany, Albany, NY**

Bachelor of Science, May 20XX

Major: Physiology, Minor: Spanish

*Activities:* Resident Assistant, Varsity Basketball, Social Committee

#### **University of Colorado, Boulder, Colorado**

General and science courses, September 20XX - May 20XX

### **LEGAL EXPERIENCE**

#### **Consumer Law Clinic, Springfield, MA**

**Student Attorney**, (Spring 20XX)

Practiced under Rule 3:03. Worked in cooperation with Massachusetts Attorney General's Office.

Investigated complaints against businesses, advised clients as to consumer rights under relevant statutes, mediated and settled disputes.

Drafted 30-day demand letters pursuant to Massachusetts General Laws, Chapter 93A, and prepared unresolved cases for trial.

#### **Law Offices of Amy Dusky and Bernard Bilodeau, Albany, NY**

**Paralegal**, (May 20XX - August 20XX)

Performed legal research, maintained office law library, and prepared real estate conveyancing documents.

### **ADDITIONAL EXPERIENCE**

#### **Mayfield Cardiac Rehab, Inc., Rutland, VT**

**Therapist**, (20XX - 20XX)

Assisted clients, demonstrated rehabilitation units, tested all new units, and recommended equipment purchases.

#### **The Jennifer Company, White Plains, NY**

**Physiology Technician**, (20XX - 20XX)

Designed rehabilitation programs for nursing home clients and local hospitals.

#### **Mountain Campus News, Boulder, CO**

**Business Manager**, (20XX - 20XX)

Prepared weekly and monthly financial reports, hired and terminated office staff, prepared employment schedules, and ordered stock.

**Activities:** Finished Boston Marathon, April 20XX, Volunteer, Rutland, Vermont Civic Society

## TAHIRA M. ALLEN

46 Penacook Court, Monson, MA 01090 (555) 555-4904 eallen@email.com

### EDUCATION

~~WESTERN NEW ENGLAND COLLEGE~~  
~~WESTERN NEW ENGLAND COLLEGE~~

**JOHN MALLOY**

45 Crestview Circle, Springfield, MA 01104  
(413) 747-4678 jmalloy@aol.com

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**BAR ADMISSION**

Sat for July 20XX, Massachusetts Bar Examination; Results Pending

**EDUCATION**

**Juris Doctor**, May 20XX

**Western New England University School of Law**, Springfield, MA

*Honors*: Legal Research and Writing, Best Brief

**Bachelor of Science in Criminal Justice**, May 20XX

Ohio State University, Columbus, OH

*Honors*

**EXPERIENCE**

**STUDENT ATTORNEY**, F Tm0lgw13( )-4(20) /P #MCID 16>BD240.77.00000912 0 612 792 re in Criminal Justice

**PAT CHIN**

pchin@wne.edu

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Permanent Address:

Any Street  
Hometown, State 22222  
(111) 555-1234

Temporary Address:

55555 Main Street  
Any Town, State 11111  
(555) 555-6789

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**EDUCATION**

**Western New England University School of Law**, Springfield, MA  
Candidate for Juris Doctor, May 20XX  
Class Rank: Top 10%, 24/238



**ARLENE VELASQUEZ**

Permanent Address

Street

City, State Zip

Telephone, Email

Temporary Address

Street

City, State Zip

Telephone, Email

**Education**

**Western New England University School of Law**

Candidate for Juris Doctor, May 20XX

Honors:

Springfield, MA

## **ROBERT HAZELTON, JD, MSW**

3 Grace Road, Weymouth, MA 02188  
(978) 555-6599 [rhazelton@aol.com](mailto:rhazelton@aol.com)

### **BAR ADMISSION**

Commonwealth of Massachusetts, 1998

United States District Court for the District of Massachusetts, 1998

### **EXPERIENCE**

**ADDITIONAL EXPERIENCE**

**State of Massachusetts, Division of Social Services, Boston, MA**  
***Social Worker***, 1993 - 1995