



Chicago-Kent College of Law
ILLINOIS INSTITUTE OF TECHNOLOGY

Career Services Office

RESUME GUIDE

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CAREER SERVICES OFFICE

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SECTION 1: RESUME FORMAT

1. **Keep it Simple.** Use simple, clean fonts like Times New Roman, Arial, Garamond, or Veranda.
2. **Be concise.** Your student resume should be only one (1) page unless you have extensive or unusual education and experience. Legal employers prefer brevity and will typically spend **10-30 seconds** initially reviewing your resume. Make sure your resume is arranged so a good impression can be gained by a quick glance.
3. **Create your personal brand.** Place a “heading” or “letterhead” at the top of your resume, including your name and pertinent contact information. Use this heading on the top of your resume and on all career-related documents, such as your cover letter, list of references and unofficial transcript.
4. **Show a legal employer you are enrolled in law school.** Include your education, in reverse chronological order (with Chicago-Kent first), at the top of your resume.
5. **Be clear and specific.** Use active verbs to describe your work experiences and/or community involvement, and use bullet points to highlight your skills and credentials. Be specific in your descriptions.
6. **Be correct.** You may NOT falsify, embellish, or misrepresent any information about your experiences on your resume. You may NOT round your GPA up. Anyone known to be deliberately providing false information about credentials will be identified to the Academic Dean for possible disciplinary action.
7. **Proofread, and then proofread again.** Finally, be sure to proofread and spell check your resume, and read it out loud or backwards to catch any and all mistakes. Use a ruler to read it line by line to ensure proper spacing and alignment.
8. **Save it.** Include your name in the file name (i.e. "John Smith Resume" or "J Smith Resume"). Always save a copy of your resume as a pdf. file. Use this file to send your resume electronically unless a potential employer specifically asks for a different format.
9. **Print it.** When submitting a paper resume, print your resume on **good quality, neutral color (white or ivory) resume paper**. Even if you are submitting your resume electronically, it helps to print it out and proofread the physical copy.

SECTION 2: RESUME CONTENT

Education

1. **Start with the present.** List the schools you attended in **reverse chronological order** with **Chicago-Kent College of Law** first.
2. **Think about impact.** When deciding what to include in a resume, or any application material, ask yourself whether this is something you want to talk about in an interview. If it isn't, don't include it.
3. **Get degrees right.** You are pursuing your Juris Doctor, **not** a “Juris Doctorate” or “J.D.” If you are in a dual degree program, list that appropriately. For example, "Juris Doctor/Masters in Business Administration" or Juris Doctor/Master of Laws in Taxation". Do not list the time period you have been enrolled in law school; only list your expected graduation date. Students enrolled in a certificate program can note that information immediately following the “Juris Doctor” line. (E.g. *Candidate for Business Law Certificate; Labor and Employment Law Certificate Candidate*).
4. **Don't forget undergraduate/graduate degrees.** Make sure you include the full, correct names of the undergraduate and/or graduate schools you attended. For undergraduate and other graduate schools and corresponding degrees, be sure to include the month and year the degrees were conferred (graduation date) and the specific degree received. Be precise regarding your degree and major: do not merely write “Bachelor of Arts” or “Bachelor of Science.” Instead, write “Bachelor of Arts in History” or “Bachelor of Science in Biology.” If you studied abroad for one semester or one year, you may include that information.
5. **Grades.** Whether or not you report your grades on your resume is strictly up to you. However, class rank and GPA can be selling points and are an important “criteria” for some employers. If you decide to include your GPA, it *must* be the GPA provided to you by the Registrar’s Office. You may not calculate your GPA on your own before receiving all your semester grades.
6. **Give yourself credit.** If you have honors and activities related to your legal and undergraduate education, list them immediately below each school, degree, and grade information. Academic honors, such as *cum laude*, should follow the degree and be italicized in all lowercase letters.
 - a. **Dean’s List** (or Dean’s Honor List) – Both “Dean’s List” and “Dean’s Honor List” are acceptable. If you have been on Dean’s List some, but not all of the semesters you have been in law school, make that clear on your resume. If you have achieved Dean’s List all semesters you may use the general statement “Dean’s List” without any qualifiers. For example if you made Dean’s List three out of the four past semesters, you should list it as:

Dean’s List: Fall 2017, Fall 2018, and Spring 2019; *or*
Dean’s List: three semesters

- b. **Law Review and Moot Court** – If you have just accepted membership on Law Review or in Moot Court or have served less than two academic terms, you must qualify the membership statement as follows:

Chicago-Kent Law Review, member as of August 2019
Moot Court Honor Society, member as of August 2019

- i. If you served on Law Review or Moot Court but are not enrolled this semester, you must qualify your membership with the period served (e.g. Moot Court Honor Society: August 2018 – May 2019).
7. **Legal Publications.** If you have written a law-related article that has been or is about to be published, list it as a bullet point under your law school education entry, or list it immediately after the education section. Be sure to use the correct citation. If the articles are not law-related, list them under a “Publications” heading toward the end of your resume, after work experience (see Other Categories section)

Experience

1. **Show your experience.** In general, list jobs in reverse chronological order, starting with your present experience or most recent position. Include legal work, past employment, or any other relevant activity which may not be employment per se, such as volunteer internships and other positions of responsibility. Make sure to include your employer’s (or volunteer organization’s) name, city, state, your dates (months and years) of employment, your job title and your responsibilities.
2. **Describe your work.** Use **bullet points** and **action verbs** to set forth and highlight your various responsibilities and skills for each position. Describe a **current job in present tense**, and describe all **past positions in past tense**.
 - a. **Describing legal work.** List the substantive areas of law in which you dealt, the types of legal documents you drafted, and the tasks you accomplished. Use **action verbs** to describe your responsibilities and tasks. (There is a long list of sample active verbs at the end of this guide). However, always be careful to never reveal confidential client information such as names when describing cases you worked on.

Other Sections

1. **Show community involvement.** Describe volunteer work, community service, involvement in clubs or charitable organizations, involvement with religious groups, involvement with fraternities or sororities or other extracurricular activities that is not legal work. Make sure to include any leadership positions held in groups or organizations. Include these activities to show your interests, talents or personality traits which may not be apparent in your other resume information. This may be especially important when applying for jobs in the public sector, such as government or public service jobs.
2. **Be careful with interests.** Whether to list interests or not is up to you. Some employers like interest sections because they show whether a candidate is well-rounded. If you choose to include them, be

aware your interests are conveying an image to an employer. Do not feign an interest. Make sure you can keep up a conversation on these subjects.

- 3. References:** Do not write “References Available Upon Request” on your legal resume. Employers assume you will provide references if asked. If an employer requests references with an application, include a separate sheet which lists three references, unless the employer asks for a specific number. The “heading” on your reference list should be the same as your resume heading). See references section of this guide for more information.

SECTION 3: REFERENCES

1. Create a separate document that uses the same font and header as your resume (maintain your personal brand).
2. Include the reference's name, title, affiliation, address and phone number.
3. Never list a reference unless you ask that individual to be a reference in advance.
4. Make sure your references have a copy of your resume and information about the position you are applying for. This allows them to be more prepared when speaking with potential employers.
5. Law school Faculty and legal employers are the best references because they can speak to your potential as an attorney. Undergraduate faculty and former employers are also appropriate references. **Do not use relatives, friends, or other personal references.**

Sample reference list:

1. Professor Mary Smith
Visiting Assistant Professor of Law
Chicago-Kent College of Law
565 West Adams, Room 717
Chicago, IL 60661
(312) 906-5000
mmccormi@kentlaw.iit.edu
2. Jane L. Doe
Managing Partner
Doe & Smith, PLC
1234 Main Street
Chicago, IL 60661
(312) 123-4567
janeldoe@doesmith.com
3. John M. Blank
Clinical Professor of Law
C-K Law Group: The Law Office of Chicago-Kent
565 W. Adams Street, Room 609
Chicago, IL 60661
(312) 906-5050
johnmblank@kentlaw.iit.edu

SECTION 4: SAMPLE RESUMES (FOLLOWING PAGES)

RUSTY SABICH

123 North Clark Street • Chicago, IL 60600
312/555-0001 • rsabich@kentlaw.iit.edu

EDUCATION

Chicago-Kent College of Law, Chicago, IL

Juris Doctor, Expected May 2016

Litigation and Alternative Dispute Resolution Program

GPA: 3.72/4.0

- **Chicago-Kent Law Review, Editor-in-Chief (2015-2016)**
- Semifinalist, Charles Evans Hughes Moot Court Competition
- Published Note: *Effect of Fair Debt Collection Practices Act on Illinois Consumers*, 90 CHI.-KENT L. REV. 1141 (2015)
- Dean's List

University of Wisconsin, Madison, WI

Bachelor of Arts in Political Science, May 2013

GPA: 3.4/4.0

LEGAL EXPERIENCE

Jenner & Block, Chicago, IL

Summer Associate, May 2015 – August 2015 (extended offer for Associate position)

- Researched state and federal case law and statutes and drafted memoranda in several practice areas including corporate, litigation, bankruptcy, and estate planning
- Responded to and drafted discovery, and attended hearings, depositions, contract negotiations, and arbitrations
- Prepared exhibits and jury instructions for federal trial and assisted in contacting witnesses
- Participated in firm's trial advocacy program

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

Law Clerk, Felony Trial Division, May 2014 – August 2014

- Interviewed witnesses and analyzed evidence to assess strength of cases
- Drafted various motions, pleadings, and stipulations, and prepared memorandum regarding DNA evidence
- Observed pre-trial conferences, trials, sidebars, in-chamber conferences, and settlement negotiations
- Organized and maintained daily trial docket and case files

PROFESSIONAL EXPERIENCE

U.S. Congressman Martin Allen, Washington, D.C.

Intern, May – August 2012 & 2013

- Drafted responses to constituent inquiries
- Attended and maintained records of hearings for presentation to Congressman
- Contacted key state officials to testify at committee meetings

University of Wisconsin, Madison, WI

Student Worker, Alumni Office, May 2010 – August 2010

- Drafted correspondence to alumni, planned alumni events, and developed and edited alumni website content
- Performed general office duties including purchase ordering, organizing files, and answering telephones

COMMUNITY SERVICE

Madison Cares, *Volunteer Tutor*, June 2010 – August 2011

ELEANOR FRUTT

978 West South Street
Chicago, Illinois 60601

312/555-1000
efrutt@kentlaw.iit.edu

EDUCATION

Chicago-Kent College of Law, Chicago, Illinois

Candidate for Juris Doctor, May 2017

GPA: 3.52/4.0

- **Moot Court Honor Society**, Member as of August 2015
- Women in Law Member

Stuart School of Business, Chicago, Illinois

Candidate for Master of Business Administration, December 2017

DePaul University, Chicago, Illinois

Bachelor of Science in Business Administration, magna cum laude, May 2006

GPA: 3.9/4.0

- Phi Beta Kappa Honor Society
- Recipient of Presidential Scholarship for 4 years

EXPERIENCE

Honorable John Tharp Jr., U.S. District Court, Northern District of Illinois, Chicago, Illinois

Judicial Extern, May 2015 to August 2015

- Researched federal case law regarding employment discrimination and commodities regulation, and helped draft two judicial opinions and three legal memoranda
- Verified case law and statutes cited in briefs filed in court
- Observed hearings, oral arguments regarding discovery disputes, pre-trial conferences, and jury trials

Hesson International, Chicago, Illinois

Senior Staff Associate, February 2008 to July 2014

- Researched and analyzed client contracts to determine transfer pricing trends resulting from inter-company transactions
- Recommended research strategies to other offices conducting due diligence investigations
- Trained and supervised all staff associates and interns
- Oversaw departmental project evaluating legal documents used for tax litigation

Staff Associate, June 2006 to January 2008

- Created and maintained proprietary license agreement library containing 5000+ contracts
- Exposed to issues concerning international taxation and public filings at the Securities and Exchange Commission

PUBLICATION

- "How to Survive a Bear Market With Your Bare Assets," *Fortune Magazine*, May 15, 2009

INTERESTS

- European travel, gourmet cooking, financial markets

**** This is a sample resume for patent students. There are separate experience sections because patent employers want to see legal and engineering experience****

Perry Mason

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EDUCATION

CHICAGO-KENT COLLEGE OF LAW, Chicago, IL

Juris Doctor Candidate, May 2016

Intellectual Property Law Certificate Program

- Intellectual Property Law Moot Court
- Dean's Advisory Council Member
- **Intellectual Property Summer Institute, Franklin Pierce Law Center, Concord, NH, 2014**

UNIVERSITY OF ILLINOIS, Chicago, IL

Bachelor of Science in Mechanical Engineering, May 2006

- PI TAU SIGMA National Mechanical Engineering Honor Fraternity
- College of Engineering Student Council Chairperson

LEGAL EXPERIENCE

BURKE, RUSH, OPPENHEIMER & CAIN, Chicago, IL

Law Clerk, May 2015 – Present

- Draft patent specifications and claims, patent information disclosure statements and other intellectual property related documents
- Research federal case law for patent and trademark infringement actions

U.S. DEPARTMENT OF JUSTICE, ANTITRUST DIVISION, Chicago, IL

Legal Intern, Antitrust Division, May 2014 – July 2014

- Assisted regional attorneys by conducting legal research regarding the Hart-Scott-Rodino Act and drafting memoranda
- Prepared, filed, and followed up on subpoenas
- Observed government interviews, hearings, and pre-trial conferences

PROFESSOR LORI ANDREWS, CHICAGO-KENT COLLEGE OF LAW, Chicago, IL

Research Assistant, Institute of Science, Law and Technology, November 2013 – April 2014

- Researched case law and wrote memoranda on reproductive and genetic technology
- Proofed, edited, and cite checked materials for publication

ENGINEERING EXPERIENCE

GENERAL MOTORS, Warren, MI

Project Engineer of Technical Center, June 2006 – August 2013

- Developed advanced safety systems utilizing finite element modeling and computer-simulated crash tests
- Designed, built, and tested advanced seat and belt systems
- Received General Motors Recognition Award

GENERAL MOTORS SCHOLAR, FISHER GUIDE DIVISION, Troy, MI

Intern, May – August 2004, 2005

- Assisted engineers with a variety of design projects

INTERESTS

- Cross-country running, squash, and classical music

ROBERT CLAYTON DEAN

200 Justin Court #10

Naperville, IL 60500 630-555-1212

rdean@kentlaw.iit.edu

EDUCATION

CHICAGO-KENT COLLEGE OF LAW, Illinois Institute of Technology, Chicago, IL
Juris Doctor, Expected December 2015

- CALI Award for highest grade in Computers and Legal Reasoning, Spring 2015
- Evening Law Student Society Member

ILLINOIS STATE UNIVERSITY, Normal, IL
Bachelor of Science in Accounting, May 1996

EXPERIENCE

GRANT, FARRELL & WATERFORD, INC., Wheaton, IL
Information Systems Manager, 2005 to Present

- Manage all in-house network computer operations and determine hardware and software acquisitions
- Direct client financial statement and income tax processing and provide client support and consulting in computers and computerized accounting systems
- Supervise ten data entry/bookkeeping clerks

INDEPENDENT BUSINESS OWNER, Naperville, IL
Computer Consultant, 2001 to 2003

- Corresponded with client and assisted them with selection of microcomputer systems and software installation
- Trained clients' personnel on systems and software programs
- Wrote custom programs for use in Lotus 1-2-3 and Paradox

HAMPTON SERVICES, Oakbrook, IL
Corporate Controller, 1998 to 2001

- Supervised all accounting functions and \$2,500,000 budget for corporation and Texas subsidiary
- Prepared monthly consolidated financial statements
- Initiated and implemented computerized accounting and inventory systems

BERG GOLDMAN & CO., Bloomington, IL
Staff Accountant, 1996 to 1998

- Prepared all financial statements, payrolls, payroll tax returns, bank reconciliations, and miscellaneous reports for small business clients

PROFESSIONAL AFFILIATIONS

- Chicago Bar Association
- Illinois State Bar Association
- Information and Technology Association of America

COMMUNITY ACTIVITIES

- Public Radio and Television Fundraiser
- Little League Baseball Coach

GRACE VAN OWEN

Current Address:

555 West Madison, Apt. H
Chicago, IL 60661
312.555.1212
gvanowen@kentlaw.iit.edu

Permanent Address:

424 Sunset Blvd.
Beverly Hills, CA 90210
213.555.6543
lalaw@gmail.com

EDUCATION

Chicago-Kent College of Law, Chicago, IL

Juris Doctor, Expected May 2016

Labor and Employment Law Certificate Program

GPA: 3.23/4.0

- Labor and Employment Law Society Member
- Society of Women in Law

University of Southern California, Los Angeles, CA

Bachelor of Arts in English, May 2010

Concentration in Early 18th Century Italian Literature

GPA: 3.6/4.0

- Associated Student Government, Academic Affairs Staff
- **Scuola Leonardo da Vinci**, Florence, Italy, January - July 2009

EXPERIENCE

C-K Law Group, Civil Litigation Clinic, Chicago, IL

Legal Intern, May 2015 - Present

- Research federal case law and write legal memoranda regarding employment discrimination claims
- Interview clients and witnesses to gather facts and prepare for depositions
- Draft motions for summary judgment, motions to compel, requests for production, request for admissions, and pleadings
- Review and analyze discovery documents for relevance and privilege

McKenzie Brackman, Los Angeles, CA

Law Clerk, May 2014 - August 2014

- Researched relevant state and federal case law on issues pertaining to commercial contracts, securities fraud, and California insurance law
- Filed motions and pleadings
- Maintained and organized law library

Joan & David, Los Angeles, CA

Assistant Buyer, Shoes, May 2010 - April 2013

- Handled annual sales volume in excess of \$2.5 million
- Negotiated with vendors to determine payment terms, advertising co-ops, and markdown allowances
- Analyzed business reports, identifying trends and forecasting top-selling merchandise
- Established sales goals, markdown objectives, and advertising strategies

Held seasonal and part-time positions to finance education:

Sushi on Sunset, Los Angeles, CA, *Waitress*, October 2006 - April 2007

Saks, Los Angeles, CA, *Seasonal Salesperson*, 2006 and 2007

Four Seasons Hotel, Los Angeles, CA, *Reservations Clerk*, June 2008 - May 2010

JIMMY MCGILL

5432 W. Wacker Dr. • Chicago, IL 60661 • 312-123-4567 • jmcgill@kentlaw.iit.edu

Education

Chicago-Kent College of Law, Chicago, IL

Candidate for Juris Doctor, May 2019

GPA: 3.93/4.0, Dean's List, All Semesters

- **Moot Court Honor Society**, member as of April 2016
- **Chicago-Kent Law Review**, member as of June 2016
- CALI Awards for highest grade in Torts, Criminal Law, Property, and Legal Writing I & II
- Chicago-Kent Lambdas: *Secretary*, 2016 – Present; *member*, 2015-2016

DePaul University, Chicago, IL

Bachelor of Arts in History, magna cum laude, March 2012

GPA: 3.8/4.0; *Dean's List*, All Semesters

- Phi Alpha Theta Historical Honors Society; National Society for Collegiate Scholars

Legal Experience

Hinshaw & Culbertson LLP., Chicago, IL

Law Clerk, June 2016 – Present

- Research federal and state labor and employment laws regarding discrimination against LGBT employees in order to create an anti-harassment and best practices training program for the firm
- Research case law and draft memorandum on several legal issues, including insurer-insured privilege, *res judicata* and collateral estoppel, and Article III standing in class action lawsuits
- Attend hearings, respond to discovery requests, and participate in firm's trial advocacy program

Professional & Research Experience

Chicago-Kent College of Law, Career Services Office, Chicago, IL

Student Assistant, September 2015 – May 2016

- Communicated with employers and searched for potential job openings and internships
- Updated online job posting portal with new positions
- Promoted programs such as career fairs and panel discussions

Hub Group, Oak Brook, IL

Account Manager, February 2015 – August 2015

- Managed a team of with 20-30 customers for top nationwide intermodal (rail) shipment company
- Informed customers on industry changes involving improvements in reducing carbon emissions
- Developed and executed timely and cost effective resolutions to customer concerns

Account Management Specialist, June 2013 – February 2015

- Managed customers' daily order entry and tracking, ensuring it was complete and accurate
- Assisted Account Manager with customer communication and strategy

DePaul University, Practicum in Historical Research and Writing, Chicago, IL

Researcher, September 2010 – March 2011

- Researched the history of miscegenation law and the U.S. Supreme Court case of *Loving v. Virginia*
- Analyzed the application of miscegenation laws leading up to and after the Court decision
- Selected to present research paper at the DePaul Student History Conference in Spring 2011

DePaul University, Sophomore Independent Research Project, Chicago, IL

Researcher, January 2010 – March 2010

- Researched the U.S. presidential election of 1800 and the history of the Federalist Party
- Analyzed the division among the Federalists and its contribution to their loss in the election
- Selected to present research paper at the DePaul Student History Conference in Spring 2010

ATTICUS FINCH

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EDUCATION

CHICAGO-KENT COLLEGE OF LAW, Chicago, IL

Candidate for Juris Doctor, May 2018

Business Law Certificate Program Candidate

- Real Estate Law Society
- Corporate Law Society

UNIVERSITY OF FLORIDA, Gainesville, FL

Bachelor of Science, International Relations and Philosophy, summa cum laude, December 2014

- Dean's List, Fall 2012, Spring 2013, Fall 2014
- Sigma Phi Epsilon, Member
- Study abroad at University of Sao Paulo, Sao Paulo, Brazil, July 2013 – December 2013

EXPERIENCE

MASON & MASON, P.C., Chicago, IL

Law Clerk, July 2015 – August 2015

- Researched and drafted legal memoranda on numerous issues, including general negligence, vicarious liability, employment discrimination under Title VII, and FMLA interference
- Drafted motions to dismiss, motions for summary judgment and responses to interrogatories
- Served as interpreter between Spanish speaking clients and attorneys
- Filed pleadings in both state and federal court

MASON INTERNATIONAL EQUITIES, Miami, FL

Intern, June 2013 – August 2013

- Analyzed firm's compliance with data service contracts
- Prepared, reviewed, and filed the firm's Form ADVs
- Edited the firm's compliance manual to reflect the transition to FCA regulation

WINSTON INVESTMENT CORPORATION, Chicago, IL

Associate, January 2015 – June 2015

- Conducted research on investment portfolios, performance and risks
- Drafted memoranda on investment alternatives
- Produced quarterly materials for investment committees
- Participated in due diligence reviews of client portfolios

WALKER EDUCATION PAVILION, Miami, FL

Intern, May 2010 – December 2010

- Drafted blog entries regarding the impact of local regulations on student success
- Organized and led writing workshops

VOLUNTEER EXPERIENCE

- Northwestern Memorial Hospital, Volunteer, May 2013 – Present
- Alzheimer's Association, Volunteer fundraiser, June 2011 – May 2013

LANGUAGES AND INTERESTS

- Fluent in Spanish and Portuguese
- American history, postmodern design and college football

ALLY McBEAL

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EDUCATION

IIT CHICAGO-KENT COLLEGE OF LAW, Chicago, IL
Juris Doctor Candidate, May 2018

UNIVERSITY OF ILLINOIS AT URBANA, Urbana, IL
Bachelor of Arts in Psychology, May 2015

- Future Attorneys of America, 2012 – 2015
- Illini Marching Band, 2011 – 2015
- Kappa Kappa Gamma, 2011 – 2015

EXPERIENCE

BENNIGAN'S RESTAURANT, Chicago, IL
Server, May 2015 – August 2015

- Increased sales by aggressively promoting specials
- Assisted management with training and supervision of new employees

UNIVERSITY OF ILLINOIS AT URBANA, Urbana, IL
Cafeteria Worker, 2012 – 2014

- Helped finance undergraduate education with employment
- Trained new workers and assisted customers

MARIMETA CAMP FOR GIRLS, Eagle River, WI
Camp Supervisor, May – August 2013, 2014

- Supervised four counselors and evaluated their performance
- Assisted camp director with parent conferences
- Coordinated overnight camping trips for 50 girls

Camp Counselor, May 2012 – August 2012

- Responsible for welfare of ten adolescent girls
- Wrote and edited weekly newsletter

COMMUNITY INVOLVEMENT

Habitat for Humanity, Fundraiser and House Builder, 2013 – 2014

Ronald McDonald House, “Big Sister” and Fundraiser, 2011 – 2012

Volunteer Illini Projects, Worked for a variety of children’s organizations, 2010 – 2011

INTERESTS

- Triathlon training, French cuisine, Motown music, photography

SECTION 5: OTHER TIPS

COMMONLY MISSPELLED OR MISUSED WORDS ON LEGAL RESUMES

Misspelled

accommodate
appellate
comparative
Dean's List or Dean's Honor List (not "Deans' List")
competitive
government
Juris Doctor (not "Juris Doctorate")
judgment
LexisNexis (not "Lexus Nexus")
liaison
manager
memoranda or memorandums (plural)
memorandum (singular) (not "memo")
oriented (not "orientated")
permanent
personnel
preparatory
reference

Misused

Chicago-Kent College of Law (not "Chicago Kent College of Law"; not "Chicago Kent Law School")
accept/except
advise/advice
affect/effect
capital/capitol
complement/compliment
counsel/council
criteria/criterion
ensure/insure
perspective/prospective

ACTION VERB LIST

accelerate	clarify	edit	increase	perform	revamp
accomplish	close	effect	incur	pinpoint	review
achieve	co-author	elect	inform	pioneer	revise
acquire	collaborate	eliminate	initiate	plan	revitalize
activate	collect	employ	innovate	prepare	salvage
actuate	combine	encourage	inspect	present	save
adapt	communicate	enforce	inspire	preserve	schedule
address	compile	engineer	instigate	preside	segment
administer	compose	enhance	instruct	prevent	select
advise	compute	enlarge	insure	process	sell
affect	conceive	enrich	install	procure	serve
allocate	conceptualize	establish	instill	produce	service
amend	conclude	estimate	institute	program	settle
amplify	condense	evaluate	interface	promote	shape
analyze	conduct	examine	interpret	prompt	simplify
anticipate	consolidate	exceed	interview	propose	solve
appoint	construct	execute	introduce	prove	specify
appraise	contact	expand	invent	provide	stage
approve	contribute	expedite	investigate	publicize	standardize
arbitrate	contrive	explain	isolate	publish	stimulate
arrange	control	expose	issue	purchase	streamline
assemble	convert	extend	launch	react	strengthen
assess	coordinate	extract	lead	recommend	structure
assist	correct	facilitate	lighten	reconcile	study
assume	counsel	forecast	liquidate	record	suggest
attain	create	form	localize	recruit	summarize
attract	cultivate	formalize	locate	rectify	supersede
audit	decentralize	formulate	maintain	redesign	supervise
augment	decrease	fortify	manage	reduce	supply
author	define	find	market	refine	support
authorize	delegate	frame	minimize	regain	surpass
automate	demonstrate	fulfill	moderate	regulate	survey
avail	design	gain	modernize	reinforce	systematize
award	determine	gather	modify	reject	teach
balance	develop	generate	motivate	relate	terminate
broaden	devise	govern	negotiate	re-negotiate	test
budget	devote	guide	nurture	reorganize	tighten
build	diagram	handle	obtain	replace	trace
buy	direct	hire	offer	report	trade
calculate	discover	identify	operate	represent	train
capture	distribute	illuminate	organize	research	translate
centralize	document	improve	orient	resolve	use
challenge	draft	incorporate	originate	restore	write