

## **50 Hot Attorney Resume Tips**

*By Karen Anderson*

While professional resume writers will agree that there are many ways to create a successful attorney resume, there are some basic rules of thumb that most of them follow when writing a resume. Here are 50 hot resume-writing tips that can help your attorney resume, regardless of who does the resume writing:

- Proofread your attorney resume for grammar, spelling, typos, and factual errors
- Use consistent and traditional font size and styles
- Avoid graphics completely when creating your attorney resume
- Use upper case letters sparingly and only when appropriate
- Avoid colorful or fancy stationary, and opt for white or cream instead
- Use bullets to make your attorney resume easier to read
- Include volunteer/community service work if work experience is light
- Set resume margins no smaller than .5,
- Avoid personal pronouns like "I", "my" and "me"
- List only the city and state of past employers rather than the full address
- Do not include names of references on the resume
- Do not include "references available upon request"
- Focus on the top 30-40% of the resume; it's what gets the most attention
- Include all of your position titles under each employer
- Include page numbers if the resume is more than one page
- Add your "LinkedIn" address if you have one
- Stay away from resume blaster services
- Your online profile is not the same as an attorney resume
- Use tables to align columns and remove lines
- Use a professional email address on your resume
- Hyperlink your email and LinkedIn address
- Do not place information above your name
- Set resume font sizes no smaller than 10 points
- Recent law school graduates should put education at the top of the resume
- Experienced attorneys can move education to the bottom
- Try to keep your attorney resume to two pages or less
- Not every attorney resume requires an objective statement
- Write a strong "Summary of Qualifications/Skills" section
- Include "keywords" on your attorney resume
- Identify specific successful outcomes on your attorney resume
- Use specific practice examples to demonstrate achievements
- If you are no longer employed update your dates: 2000-2009
- Include a separate section with your bar admission and include dates
- Research advantages of the Chronological resume versus Functional resume
- Be consistent with date formats on the resume: 09/02, Sep 02, Sep 2002
- Tailor your attorney resume to each position you are applying to
- Get others to proofread your attorney resume and be open to criticism
- It is not necessary to include every job you have ever had
- Keep all resume content relevant to the type of positions you are seeking
- Do not include your hobbies or other personal interests on your attorney resume
- Include publications, speaking engagements, and other professional activities
- Resumes, cover letters, and thank-you letters should have the same format

- Do not leave unexplained gaps on your attorney resume
- Never lie on your attorney resume; honesty is the only policy
- Do not use legalese or abbreviations on your attorney resume
- Use Action/Active verbs to describe accomplishments
- Use short paragraphs. 3-5 sentences maximum
- Do not omit your graduation dates, it will not prevent age discrimination
- Make sure your resume contact information is current
- Consider working with a professional resume writer

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