



MARQUETTE  
UNIVERSITY

LAW SCHOOL

# Legal Résumé Guide

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**CONTENTS**

I. INTRODUCTION ..... 1

II. FORMAT AND STYLE .....1

    A. Avoid Résumé Templates..... 1

    B. Font..... 2

    C. Paper..... 2

    D. Margins..... 2

    E. Page Length..... 2

    F. Reverse Chronological Order..... 3

    G. Proofread.....3

III. BASIC OUTLINE .....3

    A. Heading.....3

    B. Education..... 3

        1. Guidelines for Law School Class Rank and GPA.....4

        2. Rounding Up GPA and Class Rank.....4

        3. False or Misleading Information.....4

        4. Part-time/Full-time Program.....4

        5. Grade Improvement.....4

        6. Awards, Honors and Activities.....4

        7. High School.....5

    C. Publications.....5

    D. Experience.....6

        1. Headings.....6

        2. Describing the Position.....7

        3. Presenting Employment History.....9

    E. Interests, Hobbies, Special Skills, Language Proficiency, Community Activities,  
Other Activities.....9

    F. Professional Associations..... 10

IV. ITEMS YOU SHOULD NOT INCLUDE .....10

    A. Career Objective.....10

    B. Summary of Qualities.....10

    C. References..... 10

    D. Skills..... 10

V. MISCELLANEOUS.....11

    A. Confidentiality.....11

    B. Try to Avoid Gaps in Your Chronology.....11

    C. Post-Law School Résumé: Experience First.....11

APPENDIX: Sample Résumés.....12

## I. INTRODUCTION

Your résumé is an important part of your job search. It should be a *brief, focused, dynamic* marketing tool that conveys your key credentials for a future position. A résumé generally has two functions: to interest a prospective employer sufficiently enough to invite you to an interview *and* to serve as the catalyst for interview discussion. The importance of the résumé should be reflected in the amount of thought, time, and effort you put into its preparation.

A poorly prepared résumé provides an easy reason for the employer to eliminate a candidate.

Your résumé represents you; it speaks to the reader in terms of its content and its appearance. Judgments will be made about you as a candidate based upon the physical appearance of your résumé. Many employers will summarily discard résumés that are presented on poor quality paper when hard copy is required or otherwise contain typos, spelling errors, formatting issues and/or are saved in an electronic file source that isn't accessible or alters formatting. The concern is that if you do not care enough to invest the time and effort necessary to prepare an attractive and accurate résumé of your own credentials, what kind of effort will you be willing to put in on behalf of the employer and/or its clients to produce a first-class work product? Many legal employers receive several hundred résumés for a single position. A poorly prepared résumé provides an easy reason for the employer to eliminate a candidate. Appearance and content matter.

## II. FORMAT AND STYLE

Legal résumés have industry standards for format and style. Within the standards there are options for presentation of information. Know the accepted options and be deliberate in your choices regarding format. You may choose any one of the many résumé formats so long as the format emphasizes your strengths, does not provide inappropriate or unnecessary information, and can be quickly scanned by the reader. A prospective employer may not give more than 30 seconds to reviewing your résumé, so it should be designed to focus the reader's attention on relevant information.

You are marketing yourself as a professional, so your résumé should appear professional. Most often you will provide your résumé electronically as an attached document or through an online application system. Save your résumé as a PDF and confirm retention of formatting prior to submitting a document electronically. If you are submitting a hard copy of your résumé, it should be word processed and printed using a quality printer. Although this is not an iron-clad rule, try to avoid abbreviations. Permissible abbreviations include state names and college degrees. An example where you should avoid abbreviation is the word "memos," as it should be written out as memorandums or memoranda.

### A. Avoid Résumé Templates.

Templates and their forced construction undermine one of the basic rules of résumé construction: *Your* experiences, *your* information, and the specific audience of *your* résumé should dictate the form and structure of the document. Templates function in the converse. The template

imposes a structure that frequently dictates where you can locate information and how much information you can place on the document. Moreover, most templates are geared towards a business résumé, not a legal résumé, and to individuals with extensive work history, not a law student seeking his/her/their first legal position.

## **B. Font.**

Generally, you should use between 10- and 12-point font size for the body of the document. Font size up to 14-point can be used in the heading. *Never* use a font size less than 10-point. Regarding font type, it is best to stick with common, traditional fonts such Times New Roman, Courier, Arial and Cambria. Avoid using multiple fonts.

## **C. Paper.**

When you present a hard copy of your résumé, use high-grade quality white, off-white, or a pale grade shade of 25% or greater cotton bond 8½-inch x 11-inch paper.

## **D. Margins.**

Use standard ¾-inch or 1-inch margins. Although the top margin can be a bit smaller (*e.g.*, 7/10-inch), the right and left margins should be no less than ¾ inches. The bottom margin can be as small as ½ inch. There should be a balance of white space on the page.

## **E. Page Length.**

A *one-page* résumé is *highly* preferred, especially for first-year students with no legal experience. Individuals with substantial professional experience and/or graduate degrees might warrant a two-page résumé. In an effort to limit your résumé to one page, do *not* (i) reduce the font

A *one-page* résumé is *highly* preferred.

size to below 10-point to squeeze the information on one page, (ii) reduce the margins and/or line spacing thereby covering the page with information and leaving minimal white space, or (iii) eliminate information that an employer might consider relevant. Try to get all your information on a single page, but rather than being overly concerned with the length of your résumé, it is better to focus on delivering what is really important to the employer, *e.g.*, your academic success and extracurricular activities at MULS and any legal or legal-related experience. Often undergraduate and non-legal experiences can be eliminated or greatly reduced as they do not advance the professional brand you are promoting with your résumé.

If your résumé does warrant two pages, avoid the trap of providing so much information that the employer can make a decision on your candidacy without an interview. Also, if you have a two-page résumé, include a header on the second page that serves to identify it as the second page of your résumé (see, *e.g.*, Sample Résumé #7 in the Appendix).

## F. Reverse Chronological Order.

All entries on your résumé should be listed in *reverse chronological order within each section*, beginning with the most recent and working backwards.

All entries on your résumé should be listed in *reverse chronological order within each section*.

## G. Proofread.

Proofread your final copy very carefully to be certain there are no spelling, grammatical or typographical errors. Proper nouns, *e.g.*, names of schools and employers, are most commonly misspelled. Note that the default setting in a Microsoft Word document is to not spellcheck words that are typed in uppercase, which means that it is easy for a misspelled word in a heading to go undetected. To change the default setting in Word, select “File” then select “Options” at the bottom of the menu. From the menu select “Proofing” and deselect “Ignore words in UPPERCASE.”

# III. BASIC OUTLINE

Items on your résumé should be presented in order of importance and relevance to the *reader*. In the initial scan of your résumé, the reader will be looking for something about you to induce a closer examination of your credentials. If that something does not grab the reader’s attention right away, your chances for further consideration are greatly reduced. The following guidelines primarily are geared toward law students and recent graduates who are seeking legal or legal-related positions.

## A. Heading.

The heading of your résumé should include your name, street address, email address, and telephone number(s) where you can be reached. If you include *both* your home and cell/mobile phone numbers, identify them with “(H),” or “(Home),” and “(C)” or “(M)” or “(Cell)” or “(Mobile).” List *both* your school address and a permanent address *only* if you are seeking a job in the geographic area in which the permanent address is located and there is nothing else on your résumé connecting you to that area. It is appropriate to include your LinkedIn URL in your heading, but only do so if you are committed to updating and maintaining your profile.

## B. Education.

Information about your law school, undergraduate work, graduate studies, and related activities, awards, achievements, and accomplishments should be presented under the heading “Education.” List the schools you attended in reverse chronological order with Marquette University Law School *first*. For law school, list the degree that you are pursuing (Juris Doctor) and your *anticipated* date of graduation, *not* dates attended. Include the month *and* year your undergraduate and any other graduate degrees were conferred and the specific degree(s) received.

Below are general guidelines to follow. Academic performance in undergraduate or other graduate education should follow the same guidelines as for law school.

1. **Guidelines for Law School Class Rank and GPA.** Include class rank if you are in the *upper half* of your class (*i.e.*, top 50%); otherwise, *leave it off*. Note that Marquette does not rank students until June following their first year. Generally, you should include your GPA if it places you in the *upper half* of your class and/or it is a *3.0 or above*.
2. **Rounding Up GPA or Class Rank.** Do *not* round up (or down) your GPA or your class rank. Your stated GPA and class rank must be *absolutely accurate*. A 2.978 GPA is *not* 3.0 or even 2.98. If you are just below the 25<sup>th</sup> percentile in your class, do *not* state that you are in the “top quarter.” Do *not* place a rank “guesstimate” on your résumé, *e.g.*, if you just missed the cutoff for top 10% you must state your rank as “Top 15%,” not “Top 11%.”
3. **False or Misleading Information.** Do not include false or misleading information. If the Law School learns of anyone deliberately giving false information about law school credentials, the person will be referred to the Investigative Committee for possible disciplinary action (see Section 901(2) of the Marquette University Law School Academic Regulations). In addition, if a prospective employer learns that you have lied or included misleading information on your résumé, you have a credibility and character issue that will be difficult to explain away -- assuming the employer even provides you an opportunity for explanation. Further, intentional misrepresentations on any application may impact your admission to practice law.
4. **Part-time/Full-time Status.** Do *not* include whether you are enrolled part-time or full-time. It is unnecessary to distinguish as the courses, grading, and expectations are the same.
5. **Grade Improvement.** If you have a strong upward trend in your grades, consider separating your GPA by semester or year in law school to highlight your improvement. If you use this approach, make sure you put your best result *first* by listing the semesters or years in reverse chronological order with the best grades flush left. People tend to read from left to right and you want them to see first your most impressive grades. For example:

Second Semester GPA: 3.544/4.000    First Semester GPA: 2.458    Overall GPA: 3.001

6. **Awards, Honors and Activities.** Include any academic honors (*e.g.*, *cum laude*, *magna cum laude*, *summa cum laude*, Phi Beta Kappa, Dean’s List, awards for academic achievement, moot court successes, merit-based scholarships), law school

Do **not** round up (or down) your GPA or your class rank. Your stated GPA and class rank must be *absolutely accurate*.

extra-curricular activities and publications (*e.g.*, *Marquette Law Review* and Moot Court Board), and other scholarly law journal participation. Offer just enough description of any award, honor, or activity so that the reader will understand it.

- Scholarships. Include any scholarships you received and, space permitting, describe the value of the scholarship. For example: “Jonathan Wilhausen Scholarship (full-tuition, merit-based scholarship – one of 3 distributed to incoming class).”
  - CALI Award. If you receive an Excellence for the Future Award from the Center for Computer-Assisted Legal Instruction – commonly referred to as a CALI Award -- in recognition of receiving the highest grade in a law school course, include the course and semester, *e.g.*, “CALI Award (highest grade), Remedies (Spring 2020).”
  - Student Organizations. When listing student organizations, always list the *full name* of the organization, *not* initials, and any office(s) held. Such items should be listed rather than presented in paragraph form.
  - Athletic Achievements. Significant athletic achievements may also be included. Athletic *achievements* can speak well of you since they reflect on your competitiveness, dedication, self-motivation and self-discipline, and ability to perform under pressure.
  - Other Activities. Include other law school or related activities that clearly demonstrate positive qualities impressive to any résumé reader, such as volunteer activities and clinical placements. Purely social activities are best left off your résumé unless you held a leadership position, or the activity is unusual, and you are prepared to discuss it in an interview in a manner that enhances your candidacy.
7. **High School**. Do *not* include your high school unless you attended a prestigious private school with which you are confident an employer would be familiar and that may indicate to the employer that you have client development potential.

Always remember to list the assets that are your greatest selling points, but do not overload. This is true for undergraduate and other advanced degrees. Excellence in academics and activities before law school is worth noting but *be selective*. You do not want to overshadow your law school-related experiences.

## C. Publications.

If you have written a law-related article while in law school that has been accepted for publication, present it immediately after the education section of your résumé under a separate “Publications” heading. Cite legal publications in accordance with *The Bluebook* or other accepted

citation system in the legal community where the receiving employer is located. If the article is not law-related or was published pre- or post-law school, list it under a separate section titled “Publications” towards the end of your résumé.

## D. Experience.

Describe and showcase your *qualifications, skills, and achievements* instead of your duties and responsibilities. Make the information interesting to the reader and easy to digest by describing your experience in short statements. Use *present tense verbs* to describe your skills and accomplishments in a *current position* and *past tense* for all *former positions*. All entries should be in *reverse* chronological order under their respective headings.

1. **Headings.** There are several options for experience headings. A few examples are provided below with several more examples provided on the sample résumés found at the end of this guide. The catch-all category “Experience” also is appropriate. The selection of headings should be dictated by your experiences and the receiving employer’s focus, so *avoid* templates.
  - a Legal Experience. If you have or have had practical legal experience, the heading should read “Legal Experience,” “Legal-related Experience,” or simply “Experience.” Legal experience is the most important experience on a résumé for students who are pursuing traditional legal careers, so it should be listed first. Legal experience includes paid legal jobs, work performed for professors, legal internships, and volunteer legal work. Sports-industry résumés may list sports-specific experience first.
  - b Professional Experience. This category can be used if you have had a previous or present career. If you also have a “Legal Experience” section, “Other Professional Experience” or “Additional Professional Experience” is appropriate. Listing these types of jobs separately allows the employer to note at a glance the most relevant experience.
  - c Additional Experience or Non-Legal Experience. This category includes employment that is not at a professional level. The heading “Non-Legal Experience” is appropriate *only* if you have a “Legal Experience” category. Part-time and summer jobs such as server, store clerk, camp counselor, etc., can be included in this category. Students who have no professional experience will want to include these types of experiences since they might highlight various transferable skills. Unlike the experiences under “Legal Experience” and “Professional Experience,” jobs under this section can be listed without descriptions. A simple sentence such as, “Various summer and part-time positions to finance education, including...” also can suffice. Some employers will recognize the dedication and ambition that working one’s way through school requires and realize that such an accomplishment can be an extenuating circumstance for not being at the top of the class. Use your judgment as to whether these entries add to your résumé.



2. **Describing the Position.** Identify the name of the employer and the city and state in which it is located, state your job title (*e.g.*, Intern, Judicial Extern, Pastry Chef, Law Clerk) and the dates that you were employed (month and year or season, *e.g.*, “May 2020-August 2020” or “Summer 2020”), then describe your experience. Do *not* isolate and highlight the dates by aligning them in the left margin. Doing so highlights length of employment, which is a weakness for most law students as many work histories include job-hopping through non-legal, non-related positions.
- a. Be brief. Be concise. The description of your experience should be brief enough so as not to lose the reader’s attention and yet complete enough to give the reader a clear idea of the skills you acquired/utilized and the accomplishments you achieved. Use short descriptive phrases that denote successes and relevant skills. **You are not drafting a job description, rather, you are drafting statements to market your candidacy.** Use the space on your résumé to detail legal and relevant experiences rather than non-legal and/or non-professional.
  - b. Avoid personal pronouns. Do *not* use personal pronouns such as *I, me, my, us, we*, anywhere on your résumé.
  - c. Start sentences with action verbs. Begin each sentence with an *action verb* or a descriptive word. Tasks may or may not translate from career to career, but skills are transferable. Do *not* begin a sentence with “Responsibilities include” or “Duties include.” They are weak phrases that take up space and prohibit the reader from focusing on important or relevant information. A list of action verbs is provided on the following page. Note that verbs “assist” and “help” are not strong options as they are vague and fail to denote a specific skill.

Do not begin a sentence with “Responsibilities include” or “Duties include.”

Accelerated	Generated	Reduced
Accomplished	Handled	Reorganized
Achieved	Headed	Researched
Administered	Highlighted	Revised
Analyzed	Implemented	Scheduled
Approved	Improved	Serviced
Argued	Improvised	Simplified
Bolstered	Increased	Solved
Briefed	Innovated	Sparked
Budgeted	Installed	Staffed
Built	Introduced	Started
Completed	Invented	Streamlined
Conceived	Launched	Strengthened
Conducted	Led	Stressed
Consolidated	Maintained	Stretched
Controlled	Managed	Structured
Converted	Maximized	Succeeded
Coordinated	Motivated	Summarized
Created	Negotiated	Superseded
Cut	Observed	Supervised
Delegated	Operated	Synthesized
Delivered	Organized	Taught
Demonstrated	Originated	Traced
Designed	Participated	Tracked
Developed	Performed	Traded
Devised	Persuaded	Trained
Directed	Pioneered	Transferred
Discussed	Planned	Transformed
Drafted	Prepared	Translated
Doubled	Presented	Tripled
Earned	Processed	Uncovered
Edited	Produced	Unified
Eliminated	Programmed	Utilized
Established	Promoted	Verified
Evaluated	Proposed	Widened
Expanded	Provided	Withdrew
Followed	Purchased	Won
Forecasted	Recommended	Worked
Formulated	Recruited	Wrote
Founded	Redesigned	

- d. Accentuate your accomplishments. Focus on job *accomplishments* as much as possible. Prospective employers are very interested to learn what you specifically accomplished with respect to the activities you performed, particularly if such accomplishments are relevant to the position for which you are applying. Job accomplishments include your successes, the expertise you acquired, and, with respect to legal experience, specific laws, and areas of law with which you have become familiar.

If you are a *first-year* law student, do not be too concerned if your accomplishments seem rather limited. If you have no specifics, try *quantifying* aspects of your experience, *e.g.*, the number of individuals you supervised, the number of reports you drafted, the amount you reduced overtime and increased productivity. Specific

numbers and percentages add definition and describe the scope of activities better than words. They are also objective, allowing the résumé reviewer to draw clear conclusions about your accomplishments and qualifications without having to confront gratuitous, subjective assertions.

- e. **Revisit and revise.** Revisit and revise existing descriptions as your résumé develops. Contingent on your target employers, you may benefit from emphasizing or de-emphasizing aspects of a job to best fit the target employer's preferred experience and stated qualifications.
3. **Presenting Employment History.** There is no absolute rule about how many years you should date back your work experience. However, if you have *substantial* experience, *i.e.*, more than 10 years, you might consider deleting from your résumé work experience that dates back more than 10 or 15 years. If you entered law school directly from undergrad, do *not* include employment from high school or earlier unless it is outrageously impressive, and/or you know with certainty the information will resonate positively with the specific recipient.

## **E. Interests, Hobbies, Special Skills, Language Proficiency, Community Activities, Other Activities.**

If you have a foreign language proficiency (*e.g.*, fluent, conversational), unusual or interesting hobbies, athletic activities, and/or community organizations in which you actively participate, include them on your résumé if you have space. Information of this sort gives the reader insight into your personality and can be excellent interview fodder for employers seeking to explore issues of “fit.”

The general rule for *hobbies/interests* is to include those hobbies or interests that are unique, that you can discuss in a manner that makes you an interesting person and/or storyteller, that denote discipline or intellect, that highlight leadership, that support client development skills, and/or that otherwise connect with the employer. Only include those that you are prepared to have a conversation about during interviews and the discussion of which makes you seem engaging and interesting to the interviewer. Avoid interests and activities that might be controversial or otherwise highly charged.

Include those hobbies or interests that are unique, show discipline, client development skills, leadership ability, or make a connection with the employer.

*Community involvement* almost universally is viewed positively by employers. This is particularly important for law students and recent graduates who may have little professional work experience. Furthermore, some law firms feel that outside activities are a good source for potential business and/or a sign of a candidate's willingness to actively represent the firm to the local community.

## **F. Professional Associations.**

Membership in professional organizations should be listed in a separate category. Always present legal organizations first.

## **IV. ITEMS YOU SHOULD NOT INCLUDE**

### **A. Career Objective.**

Some résumé guides suggest that you place a “Career Objective” or similar section at the head of your résumé. Such a section might be appropriate for other professions, *but it is not appropriate for a law student seeking a position in the legal profession.* Stating a career objective at the outset certainly helps to focus the reader quickly on the type of employment you are seeking. The problem is that a job objective can be very limiting, especially if you are specific. You potentially rule yourself out of consideration for other positions that do not match exactly what you describe. Moreover, there is a danger that you turn the reader off by starting out with what *you* are interested in rather than orienting your résumé to what the *employer* needs and desires. If your résumé presents your education and work experience cohesively, the positions for which you are qualified should be quite evident to the reader, and a career objective is unnecessary. The best way to let an employer know your specific interest is through a cover letter and/or in an interview.

### **B. Summary of Qualities.**

“Summary of Qualities” is another section that some traditional résumé guides tell you to include with content such as, “Great sense of humor, work well with others, spirited.” This information is *not* appropriate for legal résumés.

### **C. References.**

Do *not* place “References available upon request” on a legal résumé. It is unnecessary and will be assumed by most employers regardless. In the interest of keeping your résumé concise, it is preferable to have a separate sheet (with the same letterhead as your résumé) on which you list three to five references to be provided to employers when requested. For more information on preparing a list of references, see the References Guide in the *Career Planning Handbook* and online at <https://law.marquette.edu/career-planning/references>.

Do not place “References available upon request” on a legal résumé.

### **D. Skills.**

A general skills section is not warranted for a traditional legal résumé. Skills will be denoted through the use of strong action verbs in well-crafted descriptions. Skills sections may be utilized when applying to some sports industry positions. Meet with a member of the CPC

professional staff to confirm the appropriateness of including a skills section in your specific circumstances.

## V. MISCELLANEOUS

### A. Confidentiality.

If you are employed currently and are seeking a job change, you may not want your current employer to know that you are in the job market. If this is the case, include a statement at the very end of your résumé requesting prospective employers to *not* contact your current employer. For example, “Confidentiality regarding present employer is requested” or “It is requested that current employer not be contacted.” You should also convey this message in your cover letter.

### B. Try to Avoid Gaps in Your Chronology.

For one reason or another, you might be tempted to leave a gap in your chronology on your résumé. For instance, maybe you took some time off during college, after college, or during law school and you don’t want to mention what you did with that time, or you might have had a job that you consider irrelevant or embarrassing that you do not want to include. Employers are less suspect of gaps that coincide with academic term breaks, but anything greater than 6 months that is not bridging educational experiences can be cause for concern.

### C. Post-Law School Résumé: Experience First.

For law school graduates who have practice experience, typically *at least two years of post-graduate experience*, the experience section(s) should be placed *first* on the résumé, before “Education.” Employers place greater emphasis on experience and demonstrated skills candidates can bring to their organizations when recruiting for experienced attorney positions. Academic performance, while still important, generally is secondary to experience. Additionally, a “Bar Admission” section should be included to identify the bar(s) to which you are admitted to practice. For example:

#### **Bar Admission:**

State of Illinois, November 2021  
State of Wisconsin, May 2021

For law school graduates who have practice experience, typically *at least two years of post-graduate experience*, the experience section(s) should be placed *first* on the résumé, before “Education.”

## **APPENDIX**

### **Sample Résumés**

On the following pages are nine samples of legal résumés reflecting different degrees of education and experience that might be helpful to you as you plan your résumé. Notice the varying formats and styles. Also note that there is no single “right” way to prepare a legal résumé.

**MICHELLE C. HARRIS**

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233 W. Wells Street • Milwaukee, WI 53213 • 414/555-0072 • michelle.harris@marquette.edu

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**EDUCATION**

**Marquette University Law School**, Milwaukee, Wisconsin

*Candidate for Juris Doctor*, May 2024

GPA: 3.092/4.000

CALI Award (highest grade), Torts (Fall 2021)

Public Interest Law Society, Member

Intellectual Property Law Society, Member

Lexis Advanced Research and WestlawNext Research Certifications

**Miami University**, Oxford, Ohio

*Bachelor of Arts in Computer Science and Spanish* (double major), *magna cum laude*, June 2021

Minor: Economics

GPA: 3.782/4.000

Dean's List, 7 semesters

Phi Alpha Nu Honor Society, Member

Motorola Scholar, 2017-2021

Varsity Diving Team, all four years (Captain, 2020)

**EXPERIENCE**

**Marquette Volunteer Legal Clinic**, Milwaukee, Wisconsin

*Legal Volunteer*, Fall 2021

Researched legal issues related to child custody and placement, landlord tenant disputes, and Social Security matters. Educated clients regarding legal service providers. Interviewed clients to identify legally relevant facts and potential causes of action.

**Reinard, Inc.**, Denver, Colorado

*Intern, Systems Integration*, Summers 2019 and 2018

Designed educational software for primary and secondary education levels to be used by customers on multiple platforms. Installed software and trained teachers and administrators in the use of software at a dozen elementary, junior high, and high schools. Coordinated research in connection with the development of a national and international software marketing plan.

Held seasonal and part-time positions to finance education:

**Quarter Barrel Brewery & Pub**, Ohio, *Server*, September 2018 to April 2019

**Jimmy T's Roadside Diner**, Oxford, Ohio, *Hostess*, Summers 2017 and 2018

**LANGUAGE SKILLS**

Fluent in Spanish

**COMMUNITY ACTIVITIES**

St. Monica's Soup Kitchen, *Volunteer*

American Lung Association Dance-a-thon, *Organizer*

Font: 11 pt Arial

**Garrett James Perry**

650 East State Street, Milwaukee, WI 53202  
414-555-8956  
garrett.perry@marquette.edu

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**EDUCATION**

**Marquette University Law School**, Milwaukee, WI

*Juris Doctor*, Expected May 2023

Rank: 14/175 (top 8%) GPA: 3.653/4.000

Honors and Activities:

*Marquette Law Review*, Note & Comment Editor

CALI Awards (highest grade): Criminal Law (Spring 2021) and Contracts (Fall 2020)

Dean's List, Spring 2021 and Fall 2020

**Ripon College**, Ripon, WI

*Bachelor of Arts in Political Science, cum laude*, May 2020

GPA: 3.453/4.000

Honors and Activities:

Dean's List: Fall 2019, Spring 2018, and Fall 2017

Varsity Baseball, 2018-2020

**LEGAL EXPERIENCE**

**Milwaukee County District Attorney's Office**, Milwaukee, WI

*Intern, Felony Trial Division*, Summer 2020

- Researched and drafted motions, legal memoranda, requests for discovery, and responses to requests for discovery.
- Aided trial preparation by reviewing discovery, interviewing witnesses, and obtaining records.
- Subpoenaed witnesses and abstracted witness statements.
- Maintained daily trial docket.

**ADDITIONAL EXPERIENCE**

**Office of U.S. Congressman Jonathan Mills**, Washington, DC

*Intern*, Summer 2019

- Responded to constituent inquiries both orally and in writing.
- Attended and summarized hearings for presentation to Congressman Mills.

**National Conference of Bar Examiners**, Madison, WI

*Office Assistant*, Fall 2018 and Spring 2019

- Conducted research to verify accuracy of NCBE materials to be published.
- Organized materials and coordinated room set-up for bar exam drafting conferences and meetings.

**COMMUNITY SERVICE**

Wisconsin Literacy, Inc., *Volunteer Tutor*, January-August 2018

Special Olympics, *Volunteer*, Spring 2017

**INTERESTS**

Golf, fishing, and running (completed 5 marathons and qualified for 2022 Boston Marathon).



## Sample Résumé #3

### CHARLES J. AMUNDSON

985 W. Wells St, Apt 1881, Milwaukee, WI 53233  
(414) 331-3383 | charles.amundson@marquette.edu

#### EDUCATION

**Marquette University Law School**, Milwaukee, Wisconsin

Candidate for Juris Doctor, May 2022

GPA: 3.223/4.000

Rank: Top 33%

Activities: Thurgood A. Marshall Memorial Moot Court Competition, Washington, DC, Spring 2022  
Client Skills Board, President

Service: Research Assistant, Alternative Dispute Resolution, Professor Andrea Schneider  
Marquette Volunteer Legal Clinic, Legal Volunteer, Fall 2019-present  
Family Law/Small Claims Self Help Desk, Legal Volunteer, Winter 2020-present

Certifications: Pro Bono Society, Member, Inducted Spring 2019 (50+ hours of *pro bono* service)  
Litigation, expected Spring 2021; Alternative Dispute Resolution, expected Spring 2022

**Beloit College**, Beloit, Wisconsin

Bachelor of Arts in Political Science and Communication (double major), *cum laude*, May 2018

GPA: 3.56/4.00

Honors: Dean's List, 7 semesters

Activities: Theta Sigma Tau Fraternity, Parliamentarian  
Jazz Band (trombone)

#### LEGAL AND GOVERNMENT EXPERIENCE

**Swanson & Donohue, S.C.**, Milwaukee, Wisconsin

Law Clerk, March 2021-September 2021

- Researched and drafted brief that was filed with the Wisconsin Court of Appeals and was decided in favor of client in an unpublished opinion
- Drafted several briefs that were filed with the State of Wisconsin, Department of Workforce Development, Equal Rights Division
- Researched case law and statutes related to employment and civil rights and discussed case strategies with lawyers based on findings

**U.S. Department of Veterans Affairs, Office of General Counsel**, Milwaukee, Wisconsin

Legal Intern, Fall 2020

- Researched and drafted internal reports on legal issues related to employment discrimination claims
- Wrote motions in defense of EEO claims against the Department

**U.S. Equal Employment Opportunity Commission**, Milwaukee, Wisconsin

Investigative Intern, Summer 2021

- Investigated and assessed charging parties' claims to determine merits of charges
- Provided recommendations to investigators regarding merits of claims
- Edited and revised draft opinions

**U.S. Department of Justice, Community Oriented Policing Services**, Washington, D.C.

External Affairs Intern, Spring 2019

- Researched policing matters in various jurisdictions
- Created organizational tables for grants being issued to municipalities

#### PUBLICATIONS

"Additional Readings and Suggested Resources," *The Beyond Hate Project of the National Association of College Students Against Violence*, compiled by Charles J. Amundson (Raleigh, NC: 2019).

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## Sample Résumé #4

### MARIA J. TOSCANO

1111 N. Martin Street, Apt. 33, Milwaukee, WI 53202  
262.797.2577 | maria.toscano@marquette.edu

#### EDUCATION

##### **Marquette University Law School**, Milwaukee, Wisconsin

*Candidate for Juris Doctor*, May 2022

Honors: Thomas More Law Scholarship recipient (3-year renewable merit-based scholarship)  
Public Interest Law Society Fellowship recipient, Summer 2020

Activities: Public Interest Law Society, Auction Co-Chair  
Pro Bono Society, slated for induction, Spring 2022 (120+ hours *pro bono* service)  
Association of Women in Law, Marquette Chapter, Service Chair

##### **Lawrence University**, Appleton, Wisconsin

*Bachelor of Arts in Sociology, magna cum laude*, May 2019

Honors: Chapin Scholarship recipient (highest merit-based scholarship available)

Leadership: Alpha Sigma Tau sorority: Vice President, Bylaws Chair, Risk Management Director  
Rho Lambda: Vice President, Bylaws Chair

Study Abroad: Middlesex University, London, England, January 2017-May 2017

#### PUBLIC INTEREST EXPERIENCE

##### **Centro Legal**, Milwaukee, Wisconsin

*Student Practitioner*, September 2020-April 2021

Appeared on record in *guardian ad litem* hearings representing interests of minor parents. Drafted memoranda on matters related to criminal defenses.

##### **American Civil Liberties Union of Wisconsin Foundation (ACLU-WIF)**, Milwaukee, Wisconsin

*Legal Intern and PILS Fellow*, May 2020-August 2020

Researched and wrote memorandums regarding due process rights and Title VI intentional discrimination.  
Wrote open records request to state agency. Researched and wrote section of brief pertaining to notice in a 23(b)(2) class action suit.

##### **Wisconsin League of Conservation Voters**, Racine and Madison, Wisconsin

*Intern*, Summers 2014-2015, *Volunteer*, 2018-2019

Researched and wrote reports on environmental issues affecting Wisconsin and reported on prospective donors.  
Volunteered for and acted as Forum Leader (main contact for legislators) for Conservation Lobby Day.  
Communicated with members regarding legislative issues.

##### **Duffy Community Partnership**, Beloit, Wisconsin

*Intern*, Rock County Job Center, January 2017-May 2017

Coordinated community outreach projects and acted as first contact for job seekers. Trained job seekers regarding conducting successful job searches.

#### ADDITIONAL LEGAL-RELATED EXPERIENCE

##### **Harvey, McNally & Associates, S.C.**, Madison, Wisconsin

*Legal Assistant*, May 2018-August 2019

Drafted client correspondence. Compiled, organized, and reviewed discovery materials. Prepared certificates of service and notarized wills for clients. Managed office billing.

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## Sample Résumé #5

### JEREMY M. LANCE

223 N 14<sup>th</sup> Street, Apt. 182  
Milwaukee, WI 53200

(920) 494-3212  
jeremy.lance@marquette.edu

#### EDUCATION

**Marquette University Law School**, Milwaukee, Wisconsin

Candidate for Juris Doctor: May 2022

Candidate for Sports Law Certificate, National Sports Law Institute: May 2022

Journal: MARQUETTE SPORTS LAW REVIEW, Member  
Leadership: Student Bar Association, 2L Class Representative  
Activities: Intellectual Property Law Society, Member  
Sports Law Society, Member

**The Ohio State University**, Columbus, Ohio

Bachelor of Science in Integrative Biology and Bachelor of Arts in Spanish (double major): May 2019

Honors: James Scholar Honors Program  
Activities: Varsity Men's Glee Club, Member  
Division of Intercollegiate Athletics, Academic Tutor  
Study Abroad: Institute of San Joaquin De Flores, Heredia, Costa Rica (Summer 2017)

#### SPORTS-SPECIFIC EXPERIENCE

**University of Wisconsin – Madison, Department of Athletics**, Madison, Wisconsin

Legal Compliance Intern: September 2021-Present

- Draft liability waivers for summer sports camps and student-athlete agreements
- Work with NCAA's LSDBi, CAI, and the eligibility center to research athletic department issues and update student-athlete information
- Draft Big Ten and NCAA secondary violation self-reports in coordination with compliance staff
- Create, monitor, and disseminate forms for student-athlete permissible expenses and transfers
- Review and maintain record of compliance office staff interpretations in the "UW Interpretation Database"

**Marquette University, Athletic Department**, Milwaukee, Wisconsin

Student Media Intern: August 2019-May 2020

- Wrote game-day articles and coordinated printing and distribution of media guides and game notes
- Presented game-day media activities to press conferences
- Contributed to preparations for 2019 NCAA Men's Basketball Championship Milwaukee-based games

**Big Ten Network, The Ohio State University**, Columbus, Ohio

Intern: September 2018-April 2019

- Researched and wrote articles on University athletic programs, events, and athletes
- Produced video, managed a team of interns, and organized information and media for *bigtennetwork.com*

#### LEGAL AND ADDITIONAL EXPERIENCE

**Wisconsin Department of Natural Resources**, Madison, Wisconsin

Legal Intern: May 2021-August 2021

- Drafted legal memoranda and appellate briefs on state fishing, water, and rail banking laws
- Researched legal issues including state hunting regulations and Rails-to-Trails easements
- Participated in public hearings around the state for air quality permits

**Marquette University Law School Mediation Clinic, Milwaukee County Small Claims Court**, Milwaukee, Wisconsin

Student Mediator: May 2020-August 2020

- Facilitated discussions amongst parties to effectuate agreed-upon outcome

**Cincinnati Reds**, Cincinnati, Ohio, Childcare Provider (Provided on-site, game-day childcare for players' children.): 2018

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## Sample Résumé #6

**JESSICA R. DRAKE**  
477 McDougal Ave., Apt. 425  
Milwaukee, WI 53202  
414-555-8828 | jessica.drake@marquette.edu

### EDUCATION

**Marquette University Law School**, Milwaukee, Wisconsin

*Juris Doctor*, Expected May 2022

GPA.: 2nd year 3.650/4.000 1st year 2.424 Cumulative 3.037

Honors: Kraft & Meakins Scholar (3-year full scholarship awarded on basis of academic merit)  
Dean's List, 2 semesters

Activities: MARQUETTE SPORTS LAW REVIEW (Editorial Board, 2021; Editorial Staff, 2020)

Volunteer Tax Assistance Program (Member)

Black Law Students Association (Member)

Study Abroad: Summer Session in International and Comparative Law, Giessen, Germany (2020)

Certificate: Sports Law, National Sports Law Institute, expected Spring 2022

**Indiana University**, Bloomington, Indiana

*Bachelor of Arts in Psychology, summa cum laude*, May 2019

Cumulative GPA: 3.971/4.000

Honors: Phi Beta Kappa; Phi Kappa Phi  
Presidential Recognition as an Outstanding Student Leader  
Omicron Delta Kappa (President)  
Psi Chi (Psychology Honor Society) (Vice President)

Activities: Student Senate (Member)  
Delta Phi Epsilon Sorority (Scholarship Chairman)  
University Curriculum Committee (Member)

### EXPERIENCE

**Schumacher, Goldberg & Stein**, Milwaukee, Wisconsin

*Summer Associate*, May through August 2021

Drafted documents for corporate and securities departments such a partnership agreements, commercial leases, and proxy statements. Researched and wrote memoranda in numerous areas of firm's practice, including business law, products liability, health care law, and labor and employment law.

**The Honorable John T. Heller, U.S. District Court, Eastern Wisconsin**, Milwaukee, Wisconsin

*Judicial Intern*, June through August 2020

Conducted extensive legal research and wrote memoranda and drafts for opinions.

**Professor Edward Owens, Marquette University Law School**, Milwaukee Wisconsin

*Research Assistant*, January through May 2020

Performed research for chapter on potential legal implications of fraternity and sorority hazing in institutions of higher education for inclusion in textbook on higher education law. Assisted in editing of related text.

**Indiana University**, Bloomington, Indiana

*Academic Tutor*, September 2018 through April 2019

Tutored students in introductory Psychology course. Taught grammar and writing skills to Special Admissions students.

### ADDITIONAL INFORMATION

Language Skills: Fluent in Spanish; Conversational in French

Travel: Extensive travel through Europe and Asia, including four weeks in South Korea

Interests: Competitive bicycling, skydiving

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**TAYLOR M. SIMPSON**  
5373 Gebhart Road  
Brookfield, WI 53045  
(414) 585-7564 • taylor.simpson@marquette.edu

**EDUCATION:**

**Marquette University Law School**, Milwaukee, WI

Candidate for Juris Doctor, May 2022

G.P.A. 3.325/4.000 Class Rank: Top 25%

*Activities:* Intellectual Property Law Moot Court Team, Member  
Giles Sutherland Rich Moot Court Competition (Washington, DC), Participant, Spring 2022  
Intellectual Property Law Society, Member

**Catholic University Columbus School of Law**, Washington, DC

Dates attended: August 2019-May 2020

**University of Pennsylvania**, Philadelphia, PA

Bachelor of Science in Biochemistry, *cum laude*, May 2017

*Honors:* Kodak Scholar, 2013-2016  
Dean's List, 6 semesters  
Elected to Sigma Xi Scientific Honor Society

*Coursework:* Organic Chemistry, Protein Biology, Physical Chemistry, Molecular Biology, Genetics, Immunology, Cellular Biology, Recombinant DNA Laboratory Techniques

**BAR ADMISSION:** U.S. Patent and Trademark Office, September 2020

**LEGAL EXPERIENCE:**

**Klein, Hillman, Ross & Reynolds**, Washington, DC

Law Clerk, June 2021-August 2021

Prepared patent applications for prosecution before the U.S. Patent and Trademark Office. Revised patents drafted by international clients and filed them before the USPTO. Drafted amendments, responded to Office Actions, interviewed cases with Examiners. Technologies handled include a broad range of chemical, pharmaceutical, and biotechnical arts. Performed legal research on patents, trademarks, and trade secret issues.

**United States Patent & Trademark Office**, Alexandria, VA

Patent Examiner, August 2017-August 2019

Assigned to Group 250, Classes 123 and 125 (nucleic sequence and immunoassay techniques). Reviewed applications, conducted searches, prepared Office Actions, and conducted Examiner Interviews. Received Superior Performance Award.

**SCIENTIFIC EXPERIENCE:**

**The Wistar Institute**, Philadelphia, PA

Research Assistant, June 2015-July 2017

Conducted research in support of an NSF-funded project to develop diagnostic tests for retroviruses. Researched and developed diagnostic kits based on solid-phase immunoassay technology (HIV, HTLV1, HIV2). Developed automated processing of Western blot-based immunoassays. Developed and tested of electrophoretic and blotting equipment for proteins and nucleic acids.

**Calloicid Sinus, Inc.**, King of Prussia, PA  
Clinical Research Assistant/Work-Study Intern, June 2014-May 2015

Developed protocols for Phase I/II clinical tests of a recombinant-produced treatment for Ramsey Hunt syndrome. Analyzed data, prepared reports for management, and assisted clinical test supervisors in the field.

**PROFESSIONAL ASSOCIATIONS:**

American Intellectual Property Law Association  
American Bar Association, Patent Section  
American Society of Microbiologists  
American Chemical Society  
International Cell and Tissue Culture Club

**BARBARA H. DOLNEY**

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135 N. 18<sup>th</sup> Street, Apt. 103, Milwaukee, WI | 474-444-1311 | barbara.dolney@marquette.edu

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**EDUCATION**

**Marquette University Law School, Milwaukee, Wisconsin**

*Candidate for Juris Doctor, May 2022*

GPA: 3.210/4.000

Leadership: Criminal Law Society, Vice President  
Criminal Law Section, State Bar of Wisconsin, Student Representative

Activities: Eastern District of Wisconsin Bar Association, Student Member

**University of Wisconsin-Stevens Point, Stevens Point, Wisconsin**

*Bachelor of Arts in Political Science, minor in Criminal Justice, June 2019*

GPA: 3.662/4.000

Honors: Dean's List, 4 semesters

Leadership: Student Senate, Senior Senator  
Student Representative to City Council

Activities: Mock Trial Team, Member

**LEGAL EXPERIENCE**

**Green County District Attorney's Office, Monroe, Wisconsin**

*Student Practitioner, Summer 2021*

Prepared for and litigated a jury trial. Argued sentencing and competency motions before court. Appeared on the record for various pretrial proceedings. Drafted probable cause statements and issued complaints through PROTECT system. Drafted briefs for various issues including withdrawal of plea and ineffective assistance of counsel. Conferred with attorneys regarding litigation strategies. Attended and observed motion hearings and trials.

**United States Attorney's Office, Eastern District of Wisconsin, Milwaukee, Wisconsin**

*Legal Intern, Spring 2021*

Drafted memoranda on issues including, FOIA, statute of limitations, and admission of evidence. Calculated and drafted sentencing recommendation documents. Researched related cases, statutes, and legislative history. Attended and observed motion hearings, trials, and seminars.

**Milwaukee County District Attorney's Office, Domestic Violence (Charging Decisions), Milwaukee, Wisconsin**

*Legal Volunteer, Fall 2020*

Reviewed cases and made recommendations on whether to charge. Generated complaints through the PROTECT system. Drafted statements of probable cause.

**The Honorable Jeffrey Wagner, Milwaukee County Circuit Court, Milwaukee, Wisconsin**

*Judicial Intern, Summer 2020*

Observed homicide and sexual assault proceedings including trials, motion hearings, and sentencing. Conferred with judge regarding outcomes and decisions. Assisted in daily court functions.

**Marquette Legal Initiative for Nonprofit Corporations, Milwaukee, Wisconsin**

*Legal Volunteer, Fall 2019*

Researched legal issues related to formation of not-for-profit organizations. Educated clients regarding formation requirements.

**ADDITIONAL EXPERIENCE**

**Platteville Area Chamber of Commerce, Platteville, Wisconsin**

*Intern, Website and Social Media Manager and Guest Relations, Spring 2018*

**INTERESTS**

Animal advocacy and hiking

## Sample Résumé #9

**ROGER C. KINKEAD**  
roger.kinhead@marquette.edu  
414.282.4294 (H) | 313.555.8740 (C)

*Permanent Address:*  
856 Warrenton Drive  
Grosse Pointe, MI 48236

*Present Address:*  
1055 N. Mayfair Road  
Milwaukee, WI 53226

### EDUCATION:

#### **Marquette University Law School**

Milwaukee, WI  
May 2021

##### Juris Doctor

GPA: 3.006/4.000

##### *Honors and Activities:*

MARQUETTE INTELLECTUAL PROPERTY LAW REVIEW, Articles Editor  
Intellectual Property Law Society, Member

#### **Milwaukee School of Engineering**

Milwaukee, WI  
May 2014

##### Bachelor of Science in Mechanical Engineering

GPA: 4.258/5.000

##### *Honors and Activities:*

Pi Tau Sigma (International Mechanical Engineering Honor Society)  
Student Council, Chairman

### BAR ADMISSIONS:

State of Wisconsin, May 2021  
State of Michigan, Sat for July 2021 exam (results pending)

### LEGAL EXPERIENCE:

#### **Williams, Friedrich, Collins & West**

Detroit, MI  
Summer 2019

##### Law Clerk

Drafted patent specifications and claims, patent information disclosure statements and other intellectual property-related documents. Conducted extensive legal research on intellectual property issues.  
Researched and drafted *amicus* brief for *Tallas Bros. v. MicroTech*.

#### **Raycon Technologies, Inc.**

Waukesha, WI  
Summer 2019

##### Legal Intern

Assisted outside counsel in discovery and pre-trial matters on antitrust, patent infringement and other intellectual property litigations. Performed legal research on compliance with confidential disclosure agreements, shrink-wrap licensing and international technology transfer for computing industry and international technology transfer for computer industry and other clients.

### ENGINEERING EXPERIENCE:

#### **Ford Motor Company**

Livonia, MI  
June 2014 – August 2018

##### Project Engineer, Ford Motor Company Technical Center

Developed advanced safety systems utilizing finite element modeling and computer simulated crash tests  
Designed, built, and tested advanced seat belt systems. Received Ford Motor Company Recognition Award.