



Elisabeth Haub School of Law

SAMPLE RESUMES

**The Center for Career and Professional Development
Second Floor, Aloysia Hall, Room 207
Phone: (914) 422-4217
Fax: (914) 422-4243**

Some Helpful Reminders:

- ❖ You are expecting to receive a Juris Doctor or a J.D. **not** a “Juris Doctorate.”
- ❖ Legal Resumes **should not** include an “objective” or “summary of qualities” section. These sections may only be appropriate if you are looking for a non-traditional position, typically outside the law, or if you have graduated law school, practiced for a number of years and are looking to transition to a different type of practice, employer or field.
- ❖ **Do not** state that “references are available upon request.” This is assumed.
- ❖ If you do not have much work experience, consider including a community service section. Also consider providing a separate section with detailed descriptions of your academic activities (particularly where you held positions of authority), and make sure to give as much detail as possible in the job descriptions, in each case emphasizing transferable skills (See Sample Resume With No Legal Experience).
- ❖ **Legal employers expect a 1-page resume.** Try to limit your resume to one page unless you have a significantly long prior career. In that instance, consider creating two versions of your resume, one which only describes your legal experience (one page) and another which also summarizes your prior work experience (two pages). A model of two such versions can be found in this guide. Please consult a CCPD counselor if you are having trouble fitting your resume onto one page.
- ❖ Consider using your Pace/Haub Law e-mail address on your resume and when corresponding with employers. E-mails sent from free accounts (e.g. hotmail, gmail, yahoo) may be diverted to your intended recipient’s “spam” file. Whatever e-mail address you choose, it should be professional sounding (e.g. **not** johnnytop@gmail.com).
- ❖ GPA and class rank information must be accurate and updated and may be obtained from the Registrar’s office. Do not round up (e.g. 3.27 **does not** become 3.3).
- ❖ Transfer students – **do not** combine GPA from another law school and Pace.
- ❖ Law reviews should be in SMALL CAPS font.
- ❖ Use reverse chronological order for section entries, e.g. most recent to oldest within each section.
- ❖ **Do not** use self-assessment (e.g. “Excellent writing skills”) but highlight specific tasks performed and achievements (e.g. “Drafted client memoranda”).
- ❖ You **do not** need to include information regarding Lexis and Westlaw competencies. Online research competency is assumed of law students.
- ❖ Use a singular font and color (black). Use the same font style for both cover letters and resumes. Font type should be a simple, professional font, such as Times New Roman. Font size may range from 11 to 12, depending on content and space limitations.
- ❖ Margins may range from 1” to 0.5”, depending on content and space limitations.
- ❖ Resumes should be saved using the student’s full name, e.g. “John Doe Resume” and should be sent in .pdf format when applying to jobs.
- ❖ Spell-check and proofread carefully!
- ❖ Please contact the CCPD with any questions regarding the format and content of your resume.

SAMPLE RESUME WITH NO LEGAL EXPERIENCE

JON P. STUDENT

456 Main Street
White Plains, NY 10603
(914) 444-4444
jstudent@law.pace.edu

EDUCATION

Elisabeth Haub School of Law at Pace University, White Plains, NY

Juris Doctor, expected May 2026

Honors: Merit Scholarship

Manhattan College, Riverdale, NY

Bachelor of Arts, *summa cum laude*, received May 2022

GPA: 3.92

Major: History *Minors:* Government and International Studies

Honors: *Phi Beta Kappa* (2020-2022)

Dean's Honor List (all semesters)

Dean's Award (2021)

ACTIVITIES¹

Student Bar Association, Elisabeth Haub School of Law at Pace University, White Plains, NY

IL Representative, Fall 2023 – Present

Attend all meetings and advocate regarding first-year students' concerns.

Phi Delta Theta Fraternity, Manhattan College, Riverdale, NY

Projects Chairman, May 2021– May 2022

Organized over fifty members' participation in philanthropic activities, including the Manhattan College Campus Sweep, Adopt-A-Highway Program, Habitat for Humanity, and the American Cancer Society's Relay-For-Life. Increased organization's philanthropy hours by 30%.

Italian Language Society, Manhattan College, Riverdale, NY

Member and Officer, September 2020 – May 2022

Volunteered, scheduled, and organized the Spring 2022 International Language Competition at Manhattan College.

EXPERIENCE

CVS Pharmacy, New York, NY

Pharmacy Technician, May 2022 – August 2023

Acquired knowledge of New York State pharmaceutical laws. Provided prompt and friendly customer service. Retrieved and input information from and into computer database.

The Galley Restaurant, White Plains, NY

Server, May 2019 – September 2021

Developed multi-tasking skills by serving multiple tables and parties at one time. Maintained organization in a fast-paced, high-stress working environment.

PERSONAL ACCOMPLISHMENTS

Completed 3 New York City marathons²

¹ Activities can be broken out into a separate section and explained in order to fill empty space or if the activities are particularly relevant to the job posting. This is true for volunteer experience as well. See Sample IL Public Interest Resume.

² Personal achievements may be appropriate if they demonstrate character traits that would be desirable to employers.

SAMPLE RESUME WITH SOME LEGAL EXPERIENCE

JOAN P. STUDENT

123 Broad Street, White Plains, NY 10603 • (917) 422-4222 • jstudent@law.pace.edu

EDUCATION

Elisabeth Haub School of Law at Pace University, White Plains, NY

Juris Doctor, expected May 2024

GPA: 3.41 *Class Rank:* 68/224

Honors: Julian H. Hyman Tax, Trusts & Estates Scholarship (outstanding tax performance); Dean's List (Spring 2023)

Activities: Honor Board, *Vice President of Adjudications and Recruitment*; Italian-American Law Students Association, *Treasurer*

Publication: Joan P. Student, John Smith & Jane Doe, *Strategies to Make Fuller Use of Spousal Exemption*, J. FAM. L., Spring 2023, at 39.³

Binghamton University, Binghamton, NY

Bachelor of Arts, *cum laude*, received May 2018

Majors: English Literature and Rhetoric; Italian Language and Literature

Activities: Alumni Admissions Volunteer; Kappa Gamma Alpha National Honor Society

LEGAL EXPERIENCE

Eugenia M. Vecchio & Associates, Harrison, NY

Law Clerk, January 2023 – Present

Draft wills, trusts, powers of attorney, and health care proxies. Draft client letters explaining benefits and provisions. Research income, estate, and gift tax consequences of using trusts as IRA beneficiaries. Manage probate and administration settlements.

Rockefeller & Co. Trust Company, New York, NY

Legal Intern, Summer 2022

Analyzed trust documents and drafted trust briefs for internal use. Evaluated trust assets and investment performance. Assisted in trust tax return preparation for Rockefeller family and other high-net worth clients. Drafted memoranda outlining tax benefits of charitable lead and remainder trusts.

Griffin, Coogan & Veneruso, P.C., Bronxville, NY

Law Clerk, Summer 2021

Coordinated Property Tax Assessment Review campaigns for Westchester and Rockland clients. Drafted settlement offers, judgments and motions. Researched case law for ongoing trust and estate matters and drafted memoranda of law applying findings. Represented clients in municipal property tax assessment protests. Appeared at calendar calls and court conferences.

OTHER EXPERIENCE

Verizon Information Services, Rye, NY

Sales & Marketing Consultant, June 2019 – August 2020

Developed web advertising plans for new and existing Westchester and Rockland County businesses.

White Plains Middle School, White Plains, NY

Teaching Assistant, October 2018 – May 2019

Assisted with the academic and behavioral progress of eighth-grade students with learning disabilities.

PROFESSIONAL AFFILIATIONS

Westchester Women's Bar Association – Tax & Trusts Committees, *Member*; Women's Bar Association of the State of New York; New York State Bar Association

³ All publications should be in proper bluebook format.

SAMPLE 1L PUBLIC INTEREST RESUME

JOANNA L. STUDENT

1400 Park Avenue, Apt. 4
New York, NY 10027
(212) 444-4444 ▪ jstudent@law.pace.edu

EDUCATION

Elisabeth Haub School of Law at Pace University, White Plains, NY

Juris Doctor, expected May 2026

Activities: Public Interest Law Scholarship Organization
Women's Association of Law Students

University of Connecticut, Storrs, CT

Bachelor of Arts, *magna cum laude*, received May 2023

Major: Women's Studies *Minor:* History

Activities: College Democrats, *Vice-President* (2019 – 2023)
UCONN Dance Troupe (2020 – 2023)

EXPERIENCE

New York Legal Assistance Group Mobile Legal Help Center, New York, NY

Intern, Fall 2022

Interviewed clients for factual information regarding landlord-tenant and property disputes. Analyzed the legal issues raised during intake and provided guidance under the supervision of an attorney. Provided information regarding available resources and attorney referrals.

Camp C.A.R.E., Storrs, CT

Camp Counselor for Children with Autism, Summers 2020 – 2022

Assisted licensed therapists with activities designed to stimulate young children with autism. Implemented special strategies for reinforcing skills based on the special needs and abilities of each child. Maintained accurate and up-to-date progress notes for all children worked with on a daily basis. Informed parents about child's daily routine and progress and discussed expectations. Monitored children to ensure safety at all times.

COMMUNITY SERVICE

Safe Horizons, New York, NY

*Volunteer Childcare Assistant*⁴, October 2020 – Present

Engage children in recreational and educational activities while parents are in counseling sessions. Observe children's behavior and report problems or needs to appropriate staff. Assist children with homework.

Covenant Soup Kitchen, Storrs, CT

Volunteer, October 2021 – April 2023

Assisted with food preparation, service and clean up. Unloaded and stocked donated food items.

LANGUAGES & PERSONAL ACCOMPLISHMENTS

Proficient in spoken and written Italian

Hiked the Pacific Crest Trail from Northern California to Oregon (Summer 2023)

⁴ Volunteering with an organization is a great way to demonstrate commitment to public service even if the services you provide are not legal in nature. Doing so may also open the door to a summer legal internship with the organization.

SAMPLE 2L & 3L PUBLIC INTEREST RESUME

JOANNA L. STUDENT

1400 Park Avenue, Apt. 4H, New York, NY 10027 • (212) 444-4444 • jstudent@law.pace.edu

EDUCATION

Elisabeth Haub School of Law at Pace University, White Plains, NY

J.D., with Advanced Certificate in Environmental Law, expected May 2025

Honors: Louis V. Fasulo 1L Moot Court Competition, *Quarterfinalist* (Spring 2023)

Activities: Public Interest Law Scholarship Organization, *Co-President* (2023-24)

Barnard College, Columbia University, New York, NY

B.A. in American Studies, received May 2022

Honors: Dean's List (Spring 2020, Fall 2021)

Activities: Columbia Living Wage Campaign, *Founder and President*

Honors Thesis: Joanna L. Student, *The Windy City: Chicago's Political Machine in the 1930's* (May 12, 2022) (unpublished A.B. thesis, Barnard College, Columbia University) (on file with author)⁵

Study Abroad: University of Barcelona, Barcelona, Spain (Spring 2021)

PUBLIC INTEREST EXPERIENCE

Immigration Justice Clinic, Elisabeth Haub School of Law at Pace University, White Plains, NY

Student Attorney, September 2023 – Present

Represent immigrant clients in a range of legal proceedings including VAWA self-petitions, asylum, and deportation actions under a student practice order. Conduct intake and follow-up interviews with clients and draft client affidavits. Translate for Spanish-speaking clients. Conducted oral argument at immigration hearing on behalf of a client seeking a stay of a deportation order.

Sanctuary for Families, New York, NY

Legal Intern, Summer 2023

Conducted legal research and drafted memoranda of law on issues including division of assets in matrimonial proceedings and grandparent's standing in contested custody case. Assisted staff attorneys with preparation for contested child support trial, including interviewing and preparing clients for trial.

Representative Hakeem Jeffries, United States Congress⁶, Washington, D.C.

Intern, September 2020 – May 2022

Researched policy issues and drafted briefs on issues including hate crimes, handgun regulation, public benefits, and access to health care. Responded to constituent correspondence. Observed congressional hearings.

OTHER EXPERIENCE

Friedman, Littman, Moncayo & Moskowitz, White Plains, NY

Paralegal, Summer 2021

Conducted client intake interviews. Drafted and served subpoenas. Filed motions in state and federal courts.

COMMUNITY SERVICE

Big Sisters of White Plains, Volunteer Big Sister for 11-year-old girl (2018-2022)

LANGUAGE SKILLS

Fluent Spanish, Conversational Italian

⁵ Theses must be in proper bluebook format.

⁶ If political experiences on your resume are likely to conflict with the mission of an organization that you are applying to, consider removing those entries from your resume. Otherwise, political work experience may be included.

RESUME WITH LEGAL & OTHER PROFESSIONAL EXPERIENCE

JON L. STUDENT

7 North Street, White Plains, NY 10605
(917) 443-3333 ▪ jstudent@gmail.com

EDUCATION

Elisabeth Haub School of Law at Pace University, White Plains, NY

Juris Doctor, with Advanced Certificate in International Law, expected May 2024

GPA: 3.37 *Class Rank:* Top 33%

Activities: International Law Society, *2L Representative* (2022-23)/*President* (2023-24); Phi Alpha Delta;
International Law Student Association Conference, *Chairman* (2022-23)

Lafayette College, Easton, PA

Bachelor of Arts in Economics & Business and International Affairs, received May 2019

Honors: Honors in International Affairs; Pi Delta Phi (French Honor Society)

LEGAL EXPERIENCE

Fairbridge Investor Rights Clinic, John Jay Legal Services, White Plains, NY

Student Attorney, September 2023 – Present

Represent small claims investors in securities arbitrations and mediations before the Financial Industry Regulatory Authority Dispute Resolution, under attorney supervision. Interview and counsel clients, investigate facts, and evaluate claims. Conduct legal research and prepare legal memoranda on relevant issues.

Heineken USA, White Plains, NY

Corporate Legal Intern, June – August 2023

Performed legal research on the requirement of “good cause” in the termination of distributor contracts. Researched and analyzed federal and state statutes and alcohol codes regarding trade practice and regulation issues. Compiled and analyzed recall procedures in the alcohol industry.

Alimonti Law Offices, P.C., White Plains, NY

Legal Extern, January – May 2023

Researched and drafted memoranda of law on issues related to domestic and international aviation lawsuits, including products liability, insurance claims, and issues arising under Warsaw and Montreal Conventions. Synthesized recent developments in aviation law into PowerPoint presentation.

Willem C. Vis International Commercial Arbitration Moot Court Competition, Vienna, Austria

Advocate, September – December 2022

Drafted briefs on breach of contract claim governed by United Nations Convention on Contracts for International Sale of Goods (CISG). Argued non-conformity and breach of contract claims before three-judge arbitration panel.

Peyrot & Associates PC, New York, NY

Legal Intern, June – July 2022

Researched recent legislation in both French and European Union markets regarding internet, data privacy, and e-commerce law and compiled research into report. Worked with lawyers on bankruptcy and breach of contract cases requiring English translations of French law.

FINANCIAL EXPERIENCE

Morgan Stanley, New York, NY

Analyst, September 2019 – July 2021

Managed data integrity of high yield bonds used in High Yield Indices, and in research and trading.

LANGUAGE SKILLS

Fluent in spoken and written French

1-PAGE VERSION OF RESUME WITH EXTENSIVE PRIOR CAREER

PACE STUDENT

11 Fanfair Drive, Apt. 123
Hartsdale, NY 10530
(914) 999-9999 • pstudent@law.pace.edu

EDUCATION

Elisabeth Haub School of Law at Pace University, White Plains, NY

Juris Doctor, expected May 2024

GPA: 3.58 *Class Rank:* 23 / 201

Honors: PACE INTERNATIONAL LAW REVIEW; Merit Scholarship

Activities: Public Interest Law Scholarship Organization; Phi Alpha Delta, *Board Member*; Westchester County Bar Association

The American University, Washington, D.C.

Master of Science in Organization Development, received May 2018

GPA: 3.45

Executive Coach Academy, New York, NY

Certificate in Executive Coaching, received May 2016

Dartmouth College, Hanover, NH

Bachelor of Arts in Policy Studies, *cum laude*, received May 2012

LEGAL EXPERIENCE

Walsh & Amicucci, Purchase, NY

Law Clerk, January – May 2023

Performed legal research and drafted documents, including wills, trusts, real estate closing documents, deeds, pre-nuptial agreements and attorney letters. Filed documents in New York Surrogate's and Supreme Courts.

Fairbridge Investor Rights Clinic, Elisabeth Haub School of Law at Pace University, White Plains, NY

Legal Intern, August – December 2022

Represented investors of modest means in securities arbitration matters. Wrote reply brief based on extensive research on issues related to negligent misrepresentation and investment suitability. Interviewed prospective clients.

Hon. Lisa Margaret Smith, United States Magistrate Judge, S.D.N.Y., White Plains, NY

Judicial Intern, June – July 2022

Drafted decision for habeas corpus petition. Researched standards for jury charge of justification in New York and equitable tolling in Social Security cases. Attended jury trials, hearings and settlement conferences on federal question civil cases and criminal prosecutions.

Hon. Robert Morris, New York State Surrogate's Court, Ninth Judicial District, White Plains, NY

Intern, June – July 2021

Assisted with drafting of decisions for major cases involving trusts and estates. Researched statutory and case law on complex issues including underproductive property and the application of certain Surrogate Court Procedure Act provisions to trusts. Attended settlement conferences and hearings on kinship, adoption and guardianship.

AWARDS AND PUBLICATIONS

Certificate of Appreciation for consulting services, Westchester Independent Living Center, 2019

Governor's Voluntary Service Award, State of New York, 2018

Bronze Medal for Superior Federal Service, U.S. Department of Commerce, 2017

"Community Jamming: Creating a Learning Community," *Genesis Journal for Organizational Creativity*, The Global Edge Associates, New York, Spring 2016

2-PAGE VERSION OF RESUME WITH EXTENSIVE PRIOR CAREER

PACE STUDENT

11 Fanfair Drive, Apt. 123, Hartsdale, New York 10530 • (914) 999-9999 • pstudent@law.pace.edu

EDUCATION

Elisabeth Haub School of Law at Pace University, White Plains, NY

Juris Doctor, expected May 2024

GPA: 3.58 *Rank:* 23 / 201

Honors: PACE INTERNATIONAL LAW REVIEW; University Merit Scholarship

Activities: Public Interest Law Scholarship Organization; Phi Alpha Delta, *Board Member*; Westchester County Bar Association

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Dartmouth College, Hanover, NH

Bachelor of Arts in Policy Studies, *cum laude*, received May 2012

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Law Clerk, January – May 2023

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Fairbridge Investor Rights Clinic, Elisabeth Haub School of Law at Pace University, White Plains, NY

Legal Intern, August – December 2022

Represented investors of modest means in securities arbitration matters. Wrote reply brief based on extensive research on issues related to negligent misrepresentation and investment suitability. Interviewed prospective clients.

Hon. Lisa Margaret Smith, United States Magistrate Judge, S.D.N.Y., White Plains, NY

Judicial Intern, June – July 2022

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Hon. Robert Morris, New York State Surrogate's Court, Ninth Judicial District, White Plains, NY

Intern, June – July 2021

Assisted with drafting of decisions for major cases involving trusts and estates. Researched statutory and case law on complex issues including underproductive property and the application of certain Surrogate Court Procedure Act provisions to trusts. Attended settlement conferences and hearings on such matters as kinship, adoption and guardianship.

ORGANIZATION DEVELOPMENT EXPERIENCE

Independent Consultant, May 2018 – August 2021

Performed process consultation for management teams, including one-on-one interviews, organization diagnosis and feedback sessions, and the development and implementation of long-term change strategies. Facilitated team-building retreats, led organizational visioning programs, and provided one-on-one coaching to executive management. Clients included: AIDS-Related Community Service, Elmsford, NY; Westchester Independent Living Center, White Plains, NY; CHOICE, New Rochelle, NY; National Italian-American Foundation, Washington, D.C.; and Washington Peace Center, Washington, D.C.

Mount Sinai Medical Center, Financial Division, New York, NY

Training and Development Specialist, June 2019 – June 2021

Implemented organization change program for a division of 300 employees. Performed process consulting and management coaching for numerous departments. Managed human resource functions for re-engineering of Procurement Department, including recruitment, interviewing and training in leadership, team development and change management.

Private Industry Council, New York, NY

Organization Development Specialist, May 2018 – June 2019

Co-directed a large-system consultation to enhance customer satisfaction for approximately 30 community-based organizations in New York City under the Federal Job Training Partnership Act. Performed in-house training on the concepts and practice of organization development.

GOVERNMENT AND HUMAN SERVICES EXPERIENCE

Saint Vincent's Hospital, Harrison, NY

Case Manager/Trainer, November 2016 – September 2017

Provided mental health case management services to clients. Developed and delivered training in counseling and communication skills.

CHOICE, New Rochelle, NY

Case Manager/Advocate, January 2015 – October 2016

Provided direct service to mental health consumers on housing, benefits and legal matters. Developed and delivered innovative training programs in leadership and teamwork.

Futura House, White Plains, NY

Counselor, October 2013 – December 2014

Served as residential counselor for ten co-ed residents. Provided counseling on vocational and social issues and supervision with medications, cooking and recreation.

United States Department of Commerce, Washington, D.C.

International Trade Analyst, May 2012 – September 2013

Performed investigations of products alleged to be subsidized by foreign governments. Coordinated investigations on-site in South America, Europe and Africa among corporate, legal and government officials.

OTHER WORK EXPERIENCE

Westchester Community College, Valhalla, NY

Senior Tutor, August 2016 – May 2018

Tutored students in writing, reading and English as a second language. Researched and evaluated learning materials in these areas for the Academic Support Center.

WVOX/WRTN Radio, New Rochelle, NY

Program Host/Producer, May 2014 – June 2016

Wrote, produced and delivered on-air programs that successfully addressed multicultural communication and coalition-building between civic groups. Wrote, produced and voiced advertising, commentaries and public service announcements.

AWARDS AND PUBLICATIONS

Certificate of Appreciation for consulting services, Westchester Independent Living Center, 2019

Governor's Voluntary Service Award, State of New York, 2018

"Community Jamming: Creating a Learning Community," *Genesis Journal for Organizational Creativity*,

Bronze Medal for Superior Federal Service, U.S. Department of Commerce, 2017

The Global Edge Associates, New York, Spring 2016

RECENT LAW SCHOOL GRADUATE

ROBERT L. GRADUATE

222 Main Street, White Plains, NY 06666 ▪ (203) 203-2030 ▪ robert.graduate@gmail.com

BAR ADMISSIONS & ASSOCIATIONS

Admitted in the State of New Jersey, November 2023. Passed July 2023 Uniform Bar Exam in New York.⁷ New York State Bar Association; New York City Bar Association.

EDUCATION

Elisabeth Haub School of Law at Pace University, White Plains, NY
J.D. with Advanced Certificate in International Law, received May 2023
Honors: Dean's List (Spring 2022)

Sacred Heart University, Fairfield, CT
B.S. in Business Administration (Minor in English Literature), *summa cum laude*, received August 2020
Honors: Dean's List (all semesters)
National Honor Society, Alpha Sigma Lambda
Activities: Hockey Team, *Captain* (2016-2017)

LEGAL EXPERIENCE

Weissmann Abruzzo LLP, White Plains, NY
Legal Intern, May 2022 – May 2023

Drafted loan, assumption, and assignment documents. Analyzed title policies, surveys, commercial leases and estoppel certificates and subordination, non-disturbance and attornment agreements. Advised on the receipt and sufficiency of individual and corporate due diligence items such as search returns and organizational documents. Communicated and negotiated with borrower counsel and financial institutions to promote seamless transactions.

The Irving Penn Foundation, New York, NY
Licensing and Permissions Intern, January – May 2022

Worked with outside counsel to effectively advise Foundation on relevant tax, business and intellectual property matters. Renewed, monitored, and enforced copyrights; resolved intellectual property disputes involving the unauthorized use of copyrighted material; and drafted licensing agreements.

Center for Constitutional Rights, New York, NY
Legal Extern, September – December 2021

Conducted legal research and drafted memoranda on issues including the doctrine of informed consent and the National Historic Preservation Act. Drafted FOIA requests, reviewed and critiqued settlement proposals, and participated in settlement negotiations.

Lawyers Alliance for New York, New York, NY
Legal Intern, May – August 2021

Researched New York landlord-tenant law and drafted memorandum summarizing recent changes. Analyzed tenancy leases. Responded to FOIL requests. Observed landlord-tenant hearings at New York City Housing Court.

Public Health Solutions, New York, NY
Legal Intern, January – May 2021

Analyzed government healthcare and school food contracts. Researched and advised on relevant labor, employment, and nonprofit law issues. Drafted requests for proposals for service contracts and retainer agreements.

LANGUAGE SKILLS

Fluent in written & spoken Spanish

⁷ You may not use the phrase “admission to the bar pending” unless you have submitted all of your paperwork, successfully completed your Character and Fitness review and interview, and have scheduled your swearing in. If you have recently taken the bar but not received any results, the phrasing should be as follows: Sat for the [Month] [Year] Uniform Bar Exam.

POWERFUL RESUME WORDS

A

ACCOMPLISHED
ACCELERATED
ACCOUNTED
ACHIEVED
ACTED
ADDED
ADJUSTED
ADMINISTERED
ADVANCED
ADVISED
AIDED
ALLOCATED
ANALYZED
ANSWERED
APPLIED
APPROVED
ARBITRATED
ARRANGED
ASSEMBLED
ASSESSED
ASSIGNED
ASSISTED
ASSUMED
ATTENDED
AUDITED
AUTHORIZED
AUTOMATED
AVOIDED

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BILLED
BOUGHT
BROADENED
BROUGHT
BUDGETED
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CALCULATED
CANCELED
CAPTURED
CATALOGUED
CENTRALIZED
CHAired
CHANGED
CHANNELED
CHARTED
CHECKED

CLARIFIED
CLASSIFIED
CLEANED
COLLABORATED
COLLATED
COLLECTED
COMMUNICATED
COMPILED
COMPLETED
COMPOSED
COMPOUNDED
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CONCEIVED
CONCENTRATED
CONCEPTUALIZED
CONDUCTED
CONSERVED
CONSIDERED
CONSTRUCTED
CONSULTED
CONTACTED
CONTRACTED
CONTRIBUTED
CONTROLLED
CONVERTED
CONVINCED
COORDINATED
CORRECTED
CORRESPONDED
COUNSELED
COUNTED
COVERED
CREATED
CUSTOMIZED
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DECENTRALIZED
DECIDED
DECREASED
DEFINED
DELEGATED
DELIVERED
DEMONSTRATED
DESIGNED
DETECTED
DETERMINED
DEVELOPED
DEvised
DIGESTED

DIRECTED
DISAPPROVED
DISCOVERED
DISPENSED
DISPERSED
DISSEMINATED
DISTRIBUTED
DOCUMENTED
DOUBLED
DRAFTED
DREW
DREW UP
DROVE

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EARNED
EDITED
EDUCATED
ELIMINATED
ENCOURAGED
ENFORCED
ENGINEERED
ENSURED
ENLARGED
EQUIPPED
ESTABLISHED
ESTIMATED
EVALUATED
EXAMINED
EXECUTED
EXHIBITED
EXPANDED
EXPEDITED
EXPLORED
EXTRAPOLATED

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FABRICATED
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FOLLOWED
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FORMATTED
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FORMULATED
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FOUNDED

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GOVERNED
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HEIGHTENED
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IDENTIFIED
ILLUSTRATED
IMPLEMENTED
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IMPROVISED
INCORPORATED
INCREASED
INDEXED
INITIATED
INNOVATED
INSPECTED
INSPIRED
INSTALLED
INSTILLED
INSTRUCTED
INSURED
INTEGRATED
INTENSIFIED
INTERFACED
INTERPRETED
INTERVIEWED
INTRODUCED
INVENTED
INVENTORIED
INVESTED
INVESTIGATED
INVOLVED
ISOLATED
ISSUED

J

JUDGED

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KEPT

L

LABELED
LAUNCHED
LEARNED
LECTURED
LED
LIFTED
LOADED
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MAINTAINED
MANAGED
MAPPED
MANUFACTURED
MARKETED
MASTERED
MATCHED
MAXIMIZED
MEASURED
MERGED
MET
MIXED
MODELED
MODERATED
MODIFIED
MONITORED
MOTIVATED
MOVED

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NARROWED
NEGOTIATED
NOTIFIED

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OBTAINED
OFFERED
OPENED
OPERATED
OPTIMIZED
ORDERED
ORGANIZED
ORIGINATED
OUTLINED
OVERSAW

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PACKAGED
PACKED
PARTICIPATED
PENETRATED
PERFORMED
PERSUADED
PHONED
PLACED
PLANNED
PLAYED
POSTED
PREPARED
PRESCRIBED
REPAIRED
PRESENTED
REPRESENTED
PRESIDED
PROGRAMMED
PRODUCED
PROCURED
PROCESSED
PREVENTED
PRICED
PRINTED
PROJECTED
PROMOTED
PROPOSED
PROTECTED
ROUTED
PROVED
PROVIDED
PUBLISHED
PULLED
PURCHASED
PURSUED

R

READ
REALIZED
RECEIVED
RECOMMENDED
RECONCILED
RECORDED
RECRUITED
REDESIGNED
REDIRECTED
REDUCED COSTS ____ %
REEVALUATED
REFERRED
REMOVED
REORGANIZED

REQUESTED
REQUIRED
RESEARCHED
RESOLVED
RESTAGED
RESHAPED
RESPONDED
RESTRUCTURED
RETAINED
REVIEWED
REVISED

S

SATISFIED
SAVED
SCHEDULED
SCREENED
SECURED
SEGMENTED
SELECTED
SENT
SEPARATED
SERVED
SERVICED
SET-UP
SHIPPED
SIGNED
SIMPLIFIED
SOLD
SOLICITED
SOLVED
SORTED
SPARKED
SPEARHEADED
SPECIFIED
STAFFED
STAGED
STANDARDIZED
STEERED
STRAIGHTENED
STREAMLINED
STRENGTHENED
STRESSED
STRETCHED
STRUCTURED
STUDIED

T

TOOK
TRACED
TRACKED
TRADED

TRAINED
TRANSACTIONED
TRANSFERRED
TRANSFORMED
TRANSLATED
TRIMMED
TRIPLED
TROUBLE-SHOT
TURNED
TYPED

AVOID PERSONAL PRONOUNS

I, ME, MY, MINE

U

UNCOVERED
UNIFIED
UNITED
UNLOADED
UNRAVELED

WORDS TO AVOID:

DEALT WITH
RAN
SUBMITTED
SUBSTANTIATED
SUCCEEDED
SUGGESTED
SUMMARIZED
SUPERSEDED
SUPPLIED
SUPPORTED
SYSTEMATIZED
TARGETED
TAUGHT
TENDED
TERMINATED
TESTED
UPGRADED
USED
UTILIZED
VACATED
VERIFIED
VISITED
WAS PROMOTED
WHEELED
WIDENED
WITHDREW
WON
WORKED
WRAPPED
WROTE