
SMC CAREER SERVICES CENTER

RESUMES

PRE-LAW/LAW
PROFESSION FOCUSED

OUTLINE OF TOPICS

WHAT WILL BE DISCUSSED

- Why a Resume?
- What Does Your Resume Say About You?
- When Do You Need a Resume?
- What Do You Need to Create a Resume?
- How to Make Your Resume Relevant?
- What are General Layout and Formatting Guidelines?
- Where Do You Go for Additional Help?



WHY A RESUME?

- Marketing tool
- To obtain an interview
- Requirement of many organizations



THINK ABOUT IT:

**What is the average amount of
time an employer/recruiters
takes to review an applicant's
resume?**

WHAT DOES YOUR RESUME SAY?

RESUME

- Neat
- Well-organized
- Error-free
- Professional Appearance

YOU

- Neat
- Well-organized
- Attention to detail
- Careful and Competent





HELPFUL TIP:

Create a "master" resume!

CREATING A RESUME

WHAT DO YOU NEED?

1

**JOB
DESCRIPTION**

2

**EDUCATIONAL
BACKGROUND**

3

**WORK
EXPERIENCE**

Importance of Relevance

+

General Guidelines

MAKING YOUR RESUME RELEVANT

KNOW THE JOB DESCRIPTION

Read the job description thoroughly. Identify the skills and experience the employer is seeking of a prospective candidate

CUSTOMIZE ANY HEADINGS

Create sections in your resume based on the job description

CONNECT YOUR EXPERIENCE

Tailor your skills and work experience to focus on the aspects the employer cares about most. It is all in the job description

BEWARE!

Applicant Tracking Systems (ATS)

HEADER

MAJOR REQUIREMENTS

-
- Name (first and last name)
 - Address or the alternative
 - Professional e-mail address
 - Phone number with professional voicemail

EXAMPLE of HEADER

Joe Corsair

1234 Pico Avenue Apt. 567
Los Angeles, California 90025

corsair_joe@student.smc.edu
310.434.4300

EDUCATION

MAJOR REQUIREMENTS

-
- Name of the school
 - Name of your degree and major
 - Date or Expected Date of Graduation
 - Optional Information
 - GPA (Generally a 3.5 or higher)
 - Study Abroad
 - Relevant Coursework
 - Academic Awards and Scholarships

EXAMPLE of EDUCATION

EDUCATION

Associate Degree for Transfer, Political Science

To be Conferred Spring 2022

Associate Degree for Transfer, History

To be Conferred Spring 2022

Santa Monica College, Santa Monica, California

- 3.6 GPA
- Relevant Coursework: Public Speaking, Argumentation, Introduction to Law, Critical Analysis and Intermediate Composition, Statistics, International Relations, Comparative Politics
- Awards: 2021 Dale Ride Internship/Scholarship, 2020 Outstanding Service Award for Tutoring
- Campus Involvement: Alpha Gamma Sigma Honor Society, Phi Theta Kappa Honor Society and Law Pathway Program, Pre-Law Society

EXPERIENCE

WHAT COUNTS?

-
- Part-time/Full Jobs + Internships
 - Courses + Projects + Lab Skills
 - Research + Publications + Presentations
 - Service-Learning + Volunteering
 - Student Club Leadership + Athletic Teams

EXAMPLES of EXPERIENCE

LEGAL EXPERIENCE

Legal Assistant/Intern

December 2019 – March 2020

Law Office of Jane Myers, Beverly Hills, California

- Greeted and interacted with clients in person, by telephone as well as email, building strong customer relations
- Scheduled and set up conference calls, interviews, and meetings with clients
- Provided administrative legal support
- Researched applicable laws and codes, analyzed facts, and assisted with the preparation of summary reports
- Assisted with compiling case files and legal documents
- Prepared clients for attorney client meetings
- Maintained files, databases, records, and other office documents

Student

February 2020 – Present

Santa Monica College Introduction to Law Course, Santa Monica, CA

- Compare and contrast the concepts of civil rights and civil liberties
- Research the connection between court cases and the Bill of Rights and prepare legal briefs
- Analyze concepts of civil rights and civil liberties
- Review current conflicts and cases under consideration by the Supreme Court and explain the significance
- Develop and present strategies for effective case research

EXPERIENCE

SECTION HEADINGS

-
- Legal Experience
 - Community Involvement
 - Leadership and Volunteer Experience
 - Relevant Coursework
 - Research Experience
 - Related Experience

EXAMPLE of TITLING YOUR EXPERIENCE SECTION

LEADERSHIP EXPERIENCE

Vice President and Inter-Club Council Delegate

January 2020 – Present

Santa Monica College UNICEF, Santa Monica, CA

- Plan and implement on average 1 education, 1 advocacy and 1 fundraising event each semester
- Develop a strong recruitment and retention strategic plan
- Supervise 10 volunteer events with an average of 50 people in attendance per event
- Responsible for creating the new constitution and board member responsibilities to ensure compliance with regulations
- Responsible for setting up appropriate committees to coordinate and expand education outreach related to the child survival movement
- Coordinate partnership development on and off-campus

EXAMPLE of TITLING YOUR EXPERIENCE SECTION

ADMINISTRATIVE EXPERIENCE

Student Office Assistant

October 2019 - Present

Santa Monica College Student Life Office, Santa Monica, CA

- Provide front desk coverage including responding to any phone calls and in-person inquiries
- Evaluate problems and respond to questions regarding departmental services, documents or notices and refer to appropriate individuals and/or departments
- Maintain a professional and welcoming atmosphere for faculty, staff, students and visitors
- Operate office equipment such as computers, printers, copy machines, along with a variety of office software including Word, Excel and Outlook
- Respond to confidential information in compliance with FERPA confidentiality regulations
- Promote events on campus and update and distribute student targeted marketing materials
- Assist with the disbursement of food security program vouchers and student food pantry access

EXPERIENCE

MAJOR REQUIREMENTS

-
- List only relevant experiences in reverse chronological order (most recent first)
 - Include job titles, start and end dates, company names, city and state of company
 - State accomplishment and achievements
 - Use bullet points
 - Use action verbs

EXAMPLE of EXPERIENCE SECTION

Hostess

February 2020 – March 2020

California Pizza Kitchen, Manhattan Beach, California

- Communicated with 10 serving staff to ensure efficient seating times
- Developed and maintained positive working relationships with customers and coworkers to reach daily business goals
- Responded to customer reservations, accommodation requests and general questions in person and over the phone, according to company policies and regulations
- Supervised and coordinated changing table and server rotations
- Greeted and welcomed approximately 50 customers daily
- Monitored dining facility to provide an excellent customer service experience

Student

August 2019 – December 2019

Santa Monica College Business Law and the Legal Environment Course, Santa Monica, California

- Analyzed cases to understand why a legal principle was applied and how it contributed to the court's decision
- Evaluated 3rd party evidence to determine contract claim validity
- Researched legal issues relevant to business law and determined whether a source had credible legal information
- Demonstrated how cases progressed through the court system from filing, trial and appeal



HELPFUL TIP:

Accomplishment statements should explain what you did in the position, how you did it, and the result of your action.

Action Verb + Example + Result

EXAMPLES of ACCOMPLISHMENT STATEMENTS

- Prepared and drafted 10 restraining orders based on interviews with witnesses, victims and law enforcement
- Assisted with fact development for litigation by interviewing potential named plaintiffs
- Researched insurance law to develop strategy for settlement negotiations for client's ADA and medical claim
- Prepared 6 to 10-page self-help guides for consumers in plain language that explained immigration rights.

SAMPLE ACTION VERBS

Action Verbs for Pre-Law/Law Pathway Program Resumes						
accelerated	clarified	designed	forecasted	listened	printed	selected
accomplished	cleared	detected	formed	maintained	produced	served
achieved	coded	determined	formulated	managed	protected	shaped
acquired	collaborated	developed	fostered	marketed	provided	shared
activated	compared	devised	founded	mastered	publicized	showed
adapted	compiled	directed	functioned	measured	questioned	simplified
adjusted	completed	distributed	generated	mediated	raised	solicited
administered	composed	drafted	governed	modeled	recommended	solved
advised	computed	edited	grouped	modified	recorded	specified
allocated	conducted	educated	guided	molded	recruited	spoke
analyzed	consolidated	effected	helped	monitored	reduced	stimulated
annotated	constructed	elicited	identified	motivated	rendered	structured
anticipated	contacted	encouraged	illustrated	named	repaired	studied
applied	continued	established	immunized	negotiated	reported	supervised
appraised	contracted	evaluated	implemented	observed	represented	supported
arranged	convened	examined	improved	obtained	reproduced	synthesized
articulated	conveyed	executed	increased	operated	researched	targeted
assembled	coordinated	exhibited	informed	ordered	resolved	taught
assessed	corresponded	expanded	initiated	organized	responded	tested
assigned	counseled	expedited	instituted	outlined	restored	trained
authored	created	experienced	instructed	oversaw	retained	translated
balanced	critiqued	experimented	interpreted	perceived	retrieved	tutored
briefed	decided	explained	interviewed	performed	reviewed	updated
budgeted	defined	explored	introduced	persuaded	revised	utilized
built	delegated	facilitated	invented	planned	rewrote	verified
catalogued	delivered	figured	investigated	planted	routed	wrote
categorized	demonstrated	financed	judged	presented	scheduled	
chaired	derived	focused	led	presided	searched	

<https://www.smc.edu/student-support/career-services/student-resources/documents/pre-law-and-law-pathway-resume.pdf>

OTHER SECTIONS

OPTIONAL ADD-ONS

-
- Objective
 - Summary
 - Skills
 - Language and Proficiency
 - Technology-based or Computer Skills
 - Certifications



EXAMPLES of SKILLS SECTION

LANGUAGE SKILLS

Spanish – Bilingual

ADMINISTRATIVE SKILLS

Legal: Research (Lexis/Nexus), Advice, Document Management (MyCase and Clio), Electronic Discovery Response, e-Filing (One Legal), Billing Software (Protempus)

Computer Skills: Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Google G Suite (Gmail, Docs, Drive, Sheets), Prezi, Keynote

General Office: File Management, Office Machines and Multi-line Phone Systems, Scheduling, Web Conferencing

Layout and Format

ASTHETICS

Appearance matters! Be consistent. Craft a resume that is neat, easy to read, and professional.

CONTENT

Tailor your resume to the position you want. Make sure it is well-organized and 100% error free.

LAYOUT

Work with a blank document. Avoid using templates as they can be difficult to edit. Send as a PDF.

LENGTH, FONT, AND ORDER

Keep to one page for students and recent grads. Use type size of 10 to 12 point. List content in reverse chronological order.

THE DON'TS

RESUME MISTAKES

-
- Include photos, birthday, SSN, marital status, sexual orientation, political affiliation or religion, etc.
 - Copy the description
 - Lie
 - Use unnecessary professional jargon
 - Use personal pronouns
 - Leave grammar/spelling errors
 - Include high school info, salary or work schedule requests or reference info

NEED ADDITIONAL HELP



CAREER SERVICES

Major and Career Exploration | Employment Resources | Workshops

Phone: (310) 434-4337

Email: careerservices@smc.edu

Website: www.smc.edu/careerservices