

**FIRST-YEAR J.D. STUDENT
RESUME CRITIQUE FORM**

NAME: _____

CLASS YEAR: _____

DAY OR EVENING STUDENT: _____

PHONE NUMBER: _____

SPECIAL NOTE:

**Since this is your first law school resume, please review the Professional Development Handbook's Guide to Resumes and Cover Letters (Tab 11) before you submit your resume. Two examples of the General Format For Resumes are attached to this form.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Is this critique for a general resume or for submission for a particulate position or program (e.g. NYU PILCF; judicial internships)?

What are you most concerned about when someone views your resume?

Is there any information that you have included or not included on your resume that you are having difficulty describing?

Do you have any specific questions regarding your resume?

ATTACH A COPY OF YOUR RESUME TO THIS FORM.

To Be Completed by CPC:

COUNSELOR SCHEDULED: _____

DATE AND TIME OF RESUME CRITIQUE: _____

EXAMPLE A: GENERAL FORMAT FOR RESUMES

NAME
Street Address (with apt. number, if applicable)
City, ST Zip
Home Phone or Cell Phone
E-Mail Address

Include your permanent address if establishing a connection to your hometown (see Sample Resume 2A)

EDUCATION

Fordham University School of Law, New York, NY

J.D. Candidate, May 20XX

GPA: X.XX [*optional*]

Honors: [*Anything for which you are competitively selected, including journals, Moot Court, clinics, scholarships*]

Activities:

Related Coursework [*optional*]: [*If you have completed elective courses within a specific area*]

Study Abroad:

Undergraduate College/University, City, ST (or Country)

B.A., Economics, May 20XX

GPA: X.XX [*optional*]

Honors:

Thesis:

Activities:

Study Abroad:

Do not include your high school, unless it ties you to a desired geographical area or has an exceptionally strong alumni network

Do not include your LSAT score

EXPERIENCE

Employer or Organization Name, City, ST

Your Title

Dates

[*Describe what you do or did. Use action verbs! See list of action verbs in the main text of the Guide to Resumes and Cover Letters*]

Employer or Organization Name, City, ST

Your Title

Dates

[*Describe what you do or did. Use action verbs! See list of action verbs in the main text of the Guide to Resumes and Cover Letters*]

Once you have substantive legal experience, you may opt to have two employment sections—one titled “Legal Experience,” the other “Additional Experience” or “Other Experience”

LANGUAGES

INTERESTS

[*Optional*]

MEMBERSHIPS

[*Include memberships NOT associated with FLS or another educational institution*]

ACTIVITIES

[*Include activities and organizations NOT affiliated with FLS, undergraduate or graduate schools*]

EXAMPLE B: GENERAL FORMAT FOR RESUMES

NAME

Street Address, Apt. number
City, ST Zip
Phone
E-Mail Address

EDUCATION

Fordham University School of Law, New York, NY
Juris Doctor Candidate, Month 20XX
Cumulative G.P.A.: X.XX Second Year G.P.A: X.XX
Honors: *Fordham Intellectual Property, Media and Entertainment Law Journal*
American Jurisprudence Award in Contracts
Activities: Black Law Students Association
Fordham Law Community Service Project

Do not use "cumulative" if you include only your overall GPA

Undergraduate College/University, City, ST (Country if applicable)
Bachelor of Arts, *cum laude*, Month 20XX
Major: English Minor: Computer Science
Honors: Jane Austen Fiction Award
Activities: Intramural tennis

LEGAL EXPERIENCE

Employer or Organization Name, City, ST (Country if applicable)
Your title Dates
• [*Describe your experience. Remember, use active verbs!*]
• [*Be specific*]

You may also put your descriptions in paragraph form

Employer or Organization Name, City, ST (Country if applicable)
Your title Dates
•
•

Employer or Organization Name, City, ST (Country if applicable)
Your title Dates
•
•

LANGUAGE SKILLS: Proficient in French

INTERESTS: 19th century English literature, Giants football, and golf