

New Graduate Resume Tip Sheet

1. **Contact Information:** Update your address, phone number and email address.
2. **Bar Status:** Place the Bar Admission heading after your contact information.
 - If you are taking multiple bar exams, list each state separately, using the format below.
 - Keep your bar status information current by choosing the one below that shows your status at the time of your job application:

You applied and are waiting to take the bar exam:

BAR ADMISSION: Application filed to sit for the July 2016 Minnesota Bar Exam

You took the bar exam and are waiting for the results:

BAR ADMISSION: July 2016 Minnesota Bar Exam, results pending

You passed the bar and waiting to be sworn in:

BAR ADMISSION: Passed Minnesota Bar Exam, July 2016, admittance pending (October 2016)

You passed the bar and now are admitted:

BAR ADMISSION: State of Minnesota, October 2016

3. Education

- Most legal employers want to see your GPA. As a general rule, if you are in the top 50 percent of your class, list your GPA, rank and percentage. For non-legal positions, use your discretion whether to list your grades.
- Honors and Activities: Your honors and activities are important to show prospective employers that you succeeded in law school and college and were engaged and active. However, use your resume space wisely— this section should be no more than 1/3 of your one-page resume. Prioritize by listing honors that show academic success and activities that allowed you to develop transferable skills such as organization, advocacy and leadership.

4. Legal Experience

- The most important part of your resume is marketing your legal experience to show your prospective employers that you have the skillsets and the experience that they are seeking. Under this heading, in addition to your paid positions, list your internships, externships, clinics, clerkships, and volunteer positions.
- As a new graduate, volunteering for organizations is a great way to build your legal experience. Seek opportunities that allow you to advocate and represent clients so that you gain transferable skills as well as keep your legal skills fresh. (Examples: Volunteer Lawyers Network, Legal Aid Society of Minneapolis, Southern Minnesota Regional Legal Services and MSBA's Wills for Heroes)

5. Professional Associations

- Stay engaged and continue to make connections by joining at least one professional association, such as the Minnesota State Bar Association, Minnesota Women Lawyers, Ramsey and Hennepin County Bar Associations. See also listing of local minority bar associations <http://www2.mnbar.org/nav2-minorBar.asp>
- During your job search, keep active and engaged by taking on active roles by volunteering for a subcommittee to organize and plan events for a bar organization.

6. **One page resume:** Unless you are a second career professional or need to list your technical experience for an IP attorney position, as a general rule, your resume should be one page. If you need to have a two-page resume, the second page should be at least 2/3s full and place your name at the top of the second page.