

§ 3.5

Résumé Preparation

You Never Get a Second Chance at a First Impression

The goal of a résumé is not to get a job, but to get an interview. There are three fundamental rules for résumé preparation:

1. *Keep it simple and honest*
2. *Use only one page*
3. *Use action verbs*

1. Keep it simple and honest.

The average attorney gives only 15 seconds of attention to each résumé. A properly prepared résumé will enable your reader to focus effectively, almost effortlessly, on the information that most interests her or him. Be completely honest about your history. Firms check references more thoroughly these days. In the past few years, many attorneys, university football coaches, college presidents, and CEOs have been caught lying about their pasts, sometimes about the most trivial matters. Set the ethical standard very high for yourself. Never embellish.

2. Keep it to one page

A one-page résumé used to be a joke. Now it is the standard. Some attorneys will just throw away résumés that are longer. The days are gone when a firm hired the person without an interview, simply because someone was impressed by a résumé. Some hints to help keep your résumé to a single page:

- Include only the last ten years of your work history
- Eliminate unnecessary information, such as “debate club president”
- Eliminate “References available upon request.” They know!
- Use smaller margins
- Prepare an expanded résumé to take with you to the interview

3. Use action verbs

Use terms that emphasize performance, skills and efficiency. Here are some examples:

- | | | |
|--------------------|---------------------|--------------------|
| <i>generated</i> | <i>implemented</i> | <i>improved</i> |
| <i>influenced</i> | <i>interpreted</i> | <i>maintained</i> |
| <i>managed</i> | <i>mastered</i> | <i>motivated</i> |
| <i>organized</i> | <i>participated</i> | <i>performed</i> |
| <i>planned</i> | <i>proposed</i> | <i>provided</i> |
| <i>recommended</i> | <i>reorganized</i> | <i>reviewed</i> |
| <i>revised</i> | <i>simplified</i> | <i>streamlined</i> |
| <i>structured</i> | <i>supervised</i> | <i>supported</i> |
| <i>synthesized</i> | <i>trained</i> | <i>undertook</i> |

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OBJECTIVE Obtain a paralegal position with the opportunity for professional growth based on performance.

WORK EXPERIENCE

Jan. 1990 to Jan. 1993 AAA Insurance Company, Denver, CO
Manager of Wrongly-Denied Claims
In charge of ensuring that no claim that could possibly be denied somehow was approved. Enforced company policies which have never been seen in writing. Communicated verbal instructions to investigators and claims adjusters.

Jan. 1993 to Jan. 2000 Just Say No Insurance to Underwriters, Las Vegas, NV
Assistant to Personnel Manager
Hired individuals on the basis of their ability to say certain things with a straight face. Terminated the employment of individuals who knowingly approved a claim. Created and coordinated an innovative program designed to make company employees feel involved with company policy while, in fact, they had no input whatsoever.

Jan. 2000 to Present Nevada Insurance Commission, Las Vegas, NV
Consumer Relations
Responsible to make sure that no consumer unduly annoyed or pressured any law-abiding insurance company. Coordinated job placement for government employees desiring employment in the private sector.

EDUCATION AND TRAINING

Jan. 1998 **University of Psychic California**
Berkeley, CA
Politically Correct Science
In addition to general studies, specific courses included sensitivity training, eco-terrorist weekend retreats, and medical training in treating a bleeding heart.

Dec. 2011 **University of Online Paralegal Studies**
Internet, USA
Certificate in Paralegal Studies
Studied all aspects of paralegalism, including ethical considerations, legal research, legal writing, citation form, interviewing, law office investigation, pleading preparation, coordination of discovery, basics of arbitration, form preparation, and other skills relevant to the paralegal field.