

**THE
NO B.S. GUIDE
TO**

**THE
LAW
SCHOOL
RESUME**

PEG CHENG
PRELAW GURU

The No B.S. Guide to the Law School Resume

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You are welcome to use a short excerpt of this book for review purposes. For other queries, contact ebooks@prelaw-guru.com.

GRATITUDE

Many thanks to my editor Mike Ullmann and my readers Brenda Olson, Mary Bell, Chanira Reang Sperry, and Marcus Donner.

Thank you for your support, encouragement, cogent suggestions, and precise edits.

DEDICATION

This book is dedicated to two important people from my life...

Bob Gomez of the Career Center at the University of California, Irvine, who hired me as his internship coordinator when I was in college;

and Tana Koch, formerly of the University of Washington Evans School of Public Affairs, who hired me as her career services assistant when I was in graduate school.

You have no idea how much you helped me launch my career in higher education. Thank you, Tana and Bob, for being such great mentors and supervisors!

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INTRODUCTION

I've been helping people with their resumes for **21 years**.

It all started when I was a senior in college and was hired to be an internship coordinator at the University of California, Irvine Career Center. My duties were to update the internship files and teach students how to find and apply for internships.

It was through this job that I discovered the resume is **an incredibly valuable tool** for getting jobs and internships. How well you write your resume is often the determining factor for whether you get an interview or not.

If it's so valuable, then *why do so many people write crappy resumes?*

Through my experience advising thousands of law school applicants over the past ten years, including six years as a prelaw adviser at the University of Washington, I've seen *many* people with generic, lazily written resumes.

I'm glad you've decided not to be one of those people.

By following the steps outlined in this book, you will stand out from the crowd of law school applicants by having a *great* resume rather than a mediocre one.

This guide also includes **four sample resumes** to use as models for writing your own resume. The resumes belong to Lincoln Flores-Donner. Lincoln is a composite of many different, yet typical, prelaw students that I've worked with over the years.

It takes thoughtful, conscious work to write a resume. Follow the steps in this guide and you will create a **stellar resume** that law school admissions officers will love to read.

10 STEPS TO A STELLAR RESUME

Law school admissions officers want to know what you've accomplished in your life besides going to college and taking the LSAT.

Showing them a boring, generic resume will do nothing to improve your chances for admission. But show them a well-written, concise and engaging resume, and they will not only be impressed, they will remember you.

And that's the name of the law school application game: **being remembered.**

Let's get started!

□ Step 1: Brain Dump!

Write down *all* the jobs, internships, volunteer positions, research positions, study abroad experiences, etc., that you've had **since your high school graduation**.

If during high school you had jobs or activities in the legal field, write those down too.

Make sure to include the **months and years** that you worked at each position.

□ Step 2: Contact Information

Open a new document in Word (or whatever word processing program you use). Save it as “(Your name) Law School Resume.”

Keep your margins at **one inch** all round and use an easy-to-read and compact font such as **Times New Roman**. Start with your font at **12 point**. (More on formatting in Step 9.)

At the top of your resume, type your **first and last name**. Center-align your name.

I like seeing names in ALL CAPS and in a larger point font such as 18 point.

Skip a line and type your **address**. If you have room on that same line, type your **phone number** and **email address**. If not, place your phone and email on the next line. Center-align your contact information.

Example:

LINCOLN FLORES-DONNER

6701 Espresso Street, Seattle, WA 98105 • 206-522-4148 • lincolnflodo@gmail.com

A NOTE ABOUT EMAIL ADDRESSES

Do not use an address with unprofessional implications such as foxyjenny@gmail.com or helldemon@gmail.com. If in doubt, create a new email account. A simple email address that reflects your real name is a good way to go.

□ Step 3: Education

Now, skip a line or two and type EDUCATION in all caps. This header can be left-aligned or center-aligned—up to you.

Under EDUCATION, type your college degree. I prefer to see the **degree** and **major**, then the **college or university**, and then the **year** you graduated.

Only list degrees earned at a four-year college or university.

Example:

Bachelor of Arts in History, University of Missouri, 2012

If you recently graduated college (within a year), or haven't graduated yet, list the *month and the year* for when you graduated, or when you expect to graduate.

Example:

Bachelor of Arts in Philosophy, Carnegie Mellon University, May 2014

WHO PAID?

If you paid, or are paying, all or some of your college tuition and living expenses on your own, include a blurb about that under your degree. It's important to show how much financial responsibility you had while you were in college.

Example:

Bachelor of Science in Biological Sciences, University of California, Irvine (UCI), 2012
Paid for 60% of college tuition and living expenses through UCI Scholarship of \$5000 per quarter, part-time work during school, and full-time work during the summer.

□ Step 4: More Education

If you have more than one degree, list the **most recent degree first** and then the other degree(s) after that.

If you completed a **minor**, list that after your college degree.

If you wrote a **thesis or senior paper**, or are currently writing one, I recommend listing it after your degree.

If you participated in a **study abroad program**, list a short description after your major and/or minor.

You might be thinking, *my education section is getting awfully big. Should it be this big?* Yes, it should. Remember, your resume is going to be used for applying to law *school*. You are not using it to apply for a job. Admission officers want to know if you can survive, and hopefully thrive, in their academic environment. Thus, it makes sense to dedicate a good portion of your resume to your education.

Examples:

Master of Public Administration, University of Washington, June 2013

- Degree Project: *Public Participation Processes in Urban Forestry*
- Paid for 100% of tuition and living expenses through the Woodrow Wilson Fellowship in Public Policy, part-time work during school, and full-time work during the summer.

Bachelor of Arts in Environmental Studies, University of Washington, 2010

- Minor in Human Rights
- Senior Paper: *The Greening of the University House: from Wasteful to Sustainable*
- Study Abroad in Costa Rica, Summer 2009

Studied sustainable human practices, rural community organization, and ecotourism.

□ Step 5: Experience

Skip a line or two after your EDUCATION section and type EXPERIENCE in all caps.

List all of your jobs and internships since high school graduation. List your **most recent** job first and go back from there.

NOTE: It does not matter if the position was paid or unpaid. If it gave you work experience and felt like a job, list it.

Type the **title** of your position first, then the **organization** you worked for, then the **city and state** where it was located, and then the **months and years** you worked there.

Example:

Barista, The Coffee Bean & Tea Leaf, Costa Mesa, CA. June 2011–September 2011

Alternatively, place your title and dates of employment on one line and the organization, city, and state on the following line. You could also line up the dates with the right margin. (Do not use the right-align button. Use the space bar until the text lines up with the right margin.)

Example:

Communications Intern
Puget Sound Environmental Alliance, Seattle, WA

January 2010–June 2010

□ Step 6: It's All About the Details

Now, describe each position you listed under EXPERIENCE.

Use an **action verb** to begin each line or blurb. Action verbs include *coordinated*, *organized*, *prepared*, and *served*, just to name a few. See the following chapter for a whole page of action verbs.

Do not just type “Duties included...” and include a list of general job duties. This kind of lazy writing shows admissions officers that you don’t want to take the time to explain your skills and accomplishments. If you can’t be bothered to take the time, then perhaps they can’t be bothered to give your application much time or thought either.

Write **three to five blurbs** for each job or internship.

Qualify your experiences with specific details so the reader understands what you learned or accomplished on the job.

Quantify your experiences by using numbers to give the reader an idea of the amount or scope of the work that you did.

For example, if you analyzed a survey, *how many* surveys did you analyze and for *what end goal*? If you worked as a barista, *how many customers* did you serve per shift? Give a range if you don’t know the exact number.

Change a general blurb like this:

- Analyzed online survey about Puget Sound.

To a specific blurb like this:

- Analyzed online survey of 445 respondents regarding public outreach and public participation in improving the environmental health of Puget Sound.

Change a ho-hum blurb like this:

- Prepared drinks for customers.

To a detailed blurb like this:

- Prepared custom coffee and tea beverages for up to 180–220 customers per shift.

TENSES

If the job is in the past, use *past tense* (i.e. performed, coordinated, assisted, served, wrote, etc.).

If you are describing your current work, use the *present tense* (i.e. perform, coordinate, assist, serve, write, etc.).

□ Step 7: Working 9-to-5

Law schools want to know **how many hours you worked** at each position.

Again, it's fine to list a range.

You can list your hours as a bullet at the end.

Example:

Barista, The Coffee Bean & Tea Leaf, Costa Mesa, CA. June 2011–September 2011

- Prepared custom coffee and tea beverages for up to 180–220 customers per shift.
- Handled a high volume of customers with ease, friendliness, and professionalism.
- Maintained cleanliness of the café and restocked merchandise during every shift.
- 32–40 hours/week

Alternatively, you could list your hours after the organization, city, and state.

Example:

Barista

June 2011–September 2011

The Coffee Bean & Tea Leaf, Costa Mesa, CA. 32–40 hours/week.

- Prepared custom coffee and tea beverages for up to 180–220 customers per shift.
- Handled a high volume of customers with ease, friendliness, and professionalism.
- Maintained cleanliness of the café and restocked merchandise during every shift.

□ Step 8: Optional Sections

The two main sections you need in your resume are EDUCATION and EXPERIENCE.

You can add other optional sections to expand and organize the experiences you've had. Here are some sections that you might include:

- ACTIVITIES
- COMMUNITY INVOLVEMENT
- RESEARCH EXPERIENCE
- CONFERENCES & PRESENTATIONS
- SKILLS & ACTIVITIES
- SKILLS & INTERESTS

Just like your work experience, when you list activities, start with your **most recent first** and go back in time from there.

□ Step 9: Formatting

Don't make the reader's eyes go crazy! A little formatting goes a long way.

Using ALL CAPS and/or **bold** is a good way to highlight names and section headers.

Keep your margins at $\frac{3}{4}$ inch or one inch, if possible. Don't go less than $\frac{1}{2}$ inch.

Keep your font at 11 or 12 point so it's easy to read. Don't go below 10 point.

PAGE NUMBERS

If your resume is longer than one page, add **your name and page number** to the header or footer of the second (and/or third) page. That way, if the pages of your resume are separated, the reader will know how to match them up again.

LENGTH

The law school resume does not have to fit on one page.

I repeat: **your resume does not have to fit on one page.**

Many law schools accept a resume that is two pages or even three pages. I find a two-page resume works well for many applicants. *Follow the school's requirements.*

Last but not least, **avoid half-pages** (i.e., $1\frac{1}{2}$ pages, $2\frac{1}{2}$ pages.). Half-pages make it look like you either could have added more or cut more. Make your resume exactly one page or two pages. You may have to adjust your margins and font size to make it all fit.

□ Step 10: Revise, Revise, Revise!

When your resume is ready for human consumption, have it proofread by at least two trusted colleagues who have an eye for detail. Then revise.

You may go through two, three, or even five drafts. This is a normal part of the process. It takes thoughtful, detailed work to create something *stellar*.

Remember, in the law school application process, you are nothing but **ink on paper**.

Your application will be judged by how well you write and how well you present yourself.

Details matter.

Revise, revise, revise until your resume is perfect—no errors, typos, etc.

ACTION VERBS GALORE!

There are many marvelous verbs at your disposal. Don't just use the same four verbs over and over again. Find just the *right* action verb to use for each of your blurbs. All of these verbs are in **past tense** and can be used to describe *past* jobs and internships. If you are describing your *current* job or activities, remember to use **present tense**.

Administered	Engineered	Organized
Advised	Established	Overhauled
Analyzed	Evaluated	Oversaw
Appraised	Executed	Performed
Arranged	Expanded	Pioneered
Assembled	Explained	Planned
Assessed	Facilitated	Prepared
Assisted	Fashioned	Processed
Attained	Formulated	Produced
Audited	Founded	Programmed
Authored	Guided	Promoted
Balanced	Handled	Publicized
Budgeted	Identified	Recommended
Built	Implemented	Recorded
Calculated	Improved	Recruited
Coached	Increased	Referred
Collaborated	Influenced	Repaired
Collected	Informed	Represented
Communicated	Initiated	Researched
Compiled	Inspected	Resolved
Computed	Installed	Restored
Configured	Instituted	Reviewed
Consolidated	Instructed	Revitalized
Coordinated	Integrated	Scheduled
Corresponded	Interpreted	Served
Counseled	Interviewed	Shaped
Created	Introduced	Solved
Critiqued	Invented	Spearheaded
Delegated	Lectured	Spoke
Demonstrated	Managed	Summarized
Designed	Maintained	Supervised
Developed	Marketed	Surveyed
Diagnosed	Mediated	Systematized
Directed	Moderated	Taught
Drafted	Monitored	Trained
Edited	Motivated	Transformed
Educated	Negotiated	Upgraded
Encouraged	Operated	Wrote

MEET LINCOLN FLORES-DONNER

I'd like to introduce you to **Lincoln Flores-Donner**.

Lincoln was created using the work experiences, skills, and interests of many different, yet typical, prelaw students that I've worked with over the years.

Lincoln's resumes show that you do not have to have legal experience to apply to law school. I've helped **all kinds of people** apply to law school, from construction workers to waiters and waitresses to office workers.

In the end, it's not about *what* kind of work you've done, but *how well you describe it*.

NOTE: While you do not have to have legal experience to apply to law school, it is **crucial** that you research the legal field extensively to make sure it is the right career fit for you. There are many ways to do this including conducting informational interviews with lawyers, shadowing different kinds of lawyers on the job, sitting in on law school classes, reading books about lawyering, and much more.

Do your research *now* so that you won't regret your decision to go to law school *later*.

Okay, now back to resumes...

On the following pages, you will see four of Lincoln's resumes.

- **His college resume**
- **His resume with 2–3 years of post-college work experience**
- **His resume with 10 years of post-college work experience**
- **His 10-year resume condensed to one page**

Lincoln could apply to law school when he's a senior in college, a few years after graduation, or many years after graduation. Any of these resumes would be beneficial to his candidacy.

I want you to see Lincoln's resumes from different times in his career so you can understand how a person's resume *changes and is adjusted over time*, depending on the amount of experience gained.

No matter where you are in your life or career, you *can* write a concise, engaging resume that fits within the resume page limits of the law school application. Lincoln did it and so can you.

On to the resumes!

COLLEGE RESUME

THINGS TO NOTICE:

- Lincoln uses a **limited amount of formatting** and a good amount of white space. As a result, his resumes are clean, clear, and easy to read.
- Notice that Lincoln **spells out everything**. In general, do not abbreviate. So, type Street instead of St. Avenue instead of Ave. And unless you have space constraints, type out the names of the months as well.
- Lincoln **qualifies** and **quantifies** his experiences. Every bullet is specific and detailed.
- **There is honor in all types of work**. Lincoln lists his office work experience as a peer adviser and a communications intern, as well as his work experience as a construction laborer.
- As mentioned before, you **do not need any legal experience** to apply to law school. For example, the only “legal” experience Lincoln had was being a member of the Prelaw Society, a student club at his university.
- Lincoln added **a personal interest** in his SKILLS & ACTIVITIES section. You should consider doing this too. You never know who in admissions might relate to your hobbies, interests, or your love for the music of John Coltrane and Curtis Mayfield.

LINCOLN FLORES-DONNER

6701 Espresso Street, Seattle, WA 98105 • 206-522-4148 • lincolnflodo@gmail.com

EDUCATION

Bachelor of Arts in English, University of Washington June 2013

- Paid for 75% of tuition and living expenses through part-time work during the school year and full-time work during the summer.

EXPERIENCE

Peer Adviser September 2010–present

English Department, University of Washington, Seattle, WA

- Advise prospective and current English majors on course selection, registration, scheduling, contacting faculty, and referrals to university resources.
- Prepare and co-facilitate quarterly workshops on time management and study skills.
- Develop and maintain an open, welcoming attitude and deep listening skills.
- 18 hours/week

Construction Laborer Summer 2010, 2011, 2012

Caballero Construction, Yakima, WA

- Assisted team with completing nine home building and remodeling projects with budgets of up to \$850,000.
- Learned how to work well within a team of strong and diverse personalities.
- Developed profound knowledge and respect for safe work practices, including understanding how to operate power equipment under hazardous conditions.
- Utilized and became adept at using hand and power tools including core drills, air compressors, shovels, saws, chisels, planes, plumb bobs, and marking gauges.
- 50–60 hours/week

Communications Intern January 2010–June 2010

Puget Sound Environmental Alliance, Seattle, WA

- Analyzed online survey of 445 respondents regarding public outreach and public participation for improving the environmental health of the Puget Sound.
- Wrote marketing copy for organization's website to increase membership base.
- Assisted with quarterly mailings to over 200 policy makers and educators.
- 15 hours/week

SKILLS & ACTIVITIES

- Member, University of Washington Prelaw Society January 2010–June 2013
- Proficient in reading, writing, and speaking Spanish.
- Unabashed fan and scholar of the music of John Coltrane and Curtis Mayfield.

RESUME with 2–3 YEARS OF EXPERIENCE

THINGS TO NOTICE:

- Since Lincoln has been out of school for over a year, he **removed** the month of *June* from his graduation date and lists just the year. You should do this too if you graduated from college more than a year ago.
- Lincoln had three jobs since graduating college and has expanded his resume to **two pages**. Two full pages is a good length for many people’s resumes.
- He added his **full name and page number** to the bottom of the second page.
- To take advantage of the space on his second page, Lincoln added a section called **ACTIVITIES**. Describing your activities is a great way to show admissions officers what interests you have outside of work.
- Law schools want to know **how many hours you spend** on your activities, not just your jobs. Thus, remember to include “hours per week” if you have an ACTIVITIES section.

LINCOLN FLORES-DONNER

2289 Orca Avenue, Seattle, WA 98103 • 206-522-4148 • lincolnfloredo@gmail.com

EDUCATION

Bachelor of Arts in English, University of Washington 2013
• Paid for 75% of tuition and living expenses through part-time work during the school year and full-time work during the summer.

EXPERIENCE

Communications Coordinator July 2015–present
EcoJustice, Seattle, WA
• Coordinate public relations and speakers for national conference on environmental justice issues intended to draw over 500 activists, educators, and policy makers.
• Write monthly press releases and correspondence, and provide database management.
• Update website and trained two staff members in website maintenance.
• 40 hours/week

Public Relations Coordinator September 2014–June 2015
GoGreen.com, Seattle, WA
• Wrote press releases on a weekly basis to promote and market an Internet startup.
• Collaborated with product managers to create monthly online promotions.
• Coordinated staff team of four to create the corporate intranet site.
• 40 hours/week

Coordinator of Volunteers August 2013–August 2014
Puget Sound Environmental Alliance, Seattle, WA
• Coordinated recruitment, retention, and referral system for 275 volunteers working to protect and preserve the waters of Puget Sound.
• Wrote quarterly reports and managed service projects for two AmeriCorps members working on community outreach and water quality monitoring programs.
• Supervised intern assisting with volunteer management projects.
• 40 hours/week

Peer Adviser September 2010–June 2013
University of Washington, Seattle, WA
• Advised undergraduate students in the English department on course selection, registration, scheduling, contacting faculty, and understanding university resources.
• Prepared and co-facilitated quarterly workshops on time management and study skills.
• Developed and maintained an open, welcoming attitude and deep listening skills.
• 18 hours/week

Construction Laborer

Summer 2010, 2011, 2012

Caballero Construction, Yakima, WA

- Assisted team with completing nine home building and remodeling projects with budgets of up to \$850,000.
- Learned how to work well within a team of strong and diverse personalities.
- Developed profound knowledge and respect for safe work practices, including understanding how to operate power equipment under hazardous conditions.
- Utilized and became adept at using hand and power tools including core drills, air compressors, shovels, saws, chisels, planes, plumb bobs, and marking gauges.
- 50–60 hours/week

Communications Intern

January 2010–June 2010

Puget Sound Environmental Alliance, Seattle, WA

- Analyzed online survey of 445 respondents regarding public outreach and public participation for improving the water quality and health of Puget Sound.
- Wrote marketing copy for organization's website to increase membership base.
- Assisted with quarterly mailings to over 200 policy makers and educators.
- 15 hours/week

ACTIVITIES**Volunteer**, Literacy Council of Seattle

November 2014–present

- Assist two English as a Second Language (ESL) learners to read and write English and gain enough skills to communicate well at their jobs.
- Establish trust and rapport by conversing about food, movies, books and more.
- 3 hours/week

Ultimate Player, DiscNW

June 2013–present

- Practice and compete with coed Ultimate Frisbee team called the Sasquatchians.
- Promote and teach mutual respect and fair play in a highly competitive environment.
- 6–8 hours/week

Member, University of Washington Prelaw Society

January 2010–June 2013

- Attended weekly meetings for over three years and learned about law school from workshops by prelaw advisers and current law students.
- Gained an understanding of the challenges and rewards of lawyering through meetings and networking opportunities with practicing attorneys and judges.
- 2 hours/week

SKILLS & INTERESTS

- Proficient in reading, writing, and speaking Spanish.
- Unabashed fan and scholar of the music of John Coltrane and Curtis Mayfield.

Lincoln Flores-Donner, page 2

RESUME with 10 YEARS OF EXPERIENCE

THINGS TO NOTICE:

- Even though Lincoln has 10 years of work experience, he managed to keep his resume to **two pages** with a few tweaks and edits.

If you've had a *very extensive* career, you might be able to turn in a resume that is three pages long (if your law school allows it). But in most cases, one or two pages should suffice.

- Lincoln **saved a line** from each of his jobs by changing the “hours worked per week” from being a bullet point to being on the *same line* as the organization.

- He **moved** his Spanish skills and his involvement with the Prelaw Society to EDUCATION because he developed and/or participated in these activities while in college and he wanted more space on page 2.

- For his “Coordinator of Volunteers” job, Lincoln **shortened** his first bullet down to one line so that the job description did not overflow onto page two.

- Lincoln changed ACTIVITIES to **ACTIVITIES & INTERESTS** since he wanted to include the personal bullet about the kind of music he likes (an interest rather than an activity) in this section.

- Similar to the jobs section, to **save space** in the ACTIVITIES & INTERESTS section, Lincoln moved his “hours worked per week” to the *same line* as the organization.

LINCOLN FLORES-DONNER

5674 Salmon Lane, Seattle, WA 98115 • 206-522-4148 • lincolnflo@gmail.com

EDUCATION

Bachelor of Arts in English, University of Washington 2013

- Paid for 75% of tuition and living expenses through part-time work during the school year and full-time work during the summer.
- Member, University of Washington Prelaw Society, 2010–2013.
- Proficient in reading, writing, and speaking Spanish.

EXPERIENCE

Director of Communications July 2020–present

Northwest Sustainability Research Center, Seattle, WA. 40–45 hours/week.

- Write press releases, update and track 1,800 media contacts, and successfully pitch stories to the media that result in local and national coverage in *Business Week*, *The Seattle Times*, *The Oregonian*, *The Spokesman-Review*, *National Public Radio* and more.
- Maintain and update website at www.nwsrc.org.
- Conduct quarterly mailings to 300 policy makers, educators, and organizations.
- Supervise one staff member and three interns working on communications projects.
- Directed the production, design, and marketing of three books on environmental issues.

Communications Coordinator July 2015–June 2020

EcoJustice, Seattle, WA. 40 hours/week.

- Coordinated five national conferences on environmental justice issues that drew over 500 activists, educators, and policy makers per conference.
- Wrote monthly press releases and correspondence, and provided database management.
- Updated website and trained two staff members in website maintenance.

Public Relations Coordinator September 2014–June 2015

GoGreen.com, Seattle, WA. 40 hours/week.

- Wrote press releases on a weekly basis to promote and market an Internet startup.
- Collaborated with product managers to create monthly online promotions.
- Coordinated staff team of four to create the corporate intranet site.

Coordinator of Volunteers August 2013–August 2014

Puget Sound Environmental Alliance, Seattle, WA. 40 hours/week.

- Coordinated recruitment, retention and referral system for 275 volunteers.
- Wrote quarterly reports and managed service projects for two AmeriCorps members working on community outreach and water quality monitoring programs.
- Supervised intern assisting with volunteer management projects.

Peer Adviser

September 2010–June 2013

University of Washington, Seattle, WA. 18 hours/week.

- Advised undergraduate students in the English department on course selection, registration, scheduling, contacting faculty, and understanding university resources.
- Prepared and co-facilitated quarterly workshops on time management and study skills.
- Developed and maintained an open, welcoming attitude and deep listening skills.

Construction Laborer

Summer 2010, 2011, 2012

Caballero Construction, Yakima, WA. 50–60 hours/week.

- Assisted team with completing nine home building and remodeling projects with budgets of up to \$850,000.
- Learned how to work well within a team of strong and diverse personalities.
- Developed profound knowledge and respect for safe work practices, including understanding how to operate power equipment under hazardous conditions.
- Utilized and became adept at using hand and power tools including core drills, air compressors, shovels, saws, chisels, planes, plumb bobs, and marking gauges.

Communications Intern

January 2010–June 2010

Puget Sound Environmental Alliance, Seattle, WA. 15 hours/week.

- Analyzed online survey of 445 respondents regarding public outreach and public participation for improving the water quality and health of Puget Sound.
- Wrote marketing copy for organization's website to increase membership base.
- Assisted with quarterly mailings to over 200 policy makers and educators.

ACTIVITIES & INTERESTS

- Unabashed fan and scholar of the music of John Coltrane and Curtis Mayfield.

Volunteer, Olympic View Elementary PTA. 1–3 hours/week. September 2020–present

- Serve as reading tutor in Special Needs Reading class for 1st and 2nd grade students.
- Assist with set-up and cleanup at monthly fundraising events such as the Fall Festival, Fall Book Drive, Winter Wonderland Auction, and Spring Plant Sale.

Ultimate Player, DiscNW. 6–8 hours/week.

June 2013–December 2019

- Practiced and competed with coed Ultimate Frisbee team called the Sasquatchians.
- Served as Team Captain for three years from 2016–2019.
- Team won “Most Improved Award” in 2018 and 2019.
- Promoted and taught mutual respect and fair play in a highly competitive environment.

Volunteer, Literacy Council of Seattle. 3 hours/week. November 2014–December 2016

- Assisted four English as a Second Language (ESL) learners to read and write English and gain enough skills to communicate well at their jobs.
- Established trust and rapport by conversing about food, movies, books and more.

Lincoln Flores-Donner, page 2

10-YEAR RESUME IN ONE PAGE

While some law schools will accept resumes as long as three pages, some will only allow **one page**. This can be a challenge. See how Lincoln condenses his two-page resume down to one page.

THINGS TO NOTICE:

- Lincoln changed the font from 12 point to **11 point**.
- He kept full descriptions of his post-college jobs and decided to **just list his college jobs**.
- Lincoln **removed** his ACTIVITIES & INTERESTS section. Since law schools will want him to detail his activities in their online application, Lincoln will still be able to describe his activities there.

NOTE: In your online law school application, you should **list the same activities** that you list on your resume. *It's redundant, but you need to do it.* Also, list any activities or awards that you don't have room to list on your resume.

- Lincoln **removed** his bullet about being a huge fan of John Coltrane and Curtis Mayfield. It hurt to take it off but there just wasn't room for it.

LINCOLN FLORES-DONNER

5674 Salmon Lane, Seattle, WA 98115 • 206-522-4148 • lincolnflodo@gmail.com

EDUCATION

- Bachelor of Arts in English**, University of Washington 2013
- Paid for 75% of tuition and living expenses through part-time work during the school year and full-time work during the summer.
 - Proficient in reading, writing, and speaking Spanish.

EXPERIENCE

- Director of Communications** July 2020–present
Northwest Sustainability Research Center, Seattle, WA. 40–45 hrs/wk.
- Write press releases, update and track 1,800 media contacts, and successfully pitch stories to the media that result in local and national coverage in *BusinessWeek*, *The Seattle Times*, *The Oregonian*, *The Spokesman-Review*, *National Public Radio*, and more.
 - Maintain and update website at www.nwsrc.org.
 - Conduct quarterly mailings to 300 policy makers, educators, and organizations.
 - Supervise one staff member and three interns working on communications projects.
 - Directed the production, design, and marketing of three books on environmental issues.

- Communications Coordinator** July 2015–June 2020
EcoJustice, Seattle, WA. 40 hrs/wk.
- Coordinated five national conferences on environmental justice issues that drew over 500 activists, educators, and policy makers per conference.
 - Wrote monthly press releases and correspondence, and provided database management.
 - Updated web site and trained two staff members in website maintenance.

- Public Relations Coordinator** September 2014–June 2015
GoGreen.com, Seattle, WA. 40 hrs/wk.
- Wrote press releases on a weekly basis to promote and market an Internet startup.
 - Collaborated with product managers to create monthly online promotions.
 - Coordinated staff team of four to create the corporate intranet site.

- Coordinator of Volunteers** August 2013–August 2014
Puget Sound Environmental Alliance, Seattle, WA. 40 hrs/wk.
- Coordinated recruitment, retention and referral system for 275 volunteers.
 - Wrote quarterly reports and managed service projects for two AmeriCorps members working on community outreach and water quality monitoring programs.
 - Supervised intern assisting with volunteer management projects.

COLLEGE EXPERIENCE

- Peer Adviser**, University of Washington. 18 hrs/wk. September 2010–June 2013
Construction Laborer, Caballero Construction. 50–60 hrs/wk. Summer 2010, 2011, 2012
Communications Intern, Puget Sound Environmental Alliance. 15 hrs/wk. January–June 2010

CONCLUSION

It takes time and effort to craft a great resume, but let's be real, it's a *cakewalk* compared with writing the personal statement or prepping for the LSAT.

Once you finish your resume, you realize, *well, that wasn't so hard*. And now you have a **killer** resume.

If you are at this stage, **CONGRATULATIONS!**

If you aren't there yet, keep going.

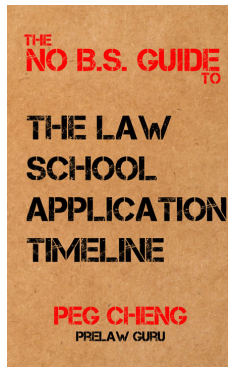
You *will* get there.

THANK YOU

You didn't have to read this book, but you did. For this, I am grateful. I hope that I've made your path to writing a stellar resume clear, straightforward, and even fun.

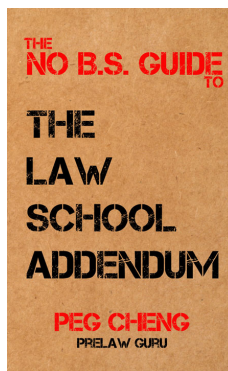
NEED MORE HELP?

You might be interested in my other books.



The No B.S. Guide to the Law School Application Timeline

In this ultimate prelaw survival guide, law school admissions expert Peg Cheng explains the law school application timeline from start to finish, including how and when to: study for the LSAT; ask for letters of recommendation; write a personal statement, and so much more! With Peg's help, you'll successfully complete your law school application on time and with confidence.



The No B.S. Guide to the Law School Addendum

Applying to law school with some low grades? A low LSAT score? A withdrawal on your transcript? A leave of absence? A disciplinary action in college? A criminal record? Law school admissions expert Peg Cheng has more than 10 years of experience helping people explain weaknesses in their law school applications. Follow Peg's tips and you will write a concise, engaging addendum that will greatly benefit your law school application rather than hinder it. Includes nine sample addenda.

To download these guides for FREE, visit <http://books.prelaw-guru.com>.

ABOUT THE AUTHOR

Peg Cheng is the founder of Prelaw Guru, a law school application consulting company that helped people kick ass on their law school applications from 2010-2016. She is now an author, artist, and career adviser. You can connect with her at pegcheng.com.

While Peg no longer answers prelaw or law school questions, you can still read her prelaw tips and watch her application videos at <http://prelaw-guru.com/>.