

Tips for Effective Resume Writing

- Always proofread...several times! The goal is to be error-free!
- There is *not* one specific way to do a resume! Pick a style that you are comfortable with and that best shows your qualifications.
- Be detailed and specific, but remember that you will have the opportunity to elaborate in the interview - keep your resume to one or two pages.
- Your resume can easily be rearranged and reformatted for each position. (Arrange your professional skills by order of importance to each job if you are using the Functional Resume format.)
- Use a professional email address!
- Only include your GPA if it is above 3.0.
- Remember that your volunteer and professional involvements count as experience. Take every opportunity to gain leadership experience and highlight this in your resume.
- Try not to use a Word-Template. They are difficult to rearrange and manipulate!
- Print document on resume-quality paper.

See these resources for additional help:

- Resume examples and suggested templates can be found on the LVC Job Center.
- Make an appointment with Career Services for resume assistance and critiquing!

Career Services

Mund College Center
Lebanon Valley College
Annville, PA 17003

Phone: 717-867-6560

Fax: 717-867-6163

E-mail: careerservices@lvc.edu

Lebanon Valley College CAREER SERVICES

Functional Format

RESUMES

CATHERINE TULLNER
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San Francisco, CA 94121
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EDUCATION

Golden Gate University School of Law San Francisco, CA
Doctor of Jurisprudence Candidate, May 2007
• Honors Learning Program, Postgraduate
• Foundation of the State Bar of California, North Scholarship Recipient for 2005 and 2006
• Public Interest Law Foundation (PILF) Board Member, Fundraising Auction Co-Chair
• National Lawyers Guild Member

University of Virginia Charlottesville, VA
Bachelor of Arts, Biology, January 1997

LEGAL EXPERIENCE

San Francisco Superior Court San Francisco, CA
Judicial Fellow August-December 2006
Worked as a law clerk to San Francisco Unified Family Court Judge Brent S. Barnes, Municipal
prothonotary
Case summation, researched legal issues, and prepared orders in court

Family and Children's Law Center San Rafael, CA
Law Clerk, October 2006
Handled and managed numerous cases with clients for dissolution proceedings, child custody matters,
property division, and domestic violence matters; represented clients in court for continuing order
hearing, visit and child services, gender Neutral Settlement Agreements and Trial Briefs.

Bay Area Legal Aid San Francisco, CA
June 2006 - Present
Researched and wrote motions, pleadings, memoranda, and legal briefs, completed and filed Judicial
Council forms, conducted investigation and discovery, handled client correspondence.

W.O.M.A.N., Inc. (Women Organized to Make Abuse Nonexistent) San Francisco, CA
Crisis Services Program and Manager October 2000-September 2003
Coordinated activities of domestic abuse at a community-based domestic violence nonprofit
organization. Coordinated the crisis line as program manager including scheduling, operation and 24-
hour on-call support for other counselors. Managed 30+ crisis line volunteers including recruitment
and training.

SKILLS AND CERTIFICATIONS

- Proficient in legal software, Microsoft Office, Microsoft Office Suite, and various databases
- Certified by the State Bar of California through the Judicial Training of Law Institute Program
- Certified in the State of California as a Domestic Violence Crisis Counselor
- Conversant in French

www.lvc.edu/career

Your Name

Current Street Address

City, State, Zip Code

Phone Number

Professional Email Address

OBJECTIVE: Tailor your objective to the employer, position, and/or field. *Objectives are optional.*

SUMMARY OF QUALIFICATIONS: Optional. List the top 3-5 things that you offer to an employer that makes you different. Tailor these qualifications to what is important to the company/industry.

- Number of years experience in the industry (Ex: 3 years of teaching experience)
- Relevant credential, training, or certifications
- Language (Ex: Bilingual in Spanish and English)
- Computer experience that directly relates to position
- An accomplishment or quality that directly relates to position/industry

EDUCATION:

Bachelor of _____

Expected Graduation Date (mm/yyyy)

Major:

Minor:

GPA: (if above 3.0)

Lebanon Valley College

Anrville, PA

Relevant Courses: *(Include this section only if it is relevant to position. Ex: specific Accounting classes that an internship requires, Technical Writing classes, Marketing classes, etc...)*

PROFESSIONAL SKILLS:

Relevant Skill *(This first skill you list should be most relevant to the position - can be rearranged)*

- Accomplishment that demonstrates this skill
- Accomplishment that demonstrates this skill
- Accomplishment that demonstrates this skill

(Include skills that are relevant to position/industry. Ex. Customer Service can be used as a skill heading with bulleted points that support this claim. Information in the bulleted points can come from past jobs, internships, volunteer work, organizational involvement, training, etc)

Relevant Skill

- Accomplishment that demonstrates this skill *(see notes from above)*
- Accomplishment that demonstrates this skill
- Accomplishment that demonstrates this skill

Relevant Skill

- Accomplishment that demonstrates this skill *(see notes from above)*
- Accomplishment that demonstrates this skill
- Accomplishment that demonstrates this skill

VOLUNTEER WORK: *(if applicable)*

- Company/Organization
◊ Involvement
- Date or Dates volunteered *(most recent)*
- Company/Organization
◊ Involvement
- Date or Dates volunteered

PROFESSIONAL AND/OR STUDENT ORGANIZATIONS: *(if applicable)*

- Organization
◊ Involvement
- Dates involved *(most recent)*
- Organization
◊ Involvement
- Dates involved

EMPLOYMENT HISTORY *(section still needs to be included even if you choose to do a Functional Resume)*

Job Title

mm/yyyy – present

Company Name

Location

Job Title

mm/yyyy – mm/yyyy

Company Name

Location