

Pre-Law Resume Guide

You can use the outline feature to jump to sections

General Resume Advice

- Use space effectively, do not have your content too close or too spread out
- Be consistent with your font size and style, layout, and formatting
- List appropriate contact information (e.g. professional email)
- Organize content most relevant towards the top to least relevant at the bottom
- Tailor subject headers when possible and relevant
- Education and experiences should be listed most recent to least recent in their sections
- If using Google Docs to format your resume, use our [Tips for Using Google Docs for Career Documents](#) to help get started

Specific Resume Advice

- List upper-level law-related or writing-intensive coursework in a “relevant coursework” section
- Consider including a leadership and/or community engagement section and use bullets to describe your experiences
- If you have conducted independent or faculty-sponsored research, highlight project details and what you accomplished/developed

Creating Meaningful Action Statements

Below is a general formula to use as a starting point for constructing meaningful bullet points for your experiences.

WHO – Who did you help in this role (the organization, clients, customers)? Whom were you working with?

WHAT – Describe in detail what you did. What were the results of your work? If you did research, was it published?

WHEN – When did this work happen (daily, weekly, or monthly)? Highlight the frequency you did something to show productivity.

WHERE – Where did your responsibilities occur? Did you interact with people outside of org? Was travel involved?

WHY & HOW – Why did you do the work? How did your job duties help or add to the organization? Be as specific as possible.

Skill + What YOU did + Results/Outcomes

(Action verb) + (Job responsibility) + (How/Why)

BEFORE

Random Fast-food Restaurant, Team Member Any Town, VA, May 20xx – Present

- Take customer orders and answered questions

AFTER

Random Fast-food Restaurant, Team Member, Any Town, VA, May 20xx – Present

- Take orders with a welcoming demeanor, scoring over 90% customer satisfaction on customer feedback surveys.

It is important to **QUANTIFY** – adding numbers – it demonstrates productivity. (Ex. Helped about 15 customers per hour during peak business hours.)

You can use the [Action Verb Resource](#) to help tailor the action verbs for your action statements.

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

Pre-Law Resume

907 Floyd Avenue Richmond, VA 23284 | 804-123-4567 | abccareer@vcu.edu

EDUCATION

Virginia Commonwealth University (VCU), Richmond, VA
Bachelor of Science in Criminal Justice, Concentration in Justice
Bachelor of Arts in Political Science, Concentration in U.S. Government

Expected: May 20XX
Overall GPA: 3.65

RELEVANT EXPERIENCE

Coates & Davenport, P.C., Richmond, VA
Administrative Assistant

July 20XX – Present

- Participate in client intake interviews and translate Spanish for non-English speaking clients
- Answer phone calls, manage calendars, and communicate professionally with colleagues and clients
- Forecast administrative costs by overseeing supply inventories
- Manage client databases and organize case files to ensure attorneys have access to accurate and timely information when preparing cases

Jailor Academy, Henrico County Sheriff's Department, Henrico, VA
Intern

May 20XX – August 20XX

- Developed a strong understanding of jail security and safety by learning combative techniques, studied Virginia case law, and inmate rights under Henrico's custody
- Utilized effective communication skills and strengthened ability to think critically when working with inmates to resolve conflict
- Logged daily activities, inmate reports, and medical incidents maintaining close attention to detail

ADDITIONAL EXPERIENCE

Kroger, Cashier, Richmond, VA
Starbucks, Barista, Richmond, VA

October 20XX – February 20XX
May 20XX – August 20XX

LEADERSHIP EXPERIENCE

VCU Pre-Law Society, Richmond, VA
President

September 20XX – Present
January 20XX – January 20XX

- Reserved space, scheduled meetings, and coordinated agendas for monthly meetings for 50 members
- Secured professionals from the legal community in Richmond to speak at annual pre-law event

Communications Chair

September 20XX – January 20XX

- Created social media schedule, managed Instagram presence, and advertised student organization on campus, which grew attendance by 50% over the course of one semester

Political LatinXs United for Movement & Action in Society (PLUMAS) at VCU, Richmond, VA

September 20XX – Present

SKILLS

Microsoft Word, Excel, PowerPoint

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

Appointments

If you are interested in making an appointment with one of our Career Advisors to review your resume or discuss any other career-related topics/questions, [see which advisor advises your industry of interest](#).

We recommend that first appointments with our office are with a career advisor. In addition, we offer several different appointment mediums to better meet your needs. Choose the medium that best fits your needs.

You can [schedule an appointment](#) by logging into Handshake and selecting the time that works best for you.

Events and Career Fairs

To see our upcoming events and career fairs you can check our [website](#) or log into [Handshake](#).

Questions

If you have any questions you can come into the office, call our front desk at (804) 828-1645, or email us at careers@vcu.edu.

Follow Us

@VCUCareers

