



Resume Workshop



Overview

The resume is:

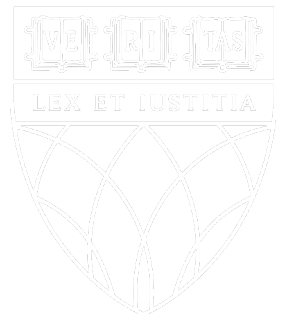
- A condensed timeline of your experiences
- An opportunity to showcase your trajectory, achievements, and skillsets
- A professional document

Step 1: Brainstorm!



Spend 15 minutes jotting down ideas for the following prompts:

- List the most meaningful full and part-time work experiences you have had since starting college. Circle the most substantial experiences and/or the ones where you learned or honed skills that will help you succeed in law school and beyond.
- For each of the experiences you circled, draft 2-3 bullet points describing the responsibilities or achievements you had while in the role. Remember to start each bullet with an action verb.
- List the most meaningful extracurricular and/or volunteer activities you have participated in since starting college. Circle the activities where you either held a leadership position or learned/honed skills that will help you succeed in law school and beyond.
- For each of the activities you circled, draft 1-2 bullet points describing the responsibilities or achievements you had while in the role. Remember to start each bullet with an action verb.



Step 2: Create an outline



Separate your experiences into different categories:

Example:

Education

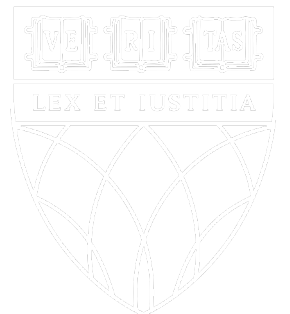
- List all higher education institutions attended
- Honors earned

Experience

- College positions and internships
- Full-time employment, including roles and promotions

Activities

Skills/Interests



Step 3: Create an outline



List the most recent and relevant experiences under each category in chronological order, then add details for each experience. Remember to keep your formatting consistent and to check for spelling or grammatical errors.

Tip #1: Begin each sentence with an action verb.

- Led
- Supervised
- Managed
- Motivated
- Facilitated
- Enforced
- Developed
- Directed
- Established
- Generated
- Increased
- Engineered
- Achieved
- Resolved
- Pioneered
- Expanded
- Organized
- Created

Tip #2: Include specific examples of the work you did including the results. Use numbers where applicable.

Corps Member, Teach for America

June 2021 – Present

- Selected from over 46,000 applicants nationwide to teach for two years in an under-resourced public school.
- Completed rigorous job training under the supervision of current English teachers.
- Attended monthly professional development training sessions on data analysis, teaching methods, and behavior management.

Research Assistant, Department of Political Science

September 2020 – August 2021

- Assisted in the development of research studies aimed at addressing the falling standards of public-school education.
- Scheduled and interviewed approximately 100 students a week for research purposes.
- Attended weekly meetings with Professor Paulson and two other student Research Assistants to discuss findings and create future studies.

Tip #3: Highlight skills that will help you succeed in law school and beyond such as:

- Analysis
- Problem solving
- Leadership (include promotions)
- Contribution to the classroom environment
 - What will you bring?
 - What will others learn from you?
- Communication

Tip #4: Elucidate on any questions the reader might have such as:

- Gaps in employment or education
- A change in graduation date

Tip #5: For inspiration, view sample resumes on our application components webpage

Francis B. Taylor 67 Richdale Ave, Cincinnati, OH 45201 • 617-343-0338 • francisjtaylor@gmail.com	
EDUCATION	
Creighton University, Omaha, NE Bachelor of Science, Biochemistry Awards: Phi Beta Kappa, Magna Cum Laude	May 2019
WORK EXPERIENCE	
Johnson & Johnson, Cincinnati, OH Scientist (2019—Present)	July 2019—Present
<ul style="list-style-type: none">• Provide scientific support to project leaders during studies conducted in preclinical research facilities.• Offer surgical support during research and development of animate and inanimate models.• Perform testing to aid in the development of new medical devices.• Demonstrated flexibility and team-oriented mindset during Covid-19 pandemic.	
Creighton University Department of Chemistry, Omaha, NE Teaching Assistant	August 2016—May 2019
<ul style="list-style-type: none">• Assisted in the design of lectures, assignments, quizzes, and laboratory manuals for General Chemistry I, General Chemistry II Lab, and Organic Chemistry Lab.• Served as grader and primary point of contact for over 150 students; supported 30 students in individual research projects.	
Creighton University Admissions Office, Omaha, NE Admissions Fellow	Summer 2016, 2017, 2018
<ul style="list-style-type: none">• Conducted interviews with prospective applicants and produced written evaluations for the admissions committee.• Led tours and information sessions to prospective students, families, and other visitors.	
CAMPUS ENGAGEMENT AND LEADERSHIP	
Creighton Residential Life, Omaha, NE Proctor	August 2016—May 2019
<ul style="list-style-type: none">• Lived in first-year residence hall and provided emotional and academic support to 24 students.• Attended weekly trainings focused on conflict mediation and community building.	
Creighton Women's Varsity Soccer, Omaha, NE Forward, Co-Captain	August 2015—Nov 2018
<ul style="list-style-type: none">• Competed in Division I women's soccer for four years; trained for 10 hours/week in the off-season, and competed against Big East peers during the fall semester.• Served as co-captain for the 2018 season.	
INTERESTS	
Bollywood movies, nature documentaries, hiking, boxing, gardening	

Tip #6: Utilize the template resume at the end of our resume workshop in our online application toolkit

First Name Last Name	
Address · Phone · Email	
EDUCATION	
College Name	Graduation Year
<ul style="list-style-type: none">Degree: MajorAwards & Honors (if applicable)	
EXPERIENCE (e.g. recent/relevant work experiences such as internships, full-time jobs, etc.)	
Employer	Dates Worked
Job Title	Location
<ul style="list-style-type: none">Description of dutiesDescription of duties	
Employer	Dates Worked
Job Title	Location
<ul style="list-style-type: none">Description of dutiesDescription of duties	
Employer	Dates Worked
Job Title	Location
<ul style="list-style-type: none">Description of dutiesDescription of duties	
ACTIVITIES (e.g. affinity organization, student group, club sport, faith based organization, etc.)	
Organization Name	Dates Active
Position	Location
<ul style="list-style-type: none">Description of dutiesDescription of duties	
Organization Name	Dates Active
Position	Location
<ul style="list-style-type: none">Description of dutiesDescription of duties	
SKILLS & INTERESTS (e.g. languages, computer skills, hobbies, things you like to do for fun, etc.)	
Skills: Skill 1 · Skill 2 · Skill 3	
Interests: Interest 1 · Interest 2 · Interest 3	



Helpful Resources

Check out our website

- *Application Toolkit*
- J.D. Applicant FAQs

Tune in

- *Navigating Law School Admissions* Podcast
(featuring Dean Jobson)

J.D. Admissions

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An Introduction to Harvard Law School



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@HLS J.D. Admissions

