

# Legal Resume



TEXAS A&M UNIVERSITY

School of Law

Office of  
Career Services

# ORGANIZATION

Be clear. Be clean. Be organized.

Resumes should generally be organized into three or four sections.

- 1. **Heading**
- 2. **Education**
- 3. **Experience**
- 4. **Other categories**



**Resume length:** The standard length is one page. If you have prior substantive work experience, see your CSO about a two-page resume.

**Margins:** You should not go smaller than .75 inches on the top and sides and .5 on the bottom.

**Fonts:**

- Calibri
- Arial
- Helvetica
- Book Antiqua
- Century Schoolbook
- Garamond
- Times New Roman
- Verdana

**Font Size:** Should be no less than 11pt

**ProTip!**  
To make a one-page resume you can:

- Condense information to one line.
- Adjust the margins, change fonts or size.
- Change the space between tabs.
- Delete the least important information.

# 1. Heading

Your heading should include the following information:

 **Name:** Most people use the following format: First Name Middle Initial Last Name “Tom M. Riddle.” If you go by your middle name, use the following format: “T. Michael Riddle.” The goal is to be as clear and consistent as possible, so as to not confuse an employer.

 **Address:** Most legal employers require full addresses. You may consider leaving this off in certain situations. Talk to your CSO for more details.

 **Email:** We recommend that you use your tamu.edu email. If you use a personal email, make sure it is professional (first name, last name) and that you check it frequently.

 **Phone:** This will normally be your cell phone. Make sure your voicemail is set up and is professional.

 **LinkedIn URL:** Add your personalized LinkedIn URL to showcase your online professional presence.

### *ProTip!*

Make sure the information you provide is consistent – list the same email address on your resume as is on your business card, and list the same address on your resume as is in your cover letter, if you are providing a mailing address.

### *ProTip!*

Make sure your LinkedIn profile includes the following information:

- You are a law student at TAMU Law,
- You are in Fort Worth, TX,
- Under Education, list both TAMU Law and your undergraduate (and any additional advanced degrees),
- Any relevant work experience, and,
- Your professional headshot.

# 2. Education

Your education information should always come first. Remember to list it in reverse chronological order (law school first then undergraduate school), as legal employers will be most interested in your current education.

When listing your law school, use the following format: 1) Name of Law School; 2) City and State; and, 3) Graduation Month and Year.

Under the law school section, we recommend you include the following categories:

**First**, both your GPA and class rank/rank cut-off.\*

\*Legal resume drafting experts generally recommend including class rank if you are in the top half of your class. If you fall outside of the top one-half and are unsure if you should include your GPA, please reach out to your career advisor, who can help you best highlight your strengths.

### Examples:

- GPA: 3.84, Class Rank 6/121, (Top 5%)
- GPA: 3.64 (Top 20%)
- GPA: 3.40 (Top 33%)
- GPA: 3.21 (Top 50%)

Include grades for courses you've excelled in, if relevant to the employer.

- Example: For a position in the D.A.'s Office, “Received an A+ in Criminal Procedure, Fall 2024.”

**Second**, list academic achievements, awards, honors, and scholarships. For scholarships, consider adding in a brief explanatory note within parenthesis that speaks to the significance (amount/percentage of tuition awarded, and awarded to how many students).

**Third**, list skills-based and writing activities, such as: Law Review, Property Journal, Mock Trial, Moot Court, Alternative Dispute Resolution, Toastmasters, Teaching Assistant, etc.

**Fourth**, list involvement and leadership activities, such as: SBA, BLSA, HLSA, Criminal Law Society, Business Law Society, The Big Event Committee, etc.

**Fifth**, list any membership in professional organizations, such as the Texas Aggie Bar Association or elected or appointed positions. If a member of a number of student organizations, consider listing all together in one bullet point (Member: \_\_\_\_; \_\_\_\_; \_\_\_\_).

### 3. Experience

The four most common subcategories in this section are:

**Legal Experience**

**Research Experience**

**Professional Experience**

**Volunteer Experience**

You can also choose to be more specific and in some instances list other experiences, such as: military experience, corporate experience, engineering experience, etc. If your experience does not fall within two or more specific categories, consider listing it all under a general “Experience” section.

It is critical that you list experiences and positions that are relevant to the current employer (e.g., legal skills and skills that are transferable to the law). Also, be sure to highlight activities and experiences that demonstrate accomplishments and leadership.

Employment should be listed in reverse chronological order, with most recent at the top.

If you are currently in a position, you should list the duties and responsibilities using **present tense**.  
If you are no longer in a position, you should list the duties and responsibilities using **past tense**.

#### *ProTip!*

You should add experience that highlights excellent writing skills, responsibility, or leadership abilities. Examples:

- Published article “Fourth Amendment Rights.”
- Financed 100% of law school expenses through summer and part-time employment.
- Organized First Big Event Committee for Law School.

#### *ProTip!*

Highlight accomplishments and skills that are useful in the legal profession.

- Example: Research, Negotiations, Drafting, Managing Clients.

Don’t just say “Drafted documents.” Describe the things you have done as much as you can, and quantify where you can, when the number is significant.

- Example: “Drafted Motion for Summary Judgment, Motion to Compel Documents, and five Requests for Production of Documents in complex medical malpractice case.”

Below are examples of how to highlight your experiences:

### Legal Experience

- Perform legal research for labor and employment cases
- Draft briefs for review by supervising attorney
- Drafted traditional and no-evidence motions for summary judgment, plea in abatement, and answered discovery requests in insurance defense cases.

### Professional Experience

- Developed new chemical process which received patent.
- Began as a volunteer; hired on basis of performance.
- Employed up to 30 hours per week on third shift while attending school full time. On Dean's List six of eight semesters.
- Upon graduation from college, founded software company. Within 10 years, operating as multibillion dollar business.

### Research Experience

- Developed quick, concise writing style under strict time constraints.
- Developed advanced research skills in a specific legal area.

### Volunteer Experience

- Consider listing legal, non-legal, and volunteer experience. These can show commitment, skills, and networking ability.

#### *ProTip!*

- You do not need to give the same level of description/number of bullet-points for each position. Think about the significance, relevance, and the amount of time spent in a role.

**ProTip!**

Don't say you are fluent in a language if you are not - you never know when you may have an interviewer who *is* fluent and will test you on your knowledge!

## 4. Other Categories

This section can include any information you think an employer may find relevant, interesting, or that would make you stand out.

Examples are: professional licenses, certifications, foreign languages, athletic accomplishments, activities and hobbies.

### ***NOTE ABOUT POTENTIALLY CONTROVERSIAL ISSUES***

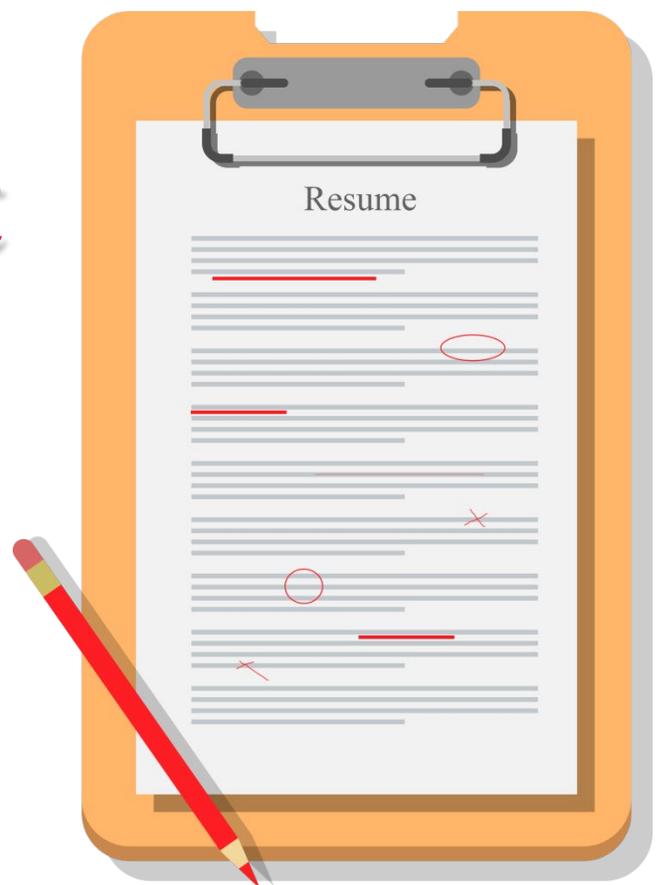
You should always be aware of potentially controversial topics, such as religion or politics, on your resume.

If you feel the value of the experience is less important than the potential downside for the specific employer, you may want to leave it off.

If you feel the value of the experience is important and you are comfortable with a potential downside for the specific employer, then you should leave it in.

Make sure to research your employer to know if the issue would be a liability or an asset. Use your own judgment when addressing these issues on your resume.

**Don't Forget  
to  
Proofread!**



**SAMPLE RESUMES – DO NOT COPY. USE AS A GUIDE ONLY.**

**Kyle Field**  
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[www.linkedin.com/in/kfield](http://www.linkedin.com/in/kfield)

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**EDUCATION**

**Texas A&M University School of Law** Fort Worth, Texas  
*Juris Doctor Candidate* May 2026

- GPA: 3.26; Top 25%
- Vice President, Family Law Student Association, 2025-2026
- Treasurer, Phi Alpha Delta Legal Fraternity, 2024-2025
- Student Member, Tarrant County Bar Association

**Texas Christian University** Fort Worth, Texas  
*Bachelor of Arts in Geography* May 2023

- Awarded Fort Worth Rotary Club Honor Scholarship, 2022

**LEGAL EXPERIENCE**

**Sunil Patel, Attorney at Law** Fort Worth, Texas  
*Legal Intern* Summer 2024

- Research and draft legal documents such as motions, complaints, answers, discovery, and decrees for filing.
- Assist in trial preparation including organizing trial notebook, research materials, document review, and deposition summaries.
- Interview and establish on-going communication with clients.

Include all prior work experience. Employers appreciate the value of prior professional experiences.

Simplify dates by using years & semesters rather than months. This makes your resume easier to read.

**PROFESSIONAL EXPERIENCE**

**MoneyGram International** Fort Worth, Texas  
*Accounts Payable Clerk* 2022 – 2023

- Completed payments and controlled expenses by receiving, processing, verifying and reconciling invoices.

**TCU Department of Alcohol and Drug Education** Fort Worth, Texas  
*Research Assistant for Dr. Alice Cho* 2021 – 2022

- Introduced and maintained a campus-wide Substance Abuse Inventory database.
- Administered Substance Abuse Inventories to clients.

**COMMUNITY ACTIVITIES**

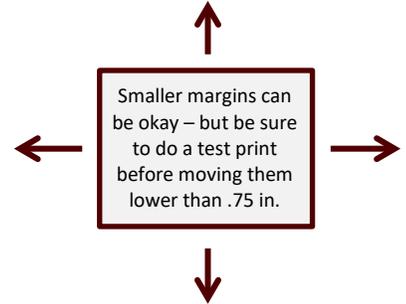
- Panelist for Children’s Literature Festival, 2020
- Red Ribbon Week keynote speaker, Paschal High School, 2019
- Authored book and education video, ABC Productions, 2019

**LANGUAGE SKILLS**

- Proficient in Spanish

# Mike Elko

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## EDUCATION

**Texas A&M University School of Law**, Fort Worth, Texas

*J.D. Candidate*, May 2026

GPA: 3.4, Top 33%; A+ in Criminal Law

Global Program, Land Use, Ghana, Africa, May 2024

Study abroad experience can be a separate entry in your education section. Be sure to include a line explaining your program or coursework.

**Florida State University**, Tallahassee, Florida

*B.S. with honors in Photography and Criminal Justice*, May 2023

Scholarships: Presidential Scholarship, 2022; Faculty Scholarship, 2023.

Achievements: Financed 50% of education expenses through work.

## LEGAL EXPERIENCE

**Tarrant County District Attorney's Office**, Fort Worth, Texas

*Legal Intern*, Summer 2025

Observed court proceedings, participated in DWI jury trial and conducted direct examination of law witness. Assisted the investigative staff assigned to specific cases. Duties included gathering information, data entry, file tracking, phone contact and follow up work, and assistance with trial preparation.

**Echolls Law Firm**, Fort Worth, Texas

*Legal Intern*, September 2024 – May 2025

Assisted solo practitioner with all aspects of criminal defense practice, including researching statutes and case law, document review, and answering phone calls from clients.

## PROFESSIONAL EXPERIENCE

**College Football Investigations**, Tallahassee, Florida

*Office Coordinator*, 2020 – 2023

Maintained confidential client files, performed background checks using internet resources and public records, composed business letters and answered telephones for a private investigation firm.

## ACTIVITIES

*The Floridian* - student newspaper photographer, 2020 –2022

Golden Key International Honor Society

Habitat for Humanity

Use clear terms when talking about your language skills.

## SKILLS

Read and write Spanish; proficient in HTML and Javascript Web programming languages.

## INTERESTS

Marathon training; ran the Chicago Marathon four times.

Have a unique experience that doesn't fit elsewhere, or other compelling interest? You can use this section to add a few words.

**Alan A. Applicant**  
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www.linkedin.com/in/a.app

**EDUCATION**

**Texas A&M University School of Law**

Fort Worth, Texas  
May 2026

*Juris Doctor Candidate*

- GPA: 3.79; Class Rank: 12/151 (Top 10% of class)
- *Staff Member*, Law Review, 2024 – 2025
- Received highest class grade in Criminal Appellate Procedure, Fall 2024

**Cornell University**

Ithaca, New York  
May 2023

*Bachelor of Science, Management Information Systems*

- GPA: 3.85; Class Rank: 40/400, *magna cum laude*
- Member, Phi Alpha Delta, 2021 – 2023

**LEGAL EXPERIENCE**

**Texas A&M University School of Law**

Fort Worth, Texas  
Fall 2024

*Law Student Intern – Mediation Practicum*

- Learned techniques of mediation through lecture and role play.
- Reached a successful resolution in three community disputes.
- Received mediation certification after completion of coursework.

Include clinical experience in this section.

**Crane Law Firm**

Dallas, Texas  
Summer 2024

*Law Clerk*

- Conducted legal research and drafted motions and memoranda involving civil litigation for a boutique litigation firm.
- Drafted and filed pleadings, including traditional and no-evidence motions for summary judgment and pleas in abatement, in complex medical malpractice cases with little or no revision by the partners.
- Answered discovery requests.
- Regularly communicated with clients by phone and in person.

Research Assistant positions can be listed in a separate research experience section. Use short, specific sentences & include the name and title of the department or professor in the title.

**RESEARCH EXPERIENCE**

**Texas A&M University School of Law**

Fort Worth, Texas  
2024 – Present

*Research Assistant for Professor Flemming*

- Conduct research on various topics concerning property rights.
- Edit academic work in preparation for submission to professional journals.

**LANGUAGE SKILLS AND INTERESTS**

- Fluent in French and Russian.
- Interests include international budget travel; backpacked through 15 countries.

## ACTION VERBS FOR USE IN RESUME

### Research & Technical Skills

Analyzed	Correlated	Evaluated	Indexed	Located	Solved
Assessed	Critiqued	Examined	Interpreted	Organized	Sorted
Catalogued	Diagnosed	Extracted	Interviewed	Rectified	Summarized
Clarified	Detailed	Formed	Invented	Researched	Surveyed
Collected	Discovered	Gathered	Investigated	Revised	Systematized
Compared	Earned	Generated	Justified	Reviewed	Tailored
Conducted	Effectuated	Identified	Litigated	Simplified	Tested

### Communications & Language Skills

Addressed	Converted	Elicited	Lectured	Publicized
Authored	Corresponded	Explained	Mediated	Reconciled
Clarified	Designed	Formed	Moderated	Recruited
Collaborated	Directed	Formulated	Negotiated	Resolved
Composed	Distributed	Influenced	Persuaded	Spoke
Consulted	Drafted	Interpreted	Presented	Translated
Contacted	Edited	Keynoted	Promoted	Wrote

### Management & Organization Skills

Administered	Directed	Implemented	Planned	Supervised
Approved	Devised	Improved	Prepared	Verified
Arranged	Engineered	Initiated	Presided	
Assigned	Enhanced	Installed	Prioritized	
Attained	Established	Instituted	Produced	
Chaired	Evaluated	Led	Recommended	
Contracted	Executed	Managed	Reorganized	
Controlled	Founded	Maintained	Reviewed	
Coordinated	Governed	Motivated	Scheduled	
Delegated	Increased	Organized	Strengthened	

### Interpersonal & Achievement Skills

Achieved	Created	Facilitated	Operated	Sparked
Advocated	Demonstrated	Familiarized	Originated	Structured
Aided	Developed	Grouped	Overcame	Succeeded
Arbitrated	Diagnosed	Guided	Performed	Supported
Assisted	Educated	Innovated	Pioneered	Trained
Awarded	Encouraged	Inspired	Reduced	Transformed
Coached	Enlarged	Integrated	Referred	Unified
Consolidated	Expanded	Intervened	Rehabilitated	Volunteered
Constructed	Expedited	Provided	Represented	
Counseled	Experienced	Motivated	Resolved	