



# **Start Right!**

*Incoming 1L Guide:*  
Resume & Networking

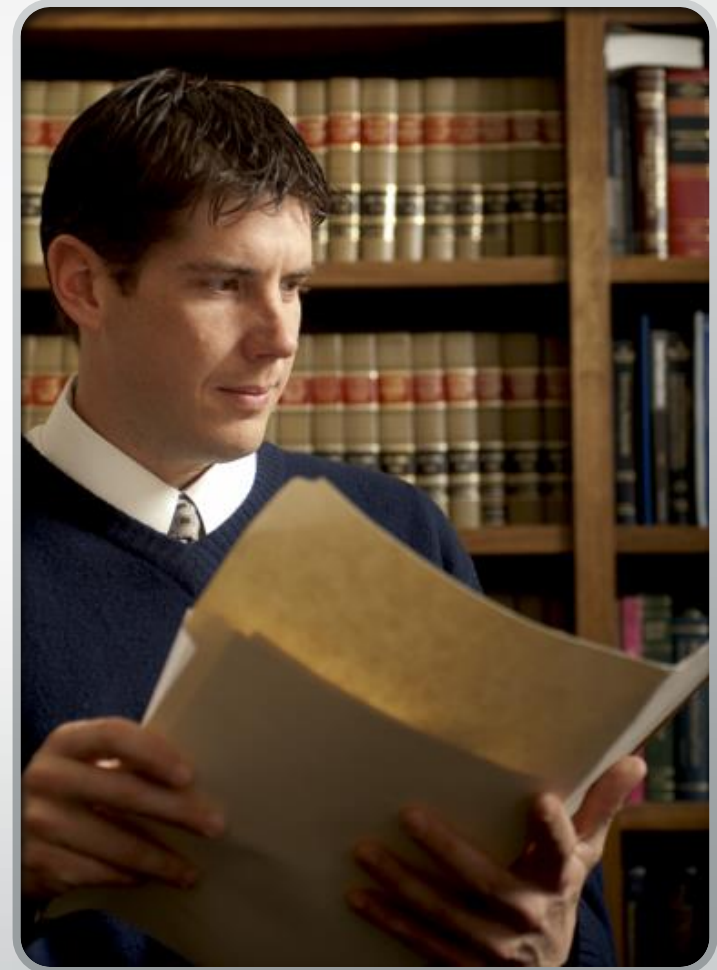
# Resume Writing

Purpose: At this point you're gearing up for networking and taking advantage of contacts. Not focused on job hunting... yet!



# Resume 101

- Visually appealing
  - Easy to find contact information
  - Logical Flow: Education first (for the first 3-5 years out of law school)
  - Work experience that is relevant and focused on law skills
- Highlight your best accomplishments
  - Leadership positions: Management, Clubs, Supervisor
  - Travel abroad, academic achievements, or languages
- Attorney's Skim; must present the top information so they give it a second and third pass.
- Consider: Master Resume & Specific Copies
- Biggest thing – **CONSISTENCY!!**



# Style points

- ❑ Header: Two to Three lines
- ❑ Education up front
  - ❑ Joint degrees should be listed separately
  - ❑ Split Honors/Activities
  - ❑ Include publications, thesis, study abroad, etc.
  - ❑ Note: You're a **candidate** for a Juris Doctor, not Doctorate
- ❑ Right justify your dates
- ❑ Descriptions: What about this job makes you a better attorney/ intern/clerk?
  - ❑ PAR: Problem, Action, Result
  - ❑ Skills: writing, analysis, mediation, and communication.

## Cowboy Joe

123 College Street, Apt. 2A • Laramie, WY 82070 • 307.766.1245 • [cjoe3@uwyo.edu](mailto:cjoe3@uwyo.edu)

### EDUCATION

UNIVERSITY OF WYOMING, COLLEGE OF LAW, Laramie, WY  
Candidate for J.D.

Expected Graduation May 2018

Activities: Equal Justice Wyoming, President  
Research Assistant, Prof. Corbin Dallas  
Articles Editor, *Wyoming Law Review*

UNIVERSITY OF COLORADO, Boulder, CO  
B.A., *summa cum laude*, Political Science

May 2015

Honors: Phi Beta Kappa  
Academic Scholarship  
President, National Society of Collegiate Scholars  
University Honors Program

Honors Thesis: *Impacts: The Evolution of Politically Charged Decisions in the Past Decade*

Activities: Rules Committee Chair, Student Senate  
Captain, University Soccer team  
Columnist, *The CU Times* (student daily newspaper)

### EXPERIENCE

UNIVERSITY OF WYOMING, COLLEGE OF LAW, LEGAL SERVICES CLINIC, Laramie, WY

*Student Director*

May 2016- Present

- Represented clients in various legal matters throughout the litigation process from intake to trial. Successfully advocated at full day bench trials for 2 cases, including several mediations, negotiations and settlements.
- Supervised 7 student attorneys, reviewed all correspondence, pleading and developed case management strategy.

*Intern*

August 2015 – May 2016

- Screen potential client by identifying legal issues to determine eligibility for legal services
- Implemented systems and procedures to comply with grant reporting requirements

JONES AND JONES, PC, Cheyenne, WY

Summer 2016

*Summer Associate*

- Staffed variety of civil matters at boutique litigation firm. Drafted interrogatories, requests for production, and deposition questions in Title VII suit against a regional seafood wholesaler.
- Researched and drafted memorandum analyzing potential Truth in Lending Act violations in auto financing schemes. Drafted section of Eleventh Circuit brief challenging the legality of a sheriff's search of a houseboat at a private marina.

ROCKY MOUNTAIN LAW CENTER, Denver, CO

Fall 2015

*Extern*

- Participated in all aspects of trial preparation for civil suit brought on behalf of incarcerated individuals.
- Interviewed potential witnesses, prepared trial exhibits, drafted responses to discovery objections, and assisted in preparation of jury instructions. Attended discovery and settlement conferences.

### SKILLS AND OTHER LEADERSHIP ACTIVITIES

#### Languages

*Fluent in Spanish, proficient in French*

#### Laramie Soup Kitchen

*Weekend Volunteer and Schedule Coordinator*

2017-Present

# Make it Legal

## Column A – Legal Skills

- List out the transferrable legal skills you have
- New lawyers, employers don't (always) look for direct law skills, they're looking for characteristics and traits they cannot train
  - Integrity, work ethic, ability to multitask, initiative, determination
- Cover Letters are generally heavy with Column A

## Column B – Experience

- Articulation of the jobs you've held, projects you've worked on, skills you developed
- Connect the best experience with the best legal skill to hit the point home
- Resumes are generally very Column B heavy

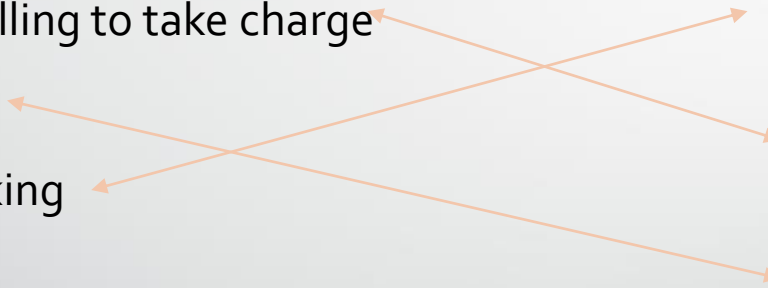
# Keep it Legal

## Skills

- Initiative; Willing to take charge
- Team Player
- Public Speaking

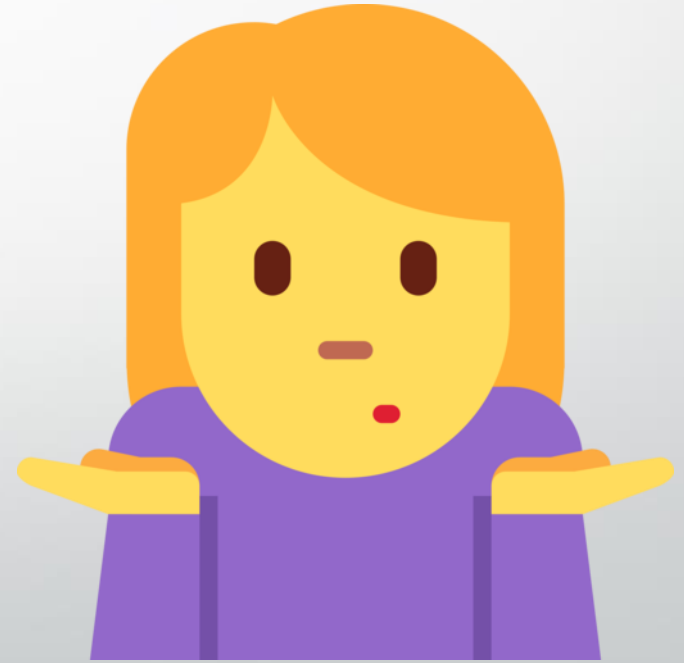
## Job Description

- Worked as an Intern for a Senator; Led tours
- Wait staff at local grill; Coordinated multiple tables, led the staff through closing procedure
- Volunteer for the Humane Society; Maintained record books and coordinated schedule



# Sample

- Admissions Tour Guide
- Led tours around campus and answered questions



# Sample 2.0



- **SKILL:** Public Speaking and Interpersonal skills;  
**JOB:** Admissions Tour Guide
- Honed public speaking and interpersonal skills by leading guided tours of prospective students, parents and administrators around campus, answered questions and directed inquiries as appropriate.





## Reputation

- DO NOT merge your references with your resume; two separate documents
- DO NOT say references available upon request
- Copy header, and list references in separate document
  - 2 professional, 1 personal/professional
- Soft references – Be Aware of your rep!

# Build your Network

Loads of way to meet and develop relationships.

**Focus:** Quality, not Quantity!



# What is networking?

- Networking is using your contacts to learn about options in the job market which will help you to ultimately find the job you want.
- Many students overlook the largest links in their network: alumni of their undergraduate institutions and UW College of Law.
- Plus, don't forget people that you see every day like your classmates and faculty.
- What's the point? It is estimated that as few as 5-10% of law jobs are ever advertised in any formal way. **Meaning 90% of law jobs are landed through who you know.**
- Even if you do get your first job out of law school through on-site interviews, there are no On-Campus Interviews or job fairs for your second job.
- Networking a lifetime skill worth developing.

- Begin with an extensive list of everyone you know; family, friends, previous work contacts, volunteer organizations, etc. You can fine tune your list later
- Classmates: See out upperclassmen and ask their advice
- Alumni: Fierce loyalty to UW COL, use these contacts to develop your network and hone your job search
  - LinkedIn alumni search
- Faculty/Administration: Valuable institutional knowledge of the market, reputations of firms, etc. Faculty can offer specific advice in your area and general job search advice.
- Outside the box: Read the WY Lawyer or other publications that relate to your interest; follow up on a good article by reaching out to the author. This starts a conversation.

## Initial contacts



- Be true to yourself, more genuine
- Network among your office with people you develop relationships with
- Reach out for informational conversations on topics that interest you
- Research, read and respond to publications to the authors and inform yourself
- Publish your own work
- Know your audience, possible they'll respond to this method more



## Hate networking? Shy? Prefer one on one?



# Informational Interviews AKA “Where do I start?!”

- Goal: Mentorship
- Timeline:
  - Initial Email, wait 10 days; Call, wait 2 weeks; Final Email
  - 3-6 month soft touch follow up
- Excel spreadsheet to organize
- Sample Emails and Questions online
- Always offer to pay for coffee



## Informational Interviews, cont.

- Don't miss your self-set deadlines
- Once you get the meeting:
- **It's your meeting, it's your obligation**
  - Come with questions!
  - Always offer to pay
  - Do your research on the person and the firm
  - Follow up with a thank you note
    - Quick tip: have it addressed prior to meeting, and fill it out right after/drop in mail. Done!
- Use the contact to leverage the next contact. Can't help you now, who do you think I could talk to and continue the conversation?
- Follow Up: Send interesting article, conference notice or reference onto contact for a quick email conversation; NO response required on their part
  - 3-6-9 Months(ish) after conversation/contact



- “An **elevator speech** is a clear, brief message or ‘commercial’ about you. It communicates who you are, what you're looking for and how you can benefit a company or organization. It's typically about 30 seconds, the time it takes people to ride from the top to the bottom of a building in an **elevator**.” *UC-Davis*
- Create 3-5 bullet points to cover. Include a hook.
- 5 W's: Who you are, Where you come from, What you want/goals, When you hope to achieve them, **Why is this relevant to the person?**
- This also serves as an answer to ‘tell me about yourself’
- Be forward thinking; rather than launch a narrative of your education and experience
  - I am passionate about...; My goals are...; I’m excited to...

## Elevator speech





## Career Office Services Offered

- Resume review, Cover Letter review
- Discussion of writing samples, references, etc.
- Mock Interviews
- POKES, job searching resource, etc.
- Creative solutions, specific job offers
- Sounding board, reality check and encouragement



## Questions? Concerns?

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Development

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