

D3 Resume Writing/Drafting Tips

When you are writing a resume there are a number of resume formats you can choose, including chronological, functional and targeted resumes. However, regardless of the format of resume you select, there are certain guidelines that most resumes should follow. The following D3 tips provide information on what to include in your resume, as well as what should not be listed on your resume. There are also guidelines for resume length, font and page margins.

Resume Guideline

- Resume Length - Your resume should be as concise as possible; two pages is the maximum length, but one page is preferable.
- Font & Text Size - Do not use ornate fonts that are difficult to read; Times New Roman, Arial, Calibri, Garamond, or a similar font, is best. Your font size should be between 10 and 12 points, although your name and the section headings can be a little larger and/or bolded.
- Page Margins - The standard page margins in word processing programs (1" margins on the top, bottom and left and right sides of the page) work for most resumes. However, if you need to tighten the margins to reduce the length of your resume, it is fine to reduce the margins to a 1/2" on the sides and top and bottom.
- Layout - However you decide to organize the sections of your resume, be sure to keep each section uniform. For example, if you put the name of one company in italics, every company name must be in italics.
- Information to Avoid - Do not include personal information such as birthday, height, weight, marital status, children, etc., unless the position requires it.
- Accuracy - Be sure to edit your resume before sending it to a prospective employer. Check spelling, grammar, tenses, names of companies and people, etc. Have a friend, recruiter (preferably D3) or an accomplished career services counselor check over your resume several times before submission.

Information to Include in Your Resume

Objective Statement

- This section is optional. If you decide to include a resume objective, keep it concise and specific; state your desired job or field, and what you hope to accomplish in that field.

Profile Summary

- Another optional section is a resume profile which includes a summary of your skills, experiences, and goals written specifically for a job posting. D3 recommends profile summaries as opposed to objective statements.

Personal Identification

- Include your name, address, telephone number, and email address at the top of your resume.
- You may want to consider showcasing your LinkedIn profile by providing the relevant hyperlink.
- Use a professional email address (i.e. johnsmith@gmail.com rather than footballfan@hotmail.com).

Education

- Include the degrees you have received in reverse chronological order (with the most recent degree listed first).
- Be sure to include the name of each institution, its location, and your date of graduation (or expected date of graduation).
- When applicable, include your major/minor fields, as well as your GPA and any honors, publications, and projects.
- Unless you are a current high school student, do NOT include your high school degree.

Employment Experience

- Include your employment experience in reverse chronological order (with the most recent employer listed first).
- This section can include jobs, internships, and volunteer work.
- Include the name of the firm/company, location of the company (city/state), the position title, and dates, including month and year of employment.
- List roughly three to five important tasks, accomplishments, or skills gained at each job. Use action verbs to describe your achievements; avoid passive phrases such as responsible for and duties include.□

Identify Employment Accomplishments not Just Rehashed & Generic Job Descriptions

- Hiring managers, especially in professional fields like legal, seek candidates that can help them solve a problem or satisfy a need within their firm/company. Consequently, you can't be a solution to their problems without stating how you solved similar problems in other firms/companies and situations.
- Focus on what you did in the job, not what your job was, there's a difference.
- Include a one or two top line job description first, then list your accomplishments.
- For each point ask yourself - What was the benefit of having done what I did?
- Accomplishments should be unique to you, not just a list of what someone else did.
- Avoid using the generic descriptions of the jobs you originally applied for or held.

Quantify Your Employment Accomplishments

- Avoid making too many general claims and using too much industry jargon that does not market your specific background. A resume is a marketing document designed to sell your skills and strengths rather than just portray a bio of the candidate.
- Include and highlight specific achievements that present a comprehensive picture of your marketability.
- Quantify your achievements (i.e. percentages, dollars, number of employees, etc.) to ensure greater confidence in the hiring manager and thereby generate interest.
- Work backwards to quantify your accomplishments by asking -“If I had not done X, what could have happened?”

Software Skills and Languages

- Include any computer software/hardware systems with which you are proficient, particularly if they are related to the position for which you are applying.
- Include foreign languages with which you are familiar; state both the language and your level of familiarity (beginning, intermediate, proficient, fluent).
- List any other skills you have that relate to the job but are not included elsewhere in your resume.

Volunteer Work *(Optional)*

- You can include a volunteer experience section to convey your leadership, communication skills, etc. List the name of the organization, the dates of your volunteer work, and your achievements.

Hobbies and Interests *(Optional)*

- You can also include a section on your hobbies and interests if they relate to the position. For example, if you are applying to work at a law firm, you can include your passion for reading or historical research.

Additional D3 Information

For additional information and insight concerning resume drafting, please consult with a D3 representative. As industry leaders in legal staffing, we pride ourselves on offering our expert commentary and analysis of a wide range of subjects affecting a candidates' employment search. www.d3search.com