

# CAREER CORNER

## NEWS ARTICLES & OTHER JOBSEARCH TIPS AND IDEAS WRITTEN BY EXPERTS IN THEIR FIELD

Would you like to write an article for the Career Corner? Email us: [Jobs@LBPC.com](mailto:Jobs@LBPC.com)



Once a month, legal professionals will put their cover letters and resumes against a panel of career counselors. The counselors will rate each cover letter and resume between one and five gavels, five being the best. Their comments on the resume are listed below. To view our enter list of career counselors, please visit: <https://bitly.com/lbresumecritique>.

e-mail: [ResumeCritiquing@LBPC.com](mailto:ResumeCritiquing@LBPC.com)

(Your name, contact info, places of employment will remain confidential)

Click [here](#) to view August's Resume.

### The Critiques

#### Curtis Linder's Resume Critique



I just happened to go back through my Judgment Day resume folders on my computer and by count - this happens to be my 140th resume critique and review for the Chicago Daily Law Bulletin. I was curious - so I counted. And I also wanted to point out here that I really enjoy having this opportunity to review resumes and I am grateful to the folks at Law Bulletin Publishing Co. continue to have me in this role as on their panel of reviewers. And now - on to our August 2013 resume. It is OK. It's a 3-gavel resume. At first glance - here are the immediate and easy fixes I suggest she makes: paginate page two. The word "Accomplishments" in a resume could not be more unnecessary. It is superfluous. A candidate's References should always be on a separate document. The main issue I have is the violation of my If You are Going to Have a Two-page Resume - Use all of the Two Pages. That violation leads to zero line spacing under her Education section. There is zero reason to have that so cramped. I understand why people don't show year of graduation or degree attainment - but it would be helpful to know what year he or she was sworn in to proactive law in the two states shown. It's inconsistent because dates of articles published and employment have date ranges.

*Curtis Linder, President and Owner Linder Legal Staffing Inc.*

#### Chere Estrin's Resume Critique



This is a good resume. Instead of describing her duties and responsibilities, the candidate is one of the first I have seen who effectively put to use "accomplishments" as a lawyer. Most give a lengthy description of job duties followed by their participation in a couple of cases. On the other hand, if she is applying for a broader job, putting duties would be to her advantage. She may consider using two types of resumes depending upon the position. The look and feel of the resume could use a bit of "prettifying up". Since her current position is that of writer/analyst albeit in the legal world, she may have trouble going back to being a practicing lawyer. However, I am of the belief that all things are possible.

4 gavels

*Chere Estrin, Chairperson Board of Directors, The Organization of Legal Professionals*

#### Jean Krypton-Durham's Resume Critique



While Lawyer's resume is laid out nicely, Writer/Analyst, Attorney, Senior Attorney, I can't tell by this resume what she wants to do. I would suggest a professional summary which would target the next position and some of Lawyer's strengths. She obviously loves writing and would definitely want a position that she could use her writing skills. Also, I took the liberty of looking at her linked in profile and if she is going to change positions into a new area, she should get her profile up to date and make it match the type of position that she would be seeking. I also would not put the references on the resume. I would give her 4 gavels and then change the professional summary based upon the position that she seeks.

*Jean Krypton-Durham, President Jean Krypton, Inc.*  
*Continued on next Page.*

## Sarah Haley's Resume Critique



In terms of formatting, the font should be consistent throughout the resume. Contact information can probably be reduced to one line. In the experience section, listing dates first for each employer does not help to market this candidate, particularly when there are dates missing from the education section. I would write either the employer's name or the title first. There is no need to write "accomplishments," which is inexplicably a separate line in two of the four jobs listed.

Having been in her current position for almost ten years, I would expect to see much more detail in the description of key responsibilities. Each bullet point should start with an action verb in present tense and focus on individual achievements and transferable skills. The first bullet point appears to be a publication, which can be moved to the publication section. The second bullet point does not paint a clear picture for the reader of her duties or achievements. Similarly, the other job descriptions require more detail. If the target job is the traditional practice of law, it would be helpful to know to what extent she had client contact, what types of clients she had while in private practice, how often she appeared in court, whether she focused on counseling vs. litigation, interaction with internal and external contributors, etc.

The word "individual" in the publications section is extraneous. All publications should follow the same format (i.e. Bluebook). The education section, like experience, should be listed in reverse chronological order. The lack of dates in this section is confusing, raising the question of whether there was a large gap in employment after law school, and why the law review article is dated 1990 (was the law school graduation date significantly earlier than 1990?). References belong on a separate reference sheet, not on a resume.

*Sarah Haley, Associate Director Career Services at The John Marshall Law School*

## Nancy Glazer's Resume Critique



I agree with Chere, that the key question for this resume is "what do you want to do when you grow up? Where do you want to get? Perhaps we need to know the answer to that question before we can really dig in and assess the resume ... That said, I agree that maybe 2 resumes are warranted given Lawyer's varied experiences. In fact, Lawyer may want to go in a completely new direction!

"Prettying up" and creating more value at the same time, I suggest the following:

- Creating narrower margins and flushing out the bullets you already have. Your first bullet about "Wrote about ..." could and should be a few bullets describing some of your most compelling writings. Narrower margins (I know I go against the grain) tells me immediately that you have a lot to tell, you are high energy and you are accomplished.
- Flush your dates to the right margin. The things we want to read about first and most importantly is what you can do for us. We want to know your skills. Timing isn't as important.
- Positions that you hold currently should be described in the present tense.
- The Health Law Blog and Twitter each deserve their own bullet. What kinds of communications are you responsible for on behalf of the company on Twitter?
- Love how you label your work as "Accomplishments."
- Explain the new burden of proof you helped establish in State; add value here!
- Same is true with your developing new procedures for emergency orders -- flush that out/explain!
- Provide separate bullets for your practice areas in your private practice. I call your first bullet here "the kitchen sink."
- Delete "Individual" from your heading of Publications. Just use "Publications."
- Did you publish at University of City School of Law?
- Make your 13/130 stand out; it's buried. If you have it, flaunt it ...
- What was your LLM in? That's huge! I think your educational order should be reversed as well. Show off that you went and got your LLM after law school! Huge!
- Your references are great, but they don't belong here. Bring them on their own separate page to the interview.

2 1/2 gavels

Best,

Nancy M. Glazer

*Nancy Mackevich Glazer, Esq., Manager, Legal Launch, LLC*

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