

CAREER CORNER

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

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resume

Critiquing

"Judgement Day"



Does Your Resume Rate With the Best?

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September's
Resume.

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.

E-mail: ResumeCritiquing@LBPC.com

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

The Critiques:

Curtis Linder's Resume Critique



For lack of a better word, this resumes is awkward. Some black dot bullets, some check marks. Underlined topic or section headings, that should have a colon after the titles –LIKE THIS: And lack of line spacing. Bizarre nomenclature or business slang abbreviations for part-time or full time types of employment stints. I do not think “etc.” should be on a resume. It adds nothing – and it appears at least four times on this resume. I do like seeing this though: “Target Position – Legal Secretary” and here Experience Summary. It words look well-balanced on the page and the margins are comfortable. The words fixed in italics should not be. With a few easy fixes it could be a 4 gavel resume – but as we see it in current shape – it is a 3 gavel resume.

Curtis Linder, President and Owner Linder Legal Staffing Inc.

Chere Estrin's Resume Critique



Personally, I don't care for the format as the potential employer cannot distinguish where the candidate received the skills, any move upward, nor how recent certain skills are. Also, there is a strange sentence, "I Generate billing entries/statements bi-quarterly. Generate should not be capped and the use of "I" should never be in a resume.

The candidate should list the firm and under that, she should list her duties starting with most important placed first.

Gavels: 3

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

Jean Krypton-Durham's Resume Critique



This resume is a bit generic for the type of legal secretarial requests that we are receiving. While I understand that she has been a legal secretary for over 30 years, I would not put that first sentence in her experience summary. Law firms want to know: Did she work for a partner or an associate? (level of position) What is the most recent area of law that she has worked in? How much current legal experience does she have in Litigation, Family Law and Real estate? Also, the PT/FT is unnecessary to put on the resume. The resume does not do her justice and I would suggest a complete redo.

I would give her 3 gavels

Jean Krypton-Durham, President Jean Krypton, Inc.

Continued on next Page.

Nancy Glazer's Resume Critique



Law, let me start out by saying that I usually do not review Legal Assistants and Legal Secretaries' resumes. While this may not be my area of strength, that has never stopped me from adding my 2 cents to the conversation.

I would like to see you use bullet points under your Experience Summary. Busy lawyers and employers can more easily see what skills you possess in this format. For skills you use currently, start the bullet with an present-tense action verb. For the skills you used at a prior place of employment or for a skill you no longer use, start out with a past-tense action verb. This way, the focus is on your skills and what you can do for your next employer. Then a prospective employer can quickly and easily see what skills you have, boom, boom, boom!

Some comments about word choice - With Excel, for example, it would be better to say "proficient" rather than "some." Under your personal attributes, just say "usage and structure." Leave off the "etc." Most interesting is your phrase, "Usually learn something new every day." Most people would say cut it. I would say that it's great. I would improve it to say, "Try to learn something new every day." Why? Because the way you have it, "usually," it sounds like something new is thrust upon you every day. Wouldn't it be better to twist it and say "Try" because it shows immediately that you have a great attitude, you want to learn, and you want to get it right.

Your employment history shows me that you are in it for the long haul; you don't skip around. This is a terrific testament to your work ethic. I would like to know what degree you earned from NTSB; it would help me understand your training early on in your career.

2 gavels

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

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