

HEALTH PROFESSIONS AND PRELAW CENTER

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Resumes for Law School Applications:

We recommend including a resume with all of your applications. Most admissions people find one useful, and it is a chance for you to present your qualifications and experiences on your terms. However, unless the application states otherwise, do not answer a question on your application with “see resume!” Make sure it is filled out as completely as possible.

A resume for law schools need not be as formal as a job search resume. For example, you do not need an “objective” or “goal” (that’s obviously to get into their law school!) or references (recommendation letters serve that function). If you are short on space, you can also eliminate your contact information—but do include your name and social security number on every page. Unless a length is specified, it can be more than one page, and you can go into more detail in your descriptions than you might in a job search resume. Organize it in the way that maximizes your strengths. Consider listing your GPA in the major, or for the last 3 or 4 semesters if it is significantly different from your cumulative GPA [e.g., “GPA since fall 2006”]. Do list minors, or mention areas that you have studied in some depth even if you did not get a minor (e.g., “several courses at the Kelley School of Business”) as these are NOT reported on the LSDAS analysis of your transcript.

Anything that you have done in life outside the classroom is fair game for the resume. Remember, after they decide that you could succeed *academically* at their school [and about 70% of applicants to a given school fall into this category], they then look for *interesting people* who have done a variety of *interesting things* in life. If something you’ve done is NOT listed somewhere in your application material, it’s as if IT NEVER HAPPENED. Keep in mind that most of the people denied admission at any law school are perfectly qualified to do very well there. You need more than numbers. You need an interesting, personal, memorable, unique, admirable story. The personal statement and resume work together as vehicles to convey this aspect of what you would bring to a law school class.

Format the resume for the official who may only take 15 seconds to skim it—that is, err on the side of having more categories [e.g., “Student Leadership,” “Volunteer Activities,” “Internships,” “Employment,” “Athletics,” “Honors,” “Publications,” etc.] as opposed to simply having one giant category for “Activities” or “Experience”. Make sure the most important and impressive points stand out and are easy to read quickly.

With the above caveats in mind, here are addresses for guides to creating a resume. Each is different in their approach. You may wish to scan them all first to find the one best suited to your needs and temperament. The Career Development Center will give you an individual appointment for drafting a resume as well.

IUB’s CDC guide to resumes: <http://www.indiana.edu/~career/students/apply/resumes.php>.

Brandeis U’s step-by-step “How to Write a Resume”: http://www.brandeis.edu/hiatt/hiatt_resume.html

University of Minnesota’s Resume Tutor: <http://www1.umn.edu/ohr/ecep/resume/resume.htm#steps>

University of Wisconsin-Milwaukee Career Center’s “Resume Writing Guide”
http://www.uwm.edu/Dept/CDC/CDC_Resume_Writing_Guide.pdf.

University of Nebraska’s “Resumes and Vitaes” Guide: <http://www.unl.edu/careers/prepare/resume.shtml>.

[This document has been prepared for Indiana University - Bloomington students by the Health Professions and Prelaw Center. Please note that specific requirements and policies can change at any time without notice. Students are responsible for obtaining the most current information directly from the application services, schools, and programs in which they have an interest.]

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