

Personal Statement & Résumé Workshop

October 5, 2023
4:00 - 5:00 PM

Pre-Health/Pre-Law Advising Center

Physical Science Building, Room 214

prelaw@hawaii.edu

<http://manoa.hawaii.edu/undergrad/pac/law/>





Law

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Pre-Law Workshop Series

Applying to Law School

Thursday, September 28th at 4-5PM | Richardson School of Law, Classroom 4

Personal Statement/Resume Workshop

Thursday, October 5th at 4-5PM | Richardson School of Law, Classroom 4

Paying for Law School

Tuesday, October 10th at 4-5PM | Richardson School of Law, Classroom 4

Introduction to the LSAT

Tuesday, October 17th at 4-5PM | Online

GRE Strategy Session

Wednesday, October 18th at 4-5PM | BIL335

Logic Games Workshop

Thursday, October 19th at 4-5PM | Online

Mock GRE

Saturday, October 21st at 9AM-1PM | Online

Logical Reasoning Workshop

Tuesday, October 24th at 4-5PM | Online

Reading Comprehension Workshop

Thursday, October 26th at 4-5PM | Online

Mock LSAT

Saturday, October 28th at 9AM-1PM | Online

Ulu Lehua Information Session

Thursday, November 2nd at 4-5PM | Richardson School of Law, Classroom 4

Pre-Health/Pre-Law Advising Center

Physical Sciences Building, Room 214

Email: uhpac@hawaii.edu

Phone: (808)956-8646



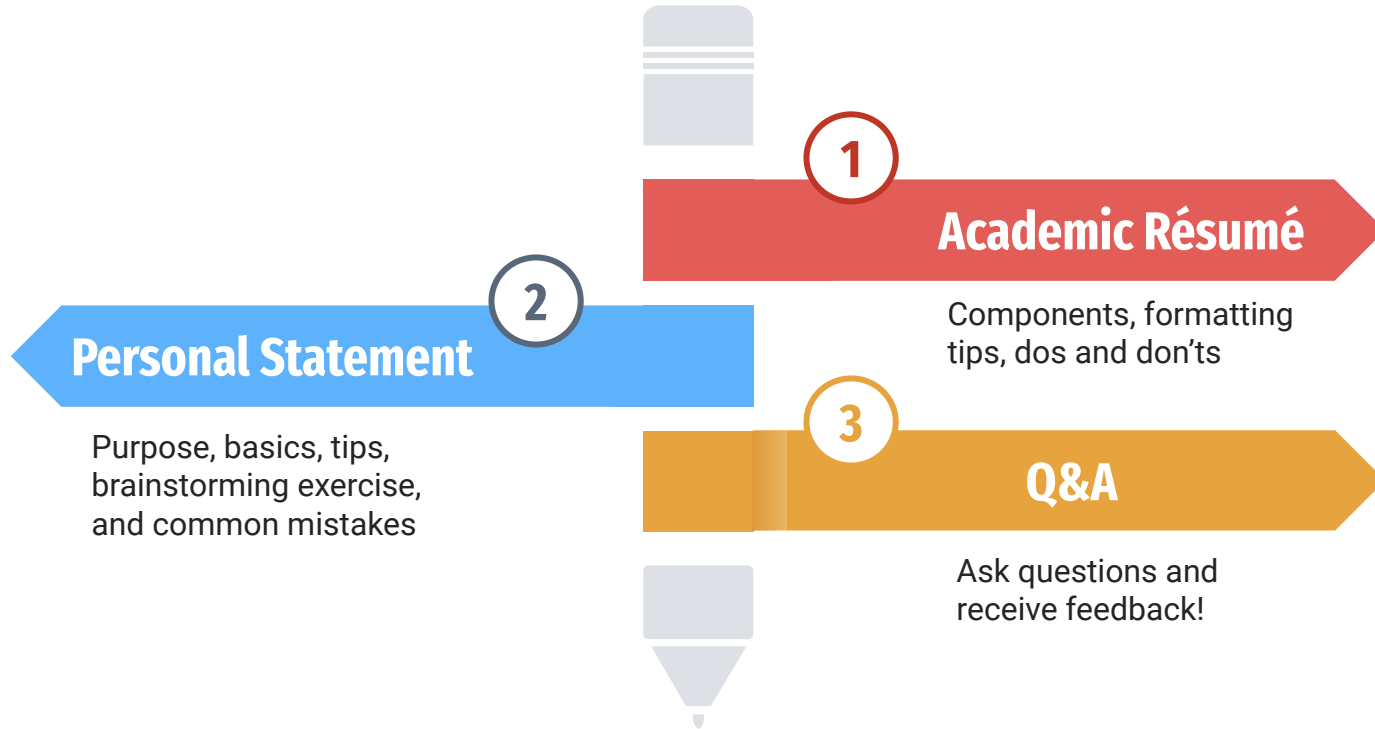
Register Here:

<https://tinyurl.com/2p843z6x>

or with the QR code:



Agenda



1

Academic Résumé

Résumé Components

First Name & Last Name

Contact information (email, address, phone, LinkedIn)

Education

Most recent degree with GPA
Awards and relevant activities

Experience

Relevant employment, internships, meaningful work
Aim for concise but descriptive explanations

Special Category/Volunteer Work

OPTIONAL

Interests & Skills

OPTIONAL

Elizabeth Fraser

Enthusiastic researcher with experience writing theses, and working with children and animals in a laboratory setting. Empathetic listener and peer tutor for students seeking an internship in the Psychology field of Childhood Development.

Cambridge, MA elizabethfraser@gmail.com (555) 123-4567

[linkedin.com/in/elizabethfraser](https://www.linkedin.com/in/elizabethfraser) [facebook.com/elizabethfraser](https://www.facebook.com/elizabethfraser) [instagram.com/elizabethfraser](https://www.instagram.com/elizabethfraser) twitter.com/elizabethfraser

EDUCATION **Harvard University** Cambridge, MA • 2017 — 2021
B.A. Psychology
GPA: 3.9/4.0

WORK EXPERIENCE **Residential Advisor, Harvard University** Cambridge, MA • August 2019 — Present

- Served as a Resident Advisor to 30 freshmen
- Organized and implemented 12 communal bonding activities for 30 freshmen residents, including plant potting and tie-dye t-shirts
- Managed a budget of \$1,000 for residents' activities
- Mitigated roommate conflicts and referred to the supervisor when appropriate
- Designed 12 posters for resident activities using Adobe Illustrator

Teachers Assistant, Elementary Chemistry Cambridge, MA • January 2019 — Present

- Tutored 30 freshmen students in Elementary Chemistry
- Assisted Chemistry professor in grading homework sheets, labs, and exams
- Revised the Elementary Chemistry's lesson plans to include more engaging group work, including a contest to create Harry Potter potions
- Received 9/10 on anonymous tutor reviews from students at the end of the semester

RESEARCH **Research Assistant & Independent Projects** Cambridge, MA • January 2019 — Present

- Devised a thesis on the correlation between imaginary play and childhood development
- Conducted research on 250+ elementary school children and their relationship with imaginary play
- Wrote a final paper spanning 40 pages on the prevalence of Chronic traumatic encephalopathy (CTE) in football athletes
- Interviewed 10 professionals in the psychology and psychopathology field
- Assisted in research studying the correlation between sleep deprivation and caffeine in 300 college students
- Oversaw the cleanliness and feeding of 50 mice used in research studies
- Collaborated with 5 other students to submit a proposal for a psychology course that detailed the faults in elementary school education and offered feasible solutions

SKILLS Time Management, Tutoring, Detail-Oriented, Research, Patience, Organization, Microsoft Suite, Google Suite, Adobe Illustrator & Adobe Photoshop

HOBBIES Soccer, Swimming, Volunteering, Photography 2017 - Present

LANGUAGES Spanish (Intermediate), French (Proficient)

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PETER GUTIERREZ
peter.gutierrez@yale.edu | (xxx) xxx-xxxx
New Haven, CT

EDUCATION

YALE LAW SCHOOL, New Haven, CT

J.D. expected, June 20XX

Activities: *Yale Journal on Regulation* – Bulletin Editor; Lead Editor
Yale Law and Business Society – Co-Vice President of Professional Development;
Transactional Law Competition Organizer

Select Courses: Business Organizations, Federal Income Taxation I, Secured Transactions (expected Fall 20XX), Adv. Entrepreneurship & Innovation Clinic Seminar (expected Fall 20XX)

HARVARD COLLEGE, Cambridge, MA

A.B., *cum laude*, Government, Secondary in Philosophy, May 20XX (GPA X.XX)

Honors: Charles Joseph Bonaparte Prize – awarded to the juniors with the highest academic distinction in Government

Activities: *The Harvard Review of Philosophy* – Editor-in-Chief
The Edmond J. Safra Center for Ethics – Undergraduate Fellow; Recipient of the Lester Kissel Grant in Practical Ethics
Summer Humanities and Arts Research Program – Undergraduate Research Fellow

EXPERIENCE

THE U.S. SECURITIES AND EXCHANGE COMMISSION, Washington, D.C. May 20XX – July 20XX

Student Honors Program Legal Intern – Division of Enforcement

Reviewed documents, bank records, and recordings for the factual development of an offering-fraud investigation and an unregistered broker-dealer investigation. Conducted legal research on securities law topics including the imputation of scienter and the Sarbanes-Oxley Act's claw-back provision for these matters and for an accounting and disclosure fraud case. Drafted subpoenas for a digital asset case. Assisted staff attorneys in their preparation for witness interviews. Participated in educational webinars and trainings.

THE ENTREPRENEURSHIP & INNOVATION CLINIC, Yale Law School, New Haven, CT Jan 20XX – May 20XX

Student Attorney – Supervised by Sven Riethmueller, Clinical Associate Professor of Law

Provided legal counsel on transactional matters to two start-ups in the medical device and educational technology industries. Negotiated and revised a patent license agreement with a major research university. Drafted various transactional documents including an independent contractor agreement, a stock purchase agreement, an 83(b) election, and IP assignment forms. Reviewed commercial contracts. Communicated regularly with and explained legal issues and work product to clients.

THE HARVARD CRIMSON, Harvard University, Cambridge, MA Dec 20XX – Dec 20XX

Associate Editorial Editor

Edited and prepared two to three op-eds every week for daily publication. Provided comprehensive line-by-line and structural edits to student, faculty, and alumni contributors. Fact-checked written claims. Communicated closely with team of editors to make decisions regarding editorial content.

THE GOVERNMENT ACCOUNTABILITY PROJECT, Washington, D.C. May 20XX – Aug 20XX

Harvard Mindich Public Service Fellow & Summer Intern

Assisted Senior Counsel and Director of Education with research and writing projects on corporate whistleblowing, ethics and compliance programs, immigration, and FOIA.

SKILLS AND INTERESTS

Proficient in spoken Mandarin Chinese. Enjoy modernist literature, jazz music, and pick-up basketball.

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ARIANNA PATEL
91 Lyman Orchard Way
New Haven, Connecticut 06511
(203) 555-1212; arianna.patel@yale.edu

EDUCATION

YALE LAW SCHOOL, New Haven, CT
J.D. expected, June 20XX
Activities: *Yale Journal of Law and the Humanities*
Yale Journal on Regulation
Yale Law Women +
Chae Fellow, Chae Initiative in Private Sector Leadership of The Tsai Leadership Program

DARTMOUTH COLLEGE, Hanover, NH
A.B., Comparative Religion and Greek, May 20XX
Honors: Phi Beta Kappa
Dudley Prize for excellence in Religious Studies
Class of 1936 Women's Award for outstanding contribution to Dartmouth
Activities: Advisory Committee on Investor Responsibility, Student Appointee
Student Support Network Hotline, Founder and Director
Collis Student Center Governing Board, Chairperson

EXPERIENCE

ARNOLD & PORTER, Washington, DC
Summer Associate Summer 20XX
Drafted briefs in support of litigation matters including civil and class action complaints, summary judgment motions and demand for compliance actions. Researched and analyzed case and statutory law under the Employee Retirement Income Security Act and summarized research in legal memorandum to client company relating to dispute regarding employee pension plan.
Received offer of permanent employment.

MANATOS & MANATOS, Washington, DC
Intern Summer 20XX
Gained experience in government relations, public policy, and international affairs as intern for government relations and advocacy firm. Conducted research on foreign and domestic policy issues, including the Turkish occupation of Cyprus. Participated in Heritage America, co-founded by Manatos & Manatos and National Hellenic Society, an experiential program connecting Greek-American college students to Greek-American government and business leaders.

CONDORDIA, New York, NY
Editorial Assistant 20XX-20XX
Supported nonprofit organization dedicated to fostering cross-sector partnerships for social impact. Assisted in editing and developing program materials, including session descriptions, speaker briefing materials, social media, and website text for Concordia's annual Summit during UN General Assembly week in New York. Performed content research on various public policy issues to help fine tune program focus and speaker talking points.

ERIE CERAMIC ARTS COMPANY, Erie, PA
Human Resources Assistant Summer 20XX
Wrote employee handbook, including sections relating to employee rights and responsibilities. Updated personnel policies to comply with existing law and company policy. Organized hazardous material safety data for compliance with OSHA regulations.

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Academic Résumé Overview

- Draft your resume with the **reader in mind**.
- Understand that a resume is a **sales tool**, not an autobiography.
- Make it **visually clean and clear**. What will an employer see in 30 seconds? 5 seconds?
- Be scrupulously **honest**. Exaggerations or misrepresentation will damage your reputation and professional relationships.
- **Be prepared** to talk about every word of the resume at an interview.

Résumé Key Questions

- What were your **primary responsibilities**?
- What **skills** did you develop/use?
- What are some **specific examples** you can give of your work?
- What **tasks or projects** did you undertake?
- What was your **overall impact** at your place of employment?



The Basics

- Keep your resume to **1-2 pages**.
- Use a standard font such as **Times New Roman or Garamond**.
- Try not to use any colors. **Black text only** is preferred.
- Select a font size of **11 point or 12 point**.
- Create **margins no smaller than .5 inches** on all sides.
- Use **bold, underlining, and italics consistently** to enhance readability.
- Make **deliberate style choices**, then stick to them throughout.
- Ensure your resume is **error free**.

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Heading

- Include your name, mailing address, cell number, and email address.
- If you do not have a mailing address, that is fine, as mailing addresses are becoming optional.
- Add your permanent mailing address to emphasize ties to an area when applying to positions nearby.
- List your gender pronouns if you wish.

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J.D. expected, June 20XX

Activities: *Yale Journal of Law and the Humanities*

Yale Journal on Regulation

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Educational Section

- List degrees in reverse chronological order.
- List each educational institution, location, degree, and degree date (expected date if currently enrolled).
- Use this section to emphasize relevant skills and interests including research and writing skills, oral advocacy, teamwork, and leadership.
- Do not include high school or LSAT score.
- Undergraduate GPA - include at your discretion with a strategic mindset.

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Summer Associate

Summer 20XX

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Experience Section

- List experiences in reverse chronological order.
- Include the name of the employer, the location, titles, and dates of employment.
- List experiences that demonstrate knowledge and skills in areas relevant to legal employers, especially research, writing, and analysis.
- List both paid and unpaid experiences.
- Use action verbs and rich detail in descriptions.

PUBLICATION

Note, "Uneasy Bedfellows: Bridging the Philosophical Gap That Paralyzes the Use of Psychological Data in Habeas Proceedings," *108 YALE L. J.* 47 (20XX).

SKILLS AND INTERESTS

Fluent in French. Basic knowledge of Spanish. Habitat-for-Humanity volunteer.

Optional Sections

- **Languages:** List if relevant and/or skill level is high. May be useful to delineate written vs. spoken proficiency. Be scrupulously honest regarding skill level.
- **Publications:** Think strategically about employer's impressions. Publications show writing skills, but long lists of publications may signal interest in an academic career.
- **Interests:** Include a few special interests that may be compelling and serve as icebreaker topics during an interview.
- **Other skills:** list only relevant skills and eliminate universal skills (e.g., MS Word) or skills unrelated to legal employers' needs.

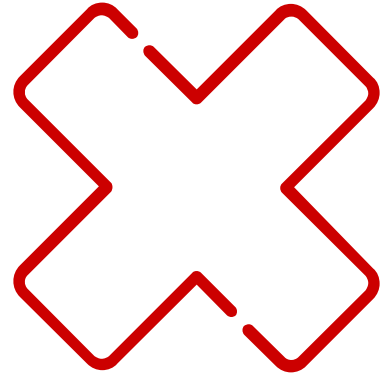
Résumé Dos

- **Do** include any positions with leadership, analytical and organizational skills involved.
- **Do** list different clubs/organizations you are involved in.
- **Do** include any publications or professional presentations.
- **Do** cross-check your résumé with your Personal Statement for inconsistencies.
- **Do** use a variety of description action verbs to explain your experiences.



Résumé **Don'ts**

- **Do not** include an “Objectives” section.
- **Do not** include a “References” section
- **Do not** list Microsoft Office or other programs under “Skills”.
- **Do not** write lengthy paragraphs about positions held (BUT, DO include a description!).
- **Do not** include positions prior to high school graduation (with exception!)
- **Do not** include personal information (e.g., marital status, parental status).



2

Personal Statement

Purpose of a Personal Statement

The personal statement is your chance to **REFLECT** upon your life and show the law school admissions committee who you are as an **INDIVIDUAL**. Tell the Admissions staff something about yourself, your experiences and your life. Use vivid, descriptive prose with the intent to draw readers in and keep them interested.

- The Personal Statement is your opportunity to **establish a theme** for your entire application.
- This work provides the Admissions Committee with an **alternative way to evaluate your application** outside of your numbers (LSAT/GRE and GPA).
- Share **aspects of your life that are not apparent** from your transcript(s), resume, or letters of recommendation.

Getting Started

Critical First Steps

- Check your school's requirements for the **exact word count or page limit**.
- Check your **school's specific prompt/question**.

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Writing Process

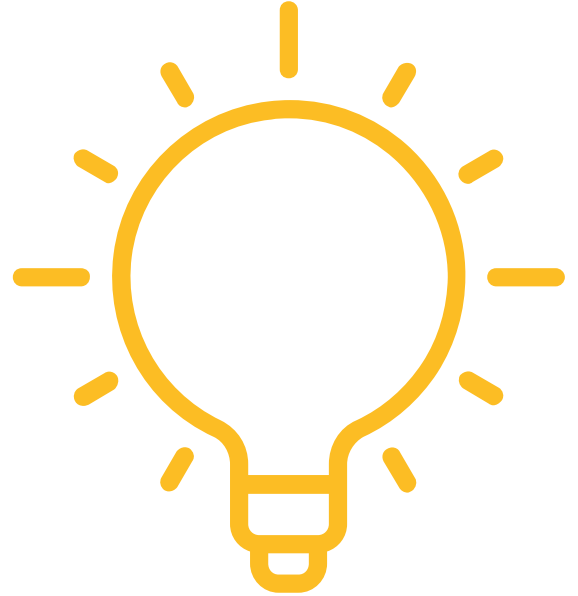
- Tailor your statement to each law school
 - "Given my interest in _(field)_, I am particularly excited about the prospect of attending _(School)_ and participating in _____."
 - Name a particular certificate, class and/or professor you are interested in!
- Have others review your personal statement
 - Pre-Law Advising Center can review that your theme and organization is appropriate.
 - Family / Friends can review to see that your "voice" is authentic.

Key Question: Why Law?

As you write your personal statement, make to answer the key question: **Why law school?**

Make sure to tie your personal statement back to

- your purpose for attending law school
- how being a lawyer fits into your future career goals
- why the law school is the best fit for you



Brainstorm Questions

- What motivates you to pursue law school?
- Why law?
- What have you done/are doing to prepare for a career in law?
- What personal qualities do you want to emphasize?
- What are your interests?
- What are your future plans beyond law school?
- What personal challenges have you faced?
- What are important parts of your background?
- Why are you applying at this particular law school?

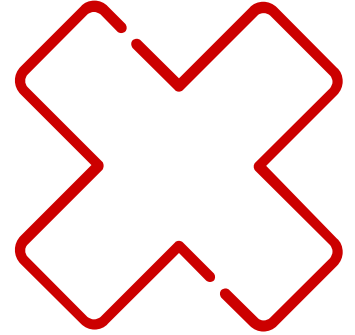


Personal Statement **Dos**

- **Do** start with a great lead.
- **Do** have a general theme.
- **Do** have proper grammatical mechanics.
 - When in doubt, Google it!
- **Do** write clearly and succinctly.
- **Do** be “unique” in your own way.



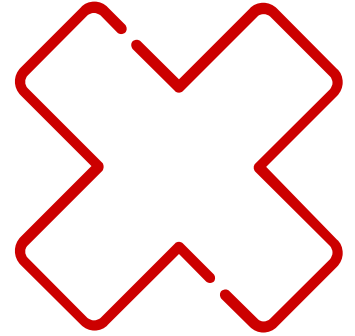
Personal Statement **Don'ts**



- **Do not use the résumé approach.**
 - Avoid chronological recitation of major events in your life.
 - Avoid letting different job position experiences and duties overshadow yourself.
- **Do not talk around issues.**
 - Avoid not being specific and talking around issues without giving details.
 - E.g. “I had a rough time but overcame obstacles...”
- **Do not use the “I Want to Save the World” Approach (Overly-Idealistic)**
 - “... [A]nd that is why I think there should be justice for everyone.”

Personal Statement **Don'ts**

- **Do not** try to cover too many subjects – find a theme and stick with it!
- **Do not** be anyone but yourself.



Common Mistakes

- Run-on Sentences
- Talking about other people at-length
- Colloquial Language
 - Contractions
 - Exclamation points
- Inspirational Quotes
- Rhetorical Questions

Let's eat grandpa.
Let's eat, grandpa.

**Correct punctuation can
save a person's life.**

Additional Essays

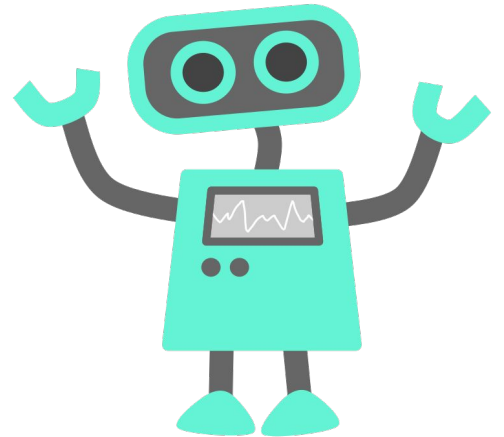
If your application requires additional essays:

- Follow the **same advice** for personal statements.
- Remember to **answer the specific prompt**.
- **Do not repeat the same information** mentioned in your personal statement.
 - Use the additional essays as **another opportunity to share new information** about yourself not otherwise presented in your application.

Using AI??

- ***Always check the policy for each school you plan to apply to.***
- School policies may differ on a spectrum of allowing AI, allowing AI with restrictions, or banning the use of the technology altogether.

AI tools may include ChatGPT or similar programs



Need Help?

- **Pre-Law Advising Center**

- Physical Sciences Building, Room 214
- prelaw@hawaii.edu
- Schedule an online appointment:
- <https://manoa.hawaii.edu/undergrad/pac/academic-advising/pre-law>

- **Mānoa Career Center**

- QLCSS, Room 212
- manoa.hawaii.edu/careercenter/

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Questions!

Pre-Law Workshop Series

Applying to Law School

Thursday, September 28th at 4-5PM | Richardson School of Law, Classroom 4

Personal Statement/Resume Workshop

Thursday, October 5th at 4-5PM | Richardson School of Law, Classroom 4

Paying for Law School

Tuesday, October 10th at 4-5PM | Richardson School of Law, Classroom 4

Introduction to the LSAT

Tuesday, October 17th at 4-5PM | Online

GRE Strategy Session

Wednesday, October 18th at 4-5PM | BIL335

Logic Games Workshop

Thursday, October 19th at 4-5PM | Online

Mock GRE

Saturday, October 21st at 9AM-1PM | Online

Logical Reasoning Workshop

Tuesday, October 24th at 4-5PM | Online

Reading Comprehension Workshop

Thursday, October 26th at 4-5PM | Online

Mock LSAT

Saturday, October 28th at 9AM-1PM | Online

Ulu Lehua Information Session

Thursday, November 2nd at 4-5PM | Richardson School of Law, Classroom 4

Pre-Health/Pre-Law Advising Center

Physical Sciences Building, Room 214

Email: uhpac@hawaii.edu

Phone: (808)956-8646



Register Here:

<https://tinyurl.com/2p843z6x>

or with the QR code:

Mahalo!

