

Hi my name is Joan Kang and I am a Senior Career Services Advisor here at Santa Monica College in the Career Services Center. If you are creating a resume for the first time or if you are looking for strategies on how to make your resume stronger, make sure to check out this video, Resume Writing 101 for Pre-Law Students, for some tips and tricks. This video is specifically geared to SMC students interested in obtaining that interview for a job, internship or volunteer opportunity related to law. Note that information in this video can also be used when applying to academic programs or scholarships focused on the legal profession and that ask for a resume. However, it is important to note that how you write a resume can vary by country. This video will focus on how to write a resume for employers here in the US. Again, hopefully, the things you learn in this video will help you stand out from all the other resumes being submitted. One thing, as Santa Monica College students, that I want you to remember today, is that the Career Services Center team at SMC is here to help you. Please don't feel like after going through this video that you are on your own to create a resume. We are always here to help SMC students write resumes and at the end of this video, the contact information for the SMC Career Services Center will be provided. With that being said, let's begin.

Pop Quiz!



What is the average amount of time an employer/recruiter takes to review an applicant's resume?

6 SECONDS!!!



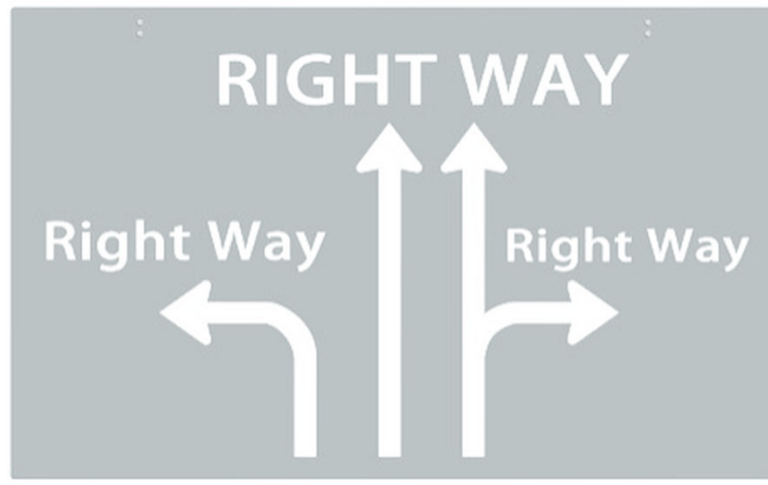
Let's start off with a quick pop quiz? What is the average amount of time an employer/recruiter takes to review an applicant's resume?

(Pause 10 seconds)

Employers only spend about six seconds reading a resume. If you are lucky, even longer.

Good News!

- ❑ There is more than one “right” way to write a resume!



The good news is that there is no one “right” way or “magic” way to write a resume. However, there are some best practices and standards. Your job with your resume is to grab the viewer’s attention very quickly.

Why Do You Need a Resume?

- ❑ A marketing tool
- ❑ To obtain an interview
- ❑ Requirement of many organizations



So why do people need a resume? A resume is a marketing tool and not your professional biography. It is used to sell yourself to a potential employer or program so that you can obtain an interview. An effective resume will show how your qualifications match what an employer is looking for in an ideal candidate. Therefore, it is important that your resume be targeted to what job you are applying for. So, please, please always read the job description. That means each resume you send out should also be different. You will learn more about how to target your resume later in this video.

Examples of Resumes

First and Last Name
310.555.1212 | Los Angeles, CA | firstandlastname@gmail.com

SKILLS

- Great customer service
- Ability to memorize and share information with ease
- Competent research skills
- Adept problem solver
- Skilled in Microsoft Word, Excel and Power Point.

EDUCATION

Santa Monica College, Santa Monica, CA
Major: History
GPA: 3.75

Shalhevet High School, Los Angeles, CA
with a year abroad in *Ulpana Segula High School in Kriyak Motzkin, Israel*

EXPERIENCE

Intro to Business Law, Santa Monica College, Santa Monica, CA
Student

- Research, outline and present precedent to support reasoning behind about consumer and employer rights.
- Reviewed contract law cases to evaluate the legitimacy of the claims.
- Calculated restitutions for various real life scenarios based on evaluation.

Mock Trial
Shalhevet High School, Los Angeles, CA
Club Member

- Served as trial prosecution attorney in a Downtown Los Angeles Court "Mock Trial's" nationwide panel of attorneys and Judges.
- Studied case affidavits to prepare opening and closing remarks, formulate identify weak points in the defenses arguments.
- Memorized and delivered opening and closing remarks in front of panel judges.
- Led club team mates in preparation of mock witness testimony.

Six Flags, Valencia, CA
Ride Operator

- Learned, explained and enforced the safety rules for each ride.
- Ensured guest satisfaction while simultaneously, tactfully assigning seat distribution, regardless of their seating preferences.
- Calmed patrons that were denied ride access based on physical limitations.

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SKILLS

- Basic knowledge of the legal system.
- Experienced with client in-take and education.
- Background with client outreach and advocacy.
- Knowledge of Conservatorship procedures.
- Skilled in Microsoft Word, Excel and Power Point.

EDUCATION

Santa Monica College, Santa Monica, CA
Major: Political Science
Memberships: Law Pathways Society, Black Collegiate

EXPERIENCE

Being Alive, West Hollywood, CA
Homeless / HIV Volunteer Advocate

- Conduct street outreach and needs assessment of
- Educate individuals about available resources and
- Assist clients with obtaining documentation and
- Hold writing workshops for homeless to encourage

Perry & Associates Real Estate Sales, New York, New York

- Met with prospective clients to assess their needs
- Educated clients on the marketing and real-estate
- Assisted clients in the understanding and complex

L&L Enterprises, Los Angeles
Business Liaison to Conservator

- Met weekly with the attorneys of the temporary
- Attended court hearings to provide testimonials and
- Once Conservatorship was granted, managed daily

Los Angeles, ca
310.555.1212
firstandlastname@gmail.com

FIRST NAME LAST NAME

OBJECTIVE

A self-motivated individual interested in advocacy and giving back to the community, pursuing a path towards a law degree. Looking to further develop existing skills and expand knowledge of legal field.

EDUCATION

Santa Monica College, Santa Monica, CA
2016 – Present
Psychology
GPA 4.0

EXPERIENCE

1/2017-5/2017 **WeThrive Mentorship**
Los Angeles, CA
Mentor

- Mentored 8th grade students at a low income middle school in East LA, on how to run a business.
- Identified the needs and wishes of the students for their business.
- Taught the students how to create and deliver a PowerPoint presentation to pitch their ideas to their investors (the mentors).
- Taught students how to research suppliers for their business, and how to raise money within a budget.
- Taught students how to sell their product to the public.

1/2016-5/2016 **Loyola Law School Young Lawyers Program**
Los Angeles, CA
Mentee

- Learned intricacies of court trials under law school student mentor.
- Participated in mock trial.
- Prepared opening and closing statements for mock trial.
- Prepared question list of defendant on behalf of prosecution.

11/2016 – 1/2017 **Old Navy Seasonal Sales Associate**
Los Angeles, CA
Sales Associate

- Identified and met customers' needs.
- Educated customers about promotions and specials.
- Observed customer behavior to identify and prevent potential issues, called in team members and alerted security if necessary.

AWARDS

Phi Theta Kappa 2016- Present
Honors Society (PTK)

Psi Beta Psychology 2017
Honors Society

SKILLS

Personal

- Identifying needs of diverse low income individuals
- Teaching skills to diverse low income individuals
- Reading behavioral social clues, to ensure smooth interactions.
- Ability to memorize and share information with ease.

Computer

- Microsoft Word and PowerPoint.
- Google Forms, Docs, Slides and Blogger.
- YouTube, Instagram, Facebook, Twitter and Snapchat.
- Slack Messaging app.

Languages

- English
- Farsi

CLUBS & ACTIVITIES

- SMC Psychology Club
- SMC Pre-law Society
- SMC Scholars Program
- SMC Inter Club Council Chair – incoming.

VOLUNTEER WORK

- Tutoring High School Students
- Metropolitan State Hospital Volunteer

www.smc.edu/careerservices

But first let's look at a couple of resumes. As you can see on this slide, these resumes are all very different in style and content. You can find additional samples of resumes on the SMC Career Services Center website listed here.

Resume-Hidden Messages

Resume

- ❑ Neat
- ❑ Well-organized
- ❑ Error free
- ❑ Professional appearance

You

- ❑ Neat
- ❑ Well-organized
- ❑ Attention to detail
- ❑ Careful & Competent



And as I mentioned earlier in this video, there is no right way to write a resume. However, a resume can say a lot about an applicant.

Did you know that a resume can provide hidden messages to employers? A resume can tell a lot more than the list of jobs you have had in the past. It can tell an employer what kind of applicant you really are and on this slide, these are just a handful of examples of hidden messages your resume may or may not already contain.

For example, a neat, well-organized and error free resume that is targeted directly to the job posting and has been proofread carefully to catch any mistakes, shows that you are attentive to detail, understand grammar and spelling and competent for the job. Well-formatted resumes that flow naturally and share information that is relevant to the job description speaks volumes about your ability to think and organize tasks. When an employer is looking to bring on board someone to make their life easier on the job, these details matter. So make sure to have your resume reviewed by several individuals including the Career Services Center team at SMC.

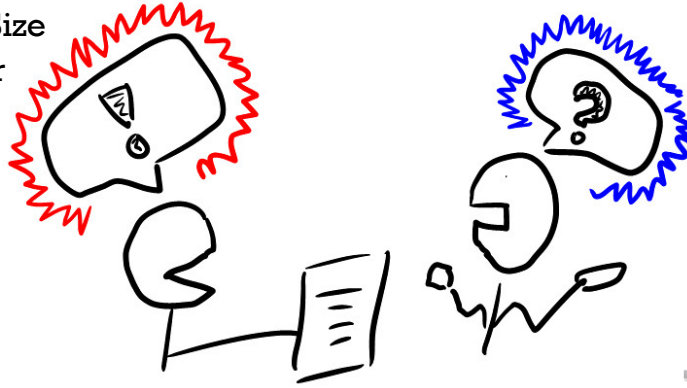
You are also told to make sure your resume looks professional. For practical reasons, a resume that looks professional is more important than looking creative. Thanks to technology, many employers use ATS or Applicant Tracking Systems to weed out resumes that are not a close match for a job. These system can't handle creative looking resumes.

As I mentioned previously, and what I want to emphasize again, what you put on your resume will depend on what is relevant to the job you are applying to; otherwise, what is stated on the job description. On a resume, there are critical sections that you always need to include and there are also optional sections that could go on your resume, depending on the information you have gathered from the job description and how your experience is relevant to that job description.

Will talk about these sections in the next couple of slides.

Layout and Format

- ❑ Aesthetics
- ❑ Content
- ❑ Layout
 - ❑ Length
 - ❑ Font Size
 - ❑ Order



But first, let's address the questions you have about what a resume is supposed to look like.

Aesthetics: You need to craft a resume that is neat, easy to read and professional. Appearance matters! Be consistent in font choices, bullet points, text size, type of heading, all caps, dividing sections with lines, etc. These are ways to direct the viewer's eyes to what is most important to see. Be intentional on what you use but make sure not to go overboard or nothing will stand out to the viewer's eyes. For example, all your job titles should follow the same format. Again, avoid being too creative or flashy. You want an employer to be dazzled by your skills, knowledge and experience and not distracted by images or a busy resume.

Content: A resume is not an essay. You should only list the most relevant information, with the most important information listed first. Never misrepresent yourself. It can come back to you. As I have also mentioned previously, it is essential to tailor your resume to the position you want. It needs to be well-organized and 100% error free. Later in this video, I'll talk about items you should never include in your resume. However, remember that you can always ask to have your resume reviewed by the Career Services Center team at SMC. Don't rely on spell check.

Layout: Start off with a blank Word document. Templates are usually not recommended because they may not allow you to easily move information, change bullet points, or text sizes. For online job applications or when sending your resume via email or another electronic format, always save your resume as a PDF (Portable Document Format) Do not provide digital versions of your resume in Microsoft Word or Google Doc. Saving the file as a PDF, will preserve formatting.

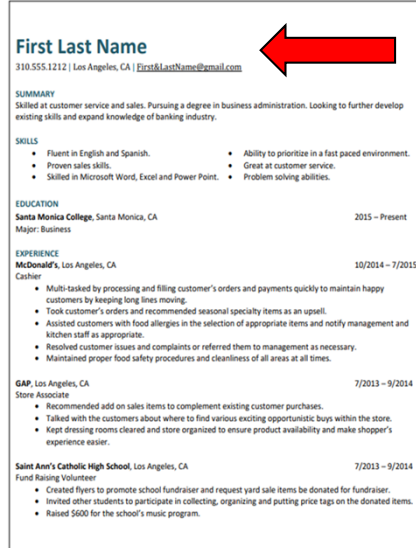
Length: Typically, because most of you have not had a lot of direct and relevant experience, being a student or recent graduate, keep your resume to one page in length. Therefore, having smaller margins will allow you one way to get more information on the page. You should have an appropriate amount of whitespace throughout your resume.

Font size: Another way to fit more information on a page is to play with your font size. The font you use should be easy to read. Avoid script fonts or fonts with too much design. The type size should be between 10 and 12 point.

Order: Each section of your resume, should always follow a reverse chronological order, with the more important information toward the top. Chronological means most recent information is listed first, followed by older dates.

The Heading

- ❑ What should be included?
 - ❑ Name (First and Last)
 - ❑ Address or the alternative
 - ❑ Professional e-mail address
 - ❑ Phone number with professional voicemail



Now that you have an idea of what your resume will physically look like, let's talk about some content, specifically, the heading. Your resume header is the section that tops your resume. It is the first thing an employer or recruiter will check on your resume. It serves as a business card of sort. Having a poor resume header format can even mess with Applicant Tracking System (ATS) software used by many hiring managers and therefore, can reject your resume. You should use the same header for your resume, cover letter, list of references, etc.

Resume headings carry all of your personal contact information. Therefore, it needs to include your first and last name and contact information, an employer can use to contact you. When posting your resume on the internet, consider whether or not you want your resume to be public and how much of your contact information you want visible.

First start off with your name. It is essential that your header include your name. It sounds obvious, but don't forget it. The font type size should stand out, be easy to read, but not look out of place. Make sure your name matches your resume, cover letter, online application materials, background check applications, etc.

Typically, next would be to list your address. This is standard on resumes. However, as the landscape of communication changes, your complete address is sensitive information that you should list on your resume if and when you feel comfortable. An alternative to listing your entire physical address might be to just list the city and state where you reside.

Next item to include is your email address. Chances are, this is how an employer will reach you. Make sure to list a professional email that you check often.

Your phone number is the next most popular means of communication for employers. List a phone number with a voicemail set up to receive messages. Make sure to use a professional outgoing message on your phone as well as be prepared to handle a professional conversation when you answer your phone.

Some of you might be thinking, should I include a link to my personal website, my social media handles or LinkedIn information. You should only include this information if your accounts are current and up-to-date, relevant to the job and will enhance your chance of obtaining an interview.

Information that you need to leave out on your resume include items that personal such as your social security number (SSN), age, sex, height, weight, marital status, photograph, religion, race, color, national origin, date of birth, etc.

Education

- **Name of Institution**
 - Include city and state
- **Name of your degree and major**
 - Associate in Arts, Public Policy
- **List degrees in reverse chronological order**
 - Most recent degree is listed first

First Last Name
310.555.1212 | Los Angeles, CA | FirstLast@smc.edu

SUMMARY
Skilled at customer service and sales. Pursuing a degree in business administration. Looking to further develop existing skills and expand knowledge of banking industry.

SKILLS

- Fluent in English and Spanish.
- Proven sales skills.
- Skilled in Microsoft Word, Excel and PowerPoint.
- Ability to prioritize in a fast paced environment.
- Great at customer service.
- Problem solving abilities.

EDUCATION

Santa Monica College, Santa Monica, CA 2015 – Present
Major: Business

EXPERIENCE

McDonald's, Los Angeles, CA 10/2014 – 7/2015
Cashier

- Multi-tasked by processing and filling customer's orders and payments quickly to maintain happy customers by keeping long lines moving.
- Took customer's orders and recommended seasonal specialty items as an upsell.
- Assisted customers with food allergies in the selection of appropriate items and notify management and kitchen staff as appropriate.
- Reached customer issues and complaints or referred them to management as necessary.
- Maintained proper food safety procedures and cleanliness of all areas at all times.

GAP, Los Angeles, CA 7/2013 – 9/2014
Store Associate

- Recommended add on sales items to complement existing customer purchases.
- Talked with the customers about where to find various exciting opportunistic buys within the store.
- Kept dressing rooms cleaned and store organized to ensure product availability and make shopper's experience easier.

Saint Ann's Catholic High School, Los Angeles, CA 7/2013 – 9/2014
Fund Raising Volunteer

- Created fliers to promote school fundraiser and request yard sale items be donated for fundraiser.
- Invited other students to participate in collecting, organizing and putting price tags on the donated items.
- Raised \$600 for the school's music program.

Don't forget you must complete a Petition to Graduate form to receive a degree/certificate at SMC. See Admissions and Records for more information.

Typically, after the heading, most current students and recent graduates should list their education first. This is because it is the most recent and relevant experience. Employers want to see that you have earned your degree or potentially will be earning one. They can see by the name of your degree /certificate, major and/or relevant coursework what areas you have a foundation of knowledge.

On your resume, include the name of the institution. Do not abbreviate the name of the school. List the city and state where the institution is located and period of attendance or better yet, expected degree/certificate date information. Again, institutions need to be listed in reverse chronological order (most recent degree/certificate listed first). Check with an academic counselor at one of the several academic counseling programs to see if you qualify to receive a degree/certificate based on the coursework you have completed or will be completing before you leave SMC. Make sure the dates are right aligned and the degree/certificate is exactly what was issued or will be issued by SMC Admissions and Records, the office where you submit your Petition to Graduate form. Employers do verify information listed on your resume.

Education Continued



- ❑ **Date or expected date of graduation**
 - ❑ Expected June 2020

- ❑ **GPA (Optional)**
 - ❑ List if at least 3.25 or higher
 - ❑ Round down to the nearest tenth
 - ❑ 3.0 not 3.062
 - ❑ GPA: 4.0, Highest Honors

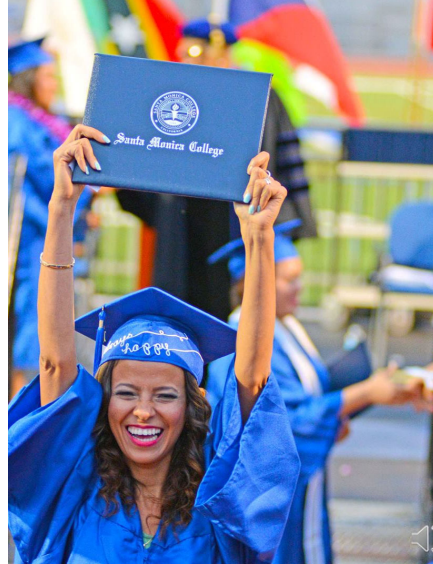


If you are anticipating receiving a degree, it is perfectly fine to use “Expected,” “Anticipated” or “To be Conferred” and the month and year you plan to receive it. For example, “Expected June 2020.”

Some of you might be thinking, should I list my GPA. GPA is optional and should only be included if you have a 3.25 or higher GPA. Make sure to round down to the nearest tenth as seen in the example.

Education Continued

- **Additional optional information:**
 - Study Abroad
 - Relevant Coursework
 - Academic Awards/Scholarships



If space permits, other areas you could include that are optional are study abroad, relevant coursework or academic awards, Dean’s List, honor societies, and merit-based scholarships. Do not include your high school unless it is nationally recognized or you are applying for a position at that school. If you are planning to include coursework, only list courses that are pertinent, especially if your major/degree do not relate to your employment goal.

Experience

- ❑ **What is considered experience?**
 - ❑ Full and part-time jobs
 - ❑ Self-employment
 - ❑ Volunteer work
 - ❑ Internship/Service-Learning experience
 - ❑ Practicum, field, and cooperative education
 - ❑ Leadership experience & more!

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Another key section of your resume is your experience. This section highlights your work experience and should take up the bulk of your resume. This is the area that employers and law schools focus the most time reviewing. In this section, you can list paid and/or unpaid opportunities, part-time and/or full-time work, self-employment experiences, internships, volunteer opportunities, significant leadership experiences, class projects, service-learning experiences, and more.

Experience Continued

- ❑ **What are different ways to group your experiences?**
 - ❑ Legal Experience
 - ❑ Academic Experience
 - ❑ Professional Work Experience
 - ❑ Volunteer/Leadership Experience

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Your experience can be listed or group together in a variety of ways. For example, you can breakdown this section down into smaller, more specific sections or be grouped together based on similarities. If you are limited in space, be sure to focus on direct experiences that relate to the job description. That means you are choosing experiences that are relevant and tailored to the position you want. Typically, for entry level positions for undergraduates interested in the legal professions, this involves highlighting your ability to analyze/problem solve, manage your time, conduct research, write and speak as well as your community involvement. Again, it is important to choose experiences that are relevant and tailored to the position you want. It is not required to list all of your experiences on your resume. These are just some examples of how to group your experiences.

Legal Experience: This is the area where you highlight any paid and unpaid internships, volunteer work in any law-related work. You can also include any work performed as part of your educational experience that is law-related. For example, you should include your experiential learning experience in POL SCI 94 such as any projects you have completed and the areas in which you were working.

Academic Experience: In this area, you should include any relevant class/research projects, field work, service-learning experiences completed in other courses. You can also list any academic presentations/publications.

Professional Work Experience: Although employers and law schools might focus more on experiences directly related to law, you could also include experiences obtained in other industries where you have accomplished and gained skills that are transferable to the legal profession such as your ability to analyze/problem solve, manage your time, research or your strong written and communication skills.

Volunteer/Leadership Experience: You can provide experiences where you volunteered for a day to extended opportunities in which you helped communities or populations with a particular interest. You can also highlight the unparalleled leadership skills you learned as a student leader in a student club, sports program or other organization. For law schools especially, admissions committees are very interested in filling their incoming classes with active and engaged students who will contribute to their student life.

Experience Continued

- ❑ **Information to include**
 - ❑ Job Title
 - ❑ Start/end dates
 - ❑ Company name
 - ❑ City & State
- ❑ Use bullet points
- ❑ Start with an action verb
 - ❑ Vary your usage of verbs
 - ❑ Present tense if currently employed
 - ❑ Past tense if no longer employed

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Now, that you have an idea of what types of experiences to list in this section. How exactly do you list it?

You want to list the name of the companies you worked for, their location, dates of employment, meaning start and end dates, using month and year, the positions you held and a brief description of the accomplishments and achievements you made in that role. Your experience is typically presented using bullet points and in reverse chronological order, beginning with your current job and working back in time. Always start off each bullet point under your experience section with an action verb. Make sure to use present tense if the experience is current and past tense if the experience is no longer being done. You also want to use simple and professional looking bullets points which will make reading your resume easier for employers.

Experience Continued

- ❑ Tailor skills and experiences to the position for which you are applying (Don't copy the job description)
- ❑ Be concise while providing enough detail (results, numbers, percentages)
- ❑ Don't forget about your transferable skills, projects, relevant coursework
- ❑ Remove any use of personal pronouns or articles ("I" or "me")



When providing examples of your accomplishments and achievements, you want to tailor your skills and experiences to the position you are applying to, but don't copy the job description. Be concise while providing enough details. Don't just list tasks. Employers like to see results, numbers, percentages versus generalities. Include how you solved problems and achieved goals as well as other concrete and specific language.

Resumes require a different kind of writing. It might seem counterintuitive but avoiding the following resume slip-ups will help ensure that you make the right impression.

- First, you want to avoid using professional jargon/technical language unless you are applying for a job within that field.
- Second, avoid using clichés words or terms. Remember, you want to impress employers and not confuse them with jargon that is not familiar to them and overused words.
- Three, avoid using words such as "I," "my," "we," and other personal pronouns.

Following these quick rules will help employers focus on the content of your resume and that is really want matters most.

Crafting Action-Orientated Accomplishment Statements

- ❑ Construct statements that explain what you did in the position, how you did it, and the results of your actions
 - ❑ [Action Verb + Example + Result]
- ❑ Brainstorm Activity

Skill	Employment/ Internship/ Service-Learning	Course Projects/Research	Campus and Community Involvement
Researched insurance law	SMC Corsair Law Firm Internship	POL SC 400	



So, let's talk about how to construct those types of statements. You want to construct statements that explain what you did in the position, how you did it and the results of your actions. First begin with an action verb to show you did something. Then include an example or context for that action. Make sure to provide specific, clear and if possible, quantitative and qualitative terms. Finally demonstrate the result of your actions to show the value of your work, the purpose and/or the impact.

To help you connect your experiences and what is required in a job description as well as how your experiences in one area translate into another, try this brainstorm activity.

Step 1: Identify and list all the direct as well as transferable skills you possess in one column.

Step 2: Think about all the places in which you used or developed each of these skills and write them down under the appropriate column. Employment/Internships/Service-Learning. Next column, Course Projects/Research. Finally, Campus and Community Involvement. You may have listed a skill that you developed or used in one, two or three of the columns.

Step 3: Bring it all together. Look at the job description and compare the skills that are being asked of a candidate with the skills you listed. Pull the relevant information and list it on your resume. That means adding an action verb to your example and listing the result of what happened.

List of Action Verbs

Action Verbs for Pre-Law/Law Pathway Program Resumes						
accelerated	clarified	designed	forecasted	listened	printed	selected
accomplished	cleared	detected	formed	maintained	produced	served
achieved	coded	determined	formulated	managed	protected	shaped
acquired	collaborated	developed	fostered	marketed	provided	shared
activated	compared	devised	founded	mastered	publicized	showed
adapted	compiled	directed	functioned	measured	questioned	simplified
adjusted	completed	distributed	generated	mediated	raised	solicited
administered	composed	drafted	governed	modeled	recommended	solved
advised	computed	edited	grouped	modified	recorded	specified
allocated	conducted	educated	guided	molded	recruited	spoke
analyzed	consolidated	effected	helped	monitored	reduced	stimulated
annotated	constructed	elicited	identified	motivated	rendered	structured
anticipated	contacted	encouraged	illustrated	named	repaired	studied
applied	continued	established	immunized	negotiated	reported	supervised
appraised	contracted	evaluated	implemented	observed	represented	supported
arranged	convened	examined	improved	obtained	reproduced	synthesized
articulated	conveyed	executed	increased	operated	researched	targeted
assembled	coordinated	exhibited	informed	ordered	resolved	taught
assessed	corresponded	expanded	initiated	organized	responded	tested
assigned	counseled	expedited	instituted	outlined	restored	trained
authored	created	experienced	instructed	oversaw	retained	translated
balanced	critiqued	experimented	interpreted	perceived	retrieved	tutored
briefed	decided	explained	interviewed	performed	reviewed	updated
budgeted	defined	explored	introduced	persuaded	revised	utilized
built	delegated	facilitated	invented	planned	rewrote	verified
catalogued	delivered	figured	investigated	planted	routed	wrote
categorized	demonstrated	financed	judged	presented	scheduled	
chaired	derived	focused	led	presided	searched	

To help you identify what action verbs to use in your statements, here is a list of action verbs. Action verbs make your resume stand out. They help paint a vivid description of a specific experience, skill and/or accomplishment of yours. Spend time analyzing your resume and determining the best action verb that you can use to properly convey who you are to an employer.

Statement Examples

- **Examples:**
 - **Prepared and drafted 10 restraining orders based on interviews with witnesses, victims and law enforcement**
 - **Assisted with fact development for litigation by interviewing potential named plaintiffs**
 - **Prepared a 6 to 10-page self-help guide for consumers that explained immigration rights**
 - **Researched insurance law to develop strategy for settlement negotiations for client's ADA and medical claims**



Here are examples of how to properly convey who you are to an employer. These are some examples of some accomplishment statements that contain an action verb, example and a result. The statements reflect information that is listed on job descriptions.

1. Prepared and drafted 10 restraining orders based on interviews with witnesses, victims and law enforcement
2. Assisted with fact development for litigation by interviewing potential named plaintiffs
3. Prepared a 6 to 10-page self-help guide for consumers that explained immigration rights
4. Researched insurance law to develop strategy for settlement negotiations for client's ADA and medical claims

Optional Sections

- Objective
- Summary
- Skills
 - Languages (List Proficiency Level).
 - Computer Software Programs (avoid the obvious unless noted)



As I mentioned earlier in my presentation, there are key sections of a resume and there are optional sections of a resume. We just covered the key elements of a resume. Let's focus on some sections of a resume that may or may not be a part of one of your resumes.

Objective: A well-crafted objective signals to an employer that you are clear about the position you are seeking and the positions available with an employer. Objectives can also hinder your chances of obtaining an interview if you list an objective that does not match the position for which you are applying or if it doesn't support the content of your resume. For most college students seeking an internship, experiential learning experience or entry level job within the practice of law, you do not need state an objective on your resume. You also do not need to include an objective for law school applications. The objective for law school is self explanatory. You want to gain admissions to law school.

Next, is a summary of qualifications. Again, this area is typically considered optional and reserved for those with more professional experience. The summary is the first piece of information an employer sees at the top of your resume. It gives the resume reader a concise introduction to you, your expertise, industry background, training, etc. It is a way for you to briefly tie together your experiences and help employers understand how your varied experiences fit what they need. It is a brief opportunity for you to communicate your experience, training and abilities as it pertains to the specific job.

Finally, another optional element of a resume is the skills section. This is where you might list any knowledge of a language and your proficiency level, technology-based or computer skills, as well as other field-specific skill sets and certifications related to the position. There is no need to list English on resumes for employers in the US or random and unrelated hobbies. You also do not need to list the obvious software programs such as Word and Excel unless noted in the job description. Skills should only include objective, measurable skills. Softer skills like communication, teamwork, or industry knowledge should be illustrated through your descriptions of your experiences.

Need Additional Help?



We are here to help you!

Santa Monica College
Career Services Center
2nd Floor, Student Services
Building

www.smc.edu/careerservices

(310) 434-4337

careerservices@smc.edu



Now that I have reviewed the purpose of a resume, the layout and format of one, as well as the critical and optional sections of a resume, we at the Career Services Center at SMC want you to know that we are here to help you on your path to success. Whether you need help with your resume, you haven't decided on a major or career path or you know exactly where you want to end up, the Career Services Center is a great place to start as an SMC student. We offer a variety of resources and programs to help you explore your options or gain real-world experience. Check out our website for more information or contact us by phone or email. Our contact information is listed on this page for your reference.