

2019 Resume and Cover Letter Dos and Don'ts

I haven't needed a resume since 1993. All jobs since have been negotiations with people I already knew. I am applying for a job in which I need a resume. I've got 29 years of job experience at various places, so that would be a long list. What do you want to see on resume now if you look at them?

In your case I think you need to tailor the resume to the job requirements as best you know them. If you're applying for litigation position, focus on whatever litigation you've done; i.e., handled complex business litigation in David vs. Goliath Corporation including 27 depositions, review of 60000 pages of documents, whatever. Handled 45 jury trials. Or criminal; was first chair in five first degree murder trials; or whatever.

In other words, if you can figure out what they're looking for, focus your resume so that they say "yeah, this is the guy we're looking for".

Ronald Jones, Florida

In other words, the entire "resume" game is a shameful sham, only most folks haven't noticed.

I will say, a resume isn't a CV, and all reports I've seen suggest a single sheet wins every time. Relevant history, relevant education, relevant professional affiliations/activities, one sheet.

Robert Thomas Hayes Link, California

Time has moved on and so have forms of resumes.

I suggest you compose a resume based on skills instead of job titles; negotiations, specifying business fields, years of experience.

Writing skills, particularly if you have any appellate wins, I would list the most important. Describe management skills acquired conducting a law practice.

You should include buzz words both to show knowledge of fields and because many companies run resumes through software ranking resumes based on meeting job requirements.

Further, you should compose the resume using Microsoft Word so the resume is accurately scanned by the business' software.

Richard Schmitt, District of Columbia

I receive resumes for office administrative help which now differ from prior resumes in that some of these resumes have 2 columns, rather than just one column all the way across. I don't like that new style, but what do I know?

I look for Education at the top, and Work Experience below that, and anything else at the bottom. But, again, that is for the positions I seek to fill and what do I know?

Roger Rosen, California

This is not for a "typical" legal resume, but I like the impactful format discussed in the Career Tools podcasts - they have several resume podcasts.

I was taught in business school to only use a 1-page resume unless you're a senior executive. I've always done this. However, when I was in house, every candidate that my GC chose to interview for mid-level/junior roles had 2-3 pages. This goes against Robert's statement that "a resume is not a CV."

I'd do everything you can to bypass the resume as a screening tool process, which in my opinion is broken. Find contacts or introductions on LinkedIn, find publicly listed emails and reach out. Set up coffees or phone calls.

Get an internal referral.

Jarrett Silver