[***Evaluate your resume***](https://www.beamjobs.com/resume-checker?utm_source=blog&utm_medium=templates&utm_campaign=word&utm_content=lawyer_up) ***before you submit it out into the world. Make sure you’re not missing critical components!***

**LICENSES**

Be sure to stay on top of this as certifications and licenses can differ between states and even across jobs in the same industry.

**MONTH 20XX - Present**

**MONTH 20XX - MONTH 20XX**

**MONTH 20XX - MONTH 20XX**

**WORK EXPERIENCE**

## Company | Location | Job Title

* Focus on your contributions, not your responsibilities. “Grew digital marketing ROI by 14%” is much better.
* Start your job description bullet points with active verbs rather than personal pronouns. For instance, “Designed and implemented work ticketing system.”

**Company |** Location | Job Title

* Keep your bullet point descriptions at three lines or under. “Created nutrition and personal training plans for 30+ clients, helping clients lose 26 pounds on average.
* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish.

**Company |** Location | Job Title

* Keep your bullet point descriptions at three lines or under. “Created nutrition and personal training plans for 30+ clients.
* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish.

**SOFT SKILLS**

Strong Communication Skills

People Skills

Time Management Skills

Research Skills

Judgement

**HARD SKILLS**

Litigation Strategy & Management

Client Advocacy

Trial Preparation

Legal Research

Documentation

**OBJECTIVE**

Your resume objective is a focused 2-3-sentence statement that demonstrates your interest and candidacy for the position you hope to land. As a student or entry-level candidate, you should consider writing an objective, tailoring it to each position you apply for. Take the time to write a compelling, custom objective.

English

Spanish

Latin

90%

70%

99%

**LANGUAGES**

(123) 456-7890

liambyrne@email.com

Seattle, WA

@Liambyrne

Liam **Byrne**

Title of Job You’re Seeking

**ACHIEVEMENTS**

MONTH 20XX

**Company | Location**

Your Achievement Name

MONTH 20XX

**Company | Location**

Your Achievement Name

**HOBBIES**

Reading Books

Newspaper & Articles

Listening to the News

Chess

Travelling

**EDUCATION**

**Name of School**

(If you have a college degree, don’t include a high school diploma)

Degree earned

Years attended

City, State