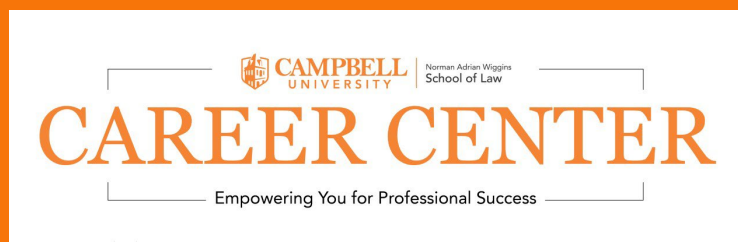




Resume & Cover Letters: Telling Your Story



Goals for Today

- Understand WHY it is important to have a solid Resume and Cover Letter
- Review Big Picture Concepts for Resume & Cover Letter Writing
- Review Examples of different types of documents
- Generative AI – The Future is NOW
- Final thoughts and review of upcoming important 1L programming
- Questions!

Legal Resume

- This (with your cover letter) is the gateway to getting an interview
- Your resume is not your autobiography
- Be selective and thoughtful to what you include and do not include



Ima Furstyear

123 Legal Lane, Apt 12b, Raleigh, NC 27602 | 919-123-4567 | ImaFurstyear@campbell.edu

EDUCATION

Campbell University School of Law

Juris Doctor Candidate

GPA: 87.3 (Top 25%)

Honors: Full Academic Scholarship

Raleigh, NC

May 2026

Wake Forest University

Bachelor of Arts, Economics, *magna cum laude*

GPA: 3.78

Honors: Wake Forest Academic Scholarship; Dean's List (5/8 semesters)

Activities: *President*, Pi Gamma Mu Social Science Honor Society; *Editor*, Old Gold & Black Newspaper; *Captain*, Varsity Tennis Team

Study Abroad: Barcelona, Spain (Spring 2016)

Winston-Salem,

NC May 2023

EXPERIENCE

Red Hat, NC

Summer Intern

Raleigh, NC

Summer 2022

- Completed research assignments for General Counsel on various intellectual property laws, future business ventures, and the impact of state and federal laws.
- Edited documents for **submission** to the NC Secretary of State's Office concerning multi-million-dollar project
- Participated in document review and answered interrogatories

United States Senator Jane Smith

Senate Press Intern

High Point, NC

January 2021 - May 2021

- Conducted daily review and analysis of press coverage on constituent issues to verbally brief legislative aides and compile daily written press reports
- Coordinated medal ceremonies and flag requests with appropriate staff members
- Spent week in Washington, DC office observing and preparing committee team for Senate Committee on Banking, Housing, and Urban Affairs hearing on banking reform

Wake Forest University

Resident Assistant

Winston-Salem, NC

August 2020 - May 2021

- Assisted resident director in residence hall supervision
- Designed and implemented educational and social activities for 140 college residents
- Mediated roommate disputes
- Chaired governing body that adjudicated residence hall rule violations

LANGUAGES, COMMUNITY SERVICE & INTERESTS

Spanish (fluent), Wake County ASPCA (May 2020 - present), **Paddle** Boarding, Hiking

It is still common practice to include full mailing address. Use font larger than body of resume (14 pt).

RESUME WITH BASIC FORMATTING COMMENTS

Ima Furstyear

123 Legal Lane, Apt 12b, Raleigh, NC 27602 | 919-123-4567 | ImaFurstyear@campbell.edu

Do Not use Font Smaller than 10.5.

EDUCATION

Campbell University School of Law

Juris Doctor Candidate

GPA: 87.3 (Top 25%)

Honors: Full Academic Scholarship

You put down your GPA, put the # and where it puts you in the class.

Raleigh, NC
May 2026

Wake Forest University

Bachelor of Arts, Economics, *magna cum laude*

GPA: 3.78

Honors: Wake Forest Academic Scholarship; Dean's List (5/8 semesters)

Activities: *President*, Pi Gamma Mu Social Science Honor Society; *Editor*, Old Gold & Black Newspaper; *Captain*, Varsity Tennis Team

Study Abroad: Barcelona, Spain (Spring 2016)

Winston-Salem, NC
May 2023

Use action verbs to describe tasks completed.

EXPERIENCE

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Summer Intern

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- Participated in document review and answered interrogatories

Raleigh, NC
Summer 2022

Make sure experience is formatted consistently

United States Senator Jane Smith

Senate Press Intern

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LANGUAGES, COMMUNITY SERVICE & INTERSTS

Spanish (fluent), Wake County ASPCA (May 2020 - present), Paddle Boarding, Hiking

Include Languages and any interests/community service.

Transferable Skills

- Managing and organizing
- Leadership
- Prioritizing and balancing
- Problem solving
- Working well under pressure
- Analysis and reasoning
- Taking initiative
- Research and writing
- Being a team player
- Negotiating



Cover Letter

- Supplements your resume
- Highlights & Synthesizes relevant information
- Is seen by employers as a demonstration of your ability to write
- Business letter that, like your resume, should be formatted in a certain way

Well Written & Error Free!



Ima Furstyear

123 Legal Lane, Apt 12b, Raleigh, NC 27602 | 919-123-4567 | ImaFurstyear@campbell.edu

SAME HEADER AS RESUME

January 9, 2024

BUSINESS
ADDRESS

Ms. April Giancola
Recruitment Manager
Underwood, Peacock, and Sanders LLC
789 Career Court
Raleigh, NC 27603

INTRO:
Who/What/Why

Dear Ms. Giancola:

As a first-year student at Campbell Law School, I am writing to apply for the Summer 2024 Law Clerk position at Underwood, Peacock and Sanders, LLC. My demonstrated interest in health law, and my desire to become more closely acquainted with the litigation process will make me a valuable addition to your firm's work.

Connect
Skills to
Job

My past work experiences combined with my current legal skills will allow me to meaningfully contribute to your firm this coming summer. My interest in health law began when I started to volunteer in a nursing home in my hometown of High Point, NC, and I plan to explore health law litigation during my law school career. I am currently developing my legal research and drafting skills through my Legal Research and Writing course here at Campbell, where I am building on my prior academic research and writing experience from my studies at Wake Forest. Finally, through my customer service experience in waitressing and bartending, I have developed the requisite interpersonal communication skills to work well with a team and the diverse clientele that Underwood, Peacock & Sanders, LLC serve. It is this combination of skills, experiences, and interests that will make me a helpful intern for your firm next summer.

Thank you for your consideration of my application. As requested, I have attached my resume and writing sample. I look forward to hearing from you soon.

CLOSING

Sincerely,

Ima Furstyear

Attachments

ChatGPT



ChatGPT Resume

Education

Columbia Law School, J.D. Candidate, expected May 2023

GPA: 3.7/4.0

University of North Carolina at Chapel Hill, B.A. in Political Science, May 2020

GPA: 3.8/4.0

Experience

Legal Intern

ABC Law Firm, New York, NY

June 2022-August 2022

- Conducted legal research on various topics related to securities litigation.
- Drafted legal memoranda and other documents for use in litigation.
- Assisted attorneys with trial preparation.

Research Assistant

Professor Jane Smith, Columbia Law School

September 2021-May 2022

- Conducted research on various topics related to civil procedure.
- Assisted Professor Smith with the preparation of articles for publication.

Skills

- Proficient in Westlaw and LexisNexis.
- Strong research and writing skills.
- Excellent analytical skills.

ChatGPT Cover Letter

Dear Hiring Manager,

I am writing to apply for the 2023 Summer Associate position at XYZ Law Firm. I am a rising 2L at Columbia Law School and am very interested in the firm's practice areas, particularly its work in securities litigation.

During my 1L summer, I worked as a legal intern at ABC Law Firm, where I gained experience in drafting legal memoranda and conducting legal research. I also participated in the school's Securities Arbitration Clinic, where I represented clients in FINRA arbitration proceedings.

I am confident that my experience and skills make me a strong candidate for the Summer Associate position at XYZ Law Firm. Thank you for considering my application.

Sincerely,

[Your Name]

'Humiliated' NY lawyer who used ChatGPT for 'bogus' court doc profusely apologizes

ChatGPT passes exams from law and business schools

Lawyers who cited fake ChatGPT-provided cases in court are fined \$5,000



Law Students Assess Pros and Cons of ChatGPT as a Legal Research Tool

Use of ChatGPT prohibited on Michigan Law School applications

T14 Law School Is One of the First To Set Guidelines for Student Use of ChatGPT

Sending Materials via Email

- Still professional correspondence
- Avoid abbreviations, slang, emoticons
- Use formal salutation (Dear Mr. xx)
- Attach documents as a PDF
- Create an email signature for yourself:
Ima Furstyear
Campbell Law Class of 2026
imafurstyear1120@email.campbell.edu



Mandatory Resume Review

- After **September 15th** - meet with Career Center Counselor
- Meetings will be scheduled for 15-minute slots
- You will be scheduled a time when you are not in class
- **Before** your meeting you will have a draft of your legal resume
 - Upload in Symplicity under DOCUMENTS w/in **24 hrs** your mtg there is a conflict, email your assigned counselor to r/s
- Meetings will occur between **Sept 18th and Nov 1st**
- After the meeting has been completed and a revised resume is uploaded into Symplicity, you will get access to the Job Bank.
- Most 1L Summer Job Searching begins in earnest after **Dec 1st**.

UPCOMING “OTPYG” PROGRAMS

- Dress for Success with Brooks Brothers & Ann Taylor – 10/25 @ 12
- Conducting your 1L Job Search – 11/2 @ 12
- Strategic Networking – 11/7 @ 12
- Career Night @ Raleigh Contemporary Art Museum – 11/9 @ 5:30 pm – 7:30 pm



@CAMPBELLLAWCAREERS

