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# Public Interest Résumé Guide

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A close-up photograph of a computer keyboard. A pair of dark-rimmed glasses is resting on the keyboard, slightly out of focus. A blue pencil with a white eraser and a sharpened wooden tip is lying horizontally across the foreground, in sharp focus. The background is a plain, light-colored wall.

OFFICE OF PUBLIC INTEREST PROGRAMS  
UCLA SCHOOL OF LAW

# TABLE OF CONTENTS

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ACKNOWLEDGMENTS .....	1
AUTHORS.....	1
ADDITIONAL CONTRIBUTORS .....	1
ABOUT UCLA SCHOOL OF LAW.....	1
ABOUT THE OFFICE OF PUBLIC INTEREST PROGRAMS .....	1
INTRODUCTION .....	2
I. PREPARING TO DRAFT YOUR RÉSUMÉ .....	2
II. GENERAL RÉSUMÉ GUIDELINES .....	2
III. PRINCIPAL RÉSUMÉ SECTIONS.....	4
HEADING .....	4
EDUCATION .....	4
EXPERIENCE .....	5
ADDITIONAL SECTIONS.....	7
IV. TWO-PAGE RÉSUMÉ .....	7
V. REFERENCE LIST .....	8
VI. SAMPLE RÉSUMÉS AND REFERENCE LIST .....	9
1L RÉSUMÉ.....	10
2L/3L RÉSUMÉ .....	11
TWO-PAGE RÉSUMÉ .....	12
REFERENCE LIST .....	14
VII. ACTION VERBS .....	15
CONCLUSION.....	16

## ACKNOWLEDGMENTS

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### ADDITIONAL CONTRIBUTORS

The *UCLA Public Interest Résumé Guide* is the distillation of insights from several decades of experience advising law students pursuing public interest careers. We thank Jessica Blatchley, Kristen Eichensehr, Jamie Libonate, Frank Lopez, Elizabeth Moeller, and Catherine Zingale for their assistance with this project.

## ABOUT UCLA SCHOOL OF LAW

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UCLA School of Law, founded in 1949, is the youngest major law school in the nation and has established a tradition of innovation in its approach to teaching, research, and scholarship. With a rigorous public interest curriculum and the David J. Epstein Program in Public Interest Law and Policy, the school is a preeminent training ground for students committed to careers in public service.

## ABOUT THE OFFICE OF PUBLIC INTEREST PROGRAMS

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The Office of Public Interest Programs strives to enhance UCLA School of Law's commitment to public interest by offering an array of services to students and alumni. The Office's principal goal is to encourage students and alumni to embrace a career that incorporates an ongoing commitment to public service.

## INTRODUCTION

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The *UCLA Public Interest Résumé Guide* provides general guidance to assist you in drafting your résumé. It is specifically tailored to law students seeking summer and post-graduate positions with public interest entities, including nonprofit organizations, government agencies, courts, and private public interest firms.

## I. PREPARING TO DRAFT YOUR RÉSUMÉ

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Your résumé serves as the primary document that public interest employers will review. When preparing to draft your résumé, you should consider the job that you are seeking. For example, is there a certain type of advocacy work that interests you, such as litigation, community organizing, or direct services? Are you applying to work for a judge, nonprofit organization, government agency, or private public interest firm? Try to find out as much as you can about the positions to which you are applying. Based on this information, you can begin to identify which of your experiences, skills, and accomplishments to emphasize in your résumé.

In drafting your résumé, you should reflect on your employment, volunteer work, and academic experiences since your undergraduate years. Set forth in writing what is noteworthy about these accomplishments. For example, you could include the obligations you undertook, the substantive areas of knowledge you deepened, and the skills you developed.

Your résumé should focus on the skills, knowledge, and accomplishments most relevant to the opportunities you wish to pursue. However, in drafting your 1L résumé for initial review by your career advisor, you should err on the side of over-inclusion. You can work with your advisor to refine your résumé, keeping in mind the opportunities that interest you. In addition, depending on the range of positions you seek, you may develop more than one version of your résumé.

## II. GENERAL RÉSUMÉ GUIDELINES

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In most situations, your résumé will serve as your first contact with a prospective employer. At the same time, the prospective employer's decision about moving your application forward may be based on only a cursory review of your résumé. Accordingly, your résumé must be organized, easy to read, accurate, concise, and error-free.

Although there are no strict rules that govern résumés, there are generally accepted practices, which we discuss in this Guide. Exceptions to these practices can be appropriate in some circumstances and should be discussed with your public interest career advisor.

### **Length:**

- Your résumé should not exceed one page.
- An exception may be warranted in limited circumstances, such as when applying for post-graduate public interest fellowships.

- More information on two-page résumés is included in Part IV of this Guide.

**Page Margin:**

- The page margin is the space between the text and the edge of the paper. The standard margin for a résumé is one inch on all four sides. We do not recommend making your margins smaller than one inch because it will make the document look cluttered. Before altering your margins, edit your text to be more efficient.
- Under no circumstances should you make your margins smaller than 0.8 inch.

**Bullet Points:**

- Bullet points are frequently used in legal résumés to describe different aspects of a job description. This formatting choice may be appropriate if a position has multiple responsibilities that are important to highlight. However, this formatting choice can also make the writing of the job description choppy and take up unnecessary space.
- In Part VI of this Guide we include examples of job descriptions in bullet point and narrative paragraph formats.

**Fonts:**

- You should choose one font style for your legal résumé. While some may advise using Times New Roman or Arial fonts, we prefer Garamond.
- In general, you should use one font size for the body of your résumé. We recommend 11-point size. You should not use a font smaller than 10.5-point size because it makes the résumé hard to read.
- The header of your résumé with your name and contact information should be in a slightly larger font size than the body of the document.
- If your word processor automatically makes your e-mail address underlined and blue, you should correct the font to be black and not underlined.

**Bold, Italics, All Caps, and Small Caps:**

- A range of emphasis techniques can be used in your résumé. However, it is important to use these techniques sparingly and only if they make the résumé easier to read.
- We recommend against using underlining in your résumé. Typography experts agree that underlining is not aesthetically pleasing and makes text hard to read. If you believe that it is necessary to emphasize something in your résumé, we encourage you to use italics, bold, all caps, or small caps. Also, do not combine italics and bold, rather choose which emphasis technique you prefer.
- It is crucial to maintain formatting consistency throughout your résumé. For example, if you opt to include the names of your former employers in bold, you should do so consistently throughout your résumé.

**Typographical Errors:**

- An error-free résumé is valued by employers. A résumé with misspellings or typographical errors could cost you the job.
- Be sure that you proofread your résumé multiple times. Use the spell checker provided in the word processing program and also read a printed copy carefully without the spell checker.

## III. PRINCIPAL RÉSUMÉ SECTIONS

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Legal résumés typically contain three to five sections. The principal sections are (1) Heading, (2) Education, and (3) Experience.

### HEADING

Your résumé “Heading” section is set forth at the top of your résumé. It should include your full name, current mailing address, telephone number, and e-mail address. There is no single correct heading format. Examples of headings are included in Part VI of this Guide.

#### **Additional Tips:**

- As a current student, it is preferable to provide your UCLA LawNet e-mail address.
- Include your telephone number on your résumé and make certain that you identify yourself in a professional way on your voicemail greeting. Be sure to check your voicemail regularly and ensure that your mailbox is not full.
- If your connection to a geographic area is relevant to the job you seek, you should include both your permanent and current mailing addresses on your résumé.

### EDUCATION

The “Education” section should include your educational institutions, degrees, and graduation dates, as well as any relevant achievements or activities associated with each degree.

#### **Additional Tips:**

- Set forth your educational history in reverse chronological order.
- If you are a current law student, you should reference your degree as “expected” or reference yourself as a “candidate.” For example, you could write “J.D. expected, May 2020” or “LL.M. Candidate, May 2019.”
- If you are pursuing another degree simultaneously with your law degree (joint degree), you should set forth the school name, the degree anticipated, and the anticipated date of graduation as a separate entry.
- You should not include your high school education on your résumé.

#### **GPA:**

- While many law students include their law school and undergraduate GPAs on their résumés, you are not required to do so.
- Law school grades may not be of paramount importance to some public interest employers, especially in the summer employment context. However, others will want to know your GPA and certainly will be impressed by top grades. For most public interest employers, however, stellar grades cannot make up for a lack of demonstrated public interest commitment.
- Your undergraduate GPA will become less important as you advance in law school. Nevertheless, you may want to include your undergraduate GPA on your résumé, especially if it is outstanding. Even if you choose to omit your undergraduate GPA, you should include if you graduated with honors (e.g., *cum laude*) and any membership in academic honorary organizations (e.g., Phi Beta Kappa).

**Thesis:**

- If you wrote an undergraduate and/or graduate thesis, you can include the thesis title on your résumé. Write “Thesis:” (or the type of thesis, such as “Honors Thesis:”) followed by the thesis title in italics.

**Honors:**

- The “Honors” subsection includes any awards or recognition that entailed selection through a competitive process.
- If the honor is unclear from its title, you should provide a brief description in parentheses.

**Journals:**

- A “Journals” subsection captures your service as a staff or board member of a law school journal. Include the name of the journal in italics, along with your position on the journal in regular font. You may also include the dates of your service.
- Any comment or note published in a law school journal should be included in a separate “Publications” section.

**Activities:**

- The “Activities” subsection can include a range of activities, including participation in school-affiliated *pro bono* efforts, student organizations, and moot court.
- For a public interest résumé, it is especially important to include activities that demonstrate your public interest commitment.
- You may want to consider including one or more of your activities in the “Experience” section. For example, if you have volunteered extensively with nonprofit organization during law school or served as a research assistant for a professor, describing this work in more detail in your “Experience” section would be a way to more draw attention to the knowledge and skills you acquired.
- In certain circumstances, you may wonder whether an affiliation with a particular activity may make you less attractive to certain public interest employers. You should feel free to discuss any such questions with your career advisor before finalizing your résumé.

**Study Abroad:**

- Study abroad experience can be noted in a separate subsection under the appropriate school entry. You should include the name of the educational institution, its geographic location, the dates of attendance, and, if relevant, the focus of your studies. We include an example of a study abroad entry in the 2L/3L résumé included in Part VII of this Guide.

## EXPERIENCE

Your “Experience” section should include a description of significant full- and part-time work, including paid employment, volunteer work, internships, externships, academic research positions, or work in a live-client clinical course during law school. In determining which experiences to include, keep in mind that your résumé is a marketing tool. Therefore, it should communicate that you have skills, knowledge, and attributes relevant to public interest work. In addition, an employer reviewing your “Experience” section should be able to quickly and easily understand the responsibilities you undertook in each position.

**Additional Tips:**

- Part-time work, internships, externships, volunteer opportunities, and participation in a live-client clinical course during law school all may be included in the “Experience” section.
- Do not feel compelled to include each and every one of your experiences before or during law school. Your résumé is intended to emphasize your most significant and relevant experiences. Consider excluding your earliest experiences, especially if they also are the least relevant to the positions you seek. Also consider excluding experiences that are of a very similar type to other listed experiences. Be aware, however, that time gaps in a résumé may raise a question in an employer’s mind. You can discuss these issues with a career advisor.
- If you are a first-year student, do not worry if you do not have any prior law-related experience. Employers will not expect you to have such experience. Do, however, think about how your non-legal experiences, such as research, writing, and working with people, are relevant to a legal employer.

**Formatting:**

- Present your work experiences in reverse chronological order, with your most recent experience first.
- With respect to each experience, set forth the employer name first, followed by the employer’s geographic location.
- The dates of each experience can appear following the employer’s geographic location, justified along the right margin. Or they can appear on a separate line, following your job title. Examples of both styles are included in Part IV of this Guide.
- Dates typically include the month and year of the beginning and end of the experience (e.g., June 2016 – December 2017). However, dates can be noted more generally where the time frame would be understood by an employer. For example, a summer internship could be listed as “Summer 2017” and an academic externship could be listed as “Fall 2018.” This technique makes the résumé less cluttered.
- Include your job title on the second line, directly below the employer’s name.
- If you were at an organization for a long period of time and had multiple job titles, you can list the job titles on separate lines under the organization’s name, with the accompanying dates for each on the right margin on the same line.
- As the sample résumés in Part IV demonstrate, you can use bold, italics, all caps, or small caps to highlight different components of your experience, such as the employer name and your title.

**Descriptions:**

- The descriptions of your work and volunteer experience are an important part of your public interest résumé. They contain the skills, knowledge, attributes, and accomplishments you would bring to a new position.
- The relative length of each description should reflect the relative importance of your experiences. Thus, we recommend using longer descriptions for the experiences that will be most impressive to the potential employer.
- Whether you use bullet points or a narrative style for your descriptions, be sure that your writing is clear, concise, and interesting. Remember that employers will treat the document as a sample of your writing skills.

- Use action verbs to begin each descriptive segment (e.g., “conducted legal research and drafted a motion for partial summary judgment,” “developed ‘know your rights’ curriculum for low-wage workers,” “supervised volunteers”). In Part VII of this Guide, we include a list of effective action verbs.
- Do not exaggerate your responsibilities or your accomplishments.

## ADDITIONAL SECTIONS

You may want to include additional sections in your résumé. For example, depending on your background and training, you may want to add a section on “Languages,” “Publications,” or “Interests.” In developing a public interest résumé, take time to think about what each section would add to your qualifications for the position. For example, a “Publications” section that includes articles you have written about public health would be a far more relevant section when applying for a position with a healthcare organization than an “Interests” section that says you enjoy kayaking.

### Languages:

- If you are fluent or conversant in a language other than English, you should include a separate “Languages” section on your résumé. Include in the section your level of proficiency. Public interest employers value the language skills needed to work with client communities and may ask you to demonstrate your language ability during an interview.

### Publications:

- You can include a separate “Publications” section following either the “Education” or the “Experience” section. We recommend including a “Publications” section if you have published a note or comment in a law journal. Other non-legal publications can also be included in a “Publications” section. Before adding a long list of publications you should assess their relevance to the positions to which you are applying.
- If you include a “Publications” section, be sure to follow the legal citation format of *The Bluebook* and be prepared to answer questions regarding your publications in an interview.

### Interests:

- Some résumés include a separate “Interests” section for hobbies or travels. Our view is that you should not prioritize including such a section in a public interest résumé. Instead, you should use the limited space to convey your public interest commitment and expertise.
- If you do opt to describe your interests, remember that some interests could reveal personal information that employers do not need to know, such as age or parental status.
- If you do list your interests, be prepared to speak about them in an interview.

## IV. TWO-PAGE RÉSUMÉ

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For most public interest positions, your résumé should fit entirely on one page. This is especially true if you are applying for judicial clerkships. However, in limited circumstances, it may be appropriate to submit a two-page résumé. For example, a two-page résumé may be appropriate if you are a LL.M. student with extensive professional work experience or if a prospective employer has requested an exhaustive work and volunteer history. In addition, if you are applying for post-

graduate public interest fellowships, it may be appropriate to describe your work experience more thoroughly. Be sure to discuss this issue with your career advisor.

**Additional Tips:**

- A two-page résumé is an opportunity to showcase a more extensive picture of your experiences. You should still consider what, if anything, each piece of information adds to the overall picture of your commitment and expertise.
- Include a header on the second page with your name and “Page 2.”
- Place the most important information on the first page of a two-page résumé. Employers are less likely to read the second page.
- Remember that you not need to fill the entire two pages. It is better to have your résumé end halfway down the page than to fill the second page with irrelevant or redundant information.

## V. REFERENCE LIST

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Prospective public interest employers may request a reference list. Your reference list will typically include a combination of professional and academic references. You may discuss the issue of who to include on your reference list with your public interest career advisor.

Be sure to confirm whether your prospective employer is asking for “References” or “Letters of Recommendation.” “References” generally means a listing of persons who are willing speak about your qualifications. “Letters of Recommendation” means that your references must submit detailed letters about your qualifications for the position or fellowship.

**Additional Tips:**

- Your references should be able to speak about your skills, attributes, and experiences that are relevant to the position. For example, if you are a first-year student and the position you are applying to involves research and writing, your *Legal Research and Writing* course instructor would be an excellent academic reference for you to include.
- A professional work reference should be a direct supervisor or someone who is familiar with your work.
- Be sure to confirm your reference’s formal job title, address, e-mail address, and phone number.
- Prior to listing someone as a reference, you must confirm that he or she is willing to act as a positive reference for you. It is also considered good form to touch base with your references prior to beginning a job search. You should provide your references with a current copy of your résumé and let them know if a prospective employer might contact them.

**Formatting:**

- Your reference list should fit on one page.
- The style of your reference list should be consistent with the choices you made on your résumé, including font type and margins.

- The reference list should include a header with your full name and contact information. This header should be exactly the same as the one you use for your cover letter and résumé.
- We recommend that you note “References” or “Reference List” below your header. Most students accentuate this titling of the page using bold, all caps, and/or small caps.
- Generally, each reference is separated by spaces and formatted as an address block. Do not use bullet points.
- For each reference you should note (1) full name, (2) professional job title, (3) name of workplace (e.g., “UCLA School of Law” or “National Immigration Law Center”), (4) mailing address, (5) preferred phone number, (6) preferred e-mail address, and (7) your relationship with the reference (e.g., “Ms. Bruin was my direct supervisor during my Fall 2017 full-time externship with Earthjustice.”).

## VI. SAMPLE RÉSUMÉS AND REFERENCE LIST

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The pages that follow contain a 1L résumé, a 2L/3L résumé, a two-page résumé of a rising 3L, and a sample reference list. We also provide comments in blue that highlight some of the formatting and style choices used in these samples.

**ANGELES PUBLIC**

1 BRUIN WALK, LOS ANGELES, CALIFORNIA 90095  
 310-794-4061 ▪ PUBLIC@LAWNET.UCLA.EDU

**EDUCATION**

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**UCLA School of Law**, J.D. expected, May 2020  
 Specialization: David J. Epstein Program in Public Interest Law and Policy  
 Activities: Education and Law Society, *Member*  
 Reentry Legal Clinic, *Volunteer*

Consistent formatting choices throughout (e.g., all institution and organization names are in bold).

**UCLA Graduate School of Education**, M.A. in Education, June 2013  
 Activities: Graduate Students Association in Education, *President*

Brief explanation clarifies the purpose of the award.

**Harvard University**, B.A. in Comparative Literature, June 2011  
 Honors: *summa cum laude*  
 Phi Beta Kappa  
 2011 Senior of the Year (recognizing academic merit and community service)  
 Activities: Community School, *Volunteer Tutor*



**EXPERIENCE**

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**Crenshaw High School/LAUSD**, Los Angeles, California Fall 2017 – Present  
*Volunteer Debate Coach*  
 Coach award-winning high school debate team. ← Use present tense for a current position.

**Converse International School of Languages**, San Diego, California Summers 2011 – 2017  
*Summer Program Coordinator*  
 Planned and coordinated all aspects of residential language program for international students, including daily language classes and excursions for 70-90 students. Trained and supervised program staff. Managed program expenses, bookkeeping, and payroll. Implemented and enforced program rules and guidelines.

**Crenshaw High School/LAUSD**, Los Angeles, California Academic Years 2011 – 2017  
*English Teacher*  
 Taught ninth, eleventh, and twelfth grade English at a public high school in South Los Angeles. Coached the high school's debate team which won the California debate tournament. Collaborated in establishing the high school's first course in Social Justice and Law.

**UCLA Graduate School of Education**, Los Angeles, California September 2008 – June 2011  
*Administrative Assistant*  
 Performed a variety of administrative duties and responded to student inquiries. Participated as part of a team processing graduate school applications. Assisted department staff and faculty in responding to general questions about the Graduate School of Education.

**Los Angeles Urban Debate League**, Los Angeles, California June 2007 – June 2011  
*Volunteer*  
 Coached high school debate team and served as judge and team mentor at debate tournaments throughout California. Lectured on debate strategies and rules at the league's summer institute.



**LANGUAGES**

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Proficient in Spanish

Example of narrative form instead of bullet points for descriptions of work experience.

**DOUBLE BRUIN**

1 UCLA DRIVE, LOS ANGELES, CALIFORNIA 90095 ▪ (310) 794-4061 ▪ DB@LAWNET.UCLA.EDU

**EDUCATION**

**UCLA School of Law**, J.D. Candidate, May 2018

Specializations: David J. Epstein Program in Public Interest Law and Policy  
Critical Race Studies Program

GPA: 3.8

Honors: Masin Family Academic Excellence Gold Award (highest grade in Evidence, Spring 2016)

Activities: Womyn of Color Collective, Member (Fall 2015-present)  
UCLA Veterans Community Clinic, Clinical Student (Fall 2017)  
UCLA Criminal Defense Clinic, Clinical Student (Spring 2017)  
Professor Scott Cummings, Research Assistant (Fall 2016)

↑  
Be sure your email address is in regular black font, rather than blue or underlined.

**University of California, Los Angeles**, B.A. in Sociology, March 2014

Honors: *summa cum laude*

GPA: 3.9

Activities: Bruin Feminists for Equality, President  
Los Angeles Community Action Network, Volunteer

Honors Thesis: *Suffragette: The Struggle for Women's Right to Vote in the United States*

Study Abroad: Universitat Pompeu Fabra, Barcelona (Summer 2012)

←  
To save space, list research assistant experience and public interest clinical work under "Activities."

← Example of study abroad experience.

**EXPERIENCE**

**Bet Tzedek Legal Services**, Los Angeles, California

August 2017 – Present

*Legal Extern*

Conduct legal research and draft memoranda on fair housing issues, including disability discrimination, government benefits, and liability for damages. Investigate habitability complaints of low-income residents in Los Angeles and assist attorneys with filing complaints with relevant city and county agencies.

**Prison Law Office**, Berkeley, California

To reduce words, try using "Summer" and the → Summer 2017 year for your summer internship dates.

*Law Clerk*

Drafted advocacy letters to prison and jail officials providing notice of unlawful conditions of confinement. Evaluated detention facilities and interviewed prisoners to ensure compliance with court-ordered mandates.

**Schonbrun Seplow Harris & Hoffman, LLP**, Venice, California

Summer 2016

*Law Clerk*

Researched Section 1983 claims, assisted in depositions, and attended pretrial hearings. Conducted client intake about unlawful arrests on Skid Row and drafted declarations for use in litigation.

**Innocence Project**, New York, New York

Summer 2014 – Summer 2015

*Paralegal*

Supported two staff attorneys on appellate cases involving innocence claims of incarcerated individuals. Maintained contact with incarcerated clients and their family members.

**LANGUAGE**

Fluent in Vietnamese

## SAMPLE TWO-PAGE RÉSUMÉ

**BLUE N. GOLD**  
gold@lawnet.ucla.edu

### CURRENT ADDRESS

1 Campus Drive  
Los Angeles, California 90095  
310-794-4061

### PERMANENT ADDRESS

300 E 161st Street  
Bronx, New York 10451  
718-838-0000

### EDUCATION

Add your permanent address to reveal your geographic connection to a location.

#### **UCLA School of Law**, J.D. Candidate, May 2018

Honors: California Bar Foundation Diversity Scholarship (merit-based scholarship recognizing diverse law students with a commitment to public service)

Specializations: David J. Epstein Program in Public Interest Law and Policy

Critical Race Studies Program

Journals: *UCLA Law Review*, Articles Editor

Activities: Criminal Justice Society, Member

Law Fellows, Mentor

For a cleaner look, you may eliminate dates for activities and journals.

#### **The Maxwell School of Citizenship and Public Affairs, Syracuse University**, M.P.A., June 2013

Honors: Syracuse University Graduate Fellowship (merit-based scholarship)

Activities: Maxwell School Public Administration Council, President (2012–13)

#### **University of Michigan**, B.A. in Political Science, June 2008

Honors: *magna cum laude*

Activities: Men's Varsity Tennis Team, Captain

Example of bullet points instead of narrative format for work experience.

### EXPERIENCE

#### **American Civil Liberties Union of Northern California**, San Francisco, California

*Legal Intern*, Summer 2017

- Engaged in local advocacy to strengthen pre-conviction representation of indigent immigrants charged with crimes.
- Participated in a campaign to ensure that veterans deported to Mexico receive medical care from the U.S. Department of Veterans Affairs.
- Researched and wrote a letter to the U.S. Immigration and Customs Enforcement that resulted in the release of our client from detention.

#### **UCLA Civil Rights Litigation Clinic**, Los Angeles, California

*Clinical Student*, Fall 2017

- Drafted discovery requests, conducted legal research, and summarized depositions in multiple prison law cases.
- Researched and wrote a report on constitutional policing practices.

A two-page résumé provides space to feature participation in live-client clinical courses and public interest externships.

#### **The Bronx Defenders**, Bronx, New York

*Legal Intern*, Summer 2016

- Worked with criminal defense attorneys and immigration attorneys to provide clients with effective legal advice on the immigration consequences of criminal convictions, as required by the Sixth Amendment.
- Supported immigration attorneys in defending detained clients in removal proceedings, as part of the New York Immigrant Family Unity Project, primarily by interviewing witnesses and writing affidavits to support clients' cases.

**The Center for Popular Democracy**, New York, New York*Senior Organizer*, August 2014–July 2015

- Coordinated a new statewide immigrants' rights coalition in New Jersey.
- Launched a new initiative in collaboration with key progressive stakeholder organizations to strengthen and expand community organizing in faith communities throughout New York City.
- Organized faith leaders to support campaigns to pass paid-sick leave legislation in New York.

**Working Families Party**, New York, New York*New York State Minimum Wage Campaign Director*, July 2012–July 2014

- Built and led a broad statewide coalition of stakeholder organizations, including labor unions, immigrant-based worker centers, community-based organizations, advocacy organizations, faith institutions, and businesses.
- Conducted a political analysis of key elected officials who were important to advance the living wage issue, and researched their constituencies and political relationships.
- Coordinated policy research and implemented effective communication strategies.

**Alliance of Communities Transforming Syracuse (ACTS)**, Syracuse, New York*Lead Organizer*, May 2008–June 2012

- Expanded ACTS from a membership of seven inner-city churches to become an interfaith and multiracial coalition of 43 dues-paying member institutions, including synagogues, the region's mosque, suburban congregations, direct service organizations, and labor unions.
- Recruited, trained, and supervised a diverse group of full-time organizers, paid interns, and volunteers.
- Guided issue taskforces in undertaking campaigns to effect policy changes, and won several victories, including the creation of a public-private collaboration that enrolled over 5,000 uninsured children into public health insurance.

**Restaurant Workplace Project**, Ann Arbor, Michigan*Volunteer*, September 2007–May 2008

- Assisted in establishing the first low-wage restaurant worker center in the Ann Arbor area.
- Investigated the working conditions of immigrant restaurant workers in Ann Arbor and wrote a report documenting violations of the minimum wage and of health and safety regulations.

A two-page résumé allows you to feature significant volunteer experience.

**PUBLICATION**

Comment, *Defending Immigrants in the Era of Trump*, 65 UCLA L. REV. (forthcoming 2018).

Publication styled according to *The Bluebook*.

A two-page résumé need not fill the entire two pages.

**SAMPLE REFERENCE LIST**

The header on your reference list should match the header used for your cover letter and résumé.

**HILLS O. WESTWOOD**

1 Westwood Blvd., Los Angeles, CA 90095 • hills@lawnet.ucla.edu • 310-794-4061

**References:**

**Jane Defender**

Supervising Attorney  
Public Defender Service (PDS) for the District of Columbia  
633 Indiana Ave NW  
Washington, DC 20004  
(202) 628-1200  
j.defender@pds.org

It is helpful to describe your relationship with your references.

*Ms. Defender supervised my work as a 2018 summer intern at PDS.*

**Ingrid Eagly**

Professor of Law  
UCLA School of Law  
385 Charles E Young Drive East  
Los Angeles, California 90095  
(310) 206-0001  
ie@law.ucla.edu

*I served as Professor Eagly's Faculty Research Assistant during the 2017-18 term.*

**Silvana Naguib**

Public Interest Fellow and Lecturer  
UCLA School of Law  
385 Charles E Young Drive East  
Los Angeles, California 90095  
(310) 794-0000  
sn@law.ucla.edu

Be sure to include the full title and address of your reference.

*Professor Naguib was my instructor in the First-Year Public Interest Workshop, a core course in the David J. Epstein Program in Public Interest Law and Policy.*

The font size and style of your reference list should match your résumé.

Organized in ABC order by last name.

## VII. ACTION VERBS

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You may use these action verbs to describe your accomplishments in past positions.

accomplished	focused	presented
achieved	formed	presided
adapted	fostered	produced
administered	founded	promoted
advised	generated	proofread
analyzed	governed	provided
applied	guided	publicized
arranged	handled	recommended
assessed	helped	reconciled
assisted	identified	recorded
authored	illustrated	recruited
balanced	implemented	redesigned
briefed	improved	reported
budgeted	increased	represented
built	influenced	researched
chaired	initiated	resolved
collaborated	innovated	responded
communicated	instituted	reviewed
compiled	instructed	revised
composed	integrated	rewrote
conducted	interpreted	scheduled
convened	interviewed	selected
coordinated	investigated	served
corresponded	judged	shaped
counseled	led	solicited
created	maintained	solved
critiqued	managed	spoke
delegated	marketed	stimulated
demonstrated	mediated	studied
designed	mentored	supervised
developed	modeled	supported
devised	monitored	synthesized
directed	negotiated	systematized
drafted	observed	taught
edited	obtained	tested
educated	operated	trained
effected	ordered	translated
enhanced	organized	tutored
established	originated	updated
evaluated	outlined	utilized
examined	oversaw	validated
executed	participated	verified
expanded	performed	worked
explored	persuaded	wrote
facilitated	planned	

## CONCLUSION

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We hope that the *UCLA Public Interest Résumé Guide* is helpful in drafting your public interest résumé. Once you have an initial draft of your résumé prepared, we encourage you to come to the Office of Public Interest Programs to meet with a public interest career advisor. The advisor can review your draft and answer any questions you may have. As you advance in your law school career, you should continue to use this Guide to revise and update your résumé.