

# Resume Writing Guide

The Paragon team has prepared this guide to provide you with tips on writing a strong resume for today's legal market. We have incorporated current trends and stylistic recommendations to optimize your chances of catching the attention of hiring managers, recruiters, and AI. We hope that you will find this guide helpful in landing your next position!

## The Basics

- Include your **phone number, email, city, and state**. No need for your full address.
- Including a link to your **LinkedIn** profile is helpful. (Make sure the info is consistent with your resume!)
- Include **bar admissions** and other relevant certifications (e.g., CIPP, USPTO)
- Feel free to include your **preferred pronouns** after your full name.
- **Save** your resume with your first and last name, not just "Resume 2023."
- With few exceptions, **we recommend not including an executive summary** or objective.

- Resumes should be a maximum of **two pages**, with very few exceptions.
- Stay consistent with **punctuation**. It matters less whether you opt for the Oxford comma or don't and more on whether you are consistent with usage. Same goes for ending each bullet with a period.
- Keep the **font consistent** and use one that is easy to read (e.g., Times New Roman, Arial, Calibri). Font size should not be smaller than 10. Color should be black.
- Avoid large blocks of text. **Use bullet points** to break down relevant experience.
- We strongly recommend against using **resume templates** with excessive color blocking and graphic design elements. Keep it simple and easy-to-read. It will be easier for you to update in the future and is less likely to be reformatted in an application portal.

## Have the Right Look

## Share your Experience

- **Describe** your current position in present tense and your previous positions in past tense.
- **Indicate** if your positions are contract, hybrid, or remote.
- Include all positions you have held but for early experience, eliminate or limit the descriptions. **Keep the focus** on the last ten years of experience.
- **Tailor your resume** for the specific position and be careful when using ChatGPT or resume templates — legal resumes are typically read by a person, not AI.
- Use **strong, active verbs** to describe your experience.
- Optimize your text with **keywords** from the job description.
- **Do not list references** or waste space saying "references available upon request."
- **If you're a generalist** or have broad experience, keep a document of relevant "bullets" for each type of position you apply for or keep multiple versions of your resume.



## Be Specific!

- **Quantify** your experience with numbers.  
**Transactional attorneys** should share the types and size of the deals, list the types and the volume of agreements you work on, and note your position (e.g., inbound/outbound, buy/sell).  
**Litigation attorneys** should share the size of your caseload, number of wins and reported cases, court trials/jury trials, court level, significant motions (e.g., summary judgment), number of depositions taken/defended.
- If applicable, include your **management and leadership** experience including the number of employees you managed and their roles. Don't forget to include any ERGs or internal organizations of which you're a member.

- Describe your **impact and accomplishments** in addition to your responsibilities.
- Provide **examples of new initiatives** you have taken on, projects you have completed, and new processes you have implemented or scaled (e.g., playbooks, templates, new contracts management systems, privacy policies).
- **Highlight initiatives and projects** in which you were the lead. Don't be afraid to use words that refer to the management of a project (e.g., organize, lead, delegate, spearhead, initiate, pioneer, direct).



## Stand Out from the Crowd



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