

Skills and Experience Inventory

This skills inventory is designed to help you brainstorm items to include on your resume. You are not expected to include everything here on a resume. Remember – except in special circumstances (that you should discuss with someone at CPD), your resume should be just one page. Use the list that you develop after completing this inventory as a starting place; your resume should include the highlights from your list. If you are confused about what to include and what to cut, make an appointment for a resume review and bring your list with you. We can help you decide which items to include to create the best resume for you.

Academic Excellence

Did you receive a scholarship upon entry? After your first year?

Did you receive a CALI award?

Are you on the Dean's List?

Have you been accepted onto Law Review or SJSJ?

Have you published an article in any law journal or are you currently working on one?

What scholarships or awards did you receive in your undergraduate or graduate studies?

Leadership Skills

Any leadership positions within a law school, undergrad or community organization?

Do you serve on the editorial board of SJSJ or Law Review?

Did you participate in sports as captain? Team leader? Coach?

Did you provide tutoring or mentoring to children or adults?

Skills Based Learning Experience

What legal clinic/s, drafting lab/s, externship or internship have you taken? What specific legal skills have you acquired from those courses?

What *pro bono* work have you provided to the legal community? What areas of law and skills have you acquired through this work?

What non-legal community service have you provided?

What language/s do you speak or read? Have you used your language skills to provide translation services?

Have you studied or traveled extensively abroad?

Have you earned any professional certifications?

Experience

List your work experience (paid or unpaid) in chronological order, including all jobs you've held since graduating from college, any professional jobs, and any legal jobs. Include work experience in college if it has been less than five years since you graduated, or if the experiences are significantly related to the legal field.

List any research or writing experience

List any experiences that demonstrate the ability to work under pressure, meet deadlines, work as a team member or be self sufficient on the job
Consider how each experience translates into legal skills including drafting, researching, interviewing, reporting findings and working directly with clients.

Interests

List several specific hobbies that are not academic or legal.
List any civic or fraternal organizations to which you belong.

List of Action Words

The following list of “action” words will enhance the job descriptions listed on your resume:

Accelerated	Educated	Persuaded
Accomplished	Eliminated	Planned
Acquired	Enabled	Prepared
Acted	Engineered	Presented
Adapted	Enlisted	Prioritized
Added	Established	Processed
Addressed	Evaluated	Produced
Administered	Examined	Programmed
Advised	Executed	Projected
Advocated	Expanded	Promoted
Allocated	Explained	Proofread
Analyzed	Extracted	Proved
Approved	Fabricated	Provided
Arbitrated	Facilitated	Publicized
Arranged	Familiarized	Published
Assembled	Fashioned	Purchased
Assessed	Forecasted	Recommended
Assigned	Formulated	Reconciled
Assisted	Founded	Recorded
Audited	Generated	Recruited
Authored	Guided	Reduced
Balanced	Identified	Referred
Began	Illustrated	Regulated
Budgeted	Implemented	Rehabilitated
Built	Improved	Remodeled
Calculated	Increased	Repaired
Catalogued	Influenced	Represented
Chaired	Informed	Researched
Clarified	Initiated	Resolved

Classified
Coached
Collected
Communicated
Compiled
Completed
Composed
Computed
Conducted
Consolidated
Consulted
Contracted
Contributed
Controlled
Coordinated
Corresponded
Counseled
Created
Critiqued
Decreased
Delegated
Delivered
Demonstrated
Deposed
Designed
Developed
Devised
Diagnosed
Directed
Drafted
Edited

Inspected
Instituted
Instructed
Integrated
Interpreted
Interrogated
Interviewed
Introduced
Invented
Investigated
Launched
Lectured
Led
Maintained
Managed
Marketed
Maximized
Mediated
Merged
Moderated
Modified
Monitored
Motivated
Negotiated
Operated
Optimized
Organized
Originated
Overhauled
Oversaw
Participated

Retrieved
Reviewed
Revised
Revised
Revitalized
Saved
Scheduled
Screened
Set goals
Shaped
Sold
Solved
Specified
Spoke
Stimulated
Streamlined
Strengthened
Structured
Summarized
Supervised
Surveyed
Systematized
Tabulated
Taught
Trained
Translated
Tried
Upgraded
Validated
Wrote