

Lateral Outlook

Make Your Resume a Winner

Get an edge on the competition by making a great first impression.



Does your resume stand out from the rest or just blend in, despite your hard-earned academic and professional credentials? With your resume being the key to getting your foot in the door, it's imperative that your professional first impression is one that will compel your potential employer to learn more about you.

For a winning formula, follow these five simple steps:

1. Accentuate Exceptional Academic Performance.

Exceptional credentials impress almost everyone. The higher rated the law school, the higher grades, the more beneficial it is to lead with this information. If it's short of exceptional, or it's been more than five years since you graduated, consider putting your academic performance after your experience.

2. Be Concise.

Few people are impressed by an overly detailed employment history and/or list of academic information. Be selective, ensuring your winning qualities stand out and streamline your resume so that the most relevant skills are emphasized. Save some details for the interview.

3. Review. Review. Review.

Read over your resume repeatedly until you think it is perfect. Then hand it to someone else to read. Nothing detracts more from a resume than grammatical and spelling errors, even when you're otherwise perfect for the position. Prove your attention to detail right off the bat, by providing a thoroughly edited resume.

4. Perfect Presentation Prevails.

Why do fine chefs devote just as much care in presenting their dishes as they do preparing them? Simply answered, if it doesn't look good, diners usually don't want it! The ingredients of your resume may be divine, but presentation is key to engaging the reader. Use clear headings, bullet points, adequate margins, and a readable typeface to maximize your resume's appearance.

5. Ask An Expert.

Just thinking you know what works isn't good enough when it comes to the competitive world of law. Though other attorneys can provide you will a solid base, you only get once chance at getting in where you want, so make sure you give it your best shot and get the advice of an expert. When it comes to resumes, experts (professional resume writers, recruiters and the like) know what works and what doesn't. Capitalize on their experience and you're sure to benefit.

You only get one first impression. Make sure that your resume provides the impression you want it to make!

Interested in learning more? We can help. Email us at info@elitelaterals.com or call Amy Savage at 202.280.2408