

— DEAR 1L® — 5-point 2024 RESUME CHECKLIST FOR LAW STUDENTS—

1: Make sure your date entries align EXACTLY on the right margin.

No, it is not ok if they “sort of” line up. They must be perfectly straight. They must pass a ruler test. The ONLY way to do this is to set “right tabs.” 🙌 DM me if you need help.

2: Make sure the hyphens and spaces between the parts of each date entry are consistent.

It is not okay to use a hyphen with no spaces between some dates and an em-dash with spaces between others. They all must be identical. The proper punctuation to show a date range is an EN-DASH with NO spaces on either side. 🙌 DM me if you need help.

3: Start all your bullets with PAST-tense verbs.

For roles you hold currently, discuss what you have already done.

- ✗ ▪ “Responsible for . . .” [→ use a verb]
- ✗ ▪ “Manage . . .” [→ put in past tense]

4: Check that your punctuation is consistent.

▪ If you have commas, semicolons, or periods at the end of bolded, underlined titles, your punctuation should NOT be bolded & underlined. Consistency is what’s key.

- ✗ **Awards:** Leadership:
- ✓ **Awards:** Leadership:
- ✓ **Awards:** Leadership:

- If you place a period at the end of a bulleted entry, you must do so at the end of all bulleted entries.
- If you use curly quotes instead of straight quotes—which I recommend—make sure they’re consistent. I see folks switching back and forth.

5: Include a personalized LinkedIn address.

Beyond offering a cell phone number and email address where you can be contacted, you should include a personalized link to your LinkedIn profile page. You know LinkedIn is the FIRST place they’re gonna look you up. Why make yourself hard to find? 🙌 DM me if need help.

6: I’ve got a few more coming this week. Stay tuned by following #Dear1L and checking Dear1L.com. 📧