

Crafting Your Resume

When it comes to applying for interim legal and paraprofessional roles, having your resume letter perfect at all times and ready to send out will be imperative. Here are some quick tips for crafting a resume fit for your next role.

Trim down your executive summary. Include years of experience, industry and key skill sets. Do NOT to include unnecessary adjectives.

Highlight transferable skills to show that you understand the responsibilities of the role.

Jane Smith

PROFESSIONAL SUMMARY
15 years' experience in transactional law with a focus in software licensing, master services agreements, SaaS, request for proposals, mergers & acquisitions, data privacy and nondisclosure agreements.

PROFESSIONAL EXPERIENCE

Various Entities 2017 – Present
Commercial Attorney

- Review, draft, and negotiate commercial agreements including inbound and outbound sales agreements, software licenses, professional services agreements, partner agreements, vendor agreements, nondisclosure agreements, hotel agreements and consulting agreements.
- Counsel and represent small businesses during formation, general business matters, litigation and employment matters.
- Negotiated a \$90M contract with a global software vendor and \$50M annual hardware contract.
- Drafted company policies and procedures including various Employee Handbooks.
- Developed, implemented and trained on various data privacy compliance programs for clients; including GDPR, CCPA and Privacy Shield.

Company B 2008 – 2016
Senior Attorney

- Drafted, reviewed and negotiated commercial agreements including SaaS, consulting agreements, vendor agreements, nondisclosure agreements and enterprise software agreements.
- Generated \$30M gross revenue upon closing various deals including \$25M contract, resulting in one of the company's largest sales to date.
- Closed strategic \$2.75M deal for Fortune 100 financial services provider.

Company A 2005 – 2008
Senior Commercial Attorney

- Drafted and negotiated various software licensing, master service agreements and nondisclosure agreements for multi-million-dollar company.
- Analyzed 100+ RFP contracts for risk mitigation strategies that would later be proposed to the executive leadership team.
- Handled day to day employment issues including employment agreements, investigations, terminations, workers compensation matters and contesting unemployment claims.
- Negotiated \$M technology transaction from cradle to grave after bid was won.

Law Firm 2000 – 2005
Senior Associate

- Reviewed, drafted, and negotiated domestic and international commercial transactions involving mergers and acquisitions, joint ventures, franchising, and corporate governance for global law firm.

EDUCATION

Georgetown Law Center
JD

American University
BA

- Summa Cum Laude

ADMISSION, & CERTIFICATIONS

- Bar admissions: District of Columbia, Virginia & California
- CIPP, PMP

Arrange the bullets with each role to compliment the job description.

Dive into the specifics by including the size of transactions/deals you've directly worked on or a list of favorable verdicts.

Remove bullets from roles that are not relevant to the overall opportunities you're applying to.

Do not overshare; give enough information to pique their interest.

Highlight your academic accolades, including scholarships, law review, dean's list.



Update your resume once a year! You never know when you are going to need it .