
Careers Outside of Legal Practice

Office of Career & Professional Development
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INTRODUCTION:

Not all law school graduates practice law. The analytical and advocacy skills honed during law school can fuel many other careers. Some graduates practice law first and then move into a non-practicing career. Others know in law school they do not want to practice and search for career alternatives that use their legal education, but do not involve practicing law.

Non-practicing jobs usually do not require bar admission, although graduates who are admitted often choose to keep their admitted status at the lower-cost non-practicing state bar membership rate.

HOW TO USE THIS GUIDE:

This guide gives some general advice on how to approach a job search outside of law practice. It then groups work benefited by a legal education by types of jobs and gives general information about the types of employers who need that work done. Each section identifies skills and traits that make employees successful in the work, with the hope that students who see themselves in these descriptions will investigate these types of opportunities on their own in greater depth. This guide is a launching point; be creative and use resources, including Career Office counselors who can help plan out more detailed research in specific areas.

TIPS FOR ANY NON-PRACTICING JOB SEARCH:

Every job search, and certainly all career changes, require self-assessment, research, and action. Three questions may help you determine and articulate what you are seeking in your alternative career:

- 1) What kind of problem solver am I?
- 2) What kind of problem do I want to solve?
- 3) Who (or what) can pay me to solve the problem?

The basic search techniques are the same whether the job sought is legal or non-legal: know your skills so you can advocate for yourself; identify your goals; research the employer's needs; create a resume and cover letter that catches the employer's attention; build a network of people to connect you to opportunities; and use every encounter to show how professional you will be on the job.

IDENTIFY YOUR SKILLS

Skills Taught in Law School: Which of these have you developed in law school? Are there others you've gained?

- Think analytically
- Identify issues and a framework for resolving them
- Problem-solve
- Investigate
- Compile factual information
- Synthesize information
- Focus on details without losing sight of the big picture and bottom line goals
- Analyze all potential sides of an issue or dispute
- Craft arguments aimed to persuade
- Research issues thoroughly
- Write clearly and succinctly
- Write persuasively
- Advocate in writing and in person
- Strategize to develop a plan to reach a specific outcome
- Advise or counsel
- Present complex information simply
- Think quickly on your feet
- Negotiate
- Understand corporate structures and corporate governance
- Understand political and government structures, powers, and constraints

Skills and traits you had before law school: These skills are still an important part of who you are. Law school grads do not lose pre-existing skills; they gain additional skills. Ask: what are my pre-law school skills? What traits got me into law school? Create a list of skills to prepare for the self-advocacy that will result in your successful candidacy.

RESUME DRAFTING

All of the skills listed above are critical for a variety of jobs, not just the practice of law. However, non-legal employers may be less informed about what law graduates take for granted -- that law school teaches all these skills. Seeking a non-practicing job may take patience to teach employers and business contacts about all the skills one learns, and practices, in the process of learning the law. Your resume should show the employer how your skills and experience meet the employer's needs.

Format:

There is no set format for a non-legal resume (unlike a legal resume, where the set format for law students and recent grads is to lead with education and put experience second). Instead, the basic rule is to lead with the critical information that is most likely to get the employer's attention. Non-legal employers, particularly business entities and non-profits, see resumes with all different formats. Format options include:

- Lead with a job objective
- Lead with experience
- Lead with highlights
- Create a functional resume, rather than a chronological resume (See samples, pp. 7-13)

Ask:

- Which of my strengths will be useful for this employer?
- What might this employer see as a concern?

Lead with strengths or information that dispels any potential concerns. For example:

Worried that the employer might doubt your commitment to the work, or think that you'll leave the employer once you pass the bar? Consider leading with an Objective section that shows your commitment to the non-legal work or that employer.

Concerned that the employer will be put off or confused by the JD? Consider leading with experience and put education at the bottom of the resume.

When seeking a job where certain skills are critical, e.g., entrepreneurial and business knowledge, consider leading with a highlights section emphasizing self-employed work, self-initiated projects, and business successes.

When seeking a job that involves counseling clients, consider a functional format that includes all counseling experience at the top.

Work Descriptions:

Often legal resumes use succinct descriptions of work performed from which other lawyers can easily deduce a myriad of skills, but non-lawyers cannot. Drafting resume descriptions for a non-legal job requires describing more explicitly the skills that go into a legal work product.

For example, a judicial extern who is applying for a law firm job might describe the externship work this way:

"Reviewed briefs, researched law and drafted bench memoranda with ruling recommendations."

The same work might be described this way on a resume for a non-practicing job:

"Reviewed each party's conflicting written arguments to the court; synthesized the information to discern points of agreement and points of conflict; researched the law cited to verify the accuracy of the arguments; analyzed the arguments in the context of the legal precedents and decided the correct ruling; drafted a memorandum for the judge summarizing the arguments, succinctly outlining the law, and advocating for a particular decision."

EXPLAINING YOUR LAW DEGREE AND YOUR DECISION NOT TO PRACTICE

Embrace a positive narrative, focused on what excites you about non-legal practice (rather than why you don't want to practice law.) What you present to employers and network contacts must be positive-- the passion and interests that attract you to the work sought—not negativity about the practice of law. Use counselors and close advisors and friends to vent all the reasons for not practicing, then turn it to excitement about what kind of work will be fulfilling. The potential employer wants to know what is drawing you towards the particular work he needs done. It is the attraction to the employer's work that will make you successful.

TYPES OF JOBS/SKILLS & TRAITS NEEDED

1. Alternative Dispute Resolution: For those who enjoy managing conflict and assisting others in creating, or advocating for, solutions. Negotiators and dispute-resolvers work to resolve conflict or advocate for one side in conflict. They also possess strong communication and writing skills. Contract managers, union representatives, administrative law judges, arbitrators, mediators, and mergers-and-acquisition directors all deal with conflict and resolution. Skills sought are negotiation, mediation, fact analysis, issue identification, ability to distinguish fact patterns, aware of risks and liabilities. It is helpful to have a background or substantive training in a specific practice or area, and mediation training.

2. Consultants or Coaches: For those who are creative problem-solvers with a desire to serve others. Coaches and consultants are intellectually curious, good writers and presenters, detail-oriented, good listeners and customer-service oriented. They have strong interpersonal skills. Consultants are in every industry, from business and finance to management and technology. Common types of consulting include law firm consulting, management consulting, human resources consulting, tax consulting and land-use consulting. Common types of coaches include executive coaches, business development coaches, and career or life coaches. While some companies have these positions in house, many consultants and coaches are entrepreneurs and start their own businesses.

3. Education, Teaching and Training: For those who enjoy public speaking, teaching and writing. Higher levels of education also attract those interested in theoretical concepts and scholarly writing. Career opportunities involving education include law professors, university and community college professors, adjunct professors, lecturers, law school administrators, and corporate or human resources trainers.

4. Finance, Corporate and Transactional Work: For those who are attracted to issues involving the business world. Business finance managers and executives are comfortable with numbers and enjoy using their analytical skills to work with budgets, balance sheets, and financial strategies. Most finance jobs require quantitative and analytical thinking, sales, marketing, client development, and management skills. Those who seek a fast-paced competitive environment would seek work with private sector employers. Service oriented grads seeking a slower paced environment might seek this work for government employers. Self-starters and those with an entrepreneurial spirit might seek out start up companies. Investment analysts, bankers, hedge-fund directors, trustees at banks, corporate finance officers, credit managers, wealth managers, financial advisers, fundraisers, trust officers, FDIC attorneys and investigators, Securities and Exchange Commission and compliance officers, bankruptcy consultants and litigators, and contract managers are just a few of these positions. For those comfortable with numbers but also seeking to work with people, possibilities include

operations management positions, particularly with law firms, law services companies or other professional firms such as accounting firms or medical organizations.

5. Foundations and Nonprofits: For those who are committed to a particular cause, have a sense of activism or concern for a community. Nonprofit work is for creative leaders with communication skills. Careers include consumer advocates, planned giving and development officers, executive directors, fundraisers, grant writers, directors of community relations, marketing directors, and event coordinators.

6. Human Resources and Legal Recruiting: For those who like employment issues and advising on hiring, firing, recruiting, interviewing and other personnel issues, drafting policies, and planning programs. Grads can specialize in employment, compensation, benefits, training and development, immigration or employer/employee relations. Strong interpersonal and negotiation skills are important for these jobs. Human resource managers, employee training supervisors, benefits managers, global mobility managers, employee relations representatives, and affirmative-action coordinators are some examples of human resource positions. Recruiting, in particular legal recruiting, attracts grads with strong communication and counseling skills who enjoy connecting with people and can cheerfully and confidently sell their services, including via cold calls. Legal recruiters work for law firms or agencies.

7. International Affairs: For those with strong diplomacy, adaptability and language skills. International jobs span every field, including government, business, education, research, non-profit, and consulting organizations. Often careers in international affairs are fueled by an interest in a business that has an international component, or fueled by a passion for a particular foreign culture and language. International jobs can involve working abroad or domestically on issues affecting foreign nationals entering this country or in their home countries. Careers in the foreign service, micro finance, immigration, nonprofit organizations and corporations doing business abroad all touch international issues.

8. Leaders, Managers, Directors, Executives and Administrators: Leaders have strong problem-solving and management skills. They are drawn to work that involves organizational and programming skills as well as significant interpersonal and communication skills. Executives at corporations, directors at nonprofit organizations, law school administrators, student services leaders, financial aid consultants, and admissions directors and counselors are all examples of careers in this type of work.

9. Politics, Government Affairs or Lobbying: For those who are drawn to political issues, are powerful communicators, possess marketing skills, and can influence people. Political jobs require strong writing skills and work at a fast pace to meet deadlines. Opportunities include as elected officials, legislative aides, community organizers, committee staff, campaign managers, legislative directors for Congress, in-house governmental affairs representatives, and lobbyists.

10. Research Positions: For those who enjoy analyzing and dissecting concepts, and explaining or extrapolating from the results. These jobs also require strong writing, research, spreadsheet, and perhaps computer graphics skills. Research attorneys for the courts, legal writers and publishers, law librarians at universities and firms, policy analysts for government or think tanks, investigators for government agencies or private firms, and sales and research

associates for organizations such as Lexis and Westlaw are some of the careers involving heavy research skills.

11. Public Relations, Production, Media & Artist Management: For those who are passionate about a particular performing art, good at verbal and written communication, enjoy marketing and love a fast-paced environment focused on negotiating for the best deals. Often artist managers, talent agents and press agents are legally trained. Those who work in this field use their advocacy talents and client-oriented ethics to be trusted advisors to performers who seek advice and diligent work on their behalf. Employers include talent agencies, public relations firms and production companies. Often, with experience and a strong reputation, this work can be done freelance or by starting one's own firm.

12. Investigation & Litigation Support: For those who enjoy research, are detail-oriented, will work diligently to figure out all the details of a factual situation, and are undaunted by seemingly unsolvable puzzles or by needing to get information out of strangers. Investigators are used for a variety of issues – criminal trials, civil litigation, vetting candidates for corporate board positions, examining paper trails and computer files to piece together a story. Those with computer graphic skills can also work for litigation support firms putting the story together graphically to present to a jury.

ADDITIONAL RESOURCES:

Do What You Are, Paul Tieger and Barbara Barron-Tierger, Little, Brown & Co.:2007.

Running From The Law: Why Good Lawyers are Getting Out Of The Legal Profession, Deborah Arron, Niche Press: 3rd Ed. 2003.

What Can You Do With A Law Degree: A Lawyer's Guide To Career Alternatives Inside, Outside & Around The Law, Deborah Arron, Niche Press: 5th Ed. 2004.

Changing Jobs: Third Edition, A Handbook For Lawyers In the New Millenium, Heidi McNeil Studenmaier, ABA, 2003.

Jobs For Lawyers: Effective Techniques For Getting Hired In Today's Legal Marketplace, Hillary Jane Mantis & Kathleen Brady, Impact Publications: 1996.

Alternative Careers For Lawyers, Hillary Mantis, Princeton Review Publishing: 1997.

Guerilla Tactics For Getting The Legal Job Of Your Dreams, Kimm Alayne Walton, Harcourt Brace, 2nd Edition, 2008.

Nonlegal Careers for Lawyers, Gary Munneke & William Henslee, Career Series, American Bar Association: Fifth Edition, 2006.

The Creative Lawyer: A Practical Guide to Authentic Professional Satisfaction, Michael Melcher, ABA, 2007.

Beyond LA Law: Inspiring Stories of People Who've Done Fascinating Things With A Law Degree, Janet Smith, Harcourt Brace, 1998.

The following is a sample chronological resume for a recent grad searching for a human resources position, legal affairs job, or a position that deals with immigration and employment issues.

SAMPLE CHRONOLOGICAL RESUME FOR RECENT GRAD (FOR CAREERS OUTSIDE THE LAW)

RACHEL SMITH

1600 Clement St., San Francisco, CA 94118 • 415-555-1237 • E-Mail: rachelsmith@gmail.com

Objective: Supervisory administrative position in Human Resources or Legal Affairs, Employment and/or Immigration Issues, for government, firm or corporation

PROFESSIONAL PROFILE

- Solutions-driven professional with expertise in management-side advocacy on employment issues, including discrimination claims, implementing effective discipline programs for union employees, and immigration applications for corporate workers.
- Highly adept at presenting recommendations to decision-makers including corporate management, judges, and law firm partners.
- Effective negotiator and communicator.
- Skilled at training and supervising paralegals.

PROFESSIONAL EXPERIENCE

Law Clerk, Employment Litigation Section

City Attorney's Office, City and County of San Francisco

San Francisco, CA

Summer 2010

- As a certified law student, litigated an employment discrimination case in state court, involving age and gender discrimination claims.
- Researched and wrote memoranda analyzing likelihood of success on management proposed disciplinary processes impacting 26,000 union employees; presented to management a summary of recommendations, focusing on how to ensure discipline is effective while implementing programs consistent with contract and legal obligations.
- Supervised paralegal to organize documents and attorney work product for depositions and trial.

Federal Judicial Extern

U.S. District Court, The Honorable Ted Rose

San Francisco, CA

Spring 2010

- For several business dispute cases and an employment discrimination case, reviewed each party's conflicting written arguments to the court; synthesized the information to discern points of agreement and points of conflict; researched the law cited to verify the accuracy of the arguments; and analyzed the arguments in the context of the legal precedents.
- Drafted memoranda on the issues of law; recommended rulings for the judge to use in weekly law and motion decisions.
- Drafted an opinion issued by the court denying a motion for summary judgment in an employment discrimination case.

Employment Law Intern

Cisco Systems

San Jose, CA

Summer 2009

- Evaluated and recommended improvements to legal department's system for processing United States immigration applications for foreign nationals employed by Cisco Systems to work in the United States.
- Prepared report, created PowerPoint presentation, and orally presented recommendations to General Counsel and Senior Employment Counsel.
- Trained paralegal staff in new procedures.
- Wrote memoranda for Senior Employment Counsel analyzing issues raised in class action gender bias discrimination then pending against the company.

Immigration Paralegal

Howe & Doerr

Palo Alto, CA

2005-2008

- Primary responsibility for over 100 corporate immigration visa applications, including temporary work visas, permanent resident visas and work permit applications.
- In collaboration with attorneys, designed successful immigration status strategies for clients; summarized process steps for clients.
- Drafted all advocacy pieces to support applications.
- Conferred daily with corporate management at clients' workplaces to gather information, responded to inquiries about status of applications, and coordinated employment decisions with immigration status.
- Negotiated fees with clients and corporate employer sponsors.
- Proposed new process for law firm's creation of work permit applications and was given sole responsibility for implementing new procedures.
- Trained staff of 10 paralegals in new work permit application procedures and oversaw quality control of work permit applications.

TRAINING AND TEACHING EXPERIENCE

- Teaching Assistant, Civil Procedure, University of California, Hastings College of the Law, 2009
- Trainer, Temporary Work Visas, Howe & Doerr Immigration Law Firm, San Francisco, CA, 2005-2007

EDUCATION

Juris Doctor, University of California, Hastings College of the Law, San Francisco, CA, 2011

Participated in Negotiation Team; won First Place Award in National Negotiation Competition

Bachelor of Arts in English, *cum laude*, University of California at Berkeley, 2005

LAW LICENSE

- Awaiting results of the State Bar Exam of California (expected November 2011)

Do you need both a chronological and functional resume?

You might if you are targeting different types of jobs. Perhaps you are open to a legal job, but you're also open to jobs outside the law. The next two sample resumes are of an experienced alum who wanted a resume that would work for traditional attorney positions (*chronological resume*) and one that would target the corporate sector (*functional resume*).

SAMPLE CHRONOLOGICAL RESUME (FOR LEGAL JOBS)

ALLISON JONES

1600 E. Charleston Dr., San Francisco, CA 94118 • 415-555-1237 • E-Mail: allison.jones@gmail.com

MUNICIPAL LAW ♦ EMPLOYMENT LAW ♦ TEAMWORK ♦ COMMUNICATIONS SKILLS

PROFESSIONAL PROFILE

- Solutions-driven professional attorney and employment litigation supervisor with exceptional experience in municipal government and expertise in employment law.
- Highly adept at collaborating/interfaces with decision-makers in top corporate management of firms such as grocery-store chains, clothing retailers, restaurants, water-delivery companies, and major insurance companies.
- Experienced in diverse range of employment/HR issues, including disability discrimination, workers' compensation, EEO investigations, accommodation policies, litigation, sexual harassment, and race discrimination issues.
- Effective mediator, conflict-resolver, and communicator.
- Skilled at counseling and advising clients, as well as training, and coaching team of attorneys.

PROFESSIONAL EXPERIENCE

Deputy City Attorney, Litigation Supervisor

City Attorney's Office, The Honorable Jeffrey Lewis

San Francisco, CA

2005 to Present

- Litigate employment discrimination cases in federal and state court, including winning, as second chair, age discrimination federal case brought by six prosecutors against San Francisco, CA District Attorney; litigated 10 arbitrations and employee-discipline cases before various tribunals; won every case/arbitration.
- Prosecute employee-discipline cases in union-heavy city with 26,000 employees, interacting with management to maintain integrity of workplace by ensuring that discipline sticks.
- Advise city agencies on human-resource issues, policy, and law, including ADA, Title VII, ADEA, and FEHA.
- Interact with middle managers and first-line supervisors to prepare them for depositions and trial; coach them every step of the way in dealing with employees under their supervision who have sued them.
- Supervise junior attorneys and paralegal; train other attorneys in how to litigate cases and prepare witnesses; partner with less experienced attorneys to guide/coach them through litigation process.

Federal Judicial Law Clerk

U.S. District Court, The Honorable Ted Rose

San Francisco, CA

2003 to 2005

- Analyzed dispositive and discovery motions; handled initial intake of all disputes relating to discovery information and documents produced prior to trial; determined immediacy of issues and how they would be presented to the court.
- Presented issues, law, and recommendations to judge orally and in writing.
- Drafted opinions following trials and hearings.
- Conducted preliminary discussions with counsel regarding discovery disputes.

Associate/Litigator

Syfrett, Loren, Riley & Phelan

Palo Alto, CA
2000 to 2003

- Counseled corporate clients on employment issues. Represented clients before EEOC, OFFCP, and Labor Board; litigated Title VII, ADEA, and ERISA cases, including taking three cases to trial.
- Conducted EEO training for management and clients. Investigated employee complaints of discrimination and sexual harassment.
- Conducted employee investigations of sexual harassment and discrimination on behalf of clients. Dispensed advice on employee counseling, discipline, terminations, and wage issues.
- Supervised junior attorneys and investigators.

Assistant District Attorney

District Attorney's Office

Alameda, CA
1998 to 2000

- Tried more than 100 criminal cases, including 65 felony jury trials – half as first chair – including seven homicides, as well as numerous juvenile and neglect cases, in two years.
- Conducted probable-cause hearings and motions to suppress.
- Coordinated with law enforcement and witnesses.

TEACHING EXPERIENCE

- Instructor, Federal Practice and Procedure, Paralegal Program, University of San Francisco, CA, 2005
- Instructor, Employment Law, Golden Gate University, San Francisco, CA, 2003

EDUCATION

Juris Doctor, University of California, Hastings College of the Law, San Francisco, CA, 1998
Participated in Moot Court Board, National Trial Team, ATLA; won Moot Court Competition Award
Bachelor of Arts in English, *cum laude*, University of California at Berkeley, 1995

PROFESSIONAL and CIVIC AFFILIATIONS

- Member, Society for Human Resource Managers Commissioner, Commission on the Status of Women, San Francisco, CA
- Enlisted community involvement regarding concerns of families, women, and children as Commissioner; facilitated community “speak ups” as committee member.
- Co-chair, 2001 Hall of Fame honoring female community activists, Commission on the Status of Women, San Francisco, CA

LAW LICENSURE

California, 1998

**SAMPLE FUNCTIONAL RESUME (FOR EXPERIENCED ALUM IN CAREERS OUTSIDE THE LAW-
E.G. CORPORATE WORK)**

ALLISON JONES

1600 E. Charleston Dr., San Francisco, CA 94118 • 415-555-1237 • E-Mail: allison.jones@gmail.com

MANAGEMENT ♦ EMPLOYMENT LAW ♦ TRAINING ♦ MEDIATION

PROFESSIONAL PROFILE

- Goal-driven management professional and employment litigation supervisor with exceptional expertise in employment law, including EEO, ADA, Title VII, ADEA, FEHA, ERISA.
- Highly adept at employee relations and collaborating/interfacing with decision-makers in top corporate management of firms such as grocery-store chains, clothing retailers, restaurants, water-delivery companies, and major insurance companies.
- Experienced in diverse range of employment/HR issues, including disability discrimination, workers' compensation, EEO investigations, accommodation policies, litigation, sexual harassment, and race discrimination issues.
- Uniquely positioned for balanced view of employment issues, having handled cases from both employer and employee perspectives.
- Effective mediator, conflict-resolver, and communicator who understands the importance of a management culture that fosters respect, safety, and concern for its employees.
- Skilled at counseling, training, and coaching employees.

HIGHLIGHTS OF PROFESSIONAL ACCOMPLISHMENTS and EXPERIENCE

Employment Law

- Currently litigate employment discrimination cases in federal and state court, including winning, as second chair, age-discrimination federal case brought by six prosecutors against San Francisco, CA, District Attorney.
- Litigated 10 arbitrations and employee-discipline cases before various tribunals; won every case/arbitration.
- Prosecute employee-discipline cases in union-heavy city with 26,000 employees, interacting with management to maintain integrity of workplace by ensuring that discipline sticks.
- Advise city agencies on human-resource issues, policy and law, including ADA, Title VII, ADEA, and FEHA.
- As Associate/Litigator for law firm, counseled corporate clients on employment issues.
- Represented clients before the EEOC, OFFCP, and Labor Board; litigated Title VII, ADEA, and ERISA cases, including taking three cases to trial.
- Advised on employee counseling, discipline, terminations, and wage issues.
- Wrote monthly articles and updates on employment law.

Management and Leadership

- Supervise junior attorneys and paralegal; previously supervised junior attorneys and investigators.
- Developed employment policies and handbooks.
- Enlisted community involvement regarding concerns of families, women, and children as Commissioner, San Francisco, CA.
- Commission on the Status of Women; facilitated community "speak ups" as committee member.

Mediation ~ Interpersonal ~ Problem-solving ~ Investigation

- As federal judicial law clerk, handled initial intake of all disputes relating to discovery information and documents produced prior to trial; determined immediacy of issues and their presentation to the court.
- Investigated employee complaints of discrimination and sexual harassment.
- Conducted employee investigations of sexual harassment and discrimination on behalf of clients.

Training ~ Coaching

- Interact with middle managers and first-line supervisors to prepare them for depositions and trial; coach them every step of the way in dealing with employees under their supervision who have sued them.
- As Associate/Litigator for law firm, conducted EEO training for management and clients.
- Train other attorneys in how to organize properly to litigate a case and how to prepare witnesses.
- Partner with less experienced attorneys to guide/coach them through the litigation process.
- Taught employment law to paralegals as college instructor.

PROFESSIONAL HISTORY

- Deputy City Attorney, Litigation Supervisor, City Attorney's Office, The Honorable Jeffrey Lewis, San Francisco, CA, 2005 to present
- Instructor, Federal Practice and Procedure, Paralegal Program, University of San Francisco, San Francisco, CA, 2005
- Federal Judicial Law Clerk, U.S. District Court, The Honorable Ted Rose, San Francisco, CA, 2003 to 2005
- Instructor, Employment Law, Golden Gate University, San Francisco, CA, 2003
- Associate/Litigator, Syfrett, Loren, Riley, & Phelan, Palo Alto, CA, 2000 to 2003
- Assistant District Attorney, District Attorney's Office, Alameda, CA, 1998 to 2000

EDUCATION

- **Juris Doctor**, University of California, Hastings College of the Law, San Francisco, CA, 1998
- Participated in Moot Court Board, National Trial Team, ATLA; won Moot Court Competition Award.
- **Bachelor of Arts** in English, *cum laude*, University of California at Berkeley, 1995

PROFESSIONAL and CIVIC AFFILIATIONS

- Member, Society for Human Resource Managers Commissioner, Commission on the Status of Women, San Francisco, CA
- Enlisted community involvement regarding concerns of families, women, and children as Commissioner; facilitated community "speak ups" as committee member.
- Co-chair, 2001 Hall of Fame honoring female community activists, Commission on the Status of Women, San Francisco, CA

LAW LICENSURE

California, 1998

Sample Functional Resume: Experienced alum's transition from Law to Director of a Non-Profit Organization. Remember: FOCUS ON SPECIFIC, QUANTIFIABLE RESULTS when detailing your experience.

JENNIFER GRANGER

303 Divisadero St., San Francisco, CA 94117 • (415) 555-6688 • jenn.granger@gmail.com

OBJECTIVE

Executive Director of a nonprofit organization

HIGHLIGHTS

- Over 5 years of management experience emphasizing a collaborative style.
- Adept at building relationships to further the organization's membership goals.
- Persuasive skills, both written and verbal.

PROFESSIONAL EXPERIENCE

(at Renwall, Nelville & Rust)

MANAGEMENT

- Achieved revenue growth from \$600K to \$1.5M per year within my area of management, while decreasing overhead.
- Planned and enforced a budget of up to \$700K.
- Supervised 12 staff, involving training, quality control, conflict resolution, and production flow.
- Directed acquisitions, installations, and maintenance of multi-plex workstation systems.

DEVELOPMENT / MOTIVATION

- Built a large client base through quality of service and consistent follow through.
- Assisted clients in identifying their interests.
- Wrote persuasive letters to influence decision making of members and clients.
- Involved personnel in goal sharing which increased productivity.

WORK HISTORY

2009-2011	Partner	Law Offices of Renwall, Nelville & Rust	Oakland, CA
2002-09	Associate	Law Offices of Renwall, Nelville & Rust	Oakland, CA

EDUCATION

J.D., University of California, Hastings College of the Law, CA, 2002
B.A., Finance, Georgetown University, Washington, DC, 1999

AFFILIATIONS

- Board of Directors, San Francisco Symphony
- Advisory Council to the San Francisco AIDS Project