

## SKILLS INVENTORY CHECKLIST FOR RESUMES

This list focuses on two classifications of skills relevant to the practice of law – transferable skills that are applicable to a broad variety of tasks or activities in a wide range of work contexts, and legal skills that are the competencies and substantive knowledge that enhance your performance as a lawyer. At this early stage in your career, you are just developing these skills, and as you progress, some will become more important than others in your chosen practice area.

Review the list and check off all of the skills that you have acquired through your academic and work experiences. Use this as a guide for the skills that you want to highlight and summarize on your resume. Remember also that if you used the same skills in multiple positions, mentioning the skill once is usually enough. Use the space on your resume to highlight and summarize all of the skills that you have to offer to the employer. The exceptions are research, writing, and analysis skills, which are worth repeating on your resume, since these are the three most important skills that legal employers are seeking.

If possible, indicate one or more examples of how you have demonstrated the skill previously on your resume.

### TRANSFERABLE SKILLS

#### Written Communication

- Business correspondence
- Editing
- Creative/Expository writing
- Technical writing
- Other writing (reports, memos)
- Translating (foreign language)

#### Verbal Communication

- Teaching/Training
- Public speaking
- Persuading/Promoting/Selling
- Articulating (quality of oral expression)
- Schmoozing/Socializing
- Foreign language/Signing

#### Interpersonal

- \_\_\_\_\_ Listening (really "hearing" the other side)
- \_\_\_\_\_ Advising/Counseling
- \_\_\_\_\_ Empathizing
- \_\_\_\_\_ Interviewing (obtaining information)
- \_\_\_\_\_ Handling complaints
- \_\_\_\_\_ Confronting
- \_\_\_\_\_ Negotiating
- \_\_\_\_\_ Mediating
- \_\_\_\_\_ Group facilitating
- \_\_\_\_\_ Getting along with others
- \_\_\_\_\_ Being politically savvy
- \_\_\_\_\_ Projecting a professional image

#### Organizational

- \_\_\_\_\_ Anticipating/Estimating
- \_\_\_\_\_ Prioritizing
- \_\_\_\_\_ Coordinating/Arranging (events)
- \_\_\_\_\_ Compiling/Gathering (data)
- \_\_\_\_\_ Classifying/Ordering (information)
- \_\_\_\_\_ Programming
- \_\_\_\_\_ Planning/Scheduling
- \_\_\_\_\_ Record keeping
- \_\_\_\_\_ Meeting deadlines

#### Intellectual

- \_\_\_\_\_ Conceptualizing (new ideas)
- \_\_\_\_\_ Analyzing (events, data, people)
- \_\_\_\_\_ Theorizing (drawing generalizations)
- \_\_\_\_\_ Comprehending information quickly
- \_\_\_\_\_ Understanding technical material
- \_\_\_\_\_ Predicting/Forecasting (trends)
- \_\_\_\_\_ Experimenting
- \_\_\_\_\_ Remembering information
- \_\_\_\_\_ "Thinking on your feet"

#### Managerial

- \_\_\_\_\_ Supervising/Leading
- \_\_\_\_\_ Organizing/Coordinating
- \_\_\_\_\_ Motivating others
- \_\_\_\_\_ Initiating
- \_\_\_\_\_ Risk taking
- \_\_\_\_\_ Delegating
- \_\_\_\_\_ Exercising good judgment

- \_\_\_\_\_ Accepting responsibility
- \_\_\_\_\_ Decision making

### Problem-Solving

- \_\_\_\_\_ Examining (attention to details)
- \_\_\_\_\_ Proposing solutions
- \_\_\_\_\_ Assessing (the performance of others)
- \_\_\_\_\_ Evaluating (programs, services)
- \_\_\_\_\_ Appraising (values)
- \_\_\_\_\_ Applying knowledge to improve a situation or to benefit others
- \_\_\_\_\_ Troubleshooting

### Coping

- \_\_\_\_\_ Working effectively and calmly under pressure
- \_\_\_\_\_ Managing time
- \_\_\_\_\_ Tolerating delays/Patience
- \_\_\_\_\_ Persevering
- \_\_\_\_\_ Accepting criticism
- \_\_\_\_\_ Working through problems
- \_\_\_\_\_ Adjusting to changes/Flexibility
- \_\_\_\_\_ Competing with others

### Numerical/Technical

- \_\_\_\_\_ Operating technical equipment
- \_\_\_\_\_ Managing budgets/Allocating resources
- \_\_\_\_\_ Using computational abilities
- \_\_\_\_\_ Estimating/Projecting (costs, income)
- \_\_\_\_\_ Developing math/economic models
- \_\_\_\_\_ Working with precision
- \_\_\_\_\_ Financial record keeping
- \_\_\_\_\_ Using statistical abilities

### Creative

- \_\_\_\_\_ Inventing
- \_\_\_\_\_ Imagining
- \_\_\_\_\_ Designing
- \_\_\_\_\_ Applying theory in a novel way
- \_\_\_\_\_ Being an "ideas" person
- \_\_\_\_\_ Displaying
- \_\_\_\_\_ Constructing/Building
- \_\_\_\_\_ Synthesizing ideas
- \_\_\_\_\_ Fixing

## LEGAL SKILLS

### General Legal Knowledge

- \_\_\_\_\_ Possess substantive knowledge of basic areas of law (first-year curriculum)
- \_\_\_\_\_ Possess substantive legal knowledge of your particular area(s) of interest
- \_\_\_\_\_ Possess broad general knowledge of other areas of law in order to "red flag" issues to others possessing expertise
- \_\_\_\_\_ Keep abreast of current developments in law

### Legal Research

- \_\_\_\_\_ Perform research in a thorough, organized and competent manner
- \_\_\_\_\_ Know various secondary and primary research resources
- \_\_\_\_\_ Know how to use indexes
- \_\_\_\_\_ Able to plan a research strategy
- \_\_\_\_\_ Familiar with computerized research resources
- \_\_\_\_\_ Able to take systematic, useful research notes

### Factual Research

- \_\_\_\_\_ Able to plan fact investigations to obtain desired information
- \_\_\_\_\_ Know formal discovery devices and able to use them, including depositions, interrogatories and document requests
- \_\_\_\_\_ Know how to respond to formal discovery within ethical restraints to disclose required information

### Legal Writing

- \_\_\_\_\_ Plan and organize writing so that it is coherent, logical and persuasive
- \_\_\_\_\_ Draft, redraft and edit writing critically
- \_\_\_\_\_ Produce well written, good quality legal documents
- \_\_\_\_\_ Use language clearly, precisely and concisely

### Legal Analysis

- \_\_\_\_\_ Understand how to analyze a case and analogize it to client facts
- \_\_\_\_\_ Understand how to analyze a statute or regulation and apply it to a client problem
- \_\_\_\_\_ Understand how to synthesize multiple cases and/or statutes
- \_\_\_\_\_ Understand how to select legal rules to apply to client or opponent facts
- \_\_\_\_\_ Combine legal analysis with common sense and problem-solving abilities
- \_\_\_\_\_ Develop creative and/or alternative approaches to problems
- \_\_\_\_\_ Develop appropriate strategy to serve client

### Advocacy

- \_\_\_\_\_ Plan an effective trial strategy
- \_\_\_\_\_ Argue skillfully and effectively in court
- \_\_\_\_\_ Negotiate disputes skillfully and effectively

- \_\_\_\_\_ Prepare witnesses for examination
- \_\_\_\_\_ Examine witnesses using rules of evidence effectively
- \_\_\_\_\_ Develop ability to determine credibility of witnesses, clients, and testimony
- \_\_\_\_\_ Develop ability to determine the efficacy of opposing arguments
- \_\_\_\_\_ Practice appropriate courtroom demeanor

#### Problem Solving

- \_\_\_\_\_ Identify and assess the problem (issue spotting)
- \_\_\_\_\_ Help clients with strategic planning (including alternative solutions and strategies)
- \_\_\_\_\_ Advise clients regarding compliance with applicable laws and regulations

#### Client Relations

- \_\_\_\_\_ Conduct sessions that leave the client informed and reassured
- \_\_\_\_\_ Understand client's goals
- \_\_\_\_\_ Provide realistic assessments
- \_\_\_\_\_ Nurture and develop new client base
- \_\_\_\_\_ Keep client apprised of status of case
- \_\_\_\_\_ Prepare bills reflecting accurately accounted time

#### Work Habits

- \_\_\_\_\_ Maintain complete and organized files
- \_\_\_\_\_ Learn from experience through incorporating self-assessment and self-evaluation
- \_\_\_\_\_ Work effectively with support staff
- \_\_\_\_\_ Monitor work (deadlines, problems)
- \_\_\_\_\_ Make use of supervisory relationship, including seeking assistance early
- \_\_\_\_\_ Recognize ethical considerations of a situation

#### Ethics and Professional Development

- \_\_\_\_\_ Act within the Rules of Professional Responsibility
- \_\_\_\_\_ Support efforts to promote social justice
- \_\_\_\_\_ Further legal education by attending professional seminars, reading etc.
- \_\_\_\_\_ Develop relationships with colleagues practicing in your field through membership in professional organizations, law alumni groups, etc.
- \_\_\_\_\_ Engage in or financially support pro bono work
- \_\_\_\_\_ Become involved with the activities of your workplace
- \_\_\_\_\_ Produce articles for publication in professional journal