

Dear [REDACTED],

Thank you for working with Ivy Writing, and specifically with me. It has been a pleasure to read and edit your resume, and I look forward to helping you submit the best possible work application. I hope you will learn a lot from my edits.

I was happy to find that we have some things in common. Most notably, you are applying to consulting jobs, which is what I'm currently doing. Moreover, I tried Kendo while at Harvard (I am probably not as good as you though).

In this document you will find three the standard 3 components of our editing service: first, a discussion of some of the strengths and weaknesses of your resume, organized by theme; second, your original resume with comments in the margin (using Microsoft Word's "Track Changes" feature); and finally, a revised version of your resume, which will be in a separate document.

Please review the comments and revised resume carefully. As you will see, I have requested that you add details to your statement, and I recommend that you send me the resume for a second revision so that we can perfect your final assignment. Please do not hesitate to contact me for any question on the editing.

Again, thank you for choosing Ivy Writing.

All the best,
Kevin

General Comments

You will have a stronger resume than most because of your extensive legal training and experience. Our goal is therefore to use this to our advantage so that the employer knows exactly what you have accomplished and how much potential you have.

Consider this: the employer has less than 5 minutes to read your resume. What do you want him most to remember about you? What are the most important points?

Your resume draft was a good start, but I would suggest these general improvements:

Formatting

The look of the resume must be perfect. You can tell at a glance whether the resume is well prepared or not. This includes font spacing, sizes, clarity of information, and cleanliness. For this reason, you will see I have eliminated the gray shading, capitalized some things, and normalized other formatting aspects. This is the same format I used in my own resume, so I think it works pretty well.

We also want to keep the resume within one page. The revision is currently more than one page because of my brackets, but we'll get it in one page at the end.

Experience Details

This is the most important part of your resume. What did you do in these jobs, and what did you accomplish? We want numbers - 15 clients, 20 contracts, \$5 million in revenue, 20 new citizenships, won 3 cases, etc..

This is the biggest improvement you can make to your resume, but I will need more information from you. The more you tell me, the better your resume will be. I have put in some brackets where you can fill in details and send it back to me.

INITIAL DRAFT with specific comments

Education

Graduate School of Law, Seoul National University, Seoul, Korea (March 2007 – August 2009)

- Completed in Master of Laws (GPA : 4.02/4.3)

Judicial Research and Training Institute of the Supreme Court of Korea (March 2004 – January 2006)

- Trainee (Two-year education program required for judicial license)
- Organized Kumdo Club and act as a Manager of the Club
- Manager of the Class
- Immigrant Workers Team Member of Human Rights Association

Division of Maritime Law, National Korea Maritime University, Busan, Korea (March 1998 – February 2004)

- Bachelor of Law with honors (GPA : 4.21/4.5)
- President of Public Law Research Association(2000)
- Chief Manager of Students' Association(2001)

Work Experience

Bae, Kim & Lee LLC, Seoul, Korea (April 2009 - present)

- Associate Attorney
- Specialized in International Trade, Shipping, Aviation, and Insurance
- Refugee and Immigrant Workers Team Member of Pro Bono Committee

Training and Doctrine Command, Republic of Korea Army, Daejeon, Korea (April 2007 – March 2009)

- Legal Counsel for the Commander(Lieutenant General)
- Specialized in International Law, Contract Law, and Procurement Law
- Rank of Captain

1st Infantry Division, Republic of Korea Army, Paju, Korea (April 2006 – April 2007)

- Judge Advocate(especially act as Army Prosecutor), Legal Staff Office
- Rank of First Lieutenant

Busan Prosecutor's Office, Busan, Korea (March – April 2005)

- Assistant Prosecutor, working with mentor prosecutor

Busan District Court, Busan, Korea (January – February 2005)

- Assistant Judge
- Public Defender for 4 criminal cases and Mediator for 2 civil cases

Membership

- Korean Bar Association and Seoul Bar Association(Passed the Bar Exam in 2003)
- Korean Association of Certified Public Tax Accountants
- Registered as Korean Patent Attorneys at Korean Intellectual Property Office

Languages

- Native Korean, fluent in English, and basic understanding in German
- GMAT : 720

Other Information

- Hobbies: Soccer, Photography
- Computer Skills: MS-Office literacy
- Member of Amateur Soccer Club
- Member of International Solidarity Committee of MINBYUN-Lawyers for a Democratic Society
- Completed Corporate Law Training Course of Korean Bar Association (June 2009)
- Recent travel to India, Hong-Kong, Japan, Switzerland, France, Italy, China, and Thailand

Comment [A1]: We can use CAPITAL letters for the headers. Small differences like these make the document easier to read.

Comment [A2]: Do you have any honors or activities for law study? They are not necessary, but they would be nice.

Comment [A3]: If this is well known, you may not need to include this information.

Comment [A4]: We want to prioritize these activities. Manager of the Class is probably more important than Kumdo.

Is Manager the same as President, that is, the head leader? President is a more impressive name.

Comment [A5]: This section is probably the most important part of the resume. We want details about what you did and why it was important. These will help the employer decide whether you are qualified for the position.

Comment [A6]: We can put the position on its own line, not in a bullet point, since this is more important information.

Comment [A7]: This is the most important part of your application. It is not clear exactly what you accomplished here.

Consulting firms like **results**. Part of this means they like numbers - how many cases did you handle, did you win a case with lots of money, how many clients did you work with, any other things.

Comment [A8]: Once again this is a formatting issue. We can make it more attractive by putting the dates on one line.

Comment [A9]: This is a great line showing **results**. We want the same thing for all the other experiences. You will be unique in having indepth law experience.

Can you say how many of these cases you won?

Comment [A10]: We have too many sections here. Let's limit it to 4: Education/Experience/Membership/Personal.

Comment [A11]: This is not really related to Languages. We can put it above in Education.

Comment [A12]: We'll change this to "PERSONAL" since "other" suggests the info is not important.

Comment [A13]: Once again, we should go from most to least important. Hobbies are less serious so we can move them to the bottom.

Comment [A14]: This is basically assumed at this point in time. If you are not adequate with computers, you will most likely not be valuable as a consultant. Unless you have some very impressive computer skills, you can leave this off.

Comment [A15]: Is this a politically controversial organization? You want to avoid anything that might be controversial or conflict with the employer's political views. For example, there is an American organization called the American Civil Liberties Union that is very progressive socially. Republicans generally disapprove of the ACLU's actions and would be less likely to hire members.

On the other hand, if you are sure the employer has the same political views, this could be a bonus.

EDITOR'S FINAL REVISION

EDUCATION

SEOUL NATIONAL UNIVERSITY
Graduate School of Law
Master of Laws (GPA:4.02/4.30)

Seoul, Korea
Expected: Aug 2009

JUDICIAL RESEARCH AND TRAINING INSTITUTE
Lawyer/Trainee

Seoul, Korea
Mar 2004-Jan 2006

- Chief Manager of the Class / Founder and President of Kumdo Club

NATIONAL KOREA MARITIME UNIVERSITY
Division of Maritime Law
Bachelor of Law cum laude (GPA:4.21/4.50)

Busan, Korea
Mar 1998-Feb 2004

- President of Public Law Research Association / Chief Manager of the Students' Association

PROFESSIONAL EXPERIENCE

BAE, KIM & LEE LLC
Associate Attorney

Seoul, Korea
Apr 2009-Present

- Specialized in International Trade, Shipping, Aviation, and Insurance
- Executed 14 litigation cases on behalf of Air Canada, LIG Insurance, Korea Express, and others
- Assisted in 4 rehabilitation procedures of Korean companies on behalf of Hewlett-Packard Co. and others
- Researched, negotiated and drafted ship management agreement case
- Pro Bono Committee – Advised immigrant workers weekly on legal matters

REPUBLIC OF KOREA ARMY - TRAINING AND DOCTRINE COMMAND
Legal Counsel for the Commander / Rank: Captain

Daejeon, Korea
Apr 2007-Mar 2009

- Specialized in Int'l Law, Contract Law, and Procurement Law
- Advised on all legal matters including contract issues on behalf of the command and the commander
- Headed legal counsel of the Command for 6 months
- Mastered international humanitarian law and military law to educate fellow officers

REPUBLIC OF KOREA ARMY - LEGAL DIVISION, 1ST INFANTRY
Judge Advocate & Army Prosecutor / Rank: 1st Lieutenant

Paju, Korea
Apr 2006-Apr 2007

- Managed 150+ criminal cases and advised a disciplinary committee
- Spearheaded hallmark case of embezzlement and misappropriation of USA army goods

BUSAN DISTRICT COURT AND PROSECUTOR'S OFFICE
Assistant Judge and Prosecutor

Busan, Korea
Jan 2005-Apr 2005

- Counseled in 20+ criminal cases with senior prosecutor
- Public defender for 4 criminal cases, mediator for 2 civil cases

MEMBERSHIP

Korean Bar Association and Seoul Bar Association (Passed Bar Exam in 2003, Registered in 2009)

- Completed Corporate Law Program of KBA (2009)

Korean Association of Certified Public Tax Accountants (2009)

Registered as Korean Patent Attorney at Korean Intellectual Property Office (2009)

PERSONAL

Languages Korean (native) • English (fluent; GMAT: 720) • German (basic)

Interests Soccer (Member, Amateur Soccer Team) • Amateur Photography • Extensive Travel (Hong-Kong, India, Japan, Switzerland, France, Italy, China, Thailand) • MINBYUN - Lawyers for a Democratic Society

REFERENCES

Yeo-Min Yoon (Tel: 019-449-9116)
Attorney, Kim & Chang

Seong-An Cha (Tel:011-650-4329)
Judge, Seoul Central District Court

Jae-Ho Yoon (Tel: 011-839-9174)
Manager, Woori Investments & Securities

EDITOR'S FINAL NOTES

What a dramatic improvement in your resume! Do you see how specifically stating your achievements makes your resume much, much stronger? Now the reader knows exactly what you accomplished and can ask you more about your work.

Please see the attached version. Let me know what you think - I think it is near perfect at this stage.

Some other notes:

Human Rights Organization - college organizations are not as important as the other information, unless you had a high leadership position (like you did for the other two). Remember: less is more. We want to see the most important things. If you have too many less significant details, they are not as valuable.

President/Chief Manager years at NKMU- do not need to put specific years. If you leave them off it will give the impression you had a longer leadership position.

"Participated" is a "weak" verb. You want to use "action verbs" that make your job sound more important. I have replaced most of the verbs, but you can change them if they are misleading in some way.

I have rearranged the descriptions to rank in order of impressiveness. You can rearrange them if you disagree.

For your law work in Busan, both experiences are quite short. It would be best to combine the two to make your experiences seem more substantive. I didn't mean to remove it entirely in the last draft - I wanted to put them together. If you list too many experiences (more than 4), each other experience is diluted in value.

Best,
Kevin
