



REPRESENTATIVE TRANSACTIONS/CASES LISTS

In the same way that recent law school graduates find themselves stuck in the “researched and drafted” rut, experienced attorneys often find themselves in the “settled, negotiated, litigated, and/or mediated” rut. Their resumes become either too long, as they try to account for everything they’ve done, or too short, as they simply give a broad overview of the types of cases they’ve handled.

If you have had a significant career as a transactional or litigation attorney, one way to convey the breadth and depth of your experience is to create an addendum to your resume that gives details about some specific cases/transactions you’ve handled. This way, you can keep your job descriptions concise while providing supplementary information that will give the reader additional insight into what you’ve done.

If your case or transaction is public information, it is all right to name the clients involved. Otherwise, you should simply describe the type of client you represented, i.e., “top U.S. automobile manufacturer” or “Australian soda-bottling company with \$50 million in assets.”

Representative Cases: If you have worked on a lot of high-profile or published cases, you can simply list these cases. If your cases weren’t published or high profile, a little more “meat” may be necessary to convey what you did. You will want to briefly describe each case, your role in it, and the outcome. If you have a few very notable cases in which you played a major role, or you want to highlight your work in a particular area, you may want to forgo a lengthier list in favor of a few fleshed out case descriptions.

Representative Transactions: A representative transaction list is essentially the same as a representative case list. In it, you want to briefly discuss the type of transaction, your role in it, and the outcome. You should also provide dollar amounts whenever possible to give the employer an idea of the level of the transaction. There’s a big difference between negotiating a \$200 soda-vending contract and closing a multi-billion-dollar merger. If you are listing a fair amount of transactions, it is advisable to group them by transaction type.

Whether you give brief or lengthy descriptions of your cases or transactions, make sure that your list does not exceed one page. Employers won’t bother reading beyond that point. By the same token, if you’re going to create a separate page for transactions or cases, you should make sure that page is at least half full. If there are just a few notable things you’d like to highlight, you can either put them in a section of their own within your resume or highlight them within your job descriptions.