**Curriculum Vitae of**

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**Profile**

Summarise (approximately a half page) your experience and show how it fits the role. Consider including:

* Core areas of technical expertise
* Commercial, Business Development and Client facing skills/experience
* Relevant geographical or sector specific expertise
* Notable professional awards, recognition etc.
* Explanation of unusual moves or gaps on your CV
* Summary of what you are looking for in a new role
* Avoid excessive repetition of detail from the following CV

**Education and Qualifications**

* Legal admission(s) including month, year and jurisdiction
* Academic and professional studies in reverse order, most recent first
* Include dates (month and year), institution, location, studies and overall results
* Keep detail of individual modules to a minimum unless very junior
* Brief mention of awards, prizes, scholarships
* Include fluent or near fluent languages (if multilingual this may merit a dedicated section)

**Employment**

* Reverse order from most recent, listing dates (month and year), firm, job title, location
* For multiple roles with the same firm include dates for each role
* Summarise core experience and typical client base
* Additional responsibilities - business development activities, major successes
* Sample deal/case list - a couple of lines summary for each, no need to list every document
* Name clients where possible or describe them where confidential
* Note where you led on deals, supervised others, acted as client contact etc.
* Go back as far as training contract, allocating appropriate space according to how recent, how relevant and how long you were there
* Alternatively, list employment history then follow with sample case/deal list spanning entire career

**Business Development**

Optional - not required for juniors (unless you have gained relevant experience), valuable for mid-level and strongly recommended for senior lawyers. The information can alternatively be included with each job in the employment section. Consider including:

* Notable client successes (client management or new client development)
* Short excerpts of client testimonials
* Pitch experience
* Active involvement in marketing events
* Publications and seminars (if included here do not repeat in *additional information*)
* Client training

**Additional Information**

This section can be adapted as required but consider some of the following:

**Non-Legal Employment**

* Roles that have relevance or represent a significant period of full time work
* Brief details only

**Pro-bono & Voluntary Work**

* Where relevant

**Published Articles; Public Speaking/Seminars**

* Title, date, relevant chapter etc.
* Event, date, contribution
* If significant, consider adding it to a bespoke ‘business development’ section instead

**Memberships**

* Industry or legal group memberships for example

**Awards**

* Academic and/or professional awards; scholarships; recommendations

**Interests**

* Keep it short and consider whether relevant

**References**

* Optional - if included, make clear that they are only to be contacted with prior permission
* Unless very junior, keep to professional rather than personal
* If senior, consider whether you can include a client reference

***Notes:***

*There is no correct or incorrect way to structure a CV and the above template is just one format that we find works well. The key is to maximise your strengths on your CV - for example, more senior lawyers might prefer to move the education section towards the end of the document, whilst juniors with strong academics might be better served to keep education in a prominent position.*

*Do ensure though, that it follows a logical and consistent format both in its structure and its detail. Changes of font or pitch where you have updated an old draft, confused use of paragraphs and bullet points, or even inconsistent spacing could all sound alarm bells, particularly if attention to detail is high on the list of requirements.*

*We also find that most law firms are happy to see longer CV’s (within reason), so as long as the information is relevant and succinct, anywhere between two and four pages should prove acceptable. Use your discretion though – it should contain your highlights, not every detail of every deal or case you have handled!*

For more information / advice please contact Origin Legal on **+44 (0)1206 233 500** or get in touch by emailat**enquiries@originlegal.co.uk**