

TEMPLATE

CV of

Email:

Mobile:

LinkedIn Profile:

Profile

Summarise (a third to half page) your experience and show how it fits the role. Consider referencing:

- Core areas of technical expertise;
- Commercial, Business Development and Client facing skills/experience;
- Previous experience of living or working overseas; any prior exposure to the target market;
- Notable professional awards, recognition, exceptional academic or extracurricular achievements;
- What you are looking for in a new role and why an offshore/international move attracts you;
- 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 back to GCSE/equivalent;
- Include dates (month and year), institution, location, studies and overall results;
- Where relevant, indicate 'equivalent grades' (e.g. GPA 63% equivalent to a UK 2.1);
- Keep detail of individual modules to a minimum;
- Brief mention of awards, prizes, scholarships;
- Include fluent or near fluent languages (if multilingual this may merit a dedicated section).

Legal 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

Adapt as required, the following headings are optional and should only be included if relevant.

Non-Legal Employment

- For relevant or lengthy roles, include a summary, otherwise a bullet point list will suffice;
- Where including non-legal experience, draw on relevant transferable skills;
- Part-time jobs whilst studying, unless making a material difference, need not be included.

Pro-bono & Voluntary Work

- Particularly emphasising pro-bono legal work.

Published Articles; Public Speaking/Seminars

- Title, date, relevant chapter etc.;
- Event, date, contribution.

Memberships

- Industry or legal group memberships for example.

Awards

- Academic and/or professional awards; scholarships; recommendations.

Interests

- Keep it short and consider whether relevant.

CV gaps

- If you have taken time out to travel for example, it can be useful to reference it here.