

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:

- Your chosen practice area and drawing attention to relevant experience as a trainee;
- Any stand-out Commercial, Business Development and Client facing skills/experience;
- Previous experience of living or working overseas; any prior exposure to the target market;
- Only 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

Training Contract

- Detail your training contract including dates (month and year), firm, location(s) and seats;
- Seats should be listed in order of relevance not chronologically;
- Devote space according to relevance. E.g. ten bullet points for the directly relevant seat, five bullet points for a partially relevant seat and a couple for an irrelevant seat;
- Avoid repetition of duties; a summary of your duties and then a list of matters works better;
- Outline areas where your experience has been exceptional such as large amounts of responsibility or active involvement in business development;
- Consider using any short, positive quotes from your appraisals or supervising partners.

Paralegal

- For lengthy periods of time in particularly relevant paralegal roles, include a similar level of detail to that for a relevant training seat.
- For short term roles or less relevant practice areas a short description should suffice.
- Outline any particularly strong transferable skills that have subsequently served you well.

Internships/Work experience:

- Bullet point list should suffice – you need only include dates, firm, location and practice area.

Additional Information

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

Non-Legal Work experience

- 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.

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.