LAW CV

*Law firms prefer a **traditional CV**, which emphasizes your academic achievement to date. They like to see A-level and module details and grades as an indication of your future performance. If there are **extenuating circumstances** which explain underperformance you can raise this in your covering letter.*

ANY NAME

1 Any Road, Any Town, Any Postcode
Tel 0123 45678 Email name@mail.com

EDUCATION

20?? – 20?? LLB (Hons) Law (predicted 2.1), University of West of England
3rd Year modules: Equity & Trusts, Media & Entertainment Law, Intellectual Property,

- Dissertation: 'Policing the internet – an international legal framework.'
- 2nd Year modules: Land Law 62%, Law of Torts 57%, EU Law 63%, Environmental Law 72%

20??- 20?? City of Bristol College
A levels: History A, English Literature B, Economics C

20??-20?? Redland Green School, Bristol
9 GCSE's A-C, including English Language and Maths

***Related experience is a key selling point.** It provides an **insight** into the work and role of a solicitor, and demonstrates **commitment and suitability for a legal career**. Devote a **specific section** to it on the front page of the CV.*

LEGAL WORK EXPERIENCE

March 20?? Fraser Simpson, Bristol. One week work experience
I was on a rota that included a seat in the employment, property litigation, commercial litigation, real estate, independent schools and personal injury branches of the firm

- Undertook legal research for a client whose claim involved an additional jurisdiction. Learned drafting skills through writing to the clients and drafting a lease
- Learned to present articulate arguments highlighting the strengths of our litigation case and challenging the opponent's arguments
- Attended a client meeting in relation to a new employment law claim. Observed how solicitors advise clients on the merits of their case and subsequently pursue a claim

July 20?? Saville and Partners, Bristol. Three week placement
I was initially located in the Personal Injury department, but also worked in the Employment and Healthcare and Clinical Risk departments. I had the opportunity to work with a number of qualified solicitors and find out about the civil litigation process

- Observed and recognised the importance of the lawyer's role in advising and representing the client, an experience that I now find invaluable.
- Involvement in negotiations and organising case files in preparation for court hearings I later attended This helped me to realise the importance of negotiations between parties, and that understanding clients' needs is paramount to delivering excellent service.

May 20?? "Legal Chance"
I was selected to join a group of students taking part in this event. I was fortunate enough to work with a top 'magic circle' law firm.

- As part of the Linklater's team, I prepared a case study with my group and presented it to the associates, partners and graduate recruiters. This experience made clear how effective teamwork and an understanding of the relationship between departments are key to ensuring that transactions are accomplished speedily and successfully.

PRO-BONO EXPERIENCE

October 20?? – June 20??
UWE Street Law Project
The project involved delivering interactive sessions to schools, colleges and other community groups on legal rights and responsibilities. Experienced taster sessions on life as a lawyer and participated in a 'mock trial'.

October 20?? – June 20??
UWE Innocence Project
Under the supervision of a practising Barrister and collaborating in a team of LLM and postgraduate students I helped review the case of a long-term prisoner who has maintained they are innocent of their conviction.

Work experience in other settings shows additional evidence *of interpersonal, team work and organisational skills as well as business awareness and customer focus.*

OTHER WORK EXPERIENCE

August 20??- present
Natwest Bank plc, Bristol - Customer Service Assistant

- Handling confidential customer information
- Responsible for financial transactions
- Dealing with customer enquiries and complaints, mainly by telephone
- The work involves attention to detail and accuracy. My communication skills have improved, particularly as a result of responding diplomatically to complaints

November 20??- July 20??
Optical Express, Bristol - Optical Assistant

- Assisting customers with to select and order products
- Advising customers with contact lens care
- Administrative duties such answering the phone, making bookings, filing and retrieving confidential customer records, and ordering products and stock

VOLUNTARY WORK

June – September 20??
Easton Community Support Network, Bristol – Volunteer Receptionist
- This organisation works with the local community to provide professional support on a range of issues including housing, debt advice and community safety
- I worked on reception dealing with phone enquires and visitors. I helped draft letters and took minutes in meetings. I sat in on challenging and sensitive meetings with clients both in their homes and at the office

ADDITIONAL INTERESTS

- **Law & Debating Society.** I have taken part in a number of debates and moots and increased my confidence in giving public presentations. I was selected as a runner up in an internal competition against seven other people
- **UWE Student Union Media.** I have submitted current affairs and politics articles to the student newspaper since the first year and was then appointed to the News Sub-Editor position. This new role involves working closely with the editor with regard to deciding layout, editing news articles and deciding which articles to send for print.
- **UWE Islamic Society** I was elected to the post of Social and Communications Officer, which involved organising meetings and social events, as well as publicising and managing elections.
- Outside university, I enjoy keeping fit by swimming, running and visiting the gym. I keep up-to-date with the latest issues by regularly reading the newspapers

REFERENCES ARE AVAILABLE UPON REQUEST

Sell other interests. *Demonstrate* ***relevant skills*** *through mooting and debating, and her other activities show commitment, responsibility and opportunities to further develop her skills.*