|  |  |
| --- | --- |
| **[NAME]** | |
| **CONTACT DETAILS:** | Address: [Insert address]  E-mail: [Insert email address]  Mobile: [Insert telephone number]  LinkedIn: [Optional – add link to LinkedIn profile] |
| **PERSONAL STATEMENT:** | [Include an overall statement to describe you, your aspirations, the type of job you’re looking for and what you have to offer / can bring to the table. The purpose of this paragraph is to add some personality to your CV. It only needs to be a paragraph. NB if it’s easier to have a ‘hobbies and interests’ paragraph instead, feel free to add this at the bottom instead.] |
| **EDUCATION & QUALIFICATIONS:** | **[2020 - Present: [Add details of University]**  Legal Practice Course (Predicted: [Distinction])  Electives:   * [add elective] * [add elective] * [add elective]][[1]](#footnote-1)   **[Year] – [Year]: [University name]**  [LLB (Hons) Law [grade]]   * [Add any noteworthy exam results / achievements] * [Add any prizes or awards received] * [Add any noteworthy experiences or positions held such as Law Society Representative, Committee Member of Law Society etc]   **[Year] – [Year]: [College / Sixth Form Name]**  [3] A Levels:   * [Subject] [(Grade)] * [Subject] [(Grade)] * [Subject] [(Grade)]   **[Year] – [Year]: [Secondary School Name]**  [11] GCSEs [(A\* - C)][[2]](#footnote-2) |
| **PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS:** | * [Add details of any achievements / roles of responsibility] |
| **[LEGAL][[3]](#footnote-3) WORK EXPERIENCE:**  **[Year]**  **[Year]**  **[Year]** | **[Organisation name][[4]](#footnote-4)**  **[Title]**   * [Add details of work you did. Explain what you did, specific documents you may have reviewed and what you learnt from the experience. Also add any results of the work you did i.e. how did what you do help the team you were working for].   **[Organisation name]**  **[Title]**   * [Add details of work you did. Explain what you did, specific documents you may have reviewed and what you learnt from the experience also add any results of the work you did i.e. how did what you do help the team you were working for].   **[Organisation name]**  **[Title]**   * [Add details of work you did. Explain what you did, specific documents you may have reviewed and what you learnt from the experience also add any results of the work you did i.e. how did what you do help the team you were working for]. |
| **EMPLOYMENT[[5]](#footnote-5)**  **[Month / Year] – [Month / Year]** | **[Organisation name][[6]](#footnote-6)**  **[Title]**   * [Add details of work you did. Explain what you did and what skills you have developed as a result. Add any statistics you can to show how much of an impact you’ve had in your role. As you’re applying for legal jobs with this CV, think about how these tasks have helped develop your commercial awareness i.e. understanding of how a business operates and what is important to it]. |
| **REFERENCES** | Available upon request |

1. Only add this section if you’re doing a postgraduate course and only add a predicted grade if you have one. [↑](#footnote-ref-1)
2. Emphasise higher grades if you did get them [↑](#footnote-ref-2)
3. Delete reference to ‘legal’ if you are detailing general work experience here. [↑](#footnote-ref-3)
4. There is space here to add 3 legal work experiences. Delete / amend as appropriate. If you are a paralegal already, you may find it more useful to just combine this section with the next section and call it ‘work experience and employment’. [↑](#footnote-ref-4)
5. Include details of part time work and any other forms of paid employment. [↑](#footnote-ref-5)
6. Add additional experiences as appropriate. [↑](#footnote-ref-6)