

### Drafting your CV

Your CV is the marketing tool in which to successfully sell yourself to a firm. The purpose of the CV is to convey all your relevant career and personal information in an accurate way that is easily accessible for the reader. It is an extremely important document and needs to be well written, concise and clear to ensure the first impression of you is a positive one.

We have put together an example CV to aid you with structure and format when drafting your own. It gives you a generic basis on which to construct your own CV, but as personal documents each one will be different and specifically tailored to you. We are always happy to assist with any aspects of CV drafting and can professionally format it for you.

- Try to keep your CV to 2-4 pages.
- Use a traditional font such as Times New Roman or Arial to ensure your CV is easy to read. Be consistent with font size and type.
- Always use a dictionary to check spelling rather than relying on the computer spell check. There are no excuses for bad spelling and poor grammar which instantly reduce the authority of the CV.
- Provide full details of qualifications and list them in reverse chronological order including institutions, grades and results.
- Provide full details of your career history and list these in reverse chronological order including employer, position and responsibilities.
- Try to include details such as client names and deal amounts where possible. This should be fine where a deal or case has completed and is in the public domain (if you are unsure simply describe the matter in general terms).
- Provide explanations where there are gaps in your career history.
- It is no longer applicable to include age related information on your CV. The Employment Equality (Age) Regulations 2006 Act came into effect October 1 2006 and it is now illegal to discriminate on the grounds of age. You are therefore not required to supply a date of birth, age or other age related information (dates of your studies for example). However, this information might be requested on Diversity Monitoring forms or the equivalent.
- You do not need to include references on your CV. These are only taken up once you have accepted a position and have given notice to your current firm. With regards to who you need to have as a reference, it should be your current employer as well as your previous employer or an academic reference/alternative if you are newly-qualified.

**Joe Bloggs**  
**Area of Law**

**EDUCATION AND QUALIFICATIONS**

**September 2004**

**Admitted as a Solicitor in England and Wales**

**Nottingham Law School**

Legal Practice Course (Commendation)

**Oxford University (St. Edmund Hall)**

BA Law, 2:1

**Mill Hill School, London**

3 A-Levels: English (A) History (A) Chemistry (A),

1 A/S Level: Philosophy (A)

10 GCSEs: A\* - C

**EMPLOYMENT HISTORY**

**Firm Name**

Trainee/Assistant Solicitor

(If you are a newly-qualified solicitor then separate each seat as a sub heading. The seat covering the area of law you are planning to qualify into should have a few lines more detail than the other seats. Any non-legal work experience, including holiday jobs, should just be listed. If you are a mature NQ and were a Paralegal or Legal Executive prior to your training contract then list each job and provide a brief description under each)

**Experience:**

**Sub-heading of specific area**

- Acting for;
- Dealing with;
- Advising;
- Assisting with;

**Sub-heading of specific area**

- Supporting;
- Purchasing;
- Drafting and negotiation of; and
- Handling purchase of.

**Sub-heading of specific area**

- Acting for;
- Dealing with;
- Advising; and
- Assisting with.

**Sub-heading of specific area**

- Supporting ;
- Purchasing;
- Drafting and negotiation of; and
- Handling purchase of.

**Business Development and Marketing**

- Attended wine tasting events for client referrers
- Assisted with presentations to and entertainment of client referrers

**Management**

- Leading small team of lawyers
- Supervised and mentored two trainees

**Non-billable and other activities**

- Graduate recruitment – acted as supervisor to vacation scheme students
- Knowhow – delivering trainee lecture
- Pro bono – reading mentor to a local primary school pupil

**INTERESTS** Skiing, football and long-distance running

**LANGUAGES** German – Fluent  
French – Conversational (non-business)

**PERSONAL DETAILS**

**Nationality** British

**Resides** 5 The Square  
London  
E2 4BB