



# TWO-PAGE LAW CV

This is a two page CV for a final year Law student.

They’ve opted for a very simple format with a standard font to appeal to the law firms that they will be applying to, and ensure that the reader isn’t distracted from the content.

In terms of balance, you’ll see that there is more space taken up by the extra-curricular activities than by Legal or Other Experience. That’s very sensible for this student – they’ve done and achieved a lot in those areas, and they are going to be applying for Solicitor Training Contracts, so they’ll be talking about these experiences a lot in interviews.

**Prudence Juris**

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## **Qualifications**

9/2021 – Present **LLB Law**, University of Reading, expected Grade: 2:1

* Modules include: Criminal Law, Legal Skills, Tort, Contract, Public Law, Law & Society
* Delivered effective assessed presentations as part of a group for assignments in Legal Skills and Tort modules
* Extensively used LexisNexis and Westlaw to complete assignments

9/2019 – 6/2021 New Town College, Swindon

* **A-Levels**: History (A), English Literature (A), French (C)
* **AS Level**: Spanish (B)

## **Legal Experience**

7/ 2020 **Lennon & Starr LLP, Personal Injury team,** 2-week internship

* Conducted legal research and prepared bundles for court, supervised by colleagues
* Observed the use of the case management database system, understanding how it fits with the organisation’s operations
* Accurately recorded case details within the case management database system
* Proactively offered, and carried out, administrative assistance, such as filing, photocopying and minute taking

4/2020 **McCartney & Harrison LLP,** Open Day

* Learnt about their Family and Commercial law practice areas through the shadowing of team members
* Completed a negotiation skills workshop led by litigation team, learning how important it is to have a clear bottom line at the outset

Won a commercial exercise as part of a team of students. Developed rapport quickly with fellow team mates to ensure that we co-operated cohesively

## **Additional Experience**

10/2021 - present **Morrisons Supermarket**,Team Member

* Manage my time to work 15 hours a week in term time and full time in holidays
* Develop good relationships with an ever changing group of colleagues to ensure that we work together smoothly
* Provide professional, friendly service on shop floor to maximise customer satisfaction
* Cross-skilled to support stock and cashier operations as needed, adapting flexibly

Receive praise regularly from supervisor for my positive attitude and willingness to help

12/2020 – 3/2021 **Wiltshire Newsagents**,Weekend assistant,(20 hrs per week)

* Served on the tills, stocked shelves and cashed up and totalled takings at the end of the day, always prioritising good customer service

## **Extra-Curricular Activities**

4/2018 – Present **Judo**

* Amateur Judo competitor, competing at all levels up to and including county level
* Represented UoR Judo 1st team throughout university
* Train 4 times per week: one weights, one cardio and two Judo

9/2022 – 7/2023 **Reading Judo Society**, Treasurer

* Improved use of the online system, decreased time to manage finances by 50% and prevent 100% of error
* Identified a potential financial short fall, and worked with the committee to develop suggestions for how to raise funds
* Set up and pitched for sponsorship in meetings with 10 local organisations, which raised over 150% of the target funds, and closed the financial shortfall

6/2022 – 9/2022 **University of Reading, Open Day Ambassador**

* Provided friendly and informative help to prospective students at 5 open days dotted across the summer
* Employed cultural awareness to support visitors from a wide variety of backgrounds and countries, changing both my delivery and the topics discussed

10/2019 – 6/2021 **New Town College**, Student Representative

* Represented college students in termly meetings as a college community committee member
* Negotiated a common room refurbishment, after the request had been declined the previous 4 years

## **Skills**

* **IT Skills:**Microsoft Word, Excel and PowerPoint.
Case Management databases
Xero financial management software

## **References**

* Available on request