

CV example

Jo Student

Term-time address: 1 Crawshay Street, Treforest, CF37 1DF

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EDUCATION

2012 - 2015 University of Anywhere, LLB (Hons) Law (expected 2:1)

First year modules: Overall average marks for first year - 65%

Second year modules:

Law on Trial 60%

Law of the European Community 67%

Law of Real Property 70%

Consumer Law 81%

Employment Law 58%

Corporate Law and Governance 54%

Third year modules (pending):

Equity & Law of Trusts

Medical Law

Commercial Law

Law of Criminal Evidence

Media Law

Intellectual Property Law

2010 - 2012 Anytown College

A levels: English B, History B, Psychology B

2005 - 2010 Anytown School

8 GCSEs: English Lang A, English Lit A, History A, Maths B, Double Award Science BB, Geography B & Welsh C

LEGAL WORK EXPERIENCE

Ongoing from January 2013

Cardiff Crown & Magistrates' Courts

- Regularly take the opportunity to sit in on criminal trials where I have gained a clearer understanding of the criminal hearing and trial process.
- Has given me an insight into the role of all agencies working within the criminal justice system.
- Enabled me to observe the skills and varying advocacy styles of both prosecution and defence lawyers.

June 2012

Smith & Jones Law, Anytown

Two weeks unpaid work experience

- Initially located in the Personal Injury department, but also worked in the Employment and Healthcare and Clinical Risk departments.
- Opportunity to work with a number of qualified solicitors and find out about the civil litigation process. Involvement in negotiations and organising case files in preparation for court hearings, made me appreciate the importance of negotiations between parties, and that understanding a client's need is paramount to delivering excellent service.

VOLUNTARY WORK

May 2013 - present

Citizen's Advice Bureau, Cardiff

Volunteer Gateway Adviser

Successfully completed Adviser course which included interview and active listening skills, equality and disability awareness and database training.

Responsibilities:

- Explore and assess client problem and situation both face to face and over the telephone.
- Identify and refer clients to appropriate level of CAB support.
- Always interview clients with sensitivity and present information in a clear and accessible manner.
- Work with CAB database to ensure records are correctly updated and follow all key policies and procedures including the code of confidentiality.
- Issues worked with include debt, housing, employment and neighbour disputes.

EMPLOYMENT

November 2012- August 2014

Big Supermarket, Anytown

Retail Assistant

- Dealing with customers in a target driven, busy commercial sales environment.
- Work included basic training in Health & Safety and Consumer Law related to the delivery of excellent customer service.

ADDITIONAL SKILLS

Languages: Fluent French

IT: Confident user of Microsoft Word, Excel and Powerpoint. Proficient in use of internet and legal databases for research

INTERESTS & ACHIEVEMENTS

University Law Society: Actively involved and recently helped organise a visit for members to the Welsh Assembly Legal Department

LLB 1 Course Representative: Elected to represent fellow first year students at academic board meetings once a term. Regularly consulted with students regarding concerns or constructive feedback and formally presented findings to university lecturing and administrative staff.

College Debating Team: Reached School Regional Semi Finals and awarded a 'Commendation' for debating issues on 'Proportional Representation', 'Global Warming, Fact or Fiction' and 'TV Talent Shows'.

Sport: Currently training for the Anytown half marathon and regularly play badminton with friends.

Charity Fundraising: Helped raise £2,000 for a local hospice by undertaking a 50 mile cycle ride in July 2014.

REFERENCES:

Susan Smith, LLB Award Leader
University School of Law
Email: sjsmith@uni.ac.uk

John Smith, Team Leader
Citizen's Advice Bureau
Email: jsmith@email.com