

## A Guide to Drafting a CV

Your CV is often the first thing a potential employer will see from you – as such it is not just an overview of your technical skills but an opportunity to demonstrate your written communication and organisational skills. Everyone has an idea of how to draft what is perceived to be the ideal CV. Unfortunately, many of these ideas tend to be misguided. This page demonstrates how to format and organise a CV correctly, so that it can highlight the most important parts of your CV.

## NAME

Address: [ ]

Email: [ ] Tel: [ ]

### EDUCATION

**2008 – 2010** [GDL or LPC Provider]  
GDL & LPC

**2005 – 2008** [University]  
[Course and grade obtained]

**1998 – 2005** [Secondary School & 6<sup>th</sup> Form]  
[Grades obtained at GCSE & A-Level]

### RELEVANT EMPLOYMENT HISTORY

#### **[Firm name] – Trainee Solicitor [Dates]**

I undertook seats in [list the different seats you sat within – start with the seat most relevant to the position you are applying for]

#### **Commercial Property**

- Acting for [Client – name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]

#### **Corporate**

- Acting for [Client – name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]

### **Commercial Litigation**

- Acting for [Client – name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]

### **Employment**

#### **Split between Contentious and Non-Contentious if necessary**

- Acting for [Client – name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]
- Acting for [Client - name where possible], [details of work undertaken, with as much reference to figures as possible]

### **ADDITIONAL LEGAL EXPERIENCE**

- Detail any paralegal experience you may have, in chronological order.

### **BUSINESS DEVELOPMENT**

- [Examples of the various different business development activities you have been involved in. List as many as you can, including any sporting events, charity events, memberships, etc].

### **INTERESTS & ACTIVITIES**

- [List all relevant interests and activities which you currently undertake outside of work.]