

# CV template (junior & mid-level lawyers)

**General tips** – use a sensible font style and size with two to three pages in length being sufficient. Review and update content (particularly the ‘Employment history’ section) at least once a month. Ensure content in both CV and LinkedIn profile aligns and is up to date (LinkedIn profile should ideally include a professional headshot). A minor detail, though for consistency, when referencing dates only include the first three letters for a month (e.g. Sep) and the full year (e.g. 2020). Contact details should be written in a slightly larger font (as they appear below).

[Name]

[Mobile]

[Email]

[LinkedIn profile] (optional)

**Key tips** – include a suitably professional email account and scrap the physical address. If inserting a LinkedIn profile ensure the profile is presentable, up to date, ideally with a professional looking photo, and that any dates are consistent throughout the CV and LinkedIn profile.

## Admission:

[Month, Year]

[Name of Court]

**Key tips** - give an indication of expected date (month / year) of completion if not yet admitted and include separate entries for admission to different jurisdictions if applicable.

## Education:

[Year started – Year finished]

[Qualification]

[educational institution] (e.g. name of university)

**Key tips** - reference honours and/or any prizes. Also note any tertiary study outside of law. Only mention Year 12 results if they are exceptional and in cases where there is limited post-admission experience. No need to mention GDLP.

## Employment history:

(Organisation)

[Month, Year – Month, Year]      [Organisation] (entire period with this organisation including secondments)

[Month, Year – Month, Year]      [Title 1]

[Month, Year – Month, Year]      [Title 2] (if applicable e.g. secondment)

[short (2-3 line) summary of organisation]

[Practice area]

[dot-point list of key achievements / noteworthy examples of work relevant to that practice area, identifying the nature, scale and importance for each - aim for 5-10 examples for the current or most recent organisation listed and 3-6 examples for each additional organisation]

**Key tips** - repeat for each relevant organisation. The most critical and time-consuming section within a CV. Whilst giving a fair representation of the scope of one's experience, highlight and tease out in detail key relevant experience for a particular role (or in the event of a general CV, highlighting experience in areas that are likely to be of interest).

Law graduates / junior lawyers – include any pre-admission and post-admission experience of a legal nature. Also include any pre-admission roles with relevant transferable skills e.g. demonstrating evidence of leadership, organisational and time management skills, ability to work in a team, commercial acumen, financial literacy, business development and networking.

Mid-level lawyers – eliminate less relevant pre-admission experience and tease out in more detail key achievements / noteworthy examples as a lawyer. Show developing expertise within relevant practice areas. Include any possible secondments. Also note any leadership experience, additional responsibility and business development initiatives (including any work introduced). Separately, and while this won't form part of the CV at this stage (it will at more senior levels), it is a good habit to set up a 'Summary of Significant Matters/Transactions', including a) client name, b) approximate value and type of matter/transaction, and c) role / level of responsibility. Also, keep an approximate record of billings over each financial year.

## Additional skills: (optional)

[list any relevant additional skills]

**Key tips** – these are skills that are either directly or indirectly career-related, usually not role-specific and not have been mentioned elsewhere in the CV. An example might be particular language skills.

## Memberships and volunteer experience: (optional)

[list any relevant memberships and/or volunteer experience]

**Key tips** – relevant memberships may include, though are not limited to, those relevant to networking, professional development, the legal profession or even subject-matter expertise.

**Interests:** (optional)

[list any key hobbies or interests]

**Key tips** – list and provide some limited detail as to any key hobbies, interests or talent / expertise developed outside of law. Avoid listing overly broad interests such as travel or exercise.

**Referees:** (optional)

[list 2 professional referees or simply say, 'Available upon request.']

**Key tips** – always ensure any referees have given their consent to provide references. Referees should have supervised or be able to talk both to the quality of one's character and quality of work and, if not currently supervising or managing, should have held a senior role within that organisation when the supervision / management took place. The observations of referees in relation to recent roles will naturally be given more weight.