

CV template (senior lawyers)

General tips – a two to three page CV is sufficient, including a ‘Summary of Significant Matters/Transactions’. Ensure that any content appearing in the CV aligns with corresponding profiles on LinkedIn and on a firm website. Despite senior lawyers often landing initial interviews based solely on their reputation in a market, and detailed business plans providing key financial information relating to past and prospective work with particular clients, CVs still play an important role in summarising expertise. A minor detail, though for dates appearing in the CV, use the first three letters for a month (e.g. Sep) and the full year (e.g. 2020). As appears below, name, contact details and ‘Summary of Significant Matters/Transactions’ heading should all appear in a larger font than the rest of the CV.

[Name]

[Mobile]

[Email]

[LinkedIn profile]

Key tips – ensure LinkedIn profile is presentable, up to date and highlights key areas of expertise consistent with both CV and profile on firm website.

Admission:

[Month, Year]

[Name of Court]

Key tip – include admission to any additional jurisdictions (including internationally if applicable).

Education:

[Year started – Year finished]

[Qualification]

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

Key tips - reference honours and/or any prizes. Record any post-graduate study, specialist accreditation or further study relevant to one’s practice area.

Employment history:

(Organisation)

[Month, Year – Month, Year]

[Organisation]

[Current title or title when left organisation]

[highlight general levels of responsibility and broad scope of areas of expertise – discussion of specific examples of work will be captured later in the 'Summary of Significant Matters/Transactions' accompanying the CV]

Key tips – repeat for each relevant organisation. Note any secondments and key achievements outside of specific examples of work.

Additional skills: (optional)

[list any relevant additional skills]

Key tip – 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, relevant volunteer and board experience:

[list any relevant memberships, relevant volunteer and board experience]

Key tips – list any examples demonstrating

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.

Summary of Significant Matters/Transactions:

[list of significant matters/transactions]

Key tips - ideally group according to types of matters/transactions and give them a sub-heading. For clarity, the following columns may assist (protecting any confidential information in the process) – a) client name, b) nature and approximate value of matter/transaction (if possible), and c) role / level of responsibility.