**John Smith**

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**GUIDANCE NOTES**

* Provide as much contact information as possible to make it easy for people to contact you.
* Align appropriately on the page, but feel free to adapt the style to suit your needs.

**Personal statement**

**GUIDANCE NOTES**

* This is your CV's opening statement: summarise your legal career, aspirations, and highlight your key skills and accomplishments. Keep it concise, around two to three lines.
* Tailor this section for each application, aligning it with the specific job description and summarising why someone should consider your application.

**Work experience/employment history**

**GUIDANCE NOTES**

Present the information in reverse chronological order (so that your most recent job comes first), including:

* Firm name, job title, and employment dates.
* Provide one or two lines briefly outlining the firm or your team, for example: “Joe Bloggs LLP is a national Teir 1 Legal 500 full-service firm. I work within the busy ranked Private Client Team where I cater towards higher net worth clientele.”
* Summarise your primary responsibilities and duties, including all the different types of files in your caseload, values of the matters and expand as much as possible. It’s important to expand because if it’s not on your CV, the Hiring Manager will assume you haven’t had the experience. For example, a Conveyancer would include: sales and purchases, freehold and leasehold, registered and unregistered titles, new builds, plot sales, help to buy, right to buy, shared ownership, transfer of equity, remortgages, title checks, searches, reporting, enquiries, exchanges and completions.
* Showcase your achievements, these might be in the form of billable hours, actual vs targets, business development, growing the team, or any improvements that you’ve implemented.
* Include a couple of lines of example matters, this could be your highest valued matters or most complex matters you’ve dealt with. It will give the Hiring Manager a good understanding of your caseload, what you can do, and plays on your strengths.

**(Month Year – Month Year)**

**Firm name, Position held**

**Firm overview**

**Responsibilities:**

**Achievements:**

**Example matters:**

**(Month Year – Month Year)**

**Firm name, Position held**

**Firm overview**

**Responsibilities:**

**Achievements:**

**Example matters:**

## **Education/memberships**

**GUIDANCE NOTES**

* For each qualification, include graduation dates, institution names, degrees, and grades.
* Mention your admission date and the regulatory body.
* Include information on any specific modules you completed.
* If you have any additional memberships or accreditations like higher rights, STEP, or children's panel, include them with the date, including any lapsed memberships.

**Date of membership/accreditation**

**Membership name, Level of membership**

**Date of membership/accreditation**

**Membership name, Level of membership**

**Date achieved, Institution name**

**Degree name, Grade**

**Date achieved, Institution name**

**Degree name, Grade**

**Other interests**

**GUIDANCE NOTES**

* This section offers a glimpse into your life outside of work. While many CVs mention generic interests, ‘I enjoy travelling, spending time with my family and going to the gym’ use this space to provide a genuine insight.
* As an example, if you want to include travelling, add a line in about where you've been and where you dream of going. If nothing else, this is a brilliant conversation starter to start building a rapport with your Recruitment Consultant.

**References**

**GUIDANCE NOTES**

* Unless asked directly in the job advert, it is not necessary to include the contact details of your references.
* You can use the standard ‘References are available upon request’.

**TOP TIPS:**

* **Text alignment:** whilst already common in the legal industry, ensure your text is justified (use 'Ctrl + J'). Justified text creates clean, polished edges for a more professional look.
* **Font and formatting**: Stick to a professional, easy-to-read font (Arial/Calibri) and maintain consistent formatting. Bulleted lists and bold headings improve readability.
* **Reverse chronological order:** Listing your work experience and qualifications in reverse chronological order, it’s much easier to read for the Hiring Manager.
* **Proofreading:** Attention to detail is vital; your CV should be free of grammar and spelling errors, especially since drafting might be a part of your job. Review it multiple times, even stepping away and returning later for a fresh look.
* **Seek feedback:** Have a friend or colleague review your CV from a different perspective and they might spot anything amiss.
* **Honesty:** Always be truthful, integrity matters in the long run and it will always be found out.
* **Tailor your CV:** Customise your CV for each application by aligning it with the job description. Ensure that everything in the job description is represented on your CV if it's relevant.
* **LinkedIn profile:** Keep your LinkedIn profile current and matching your CV, Hiring Managers will look at your profile.
* **Action verbs:** Start bullet points with strong action verbs ('negotiated', 'drafted', 'represented').
* **It’s your CV:** Describe **your** role and projects **you** managed with what **you** accomplished. Minimise the use of phrases like 'I assisted with', or 'I helped with'.

Still need a hand getting your legal CV up to scratch? Our legal candidates love our resources section packed with all the advice you need to land your ideal legal role. Why not head over to our [**Candidate Resources section**](https://www.sellickpartnership.co.uk/resources/category-page/candidate-resources/) or [**chat to one of our Consultants**](https://www.sellickpartnership.co.uk/contact/) who can give you legal CV advice. Alternatively, you can check out our latest legal jobs [**here.**](https://www.sellickpartnership.co.uk/job-search/?specialism=Legal&location=&radius=5)

If you are happy and feel like your CV is ready to secure your next legal job, then [**get it touch!**](https://www.sellickpartnership.co.uk/contact/)

**Don’t forget to delete all GUIDANCE NOTES before sending out and make sure all your contact details are correct!**