

Law Example CV Pack

This pack is created by FO Perspectives and is a series of example CVs for Law and Law adjacent roles (paralegal, compliance etc)

Example 1

+123456789 | xxx | LinkedIn

EDUCATION

University of Birmingham

2020-PRESENT

LLB Law

- First year modules: Introduction to Law (72%); Legal Process (66%); Obligations I (63%); Constitutional and Administrative Law (67%).
- Second year modules: Criminal Law; Company Law; Obligations II; Property Law; Intellectual Property.
- Awarded the law prize for the highest recorded grade (81%) for a criminal law essay.

Wellington High School, Easterby

2013-2020

- A levels: English Literature (A), French (A), History (A), German (B).
- GCSEs: 10 GCSEs at grades 9-8 and A-A*, including Mathematics and English.

WORK EXPERIENCE

Insight Placement - Towers & May LLP

MAY 2021

- Shadowed a property-law trainee during day-to-day work, developing insight into transaction workflows and trainee responsibilities.
- Proofread a leasehold contract for an associate, supporting accurate and consistent legal documentation.
- Built relationships with associates and partners at a networking reception, broadening professional insight into legal careers.

Work Shadowing Placement - Porters (High Street Firm)

JULY 2020

- Recorded minutes at client meetings and barrister conferences, creating clear written records of key discussions and actions.
- Researched legal precedents for two family-law cases, supporting case preparation and legal analysis.
- Observed how legal advice supported a veterinary group's proposed acquisition, strengthening commercial awareness of client objectives.

Open Court Session - Norfolk County Court

JUNE 2020

- Observed barrister-solicitor collaboration across criminal proceedings, developing understanding of courtroom roles and case coordination.

Customer Service Assistant - Sainsbury's, Solihull

MAY 2019-PRESENT

- Earned promotion from cashier to customer service assistant within four months by building strong customer rapport.
- Resolved customer enquiries and complaints in a fast-paced environment, helping maintain a positive customer experience.

SKILLS

- **Languages:** Fluent in French; working knowledge of Spanish.

EXTRACURRICULAR ACTIVITIES

Elected President - Birmingham University Law Society

MAY 2020-PRESENT

- Chaired monthly committee meetings, coordinated with the Students' Union and organised events for 200 members, supporting effective delivery and engagement.
- Secured £1,000 in sponsorship to launch the Client Interviewing Competition, expanding access to practical legal-skills development.
- Coordinated and introduced Jo Smith QC, Bar Council Chair, at the annual dinner, delivering a high-profile speaker event for members.

Student Manager - University Legal Advice Clinic

MAY 2020-PRESENT

- Launched a weekly legal aid drop-in clinic through the campus welfare office, widening support for students facing rental and employment-rights issues.
- Secured pro bono support from two local law firms, bringing three qualified solicitors into the clinic.
- Created a law-student rota to support solicitors, enabling consistent weekly clinic delivery.
- Produced marketing materials that tripled first-month clinic use from 10 to 30 students.

Example 2

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EDUCATION

University of Surrey

2021-2024

LLB Law - Expected 2:1

- Achieved 70% or above in Criminal Law (72%), Legal Process and Justice (72%), Property Law 2 (70%) and Public Law (70%), demonstrating strong legal analysis across core modules.
- Awarded the Macfarlanes Prize for the best performance in the Law of Contract examination.

Nottingham High School, Nottingham

2011-2013

- A levels: History (A), French (A), Biology (B); AS level: Mathematics (B).
- GCSEs: 10 grades at A*-B, including English and Mathematics.

LEGAL EXPERIENCE

Work Experience - Armstrong Flynn Solicitors, Nottingham

July - August 2023

- Collaborated with partners across the company and commercial departments and analysed e-commerce developments, strengthening understanding of how legal services support business objectives.
- Proofread a due diligence report for a major merger and acquisition, supporting the accuracy and consistency of transaction documents.
- Researched partial-disclosure and non-disclosure agreements under the Freedom of Information Act and produced a report for a partner, contributing to legal analysis on the matter.

University Mooting Competition

JANUARY 2023

- Presented structured legal arguments in a competitive moot, strengthening public speaking, advocacy and persuasive communication.
- Responded to questions and unexpected issues during proceedings, demonstrating composure and practical problem-solving.

Work Experience - Nottingham City Council, Legal Department

July 2022

- Researched legal issues and prepared reports assessing the viability of potential actions, supporting departmental case review.
- Attended meetings and produced progress reports, maintaining clear records of developments and agreed actions.
- Adapted to departmental needs by undertaking reception duties and working additional hours, supporting service delivery and tight deadlines.

COMMERCIAL WORK EXPERIENCE

Claims Assistant - Honest Brokers, Insurance Agents

June 2021

- Used a complex administrative system alongside Microsoft Excel and Access to support claims administration, quickly building proficiency and maintaining accurate information.
- Produced clear written and verbal business communications, strengthening professional communication within a financial-services environment.

Part-time Sales Assistant - Tesco Metro, Nottingham

April 2020 - July 2021

- Delivered customer service with tact, patience and professionalism in a busy city-centre store, helping maintain a positive customer experience.
- Adapted to different responsibilities at short notice while balancing employment with full-time study, demonstrating teamwork, organisation and time management.

EXTRACURRICULAR ACTIVITIES

Assistant Editor - The Stag, University Student Newspaper

September 2022 - May 2024

- Coordinated publication activity, wrote articles and liaised with the writing team, helping ensure content was delivered to deadline.
- Negotiated advertising arrangements to support the publication's commercial sustainability.

Captain and Team Member - University of Surrey Women's Football Team

September 2023 - May 2024

- Organised fixtures, training sessions and social activities as captain, strengthening team coordination and engagement.
- Helped the team achieve third place in a BUSA competition through consistent teamwork and commitment.

SKILLS

- Technology:** Highly proficient in Microsoft Word and Excel; working knowledge of Microsoft Access.
- Languages:** Intermediate written and spoken French; conversational Spanish.

Example 3

Lanchester | 07000000000 | johnsmith@email.com | LinkedIn

EDUCATION

Russell University, London 2024 - 2025

LLM in Professional Legal Practice (SQE) - Commendation

- Passed SQE2 with 71% in April 2025 and SQE1 in January 2024

Russell University, London 2021 - 2024

LLB Law - 2:1 (68%)

St. Mary's College, London 2014 - 2021

- A levels: History (A), English Literature (A) and French (B).
- Nine GCSEs at grades 8-6, including Mathematics and English.

WORK EXPERIENCE

Adviser - Legal Advice Clinic, Russell University October 2023 - Apr 2024

- Advised members of the public under solicitor supervision on employment, family and disability-discrimination matters, contributing to successful case resolutions.
- Researched legislation and case law to identify relevant authorities and drafted tailored advice letters, translating complex legal issues into clear, practical guidance.
- Interviewed clients with professionalism and empathy, eliciting key facts and building trust to support accurate case assessment.

Vacation Scheme - Nelson Gray Solicitors October 2022

- Shadowed solicitors handling Right to Remain, Spousal Visa and Skilled Worker Visa applications, gaining practical insight into immigration procedures and client advocacy.
- Researched immigration legislation and case law to support case preparation, strengthening the ability to apply legal frameworks to individual client circumstances.

Vacation Scheme - Mitchell Howells LLP, London June 2022

- Attended client meetings and court hearings, including summary judgment proceedings, gaining direct exposure to litigation strategy and courtroom procedure.
- Drafted client correspondence and prepared detailed attendance notes under supervision, supporting accurate case management and client follow-up.

Front of House Staff - The Red Lion, London Jan 2023 - Apr 2024

- Delivered efficient, professional customer service in a fast-paced hospitality environment, earning consistent praise for service quality.
- Resolved challenging customer interactions diplomatically by applying company policy and relevant licensing requirements, helping maintain service standards.
- Balanced part-time employment with academic commitments, demonstrating reliability, teamwork and effective time management.

SKILLS

- Legal skills - Advocacy, case preparation, client interviewing, contract drafting, legal research and writing
- Languages - (Advanced)

EXTRACURRICULAR ACTIVITIES

Sparrow and Co Global Law Firm Virtual Internship July 2022

- Reviewed a commercial building contract and drafted a deed of variation, identifying key contractual risks and strengthening understanding of how corporate lawyers protect clients through precise drafting.
- Prepared recommendations for a partner and delivered a presentation on governing-law and jurisdiction clauses, developing the ability to communicate complex legal issues clearly and consider their commercial implications.

Russell University Law Society September 2022 - May 2023

- **Secured £3,000 in sponsorship from four law firms** by developing proposals and leading outreach to prospective partners.
- **Managed relationships with four sponsors**, delivering agreed promotional benefits across six events attended by 300+ students.