

# LAW GRAD CV

by CV Genius

Phone Number: 07123 456 789

Email: your-name@email.com

Address: The Wirral, CH99 9ZZ

LinkedIn: linkedin.com/in/your-name

*Newly qualified solicitor with a robust academic record and practical experience through internships and volunteer positions. Experienced in housing and employment law. Demonstrate strong analytical and problem-solving skills, excellent communication abilities, and a passion for law. Eager to contribute to and grow within a dynamic legal team, while providing high-quality legal services and managing client expectations effectively.*

## WORK EXPERIENCE

### Volunteer Legal Advisor

Citizens Advice Bureau, Liverpool

June 20XX–Present

- Provide legal advice to 50+ clients on various civil matters, including housing and employment law
- **Housing Law Dispute Case:** Assisted client in contesting an unjust eviction notice, leading to its withdrawal and preservation of her tenancy through effective legal advocacy
- Manage client expectations and deliver clear, actionable advice through strong client service skills
- Drafted 100+ pieces of correspondence and reports for clients and senior advisors

### Legal Intern

McGill & Wexler Law Firm, Liverpool

June 20XX–August 20XX

- Supported case preparation by conducting research, compiling case files, and drafting 7+ legal documents
- Shadowed solicitors, gaining exposure to 8 legal fields (corporate, criminal, family, intellectual property, employment, real estate, environmental, and civil) and client interactions
- Assisted in the analysis and resolution of legal issues, enhancing my problem-solving skills

## EDUCATION

### University of Liverpool

20XX-20XX

- Bachelor of Laws (LLB)
- First-Class Honours

### Queen Adelaide High School for Girls

20XX-20XX

- A-Levels: Law (A\*), English Language (A\*), Philosophy & Ethics (A\*)
- GCSEs: 11 Grades 9–4, including Maths, English, and ICT
- Chairperson of Student Council

## CERTIFICATIONS

- Legal Practice Course (LPC) – University of Liverpool, Liverpool, 20XX
- Professional Skills Course (PSC) – Completed 20XX

## **KEY SKILLS**

- LexisNexis
- Westlaw
- CaseMap
- Legal research
- Case preparation
- Client management
- Problem solving
- Communication
- Detail orientation
- Collaborative working
- Time management
- Analysis
- Drafting legal documents

## **HOBBIES & INTERESTS**

- Rowing – Actively participate in rowing competitions, fostering teamwork and discipline
  - Community volunteering (CAB) – Regularly devote time to volunteering at Citizens Advice Bureau, offering support to individuals in need and contributing to community welfare initiative
  - Chess – Participate in chess tournaments and online communities, enhancing strategic thinking and problem-solving skills
  - Debate – Hone communication and critical thinking skills by participating in debate competitions
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## Dear Reader,

Our goal at CV Genius is to provide you with the resources you need to get the job you want, and having a professional-looking CV is an essential part of that mission.

That's why each one of our CV templates is carefully created to make your application look polished and easy to read. Additionally, our templates are designed to help your CV get past the Applicant Tracking System software that many large employers use to scan through applicants.

However, writing an impressive CV isn't only about the template you use. Make sure your CV also highlights your qualifications, skills, and experience by using our free resources and reading our articles written by certified career coaches:

- [How to write a CV](#)
- [CV layout](#)
- [CV examples by industry](#)
- [CV maker](#)

After you've finished writing your CV, download a matching [cover letter template](#) and write a cover letter tailored to the position you're applying for to give your job application an extra boost.

Here are some of our most helpful [cover letter resources](#) to help you accomplish that:

- [Cover letter builder](#)
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Best regards,

*The CV Genius Team*