

[Full name]

[Home address and email] / [Nationality so employer can determine if you will need sponsorship to work in the UK]

Education & Qualifications:

[Date] to [Date]: [BARBRI]
[SQE Prep Course]

[Date] to [Date]: [Name of University]
[Law LLB Hons][Subject]: [Classification and overall grade as a percentage]

[Date] to [Date]: [Secondary School/Sixth Form College]
A Levels: [Subject] (Grade [X]), [Subject] (Grade [X]), [Subject] (Grade [X]), [Subject] (Grade [X])
GSEs: [10 all at Grade A*]

NOTE: If you have an overseas academic qualification, briefly explain the relevant grading system and it's UK equivalent to make it easier for the recruiter / employer to understand, include an NARIC score if you have one.

[Include details of noteworthy Academic prizes here]

[Languages, including level]

[IT, including level]

Relevant Legal Experience:

[Date] to [Date]: [Name of employer]
Summer vacation scheme with time spent in the firm's corporate and litigation teams.

[Date] to [Date]: [Name of employer]
In-house paralegal with a market-leading fund manager. Principal responsibilities included:

- research and analysis of corporate and tax law in different jurisdictions;
- identification of requirements for incorporation of legal entities;
- preparing drafts of key documents (supporting documentation, guidelines and policies);
- managing legal information for the fund's website, monitoring international and national legal developments related to company's incorporation and advising on AML policies.

Other Relevant Work Experience:

[Date] to [Date]: [Name of employer]

Digital marketing officer. Principal responsibilities included:

[Date] to [Date]: [Name of employer]
Sales assistant in the men's wear department. Principal responsibilities included:

Positions of Responsibility

[Date] to [Date]: [Careers Officer, university law society]
Key responsibilities and achievements included:

- Successfully liaising with law firm graduate recruitments at several top City law firms to host careers event for members, including two involving firms that did not previously engage with the university.

[Date] to [Date]: [Brand Ambassador for BARBRI]

Key responsibilities and achievements included:

Pro Bono, Volunteering & Charity Work

Hobbies & Interests

[Only need to include these if there's space!]