



LAW CV

Use this sample CV as a guide to help you structure and write your own.

Joanne Fletcher

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Qualifications

The University of Reading 2014 - 17

LLB (Hons.) Law (2:1)

Modules included: Criminal Law, Constitutional Law, Contract Law, Tort, Administrative Law and Civil Liberties, Equity and Trusts Law, Land Law, European Union Law. I gained a 2:1 result in all of my modules.

Trained in the use of LexisNexis and Westlaw; very experienced user of Microsoft Office and Excel.

Moseley Hall School 2007 - 2014

A Levels: Spanish A, History A, French B

A/S Level: Biology A

GCSEs: 7 A*, 4 A including Maths and English

Legal Work Experience

LFJ Law, London: 4 week work placement, June 2016 in Personal Injury Team

- assisted with legal research and preparing bundles for court
- read and updated case files, filed paperwork and photocopied documents
- drafted letters of instruction to clients, briefs to counsel, pleadings and witness statements
- attended client meetings and took notes
- received basic training in the use of the DPS Personal Injury case management system
- observed the work of the Clinical Negligence partner for a day

Jones, Smith and Lawson, London: Open Day, May 2015

- attended talks by associates, partners and trainees about their work in different practice areas
- completed a negotiation skills workshop led by a litigation lawyer from the firm
- worked on a commercial law case study with junior lawyers from the firm, and presented the results to one of the partners

29, Sandon Row, London: 3 day Mini-Pupillage, March 2016

Shadowed Fiona Seers, a Barrister specialising in Human Trafficking, Immigration and Asylum Law

- assisted with legal research for an upcoming immigration case
- discussed a number of ongoing cases that Ms. Seers was advising on, relating to judicial review actions
- observed the work of the clerks and assisted with general administration for the team

Positions of Responsibility

Treasurer for the University of Reading Ladies Hockey Club

Responsible for the finances of the Club, my achievements included:

- setting up a new, online system to manage the finances and ensuring regular reports were sent to the President of the Club
- leading discussions about spending decisions up to a maximum of £600
- raising over £1,000 in sponsorship from three local sports related organisations which involved pitching our request and presenting a clear and compelling case

Achievements

Awarded the **William B. Brooks Prize** for History by Moseley Hall School, 2014

The **RED Award** – completed the University of Reading's Employability Award requiring:

- 35 hours of work experience which I completed with LFJ Law
- 10 hours of volunteering which I completed with a local homeless charity, going out on night runs, assisting with food deliveries and giving clients information about support services available to them. Although 10 hours was a minimum requirement, I found the work very satisfying and volunteered for a total of 50 hours with the charity
- attendance at a range of sessions, including presentation skills, interview skills, commercial awareness and psychometric tests

Additional Work Experience

I have had a number of part time jobs including a summer office job, dealing with the post, answering phone calls and email enquiries for a local accountancy firm; a receptionist role on Saturdays at a busy hairdressers and as a cashier at my local Waitrose store during the holidays.

Interests

I have played hockey since the age of 12 and have been an active member of my club at home, as well as the University Hockey Club, regularly training for up to 5 hours per week.

References are available on request