

# TWO-PAGE LAW CV

## Prudence Juris

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### Qualifications

2018 – 2021

#### **LLB Law, University of Reading**

Modules include: Criminal Law (72%), Legal Skills (70%), Tort (67%), Contract (59%), Public Law I (64%), Law & Society (63%)

- Delivered effective assessed presentations as part of a group for assignments in Legal Skills and Tort modules
- Developed confidence in use of LexisNexis and Westlaw
- Awarded RED Award from the University in recognition for 50 hours of work, volunteering and training

2016 – 2018

#### **New Town College, Swindon**

A-Levels: History (A), English Literature (A), French (C)

AS Level: Spanish (B)

- Represented college students in termly meetings as a college community committee member

### Legal Experience

Summer 2019

#### **Lennon & Starr LLP, Personal Injury team: 2-week internship**

- Assisted with legal research and preparing bundles for court
- Gained understanding of case management database system
- Ensured case details accurately recorded within system
- Proactively offered administrative assistance to colleagues

Spring 2019

#### **McCartney & Harrison LLP: Open Day**

- Completed a negotiation skills workshop led by litigation team
- Developed rapport as part of a team to win commercial exercise
- Gained understanding of different practice areas and key cases

## Additional Experience

- 2018 - present     **Team member, Morrisons supermarket (part-time / full-time)**
- Manage my time to work 15 – 35 hours a week around studying
  - Consistently develop good working relationships with colleagues
  - Provide professional, friendly customer service on shop floor
  - Adapt flexibly to support stock and cashier operations as needed
  - Received praise from supervisor for my positive attitude and willingness to help
- 2017 - 2018     **Weekend assistant, Berkshire Newsagents (four-month job)**
- Trusted to cash up and total takings when colleagues were busy
  - Ensured customers received good customer service

## Extra-curricular responsibilities

- 2019 - present     **Treasurer, Reading Judo Society**
- Improved online system to manage finances and prevent errors
  - Identified a potential financial short fall, and proactively offered suggestions to committee to raise funds
  - Pitched a sponsorship deal in meetings with local advertisers
  - Raised over £1000 in sponsorship as a result of business pitches
- Summer 2019     **Student Ambassador, University of Reading (Open Days)**
- Provided friendly and informative help to prospective students
  - Employed cultural awareness to support visitors from a wide variety of cultures and countries

## Skills and Interests

- IT Skills:**            Proficient user of Microsoft Office and database systems
- Languages:**        Native English speaker, intermediate French and Spanish
- Sports:**             Amateur Judo competitor for five years, regularly weekly training