

Law Student CV applying for Training Contract/Law Vacation Placement

David Williams

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EDUCATION

2007 – 2010 **University of Portsmouth**
LLB (Hons) Law

1st Year – overall average 74% 1st

- Understanding Law 78% 1st
- Constitutional Law 75% 2:1
- Law of Contract 71% 2:1
- Law of Torts 71% 1st

2nd year modules for: Commercial Law, Land Law, EC/EU Law and Criminal Law.
(Enter 2nd year marks too, if sending off CV after semester exams in January)

- Voted Course Representative for 2nd year. This involves collecting and representing student views to course leaders in four weekly review meetings
- First place in University mooting competition 2007 – 2008
- Achieved special commendation for Mooting in 2008 - 2009

2003 – 2007 **Bolton High School, Bolton**

- A Levels: Maths (A) French (A) and Physics (A)
- AS Level: Religious Studies: Ethics (A)
- Key Skills: Communication, IT and Application of Number (units: 3 passes)
- GCSEs: 12 subjects all at grade A*

RELEVANT WORK EXPERIENCE

Sept 2008 – Present **Citizens Advice Bureau**
Legal Adviser

- Using excellent communication skills to ascertain client needs and to extract all relevant information
- Explain complex legal information to clients in a flexible manner to ensure understanding

June 2008 – July 2008 **Blake Laphorn**
Legal Work Experience

- Shadowed Solicitors practicing in the areas of personal injury, residential property, employment advice and clinical negligence
- Read case files and discussed points of law with senior partners
- Observed case work and gained an excellent insight into the Law
- Attended court hearings

OTHER WORK EXPERIENCE

October 2006 – Present

**Sainsburys PLC
Checkout Supervisor**

- Accurately and efficiently handling money and customer transactions
- Demonstrating a flexible approach when training staff in order to ensure that all personnel meet the requirements of the role
- Using excellent communication and customer service skills in order to effectively resolve customer concerns, queries and complaints

LANGUAGE SKILLS

- Fluent in written and spoken French
- Conversational ability in Spanish

I.T. SKILLS

- Expert user of Microsoft Office packages including Excel, Word and PowerPoint
- Adept at using internet search engines for research purposes
- Expert user of various email packages including Microsoft Outlook and GroupWise

INTERESTS AND ACHIEVEMENTS

2007 – Present

**University of Portsmouth Law Society
Social Secretary**

- Responsible for organising three evening events each year including the Law Society Christmas Ball
- For each event responsibilities were to access suitable venues, select sample menus and entertainment options and present back to the social committee
- Booking and being the point of contact for all event bookings, negotiating discounts and paying monies
- The Law Society Christmas Ball sold 250 tickets this year – an increase of 25% on previous years
- Keen interest in reading, particularly modern literature. Active member of Southsea Readers which is a book club with monthly meetings to critique and discuss texts.
- Keen interest in running and have completed several races for charity. The most recent of which being the Great South Run which I completed for Book Worm – a charity involved with promoting reading to underprivileged children.

REFERENCES

Available on Request

Commentary

1. First year exam marks must be put onto the CV if you are applying for Vacation placements before your semester exams in the January of your second year. They should be included if you also know your second year marks.
2. Firms want to see how you are performing all through the degree programme.
3. Firms want to see involvement in University activities.
4. If you can get legal experience all well and good – other experience is valid (commercial, community work etc.)
5. Try and give detail of activities and not statements that are not evidenced e.g. “I developed excellent communication skills” Employers want to know what skills in what context.