

Sample Curriculum Vitae – Legal Professional

Personal Details

NAME: Joe Bloggs

DATE OF BIRTH: (optional) dd / mm / year

ADDRESS: Level 14, 115 Pitt Street
Sydney NSW 2000
Australia

PHONE: W: (02) 9235 3399
M: 0411 000 000

EMAIL: jobline@lawstaff.com.au

LANGUAGES: (if any) Fluent French and German

INTERESTS: Reading, playing squash ...

Notes:

- 1) Start with your full name and up-to-date contact details.
- 2) Leave out any references to unrelated memberships of clubs, unless they can impress.
- 3) Don't include a photograph, unless specifically requested.

Professional Qualifications & Memberships

PRACTISING CERTIFICATE: Current to January 2006

MEMBERSHIPS: Law Society Committee (2001 – present)
Former President, Women's Insolvency Network

DATE OF ADMISSION: June 2001, NSW Supreme Court
February 2003, High Court of Australia

Notes:

- 1) Leave out any references to unrelated memberships, unless they may impress.
- 2) Put your most recent memberships first.

Education

SECONDARY EDUCATION: Epsom Girls' Grammar School (1988)
A Bursary / TER 92.63

Mt Roskill Grammar School (1983 – 1986)

LAW STAFF EXAMPLE ONLY

TERTIARY EDUCATION: Melbourne University (1991 – 1993):
Bachelor of Laws (Honours 2:1)
Bachelor of Arts (Merit)
(Academic transcripts attached)

AWARDS & ACHIEVEMENTS: List academic awards, scholarships, school or sport captain positions and the year awarded/achieved

Note: Put your highest level of education first.

Employment History

NAME OF EMPLOYER

June 2001 – Present
Location (City, Country)

Senior Associate, February 2003 – Present
Solicitor, June 2001 – February 2003

Specialisations:

- Insolvency (litigation and non-contentious)
- Banking & Finance
- Corporate / Commercial

Experience includes:

Give specific examples of levels of responsibility, type of matters and areas of law, skills and explanation of types of clients (list names of clients and cases, if possible). For example:

- Senior Associate in the Insolvency & Restructuring team – specialising in all aspects of insolvency law both advisory and contentious.
- The position involves project management of large litigation and supervision of junior staff, in addition to building my own insolvency practice by undertaking various marketing initiatives (see below).
- For the last three years I have acted for liquidators of a number of large corporations in several applications to the Supreme and High Courts involving many millions of dollars to be returned to the creditors.
- I am primarily responsible for the conduct of various aspects of the windings up and negotiating and drafting proposed schemes of arrangement, which raise particularly complex issues of insolvency, cross-border and insurance law issues.
- I have also acted for various financiers, large business investors and insolvency practitioners in relation to the restructuring of entities, appointing voluntary administrators & receivers.

Marketing / business development:

- List examples of seminars & presentations, marketing initiatives etc. together with the year and month they were presented / undertaken.
- Example: I have presented extensively on legal issues to organisations, clients in-house, public seminars and the firm's internal legal training seminars. Topics included:
 - "Insolvency & recent Legislative Changes", March 2005, client presentation.
 - "How Creditors Can Get Their Money Back", April 2004, in-house CLE presentation.
- Successfully increased client billings by 60% since 2001.
- I have chaired several District Law Society seminars during 2003 to the present.

LAW STAFF EXAMPLE ONLY

Reason for leaving:

To work closer to home, as the firm moved locations in March 2005 and this position now requires extensive commuting.

Notes:

- 1) *Repeat this for every place of employment - the most recent should be listed first and then work backwards chronologically.*
- 2) *Generally the place where you have gained the most relevant experience should be the most detailed. For example, if you worked for a firm for 3 months most recently and then for another firm 8 years before that, the latter firm should have the most detail.*

Referees

VERBAL: Available on request

WRITTEN: Margaret Heath, Director
Law Staff Australia

(Copy attached)

Notes:

- 1) *Always confirm with your referee that they are happy to be named on your CV before sending it out to anyone. Check with them that their contact details are up-to-date.*
- 2) *Employers will generally require a senior level referee who was directly responsible for supervising your work. Friends and family members should be avoided, unless it is clearly noted in your CV what your relationship is to them.*