

Sample Curriculum Vitae

Personal Details

NAME: Joanne Bloggs

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

ADDRESS: Level 9
530 Little Collins Street
Melbourne, Victoria

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M: 0411 000 000

EMAIL: melbourne@lawstaff.com.au

LANGUAGES: (if any) Fluent Spanish

INTERESTS: Family, beach, reading ...

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.

Education

SECONDARY EDUCATION: Caulfield Grammar School (1988), Melbourne
HSC Completed

OTHER QUALIFICATIONS:

- Advanced Diploma – Business Administration (Legal Practice) (2004), RMIT University & TAFE
- Diploma of Business Administration / Legal (2003), RMIT University & TAFE

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

Note: Put your highest level of education first.

Computer Skills

Computer Packages

- Windows XP (Advanced)
- Excel 97 (Advanced)
- Lotus Notes (Advanced)
- Powerpoint (Intermediate)
- Word Perfect 6.1 DOS (Intermediate)
- Word Perfect 9.0 Windows (Intermediate)
- Keystone (Beginner)
- Groupwise (Beginner)

Estimated Typing Speed 60 words per minute, 98% accuracy

Note: List familiarity with computer packages from most advanced skills to least advanced.

Employment History

NAME OF EMPLOYER

June 2001 – Present

Location (City)

Legal Secretary, Dispute Resolution Division

Areas of law: Insurance (professional indemnity, public & product liability), reinsurance and commercial litigation (trade practices, insolvency, Corporations Act).

Responsibilities:

- Providing efficient, timely and accurate legal secretarial support to 3 partners and 1 senior associate.
- Typing of contracts, Court documents, forms and correspondence.
- Collating and preparing monthly bills.
- General administrative duties such as filing, diary management, sorting mail, faxing, photocopying and arranging couriers.
- Liaising with other departments where necessary.
- Attending to travel and accommodation booking requirements.
- Assisting with organisation of international marketing trips.
- Taking client enquiries and informing relevant solicitors of the same.
- Opening and closing client files.
- Conducting searches such as ...
- Compiling barristers briefs.

Reason for leaving:

To progress my career in a larger firm, where I can work with corporate clients.

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 clearly noted in your CV what your relationship is to them.*