John Smith  
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07777 666 555  
*Don’t include your address or date of birth as it could add unconscious bias to your application*

**Profile**This section acts as an ‘elevator pitch’ for your potential employer and will often dictate whether they read on or not so it’s crucial to get it right. Don’t keep this generic! The profile should be tailored to every role you apply for – it’s essential to showcase elements of your experience that will be most relevant and interesting to a specific employer. State clearly what stage in your career you’re at i.e. solicitor/ newly qualified/ trainee/ LL.B student. Then, make sure you address (i) your career plans and how the role you’re applying for fits in (ii) your background and why you have the necessary experience (iii) extra skills and achievements that make you **stand out** as a candidate. Aim for 100 words.

**Legal Work Experience**   
*Unless you are applying for traineeships/work experience, this needs to take pride of place if you’re applying for a legal role! (Traineeship/work experience applicants should put Education first). Employers need to see you have a vested interest in the industry and you want to showcase your commitment to becoming a solicitor. Start with your most recent experience and continue in reverse chronological order.*

**Scotland Solicitors, Edinburgh: Legal Assistant   
September 2015 – Present**Very brief description of what you specialised in and the type of firm you worked for. E.g. S*pecialised in employment law, working within a small local firm. Key areas of responsibility:*

* Bullet point your relevant experience
* **Show** the employer what your experiences were by using illustrative examples. Don’t just tell them
* 1 example of experience per bullet point to keep it concise
* Don’t include everything you worked on from start to finish: discuss the key elements of your role and consider what your employer would find most impressive and interesting
* Be clear: the potential employer hasn’t done this job so won’t necessarily understand acronyms, industry phrases etc.

**LawSoc, East Lothian: Trainee Solicitor   
August 2013 – August 2015***If you rotated through seats in your traineeship, you can refer to these in this introductory sentence to clarify what you specialised in, but make sure you treat the 2 years as one whole role. The exception to this would be if you went on a secondment – you should clarify details of the company and role you undertook, and what specific skills you gained from this exposure.*

**International Partners, Seoul: Intern   
June – August 2011: 3 month internship***Format as above*

**Grey Partners, London: Work-shadowing experience   
July 2010: 2 day experience organised via direct application to the firm***Include work shadowing here - even if it’s voluntary experience it’s still legal exposure! However, make sure you’re realistic about what you gained from it. I.e. don’t say ‘I became an expert in…’ or ‘I transformed project X…’ as this is probably unrealistic.*

**Education & Qualifications** – *don’t be tempted for this section to take a lot of space!*

|  |  |
| --- | --- |
| 2012-2013 | **Diploma in Professional Legal Practice, Scotland University** |
| 2007-2011 | **LL.B Law, Scotland University** Grade received:  You can include relevant modules here if you think they’re really related to the role you’re applying for |
| 2001-2007 | **High School, Edinburgh** Outline grades for each band, but avoid specifying subjects, e.g. Advanced Highers: 1A, 1B Highers: 4A, 3B |
| Professional Qualifications | Use examples that imply further study and specialist knowledge  *Accredited team motivation training: 1 day course*  *Accredited mentor: weekend training course with MentorGo* |
| Additional Qualifications | Focus on what might be useful and interesting to an employer  *Full UK Driver’s Licence  Intermediate-level Korean speaker* |

**Additional Work Experience***Non-legal work experience is really valuable to an employer as it widens your skill set and you might have encountered work in industries they find valuable.*

**EventScotland, Edinburgh: Event Manager  
August 2011-August 2012: 1 year contract**If you took a ‘sidestep’, address quickly why and how it benefits your application

* Transferable skills are the most important element to highlight in non-legal work experience as they will show your qualities and strengths as an employee   
  Examples might be: people management, communication skills, refined customer service, time management, budget management, meeting targets and working to KPIs
* Use statistics if you can, as they are easy to understand e.g. *managed £10,000 event budget,* or *increased monthly revenues by 40%*

**ScotBar, Edinburgh: Supervisor (promoted from Team Member)   
2007-2011: Recurring full-time holiday role throughout LL.B study**

* If you advanced throughout your role and got promoted, make this obvious as it shows responsibility, loyalty and ability
* Include all your work experience, but really keep details concise if it was a long time ago/ possibly not very relevant to a career as a solicitor

**More information about me**Here, discuss any additional activities you have been involved in which enhance your application, or things you want to tell your employer about e.g. member of SYLA, volunteering, captained a sports team, been part of a mentoring programme. Avoid generic examples like ‘I enjoy running’, but also make sure you give the employer a flavour of your personality.

If you’re a student applying for an internship or a traineeship, you can call this section ‘Extra-curricular activities’. Include any examples of how you’ve got involved at university/ school: clubs you’ve been part of/ committees you have sat on/ personal achievements. This is good evidence of you possessing capabilities employers are looking for, such as assuming responsibility or being open to new experiences.

***Stop here!*** *You’ve got 2 pages to sell yourself! Stay specific and use them wisely…*