

Full Name

e: admin@letsbreakdownlaw.co.uk
t: +Your Number

Commented [IS1]: Contact Details

Add your name and details of how to contact you. You can also include a LinkedIn link here too if you want

I am a recent law graduate from the University of [redacted] with a desire to pursue a career in commercial law. From my past experience, I have demonstrated my adaptability across both legal and non-legal positions of work. Having recently passed [redacted] I have demonstrated my commitment to progressing my career at a global law firm.

Commented [IS2]: 1 – Profile

Use this section to add a few sentences on your background, why you are suited for this specific role and (if it's not clear from the job offer) when you're available to start.

EDUCATION & QUALIFICATIONS

LPC with MSc, [redacted] [redacted] September 2019 - June 2020	Passed with Distinction
New York State Bar Examination January 2020	Admitted Achieved scholarship for Barbri review course
LLB Hons Law, [redacted] [redacted] 2014 - 2017	Achieved 2:1 Including: 79 - Tort 66 - Innovation Management 65 - Intellectual Property

Commented [IS3]: 2 – Education and Qualifications

No need to include all your grade details. Just the highlights will do (for example, I've only included my best uni grades).

Always put more recent things at the top, older things below.

[Degree/Qualification]

[Date]

[Detail]

WORK EXPERIENCE

Intern, [redacted] July 2019	At this tier-one media law firm, I joined the music department. Among other things, I was tasked with creating contract summaries for high-profile clients. While the work was challenging due to the firm's rigorous demand for quality, receiving critique and redrafting my own work gave me a true insight into the work of a lawyer.
Campus Ambassador, [redacted] Systems September 2018 – January 2019	In this role, I was selected as an ambassador for this multinational defence company. I was tasked with promoting its graduate opportunities to students on campus. The experience broadened my commercial awareness into the fields of technology, defence and security, which will allow me to take a more industry-conscious perspective when considering legal issues.

Commented [IS4]: Non-law work experience is also important to include. For example, from my campus ambassador role, I say how I learnt more about the defence industry (which will help me as a lawyer if advising in this sector). I could also mention that I learnt to manage my time between this job and uni or present publicly when speaking at lectures.

[Place of work]

[Date]

[Detail]

EXTRACURRICULAR ACTIVITIES

[redacted]	I founded and run a legal news website for aspiring lawyers with over 40,000 monthly pageviews. [redacted] [redacted]
Music	I have a passion for music and have played the trumpet from the age of 7. I have recently started to learn the piano through self-teaching.

Commented [IS5]: 4 - Other

Here, you can include your extracurricular interests like volunteering, sports, side projects etc.

While this isn't as important as the Education or Work Experience sections, it's still useful to show that you're well-rounded and it's interesting for recruiters! 😊

[Role]

[Detail]

References available on request.

 Things to remember when using this template...

- This CV is optimised to pass the “six-second test”. Recruiters only look at your CV for six seconds before making a decision and this template is designed **to highlight the best bits, quickly**.
- Remember... keep the entire CV to one page.
- As mentioned above, **keep this to one page**
- Keep it to **450-600 words**
- **Put more recent things above older things** (especially for the Education and the Work Experience sections)
- This template follows **the PEWO structure** (Profile, Education, Work Experience, Other). If you don't want to use this, make sure you CV still follows this structure
- Only **highlight the best bits in the Education section** (this will allow you to keep it shorter too). No need to include all of your university module grades (I've only added my three best ones).
- Save the final document as a pdf and as 'Name Surname – Company' (e.g. “**Imtiyaz Khan – Freshfields.pdf**”)

 **Good luck in your application!**