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**How to write a Law CV.**

Your CV should be either one or two sides of A4. It needs to be clearly laid out, professionally presented and printed on good quality paper. Pay attention to detail! An eye for detail is extremely important in a legal career. Make sure your CV is error free. Check it through carefully.

The University Careers and Employability Service runs general 30min CV workshops **several times every week** that must be booked online ([www.liverpool.ac.uk/careers](http://www.liverpool.ac.uk/careers)) or in person at the Careers & Employability Service, 1st Floor, Student Services Centre (next to the Guild, Building 502, D6 on the campus map). After a student has attended a workshop, they are eligible for a 15min one-to-one CV consultation with a careers adviser. 15min consultations can only be booked on the day, and are for CV advice or for other quick queries such as help with application forms. 40min consultations are for more in-depth guidance and must also be pre-booked. They consider issues such as how to generate and explore career ideas, the tactics needed to increase the likelihood of entering a competitive career, or whether or not to take a post-graduate course or a year out.

Please note: careers consultations can only be booked by calling into the Service, or by telephoning reception tel: 0151 794 4647, and cannot be booked by e-mail or online.

**Personal Details**

* Don’t put “Curriculum Vitae” as the heading. Use your name at the top of the page instead, and make it big and bold.
* Key personal details to include are your name, one address (not two - home and term time – pick one of them), phone number and email address (make sure it sounds professional)
* Other information, such as nationality and date of birth are optional

**Profile**

* Directly under your name and personal details, you may wish to add a brief statement (no more than 3 lines) summarising who you are, your main attributes and what you are looking to achieve.
* For example *‘I am a dedicated and enthusiastic first year law undergraduate student at Liverpool University, with a particular interest in criminal and family law. I am currently seeking challenging work experiences that will offer me the chance to develop my practical legal skills’*

**Education and Qualifications**

* Start with your most recent qualification – your law degree – and work backwards from that
* Put your results in order starting with the highest result first
* You don’t have to list all your GCSEs – you can summarise by saying “9 GCSEs at grade C or above including English language and maths”

**Legal Experience**

* If you have any law related experience, make sure you list it under a relevant heading and put it on the first page
* If you don’t yet have any experience, try to get some and add it to your CV. This could be an “Insight Day”, a few days’ work shadowing a solicitor, a mini pupillage, some voluntary experience at a Law Centre or Citizens Advice Bureau, for example. Employers will expect to see something on your CV, even if just a trip to the local law courts to observe.

**Work Experience**

* What work experience (paid or unpaid) have you got, with which organisations and when? Don’t just list the duties involved - focus on the employability skills you developed. See the separate “Transferable Skills Sheet” and list of “Action Words”
* Start your bullet points with a verb in the past tense to describe these skills
* e.g. “communicated with a range of customers both verbally and in writing”
* e.g. “organised rotas for a team of 5 sales staff”
* **Achievements (optional – but include them if you have some)** what achievements could you talk about e.g. being a Student Representative, chairing a group or society, gaining the Duke of Edinburgh’s Award? Be specific and give details.
* What skills have you developed from this experience – leadership, communication, problem solving?

**Interests**

* Avoid talking about “socialising” – it never goes down well with employers.
* Include interests that you can talk about in an interview – avoid being vague. Don’t just say “Sports”, for example – which sports interest you, do you play them, and if so to what level? Give the reader some detail.

**Referees**

* You would usually give your personal tutor as your placement referee, along with their email address and phone number. If you are running out of space (particularly on a one page CV), you can say “Referees available on request”.

**Action words you could include in your CV or application:**

