

LAW RESUME

Your resume should help you to stand out from the crowd.

Your resume needs to be tailored to each job application. This is a guide only, you **MUST** check individual firm requirements

Resume-page one

Photos are generally not required on Australian resumes, although other countries may require one.



Resume - Carrie Jobs

28 Glossop Ave, Burwood Vic 3125, Tel: 0402740672
Email: carrie.jobs@deakin.edu.au LinkedIn: www.linkedin.com/in/carriejobs

Make sure your voicemail and email address are professional.

To begin your resume write a Professional Summary or Profile, a Personal Statement or a Career Objective.

CAREER PROFILE

Penultimate year Bachelor of Arts/Bachelor of Laws student with an excellent work ethic and an ability to learn and adapt to a changing environment. Internship experience in a community legal centre together with relevant employment as a legal assistant, requiring attention to detail, well developed organisational skills and Microsoft Office proficiency. Demonstrated excellent customer service, working effectively in teams developing strong relationships. Eager to gain a summer clerkship role with Big 4 Lawyers

EDUCATION

03/12 - current	Bachelor of Arts/Bachelor of Laws Majors: Sociology Achieved distinction Average Awarded Bates Scholarship for academic excellence	Deakin University
2010-2011	Victorian Certificate of Education Seaford Secondary College	

List achievements ie. distinction or above, scholarships or awards

RELEVANT EXPERIENCE

Include: When, What, Where

03/2015 - current	Legal Intern (112 hour internship) • Interview clients including providing advice and counselling of a legal nature as well as advocating on clients behalf. • Dispute resolution and negotiation. • Conducted legal research to support senior lawyers in their cases, including reviewing current law changes in the areas of migration and employment.	ABC Community Legal Centre, Richmond
05/2013 - current	Legal Assistant • Undertake taxation and superannuation law research. • Prepare detailed written analysis and advice to senior associates. • Assist with the development of client estate and succession plans. • Assist with the preparation and presentation of specialist tax training to accounting staff.	XYZ Law Firm, Burwood
09/2012 - current	Volunteer Legal Assistant • Conduct initial interview with clients and refer as necessary. • Draft legal documents to be used in court and for the centres records. • Prepare client briefs for senior lawyers.	Community Legal Aid Centre, Ashwood

Use duties to highlight relevant or transferable skills. Highlight major projects and achievements.

Resume-page two

EMPLOYMENT

02/2009 - 11/2013

Crew Trainer & Customer Service

Hungry Max, Elsternwick

- Reconciled cash takings at close of shift accounting for refunds, complimentary items and petty cash.
- Supported new employees by explaining policies, demonstrating use of equipment and providing guidance.
- Planned schedules to ensure staffing levels were maximised for busy shifts.

Achievements:

- Awarded 'Employee of the Month' in January, June and November 2011.
- Promoted to Crew Trainer June 2010.

Use dots points and positive language to highlight skills.

KEY SKILLS

Analytical

- Assisted with all stages of the transfer of property process for a client, by examining contracts of sale. Legal impurities were identified and the client was able to successfully break the contract based on these matters.

Communication

- Prepared a detailed report on the updates made to superannuation and taxation laws over the past 12 months. The report was presented at the annual board meeting and has since been edited into a 2 page document for use with clients.

Leadership

- Initiated a new appointment system at Community Legal Aid Centre presetting the appointment length based on the enquiry type. Appointments now run to time, which has led to a more efficient referral service and an increase in the number of clients seen each day.

Describe skills you have used that reflect those that the job requires. This may change from job to job. Aim to include at least 3 - 4 skills.

Professional development; extra training courses and certificates completed to stay on top of professional practice.

PROFESSIONAL DEVELOPMENT

04/2015

The Willem C Vis International Commercial Arbitration Moot Competition

- Awarded an Honourable Mention for the team's Memorandum for the Respondent

09/2014

Michael Kirby Contract Law Moot Competition

- Won best oralist for the preliminary rounds

08/2013

Castan Centre Human Rights Moot Competition

- Team reached the semi-finals

PROFESSIONAL MEMBERSHIP

03/2012

Deakin University Law Student Society

- Volunteer at society events including Career Fair

05/2012

Law Institute of Victoria

Student Member

Most professional associations will have student memberships.

VOLUNTARY EXPERIENCE

2013/14

Student Mentor

Deakin University

- Guided and advised new Deakin students from a variety of cultural backgrounds in an official capacity.
- Supported new students in their transition to university in Australia.

Extra-curricular activities show you as a well rounded person and can be used to highlight skills in areas where you may not have work experience.

EXTRA-CURRICULAR ACTIVITIES

02/2010 - current

Tennis Team Committee

Burwood Tennis Club

- Supported and motivated team members prior to and during competitions.
- Delegated responsibilities to team members based on interests and abilities.

2013/14

Mother's Day Classic Fun Run

Participant

REFEREES

Ms Jillian Don
Internship Supervisor
ABC Community Legal Centre
TEL: 03 1234 5678
Email: jillsemail@ABCcommunitylegalcentre.com

Ms Judy Abadia
Manager
XYZ Law Firm
TEL: 03 1234 6789
Email: judy@xyzlawfirm.com.au

List at least 2 relevant referees. NOTE: some jobs will ask for 3. Make sure referees give permission before listing them on your resume.

Name
Position
Organisation
Phone No.
email

DO'S & DON'TS of RESUME WRITING

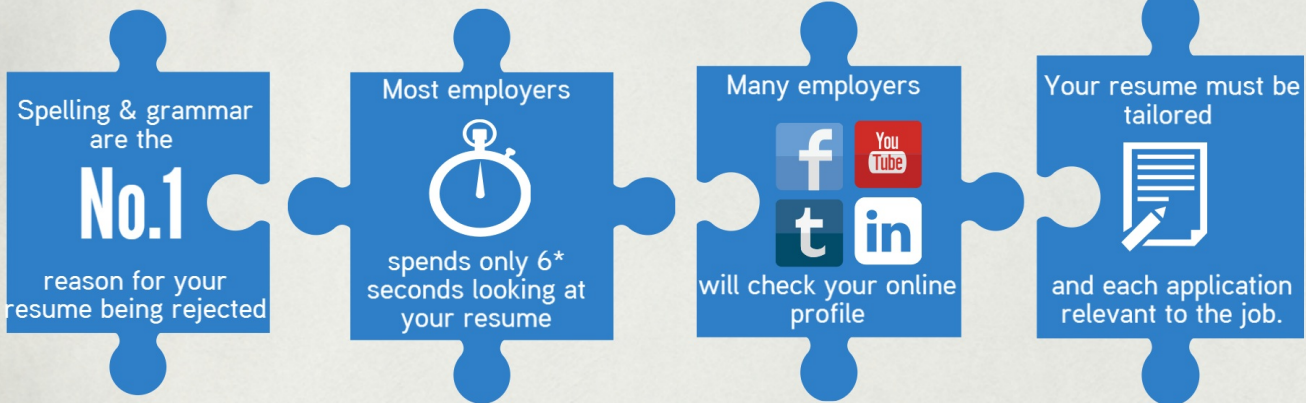


DO

- Keep your format consistent
- Tailor for each position with your prospective employer in mind
- Place the important information up-front
- Use industry appropriate language
- Keep resume to 2-3 pages, unless a length is specified
- Use power verbs to strengthen your statements
- Edit and proofread multiple times
- Emphasise transferable skills
- Check if the firm wants you to apply via CVmail or directly

DON'T

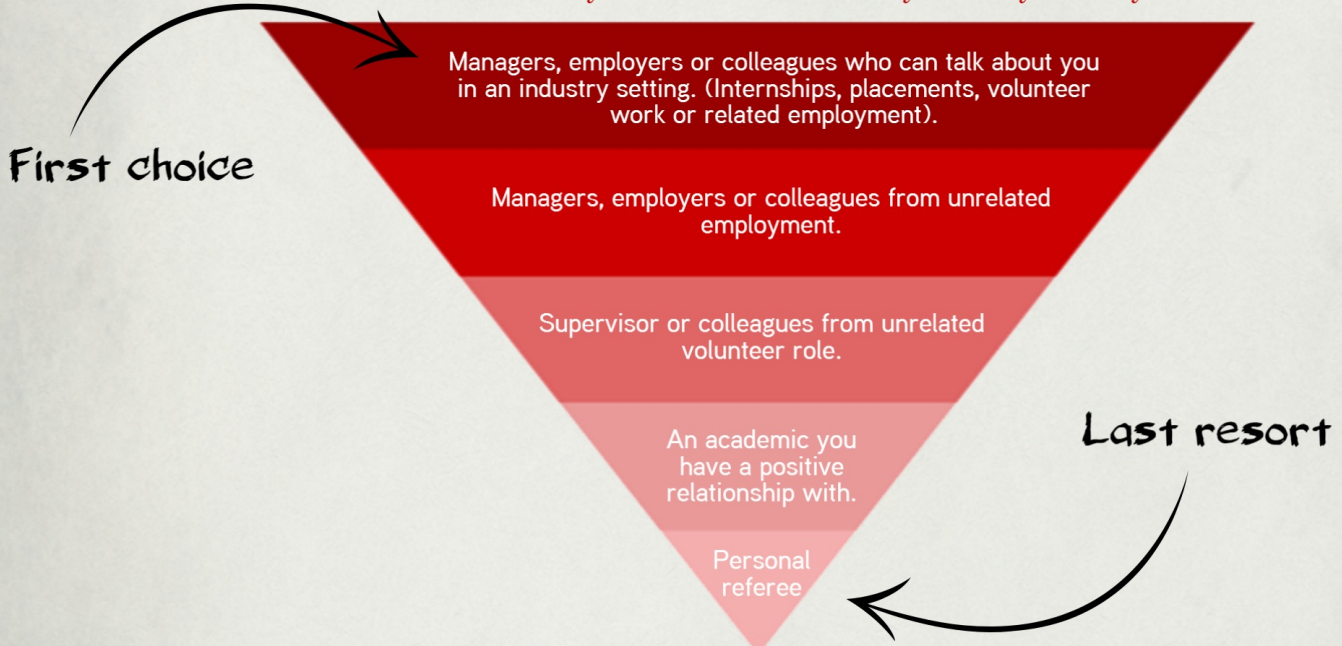
- Include anything that might discriminate against you – i.e. date of birth, marital status, race, gender or disability.
- Use jargon, acronyms, technical terms-unless essential
- Lie -employers have ways of checking what you put is true
- Include a photo unless requested.



Hierarchy of the best referees

Most employers will expect you to provide 3 referees. Choose people who can & will talk about your character and work skills in a positive way.

REMEMBER to ask your referees what they will say about you.



Applicant Tracking Systems (ATS)

Applicant Tracking systems are software designed to filter applications based on specific criteria before they're read by a real human.

Utilized mostly by big companies and recruitment agencies they're used for written and online applications.

