

Your Name

Current Job Title

your@email.com | 123-456-7890 | Location: City & State (DO NOT include home address)

SUMMARY

Detailed summary of your collective experience.

WORK EXPERIENCE

Current Job Title,
Current Company, City & State
Month Year – Present

Brief Summary of current role and company followed by key collective summary above. DO NOT copy and paste the same current role.

- Dot points of relevant important details (use as many as you can)
- Dot points of relevant important details
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Previous Job Title,
Previous Company, City & State
Oct 2023 – Nov 2024 (amend to suit)

If relevant you can include a summary of your previous role & above. DO NOT copy and paste the same summary as above.

- Dot points of relevant important details (do not use more than your current role)
- Dot points of relevant important details

Previous Job Title,
Previous Company, City & State
Oct 2023 – Nov 2024 (amend to suit)

If relevant you can include a summary of your previous role & summaries above. DO NOT copy and paste the same summary as above.

- Dot points of relevant important details (do not use more than your current role)
- Dot points of relevant important details

Previous Job Title,
Previous Company, City & State
Oct 2023 – Nov 2024 (amend to suit)

If you have more than 3 roles that all relate to the similar field of work, you can include a summary. Just include key information in the dot points below.

- Dot points of relevant important details (do not use more than your current role)
- Dot points of relevant important details

Formatting & Template Guidelines:

Both CV templates follow the same basic rules, choose the one that best suits your personal preference. When it comes to a legal CV, a simple layout is the most effective.

- **Keep it professional:** Avoid pictures, graphics, or unnecessary colours. You will be hired based on your experience and interview performance, not your design choices.
- **Typography:** Use a single font throughout. Keep your name at the top, typically at double the regular font size.
- **Contact Details:** Place your personal details at the top, but for privacy and security, do not include your full home address.

Typography & Hierarchy:

Keep the formatting uniform by using the same font size for the entire document (excluding your name). To create a clear structure, use **bold text** exclusively for section headings, job titles, and company names.

Layout & Spacing:

Maintain consistent spacing between each section and block of text. Avoid overcrowding the page; a clean layout ensures your CV remains readable and professional.

Page Footers:

Include your name and the phrase "Private & Confidential" in the footer of every page. Setting this up on the first page will automatically apply it throughout the document. Use a lighter text colour (such as muted grey) so it remains discreet.

Previous Job Title,
Previous Company, City & State
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For Law clerk or Summer Intern type roles, no need to include summaries or dot points.

EDUCATION

Bachelor of Law
Jan 2019 - Feb 2021 (amend to suit)
University you attended

- Major

Other Qualification
Jan 2018 - Dec 2018
University

- Major

Admitted in (Include where you are licenced to practice law)
Dec 2019

Education Section:

Format your qualification types and attendance dates in **bold**. This draws the reader's eye directly to your academic achievements and the timeline of your education.

SELECTED MATTERS (optional)

- Include selected matters in dot point form.
- Keep highly relevant

Notable Cases/Transactions (Optional):

Use this section to highlight significant matters or recent deals. However, ensure you maintain absolute client confidentiality to avoid breaching professional duties or current client relationships.