John Smith 94 Beech Road, Lanchester, LA1 9TZ johnsmith@email.com 07000000000

Education

2021-2022 Russell University, London (LPC course)

- Result: Commendation
- Electives: commercial, mergers and acquisitions, banking and finance

2018-2021 Russell University, London (LLB)

• Result: 2:1 (68%)

2016-2018 St. Mary's College, London (A-levels)

• History (A), English literature (A), French (B)

2011-2016 St Bede's High School, London (GCSEs)

Nine GCSEs grades 8-6, including maths and English

Legal experience

Sept 21-June 2022 Adviser, Legal Advice Clinic, Russell University

Voluntary role offering free legal advice to the public under a solicitor's supervision.

 Developed skills of legal research and drafting letters of advice on issues including employment law, family disputes and disability discrimination.

November 2021 Nelson Gray Solicitors

One week work experience placement with an immigration law firm.

- Shadowed solicitors dealing with matters ranging from Right to Remain, Spousal Visa and Skilled Worker Visa applications.
- Gained insight into the sector through researching relevant statutes, legal articles, case law and case summaries.
- Observed how client meetings are conducted and an understanding of which laws would apply to individual cases.

February 2021 Mitchell Howells LLP, London

One week work experience placement shadowing members of the commercial litigation team.

- Observed meetings with clients and made notes to share with solicitors.
- Drafted letters to clients, providing updates on their cases including commercial disputes and breaches of contract.
- Attended a court hearing of a summary judgement, gaining insight into how a case is presented.

January 2020 Street Law, London

Voluntary role as part of university pro-bono activities.

 Delivered presentations as part of a team of four on legal topics, such as stop and search laws, to pupils in secondary schools. Developed confidence in public speaking and the ability to adapt the style of delivery to suit the needs of the audience.

Non-legal experience

Jan 2019-Apr 2020 Front of house staff, The Red Lion, London

Part-time work alongside degree.

- Responsible for taking orders and serving food and drinks in a busy public house.
- Developed excellent customer service skills and the ability to deal diplomatically with challenging customers, requiring knowledge of company policy and the law.

Additional skills

- Advanced level spoken and written French
- Excellent working knowledge of Microsoft Office Suite.
- Lexis Library Advanced Certification (2021)
- Westlaw UK Advanced Certification (2021)
- Full UK Driving Licence

Extra-curricular activities and achievements

Virtual internships

2020 Virtual Internship Network

Developed skills of research and commercial awareness through working on a fictitious case, producing an overview of an acquisition transaction and a comparative analysis table of the costs and benefits of litigation and arbitration.

2020 Virtual Internship with Sparrow and Co Global Law Firm

Gained a range of skills in commercial law through completing professional tasks including reviewing a building contract and drafting a deed of variation, drafting an email for a partner with recommendations, delivering a presentation on governing law and jurisdiction clauses.

Law Society

2021 Member of Russell University Law Society

Engaged in a range of events including the Commercial Awareness Competition and networked with law firms at the annual Careers Dinner.

Achievements

2021 Russell University Leadership Programme-Gold Level

Received for completing 70 hours of voluntary work alongside my university studies and completing the leadership module.

2018 Duke of Edinburgh Gold Award

Completed a range of activities including volunteering in a conservation project and a 50-mile cycle, developing skills of problem-solving, team working and communication.

Sport

Competitive swimmer from the age of eight. Competed up to English Regional Championship level and still swim regularly for fitness.