

GUIDE TO CV WRITING

Tips when writing a CV

- **Show initiative and interest in the field.**

Alongside your strong academic achievement, use relevant work experience to demonstrate the initiative you have taken in order to understand your preferred career better. Describe your experience in the past and explain how have this changed you. Anything from shadowing a barrister for a month to working as a clerk in the law firm will portray that you are motivated to learn just about anything!

- **Structure your evidence using the CAR model:**

Context: What was the situation? Keep this brief, but be specific.

Action: What did YOU do? Use strong active language.

Result: How did you contributed to the outcome? Qualify and quantify!

- **Remember to check your spelling and grammar!**

- **Tailor your CV to stand out!**

One trainee solicitor in the *TARGETjobs Law Graduate Survey* gave this advice: 'Most student lawyers have a very similar background. Try to get some alternative experiences that make you stand out from the crowd on your CV.' Avoid writing generic information e.g. 'active member of Manchester University Law Society' but instead, jazz it up by writing something interesting that showcase your personality! Recruiters tend to be impressed if you've done something outside the legal sector that shows your enthusiasm and motivation.

- **Lastly, remember to link your CV to your LinkedIn account!**

The aim when writing your CV is to keep things as concise as possible. By using LinkedIn, you are able to further elaborate on the details about your volunteering activities abroad or language classes you took over the summer.

Formatting

(a) CV

- Preferably 2 pages, be concise! Avoid using tables – they consume too much space. Use short sentences.
- Always save file as PDF!
- Title of file: (Your full name)
- Ensure consistent punctuation throughout e.g. the use of colons/comas/hyphens
- Remember to justify the alignment of your document

(b) LinkedIn

- Upload a picture of yourself.
- A dynamic headline at the top of your profile. Instead of “Student at The University of Manchester”, try to think of something that will attract your targeted audience e.g. “LLB Student at The University of Manchester with various language skills”.
- Include a summary to grab your reader’s attention. This can be written in the first person, addressing the reader directly.
- Change the complex LinkedIn URL (e.g. “<https://uk.linkedin.com/in/susanlim-0va894d6>”) to something simpler and easy to remember.

For example: - First name-surname-city you work in,
(e.g. <https://uk.linkedin.com/in/susanlimmanchester>)

- Use bullet points in your profile.

Structure

- Personal Details at Heading Name, address, handphone number, email address
- Academic Background
- Awards & Achievements
- Work Experience
- Other Relevant Work Experience (Highlight customer/client-focused work, plus commercial awareness and team working)
- Roles and Responsibilities
- Other extracurricular activities/hobbies e.g. volunteering

See an example of CV below:

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SUSAN LIM
ADDRESS

xxxxxxx@gmail.com; 0123 456 7891; LinkedIn: www.linkedin.com/xxxxxx

EDUCATION, AWARDS & ACHIEVEMENTS

LLB (Hons) Law University of Manchester 2014 - 2017

Year 2 (Predicted result: 2.1)

- Land Law // European Law // Obligations II // Company Law // Jurisprudence // Constitutional Reform

Year 1

- Contract Law – 68 // Criminal Law – 67 // Equity & Trusts - 55 // Public Law – 63
- Malaysian Public Service Department Scholarship Holder

Sunway Collge Subang Jaya 2012 – 2013

- Mathematics – A* // Accounting – A* // Law – A // Economics – A
- Ministry of Education (Malaysia) Scholarship Holder

SMK Convent Bukit Mertajam 2007 – 2011

- SPM O'Level (10A+)

LEGAL SECTOR EXPERIENCE

ZICOLaw – Intern July 2015- August 2015

- Experienced a one month structured internship programme in a corporate regional firm in which an exercise to manage a firm was given
- Commended for my work on a case study with a team of four other students which involved drafting advice on registered land titles in real estate
- Developed the ability to pitch for a project by using the best presentation tools as well as understanding the firm's stronghold
- Producing the entire due diligence report for the acquisition of assets as well as managing international clients in a local arena
- Won a negotiation exercise held by the firm, realising the need to ensure maximum client satisfaction

SAN & Associates – Intern June 2013

- Taken the 5 days working experience in a conveyancing law firm
- Shadowed a real estate lawyer and collected data with regards to the transfer of properties
- Analysed official copy registers and title plans to provide advice on registered freehold titles.

OTHER RELEVANT WORK EXPERIENCE

Kedai Runcit Chong – Cashier January 2014 – May 2014

- Front-of-house customer service responsibilities in a busy convenience store.
- Gained insight into the operations of a small business, including managing budgets and developing business.

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- Managed and improved transparency of the accounts.

ROLES AND RESPONSIBILITIES

Vice President of Malaysian Students' Society of Manchester (MSSM) 2015/2016

- Producer of the annual flagship theatrical production Malaysian Night 2016
- Coordinator for the 2015 Malaysian Freshers Camp in Broga, Malaysia

Supreme Councillor of the United Kingdom and Eire Council of Malaysian Students (UKEC) 2015/2016

- Manchester Malaysian student representative to voice out concerns and ideas
- Suggested for a body consisting of representatives from each region in order to hold the executive body accountable for their actions

Sunway College A-Level Student Council 2012/2013

- Director of Publicity
- Coordinated activities for A Level students
- Initiated the monthly posters to publicize previous events
- Participated in coordinating charity events to raise funds for an orphanage.

LIAMST! Musical March 2012 – July 2012

- Participated in the performance, publicity as well as raising more than MYR100,000 (£18366) for a charity home.

Class Treasurer January 2011 – September 2011

- Dependable thus voted as class treasurer to manage the class funds
- Reconcile and evaluate the class accounts
- Presented class accounts to the board of committee

OTHER EXTRACURRICULAR ACTIVITIES

Ultimate Frisbee October 2015

- Silver medalist for Malaysian Leeds Games

Examples of Strong Active Languages:

Words to show:

Your personal qualities

Enterprising	Adaptable	Resourceful	Proactive
Experienced	Practical	Versatile	Driven
Hard-working	Dependable		

How you work with others

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Volunteered	Collaborated	Supported	Facilitated
Participated	Assisted	Mentored	Motivated
Encouraged	Facilitated		

You taking charge of others

Administered	Delegated	Supervised	Directed
Co-ordinated	Motivated	Led	Managed
Presided	Represented		

How you made something better (do not forget to quantify!)

Improved	Increased	Generated	Saved
Delivered	Resolved	Transformed	Doubled
Edited	Refined		

Your information/data handling skills

Analysed	Assessed	Evaluated	Reviewed
Researched	Interpreted	Discovered	Identified
Interviewed	Investigated		

How you share information with others

Advised	Coached	Guided	Mentored
Organised	Demonstrated	Trained	Presented
Instructed	Recommended		

How you take the initiative

Established	Initiated	Created	Designed
Developed	Devised	Introduced	Volunteered
Launched	Suggested		

Your organisation and planning skills

Arranged	Co-ordinated	Organised	Planned
Maintained	Prepared	Scheduled	Revised
Processed	Produced		

Your effectiveness in persuading others

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Negotiated	Mediated	Persuaded	Presented
Liaised	Encouraged	Promoted	Guided
Influenced	Interviewed		

Your achievements and going the extra mile

Volunteered	Suggested	Recommended	Mastered
Nominated	Achieved	Awarded	Selected
Won	Attained		