



SAMPLE CURRICULUM VITAE

PERSONAL DETAILS

Name: Anne Other
Address: Suite 36, Level 7, 88 Pitt Street
Phone: W: (02) 9233 8333
M: 0439 459 405
EMAIL: recruit@dgplegal.com.au

Notes:

- 1) Ensure your contact details are up to date
- 2) Don't include a photograph, unless specifically requested.
- 3) Including your date of birth on your CV is a personal choice and not essential information.

EDUCATION

SECONDARY EDUCATION:

- St Ives High, HSC Completed (2002)

OTHER QUALIFICATIONS:

- Advanced Diploma – Business Administration (Legal Practice) (2004), Ultimo TAFE
- Diploma of Business Administration / Legal (2003), Ultimo TAFE

Note: Put your highest level of education first.

SKILLS

PACKAGES

- Word 2013 (Advanced)
- Excel 2013 (Advanced)
- Lotus Notes (Advanced)
- PowerPoint (Intermediate)
- Keystone (Beginner)
- Groupwise (Beginner)

Note: List your skills in order of strength, from most advanced to least advanced.

TYPING SPEED:

60 words per minute, 98% accuracy

LANGUAGES: (if any) English – native
Mandarin
Bahasa Malay



SAMPLE CURRICULUM VITAECONTINUED

EMPLOYMENT HISTORY

NAME OF EMPLOYER

(Date – Present)

Location (City)

Job Title: Legal Secretary, Dispute Resolution Division

Areas of law: Insurance (professional indemnity, public & product liability), reinsurance and commercial litigation (trade practices, Insolvency, Corporations Act).

Responsibilities:

- Providing legal secretarial and PA support to 1 partner, 2 senior associates and a paralegal.
- Typing, dictation and word processing: Preparation of contracts, Court documents and general correspondence.
- Preparing all monthly bills using CMS
- Diary management for Partner
- Organising meetings, events and interstate travel
- Dealing with all incoming calls to the team
- Filing, and copying and general administration of the office.
- Opening and closing files

Reason for leaving:

Redundancy

NAME OF EMPLOYER

(Month/Year)

Location (City)

Job Title: Junior Legal Secretary

Areas of law: General Practice (Family, Wills, Probate, Trust, Residential Property)

Responsibilities:

- Working alongside a Senior Secretary supporting a Sole Practitioner
- Typing, dictation and word processing: Court documents and general correspondence.
- Court filing
- Opening and closing files using LEAP
- Taking phone messages
- Filing, and copying and general administration of the office.

Reason for leaving:

There wasn't an opportunity for career advancement.

Notes:

1) Repeat this for every place you have worked, starting with the most recent. Include all jobs you have held and explain any lengthy gaps in your employment history eg Family Duties, Overseas Travel.

2) Generally the place where you have gained the most relevant experience should be the most detailed. For example, if you have worked with your current employer for 3 months, but previously with another employer for 8 years before that, the latter should be more detailed.



3) *If you have a lengthy work history which continues over a number of years, it's acceptable to simply list dates, company name and job title of those positions that are furthest*

Referees

*John Smith
Partner
Smith and Associates
123 The Street
SYDNEY NSW 2000
Tel: 02 1234 4567
Email: js@smithandassociates.com.au*

*Joanne Bloggs
Partner
Top Tier Firm LLP
456 Main Road
SYDNEY NSW 2000
Tel: (02) 4567 4321
Email: J.bloggs@toptierfirm.com.au*

Notes:

- 1) *Give details of two referees*
- 2) *Both referees should ideally be of a senior level and have been directly responsible for supervising your work.*
- 3) *Gain permission from both referees before adding their details to your CV. Check with them that their contact details are up-to-date.*
- 4) *Personal, rather than work referees are usually only accepted by employers from junior applicants who may not have had much work experience. Even in such cases do not use friends and family members unless it is clearly stated in your CV what your relation is to the referee.*
- 5) *It is acceptable not to list referees on your CV and simply state "Referees: Available on request". However at some point in the recruitment process, it is highly likely that a potential new employer will ask to contact your referees, so it's best to be prepared.*