

SAMPLE RESUME



AMANDA SMITH

L E G A L S E C R E T A R Y

 123-456-7890

 hello@myemail.com

 123 Anywhere St., Any City

Note:

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.

PROFFESIONAL PROFILE

I am currently seeking a new Senior Legal Secretarial opportunity within a specialist Family law firm that offers exposure to complex matters, ongoing training and an inclusive team culture. With just over 6 years' experience obtained in boutique law firms, I have a solid understanding of Family Law, Criminal Law and general Conveyancing work and am at home supporting at a senior level. My current position focuses on Family Law (80% of workload) and I am wholly committed to pursuing a career in this area long term. I enjoy being involved in firm CSR and social initiatives and in my spare time, I volunteer as a surf life saver.

Notes: One paragraph to describe your overall skills and experience and to make it clear what kind of role you're seeking. Try to set yourself apart by avoiding generic job language and feel free to include any interesting hobbies or volunteering if appropriate.

EDUCATION

ULTIMO TAFE

Advance Diploma, Business Administration
(Legal Practice)
2016

ULTIMO TAFE

Diploma of Business Administration – Legal
2015

SECONDARY SCHOOL

Really Great High School 2013

Note: Put your highest level of education first and include the year of completion

CAREER SUMMARY

123 Lawyers -
Senior Legal Secretary - Family Law
March 2018 - Present
Legal Secretary March 2015 - March 2018

ABC Law Solutions - Junior Legal Secretary
January 2013 - March 2015

Mcdonalds - Crew Trainer - January 2012 -
December 2013

Notes: this is your career snap shot – make it clear and chronological (recent first). Be sure to include months of employment and where applicable, the practice area you worked in. This is the readers first play-by-play account of your career to date, make it clear and concise so they want to read on!

TECHNICAL SKILLS

Microsoft Office
Word, PowerPoint, Excel and Outlook (all advanced)

Typing Speed
82wpm (98% accuracy)

Accounts/Practice Management
Affinity, Open Practice, MYOB and LEAP

Document/File Management
WorkSite (basic), FileSite and Law Docs

Languages
English (native) and Mandarin

Note: Only list skills that are relevant to the legal profession and highlight if you are particularly strong with a technical platform or if you only have a basic understanding.

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EMPLOYMENT HISTORY

123 LAWYERS

Senior Legal Secretary March 2018 – Present
Legal Secretary March 2015 – March 2018

123 Lawyers is a boutique Law Firm located in the heart of Sydney's CBD that practices in Family Law, Criminal Law and Property. I commenced with the firm as a Legal Secretary supporting 2x Senior Associates and a Paralegal working across all practice areas. In early 2018, I was promoted to a Senior Legal Secretary supporting one of the firm's Partner who works predominantly on Family law matters.

Responsibilities:

- Typing, Dictation and lengthy amendments to documents;
- Preparation of Briefs and other Court documents;
- Preparation of general correspondence;
- Preparation of monthly billing;
- Diary management and logging of court dates;
- Extensive client contact;
- Filing and photocopying; and
- General administrative duties.

**Notes: Be sure to include the month and year of employment
Include details of the team you supported, particularly if working
for a partner**

ABZ Law Solutions

Junior Legal Secretary
January 2013 to March 2015

ABZ Law Solutions is a boutique Law Firm located in Chatswood. The firm covers a range of areas of law including: Commercial, Disputes, Family, Employment, Property and Wills & Probate.

Responsibilities:

- Supporting various fee-earners in the firm as required;
- Answering incoming calls;
- Booking appointments and meetings;
- Dictaphone typing and amending documents;
- Timesheet entry;
- Collection of mail and attending bank;
- Emptying dishwasher and stocking cupboards; and
- General administrative duties.

Notes: feel free to include a little synopsis on the firm overall or to provide greater context to your role i.e. if you were promoted internally.

Dot points are a great way to highlight your responsibilities in a clear way. You can include any awards or achievements in this section as well.

McDonalds

Crew Trainer
January 2012 to December 2013

I started working at McDonalds part-time whilst finishing school.

**Notes: 1)Repeat this for every place you have worked, in descending chronological order;
2)Generally, the place where you have gained the most relevant experience should be the most detailed (i.e. if you worked for a firm for 3 months most recently and then for another firm 8 years before that, the latter firm should have the most detail).**

3)For experienced candidates, if you have had multiple roles with similar duties and level or responsibility, it is acceptable to use "duties similar to above" to ensure your CV isn't too long.

SAMPLE RESUME



REFEREES

John Smith - Partner
ABC Law Solutions
02 92333 8333

Joanne Bloggs - Store Manager
McDonalds
02 92333 8333

OR Available on request

Notes:

- 1) Give details of two referees and they should be of senior level or have been your direct supervisor.**
- 2) Gain permission from both referees before adding their details to your CV.**
- 3) 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.**