

Step 6: CVs and covering letters

Activity: CV makeover!

The Employability Service

Smith & Co, Leeds

(Sep 2010 Feb 2011)

I spent 6 months working as a paralegal in a commercial and private client firm. My job involved:

- carrying out legal research and drafting documents
- analysing reports
- demonstrating excellent attention to detail
- undertaking general admin duties.

I also had the chance to shadow a few solicitors.

Dog and Duck public house, Bradford

(Sep 2009 2010)

Working in a busy city centre bar on a part-time basis during studies.

Reed Recruitment, Leeds

(Jun Aug 2009)

Working for a recruitment agency undertaking various temporary assignments.

WJ Smiths Sales Assistant, Leeds and Bradford

(2007 2009)

Vacation and term time work during college and university studies. I worked with a large team which allowed me to develop good interpersonal and teamworking skills in a high pressured environment. Worked to targets and exceeded these regularly, being placed in the nationwide top 10 sales assistants every month. Worked under pressure, particularly during peak sales periods

OTHER SKILLS

IT: Excellent knowledge of Microsoft Office (Word, Excel and PowerPoint), good working knowledge of key legal databases (LexisNexis and Westlaw).

Driving license: Full clean licence

What changes would you suggest?

'After' CV:

Georgina Berry

Comments on the 'After CV'

ut is does illustrate how it is

highlighting those skills and qualities that legal employers are interested in and addressing any areas of weakness.

Once your CV is in generally good shape, many of the amendments and changes you make subsequently will reflect the needs and requirements of the organisation you are applying to and the role being advertised.