

NQ CV Template

Name: Insert

Location: Insert

Qualifications: Due to be admitted: [Insert]

Current employer: Insert name

Current job title: Trainee Solicitor

Current salary: £

Available from: Insert date

Relevant strengths

- Work experience overview
- Group memberships
- Business development, IT skills and legal software/case management systems experience
- Languages experience

Background to application

- [Tailor your application to the opportunity you are applying for]
- [If the opportunity is not in your current location explain where you are going to live and what connections you have to the area]
- [Explain what you like most about the area of law you have chosen]
- [If you have any exceptional strengths that have been highlighted by your training partner in your reports, you can include an excerpt here]
- [Explain why you are not being retained/do not want to be retained by your training firm]

Education

[Date - Date] Institution Name - Location - Course/Qualification: Grade/Result

[Date - Date] Institution Name - Location - Course/Qualification: Grade/Result

[Date - Date] Institution Name - Location - Course/Qualification: Grade/Result

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Work Experience

Date – present: Trainee Solicitor, Employer, Location

Commercial and Intellectual Property

- Advised on a number of [X] for [X] involving [X] issues; taking care to adhere at all times to specific guidance issued by [X].
- Reviewed, drafted and proposed amendments to various documentation including [X].
- Advised [X] on [X] in accordance with [X].
- Reviewed and assisted in redrafting [X].
- Reviewed and advised on [X].
- Advised on various aspects of [X] law in relation to [X].
- Supported the [X] department when required in drafting [X].
- Researched [X].

Family

- Assisted the head of department with [X].
- Analysed and reviewed various financial documents including [X].
- Carried out various types of research on questions of [X].
- Personally and successfully applied to [X] regarding [X].

Commercial Disputes

- Assisted in preparations for [X].
- Making preparations for [X] and attending a mediation regarding [X].
- Advised clients on [X].
- Negotiated [X].

Real Estate

- Provided day-to-day assistance to two partners in the [X] team specialising in [X].
- Negotiated and drafted documentation including [X] for clients including [X].
- Compiled a 'real estate manual' to assist incoming trainees, covering [X].

Vacation placements

Date - Date Details, Location

Non-legal work experience

Date - Date Job Title, Work Experience Details, Location

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Interests

- Networking group memberships/activities
- Charities involvement
- Leisure time activities/memberships
- Hobbies