

Curriculum Vitae

Personal Details

NAME:

DATE OF BIRTH: (Optional)

ADDRESS:

PHONE:

MOBILE: (Make sure your mobile phone message sounds professional. Change it if necessary while job hunting.)

EMAIL: (Make sure your email address is one which you can use professionally ie not hotbabe@hotmail.com. If necessary create a new email address specifically for job hunting.)
(Do not use your work email unless your current employer knows you are looking for a new job.)

LANGUAGES: (If any, state level of fluency)

INTERESTS: (Optional. Some employers like to know this type of information to get an idea of your personality and how you might fit into their organisation and work group.)

Career Objective

(Optional. This statement is useful if you know exactly what type of position you want. Provide short statements on the type of role you are looking for. Statements should be specific and focused but not limit your opportunities.)

Key Professional Skills

(Optional. Can help to highlight your “transferable” skills relevant to the position. Provide four to five short sentences summing up your key competencies and experiences.)

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Personal Attributes

(Optional. Provide four to five short sentences about your main strengths/characteristics you feel confident about and have demonstrated.)

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Professional Qualifications & Memberships

PRACTISING CERTIFICATE: Current to month/year

DATE OF ADMISSION: Month/Year, Jurisdiction

MEMBERSHIPS: Name of Association/Membership and Date Joined.

Education

SECONDARY EDUCATION:

Date – Date Name of Secondary School
Qualifications attained

TERTIARY EDUCATION:

Date – Date Name of Tertiary Institution
Qualifications attained

(Academic transcript attached)

AWARDS & ACHIEVEMENTS: List academic awards, scholarships, school or sport captain positions and the year awarded/achieved

Employment History (start with most recent)

NAME OF EMPLOYER

June 2001 – Present
Location (City)

Senior Associate, February 2003 - Present
Solicitor, June 2001 – February 2003

Specialisation:

- Insolvency
- Banking & Finance
- Corporate / Commercial

Experience includes:

- Give specific examples of levels of responsibility, type of matters and areas of law, skills and explanation of types of clients. For example:
- Senior Associate in the Insolvency & Restructuring team - specialising in all aspects of insolvency law both advisory and contentious
- The position involves project management of large litigation and supervision of junior staff, in addition to building my own insolvency practice by undertaking various marketing initiatives (see below).
- For the last three years I have acted for liquidators of a number of large corporations in several applications to the Supreme and High Courts involving many millions of dollars to be returned to the creditors.
- I am primarily responsible for the conduct of various aspects of the windings up and negotiating and drafting proposed schemes of arrangement, which raise particularly complex issues of insolvency, cross-border and insurance law issues.
- I have also acted for various financiers, large business investors and insolvency practitioners in relation to the restructuring of entities, appointing voluntary administrators & receivers.
- etc....

Marketing / business development:

- List examples of seminars & presentations, marketing initiatives etc. together with the year and month they were presented / undertaken.
- Successfully increased client billings by 60% since 2001.
- Example: I have presented extensively on legal issues to organisations, clients in-house, public seminars and the firm's internal legal training seminars. Topics include:
 - "Insolvency & recent Legislative Changes", March 2005, client presentation
 - "How Creditors Can Get Their Money Back", April 2004, in-house CLE presentation
- I have chaired several District Law Society seminars during 2003 – present.

Reason for leaving:

To progress my career in a smaller firm where I can have greater autonomy and partnership prospects.

Then repeat this for every place of employment - the most recent should be listed first and generally the place where you have gained the most experience be the most detailed. Eg. 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.

Explain any gaps in employment.

