

YOUR CURRICULUM VITAE

Towards the end of your ILEX course you should be thinking about applying for work in a **solicitor's** office. You need to research legal practices in your area and **write** to them **enclosing** your **curriculum** vitae, (commonly known as a **CV**).

Your CV is a brief explanation of your skills and qualities that you are able to offer a **prospective** employer. It should contain your **personal** details such as your name, address, home telephone number, mobile **telephone** number and **your** date of birth.

A personal profile **giving** your strengths often starts the CV followed by your skills and attributes.

The subheading, skills and **attributes**, lists the key points you feel you are good at eg:

- 1 Good **communication** skills – written and verbal
- 2 **Organised**
- 3 Good knowledge of Microsoft Office – **inconsistent alignment of numbers**
- 4 Able to work unsupervised or as part of a team
- 5 **Numerate**
- 6 Typing speed 35 wpm

Part of the CV should contain details of your education, including school and **college** attended with dates for each from when you started **to** when you finished your education. The **CV** should also list all your **qualifications** and grades.

Your ILEX course at college should also appear on your CV with your overall grade if **known** at the time you are sending your CV to a **company**. You may have also added additionalities such as legal studies, **information** processing or perhaps shorthand and these can be **added** under this section. It may be you have **not received** all your results from the various **exams** you are taking with your **ILEX** course but the subject should still be listed with 'awaiting results' written opposite the subject so at least the employer understands why you have not included your final grade.

Indented paragraph

An employment history should also be included giving dates when you did your work experience and any part-time **job/jobs** you have **undertaken**. The name, **address** and postcode of the **companies** you have worked for should be added with the most recent job at the top in ascending order. A list of duties undertaken whilst on work experience or the duties you do at your part-time job should be added, as employers **are** always interested in the experience you have gained when they are interviewing you. This list can **be** bullet **points**, fairly brief but descriptive. **Choose** the words you use carefully to **describe** your duties. Describing one of your duties as **'rotating** stock in a chronological order' sounds much grander than a shelf filler.

Unjustified paragraph

A small paragraph can be added giving the reader of your CV some idea of your **pastimes**, interests and **hobbies**. This paragraph **ensures** you stand out from the next person with perhaps the same GCSE and ILEX results. **However,** do not add **hobbies** which you do not know much about just to make **yourself** sound more interesting, otherwise it may backfire, leaving the employer unimpressed.

The presentation of your CV **is** extremely important so that it catches the eye of the employer and makes them want to read it. Do not **forget** to spellcheck the final version otherwise all your hard work will be in **vain** if an employer spots a spelling mistake. It will probably mean you will not receive an invitation to attend an **interview**.