

EXAMPLE OF A RESUME FOR LAW STUDENTS

(You are advised not to copy this sample but use it for ideas to create your own)

Jenny Courthouse
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Education

- 2005 – current **Monash University, Clayton Campus**
Bachelor of Laws/Bachelor of Arts
Majors: Philosophy and Politics
- Achieved Distinction average for Arts degree
- 2004 **St. John's Secondary College, Springvale**
Victorian Certificate of Education
- Achieved ENTER 98.5
 - Scots School Drama Award

Demonstrated Key Skills

Communication / Advocacy Skills

- Explained in non technical terms the steps needed to fill in a court form to elderly client at Springvale Community Legal Centre
- Helped draft the wording of a new printing services brochure
- Runner up in University Mooting Competition in 2007
- Effectively represented student needs on high school student council
- Intermediate Spanish and French

Problem Solving / Negotiation Skills

- Re-organised staff rosters at short notice when store was understaffed and Manager was away at Jasper's Fruit and Vegetable Store
- Liaised with IT company to fix up database after it crashed at D & T Printing Services

Teamwork Skills

- Regular and reliable member of orchestra for 4 years, attending weekly rehearsals and participating in 2 to 3 concerts annually
- Consulted with friends to allocate tasks such as promotion, ordering tickets, booking venue and guest players when planning a Charity Basketball Match
- Oversaw a conservation team of 3 volunteers in a tree planting project

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Relevant Legal Experience

Nov-Feb 2008

Blick, Ross, Dobson, Melbourne
Summer Clerkship – Property Department (full time basis)

Key responsibilities:

- Perused purchase file of shopping centre client
- Proof read leases
- Drafted letter to client regarding fee structure
- Attended client meeting regarding water rights and took notes

June 2007 - current

Springvale Community Legal Centre, Springvale
Volunteer (4 hours a week)

Key responsibilities:

- Interview clients with limited understanding of English
- Research areas of law such bail applications, driving offences, tenants' rights and visas for refugees
- Liaise directly (both over the telephone and in writing) with staff at County Court and Refugee Review Tribunal as well as barristers and other law firms

Employment History

2008 – current

D & T Printing Services, Clayton
Office Assistant (part time basis)

Key responsibilities:

- Answering telephone and dealing with customer enquiries
- Entering orders on customer database
- Organising a mail out of advertising material

2006 – 2008

Jasper's Fruit and Vegetable Store, Springvale
Customer Service/Deputy Manager (part time basis)

Key responsibilities:

- Assisted customers in their choice of produce
- Recommended produce which was in season
- Cash handling and ordering of stock
- Trained new staff
- Banking and locking up store when manager was away

Volunteer Work and Community Involvement

2006 - current

Volunteer for Conservation Victoria

2007

Organised, with friends, a Charity Basketball Match which raised \$10,000 for Cancer Foundation

2005 – 2007

Member of SpringvaleTown Orchestra – play 2nd saxophone

2004

Representative, Student Council, St. John's Secondary College

Memberships

- Member of the Monash Law Students Society (2006-current)
- Student Member, Law Institute of Victoria (2007 – current)

Interests

- Member of University rock climbing club – have participated in two trips to the Grampians.

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- Regularly read Australian Financial Review and keep an eye on stock market.
- Enjoy swimming, reading crime novels and going to stand-up comedy shows.

Referees

Ms. Jane Smith
Manager, D&T Printing
Services
Tel: (03) 9534 3333

Mr. Fred Turner
Senior Lawyer, Springvale
Community Legal Centre
Tel: (03) 9634 3337

Reg Mahoney
Lecturer, Faculty of Law
Monash University
Tel: (03) 7823 6700