



# CV Preparation

## Candidate Guide

*UK / Europe / Africa / Asia / Middle East / Offshore / Australia / New Zealand  
International / Partners & Teams / Assistants & Associates /  
Paralegals & Legal Executives / In-house / Agile services*

*Chadwick Nott*  
LEGAL RECRUITMENT, EXPERTLY PLACED

## About Chadwick Nott

Founded in 1991 Chadwick Nott is now firmly established as a leading recruitment specialist. The company offers lawyers national and international solutions in both the private practice and in-house legal markets.

Operating from a network of offices across the UK, location focused teams provide lawyers at all levels with the ideal blend of dedicated local knowledge and national overview. Our clients include national, regional, niche and local private practises, as well as many leading firms, industries & commerce.

Clients and candidates alike appreciate our ability to consistently deliver at every level by implementing tailored recruitment services. Based around a straightforward, quality driven, commercial approach we look to add value at every turn.

As part of this process we have produced a number of candidate guides including this one on CV preparation.

## How to Prepare your Curriculum Vitae

Your CV is your chance to impress. A well-presented, readable and informative CV is the key to clinching interviews and standing out from other job applicants.

Take the time to prepare a clear and detailed CV. This is an opportunity to show not only your experience but drafting skills, attention to detail and personal attributes. Here are a few pointers:

- Aim for a succinct, punchy style but don't try to squeeze your CV into two pages. In the legal market, employers prefer a concise but comprehensive and detailed CV. Three to four pages are fine.
- Use headings to break down your work into seats or practice areas you have experienced (e.g. commercial property, litigation, employment, private client, etc.).
- Under each heading give bullet point examples of files you have handled. Include the nature of the client or type of entity e.g. X Bank Plc/blue chip, multinational, the value of the matter, the issues, the procedural steps taken, the documents produced, and the other parties involved.
- Choose examples that allow you to shine, for example, high value, complex matters, disputes you have won or resolved, matters where you had substantial input or where you employed a particular skill (i.e. a language).
- Include relevant non-fee-earning information (e.g. marketing events, presentations, social activities, etc.). Include outside interests, as this helps build a picture of you as an individual.
- Do not leave gaps, either chronologically or in the information you give. Potential employers want to know your complete background. Never lie on your CV!

At Chadwick Nott, we have huge experience putting together impressive, effective CVs, tailored to specific legal roles. Our consultants would be more than happy to advise you on content and layout.

## Sample Format of a Standard Curriculum Vitae

NAME: IN FULL AND IN BLOCK CAPITALS

FULL ADDRESS: Permanent/temporary address and telephone number

NATIONALITY: e.g. British  
(If not British, relevant visa information should be included)

ADMITTED/DUE TO BE ADMITTED: Month/Year

EDUCATION:

Start year to finish year  
COLLEGE OF LAW/LAW SCHOOL, LOCATION  
Legal Practice Course - Distinction, Merit, Pass, etc.  
Graduate Diploma Law - if applicable

Start year to finish year  
UNIVERSITY, LOCATION  
Degree Subject - Degree Grade  
Awards/Prizes if applicable

Start year to finish year  
SCHOOL/SECONDARY EDUCATION, LOCATION

A - Levels  
Number, subjects and grades

GCSEs  
Number, subjects and grades optional

## Sample Format of a Standard Curriculum Vitae

### PROFESSIONAL EXPERIENCE:

Start month/year to date

FIRM A, LOCATION

TRAINEE SOLICITOR

Experience during this time has included: List the seats you have undertaken.

Department/Area of Practice (e.g. property, corporate, litigation etc.)

Duration (e.g. September 1999 to date)

Experience in X department: using bullet points, detail type of work, size of clients, size/complexity of deals, outcome if relevant (six or seven examples will suffice). Also list your duties, whether you had responsibility for your own matters or worked on more senior fee earners' transactions/cases

(Repeat for each area of practice covered/seats undertaken)

### NON FEE-EARNING RESPONSIBILITIES

E.g. involvement in coordinating in-house/external seminars, marketing events, etc.

### LANGUAGE SKILLS

Language - level of ability (fluent, business, average)

### IT

Level of ability (computer literate, competent, etc.), particular packages used

### AWARDS

If not covered in academics or interests

### INTERESTS

Travel (where, when etc.)

Sports/Music (particular achievements, etc.)

Hobbies/Achievements

### **Birmingham**

3rd Floor, 172 Edmund St, Birmingham, B3 2HB  
(t): 0121 200 2444

### **Bristol**

2nd Floor, 25 King Street, Bristol, BS1 4PB  
(t): 0117 925 9962

### **London**

4th Floor, 9 Devonshire Square, London, EC2M 4HP  
(t): 0203 096 4549

### **Manchester**

3rd Floor, Suite 5, One King Street, Manchester, M2 6AW  
(t): 0161 828 5410

### **Reading**

87 Broad Street, Reading, RG1 2AP  
(t): 0118 322 4631

