

## Law Student CV applying for Training Contract/Law Vacation Placement

### David Williams

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An ambitious, enthusiastic and committed second year LLB undergraduate who possesses a genuine interest in land law. Currently seeking a challenging legal summer work placement which will offer early responsibilities and the opportunity to develop practical legal skills and use relevant customer service experience and commercial awareness. Looking to build on relevant volunteer and work experience

### EDUCATION

#### 20016 – 2019 University of Portsmouth LLB (Hons) Law

**2nd year modules:** Commercial Law, Land Law, EC/EU Law and Criminal Law. (Enter 2nd year marks too, if sending off CV after semester exams in January)

- Voted Course Representative for 2<sup>nd</sup> year. This involves collecting and representing student views to course leaders in four weekly review meetings
- First place in University mooting competition
- Achieved special commendation for Mooting

#### 1st Year – overall average 74% 1st

- Understanding Law 78% 1st
- Constitutional Law 75% 2:1
- Law of Contract 71% 2:1
- Law of Torts 71% 1<sup>st</sup>

#### 2009 – 2016 Bolton High School, Bolton

- A Levels: Maths (A) French (A) and Physics (A)
- AS Level: Religious Studies: Ethics (A)
- Key Skills: Communication, IT and Application of Number (units: 3 passes)
- GCSEs: 12 subjects all at grade A\*

### RELEVANT WORK EXPERIENCE

#### Sept 2017– Present Citizens Advice - Legal Adviser

- Improving my practical understanding of legal issues including employment law, welfare and immigration issues, and developing my listening and rapport-building skills
- Using excellent communication skills to ascertain client needs and to extract all relevant information
- Explaining complex legal information to clients in a way that ensures understanding
- Supporting a team of professional advisers screening interviews by note taking

## **June 2016 – July 2016 Blake Laphorn Legal work experience**

- Shadowed Solicitors practicing in the areas of personal injury, residential property, employment advice and clinical negligence
- Read case files and discussed points of law with senior partners
- Observed case work and gained an excellent insight into the Law
- Attended court hearings

## **OTHER WORK EXPERIENCE**

### **October 2016– Present Sainsburys PLC Checkout Supervisor**

- Accurately and efficiently handling money and customer transactions
- Demonstrating a flexible approach when training staff in order to ensure that all personnel meet the requirements of the role
- Using excellent communication and customer service skills in order to effectively resolve customer concerns, queries and complaints

## **LANGUAGE SKILLS**

Fluent in written and spoken French, conversational ability in Spanish

## **I.T. SKILLS**

- Expert user of Microsoft Office packages including Excel, Word and PowerPoint
- Adept at using internet search engines for research purposes
- Expert user of various email packages including Microsoft Outlook and GroupWise

## **INTERESTS AND ACHIEVEMENTS**

### **2017 – Present University of Portsmouth Law Society Social Secretary**

- Responsible for organising three evening events each year including the Law Society Christmas Ball
- For each event responsibilities were to access suitable venues, select sample menus and entertainment options and present back to the social committee
- Booking and being the point of contact for all event bookings, negotiating discounts and paying monies
- The Law Society Christmas Ball sold 250 tickets this year – an increase of 25% on previous years
- Keen interest in reading, particularly modern literature. Active member of Southsea Readers which is a book club with monthly meetings to critique and discuss texts.
- Keen interest in running and have completed several races for charity. The most recent of which being the Great South Run for Book Worm – a charity involved with promoting reading to underprivileged children.

## **REFERENCES**

Available on Request