

# Sample resume - law

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## Jenny Courthouse

21 Lister Lane Springvale VIC 3171  
Tel: (03) 9333 4555 / Mob: 0431 234 999  
Email: jcourthouse1@student.monash.edu.au

### Education

#### **Bachelor of Laws/Bachelor of Arts**

Monash University, Clayton Campus

- Arts Majors: Australian Indigenous studies & Land & Water Management
- Achieved High Distinction average for Arts degree (86%)
- Expected completion date July 2015

**Feb 2012- current**

#### **Victorian Certificate of Education**

St. John's Secondary College, Springvale

- Achieved ENTER 98.5
- Elected President of Student Council

**Nov 2009**

### Relevant Legal Experience

#### **Paralegal Volunteer (4 hours a week)**

Springvale Community Legal Centre, Springvale

##### **Key responsibilities:**

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

**June 2013 - current**

#### **Paralegal - Summer Internship**

Property Department, V G Peters & Co, Warrnambool

##### **Key responsibilities:**

- Perused purchase file of shopping centre client
- Proof read leases and ensured all errors were accurately dealt with
- Drafted letter to client regarding fee structure
- Attended client meeting regarding water rights and took notes

**Nov- Feb 2015**

### Volunteer Work and Community Involvement

#### **Organised Charity Basketball Match for Cancer Foundation**

- Event raised \$10,000

**Oct 2014**

#### **Member of Springvale Town Orchestra**

- 2nd saxophone

**Feb 2010 - current**

### Memberships

- Alumni Mentoring program - mentored by alumni solicitor Victorian Dept of Justice (2014-current)
- Member of the Monash Law Students Society (2012-current)
- Student Member, Law Institute of Victoria (2012- current)



## **Employment History**

### **Office Assistant (part time basis)**

D & T Printing Services, Clayton

**March 2012 – current**

#### **Key responsibilities:**

- Entering orders on customer database
- Organising a mail out of advertising material

### **Customer Service/Deputy Manager (part time basis)**

Jasper's Fruit and Vegetable Store, Springvale

**Jan 2009 – Dec 2011**

#### **Key responsibilities:**

- Assisted customers in their choice of produce
- Banking and locking up store when manager was away

## **Demonstrated Key Skills**

### **Communication / Advocacy Skills**

- Received excellent feedback for explaining in clear and plain English the steps needed to fill in a court form to elderly clients at Springvale Community Legal Centre
- Displayed professional document production skills when drafting a new printing services brochure at D & T Printing Services
- Runner up in University Mooting Competition in 2014, proving ability to share information and persuade effectively
- Effectively represented student needs on high school student council proving ability to negotiate effectively and inspire confidence in others
- Foreign language competence shown through intermediate Spanish and French

### **Problem Solving / Negotiation Skills**

- Re-organised staff rosters at short notice when Jasper's Fruit and Vegetable Store was under-staffed and Manager was away, showing ability to work under pressure and manage resources
- Liaised with IT company to fix database after it crashed at D & T Printing Services, demonstrating ability to plan for contingencies and deal with crises

### **Teamwork Skills**

- Regular and reliable member of orchestra for four years, attending weekly rehearsals and participating in two to three concerts annually proving ability to work well in a group and stick to commitments
- Able to apply team work skills to a range of situations such as when consulted with others in order to allocate tasks such as promotion, ordering tickets, booking venue and guest players when planning a Charity Basketball Match

## **Interests**

- 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

Dr Reg Mahoney  
Lecturer, Faculty of Law  
Monash University  
Tel: (03) 9823 6700