

Use your name as the main heading using a large font size, such as 16 pt.

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The main text should not be smaller than 11 pt. This example is in Arial 12 pt. Use a sans serif font. Remember your reader: be professional and consistent. Stay away from novelty fonts.

Choose one phone number for your resume where you control the voicemail message and who picks up the phone. The same rule applies to an email address.

Include a link to your LinkedIn profile page. Your profile page should contain additional information not covered here. According to Business Insider, 86% of recruiters admit to reviewing candidates' online profiles so why not include it anyway?

There's no point in including a generic objective about a "professional looking for opportunities that will allow me to leverage my skills." It's not helpful and is distracting.

Graduate recruiters from both Linklaters and Freshfields Bruckhaus Deringer agree that at this stage in your career it is a good idea to put your education and academic results first. Use percentages to make your grades stand out, but order them carefully. If you end your list with your lowest grade, the reader may remember the 70% rather than the 80%.

Use subheads and bullet points to make your CV easier to read. No more than two or three bullet points to explain what you got out of each experience and how you made an impact. Use strong, active verbs. 'Make sure it's not too prose heavy,' suggests Anup Vithlani at Trowers & Hamlin. Note the reverse chronological order.

Don't be downhearted by a lack of legal experience on your CV. Recruiters are keen to hear about the skills you have picked up elsewhere. 'Law firms like variety,' explains Jessica Booker, graduate recruitment manager at Freshfields Bruckhaus Deringer.

This section is your opportunity to illustrate your motivation for a career in law, with a particular type of firm. But don't go overboard about the skills you developed on your placement; you're also likely to have developed soft skills in extra-curricular activities, part-time work and in positions of responsibility.

Use confident language to describe your part-time or holiday experience of retail or bar jobs. Make sure you mention any promotions.

EDUCATION AND QUALIFICATIONS

Bachelor of Laws (LLB) / Bachelor of Global Studies (2011 – Present)

- Criminal Law (85%); Legal Procedure (78%); Contracts (70%); Administrative Law (80%)
- Law Internship at Legal Aid NSW (2012)

Bellington High School, West Bingfield (2005 – 2010)

- Prime Minister's All-Rounders List
- Topped NSW in Year 12 Mathematics and Legal Studies
- Captain of Public Speaking

ACADEMIC AWARDS

- Lincoln Law Prize for the highest mark (85%) in Criminal Law
- Hardman & Co Prize for Excellence in Advanced Contracts

SCHOLARSHIPS

- Harvard University Merit Scholarship (2013)
- Bellington Outstanding Achievement Scholarship (2011)

EMPLOYMENT HISTORY

Legal Work Experience

Hardman & Co – Paralegal (June 2013 – Present)

- Responsible for legal research to Commercial Litigation team
- Reorganised and streamlined legal research database
- Conducted legal analysis to support numerous test cases

NSW Supreme Court – Judge's Associate (April 2012 – April 2013)

- Associate to Justice Jirby of NSW Supreme Court
- Researched precedents for significant family law cases

Crime Commission – Legal Intern (March 2012 – April 2012)

- Prepared white paper on Internet piracy in Australia
- Supported the reform of community forums

Commercial Work Experience

Commerce Council – Financial Analyst (June 2010 – May 2011)

- Generated approximately \$30,000 in annual accounts
- Conducted financial analysis to support senior leadership
- Increased data mining 65% by improving efficiencies

Be consistent with the way you present information. Here, the job titles/position/placement are all italicised and dates are all on the right-hand side.

VOLUNTARY AND PRO-BONO EXPERIENCE

President of Darvard Law Students' Society (May 2012 – May 2013)

- Chair monthly committee meetings, liaise with the Students' Union and organise social events for 200 society members
- Raised \$10,000 of sponsorship for new initiative: the Client Interviewing Competition

Separating your experience into different categories, such as legal, commercial and voluntary, makes it easier for the reader. Jessica warns against using subheads such as 'Relevant work experience'; it suggests that you think the rest of your CV is irrelevant.

Founder of Darvard Legal Clinic for Students (May 2012)

- Established a legal aid weekly drop-in clinic for students experiencing problems with rental lease or employment rights
- Persuaded two local law firms to supply three qualified solicitors on voluntary basis
- Established a roster of law students to support the solicitors
- Wrote marketing material to increase clinic users from 10 students to 30 students in first month

Quantify your major accomplishments and contributions for each role. This can include the money you saved or brought in for your employer, deals closed, and projects delivered on time or under budget. Do not use any more than three to five bullet points.

CO-CURRICULAR EXPERIENCE

Captain of Intervarsity Water Polo (June 2010 – May 2011)

- Organised fixtures, practices and teambuilding events for 20 squad members
- Took team from 14th to 4th rank at national university league level and won silver in National Championships

Many companies use some kind of screening process to identify the right candidates. You should include the keywords mentioned in the job posting throughout your resume. Identify the common keywords, terminology, and key phrases that routinely pop up in the job descriptions of your target role and incorporate them into your resume (assuming you have those skills)

Don't list achievements in dense blocks of text. Recruiters receive so many resumes to scan through at a time, so make it as easy as possible for them to understand why you're perfect for the job. Dense blocks of text are too difficult to read.

Editor-in-Chief of Obiter Magazine (June 2010 – May 2011)

- Managed editorial duties for law society magazine
- Pitched new monthly features to law school

Ask as many friends and family to proofread your application as necessary; there's no room for typos in an application to a law firm – you're trying to convince people of your attention to detail. Using the verb 'advise' rather than the noun 'advice' could jeopardise your chances of an interview. All lawyers need excellent drafting skills and attention to detail.

LANGUAGE SKILLS

- Native or bilingual proficiency in French
- Professional working proficiency in German

Include any personal impact you had in a role or position and quantify your impact where possible. If you proposed a new idea, explain briefly what it was and whether it was implemented. As Harvey pointed out, 'took team from 14th to 4th rank at national university league level' shows the personal impact this person has had on the team

INTERESTS

- Ecological Sustainability
- Intellectual Property

Try not to lose momentum towards the end of the CV. This section helps the recruiter build up a picture of what makes you tick. You could pull out various tasks here but think about what lawyers do: they pitch for new work and have to meet regular deadlines, under pressure.

CLUBS AND SOCIETIES

- NSW Law Review
- Australasian Law Students Association
- Vice-Chancellor's Alumni Leadership Program

White space draws the reader's eyes to important points. Recruiters do not spend a lot of time scanning resumes, so avoid dense blocks of text. The key is to format the information in a way that makes it easy to scan and recognise your job goals and relevant qualifications. Don't use headers or footers. It may look neat and concise to display your contact information in the header, but for "the same reason with embedded tables and charts, it often gets scrambled in an applicant tracking system

REFEREES

Walter Hartwell White
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Darvard University
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Don't say "references upon request." Every recruiter knows you're going to provide references if they request it so there's no reason for you to include this line. Again, remember that space on your resume is crucial so don't waste it on a meaningless line.