

NAME IN FULL AND IN BLOCK CAPITALS

FULL ADDRRESS:

TELEPHONE NUMBER:

NATIONALITY: If not British, include relevant visa information

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| **PROFILE** |

**Date of Admission**

**Professional Memberships**

**Education:**

Start year to Finish year College of Law, Law School

 LPC – Distinction, Commendation

 CPE if applicable

Start year to Finish year University

Degree Subject and Class (if you don’t put the class of degree obtained firms will assume you got a third)

Start year to Finish year Secondary School

 A Levels (number and grades)

 O levels/GCSEs (number and grades)

**Employment History:**

Start month/ year to date Name of firm, location

 Position e.g. Assistant solicitor, Associate, Partner

Detail experience: Using bullet points detail the nature of work undertaken; nature of clients; size/ complexity of deals; whether you had conduct of your own matters or worked on more senior fee earners’ transactions.

**Business Development**

Detail your involvement in business development initiatives e.g. in house seminars, podcasts, articles

**Interests**