Joe Bloggs law graduate

# contact

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# PERSONAL statement

# I hold the LL.B with first class honours and a Masters in International Law with Merit. I studied my LPC with the University of Law, achieving distinction overall and in every module. I have a range of legal work experience which includes blogging regularly for a local firm. This has kept me up-to-date with legal developments in the Private Client sector.

# EDUCATION

University of Law, London 2014 - 2019

* LL.M (Masters in International Law) (Merit)
* LPC (Legal Practice Course) (Distinction)
* LL.B (1st Class Honours)

Bloomsbury College, London 2012 - 2014

* A Level Law (A), Maths (A), English (A) & Biology (C)

Bloomsbury Comprehensive, London 2008 - 2012

* 9 GCSEs grade C and above
* Including English (A) and Maths (A)

# work experience

ABC Law, London 2012 - date

Blogger

* I have blogged for this solicitors’ firm since 2012, producing 1 – 2 articles a week on private client matters. I am attaching samples of my work which can be seen on the firm’s website at www.abclaw.com.

# work experience (continued)

XYZ Law, London Various dates from 2014

Legal Assistant

* Since 2014 I have worked with XYZ Law in London through all of my school holidays (approx. 18 weeks per year, for the past 5 years). My tasks have included:
	+ Diary management
	+ Audio and copy typing of legal documentation
	+ Handling telephone and email enquiries
	+ Speaking to clients on behalf of the solicitors
	+ Setting up new client files on the firm’s PMS
	+ Preparing letters, legal documents and memos
	+ Scanning, filing, archiving and photocopying
	+ Legal document formatting and amendments
	+ Providing cover for the front desk

Jenny’s Café, Camden May 2014 - date

Waiter

I work two evenings a week at a very busy café in Camden. My role includes all aspects of greeting and serving customers from all walks of life.

# skills

Audio typing, 40wpm | Copy typing, 50wpm | ABC PMS, Proficient user

# hobbies and interests

When I’m not studying or working, I love going for a run around London or going to the gym. I also love wandering through the many galleries and museums that our Capital has to offer.

# references

Available on request.

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