**Joe Bloggs**

12 The Meadows, Nottingham NG1 2DY / 0115 9123456 / joebloggs@aol.com

Twitter: @joebloggs / LinkedIn: @joebloggslaw

personal statement

I am a third-year law student studying for my LL.B at NTU. My average grade for year 1 & 2 is 76%, putting me on track for 1st Class Honours. My studies this year leave me two full days / two afternoons free each week (plus holidays), and I am looking for an internship at a law firm to build my experience during those times. I am a strong communicator thanks to my debating experience, a competent legal researcher and a good legal writer with examples of both research and writing to show.

skills

* Good foundation legal skills acquired through two work placements.
* Ability to use legal databases to research the law effectively (Westlaw, LexisNexis, Practical Law).
* Ability to confidently write accurate client-friendly legal blogs on current topics.
* Competent user of MS Word, Excel and Outlook, some experience of using the Clio PMS
* Confident communicator and presenter with skills strengthened in the NTSU Debating Team
* Well organised, full attendance at lectures and always on time with my assignments
* Ability to work unsupervised, proven through my past work and placements
* Good understanding of client confidentiality gained through past placements

work experence : legal

**Legal placement, ABC Solicitors** Various dates July 2018 – September 2019

I spent a total of 12 weeks at ABC out of term time. My experience included:

* Conducting legal research
* Drafting simple legal documents
* Editing legal documents such as leases in house style
* Reviewing documents and preparing bundles for court
* Writing legal blogs for the firm’s website
* Helping to develop the firm’s intranet and organise legal resources (templates, precedents & guides)
* A wide range of other tasks to assist fee earners across various departments.

**Legal Placement, XYZ Conveyancers** July 2017 – Sept 2018, December 2018

I spent a total of 8 weeks at this firm of Licensed Conveyancers, handling a number of straightforward residential conveyancing sale files. My experience included:

* Reviewing the title and preparing the pre contract package, envisaging anything that may be a requisition and dealing with it early to avoid delay.
* Picking up the phone to clients and updating them throughout the conveyancing process.
* Dealing with legal enquiries from the buyer’s solicitor.
* Preparing post contract documentation
* Drafting completion statements.
* Handling all post completion matters to file closure.

work experence : legal (continued)

**Legal blogging**  September 2017 – date

I have written a number of legal blogs/articles and samples are attached. These include:

* 12 contributions to NTU’s law student monthly newsletter covering current legal issues.
* 5 blogs for ABC Solicitors, a local law firm, on property topics
* 3 posts for XYZ Conveyancers, a local firm of Licensed conveyancers, on property topics
* 1 post for Student Lawyer Magazine
* 1 post for Law Student (Sweet & Maxwell)
* 1 post for Lawyer Monthly

work experience : other

**Bestwood Café, Nottingham**  October 2018 – date

On Saturdays I work at the Bestwood café and I now manage the Saturday shift, which includes supervising two junior members of staff and preparing the rota for the week ahead. I ensure standards are maintained and all health & safety policies are followed, including food hygiene and policies relating to safety of customers and employees. I have performed two health and safety audits for the café since joining and drafted/implemented actions based on these.

**Assistant Referee, Bestwood Junior Football Squad**  June 2016 - date

On Sundays I act as Assistant Referee for the local junior football team. This opportunity has allowed me to develop a wide range of skills including effective communication, mentoring, dispute resolution and attention to detail.

qualifications

**LL.B, Nottingham Trent University**  Studying third/final year from Sept 2019

I began studying for my LL.B in September 2017 and I am now in my third & final year. My average grade across assessed work/exams is 76%, putting me on track for 1st Class Honours.

**A Levels, NCN, Nottingham**  Completed June 2016

Maths (B), English (C), Biology (C), Philosophy (C)

**GCSEs, Arnold Hill Comprehensive, Nottingham**  Completed 2014

9 GCSEs grade C and above including Maths (A) and English (A)

hobbies and interests

I am a member of the NTSU debating society and regularly attend debates and competitions in my spare time. I also visit the gym regularly and love swimming/badminton.

references

References are available from ABC Solicitors, XYZ Conveyancers and my law tutor.