

Leo Lawyer

613-111-1111

Critical Thinker | Legal Intern | Aspiring ()

youremail@uOttawa.ca

Address, City, Province, Postal Code

Portfolio, blog, website, LinkedIn (optional)

Commented [JL1]: You can adapt this heading based on the industry you're targeting. The idea is to create a clear connection between you and the targeted industry desired and/or program of study.

Commented [JL2]: Use your University of Ottawa email address.

Commented [JL3]: LinkedIn shorter URL ex. [linkedin.com/in/NAME](https://www.linkedin.com/in/NAME)

Commented [JL4]: Include the most important points you want to highlight. They typically include education, relevant experience, soft skills, computer/technical skills and languages. Tailor points to the targeted industry desired and/or program of study.

SUMMARY OF QUALIFICATIONS

- Second year civil law CO-OP student at the University of Ottawa
- Developed the ability to work in a team or independently through two years' experience working in a professional legal environment
- Exceptional knowledge of E-Quicklaw, Carswell search engines and Microsoft 365 programs including Word, Excel, PowerPoint
- Proficient in English and French; intermediate level Spanish

Commented [JL5]: Include the important details of your education. You can also include relevant courses, projects or the title of your thesis (if applicable).

EDUCATION

Licentiate in Law (LLL) (CO-OP)

month year – present

University of Ottawa, Faculty of Law – Civil Law (Ottawa, ON)

- Expected graduation date: month, year
- Relevant courses: family law, criminal law, international law
- Dean's Honour List
- CGPA: 9/10

year – year

Commented [JL6]: Adding your CGPA to your resumé is optional. Include only if impressive.

Bachelor of Social Science, Honours in Political Science

year – year

Faculty of Social Sciences, University of Toronto (Toronto, ON)

RELEVANT SKILLS

Civil Law

- Acquired the ability to apply legislation such as the Quebec Civil Code and the Divorce Act to different factual frameworks
- Conducted multiple types of research in jurisprudence and legislation for various law cases
- Wrote numerous case analyses and an appeal brief for an advocacy seminar course
- Learned to write a factum and plead a case by participating in the X competition
- Prepared cross-examination questions for a court hearing

Commented [JL7]: Choose three categories of skills relevant to the position you are seeking. Categories can include organizational, interpersonal, communication, customer service or technical skills. Include examples from your academic, extracurricular, work or volunteer experience. Include at least one soft skill in your categories.

Tips for writing bullet points:

- Use accomplishment-based statements to structure your bullet points, for example, projects completed in class and self-taught and learned.
- Use action verbs that demonstrate specific skill sets.
- Be consistent with your verb tenses and pay close attention to grammar and punctuation.

Collaboration and Interpersonal Skills

- Developed strong communication and facilitation skills while presenting workshops about work-life balance for students
- Presented...
- Collaborated...

Communication Skills

- Created, corrected and reviewed various legal research notes and case analyses
- Participated in a mock trial as part of the advocacy seminar course
- Prepared meeting briefings for lawyers following meetings with clients

Commented [JL8]: This is an example of a soft skill.

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RELEVANT WORK EXPERIENCE

Legal Assistant summer year

Organization, City, Province or Country (if abroad)

- Researched, analyzed and wrote memoranda on legal issues in trade, corporate and administrative law
- Participated in meetings with clients, attended tribunal hearings and mediation sessions

Junior Legal Secretary month year – month year

Organization, City, Province or Country (if abroad)

- Reviewed and drafted amendments to contracts governing trust, custody and securities lending relationships
- Prepared legal and non-legal documentation, including memoranda and advisory opinions for legal staff and clients

OTHER EXPERIENCE

Tutor month year – month year

Organization, City, Province or Country (if abroad)

- Assisted students in writing their projects
- Assisted students with developing effective study strategies

VOLUNTEER EXPERIENCE (optional)

Executive Member month year – month year

Organization, City, Province or Country (if abroad)

- Supervised and managed eight team projects
- Organized and conducted training sessions for new student researchers
- Researched and compiled a brochure about the rights of parents with troubled teens
- Presented the final product to the Pro Bono Students Canada executive board to have it approved for distribution

TRAINING AND CERTIFICATIONS (optional)

Training Name year

Organization, City, Province or Country (if abroad)

EXTRA-CURRICULAR ACTIVITIES (optional)

Sports: Competing in marathons (completed Ottawa half marathon three consecutive years) and golf

Outdoors: Camping, hiking and white-water kayaking

Travel: Visited Spain, Italy, Belgium and Eastern Canada

Commented [JL9]: Relevant work experience includes all experience (paid or unpaid) related to your field of study. Ensure all experience is in reverse chronological order (most recent to oldest).

Commented [JL10]: Include transferable skills when explaining your non-relevant tasks using indirect style (see Brightspace). Ensure all experiences are in reverse chronological order (most recent to oldest).

Commented [JL11]: Use the same format and guidelines as for the “Work Experience” section above. You can omit this section if the content isn’t relevant.
Title of volunteer position month year – present
Name of organization, City, Province

Commented [JL12]: You can choose to include personal and academic projects related to your field of study.

Commented [JL13]: If you have multiple awards and achievements to showcase, you can add them in an optional section named “Awards and Achievements” at the end of the resumé (see optional sections for reference).

Commented [JL14]: Include any training or certifications relevant to the position you’re seeking, in reverse chronological order.
Title, Organization, City, Province
CPR Level C, Canadian Red Cross, Ottawa, ON year

Commented [JL15]: Include sports, travel, hobbies, clubs, groups or professional association memberships, as well as volunteer experience (if not already included in the “Volunteer Experience” section). Activities listed should be current. Highlight extracurricular activities that demonstrate skills such as teamwork, leadership or time management.