

RESUME



IMPROVEMENT TIPS

TO GET YOU THAT INTERVIEW CALL!

CV MAKEOVER FOR LAWYERS THAT STANDS OUT IN THE CROWD!



1.

LAYOUT MATTERS

**Ensure your CV is clear, concise, and easy to skim.
Utilize bullet points, bolding, and italics for emphasis.
And remember, white space is your friend.**



2.

STRUCTURE IS EVERYTHING

Structure is the Spine of Your CV. A well-structured CV enhances readability and makes it easier for recruiters to identify key information. Stick to a reverse chronological order. Start with your current or most recent job and work backwards.



3.

CLEARLY STATE YOUR PERSONAL DETAILS

Your name, contact information, and LinkedIn profile should be easy to find. Include your bar association memberships and any language proficiencies. Do not add your home address or any particular which may be irrelevant for the recruiter.



4.

PROFESSIONAL EXPERIENCE

Don't just list your job duties. Instead, focus on your accomplishments and the impact you made using actionable words. Showcase any cases you've won, clients you've helped, or legal challenges you've overcome. Don't be repetitive!



5.

HIGHLIGHT SPECIAL SKILLS

Are you an expert in a particular legal software? Can you conduct research like no other? Do you have a skillset that makes you stand out in the court? Include the unique skills that set you apart!



6.

CERTIFICATIONS STAND OUT

Apart from your law degree, highlight any additional courses, workshops or certifications you've earned. This could be anything from a certification in a specific legal subject to a course in specific digital tools.



7.

PROOFREAD & TAILOR YOUR CV

Nothing damages credibility like a typo! Also, tailor your CV to the job description. Highlight the skills and experiences that align with what the job is asking for. This ensures that relevant experience is showcased to the right employer!





IMPROVE. ELEVATE.

We, at **Human Elevation**, ensure that the best legal talent reaches to their best organizational fit!

