

Sample Resume - Law

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Jenny Courthouse

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Email: jcourthouse1@student.monash.edu.au

Education

Bachelor of Laws/Bachelor of Arts

Monash University, Clayton Campus

- Arts Majors: Australian Indigenous studies & Land & Water Management
- Achieved High Distinction average for Arts degree
- Credit average achieved to date for Law degree

Feb 2007– current

Victorian Certificate of Education

St. John's Secondary College, Springvale

- Achieved ENTER 98.5
- Elected President of Student Council

Nov 2006

Relevant Legal Experience

Paralegal Volunteer (4 hours a week)

Springvale Community Legal Centre, Springvale

Key responsibilities:

- Interview clients with limited understanding of English
- Research areas of law including bail applications, tenants' rights and visas for refugees
- Liaise directly (by telephone and in writing) with staff at County Court and Refugee Review Tribunal as well as barristers and other law firms

June 2008 - current

Paralegal - Summer Clerkship

Property Department, V G Peters & Co, Melbourne

Key responsibilities:

- Perused purchase file of shopping centre client
- Proof read leases
- Drafted letter to client regarding fee structure
- Attended client meeting regarding water rights and took notes

Nov- Feb 2011

Volunteer Work and Community Involvement

Organised Charity Basketball Match for Cancer Foundation

- Event raised \$10,000

Oct 2010

Member of Springvale Town Orchestra

- 2nd saxophone

Feb 2007 – current

Memberships

- Member of the Monash Law Students Society (2006-current)
- Student Member, Law Institute of Victoria (2007 – current)



Employment History

Office Assistant (part time basis)

March 2009 – current

D & T Printing Services, Clayton

Key responsibilities:

- Entering orders on customer database
- Organising a mail out of advertising material

Customer Service/Deputy Manager (part time basis)

Jan 2006 – Dec 2008

Jasper's Fruit and Vegetable Store, Springvale

Key responsibilities:

- Assisted customers in their choice of produce
- Banking and locking up store when manager was away

Demonstrated Key Skills

Communication / Advocacy Skills

- Received excellent feedback for explaining in clear and plain English the steps needed to fill in a court form to elderly clients at Springvale Community Legal Centre
- Displayed professional document production skills when drafting a new printing services brochure at D & T Printing Services
- Runner up in University Mooting Competition in 2008, proving ability to share information and persuade effectively
- Effectively represented student needs on high school student council proving ability to negotiate effectively and inspire confidence in others
- Foreign language competence shown through intermediate Spanish and French

Problem Solving / Negotiation Skills

- Re-organised staff rosters at short notice when Jasper's Fruit and Vegetable Store was under-staffed and Manager was away, showing ability to work under pressure and manage resources
- Liaised with IT company to fix database after it crashed at D & T Printing Services, demonstrating ability to plan for contingencies and deal with crises

Teamwork Skills

- Regular and reliable member of orchestra for four years, attending weekly rehearsals and participating in two to three concerts annually proving ability to work well in a group and stick to commitments
- Able to apply team work skills to a range of situations such as when consulted with others in order to allocate tasks such as promotion, ordering tickets, booking venue and guest players when planning a Charity Basketball Match

Interests

- Regularly read Australian Financial Review and keep an eye on stock market.
- Enjoy swimming, reading crime novels and going to stand-up comedy shows.

Referees

Ms. Jane Smith
Manager, D&T
Printing Services
Tel: (03) 9534 3333

Mr. Fred Turner
Senior Lawyer, Springvale
Community Legal Centre
Tel: (03) 9634 3337

Dr Reg Mahoney
Lecturer, Faculty of Law
Monash University
Tel: (03) 9823 6700