

Jusprudentia Sample CV



NAME: Vinod Shah (Name-16 pt. font size)

FATHER'S NAME: Mr. Xyz Xyz

COURSE: B.COM.LL.B (HONS*), 4th SEMESTER

D.O.B: 06/07/1995

CONTACT NO. : +91-9044426034

E-MAIL ADDRESS: vinod.shah@rknlu.edu (Mention the most frequently used email. Ideally mention the college email ID is mentioned. You should be able to quickly revert when you are contacted)

BRIEF PROFILE

- Pursuing **B.Com.LL.B (Hons*)** from RKNLU, Lucknow.
- Passed Intermediate (**10+2**) in **2014**.
- Passed High School (**10th**) in **2012**.
- **Tulsi Gramodyog Seva samiti (NGO)**. [**Jan-Feb, 2015: 4 weeks**] Worked in the field of women and Child rights protection by the use of numerous approaches viz. Speeches, teaching using audio-visual methods and awareness program etc.
- **Mr. M. K Gupta, Senior Advocate, Allahabad High Court**, [**April-May, 2015: 4 weeks**] worked with other interns and staff assisting them in drafting cases, papers and also visiting court.
- **Luthra and Luthra Law Offices, New Delhi** [**Jan-Feb, 2016: 4 weeks**] (**12 points**) (**Full name of the organisation is written followed by the name of city. Duration is mentioned in square brackets as given above**)
- Drafted a plaint and a cease and desist notice against the Client's trademark violators.
- Framed a legal opinion for a web based cricket stock exchange.
- Did extensive case law and statutory research on the Indian Arbitration and Conciliation Act; case law research on international arbitration and online mediation processes.

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(Work done during the internship is mentioned in 3-4 bullet points with precise detail. A uniform bullet style is used throughout).

ACHIEVEMENTS

- Was the batch topper with a GPA of 6.8/7 in the 5th semester.
- Obtained 'E' grade (the highest attainable grade) in Constitutional Law I, Public International Law.
- Winner, Manfred Lachs International Space Law Moot Court Competition (Asia Pacific Round) (April 2011). (Dates, wherever applicable, are mentioned in brackets).
- Won 1st prize in Oxford University Annual Debate- India Chapter (2009-10).

EDUCATIONAL QUALIFICATION (ALL HEADINGS ARE 12 POINTS, HIGHLIGHTED IN GREY AND IN CAPS)

COLLEGE/SCHOOL	QUALIFICATION (12 POINTS, CAPS)	CGPA/PERCENT AGE
BNLU, Mumbai	Pursuing 4 th year of the BA.B.Sc/LL.B (Hons.) Course	5.2/7.0
ST. MARY'S HIGH SCHOOL, Chennai	Higher Senior Secondary (Class XII); Affiliated to CBSE Board	83%
DPS, RK PURAM, New Delhi	Senior Secondary (Class X); Affiliated to CBSE Board	87.6%

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ADDITIONAL QUALIFICATIONS AND COURSES

COURSE	INSTITUTION	TIME PERIOD/PROGRESS
Company Secretary Course	ICSI(Popular abbreviations need not be written in full form)	Foundation course cleared
Patents (DL-201)	WIPO's Worldwide Academy, Geneva	June 1-July 15, 2011
Cyber Laws Course	Asian School of Cyber Laws	October 3- November 23, 2010

PUBLICATIONS

- “Hindu Law and the Constitution”, Indian Bar Review, Vol. XX (20th April 2011).

SEMINARS /CONFERENCES/ WORKSHOPS

- Presented a Paper titled ‘*Human Rights and Globalization*’ at a Seminar on Human Rights held at Princeton University (June 2010) (**Italicise the text in case you need to highlight it. For example, the topic of the paper is highlighted here. Avoid underlining text**).
- Presented paper in the **National Seminar on *Decentralization & Poverty Reduction* Organized by Aligarh Muslim University** Sponsored by ICSSR.

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- Workshop on online **research** organized by **SCC-Online** held in **Jamia Millia Islamia, New Delhi**.
- Workshop on **International Criminal Law**.

ORGANISATIONAL EXPERIENCE

- Convener, Moot Court Society (2010-11). Responsibilities include conducting and managing logistics of moot courts in association with law firms; selecting/training moot court teams.

(Point out things which a potential recruiter would like to see. The above, for example, shows leadership skills, experience in event management and communication skills).

- Student Editor of Indian Juridical Review. Responsibilities include selecting abstracts; contacting jurors, lawyers and academicians for peer review and proof reading (2009-2010).

(The nature of the job or the accomplishment is explained in precise detail).

HOBBIES AND INTERESTS

I am a dog lover and like to read up on various breeds of dogs. Apart from internships, adventure sports and mountain climbing occupy my time during vacations. I like to write poems and blog regularly for youthup.com. (Hobbies and interests are mentioned in a write-up format and not as bullet points).

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CORRESPONDANCE DETAILS

- **Permanent Address**-75 flat A.D.A Colony Stanley Road Allahabad -211002.
- **Residential Address**-6 Way lane , Jopling Road, Lucknow-226017.

General Instructions

1. Please run a spell check on your CV
2. Make sure the formatting (font colour, bullet types, alignment of the text etc) is uniform throughout. Aesthetics are important.
3. A consistent font and font size is used throughout, except where clearly specified
4. Line-spacing is 1.5. The CV should not look cramped for space. Let it breathe!
5. Dates should be clearly mentioned, preferably at the end of the bullet point which speaks of any achievement. Make sure you follow a reverse chronological order (latest things in a particular category come first).
6. Text is left aligned or justified, whichever looks better
7. The CV should be 2 pages long (maximum). **Cut out the unnecessary parts**, keep only the important parts. For example, if you have attended 10 conferences and are applying for a law firm job, keep the biggest/best 3-4 which were on related topics (corporate law, for example).
8. In case you want to highlight something, please make that text bold or *italicised*.
9. Things like sex, marital status should NOT be mentioned.
10. Make sure that your CV looks and reads professional.