

Harvey Reginald Specter

[Residential Address] · [Your Contact Number]

[\[Your Mail Address\]](#) · [\[LinkedIn Profile\]](#)

EDUCATION

(Times New Roman, Size 11)

[Years] [Current Year] B.A LL.B. (Hons) / B.B.A.LL.B. (Hons.), [University's Name] [CGPA]

[Years] Senior Secondary, [Institution's Name] [Percentage Scored]

[Years] Secondary, [Institution's Name] [Percentage Scored]

EXPERIENCE

(Times New Roman, Size 12)

I. [Position Held] – [Pearson Specter Litt] [City] (Duration)

(Write the position you held in the organization followed by full name of the organization and by the name of city. Mention the duration in brackets as showed above)

- List out your work in Bullet Points.
- Write what cases you dealt with, if visited mediation cells, interacted with the clients, etc.
- Assisted in drafting documents.

ACHIEVEMENTS

(Times New Roman, Size 11)

- List out your Achievements in Bullet Points.
- Ranked 1st at [Moot Court Competition]
- Ranked Quarter-Finalist at [Competition]

POSITION OF RESPONSIBILITIES

(Times New Roman, Size 11)

- List out your Responsibilities in Bullet Points.
- Member of the Moot Court Committee at [University]
- Member of the Legal Aid Committee at [University]

PUBLICATIONS

(Times New Roman, Size 11)

- List out your Publications in Bullet Points.

COURSES / CO-CURRICULARS

(Times New Roman, Size 11)

- List out your courses in Bullet Points.
- List out your co-curriculars in Bullet Points.

INSTRUCTIONS

- Verify your CV by running a spell check and verifying the facts before sending it to any organisation or firm.
- Ensure that your CV is formatted uniformly throughout.
- Mention your experiences, education, achievements in a reverse chronological order.
- Ensure that you use consistent font and font size throughout your CV, except wherein it has been clearly specified otherwise.
- Do not cramp up the CV, let it breathe by keeping the line spacing between 1.15 to 1.5.
- Specify the dates and duration clearly.
- Align your text properly (either left alignment or justified alignment).
- Do not unnecessarily increase the pages in your CV, keep it to 2 pages at maximum.
- Trim the unnecessary parts and keep whatever is relevant and is important.
- Highlight the important details by making the text bold or italicised.
- Do **NOT** mention details like your marital status or sex.
- Tailor your CV according to the place you are applying at.
- Ensure that your CV looks professional.

