

Sample of Resume – Industries and Jobs (Law)

Job Title: Legal Administrative Assistant

Name: Chan Tai Man

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PROFILE

I am proactive and cautious. I graduated from the Law Department of the University of Hong Kong. In addition to having an in-depth knowledge of different areas of law, I also assisted the companies and lawyers in handling legal documents during my internship. I devoted to work in a well-established law firm and am able to report duty with immediate effect.

WORK EXPERIENCE

Jan 2019 – May 2020 **Legal Administrative Internship - The Law Society of Hong Kong**

- To handle documents and files
- To write relevant legal documents, such as indictment, plea, conversation record, party declaration, etc.
- To assist lawyers in handling cases, be responsible for making court records when appearing in court, passing documentary evidence, etc.

EDUCATION

2017 – 2020 **The University of Hong Kong** – Bachelor of Laws

2011 – 2017 **Hong Kong Secondary School**

HKDSE: Chinese Language 5, English Language 5*, Mathematic 5, Liberal Studies 5*, Geography 5, Economics 5*

PERSONAL SKILLS

Proficient in Cantonese and English, fluent in Mandarin

MS Office (Word, Excel, PPT, Publisher, Access and Outlook)

AWARDS

2017 – 2018 Inter-collegiate Debate Competition - Champion and The Best Debater

2016 – 2017 The Secondary School of Hong Kong Debating Competition - Champion