



NQ CV Checklist

A practical checklist to help Newly Qualified Solicitors ensure their CV is competitive, clearly structured, and aligned with UK law firm expectations.

1. Personal Profile

- ☐ Clear professional summary (3–5 lines)
- ☐ State PQE level (NQ / soon to qualify)
- ☐ Include preferred practice areas
- ☐ Highlight key strengths (e.g. litigation, drafting, client work)

2. Education & Qualifications

- ☐ Law degree (or conversion course) clearly listed
- ☐ LPC / SQE details included with dates
- ☐ Training contract provider stated
- ☐ Qualification date confirmed

3. Training Contract Experience

- ☐ Commercial awareness demonstrated
- ☐ Legal drafting experience included
- ☐ Client communication skills highlighted

- ☐ IT systems / legal tech experience noted
- ☐ Team collaboration examples included

4. Skills & Competencies

- ☐ Commercial awareness demonstrated
- ☐ Legal drafting experience included
- ☐ Client communication skills highlighted
- ☐ IT systems / legal tech experience noted
- ☐ Team collaboration examples included

5. Formatting & Presentation

- ☐ Consistent font and formatting
- ☐ Clear headings and structure
- ☐ No long paragraphs
- ☐ No spelling or grammatical errors
- ☐ CV ideally 2-3 pages maximum

6. Common Mistakes to Avoid

- ☐ Too much generic legal description
- ☐ Lack of commercial context
- ☐ No tailoring for specific roles
- ☐ Overly long CVs
- ☐ Missing key achievements

7. Final Pre-Submission Check

- ☐ CV tailored to role applied for
- ☐ Contact details correct and visible
- ☐ LinkedIn profile updated
- ☐ Document saved as professional file name
- ☐ Ready to send with confidence