

Myra Menon

Legal Associate

MM

Bengaluru, India myra.menon@example.com Fictional sample

01 Professional profile

Legal Associate with an illustrative 11-year career focused on contract review, legal research and transaction support. Core strengths include Contract analysis, Legal research and Due diligence. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Contract analysis

Legal research

Due diligence

Drafting

Document management

Matter coordination

SELECTED WORK

Contract review support

Redline summary and issue list

Due-diligence workstream

Diligence tracker and findings
draft

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative
career.

Three appointments.

Full work examples on page
2.

02 Professional experience

Jul 2022 - Present

Legal Associate

Asterline Legal Practice · Bengaluru

Delivered defined workstreams in contract review, legal research and transaction support, coordinating reviewers and delivery partners.

- Built a clause comparison and summarised points requiring supervising counsel's decision.
- Tracked requests and prepared a factual exceptions register without presenting an independent legal opinion.

Jul 2018 - Jun 2022

Legal Associate

Northmere Legal Practice · Bengaluru

Supported progressively more complex work in contract review, legal research and transaction support, with a defined review process.

- Used contract analysis and drafting on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

Legal Research Associate

Cedarfield Legal Practice · Bengaluru

Built foundations through supported assignments, observation and practical feedback.

- Assisted with legal research and document management, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Selected matters

Strong legal work begins with the record.

WORK EXAMPLE 01 / ILLUSTRATIVE

Contract review support

Context

Key obligations were difficult to compare across drafts.

Contribution

Built a clause comparison and summarised points requiring supervising counsel's decision.

Prepared for handover

Redline summary and issue list

WORK EXAMPLE 02 / ILLUSTRATIVE

Due-diligence workstream

Context

The data room lacked consistent responses to document requests.

Contribution

Tracked requests and prepared a factual exceptions register without presenting an independent legal opinion.

Prepared for handover

Diligence tracker and findings draft

04 Education

2013 – 2015

LL.M. in Business Law

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on contract analysis and legal research.

2009 – 2013

Bachelor of Laws (LL.B.)

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Contract analysis - advanced practice workshop

Scenario exercises and peer review in contract review, legal research and transaction support.

2025

Drafting - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Practice focus	Enrolment / authority	Matter privacy
Contract review, legal research and transaction support	Not supplied in this fictional sample	All matter descriptions are invented and anonymised

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.