

# **ACKNOWLEDGEMENTS**

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Saba Amir Goudarzi Legal Counsel at Lendlease

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# Clerkships

# WHAT IS IT?

Clerkships are a placement for law students usually in their penultimate year of study. They are generally paid, full-time placements that run during university holidays. Clerkships are run by top-tier firms, mid-tier firms, and some government departments. The programs bridge the gap between theory gained in the classroom and real legal practice.

During the programs, students are mentored by lawyers and assist them with various tasks, which include legal research, drafting, attending meetings, note-taking, reviewing documents, and other administrative duties.

Apart from the many practical skills that you gain during clerkships, the programs expose you to the legal profession.

The programs open you up to different practice areas, to help you discover which firm, type of work and practice area suits your interests, values, and strengths. They also allow you to develop interpersonal skills and network with other legal professionals and familiarise yourself with potential employers.

For many firms, graduate students are chosen from their clerks, so participation in their programs will give you a head-start in the competitive legal industry.

# JUNE

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# SEPTEMBER

#### SMTWTFS

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# KEY DATES

# **Applications Open**

Monday, 26 June 2023

# Applications Close

Sunday, 30 July 2023

# Interviews

August/September 2023

# Offers Day

Friday, 15 September 2023

# WHERE TO BEGIN

Knowing where to start with clerkship applications can be a daunting task. However, it starts with research.

# **Research the Firms**

This is the best place to start! You need to gain a comprehensive understanding of their practice areas.

This will allow you to create a list of clerkships you would like to apply for based on the practice areas that you are interested in and help tailor your application to each firm.

# **Research the Practice Areas**

The following section will outline the practice areas of some Perth law firms. This is not intended to be an exhaustive list. You should complete your own research prior to applying to any clerkships.



# BANKING AND FINANCE

Banking and finance law is an area of law that is not specifically covered at law school. This is because it is made up of a number of different areas of law, with the key areas being contract, trusts, property and corporate law. Banking and finance not require does background in commerce it is quite and а of theoretical area practice.

banking and finance lawyer's role is to create legal structures financier protect а enable it to recoup the money it has provided to in borrower а circumstances where borrower is in financial difficulty and may not be able to repay the debt. This usually involves the taking of security and contractual other restrictions imposed on a

It is a great area to work in if you enjoy front-end transactional work that is dynamic, varied and fast-paced.

A typical banking matter will involve a finance transaction between any number of parties that will take place in a varying commercial environment. For example, the security and security structure will vary, the borrowing, guaranteeing or lending parties may Australian entities orforeign and may be companies (private or listed on а stock exchange), individuals, funds or trusts and the commercial terms and objectives will differ with each transaction.

Typical banking and finance transactions can project finance (for example, the creation of assets such as mine sites. LNG facilities. airports, football hospitals, stadiums etc), leveraged inance (a structure used when a company acquires company, another whether via a takeover or through other means). corporate finance (the provision of funding to a for working company acquisition capital or purposes), finance property finance (the development of apartments office and buildings) and other areas such as asset and trade finance. These structures are applied internationally and are not just common to Australia.



Banking and finance is a practice area with a lot of opportunities for iunior lawyers to rapidly gain firsthand experience drafting and security finance documents, sending emails considering and and responding client's to concerns and participating in calls and emails with clients and other parties involved in the transaction.

It is also an area of the law where cross-border transactions are frequent, sand junior lawyers gain experience working on transactions with overseas counsel. clients counterparts. Banking and finance lawyers are demand internationally and is one of the it transferable areas of law to both UK and US firms in financial hubs overseas such as Singapore, Hong Kong, Tokyo, London, New York. San Francisco and other offshore jurisdictions. York. San Francisco and other offshore jurisdictions.

# COMPETITION AND REGULATION

The basic aim of competition law, and of the Australian regulatory authority (the ACCC), is to ensure that markets function effectively on the basis of fair and open competition. The main piece of legislation is the Competition and Consumer Act 2010 (Cth) which addresses anticompetitive agreements (such as price-fixing chattels) and behaviour of individual companies - particularly who dominate those their market. Nonlitigious competition work commonly takes of merger form the control advice and clearance for Mergers and Acquisition deals or advice on structuring commercial agreements.

Litigious work refers to disputes, which have a competition element. while work defending companies against regulatory investigations (such cartel as investigations, abuse of market dominance cases, or industry investigations) somewhere falls in between.



Competition lawyers traditionally specialise in either litigious or non-litigious work. However, these days, they have to be expert in both in order to be fully effective.

instance. For due diligence can involve lawyers from intellectual property, employment, property, environment. and tax (to name a few) working together to prepare report а identifying risks the associated with а company.



# **Equity Capital Markets**

Competition law requires the lawyer to gain a thorough understanding of how industries and their markets operate. The ACCC has broad powers under the CCA to root out anticompetitive behaviour.

Work includes web 'market' research. talking research. toclients about their business and economists about economic theory, honing drafting skills and developing gut instincts. The work involves the exercise of advocacy skills, both written and lf oral. vou enjoy constructing an backing up your points with the necessary evidence. you're already on the right road.

# CORPORATE LAW

Corporate teams are important in commercial law firms, as they often relationships develop with their clients that ultimately lead to additional work flowing to other teams in the firm (such as employment or litigation).

Type of work Corporate teams engage in three broad areas of work:

- mergers and acquisitions (M&A);
- equity capital markets
   (ECM); and
- corporate advisory.

Mergers & Acquisitions (M&A) work involves assisting clients as they acquire and sell businesses and companies.

Lawyers are heavily involved in these kinds of transactions,

and the work often involves:

- providing advice on th transaction structure;
- conducting 'due diligence; and
- negotiating and drafting transaction documents.

M&A work can provide junior corporate lawyers with a large degree of responsibility, as junior lawyers are often responsible at first instance for coordinating the work of various other practice groups.

Corporate lawyers play an important role when companies wish to raise money by issuing shares as it is a heavily regulated activity. Lawyers are normally engaged by the company seeking to raise money, sometimes by the engaged by the firm company to manage the capital raising, and more rarely incoming by investors.

# ECM work involves:

- providing advice on the transaction structure and relevant laws:
  - conducting 'due diligence or otherwise overseeing a due diligence process to minimise potential liability; and
  - reviewing (and sometimes drafting) offering documents.

# **Corporate Advisory**

Corporate lawyers also assist their clients with other various corporate tasks, such as preparing reviewing and ASX liaising announcements. regulators with and preparing, reviewing and interpreting contracts relevant to the business of their clients.

# Types of clients

Typically, larger firms **ASX-listed** act for companies and offer the opportunity to undertake more specialised tasks, while smaller firms act for private companies and some smaller to mid-**ASX-listed** sized companies.

# Skillset required

Corporate lawyers have all jack-of-allbe trades and have set diverse skill to provide legally and commercially minded advice. The deadlines are sometimes tight, but corporate lawyers get to enjoy the satisfaction of their helping clients grow and develop their businesses.

# GOVERNMENT

Public and administrative law deals with the law that regulates the relationship between the individual and the state. It also outlines the circumstances under which individuals or а business are entitled challenge the lawfulness of government action and how it affects them. This of law is area concerned with 'guilt' and 'innocence' than it is more with the fundamental questions of justice. Public law applies to a range of functions which public could you find means yourself working with prisons, the police service, public housing the department, or the military. There is no 'typical case' but most of the cases you work on will be engaging and consequential.

Graduates who choose to focus on public law can expect to tackle some of the biggest legal issues of the day, such as right to

privacy, the management of immigration and the increasingly complex relationship between Australia's federal law and its international obligations.

# **Graduate Experience**

Your experience will depend the on government agency you decide to work for. Many agencies government advertise graduate programs with detailed information about type of work you can expect to do. The best way to understand what your experience will be is to look up a particular graduate program. Public employers are generally disclose obliged to information much as possible, including salary packages and target outcomes.

# PROJECTS & CONSTRUCTION

Construction lawyers are generally involved at the start or the end of construction project. At start, they draft contracts for developers construction and companies to begin projects ("front end" work). At the end of projects, they assist in contractual ("back end" disputes Clients include work) principals, subcontractors, engineers, architects, and surveyors. Major projects located worldwide are and projects lawyers hail every major from jurisdiction.

# Type of work

Front-end construction involves work the developing contractual arrangements prior the commencement the project. This might sinale involve а construction contract or multiple layers of contracts involving their contractors and various subcontractors. Further, contracts can be merely for construction, for design work construction. or some other functions.

Back-end construction work involves resolving disputes between parties to construction contracts.

construction Most contracts include dispute resolution clauses that dictate the procedure to be followed in the case of a dispute between the parties (for example as to payment, the quality of work, or the length of the project). Most construction disputes are arbitrations heard in rather than court proceedings. Many seminal legal decisions arisen out have construction disputes they deal with complex relationships between parties, which define the boundaries of contract and tort.

Construction projects vary from oil pipelines to Private Finance Initiative prisons in WA. The exact nature of the legal work depends on the type, size and location of the project and the needs of the firm's clients.

Often, a firm will act for project entity usually a special purpose vehicle established build, own and operate a station. power for example. The project often entity is a joint between venture numbers of sponsors who contribute equity to partfund the project. Project sponsored for example include could manufacturers of the gas turbines installed in station. the power construction company that will erect the plant, and the power company Will buy that electricity. The project entity could also be partly owned by a government body or banks. Other times, it could be a trust that wants a new hospital or a foreign government privately wants that а financed motorway.

# INTELLECTUAL PROPERTY

Intellectual property (IP) law is an all-encompassing term for creations of the mind, such as inventions, literary or artistic works, designs, symbols names and images used in commerce. IP law is based the of around laws copyright, patents, designs, trademarks. passing off, domain names and the law of breach of confidence. IP law enables individuals claim to exclusive rights and financial gain from what they invent create. or which is a benefit to both creators and the public.

# Type of Work

IP is a burgeoning field of the law, which can at times deal with challenges of the intersection between law and technology - such as the control of online piracy and the enforcement of international patents.

lawyers may required to apply existing laws in novel to resolve ways complicated and novel disputes. This makes IP stimulating law а specialisation, which involves a range of clients, some of whom household may be names including large national and international manufacturers and suppliers of high-tech, engineering, pharmaceutical agrochemical products, leading brand owners, universities. scientific institutions and media clients.

Clients also include start-up businesses and individual artists who require assistance to protect their IP to ensure they can make

impact in the marketplace.

IP work can be litigious or non-litigious. Disputes usually revolve around arguments of infringement the or existence and ownership of an invention, a literary work, or artistic trademark or a product. litigation, in Patent particular, can be very complex, with cases running for years, usually with a lot at stake.

Non-litigious work tends focus to on the development commercialisation of IP. The development of IP can involve determining the ownership of the IP the particular and circumstances in which that IP may be used. The commercialisation of IP may be achieved numerous means,

such as the sale or licensing of the IP. licensing provides the purchasing party (the licensee) specific rights to use the IP, typically for a limited time or specified use, and does not have ownership rights. The licensor usually benefits from the payment by the licensee of a royalty or license fee.



# LITIGATION & DISPUTE RESOLUTION

Many disputes never reach trial. and clients are generally interested in resolving disputes and beneficial reaching outcomes. rather than having their 'day in court'. best litigation, the approach is often to reach commercial settlement quickly and as effectively as possible. In fact, court proceedings are often resort last а attempts to resolve а dispute. Parties will usually exchange correspondence to attempt to settle the which matter. may be by formal followed or informal alternative dispute resolution, such as informal conferences. or mediation before an appointed mediator.

Disputes that involve highly technical areas such as mining and construction may also go to arbitration as an alternative to court proceedings, as technical experts in the given field can appointed as arbitrators. Even once court proceedings have commenced, parties often make attempts to proceedings settle throughout the course of action. In mediation is a standard the in management of West Australian Supreme Court, and very few matters progress without having been mediated.

# Type of work

General commercial litigators handle a variety of disputes, but the majority of cases are contractual.

Some litigators also deal with regulatory issues such as companies'

contentious dealings with **ASIC** the ACCC. ordisciplinary proceedings investigations of or individuals by professional bodies for example in the field of medical negligence, administrative review proceedings, insolvencyrelated court proceedings, and appeals. Commercial litigators also generally possess a broad skill set that can handle a variety of other dispute-related matters such as the enforcement of judgments and general strategic advice. Litigation also involves advice work: advising companies about obligations under their contracts. emerging obligations disputes, under regulatory regimes, and minimising risk.

Litigators also often draft correspondence to other parties, such as business partners or regulators, on behalf of their clients. Some litigators specialise certain industry in sectors. such construction. insurance. intellectual property, or media. Each of these can generate its own subset of work. For instance. construction disputes can involve international arbitration. while intellectual property highly litigation is а technical and specialised area.

When court proceedings are commenced, there are standard procedural steps that are common to nearly all actions: pleadings, disclosure of documents, lay and/or expert evidence, various procedural applications, and ultimately trial preparation. In the major cases, this process can take several years.

In complex litigation, the litigator's role can be as much about project management as it is substantive legal work.

# REAL ESTATE & PROPERTY

The scope of work in Real Estate is varied and can range from straightforward of settlements residential properties to complex transactions. Estate is varied range and can straightforward settlements of residential properties to transactions complex involving significant developments, multiple parties financing and arrangements. Likewise, property lawyer's clients may include the average homebuyer, national and international corporations, investment funds and financial institutions.

Working in real estate demands contact with third parties from day one - a typical day would usually include liaising with statutory authorities, agents, clients. financiers. the counterparty and their representatives. A real estate team in a larger firm often works closely with other practice groups as part of the same deal, including banking and finance, environment,

planning, corporate, and construction.

A property lawyer must not only be able to advise on government and statutory requirements for transaction - they must also advise on competing land interests. encumbrances. risks, and issues affecting the land that their client is looking to sell or purchase. Depending on the lay of the land, property lawyers may need to deal with requirements advice and with respect to native title mining tenure which overlay the property tenure. regard, property that require good lawyers attention to detail and need to keep themselves abreast of current

and relevant developments in the legal, tax and commercial

spheres. That, coupled with a good understanding of the client's business, will allow them to provide tailored commercial advice for the client.

# TAXATION

A tax lawyer's primary role is to advise on the tax implications of transactions, ensuring that the structure is both efficient and involves minimal risk to the client.

Tax work is highly clientfocused - a good deal of the work is for repeat clients who invariably want quick commercial answers to questions. Tax complex lawyers also advise on disputes with revenue authorities. In recent times. these authorities have demonstrated a willingness to take on taxpayer positions on contentious areas of law that are open to interpretation.

# Type of work

The voluminous and everevolving nature of tax law requires constant attention to black letter law. revenue rulings authority and administrative practice. There is a wide variety of tax work transactional. offer on litigious and general advisory not to mention an increasingly international aspect to the transactional work in particular, where the relevant laws of a number of iurisdictions need to be considered.

Tax is a crucial component of every major deal undertaken by commercial firms. There is a huge quantity of law relevant to the area and. giving when advice. practitioners need to take into account not only tax legislation and cases also other areas of law that might relevant. This be significant requires between tax collaboration lawyers and colleagues in other legal departments (e.g. finance lawyers, corporate lawyers and commercial litigators).

Tax law evolves at a far greater rate than the majority of other practice areas, so you'll need to be constantly on the lookout for change.

Tax law is not always as boring and monotonous as it stereotyped to be. A day typical involves researching the law, advising on deals, and advising on how to structure business activities and will typically involve interacting with a range wide of external clients but also colleagues in other practice areas.

# WORKPLACE RELATIONS, EMPLOYMENT AND SAFETY

WRES law incorporates all aspects of workplace law, including both contentious non-contentious and matters. It is an appealing area to practice in if you matters enjoy with element. human as instructions frequently day-to-day involve the individuals of issues working in their jobs, rather than issues purely at a corporate level.

One of the main areas that clients often approach WRFS for teams is with the assistance of management employees, including in redundancy and

restructuring situations and in the management of poor performance, misconduct iniured and ill and employees. In addition to **WRES** this. lawyers represent clients dismissal matters both in relation to claims of unfair dismissal and adverse action made pursuant to the Fair Work Act (Cth) 2009 and with respect to common law contractual disputes in the District and Supreme Courts.

WRES is a practice area that high demand. in advising particularly in clients on policies procedures as well as assisting manage any safety incidents that Practicing in such an area of law involves representing clients in safety prosecutions by brought mining safety and regulators.

In attending to WRES matters, you may advise on industrial relations matters, including enterprise agreement-making,

navigating industrial disputes and driving workplace change.

It is common to appear in the Fair Work Commission in industrial matters and to have opportunity the with industrial work relations barristers matters in the Federal and Supreme Courts around Australia. WRES advice and assistance is required by all employer clients, which can opportunities provide junior lawyers to aain experience with clients of all all sizes across industries.

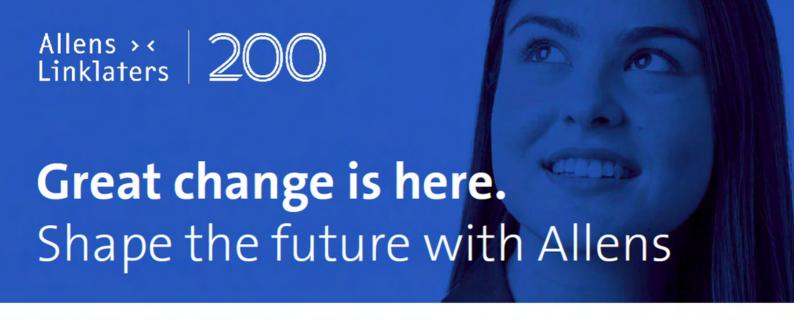
# COMMERCIAL AWARENESS

Commercial awareness is a highly valued skill indicating your interest and aptitude for the legal sector. It involves having a basic understanding and background knowledge of the current issues and trends that impact the economy, the industry and the clients. It also involves being able to apply this knowledge to solve legal problems and provide advice.



- 1. **Digest news!** Read business news, subscribe to newsletters, and listen to business podcasts to stay informed on industry trends.
- 2. Attend networking events, seminars and engage in conversations to gain a better understanding of the practical aspects of commercial laws. Many firms hold these events in the lead-up to clerkship applications.
- 3. **Follow relevant firms**, legal professionals, and interact with their posts on LinkedIn.
- 4. Enrol in relevant units and courses.
- 5. **Seek out internships** at law firms, corporations, or government agencies that deal with commercial law.
- 6. **Moot,** particularly in competitions on commercial law topics.





At Allens, we're focused on equipping our people with the skills and experience they need to be the lawyers of the future. We're ready to define tomorrow. **Are you?** 

With us, you'll be more than a lawyer. Our people are technical experts, but they're also trusted business advisers who think bigger, more broadly and more strategically. Together, we solve complex legal challenges, and collaborate across practice areas and disciplines to guide our clients.

We also work across borders, thanks to our alliance with Linklaters. This provides opportunities for our firm and our people, including annual rotations in Linklaters London, Hong Kong and Singapore being available to our graduate lawyers.

An early legal career at Allens includes highly tailored training. Developed in partnership with the University of New South Wales, our Graduate Diploma in Legal Professional Practice will help you transition from law graduate to legal expert and trusted business adviser. With access to study leave and support from your team at Allens, you'll be on track for admission mid-year.

In a rapidly changing world, we seek opportunities to innovate by embracing creative thinking, new approaches and emerging technology. We don't just seek opportunities to benefit ourselves and our clients; we believe strongly in driving positive change to do right by our community too, as demonstrated through our strong pro bono practices.

Our teams are open, inclusive and encouraging, giving you the opportunity to learn and grow while feeling supported. You'll have the flexibility to drive your own career, and we'll recognise your achievements and hard work as you progress through the firm. Are you ready to begin?

# **CLERKSHIP PROGRAM**

A clerkship at Allens is the first step in a rewarding legal career, and will give you invaluable insights into our work and culture. With support from a buddy and development supervisor, you'll work on real matters for real clients and be involved in a variety of projects. The programs:

- run from three to 10 weeks;
- are available at our Brisbane, Melbourne, Perth and Sydney offices;
- feature ongoing support, including a buddy system; and
- include exposure to one or two practice groups.

#### **GRADUATE PROGRAM**

In each rotation, you'll gain a depth of experience that comes from seeing matters through to the end, and get exposure to stimulating legal challenges. At Allens, we don't work in silos, meaning you won't be limited to working with only one partner or by your practice areas. You'll work alongside a range of partners and lawyers, giving you exposure to a wide variety of tasks. Working with different teams and leading organisations, you'll grow a solid skills base and develop the agility needed to thrive in our ever-changing world. The programs include:

- two 12-month rotations in different practice areas;
- secondment opportunities in London or Asia, via our alliance with Linklaters, or with clients;
- ongoing supervision, coaching and mentoring;
- completing a Graduate Diploma in Legal Practice (via UNSW); and
- a 12-month weekly legal seminar series (Cornerstone Program).

Find out more at graduates.allens.com.au

# CLIFFORD

# CHANCE

# Careers

# **GET TO KNOW US**

# What areas of law do we practice?

Across our two Australian offices, Perth and Sydney, we advise clients on their most complex matters in areas including Corporate, Litigation & Dispute Resolution, Antitrust & Competition and Global Financial Markets.

# Why are we different?

Our teams work across borders, languages and jurisdictions and share insights and expertise to achieve our clients' commercial goals.

Secondly, we're pioneers and work on many 'first-of-a-kind' deals.

Finally, it's the nature of our people - highly professional and self-assured, with an entrepreneurial streak. We embrace our culture of learning and collaboration.

#### **CLERKSHIP PROGRAM**

#### Who is eligible for clerkships?

Students must be at least in their penultimate year and are available to participate in the 2025 Graduate Program.

# When are our clerkship programs held?

Sydney: November 2023 - January 2024

Perth: November - December 2023

# How many clerks do we take?

Sydney: 8 - 12

Perth: 4 – 6

To submit your application, scan the QR code below.



# Enquiries Grads.Australia@CliffordChance.com

# When should students apply?

You can apply between these dates.

Sydney: 5 June - 2 July 2023

Perth: 26 June - 30 July 2023

# What kind of work can a clerk expect to do?

Our clerkship program is designed to provide you with a real insight into a legal career at Clifford Chance in Australia. Throughout the program, you will work alongside all levels of lawyers, including partners, while you assist with real-time matters.

You will have two rotations which allow you to experience two different practice areas.

Throughout the clerkship you will hear from various practice areas across the region which helps you develop a comprehensive understanding of life at a leading international law firm.

#### GRADUATE PROGRAM

# Do we make graduate offers to the open market, or just through clerkships?

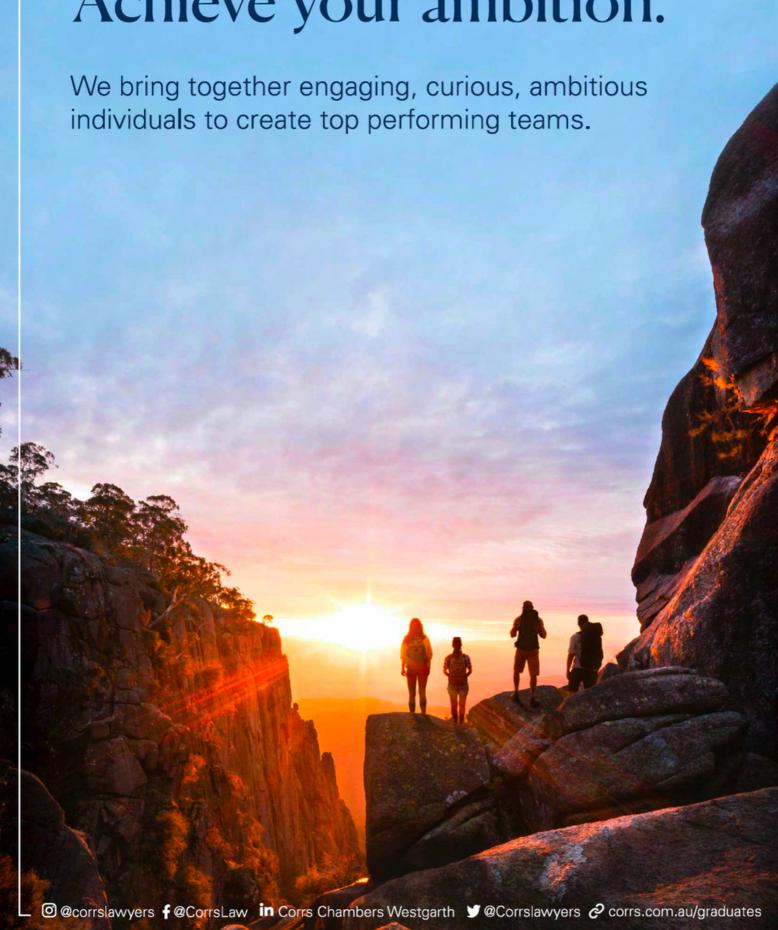
Graduate offers are primarily made from our clerkship program. However, if we decide to open applications to the wider market we will also consider applications from students who have not participated in our clerkship program.

# How many graduate jobs do we offer?

Sydney: 6 – 10

Perth: 2 - 4

# Achieve your ambition.





# DLA Piper

OUR GROWTH, YOUR FUTURE.

# Clerkship Programme

Our seasonal clerkship is designed to give you insight into what sets us apart. Our programme starts with an induction which provides a comprehensive introduction to the legal sector and the firms strategy, practice groups, sectors and clients. It also builds your skills and networks. Following induction, you'll have the opportunity to experience working in a practice group and benefit from being given

real responsibilities. Whether you're attending a court hearing, contributing to a client meeting or assisting a large corporate transaction, you'll have plenty of opportunities to reach your potential. At the completion of your clerkship you will also be eligible for consideration for a graduate role on our graduate programme.

2023/24 PROGRAMME Clerkship intakes:		
Brisbane, Melbourne	Summer Nov/Dec 2023, Winter June/July 2024	4 weeks
Perth	Summer 1 Nov/Dec 2023, Summer 2 Jan/Feb 2024	4 weeks
Sydney	Summer Nov/Dec 2023 and Jan/Feb 2024	8 weeks

#### **Graduate Programme**

During your graduate programme, you'll experience three six month rotations in our different practice groups and Pro Bono and Law& teams, giving you breadth in your knowledge of the law as well as the practical skills that will stay with you for your entire career. By the end of your graduate programme, you will emerge with a clearer understanding of where your talent and interests lie. The experience you'll have gained – and the networks you'll have nurtured – will provide a strong foundation for your future career at DLA Piper.

#### 2024 PROGRAMME

Priority offers will be made to candidates who participate in our Clerkship Programme.

Find out more about our programmes and application dates:





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# ELEVATE YOUR EXPERIENCE

# **ABOUT US**

With over 25 offices spanning Asia, Europe, Australasia, and the Middle East, careers at Herbert Smith Freehills offer our graduates the opportunity to experience being part of a truly global law firm. Working with some of the most significant organisations in the world, opportunities to have social impact, and learning from our world-class team every day will enable you to create solid foundations on which to build your career in law.

We're proud to say that we put people first. Our firm is built on a diverse culture, reflective of the societies in which we live and work. That's why inclusivity is key to our success. At Herbert Smith Freehills, you'll be valued for what makes you different and accepted for who you are. We recognise the power of diversity and inclusion to drive innovation, collaboration and business outcomes. So, whether it's working on the latest advancements in digital law, taking part in some of the biggest mergers and acquisitions around, or helping people through our extensive pro bono work – you'll develop the skills to solve the most complex challenges in thoughtful and innovative ways.

# WE WELCOME DIFFERENT

Great lawyers are both curious and creative. We encourage you to challenge assumptions and open yourself up to new ideas. So, what exactly are we looking for?

There's no single path to becoming an exceptional commercial lawyer. We look beyond your academic record and your technical aptitude. We're focussed on finding people who have the curiosity to explore all the angles and the empathy to place themselves in their client's shoes.

In line with our 10 Actions for Change we are proud to use the Rare Contextual Recruitment System (CRS). The CRS allows us to understand each applicant's achievements in the context that they have been gained. We understand that not every candidate's achievements look the same on paper – and we want to recruit the best people, from every background.

# **CLERKSHIP PROGRAM**

We select many of our graduates through our vacation clerkships. During this immersive experience, you'll receive hands-on practical experience, as you work on some of the diverse challenges facing the team you're collaborating with.

You will gain a deeper understanding of life at the firm and what your future could look like if you join us. Some key features include the opportunity to:

- Sit within a specific team, delivering real work for key clients
- Before you join, submit a preference for a team to tailor your experience
- Navigate the first step of your career with partner and graduate mentoring support
- Attend workshops and presentations covering all our practice areas
- · Contribute to our pro bono practice
- Work with cutting edge technology through our innovation projects
- Networking opportunities to meet people across the firm

#### Contacts



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#### **JOINING US**

We offer a range of summer and winter clerkships across our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website: careers.herbertsmithfreehills.com/au/grads/vacation-clerkships or contact one of our graduate recruitment consultants.

# **KEY DATES/DEADLINES**

PERTH			
Positions	30-35		
Clerkship programs	1 Summer & 1 Winter		
Applications for all 2023/24 programs open	26 June 2023		
Applications for all 2023/24 programs close	30 July 2023		
Offers made	15 September 2023		

**Please note**: An application should only be submitted to the office where you intend to start your career as a graduate. Multiple applications will not be considered.



# TAKE CHARGE OF YOUR CAREER PATH

We are redefining what a law firm can be. Working for some of the world's most innovative organisations, our people go beyond the law. They are inventors, designers, and pioneers – translating smart ideas into ground-breaking solutions.

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Culture of innovation, collaboration and high performance.

Multiple career pathways where you can shape your future.

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High impact work for the world's leading organisations.

Relationships that last a lifetime.













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- 1. Experiencing high profile matters in a top tier firm
- 2. Our culture
- 3. Our learning and development programs

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Right from the start you'll work on real client engagements, preparing you for any challenge. Discover new areas of practice, and learn the technical knowledge and tools you need to achieve your career ambitions.

# An award winning start to your career



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Top100 Graduate Employer Awards 2023



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Top Graduate Employers 2023

Australian Association of Graduate Employers



Top Intern Programs 2022

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# Five reasons we're different

#### Great roles in great matters

Our industry go-to-market strategy is key to achieving our growth ambitions. You could be working on the matters changing the landscape of law and legal practice.

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Our learning programs will help you build the skills you need to be the trusted advisor of tomorrow.

#### A focus on you

Our wellbeing program, leave policies and entitlements ensure our people are supported.

#### An inclusive culture

It's no surprise that the MinterEllison workplace culture is awarded key inclusion awards and benchmarks. We're truly inclusive and value diversity in all its forms.

#### A passion for social justice

You'll have the chance to join our pro bono and community investment program to help address disadvantage.

For information and to apply visit graduates.minterellison.com

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# Change is happening everywhere. It's in our DNA.

To respond with greater courage and confidence, we're investing in our people to help you answer the more complex questions that are posed to us. From globalisation to emerging industries, from changes in society to shifts in innovation—we anticipate changing dynamics and see the opportunities. Our clients face these challenges every day and we need to help them navigate the future.

Individually and collectively, it's what we do next that matters.

Law around the world nortonrosefulbright.com

# NORTON ROSE FULBRIGHT











# Perspective of a Junior Employment Lawyer at Squire Patton Boggs

As a law student, it can be daunting trying to figure out which practice area you would like to specialise in as without practical experience, you cannot know for sure whether a practice area is the right one for you. To help you make your decision, here are some reasons as to why I chose to settle in Employment law.

Employment law is a great practice area as it is a mix of front and back-end work. I spend my days drafting contracts and policies, conducting workplace investigations, advising clients and advocating in litigious employment matters and disputes.

The human aspect of employment and industrial relations law is what makes it interesting. People are inherently interesting, and no two matters are the same. If you're not interested in company A suing or buying company B, then employment law is the area for you.

I might be biased, but our case law is also a lot more interesting due to the human focused aspect of the work. When you're reading mass amounts of it daily, this factor is something that becomes very important.

The benefit of practicing employment law in a global firm is the added diversity in clients and work. At Squire Patton Boggs we mainly advise employers, and act for a broad spectrum of clients in different industries, which gives a comprehensive view into the employment landscape by encompassing both legal compliance and business objectives.

Employment law is an area for someone who doesn't want to be bored. Its dynamic and evolving nature ensures that you are intellectually stimulated throughout your career.

The Australian federal government has recently amended approximately 13 significant workplace employment laws and is looking at amendments to another 15 employment related laws in the second half of 2023. This has resulted in significant changes for all employers and employees in Australia.

For example, because of national enquiries and reports, the new Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Bill 2022 created a new positive duty obligation on employers to take all reasonable steps to prevent sexual harassment and discrimination in the workplace. Commencing December 2023, the Australian Human Rights Commission will have powers to monitor and assess compliance with this duty.

Changes like this result in an influx in work as employers align their workplaces with new legislative changes.

Squire Patton Boggs also has an extensive pro bono practice and coming from someone who billed over 100 hours of pro bono as a graduate, the work is very rewarding. In my graduate year I was given the opportunity to directly contribute to awarding a victim of family and domestic violence an amount of \$150,000 from the Department of Justice.

My tip for law students is to get as much practical experience as possible. While grades are important, they are not everything and practical experience is invaluable. Contrary to popular belief among law students, this doesn't mean a clerkship at a top firm is the be all end all. Other ways to get valuable legal experience includes volunteering and internships at not-for-profits, community legal centres, government agencies and smaller firms.

# **About Squire Patton Boggs**

Squire Patton Boggs is a global law firm with over 40 offices across four continents. In Australia, we operate in Perth, Sydney and Darwin. We provide clients with unique insight at the point where law, business and government meet, giving them a voice, supporting their ambitions and achieving successful outcomes.











# Allens > < Linklaters

# **Firm Practice Areas**

Banking & Finance

**Business & Human Rights** 

Capital Markets

Climate Change

Competition, Consumer & Regulatory

Construction & Major Projects

Corporate Crime

Cyber

Data & Privacy

Digital Privacy

Disputes & Investigations

**Employment & Safety** 

**Employment Regulation** 

**Environment & Planning** 

Environmental, Social & Governance

Financial Services Regulation

Foreign Investments in Australia

Funds Management

Head Office & Governance

Insurance Claims & Advisory

Intellectual Property

Legal Project Management Advisory

Mergers & Acquisitions

Patents & Trademarks

Private Equity

Real Estate

Restructuring & Insolvency

Risk Compliance & Advisory

Superannuation

Tax

**Technology & Outsourcing** 

# Perth Branch Practice Areas

Disputes &

Investigations

**Projects** 

Real Estate &

Development

Banking & Finance

Mergers &

Acquisitions

Corporate

#### **ALLEN & OVERY**

#### **Firm Practice Areas**

**Antitrust and Competition** 

Banking and Finance

Business and Human Rights Law

Capital Markets

Corporate and Mergers & Acquisitions

Corporate Governance and

Compliance

**Emerging Markets** 

**Employment and Benefits** 

Environmental, Climate and Regulatory

Law

Environmental, Social and Governance

Financial Services Regulation

Funds and Asset Management

Insurance

Intellectual Property

Islamic Finance

Litigation, Arbitration and Investigations

**Private Equity** 

**Projects** 

Public Law

Real Estate

Restructuring

Sanctions, International Trade and

**Investment Compliance** 

Sovereign Debt

Tax

Technology Law

## **Perth Branch Practice Areas**

Corporate

Banking

Litigation



Banking & Finance Capital Markets Competition & Antitrust Corporate Mergers & Acquisitions Digital Economy Dispute Resolution **Employment Energy & Resources** Financial Regulation Intellectual Property Investigations **Investment Funds Projects** Real Estate Restructuring, Insolvency & Special Situations Tax

#### **Perth Branch Practice Areas**

Energy & Resources
Infrastructure
Mergers & Acquisitions
Dispute Resolution
Employment
Banking and Finance
Corporate
Investigations
Projects
Real Estate
Restructuring, Insolvency &
Special Situations



Corporate Advisory
Energy & Resources
Disputes & Investigations
Banking & Projects
Competition & Regulation
Intellectual Property
Pro Bono
Technology & Digital
Tax

#### **Perth Branch Practice Areas**

Corporate Advisory Energy & Resources Disputes & Investigations

CLIFFORD

#### **Firm Practice Areas**

Litigation & Dispute Resolution Global Financial Markets Corporate (Sydney Only)

#### **Perth Branch Practice Areas**

Litigation & Dispute Resolution Global Financial Markets



Arbitration

Banking & Finance

Class Actions

Commercial Litigation

Competition

Corporate/M&A

**Employment & Labour** 

**Energy & Natural Resources** 

**Environment & Planning** 

Financial Sponsors Group

Intellectual Property

Papua New Guinea

**Projects** 

Property & Real Estate

Responsible Business & ESG

Restructuring, Insolvency &

Special Situations (RISS)

Tax

Technology, Media &

**Telecommunications** 

## Perth Branch Practice Areas

**Arbitration** 

Banking & Finance

Commercial Litigation

Corporate/M&A

**Employment & Labour** 

**Energy & Natural** 

Resources

**Environment &** 

Planning

**Projects** 

Property & Real Estate

Restructuring,

Insolvency & Special

Situations (RISS)

Technology, Media &

**Telecommunications** 

#### CLAYTON UTZ

#### **Firm Practice Areas**

Banking & Financial Services Commercial Litigation (Includes Insurance)

Competition

Corporate, Mergers &

Acquisitions & Capital Markets

**Environment & Planning** 

Forensic & Technology

Services

IP & Technology

Real Estate

Major Projects & Construction

Restructuring & Insolvency

Pro Bono

Workplace Relations,

**Employment & Safety** 

**Public Sector** 

Real Estate

Restructuring & Insolvency

Tax

Workplace Relations,

**Employment & Safety** 

#### **Perth Branch Practice Areas**

Banking & Financial

Services

Commercial Litigation

(Includes Insurance)

Corporate, Mergers &

Acquisitions & Capital

Markets

**Environment & Planning** 

Forensic & Technology

Services

Major Projects &

Construction

Real Estate

Restructuring & Insolvency

Workplace Relations,

**Employment & Safety** 



Consumer Goods, Food and Retail
Energy and Natural
Resources
Financial Services
Industrials
Infrastructure,
Construction, and
Transport
Insurance
Life Sciences
Media, Sport and
Entertainment
Real Estate
Technology

#### **Perth Branch Practice Areas**

Major Projects and Development Energy (Renewables, Power) Natural resources (Mining, Oil & Gas) Sustainability, Environment and Social Governance Corporate M&A Disputes Insurance Infrastructure. Construction, and **Transport Native Title** Real Estate **Employment** Financial Services **Industrials** Life Sciences Media, Sport and Entertainment Technology Consumer goods, Food and Retail



Alternative Legal

Services

Corporate

**Disputes** 

Employment, Industrial

**Relations & Safety** 

Finance

**Projects** 

Real Estate

Digital Law Group

#### Perth Branch Practice Areas

Alternative Legal

Services

Corporate

Competition, Regulation

&Trade

Disputes

Employment, Industrial

Relations & Safety

Finance

**Projects** 

Real Estate

Digital Law Group

# Minter Ellison.

#### **Firm Practice Areas**

Banking & Finance
Capital Markets
Competition
Corporate
Dispute Resolution
Environment & Planning
Construction &
Infrastructure
Insurance
Real Estate
Restructuring & Insolvency
Tax & Superannuation
Technology & Media
Workplace & Employment

#### **Perth Branch Practice Areas**

Banking & Finance
Capital Markets
Competition
Corporate
Dispute Resolution
Insurance
Real Estate
Environment & Planning
Construction &
Infrastructure
Workplace &
Employment

JOHNSON WINTER & SLATTERY

#### **Firm Practice Areas**

Class Actions Competition & Antitrust Corporate Corporate Crime & Investigations Dispute Resolution **Employment** Energy & Resources **Environment** and Planning **Finance** Foreign Investment Funds Management Information Technology & Communications Intellectual Property Private Equity & Venture Capital Real Estate Restructuring & Insolvency Tax

#### Perth Branch Practice Areas

Class Actions
Corporate
Corporate Crime &
Investigations
Dispute Resolution
Energy & Resources
Foreign Investment
Information Technology
& Communications
Intellectual Property
Private Equity &
Venture Capital
Real Estate
Restructuring &
Insolvency



#### **Firm Expertise Areas**

Banking & Finance Capital Markets Competition & Antitrust Construction Corporate & Commercial Digital Economy Dispute Resolution & Litigation Energy Resources & Infrastructure Social & Governance Intellectual Property International Trade Labour & Employment Mergers & Acquisitions Native Title Private Capital Planning & Environment Real Estate Restructuring & Insolvency Tax

#### **Perth Centre Practice Areas**

Banking & Finance Mergers & Acquisitions Projects & Real Estate Dispute Resolution

## NORTON ROSE FULBRIGHT

#### **Firm Practice Areas**

**Antitrust & Competition** 

**Asset Finance** 

Banking & Finance

Bankruptcy, Financial

Restructuring and Insolvency

(FRI)

Capital Markets

Climate Change & Sustainability

Communications, Media &

Entertainment

Corporate, M&A & Securities

**Emerging Markets** 

**Employment & Labor** 

Energy

Environmental Services &

Regulation

Financial Services & Regulation

Government

Information Governance, Privacy

& Cybersecurity

ntellectual Property

Litigation & Disputes

Projects & Construction

Real Estate

Regulation & Investigations

Risk Advisory

Tax

Pro Bono

#### **Perth Branch Practice Areas**

Banking & Finance

Bankruptcy, Financial

Restructuring &

Insolvency (FRI)

Corporate, M&A & Securities

**Employment & Labor** 

Litigation & Disputes

**Projects & Construction** 

Real Estate



Communications Commodities & Shipping Construction & Engineering Corporate **Energy & Natural** Resources Financial Services Hospitality and Leisure Infrastructure Intellectual Property & Technology International Dispute Resolution Labour & Employment Litigation Media & Advertising Real Estate Restructuring & Insolvency Tax Strategy & Benefits Communications

#### **Perth Branch Practice Areas**

Commodities &
Shipping
Construction &
Engineering
Corporate
Energy & Natural
Resources
Labour & Employment
Litigation
Real Estate

# Applications



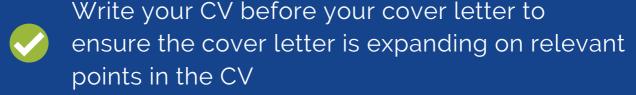
Once you know the firms you want to apply to, you will need to tailor your application to the firm that you are applying to. Tailor your application with reference to specific practice areas the firm specialises in. Another way to tailor your application is to appeal to their values and culture. Look at their websites, social media accounts, and even firm and partners' LinkedIn pages to get an idea of their culture.

The following pages will show you have to craft an effective CV and Cover Letter.

#### COVER LETTER

A cover letter highlights relevant experiences, achievements and demonstrates why these experiences make you a suitable candidate for a particular role. The firms want a well-structured letter that demonstrates the quality of your written work. A good cover letter does not repeat your resume, but it should tie together points in your resume and expand on how these specific points make you the best candidate.





- Limit your cover letter to 1 page (unless they specify otherwise
- Address the recruiter by name if you know it
- Don't use the same cover letter for each applicant tailor it to the specific firm

The next page will detail what you should address in your cover letter.

#### Introduction

Your introductory paragraph should begin with a salutation. If possible, use the recruiter's name or directly address the recruitment team to make your letter more personal. Introduce yourself with your name, university name, degree, year of study, and a brief statement that addresses why you would like to work for their firm and why you are the best candidate.

#### Paragraph 1: Why the firm?

This paragraph should be a tailored message that uses specific examples to explain why you want to work for the firm. Use this paragraph as an opportunity to showcase your knowledge about the firm and connect with the recruiter. Are you interested in any particular practice area? Are there specific matters the firm has worked on that resonate with you? Are you inspired by the firm's values and culture? Do you have referrals or connections to someone in the firm?

#### Paragraph 2: Why you?

This section should persuade the recruiter why you are the best candidate for the clerkship and convince them to continue to your resume. Consider what sets you apart from other candidates. Make clear connections between relevant points on your resume and the clerkship position by detailing how you meet the key attributes the firm wants. Do not be afraid to sell yourself and use "I" language.

#### Conclusion

Summarise your cover letter by reiterating your interest in the position. Tell the recruiter you look forward to hearing from them and thank them for their time to leave a good impression.

#### CV

Your Curriculum Vitae ('CV') is an overview of your education, employment, and other experience that convinces the recruiter to offer you an interview. It should be well-structured, logical, and as readable as possible.



## OUICK



- Take advantage of white space
- Use bullet points as much as possible
- Use a simple font in size 11 or 12
- Include a footer with page numbers and your name so recruiters don't mix up documents
- List experiences in reverse chronological order
- Only include information that you are prepared to talk about as recruiters are likely to bring up unique points in your interview
- Don't include a headshot
- Don't include your age or date of birth

#### **CV Structure**

#### Personal details

Include your full name, email address, mobile number, residential address, and your LinkedIn profile if appropriate.

#### **Career objectives**

This brief statement summarises your intended career direction and what you can offer them, to entice the recruiter to read on.

#### **Education**

List your education in reverse chronological order. Include your degree name, majors or minors (if relevant), university, expected completion date. You may also choose to include your GPA if it is strong enough.

#### **Employment**

Employment history can include paid work, professional placement, and long-term volunteer work. Also include non-legal roles and highlight skills that transfer to the clerkship role. List employment history in reverse chronological order. Be specific and leave no ambiguity around roles, time frames, and experience. If you had a job for less than a year, including the months your work there. Specify days or hours per week that you worked for. Specify your job title and where you worked full-time, part-time, or casual. Dot point skills gained underneath.

#### **Extracurricular activities**

Include any extracurricular activities in this section and specific your time commitment. Recruiters appreciate well-rounded students who are dedicated to their studies as well as other activities. Are you in any university societies? Have you participated in any law society competitions? Do you play any sports? Do you volunteer at university or in the wider community? Think critically about what to include in this section, as trivial information may indicate poor attention to detail and judgement.

#### **Interests**

Include your interests or hobbies in this section to show the recruiter you are well-rounded and help them determine whether you will fit into their workplace culture. Again, think critically about what you include.

#### Referees

Select two appropriate work and/or character referees (ideally one of each). Make sure to notify the referee that you listed them and send them a copy of your CV to show them what you have been doing.

# Assessments

#### ASSESSMENT OVERVIEW



#### Interview sessions

These will differ for each firm. Some provide information sessions on the practice areas that they have at the firm, and others have information sessions on the clerkship program.



#### Online assessments

Some firms require applicants to complete online assessments or psychometric testing as part of the application process.



#### Virtual presentations

The firm may require you to give a short online presentation about a particular topic.



#### **Interviews**

Firms differ in their approach to the interviewing phase. Some will only have individual interviews with a panel of lawyers and HR representatives. Others have group and individual interviews.

#### PSYCHOMETRIC TESTING

Psychometric tests are a common type of assessment that law firms use to evaluate the personality, aptitude and skills of their potential hires. These tests are designed to measure how well a candidate fits the firm's culture and values, as well as their ability to handle various legal scenarios and tasks.

No personality is undesirable, but some may be more compatible with the firm's expectations and environment. The tests may consist of multiple-choice questions, situational judgments or IQ tests.



- Try and find the type of test the recruiter is likely to use and familiarise yourself with the testing method
- Prepare using online sample tests and resources
- Be yourself! These tests can usually detect dishonesty and inconsistencies

#### INTERVIEWS

#### **Prior**

The interviewing stage will vary depending on the firm. Some firms will tell applicants who will interview them. Most firms will have senior lawyers and HR representative interview applicants.

Applicants should have performed extensive research into the firms that they are applying for prior to and while creating their CV and Cover Letters. However, the interview allows you to demonstrate the depth of your interest in the firm, as you are not limited to a single-page Cover Letter.



### QUICK TIPS



- Print your CV and Cover Letter so you can review it while you wait for the interview
- Arrive at the firm 10 to 15 minutes early
- Ensure you are able to confidently discuss anything on your resume
- Bring a copy of your CV and Cover Letter so you can refresh your memory while waiting
- Conduct extensive research on the firm

#### **During**

Interviewers want to understand who you are to determine whether you are someone that they want to work with. So, as important as having good academics and extracurriculars is, it is important to be yourself in the interview.

Interviewers are seeking to have a flowing, conversational type interview. Therefore, it is important that you revise what you have included in your application so that you can respond confidently to questions while referring back to the selling points of your application.

Questions may be tailored to you based on your psychometric testing if this was a component of the application process.

People can have the tendency to 'waffle' when they do not know the answer to a question. Interviewers can tell, so be honest when you do not know the answer. A way to frame this is: "I'm not sure, but I would be interested to hear what you think". This shows that you are an honest person, but are keen to get a better understanding of the topic at hand.



- Maintain eye contact with all interviewers
- When asked to describe certain situations, use the STAR technique (situation, task, action, result)
- Ask the interviewer thoughtful questions
- Look at buzzwords/values (e.g. commerciality, innovation) and prepare practice examples of ways you have displayed this

## COMMONLY ASKED INTERVEW QUESTIONS

What are your strengths?

What are your weaknesses?

What motivated you to pursue a career in law?

Describe a time you came up with an innovative solution to a problem.

Describe a time you had to work independently / as a team to complete a challenging task.

What can you bring our firm?

What challenges do you anticipate to face?

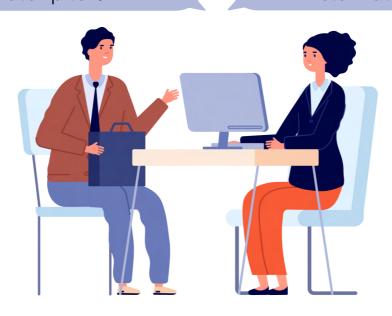
What interests you about commercial law?

What do you want to get out of the clerkship?

What are your interests outside of law?

Tell us about yourself (elevator pitch)

Why do you want to clerk at our firm?





#### ELEVATOR PITCHES

An elevator pitch is a concise and impactful summary used to introduce yourself, which is useful interviews or networking events. They are typically 20-30 seconds (or the length of an elevator ride). While there is no strict formula, you can follow this framework:

- Introduction: Grab attention and provide a brief background.
- Value Proposition: What are your key qualifications/achievements?
- Differentiation: What sets you apart from others?
- Relevance: Connect your pitch to the specific context or opportunity.
- Conclusion: Express interest and invite further discussion or action.

# After Assessments

#### NETWORKING EVENTS

Networking events are a way for law firms to connect with potential hires and showcase their culture and values before offering clerkships. These events can involve a variety of activities and opportunities for students to interact with lawyers and peers.

Some firms may invite you to their offices and offer you a food and drinks. They may also introduce you to their staff and graduates with engaging 60-second pitches, CV writing training, cultural exchange meetings and LinkedIn invitations. They want to inspire you to pursue your legal career with them. You may also have the chance to dine with senior lawyers and graduates who can share their insights and experiences. Other firms may focus more on developing your skills and knowledge. They may challenge you to solve legal problems and give you feedback. They may also answer any questions you may have about working in a law firm or an area of law. You may get to talk to partners and senior lawyers who can offer you valuable advice.

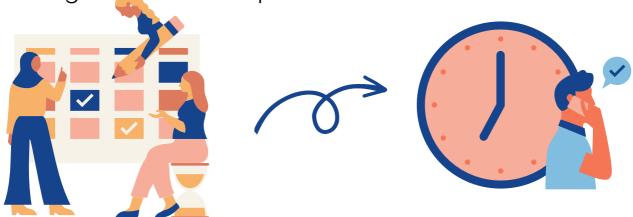
These networking events are fun and worthwhile experiences. They can help you learn more about the law firms, their culture and their expectations. They can help you build relationships with lawyers and peers who may become your future colleagues or mentors. They can also increase your chances of employment by making a good impression and showing your interest and potential. Therefore, It is important to dress and behave appropriately as the firms will observe how you interact.

#### OFFERS DAY

Clerkship program offers are scheduled to be granted on 15 September 2023. Generally, offers will be made between 9:00 am and 1:00 pm. You should try to block out that period of time from your schedule so you can take calls and coordinate offers.

Further, try to avoid being around other people who are expecting offers. This will help to reduce anxiety. It is a good idea to have a rough 'game-plan' prior to offers day as to how you would approach the situation if you receive multiple clerkship offers.

You should have a rough idea of the firms that you have progressed through their application process. For example, if you receive a request to be interviewed by one firm, it would be reasonable to presume that you have progressed further in the application for this firm than you have in a firm where you did not receive an interview request. Make a list of the firms you have applied for and a list of firms you believe you have progressed to a stage where you may receive an offer because of your progression through the interview process.



You should not assume that because you had an interview with a firm, you will receive an offer, however, it is important to have an idea of the firms you will potentially receive an offer from.

Some firms have multiple offerings, commencing in different stages of the university break. Firms with multiple offerings with different starting dates will usually provide the candidate an offer specifying a starting date. Some firms will be willing to negotiate with a candidate to change the start date to another date. However, this is not guaranteed, so you should have a plan as to what firm you would prefer to complete your clerkship at, if you receive offers with the same commencement date, and you are unable to re-negotiate the starting date. It is also useful to understand the length of each of the clerkships that you have applied for. Some firms only offer one round of clerkships, so you will not be able to complete multiple clerkships over the summer break.







- Ensure that you have privacy
- Ascertain which firms you are more likely to receive an offer from

# MAKING THE MOST During Clerkships

#### DURING THE CLERKSHIP

Now that you have the clerkship, how do you make the most of the experience? Many firms choose their graduate students from their clerks, making clerkships a critical opportunity for future employment.

Starting with the most obvious advice, be professional. Be organised, punctual, and dress appropriately for your workplace. You want to make a good impression and build a professional reputation that will follow your work life.

However, remember to be yourself! You have been chosen based on who you are as a whole person and how your individual qualities fit into the firm's culture. The firms also want to learn from you and benefit from your unique perspective. These nuances will set you apart from other clerks and may make it easier to be recognised for graduate positions.

Be involved in the work and don't be afraid to ask questions and receive feedback. You are there to learn. Firms appreciate clerks who show that they are engaged in the learning process. Be open-minded. You may not get placed in your preferred practice area or may be given a task you do not like. Use this as an opportunity to discover what type of work you would like to do after the clerkship and learn your strengths and weaknesses.

Don't limit your learning to the office. Socialise and network with others in the firm. Attend any work functions or ask lawyers out for coffees. Learn about their experience in the industry, observe how they work, and let them get to know you. Get their contact detail or add them on LinkedIn. Get to know the other clerks as they are your friends and possible future colleagues, not enemies. Whilst it may be daunting being thrown into the job with several other equally intelligent and hardworking students, you won your position out of hundreds of other applicants and have been chosen for the particular attributes you bring to the job. So be confident and embrace the experience!



# UNDERSTANDING What's next?



#### AFTER YOUR CLERKSHIP

Once you have finished your clerkship and law degree, the next step is to complete Practical Legal Training. Practical Legal Training allows you to gain the practical skills needed prior to going into the legal practice.

