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# CAREERS GUIDE

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# ACKNOWLEDGMENTS

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## Acknowledgments:

Thanks to all contributing organisations from a wide range of areas, the Careers Sub-committee, who put in the effort to ensure the submission of contributors, to Olivia Teh who was responsible for layout, formatting and to her editorial team, Matthew Balzarolo and Jacques McElhone their efforts in ensuring congruency in this publication.

Thanks also to Christopher Angelos and his SULS Careers team in 2009 for their work in setting a conceptual base for this 2010 Guide to build upon and for their work in compiling profiles last year

Printing: KopyStop  
36 Mountain St, Broadway, NSW 2007

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# EDITOR-IN-CHIEF FOREWORD



It is my pleasure to introduce the Sydney University Law Society Careers Guide 2010. Building on the strengths of past years' guides, we have broadened the guide's scope while deepening its engagement in areas traditionally addressed.

We have continued to tailor law firm and corporate profiles to address the information most relevant to law students. We have also built upon the work of previous years in presenting students with a full service 'human resources' section, equipping students with all the skills they need to translate their experiences into applications.

We have substantially developed profiles of public sector organisations on both a state and national level to better reflect the important role lawyers play in advocacy and policy-making. In addition we have introduced a new section relating to careers at the Bar and we have broadened the guide's remit in addressing career opportunities in Asia.

Significantly, we have chosen to omit reference to legal careers in social justice in this edition of the guide. Appreciative of the important role lawyers play in that 'industry', we have decided to produce a comprehensive stand-alone guide complete with a broad cross-section of organisations, individual profiles and a step-by-step guide to assist students pursue an interest in the area.

I am grateful to the SULLS Careers Sub-Committee in 2010 for their work. The Section Coordinators have done an excellent job in determining the direction of their section and coordinating the work of committee members. Special thanks must also to Olivia Teh, Matt Balzarolo and Jacques McElhone who worked tirelessly to piece together the information received and realise a tremendously innovative design and layout for the Guide.

We hope the guide proves to be a useful resource for law students and graduates alike and on behalf of SULLS I wish you all the best with your career-related endeavours.

*Surya Gopalan*

Surya Gopalan  
SULLS Vice-President (Careers) 2010

# DEAN FOREWORD



At Sydney Law School we provide a world-class legal education that prepares you for the global and international environment in which you will provide legal advice. It is no longer enough to understand the legal system in your own country. The challenges posed by global warming require international solutions; national trade measures must comply with the rules of the WTO and international trade agreements; intellectual property rights need protection both nationally and globally; the jurisdictional reach of criminal laws extend to the acts of the armed forces overseas and also to the international activities of directors of nationally based corporations. Lawyers need international and comparative legal training to respond to these increasingly global problems. There has never been a greater demand for legal advice and innovative approaches to problem solving than today.

There are now more employment and career opportunities for law students and law graduates than ever before. You may secure a Summer clerkship at a prominent Sydney law firm; you may decide to wait and apply for a graduate position within private legal practice or another legal field; you may undertake an overseas clerkship or internship in the United Kingdom, Singapore, Hong Kong or the United States; you may choose to pursue a career in a field where law graduates are increasingly in demand such as management consultancy or investment banking; or you may decide to return to University and pursue an LLM by Coursework or a PhD and perhaps a career in academia.

In turn, legal studies open up many career paths. While you might choose to practice as a barrister or solicitor, our graduates also become corporate counsel, government policy advisors, teachers, business executives, novelists, journalists and artists. Many graduates work with international organisations, such as the United Nations or the World Bank, or with pro-bono legal services. Indeed, we believe that over 50 per cent of our law graduates do not practice in the traditional legal profession.

It is important that you follow your passions, wherever they may lead. The career path you choose today is unlikely to determine your entire future; you may decide one day that private practice is not for you and move into the field of community legal service; you may start out as a judge's tipstaff and end up writing a screenplay. Your law degree should open up opportunities for you rather than limit your options. Take with you the skills you have developed for writing, research and analysis, problem-solving and persuasion and apply them in whichever field you find yourself.

I hope this Careers Guide proves a helpful resource when deciding upon your future career and employment prospects. This year's guide has expanded its focus on the public sector to better reflect the amenability of your legal education to this area, and the desire of many of your fellow law students to pursue these careers. I commend the SALS Executive and their committees for their excellent efforts to enrich your experience at the Law School.

Good luck for your future and please do stay in touch with the Law School. We would love to hear your stories over the coming years.

*Gillian Triggs*

Professor Gillian Triggs, Dean, Sydney Law School



# CONTENTS

<i>Editor-In-Chief Foreword</i>	<b>3</b>
<i>Dean Foreword</i>	<b>4</b>
<b><i>Section 1: Interviews and Applications</i></b>	<b>8</b>
Organisation Overview	9
Submitting an Application	10
Writing a Cover Letter	14
Writing a Curriculum Vitae	17
Interview Process	21
<b><i>Section 2: Commercial Law Firms (Domestic Perspectives)</i></b>	<b>27</b>
Allens Arthur Robinson	28
Allen & Overy	33
Baker & McKenzie	36
Blake Dawson	41
Clayton Utz	46
Corrs Chambers Westgarth	51
Dibbsbarker	56
DLA Phillips Fox	60
Freehills	65
Gilbert + Tobin	70
Harmers Workplace Lawyers	75
Henry Davis York	79
Hickson Lawyers	84
Holding Redlich	88
Hunt & Hunt	91
Johnson Winter & Slattery	94
Jones Day	98
Mallesons Stephen Jacques	102
Middletons	107
Minter Ellison	111
<b><i>Section 2: Commercial Law Firms (International Perspectives)</i></b>	<b>117</b>
Allen & Overy	118
Freshfields Bruckhaus Deringer LLP	122
Jones Day	125
Linklaters LLP	128
Mallesons Stephen Jacques	131
<b><i>Section 3: Testimonials</i></b>	<b>132</b>
Practicing Locally	132
Practicing in the United Kingdom	135
Practicing in the United States of America	138
Practicing in Asia	143

# CONTENTS

<b>Section 4: Non-Legal Commercial Institutions</b>	<b>147</b>
Investment Banking	147
Citibank Australia	148
Credit Suisse	152
J.P. Morgan	154
Macquarie Group Australia	156
Morgan Stanley	159
UBS	162
Management Consultancies	166
Bain & Company	167
Boston Consulting Group	168
McKinsey & Company	171
Accountancy & Tax Advisory	172
Deloitte	173
KPMG	177
<b>Section 5: Public Sector Profiles</b>	<b>180</b>
Crown Solicitor's Office	181
NSW Department of Justice and Attorney General	183
NSW Law Reform Commission	184
NSW Office of the Director of Public Prosecution	185
NSW Public Defenders Officer	186
Australian Competition & Consumer Commission	187
Australian Government Solicitors	189
Australian Law Reform Commission	190
Commonwealth Attorney-General's Department	192
<b>Section 6: The Bar</b>	<b>194</b>
Working at the Bar	195
<b>Section 7: Working for a Judge</b>	<b>198</b>
Associateship at the High Court: Jane Taylor	199
Associateship at the Federal Court: Jordan Walsh	201
Associateship at the Supreme Court: Sally Johnston	202
<b>Section 8: Social Justice</b>	<b>203</b>
Social Justice Table of Contents	205
<b>Sponsors &amp; Publications Director Comment</b>	<b>224</b>



## What are you looking for as you start your career?



Do you want to create breakthrough strategies?  
Are you ready to tackle the toughest operating problems?

### You can do this at Bain.

Our business is making companies more valuable.

Today, we are one of the world's leading strategy consulting firms with 4,800 individuals from varied backgrounds in 42 offices around the globe.

We offer practical business experience, not textbook theory.

Our people work in every industry sector with a variety of clients, from leading global corporations to high-growth start-ups.

You'll help management make the big decisions that transform the company's future.

We are passionate about delivering results.

We are passionate about developing our people.

### Desired skills and attributes

Bain & Company seeks to employ strong performing graduates who:

- Have a proven ability to think logically and solve complex business problems
- Exhibit pragmatism and common sense
- Are collaborative team players
- Have strong interpersonal and communication skills
- Are resourceful and creative
- Can commit and are highly self motivated
- Exude energy and enthusiasm

### Training

At Bain you will receive the training and mentoring necessary to perform at your best. Every new graduate receives a full month of intensive training in their first year - the first two weeks in the Sydney office and the second two weeks typically in the USA - with peers from offices around the globe.

Regular training sessions throughout the year and constant "on-the-job" coaching from colleagues and mentors supplements this.

### Career development

We believe in flexibility, and offer an enriching learning environment. Within Australia we have offices in both Sydney and Melbourne.

We encourage inter-office transfers as an important part of professional development, and in recent years our Associate Consultants have worked in New York, London, San Francisco, Los Angeles, Stockholm, Boston, Tokyo, Johannesburg, Dallas and Seoul.

### Graduate recruitment

Associate Consultant positions are available each year, across all disciplines. There are generally two commencement dates, September and February.

### Recruitment process

For more information on case study interviews, and to apply online, visit [www.bain.com](http://www.bain.com).

# SECTION 1

## INTERVIEWS & APPLICATIONS

# ORGANISATION OVERVIEW

## ***Domestic Law Firms***

### **Summer Clerkships**

Summer clerkships are a great opportunity to understand how the commercial law world operates and to get an opening for a possible graduate position. Clerkship programs are primarily offered over the university summer vacation period from the beginning of December to the end of February. Depending on the performance of summer clerks, many firms offer summer vacationers graduate positions at the end of the period.

The clerkship interview process begins with many of the domestic law firms coming to the Law School and giving presentations on their summer clerkship program. The actual application process for a summer clerkship program commences via 'cvMail' (or the firm's website).

Before receiving applications, firms often conduct first and second round interviews. Depending on the particular firm, there may be events such as information nights, cocktail evenings or smaller group discussions included in the process. Subsequently, offers will be made to successful applicants with a short period of time to accept. The process itself is competitive with firms often receiving up to a thousand applications.

### **Graduate Programs**

Many domestic law firms may not participate in a graduate program, as they prefer to recruit graduates through their summer vacation intake.

## ***Government Departments***

### **Graduate Programs**

All graduate departments recruit candidates solely via a graduate intake selection process and do not offer summer clerkships. Application procedures involve stages such as interviews, group discussions and psychometric and aptitude testing. Interviews are usually formal and in a question-answer style.

## ***Social Justice Organisations***

Most social justice organisations do not have formal internship or vacationer programs, but are happy to take on volunteer workers during their second-last and final years at university. Most social justice organisations also offer graduate opportunities. Their application procedures vary significantly.

## ***International Law Firms***

Applications generally close earlier in the year than summer clerkships and the process is more compact. Be prepared for commercially orientated questions. Some firms recruit up to two years in advance.

## ***Other Corporate Applications***

Most other corporate firms request online applications through their respective websites. Application procedures usually involve interviews, psychometric testing, problem questions and group activities. Accounting firms and investment banks usually take summer clerks in addition to graduate recruits. Management consultancy firms usually offer graduate positions only.

# SUBMITTING AN APPLICATION

## ***Part A – Domestic Law Firms and Online Application Procedures***

The majority of online structured graduate application procedures involve providing written responses to a range of questions. The purpose of this process is for the firm to learn more about the candidate, assess written communication skills and the individual responses. The key to answering these questions is to attempt to include as much relevant detail as possible.

Given the sheer number of applications, it is important that your application doesn't contain any elementary mistakes, such as including the wrong firm's name, general grammatical and spelling errors or not answering the specified question. Ensure that you proofread your applications carefully.

Questions that are asked as part of the online application process generally fall into four categories;

### ***1. Questions aimed at finding out more about you, your achievements, and what you can offer the organisations***

This category of questions is designed to get you to discuss achievements that you are particularly proud of. As part of your response, make sure that you describe specific situations and achievements that have showcased your skills and qualities. This ensures that candidates are not just academically successful, but display many talents and are well rounded. This is an opportunity for you to include all the extra-curricular activities that you have been involved in.

Make sure that your response to these questions is not just a 'copy and paste' from your CV, but expanding on your most impressive achievements and relevant skills.

Some examples of questions falling under this category include;

- Please outline your University achievements.
- What do you feel is your greatest achievement? What barriers and challenges did you face in achieving it?
- What interests do you hold or activities do you participate in outside University?
- Please choose a significant achievement or example of when you felt you demonstrated initiative, pro activity, drive and commitment. Please specify what you did and why you consider it to be relevant.

### ***2. Questions aimed at discovering what your motivations for joining the legal profession and/or the firm you are applying for in particular***

One of the primary attributes employers look for in prospective employees is enthusiasm for the job or in a specific area of law. As every person's individual motivations for doing law will be different, this response must be a well-thought out and personal. For example, you could feel that you possess the perfect skills for a potential lawyer or that the job fits into where you see yourself in the future. However, steer away from salaries, lifestyle or position when discussing motivations.

The point of your response is to convince the firm that you really do want to be a lawyer in their organisation, and that when the chips are down, or you are called upon to work those tough hours, you will continue. This sort of question is designed to ensure that you are willing to stay with the employer for at least the next 2-3 years.



# SUBMITTING AN APPLICATION

A question that could also be asked is why you want to work for the particular firm or government organisation. Once again, it is important to know the background of the organisation and the things it prides itself on. Make this response 'personal'. It is also good idea to highlight something about the firm that is different from its competitors.

Examples of questions falling into this category include:

- What has prompted you to pursue a career in the particular field of law?
- What areas of law particularly interest you and how have you come to develop that interest?
- What is your personal motivation for seeking a career in law?
- "XYZ Law Firm has recently been acknowledged as Australian law firm of the year. What do you think has enabled us to achieve this accolade?" [This question is not fishing for compliments. The employer is interested in what you believe makes a good law firm, whether you have researched the firm, and whether you can contribute to the firm's future successes.]
- What attracted you to apply for XYZ law firm, and why is that you want to work here?
- What do you think are the three most important attributes of a successful commercial lawyer? [Here, after selecting three attributes, you should also explain how you demonstrate them as well.]

### 3. Questions aimed at testing your level of commercial awareness.

The purpose of these types of questions is to test how much knowledge the candidate has about the particular area, and how recent news affects their activities. For example, in the setting of a commercial law firm, it might be relevant to know of recent tax reforms. This information can often be gleaned from reading *The Australian* or the *Financial Review*. On the other hand, if you are applying for a social justice organisation or a public sector department, the type of questions will be substantially different, but still focused on the organisation's activities.

In answering the question, stick to one issue, give a brief description of what it entails, and ensure that you tie that response back to the impacts on the business or organisation. The point of questions such as these are to test both your ability to process and analyse contemporary developments in the news, your level of interest in the type of work the company does and also to test your commercial acumen.

Examples of questions falling in this category include:

- Given the current economic and political landscape, what are some of the issues you think our clients might face in the short-term?
- Identify a current commercial issue that has attracted your attention recently. Why do you consider it to be significant? Who are the key stakeholders in this situation and what are the implications to those concerned?"

### 4. Residual section

Many firms leave an open section where you can include any additional information relevant to your application. You can use this space to explain any gaps in education or employment or any failed subjects. On the other hand, you may want to mention any additional skills/achievements you have not mentioned elsewhere in your application, cover letter, or CV. There are no fixed rules about what you write in this section.



# SUBMITTING AN APPLICATION

## ***Using cvMail***

cvMail is a law student portal, which provides information about the legal industry and enables law students to apply and schedule interviews online all in the one place.

A significant number of major firms in Victoria, New South Wales, Queensland, Western Australia and the Australian Capital Territory (as well as some overseas firms) now prefer you to apply online via <http://www.cvMail.com.au>.

The application is then sent via the Internet to the prospective employer.

### ***Benefits of using cvMail***

- There are no printing or posting costs – your application is sent via the secure online cvMail uplink.
- You only have to enter your personal and academic details once.
- Instantaneous email confirmation from law firms that your application has been received.
- The Application Manager keeps track of the closing dates of each firm and who you have applied to.
- The MycvMail Interview Scheduler allows you to arrange the most suitable dates and times for interviews and provides interview detail sheets.
- The MycvMail Messenger records all email correspondence from firms (to you), ensuring you never miss an important email.
- You can browse comprehensive information about firms and the application process.
- You can read what new graduates say about firms and interviews.
- There are tips on how to put together your application, including what to write in a covering letter and resume with examples provided.

### ***How to use cvMail online***

Go to <http://www.cvmal.com.au> and register as a 'First Time User'. Insert your name, email address and a password to create an account. Once you have created an account you can log on as a registered user using your email address and password.

### ***Step 1: Enter your Personal Profile***

Enter your personal details including name, address, email address and language ability. The advantage of cvMail is that this information only needs to be entered once and it will be sent to the firms when you apply. The personal and academic profile can be edited any number of times prior to applying to the firms.

### ***Step 2: Academic Profile***

Create an education record for each of your relevant academic qualifications and enter the individual marks.

### ***Step 3: Submit your applications***

Click on the Seasonal Tab for clerkships or the Graduate Tab and select the state to which you are applying. A list of the firms using cvMail will be displayed. You can practice submitting your application to a practice firm prior to submitting your application to the real firms to help familiarise yourself with the electronic application process. Once you are ready to submit your application click on the 'Apply here' button next to the firm you are applying to.

# SUBMITTING AN APPLICATION

Each firm will have different application requirements but generally you need to paste in your cover letter, answer the application questions and attach your resume. You can then preview your application before confirming and sending your application to the relevant firm.

The level of specificity regarding the application questions varies from firm to firm. Some firms will ask general information which would usually appear on your resume while others require you to answer specific questions. Answering these questions can take a significant amount of time. The questions come under the categories of:

- Education and achievements
- Other interests and achievements
- Careers and employment
- Additional information
- Referees

Examples of specific questions a firm may ask under these headings include:

- What academic, sporting or other awards or prizes have you obtained whilst at university? (Education and achievements)
- What interests do you hold outside university? (Other interests and achievements)
- What is your career objective? (Careers and employment)
- Is there any other information that is relevant to your application? (Additional information)
- Why is this firm a chosen employer? (Additional questions)

## **Step 4: Finish**

After sending your application you will see a confirmation screen that confirms your application has been successfully sent to the firm. It is a good idea to save and view your submitted application prior to attending an interview with the firm.

## **Important points to remember**

- Not all firms that offer summer clerkships are on cvMail. Many require their own written application; so don't be limited by applying through cvMail.
- cvMail can only store ONE work-in-progress application form, so it is not advisable, if not impossible, for you to be working on more than one application at a time. Finish one application and send it off, then modify your responses for the next one
- Remember to change your cover letter.
- If you ever want to stop halfway through an application, simply click save or exit, log out and cvMail will store that version as the central copy.
- Whilst cvMail allows you to reproduce standard information quickly for applications, try to adapt your application to demonstrate your genuine interest and suitability for a firm. The sections where you can 'shine' and be unique include the covering letter, the career objective and the other final comments sections.
- PROOFREAD! Spelling mistakes are much harder to detect when reading off a computer screen so you have to be extra careful.
- Leave plenty of time to submit your applications and avoid last minute panic and Internet traffic.

## **Part B – Government and Social Justice Organisations**

Whilst most law firms prefer applications online or via cvMail, government departments and social justice organisations generally prefer a hard-copy Cover Letter and Curriculum Vitae/Resume sent to them.

# WRITING A COVER LETTER

The cover letter is likely to be the first thing an employer will have to judge you. Your job application needs to stand apart from others, as employers often have hundreds of applications to deal with (particularly for graduate applications). Just as with the online cvMail application, the primary purpose is to secure an interview, and possibly a job.

Your cover letter is your chance to introduce yourself, get personal with the reader and clearly state what you have to offer the organisation. You need to highlight your skills and abilities in order to show how you meet the requirements of the position. Research into the organisation, knowledge of the nature of the position and a thoughtful analysis of your best qualities are critical points that you must convey, whilst addressing the selection criteria.

The primary emphasis should be on what you can contribute to the organisation, not what you expect from the organisation.

It is important to plan your cover letter before you start writing. The key messages should underpin why you are the most suitable applicant for the role. For example, identify strong points in your personal qualities, skills, work/life experience and academic achievements.

It is absolutely necessary to tailor your letter to each organisation – the cover letter should not be a standard letter. Make sure you find out about the organisation and its selection criteria, all of which are important to address in your letter. Make reference to the aspects of the firm that you find genuinely interesting, like areas of practice that appeal to you, or the values and culture of the organisation.

The writing style of a cover letter should be clear and simple – if you use too many colourful adjectives and phrases, it can detract from conveying a strong message. Do not repeat information from the firm's website or brochures verbatim. Keep your letter to one page – two to four brief paragraphs are ample and will show that you are focused and concise. Meticulously check spelling, grammar and punctuation.

# WRITING A COVER LETTER

## **Structure**

Cover letters should begin with the date in the upper right hand corner, followed by your name, address, contact phone number and email address. The next information to include is the contact person's name, their position within the organisation, the name of the organisation, and the organisation's address.

### **Salutation:**

Always begin the letter with Dear [contact person's name], and never, "Dear Sir/Madam" or "To whom it may concern". If you cannot ascertain the relevant person's name, then for structure graduate/ internship programs, it is acceptable to use "Dear Head of Graduate Recruitment".

### **Heading:**

Simply state the name of the position you are applying for and a reference number (if applicable).

### **Paragraph 1:**

This paragraph should simply state who you are, and the position you are applying for.

### **Paragraph 2:**

This is where you show you have researched the firm/ company a little (demonstrating that you really are interested in working for that particular firm or company). This paragraph is important as it shows that you have initiative and have not just sent a standard cover letter.

### **Following Paragraphs:**

This section of the cover letter should incorporate an argument on why you satisfy the selection criteria or the job description. Each claim should be justified by showing that you meet the specifics. If possible, use particular examples from your education (even high school), previous employment or other experiences to demonstrate that you can meet ALL the skills/qualities the employer is looking for.

A useful way of writing this section is to make a list of all the points the employer is looking for (usually contained in the advertisement or on their website), picking one or two examples of how you have demonstrated this skill/quality, and then simply re-writing all of that into a narrative.

### **Penultimate paragraph (optional):**

If you are feeling adventurous, you can talk about what the position means to you, how it fits within your career goals, and what you would envisage yourself accomplishing if you were offered the position.

### **Final paragraph:**

You should end the letter crisply, not dragging on or restating what you have already said. This paragraph should thank the reader for their time and demonstrate eagerness to further discuss your application with them at any time.

# WRITING A COVER LETTER - EXAMPLE

## Cover Letter

[Date]  
[Your name]  
[Address]

[Contact Person's Name]  
[Position]  
[Name of Organisation]  
[Address]

Dear [Mr/Ms Contact Person's Last Name]  
**Re: Application for [Organisation] Graduate Program 2011**

My name is [Your name] and I am currently in my penultimate year of a combined Engineering/Law degree at the University of Sydney. I am writing to apply for a Graduate position at your firm.

I am attracted to your firm for a number of reasons. Firstly, I am drawn by the variety of commercial work that is carried out. Secondly, I perceive your firm as one that exemplifies professionalism and excellence in legal advice. Thirdly, I have a particular interest in construction and infrastructure law and am aware that your firm is a leader in this practice area. Your firm's recent involvement in contractual work for such infrastructure projects as the Cross City Tunnel and Western City Orbital is a testament to its expertise in this area. These reasons have led me to apply for a clerkship position with your firm.

I can offer [name of organisation] a mature, professional, highly-motivated and well-rounded candidate, who can demonstrate all the key qualities it is looking for. I have an excellent academic record, developing a broad range of analytical skills through both my degrees. I have a Bachelor of Arts (Hons) and a distinction average in my law subjects, including a First Place in Family Law (with a mark of 94%).

Throughout my course, I have undertaken various extracurricular pursuits and work experience to develop professional skills relevant to legal practice. My oral presentation skills are demonstrated by my employment as a debating coach for my previous secondary school. Furthermore, appointments on the sporting arena and University committees illustrate both my leadership qualities and teamwork skills.

Joining [Name of organisation] would offer me an invaluable chance to apply my current knowledge and skill-set to real-life legal problems, expose myself to a first-class training program, interact with a team of talented and highly-driven peers, and contribute to the firm's continued success.

I hope you will take a moment to review the remainder of my application. Thank you for your time and I look forward to your reply.

Yours sincerely,  
[Your name]

# WRITING A CURRICULUM VITAE

A resume is a dynamic document, which should be changed to emphasise experience that is relevant to the area of employment that you are targeting. It is your marketing tool in searching for a job and needs to be succinct and punchy to grab the attention of the reader.

## ***Purpose of the Resume***

The primary purpose of the resume is to land an interview with your prospective employer. To this end, it must highlight your suitability for the job. To do this, emphasise the points that demonstrate skills and qualities employers expect from applicants – this means making sure you address all the selection criteria.

## ***The Basics***

Here are some basic points to remember when writing your resume:

- There is no one correct format or style to use. Feel free to develop your own, as long as you keep in mind the points made in this guide.
- Once you settle on a style, keep it consistent throughout the document.
- Make sure the document looks professional, neat and easy to read.
- Use 12 point font so your resume is legible - don't use fancy fonts or other gimmicks.
- Use headings to split up your resume into appropriate sections.
- Use short sentences and bullet points, rather than dense paragraphs of text.
- Leave a comfortable margin on all sides.
- Keep the document concise; though make sure there is sufficient detail where necessary – 2 to 3 pages is a good length.
- Get a trusted friend to proofread your resume carefully (someone who has successfully been through some recruiting processes themselves is even better) – there is nothing worse than typos in a document as important as your resume.
- Keep plenty of 'white space' on each page.
- Don't feel the need to include every single achievement or work experience – include only those things that will truly strengthen your application.
- Be honest – being caught in an interview for lying on your resume will undo all of your hard work.
- Try to keep the tone positive – you want to sound like someone enthusiastic about life and excited about work.
- Be confident about promoting yourself and your achievements – but be careful not to come across as boastful or arrogant.
- Always list your most relevant and impressive achievements first – some employers go through thousands of resumes so you want to ensure you capture their attention quickly.
- Use your name as the main heading, not "Resume".

# WRITING A CURRICULUM VITAE

## *Elements of a 'winning' resume*

A 'winning' resume is made up of the elements that employers are most interested in when reviewing an application. Those basic elements should correspond with the actual sections of your resume. The following discusses those elements – some are essential, others are optional.

### *Personal Details*

This section should include your full name (including a preferred name if any), home or correspondence address, contact telephone number, and contact email address.

### *Careers Objective*

This is a brief paragraph that informs potential employers of the direction you see yourself heading and your work preferences. It serves to inspire the reader to review and analyse the rest of your resume. It is important to be specific and factual in this section, and use short sentences. A template that can be used is to state your current academic qualifications, relevant work experience (include period in terms of months or years), career goals or fields of interest (long and short term), availability, and 2-3 key skills you can offer the employer which matches the vacancy.

### *Education/Academic Achievements*

For most students, education is the most important element, since their relevant work experience is likely to be minimal. If, however, you do have extensive and relevant work experience, feel free to include that section first.

Here, you should include your courses of study in reverse chronological order, indicating the name of the course, institution, and period of study. If you are still completing a course, include your expected completion date and make a note of that. Undergraduate students should include details of secondary study as well (including their university entry mark if it was exceptionally good).

Be sure to include any academic achievements, honours, awards or scholarships you have received during your education. You can also include things like GPA or WAM, if you feel that they are particularly good.

### *Work Experience*

This is another important section in your resume. How it is presented and how it highlights you as a person and as a worker is what counts. You should include your job title, dates with the employer, employer name, city, duties/responsibilities and accomplishments.

The most common way to list out your jobs is in reverse chronological order. This is especially useful if your most recent job is also your most relevant one. Your more recent jobs should contain more information as compared to previous positions.

It is important to extract the skills and achievements most relevant for the job you are applying for, from your previous work experience. Start your sentences with strong action words. Show how you contributed to your previous employers, and quantify your accomplishments where possible. Don't just list out your duties.

This section does not have to be simply work experience relevant to your degree. Employers like to see any work experience, not just legal, as long as you can draw out the skills that you gained. You can split the employment section into course related work and other work if you wish.



# WRITING A CURRICULUM VITAE

If you've only ever worked odd-jobs, it's still possible to draw out some valuable skills for your potential employer. For example, if you worked as bar staff, instead of describing your duties as collecting glasses, serving customers and handling cash, you could easily rephrase it to say that you demonstrated excellent interpersonal and customer service skills.

## ***Extracurricular Activities***

In this section, you can mention your involvement in extra-curricular activities at school, university and in the broader community, particularly highlighting the use and development of certain skills such as leadership and teamwork.

Do not include too many activities in this section – list only the strongest and most relevant for the role. Examples include involvement in any university societies, mootings or other competitions, sporting teams and community work.

## ***Interests (optional)***

This section allows you to demonstrate that you are a well-rounded person who can balance work and study with other pursuits or interests. Don't include general interests like "reading" or "sports", but rather specific descriptions such as "reading and researching Medieval English History" or "playing basketball".

## ***Referees (dependant on job application requirements)***

Referees should only be submitted if specifically requested by the employer; otherwise, it is fine to say "referees are available upon request". If requested, then make sure you include the name of the referee, their title, the company name, contact number, and in what capacity they know of you and your work.

Any referees you include must be able to comment on your work or skills in a professional environment (thus, close family friends and acquaintances should not be included as a referee if at all possible). If you are going to include someone as a referee, make sure you ask them for permission first (out of courtesy), brief them on the position you are applying for, what the position requires, and the skills the employer is looking for.

## ***Other headings (optional)***

Feel free to develop your own categories to better fit your background/ achievements, or the position you are applying for. Examples could include "Awards", "Personal Achievements", "Positions of Responsibility/ Leadership", "Professional memberships" (include number of years held), "Completed courses" (eg. first aid, computer skills).

## ***Attachments***

Attach your academic records for each tertiary subject completed, if requested.

# WRITING A CV EXAMPLE

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## Personal Details

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John Smith  
[Address]  
[Contact Phone Number]  
[E-mail Address]

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## Career Objective

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To establish a career in an area concerned with the provision of legal services to disadvantaged individuals within the community. In particular, I would like to be part of an organisation that is recognised as a 'social justice organisation', whose primary goals are oriented towards the contribution to the improvement of accessibility of legal services to the broader community.

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## Education

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*March 2006 – November 2010*  
**Bachelor of Arts / Bachelor of Laws**  
The University of Sydney

Awards;  
2010 – Awarded First Place in Family Law  
2009 – Awarded First Place in Law, Lawyers and Justice  
2009 – Awarded Pitt Cobbett Scholarship for Outstanding Achievement in 3<sup>rd</sup> Year Combined Law  
2008 – Award First Place in Public Law

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## Key Work Experience

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*April 2008 – Present*  
**Jones, James and Associates (Chatswood)**  
*Paralegal*

Working for a small firm of solicitors, specialising in contracts for small to mid-sized building works for residential properties  
Responsibilities: research into current building code requirements and recent legal cases; delivery of documents to clients; general office duties  
Achievements: co-authored a precedent document for development applications; discovered a case that was instrumental in successfully defending an action against a client.

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## Extra-Curricular

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**2010**  
*Publications Director – Sydney University Law Society ('SULS')*

Publicised SULS functions and publications  
Assisted with the production of the SULS magazine.

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## Referees

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*Referees are available upon request.*

**Please note that this sample resume is a guideline only. You should make your resume personal and meaningful to you and your prospective employers, both in content and style.**

# INTERVIEW PROCESS

## *Attending an Interview*

An interview is the culmination of all your previous job search efforts. If you are invited for an interview you know that you have been successful in creating an interest in yourself – your background, experience, skills and abilities.

The interview itself gives you the opportunity to reinforce the positive impression that has already been created. You need to respond to the questions asked, relating them back to the interviewer's needs. You should elaborate on the achievements already stated in your resume and explain how you will contribute to their organisation. However, it is also an opportunity for you to learn more about the firm and the position. An interview is a two-way process in which both you and the interviewer are selling and evaluating.

Employers, in order to separate the wheat from the chaff, now utilise more than just the traditional one-on-one interview. Most law firms rely on a standard structured interview, in addition to the group interview and the informal interview. If you apply for investment banks, prepare for psychometric testing and likewise with management consultancy firms and case interviews.

# INTERVIEW PROCESS

## **Before the Interview**

The interview process is designed for both you and the organisation to get to know each other. It is vital to research and understand the way the organisation works before the interview itself.

### **Research the firm**

As a starting point, the organisation will want to see that you demonstrate an interest in their firm and being part of it. It is important to do some research on the firm or company (or even the individuals who comprise it such as partners or directors, especially if they will be interviewing you) before the interview. What you learn through the research process will assist in helping you identify the culture of the organisation and what the organisation may be looking for in its employees.

### **Useful places to start your research**

Websites: Websites are a great tool for gathering information and are generally up to date. You should find a combination of partner profiles, practice areas, firm structure, latest transactions, values and mission statements and details of the clerkship/graduate program. Also, look at things like the 'Values Statement', 'What we do' and 'Our People' sections. These will set you in good stead for the questions that may be asked in an interview such as; "Why do you think you would fit in our organisation?" and "Why do you want to move into this particular area of law?"

Media: Media searches are a great way to gather information about current deals, enterprises or matters an organization has recently been involved in. They also give a broader indication of an organisation's place in the business or community landscape. The Australian Financial Review has a legal affairs section every Friday, which gives an excellent overview of current legal issues.

Personal: A more informal, but very effective, method of gauging information about a firm is to talk to people who work or have worked there. This is often the best way to find out what a firm is really like. It is also worth talking to some experienced legal professionals so you can better understand what, for example, a plaintiff law firm, corporate law firm, boutique IP practice, or government organisation looks for in their graduates, as they will all be looking for different attributes.

### **Research yourself**

Re-read your resume and be familiar with its contents. You may be questioned on specific aspects, such as explaining a gap in employment or a failure on your transcript. The interview will flow much more smoothly if you already have prepared responses to these questions.

## **On the Interview Day**

First impressions last, so make sure your clothes are clean and professional. Assemble the relevant documents and information (a copy of your transcript, resume, written references, awards etc). Interviewers usually ask questions about practical examples of past behaviour, which help demonstrate your competencies, known as Behavioural Event Interviewing. You must be prepared to share examples of your achievements, failures or past behaviours and talk about them in some detail. Ensure you can describe a situation, the challenges faced, action you took and the results or outcomes of your action.

### **Arriving at the Interview**

The most important thing here is to be punctual. In the extreme event that you are late due to unforeseen circumstances, make sure you have a contact phone number to inform the firm that you are late, apologise and give your estimated arrival time. Be pleasant and courteous to the receptionist or secretary. You never know who is sitting behind the desk or how they may influence your interviewer's decision.

# INTERVIEW PROCESS

## **Meeting your interviewers**

When approached by your interviewers or introduced to them, step forward and offer your hand. Your handshake should be firm but not overwhelming. A smile goes a long way. Try to remember the names of the people you meet so you can use them during the interview. If you are offered a refreshment, accept it if you want or need it, decline if you don't. It's not a test. Interviewers frequently use "small talk" to break the ice – follow the interviewer's lead, but don't initiate a lot of small talk yourself, as it may make you look too familiar or relaxed.

## **Body Language**

You make an impression not just with your words but also with your body language. Appearing relaxed but professional and maintaining eye contact throughout the interview are the key points. Eye contact is fundamentally important and will help to convey your interest, confidence and credibility. If there is more than one interviewer, try and make eye contact with everyone in the room, even if one person seems to be doing all the talking. Occasional eye contact with the other interviewers will establish a connection with them and will involve them in the interview, even if you are not answering their questions.

## **Listening and Talking**

An ability to listen is important in any job and you will demonstrate your listening skills in how you handle the interview. Listen to the question being asked and answer the question fully. One-word answers can make for a very short interview and should be avoided, even if the question can strictly be answered with a yes or no. Detailed answers in which you explain yourself demonstrate that you can fully articulate your ideas. This should not translate into saying everything at once or repeating yourself. There is a fine line between detail and talking too much.

## **After the Interview**

If you are interested in the position, don't be afraid to say so at the conclusion of the interview. Leaving with a comment such as "Thank you for your time. I think the position sounds really interesting and I do hope to hear from you favourably" will be seen as a positive expression of your interest.

Remember, not all positions you apply for are right for you. The purpose of the interview is to help sort out if the 'fit' is right in terms of matching the position and organisation with your personal values. You must ask questions that are important to you to determine whether the position is what you are looking for and whether you will be happy with the firm and its culture. If you suffer several rejections, try not to take it personally. Interviewing is very much a skill that comes with practice, so treat your interviews as a learning experience.

## **What are you trying to achieve?**

The aim of an interview is to assess your suitability for the role, both professionally and personally. There are a number of things that an employer will be looking for:

**Experience:** The firm will be looking for relevant experience or other life experience that may be useful, such as experience in research or dealing with people. Try and convey what you have done in your life that will make you suitable for the role.

**Listening skills:** The ability to listen to the question and get to the point.

**Communications skills:** The ability to express yourself orally in a complete yet succinct way. Being verbose may mean your written communications will be wordy, so how you communicate orally will be important in many ways.

**People skills:** The ability to develop a rapport with the interviewers will be important, as this will be seen as a reflection of your ability to deal with colleagues and clients alike. This doesn't mean telling jokes at the interviews but it is important to be personable, communicative and to establish a relationship.

**Confidence:** While it is hard to be confident when you are nervous, it is important to as be relaxed as possible so that you impress as being reasonably self-assured. Again, employers are looking for people who will be able to deal with their clients and represent the organisation, so confidence is important. However, do not be over-confident or arrogant, as you may be perceived as not a team player. Your ability to work with others is a very important quality.

# INTERVIEW PROCESS

## Types of Interviews

### Individual

*This remains one of the most dominant forms of interview – there will hardly be an organisation which does not still use them. In a one-on-one interview, a senior person within the firm, such as a Manager or Partner will ask you questions on how/why you would fit within the firm.*

*The aim of such an interview is twofold - to see if you have sufficient communication skills and to analyse whether you would work well within the organisation. Therefore, it is likely that there are predominantly two types of questions:*

- 1. Those that look at you and what you have achieved. E.g. What was your favourite subject at uni? Why did you choose a particular major?*
- 2. Those that check you fit within the organisation. E.g. Where have you represented our values? Where have you represented the courage to lead? What do you value in a professional relationship?*

*During the interviews, it is important to relax and absorb the dynamic of the interview. It is often possible to understand the culture within the organisation based on the questions asked and the conduct of the interviewer.*

### Group

*These types of interviews are becoming increasingly common for Summer Clerkship and Graduate programs, though are not too common in the social justice and government sectors. This type of interview usually involves working with a small group (about 5 or 6 people) and discussing a particular problem scenario.*

*The problem scenario is usually generic and concentrated around ethics; however, it could also be a technical question. One or two 'silent interviewers', whose role is to observe the dynamics of the team, assess group interviews. However, they do not actually provide any input into the deliberations.*

*The important part of this sort of interview is to assess how you would interact with those in the team. When interacting in this sort of environment, you may notice that there are a few different types of people:*

*The 'Talker': This person usually enjoys being in control of the situation and may try to dominate the dialogue between the group members. At times, they can be overbearing and force their ideas on the group, to the extent of disregarding any other suggestions made.*

*The 'Quiet Person': This person, as the title suggests, are really quiet during the proceedings and are fairly reluctant to volunteer their opinions or suggestions- they usually go along with whatever is said/done.*

*The 'Complainer': This person may continually reflect on the supposed difficulty in the situation and divert conversations from the topic at hand. Tell-tale symptoms include such comments as; "The question would be better if..", "I really think we have too short a time to discuss such a complicated problem..." and so on.*

*It would be best to attempt to establish yourself as the 'mediator' between these different 'factions' and seek to find the middle ground. For example, when the 'talker' is in the middle of forcing their opinions, try to pause and get input from the quiet person on what they think of the scenario.*

# INTERVIEW PROCESS

## *Typical Interview Questions*

### ***Why are you interested in a career in commercial law?***

Be honest - you shouldn't be applying for clerkships if you have no interest in commercial law and an artificial or prepared answer will be very obvious.

### ***Why are you interested in this firm?***

Some research on the firm will help here.

### ***What are your long-term career goals? Where do you see yourself in five/ten year's time?***

This is not a trick question. Give an answer that is consistent with what you can expect from the employer. As a graduate, you are not expected to know what you want to do forever.

### ***What fields of law are you interested in?***

Be honest and explain your answer, ensuring that the answers are consistent with the firm's areas of practice.

### ***What are your strengths and/or weaknesses?***

This is a very difficult yet common question that you must be prepared for. You should know what you are good at and know yourself well enough to give an answer that is self-analytical. Try and be honest, but also original. Any discussion of weaknesses should be coupled with how you have applied yourself to improve them.

### ***Why did you do poorly at University last year?***

Be honest and explain what you have learnt from it. If you have a good reason, such as illness, death in the family or full-time work, this is the perfect opportunity to explain this to the employer.

### ***What do you think you have to offer?***

This is another question that requires self confidence and an ability to assess your own capabilities. This is your chance to sell yourself.

### ***Tell me about your hobbies/interests.***

The interviewer is trying to get a better picture of you, but this also demonstrates your ability to multi-task. If you have been playing a sport or volunteering for your local community while maintaining a distinction average and working part time, this shows that you can manage your time effectively.

### ***Give me an example of the most difficult problem you encountered in the course of your studies. How did you resolve it?***

These questions are hard to think of during the interview so the key is trying to think of examples before-hand. The examples don't have to be elaborate; as long as you can recognise the situation you were in and can demonstrate your problem solving ability.

### ***What is the toughest deadline you've had to meet?***

This question is asking you about your time management skills and ability to work to a deadline. This also offers an opportunity to demonstrate your ability to work under pressure.

### ***How do you plan your work?***

An interesting question, as it offers you an opportunity to describe your thought process and the way you approach a problem. This is also an opportunity to talk about goal setting and achieving your aims.



# INTERVIEW PROCESS

## Typical Interview Questions Continued

**Tell us about the most difficult team you have been a part of. What was your role in creating harmony in the team?**

Teamwork is universally acknowledged as very important, so it is vital that you can demonstrate that you can work cohesively with other people to produce a collective product.

**Tell me about a time that you were a leader in a group situation and how did you contribute to its success?**

Describe your leadership skills in terms of a specific event.

**Tell me about your previous employment? How do you think this will help you in a position at our firm?**

Identify the skills you have gained from your previous employment and state why you perceive them to be important for the position. You could also ask if there are any other skills the position requires that you have not identified.

**Tell me about a time you had a setback and how you overcame it?**

This is to show how you deal with challenges and your problem solving ability.

**What are our core values and tell me how you fit within them?**

This question is a chance to show you have done some research, but also a chance for you to get some information about the firm. State an answer, but follow it with a question, like “do you think I have correctly identified your core values? Are there any others that your firm values?”

**Some other ‘killer questions’, designed to test your lateral thinking**

- What type of fruit best describes you and why?
- If you could meet any historical figure, who would it be?
- What was the last book you read?
- If you were the Prime Minister of Australia for a day, what would you do?

There is no right answer to these questions; the interviewer is testing your ability to cope and see if you can think quickly on your feet.

## Your Questions

It is common to get asked if you have any questions about the firm or the position. As a general rule, ask questions to which you genuinely want to know the answer. This is your opportunity to learn things about the firm or company that may not be available from brochures or the website.

Some questions you could turn your mind to include;

- What sort of work will I be doing?
- What are the key responsibilities?
- How will my performance be measured?
- Will there be feedback?
- Is there a mentoring system?
- Is further study encouraged, or even funded?
- What will happen after the interview?
- What is the time frame for a response?
- What long-term opportunities are available with your firm?

## Common Traps in an Interview

- Being too friendly or too casual
- Not listening to questions carefully and therefore giving inappropriate answers
- Saying ‘we’ instead of ‘I’. Not referring to your own actions or achievements is very irritating
- Making general statements that lack substance
- Being over enthusiastic
- Talking too much/not enough
- Lying...you will be caught out
- Abbreviating or using conjunctions
- Panicking. If you mishandle a question – relax, take a deep breath and focus on the next question
- Being poorly prepared
- Slouching, mumbling, speaking slowly and not having eye contact
- Knowing nothing about the firm to whom you are applying
- Making derogatory remarks about your previous employer

# SECTION 2

## COMMERCIAL LAW FIRMS

### A) DOMESTIC PERSPECTIVES

# ALLENS ARTHUR ROBINSON

**Address:** Level 28, Deutsche Bank Place,  
Corner Hunter & Phillip Streets, Sydney  
NSW 2000

**Designated contact person:** Claire  
Bourke, Graduate Resourcing &  
Development Consultant

**Phone number:** (02) 9230 4735

**Email:** [Claire.Bourke@aar.com.au](mailto:Claire.Bourke@aar.com.au)

**Number of lawyers**  
Sydney: Approximately 250  
Firm-wide: Approximately 600

**Number of partners**  
Sydney: Approximately 75  
Firm-wide: Approximately 200

**Office locations:**  
Australia, Asia

**Areas of practice:**  
As a full service commercial law firm, Allens provides a broad range of corporate and commercial advice. We have 14 practice groups in total, spread across 4 departments:

- Corporate:
- Competition Law
- Energy & Resources
- Funds Management, Real Estate & Superannuation
- Communications, Media & Technology
- Mergers & Acquisitions and Capital Markets
- Intellectual Property and Litigation:
- Commercial Litigation
- Insolvency
- Insurance
- Intellectual Property & Patent & Trade Mark Attorneys
- Financial Services and Projects:
- Banking & Financial Services
- Tax
- Projects
- Asia:
- Greater China, South East Asia

## What distinguishes this law firm from others?

At Allens, you'll find yourself working alongside colleagues from varied backgrounds. Although our teams are made up of people with countless individual differences and life experiences, common to each of them is the ability to distil simplicity from complexity and to provide clear solutions to our clients. We want people who want to excel and fulfil their potential.

## What other benefits and activities aside from work does the firm offer?

Some of the benefits Allens offers you include:

### Financial:

- Formal incentive program for lawyers
- Staff discounts (e.g. discount schemes for computers, travel insurance, electronic goods)

### Health and wellbeing:

- Free gym membership
- Sports events funding (e.g. twilight sailing competitions, skiing, golf, triathlons)

### Career and development:

- External training and seminars
- Inter-office secondments
- International secondments to Slaughter & May (London)
- Pro bono secondments

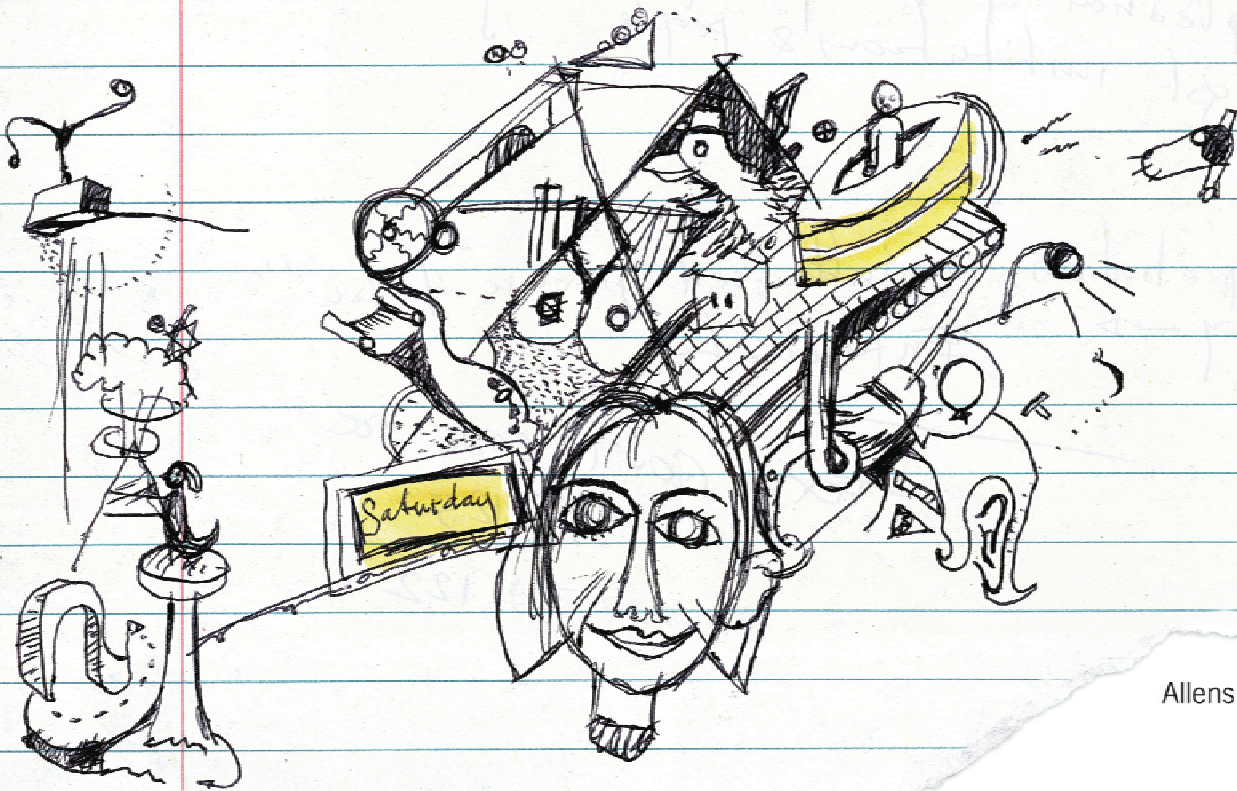
### Other:

- Flexible work arrangements
- After hours meals
- Monthly drinks function
- Annual Christmas parties and other social activities

It's amazing what a doodle can reveal:  
imagination, interests, intelligence. In short, the things  
we look for in our lawyers. If that sounds like  
you, give us a call or visit our website.



[aar.com.au/careers](http://aar.com.au/careers)



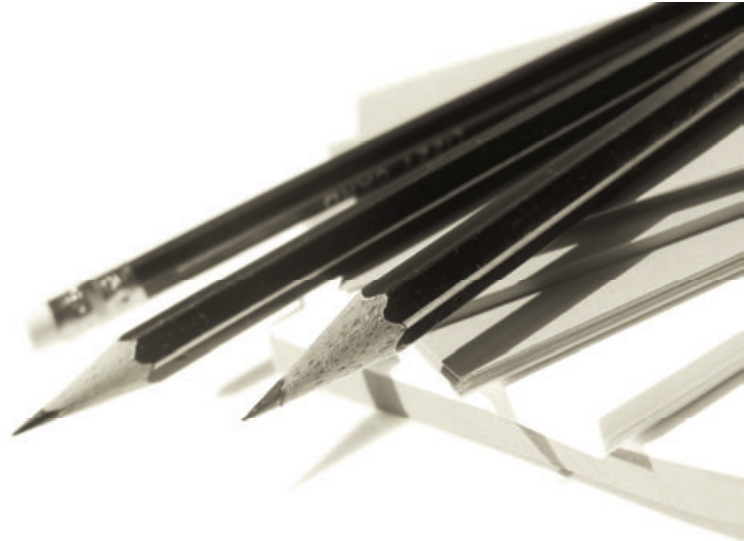
Allens Arthur Robinson

Clear Thinking





## ALLENS ARTHUR ROBINSON 2010 QUESTIONNAIRE



### **Does the firm engage in pro-bono or volunteer activities?**

Yes. We have had a commitment to doing work for pro bono organisations for many years. Some of our pro bono clients include: organisations such as Amnesty International and The Australian Cancer Research Foundation; community legal centres such as The Arts Law Centre and The Refugee & Immigration Legal Centre; and many marginalised and disadvantaged individuals throughout Australia. Pro bono work is treated in exactly the same way as regular fee-paying work, except that the client is not billed for time or, in most cases, disbursements. Allens' pro bono work contributes to the support of a broad range of human rights, in particular those associated with access to legal

representation for those that cannot afford such representation. We also provide opportunities for lawyers and summer clerks to volunteer for the Homeless Persons' Legal Service, the LEAPs mentoring program and our committees such as the Charity Committee, Footprint Committee and our Reconciliation Action Plan Committee.

# ALLENS ARTHUR ROBINSON 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

You should have 2-4 semesters remaining in your law degree as at 30 June 2010.

### Size of last clerkship intake:

35 summer clerks in the Sydney office.

### Anticipated clerkship intake for this year:

30-40 summer clerks

### What does the firm look for in a clerk?

The three key things we look for are:

- **Imagination:** we are a firm of multi-dimensional individuals and teams. We celebrate diverse perspectives and aim to attract individuals who will add to the unique fabric of our firm.
- **Interests:** imaginative people often have varied interests and exciting opportunities available to them outside of the law. Our policies support employees who seek high-quality work, along with time for outside interests.
- **Intelligence:** we value excellence in all that we do. We want people who strive to do their best. We look to recruit people who are not only technically excellent, but also capable of building strong relationships with colleagues and clients to deliver a commercial and solution-driven approach. We look for people who are innovative and creative, and will thrive in our environment.

### Does the firm directly take graduates?

In our Sydney office, we recruit the majority of our graduates via our summer clerkship program. From time to time, we have graduate opportunities outside of this program. Graduates can express interest in these opportunities by submitting their application on our Careers website at [www.aar.com.au/careers](http://www.aar.com.au/careers)

### What work does the firm offer to a clerk?

At Allens, we aim to give our summer clerks exposure to the great work that our firm does, and an opportunity to work with and learn from experts in the field. Summer clerks will have the opportunity to work with many of Australia's and the world's top 100 companies. We offer a comprehensive orientation program (including library and research skills), skills development seminars and the chance to participate in departmental and practice group meetings and performance reviews. Clerks are also encouraged to attend court hearings and client meetings. Clerks are not required to bill their time, so the focus is on learning opportunities rather than billing.

### What other benefits and activities does the firm offer a clerk?

Our summer clerkship program reflects the fact that people who love the law also love other things. For this reason we offer flexible clerkships of either 10 weeks (long clerkship) or 5 weeks (short clerkship) duration. During a clerkship you will have the opportunity to:

- Work with the wider community. We are firmly committed to a diverse range of charities and we undertake a broad variety of pro

bono legal work for individuals and not-for-profit organisations. There is a great deal of opportunity to get involved. Our 2009/2010 summer clerks had the opportunity to go on a tour of the Sydney Children's Hospital where the firm has and continues to sponsor fellowships.

- Attend lunchtime seminars on various practice groups and topics such as 'Working in an overseas office' and 'Pro bono and charity committees'.
- Participate in sports and social events.
- Be involved in our internal communications. For example, contributing to the firm-wide intranet newsletter *insite*.
- Be involved in a more social aspect to the program, enabling clerks to spend time with other clerks, our current law graduates and Allens staff at all levels.

## Application process

### What is the method of applying for a clerkship?

Hard copies of CVs are not accepted. Applications must be submitted online: [www.aar.com.au/careers](http://www.aar.com.au/careers)

### What are the typical stages in the clerkship application process?

1. First Interview:
  - Discuss skills and attributes
  - Approx. 50 minutes long
  - 2 interviewers – 1 Senior Associate and 1 or 2 Partners
2. Second interview:
  - Discuss abilities, experiences and career goals in more detail
  - Approx. 50 minutes long
  - 2 interviewers – 2 Partners

All summer clerk candidates will have a junior lawyer assigned to them to act as a 'buddy' throughout the process. All interviewees are invited to attend a twilight seminar prior to the first round interview as an opportunity to meet interviewers and buddies. All second round interviewees will be invited to a cocktail party prior to offers being made. This is an opportunity to meet some more of our partners and lawyers and to learn more about the firm.

### What are the relevant application deadlines?

Applications open on 30 June 2010 and close on 30 July 2010.

# ALLENS ARTHUR ROBINSON 2010 PROFILE

**Name:** May Samali

**Year:** Summer Clerk 2009/2010

**Areas of rotation:** Commercial Litigation; Competition Law

## CIAARkship\* Applications

As a student, it can be difficult to differentiate between the many commercial law firms. The top tier firms all offer an impressive range of blue-chip clients, the chance to work at the cutting-edge of the law, opportunities to engage in pro bono work, and swanky offices with grand views. Knowing which firm is right for you isn't easy.

So why did I choose Allens? In the words of *The Castle's* Danny Denuto, it was the 'vibe' of the place. As well as sharing the name of my favourite lolly brand, Allens has a really positive culture. And the reason for this quite simply is the people who work at the firm. From those I met at the cocktail evenings, to my interviewing partners, to my Allens 'buddy' (a junior lawyer who kept me company through the recruitment process), all of the lawyers at Allens were warm, welcoming and easy-going. None took themselves too seriously. Allens was also one of few firms that did not require clerks to bill their time. Rather, the clerkship focused on giving us access to a wide range of experiences, both inside and outside the office.

Allens further distinguished itself by being one of the only firms to offer both short and part-time clerkship options. Many availed themselves of these options and undertook Jessup International Mooting Competitions, World Debating Championships, UN internships or international exchanges. And yes, they all still received a graduate offer.

## The Allens RollercoastAAR\*

Once you've decided that Allens is the firm for you, the summer clerkship fun can begin. The clerkship kicked off with three days of training, where we were introduced to various aspects of the firm and to the other clerks. During my clerkship, I completed two rotations: the first in Commercial Litigation, and the second in Competition Law. Having exposure to two very different areas of law meant I was able to gain insight into the litigious, transactional and regulatory aspects of corporate law. I also got a feel for the other practice groups through the wine and cheese-tasting nights organised by the firm.

Allens has a strong training and work experience program that focuses on the professional and personal development of its clerks. Every clerk is allocated both a buddy and supervising partner in each rotation, so you're never left in the dark or without any work. I was equally impressed with the level of responsibility and autonomy entrusted to clerks. A typical day in the life of a clerk may include anything from drafting memos, attending meetings with clients and counsel, observing matters in court, and undertaking research on contentious points of law.

I had the opportunity to draft advice memos to clients on everything from a breach of contract issue to the enforcement of arbitral awards in the Supreme Court. I also co-wrote a paper on the criminalisation of cartels, which was presented to an audience of over 100 clients and community partners at the Annual Competition Law Fest. There is something inherently satisfying about being able to apply basic principles learnt at law school to answer real life legal problems (rather than hypothetical exam questions). In addition, having the opportunity to attend the Homeless Person's Legal Service and engage in pro bono work was definitely one of the highlights of my summer clerkship experience.

However, there is more to a summer clerkship than practice group rotations. My

favourite aspect of the clerkship was making friends with 34 fellow cIAARkies from Sydney, Wollongong, Canberra and Adelaide. From daily coffees at the Level 4 café to clerk lunches and free gym sessions, each day is filled with social events and opportunities to bond with new friends. Some highlights included: twilight sailing on Sydney Harbour, visiting the Sydney Children's Hospital, weeding at Kelly's Bush as part of environmental initiative day, attending lunchtime seminars, participating in the firm's annual swimming carnival (including the infamous pool pony race) and musing over the firm's impressive art collection during the art tour. On our final night, we organised a 'geek chic' fundraising event for the Australian Indigenous Mentoring Experience (AIME), which was a lot of fun. We attended the firm-wide 80's-themed Christmas party at Cruise Bar dressed as Rubix Cubes and won the Award for Best-Dressed Group! I also scored invites to the Competition Law Christmas party and the Litigation Christmas Lunch at Ottoman's.

In addition to this, there were many opportunities to meet clerks from other firms at the weekly inter-firm sports competition, the inter-firm trivia night, an inter-firm harbour cruise, weekly inter-firm drinks and general Friday night festivities.

## My Two Cents

- Don't write off applying for a clerkship just because you don't think corporate law is your cup of tea. A clerkship is not only a great way to get a taste of corporate law but it also gives you the chance to gain invaluable practical legal skills. You don't need to have studied commerce or finance before – I came from an Arts background and ended up loving my two rotations. Give it a try, even if it is just an excuse to invest in a new wardrobe.
- Make a conscious effort to get to know the different firms. Ask lots of questions in your interviews and at the cocktail evenings. Quiz your buddy. Talk to friends who have undergone the clerkship process. Seek inside information.
- Allens looks for intelligent, well-rounded people, whose interests extend far beyond the law. The firm has a strong interest in your interests, whether it be Latvian dancing, lomography, or ultimate Frisbee. The quirkiest, the better. It's this diversity that makes Allens a unique and a fun place to work.
- Make the most of your clerkship experience. Get to know as many people as possible, find out which areas of law interest you most, and get involved in the various aspects of firm life. This may include putting your hand up for challenging tasks, serving on the charity committee, working on pro bono matters, participating in Footprint Day, and representing Allens on the sports field!

My summer clerkship at Allens has been one of my best-spent summer holidays – a pretty big call for someone who has spent previous university breaks on overseas adventures. The people I met during the clerkship experience have become some of my best friends, and I'm now more confident and excited about working as a lawyer. Choose Allens and you won't regret it.

\* No other firm name makes puns quite as easy!



# ALLEN & OVERY

**Address:** Level 7, Gold Fields House, 1 Alfred Street, Sydney NSW 2000  
**Designated contact person:** Sarah Harris  
**Phone number:** 9371 7711  
**Email:** [sarah.harris@allenoverly.com](mailto:sarah.harris@allenoverly.com)

**Number of lawyers**  
 Australia: approx 60  
 Firm-wide: approx 2,600

**Number of partners**  
 Sydney: 14  
 Perth: 3  
 Firm-wide: over 460

**Office locations:**  
 Allen & Overy LLP or an affiliated undertaking has an office in each of: Abu Dhabi, Amsterdam, Antwerp, Athens, Bangkok, Beijing, Bratislava, Brussels, Budapest, Doha, Dubai, Düsseldorf, Frankfurt, Hamburg, Hong Kong, London, Luxembourg, Madrid, Mannheim, Milan, Munich, Moscow, New York, Paris, Perth, Prague, Riyadh, Rome, Shanghai, Singapore, São Paulo, Sydney, Tokyo, and Warsaw.

**Areas of practice:**  
 The core practices of our Australian operation include:

- M&A (public and private)
- Private Equity
- Corporate
- Energy, Mining and Natural Resources
- Investment Funds
- Real Estate
- Structured Funds
- Tax
- Banking & Finance

We provide local expertise and will also work with our international offices on global deals and transactions.

## What distinguishes this law firm from others?

Allen & Overy's offering in the Australian market is a unique combination of the best domestic talent with access to world-class global knowledge and resources. Our competitive advantage is in the value of international expertise, access to global intelligence and support. Global transactions will be seamlessly implemented and our clients will be able to access world-class legal knowledge wherever their interests are around the globe.

## What other benefits and activities aside from work does the firm offer?

Throughout a career with us, lawyers enjoy a world of learning that ensures that their legal expertise is cutting-edge and that they possess the skills to provide exceptional service to clients. We also ensure personal development through programs that explore skills such as leadership and team building. Our lawyers will have the opportunity to attend global programs to meet colleagues and learn in a diverse and creative environment.

We offer lawyers, who have been with the firm for two or more years the opportunity to join the International Secondment Program to develop their skills further (depending on the business case). Secondments can last from 6 months up to 2 years.

We encourage the continuing education and development of all our staff and offer them tuition assistance for courses of study that relate to their role (this includes the College of Law).

We also provide a range of health and wellbeing services as well as various social activities with colleagues in Australia and internationally.

**ALLEN & OVERY 2010**  
**QUESTIONNAIRE**



**Does the firm engage in pro-bono or volunteer activities?**

Allen & Overy is very active in pro bono work. Our global charity is the International Red Cross and we do various events and activities to support this. The firm also gives each staff member 1 day a year to dedicate to pro bono activities.

# ALLEN & OVERY 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Applicants should be in their penultimate year of an Australian Law degree.

### Size of last clerkship intake:

Allen & Overy, Australia was established in early 2010, therefore our first clerkship program will be in December 2010.

### Anticipated clerkship intake for this year:

We anticipate we will have up to 6 clerkship opportunities.

### What does the firm look for in a clerk?

We realise that each applicant brings his or her own unique skills. However we do look for certain characteristics in all our applicants. They should:

- Be in their penultimate year of an Australian Law degree.
- Have excellent academic results.
- Have evidence of teamwork, communication skills, planning and organisation, problem solving and commercial awareness.
- Have a commitment to a career in law, and to a career with Allen & Overy.

### What advice would you offer to someone applying to the firm?

For someone applying to the firm, be sure that the cover letter is clear and explains why you are interested in Allen & Overy; the CV highlights the activities that you have been involved in and any work experience you have; finally, be yourself in the interview.

### Does the firm take graduates directly?

Our summer clerkship program is key to our graduate scheme. We hope to fill our graduate positions for 2012 from the 2010/2011 summer clerkship.

### What work does the firm offer to a clerk?

Summer clerks will spend 9 weeks working in the Sydney office from 6 December 2010 to 11 February 2011 (with leave between Christmas and the New Year). They will have the opportunity to undertake two rotations; one in one of our Banking practice groups and the other in one of our Corporate practice groups. They will be involved in a variety of interesting matters and work with lawyers at all levels.

### What other benefits and activities does the firm offer a clerk?

In addition to top-end legal work experience, clerks will have the opportunity to attend learning and development seminars hosted by partners and will receive information about each of our practice areas. Clerks will also have the opportunity to socialise with other clerks and A&O staff.

## Application process

### What is the method of applying for a clerkship?

Students will need to submit their covering letter and CV for a clerkship online at [www.allenoverly.com/careers](http://www.allenoverly.com/careers) (Note: We are not accepting applications through CV Mail).

### What are the typical stages in the clerkship application process?

1. Students need to submit their covering letter and CV at [www.allenoverly.com/careers](http://www.allenoverly.com/careers) between 30 June and 30 July 2010.
2. There will be a two-stage interview process. Interviews will be held with a partner/senior associate and a member of the HR team from 30 August 2010 onwards.
3. Following the interviews, offers will be made on 8 October 2010.

# BAKER & MCKENZIE

**Address:** Level 27, A.M.P. Centre, 50 Bridge Street, Sydney NSW 2000

**Designated contact person:** Kate Evans, HR Consultant

**Telephone:** (02) 8922 5517

**Email:** [Kate.Evans@bakermckenzie.com](mailto:Kate.Evans@bakermckenzie.com)

**Number of lawyers:**

Australia: 214  
Firm-wide: 3,900

**Number of partners:**

Australia: 88  
Firm-wide: 1,300

**Office locations:**

Baker & McKenzie has 67 offices in 39 countries – both developed and emerging markets. The Australian practice (Sydney and Melbourne) is the fourth largest in the network.

**Areas of practice:**

Baker & McKenzie's key Australian specialist areas – set out below – cover a broad range of expertise:

- Banking & Finance
- Commercial Real Estate
- Construction
- Capital Markets
- Hotels, Resorts and Tourism
- Mergers & Acquisitions
- Private Equity
- Dispute Resolution
- Employment
- Energy, Resources Infrastructure & Corporate
- Environmental Markets
- Financial Services & Structured Transactions
- Intellectual Property
- Tax
- Technology, Communications & Commercial

## What distinguishes this law firm from others?

Baker & McKenzie's world-class learning programs will help you develop as far and as fast as your talents and drive will take you. Our development roadmap, the Development Framework, clearly explains what success looks like at each career stage at Baker & McKenzie. For you, the Development Framework means always having a clear career roadmap, empowering you to plan and drive your development—formally and on the job—at every stage. Our lawyers benefit from an Australian professional development curriculum based on the Development Framework.

We pay serious attention to black letter law for both junior and senior lawyers while also offering practice-specific development at the local, regional and global levels. We encourage lawyers to build other core professional skills from the beginning. For example, our communication programs focus on clear, powerful business writing and effective speaking. And we offer formal and informal mentoring and coaching programs at all levels. We also know the importance of on-the-job learning. This is why our graduates' and lawyers' career paths typically include early opportunities to contribute to large and complex matters, secondments to clients, and interstate and overseas experience. This is also why we are so pleased to offer rich legal and client skills development to lawyers through our Pro Bono and Community Service Program.

Baker & McKenzie was conceived and built as a global law firm, so thinking and working globally is embedded in our culture. With 88 partners and 214 lawyers in Sydney and Melbourne, Baker & McKenzie Australia can offer you access to complex, market-leading matters working with some of the world's best legal minds – people who know the law and who understand business.

## What other benefits and activities aside from work does the firm offer?

We offer great learning programs and study support to help you, and a culture that values and encourages mentoring and coaching as an essential, everyday activity.

## **BAKER & MCKENZIE 2010** **QUESTIONNAIRE**



### **Does the firm engage in pro-bono or volunteer activities?**

Yes. In Australia we act for charities and community organisations like the Salvation Army, Mission Australia, Ronald McDonald House Charities, WWF, United Nations Development Programme, the Benevolent Society, and the Victor Chang Cardiac Research Institute. We also offer pro bono help through a range of outreach programs. Sign up to work regular shifts at the Salvation Army Life Centre in Melbourne or the Salvation Streetlevel Mission in Sydney. Offer your time to our Cancer Patients' Legal Service, helping ill and vulnerable people with their legal problems. Participate in projects for our global pro bono partners, including the Public International Law and Policy Group and the United National Development Programme (UNDP). Everyone in the Firm can contribute to community service programs—mentoring a secondary student at risk of disengaging from school and learning, or spending regular lunch hours reading with a local primary school student.

# BAKER & MCKENZIE 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Typically, we accept applications from penultimate year students. Under the scheme guidelines, applicants must have at least two but no more than four whole semesters to complete (at 30 June) in order to obtain a law degree.

### Anticipated clerkship intake for this year:

In Melbourne, the Seasonal Clerkship Programs run for 4 weeks in both July and December. We generally take about 10 clerks in each intake. In Sydney, the Summer Clerkship Program runs from late November to February each year with clerks completing two rotations over the 11-week period. We tend to have between 15-20 clerks in our Sydney program.

### What does the firm look for in a clerk?

Our Graduate and Clerkship programs are designed for people:

- Who enjoy a challenge and want new opportunities;
- Who are strong academically and practical in their approach;
- Who like taking responsibility and getting things done;
- Who express themselves confidently while staying open to new ideas; and
- Who seek a friendly and inclusive culture where making a difference to our local and global communities matters.

### What advice would you offer to someone applying to the firm?

#### Does the firm take graduates directly?

Our Sydney office recruits graduates directly after their Summer Clerkship and throughout the year if required (online applications can be submitted through the Career Opportunities page on our website). Our Melbourne office participates in the priority offer system where, to be eligible for a priority offer, candidates must have completed a Seasonal Clerkship or 30 days paralegal work with the firm during the past two years.

Graduates in Sydney complete three rotations over 24 months and in Melbourne they complete three rotations over 18 months before they join a particular practice as an associate. You will be assigned a supervising partner and a buddy in each rotation to oversee your on-the-job and formal learning. We also involve all of our graduates in our Graduate Mentoring Program where you partner with a senior lawyer to help you integrate successfully into the firm.

To make sure you get the strongest possible start to your career, we invest in your development by covering the costs of your Practical Legal Training and through our dedicated graduate professional development program. We also cover the costs of your admission and practising certificate, and offer 'gap rotations' to those who are interested in developing life skills through travel or further study. We also offer flexible graduate start dates to those clerks wishing to pursue personal interests, such as travel, before they commence their full-time legal career.

### What work does the firm offer to a clerk?

Right from the start, our clerks get involved in real work. You will be exposed to our Australian and international clients through meetings, shadowing, research and other everyday activities within your assigned practice group.

Our clerks work closely with associates, are guided by a supervising partner and enjoy the extra support of an experienced associate 'buddy'. You will acquire great skills through our national learning program of legal and skills training and by attending programs specifically designed for seasonal clerks.

Clerks who accept a graduate role with the Firm are eligible to apply for an International Clerkship, with the opportunity to work for up to four weeks in one of our overseas offices in the year following their clerkship.

## Application process

### What is the method of applying for a clerkship?

Applications for seasonal clerkships should be submitted online at [www.cvmil.com.au](http://www.cvmil.com.au) and should include a cover letter, a CV outlining work experience, extra curricular activities and interests as well as academic results.

### What are the typical stages in the clerkship application process?

Clerkship applicants will be invited to a firm information evening, a cocktail event and will participate in interviews with Partners and Senior Associates.

### What are the relevant application deadlines?

In Melbourne, applications for seasonal clerkships open in June. In Sydney, applications for summer clerkships open in July.

# BAKER & MCKENZIE 2010 PROFILE

**Name:** Lucy Edman

**Year:** Summer Clerkship 2007/2008; Graduate Program 2009

**Areas of rotation:** Financial Services & Structured Transactions

## *Sometimes you just know*

For most of my friends and colleagues, selecting a firm and a practice area required extensive deliberations. For me, the right fit happened at the outset with Baker & McKenzie's Financial Services & Structured Transactions group. I really enjoyed working with the group during my Summer Clerkship in 2007 and they kept me on part-time through the remainder of my studies. They are Australian market leaders with a deeply commercial focus, and genuinely enjoy what they do. They were a natural choice in my graduate rotation selections, and the right choice for me as a junior associate.

Aside from my partners' legal expertise I have benefited from their mentoring, both in terms of immediate work choices and for more general career and life advice. The associates are supportive of one another and work collaboratively, and the partners keep things transparent by being up front about who is being brought into particular matters and why. I have watched the two female partners in our group, including my supervising partner, combine part-time work and family with the support of our Practice Group Leader and the rest of immediate team. I can imagine maintaining a healthy career here well into the future.

## *The best of both worlds*

After joining the Sydney office as a graduate in 2009, I accepted an opportunity to spend two days a week supporting J.P. Morgan, one of our investment bank clients. For the next several months, I continued my regular role at Baker & McKenzie for three days a week, and spent the rest of the week over at J.P. Morgan's Sydney offices at Grosvenor Place, negotiating contracts to enter into derivatives contracts using the Master Agreement, Schedule and Credit Support Annex published by the

International Swaps and Derivatives Association (ISDAs). Juggling the two roles was challenging sometimes, but I learned so much, including the major differences between the work done by a bank's legal team and that done by its traders. I received intensive training in a technical area that I have since started to develop as a specialisation, and had a high level of responsibility and decision-making authority – without breaking my stride at Baker & McKenzie.

## *Hong Kong, twice*

In February this year, our Practice Group Leader Bill Fuggle came into my office to ask whether I was available to fly to Hong Kong the next day to help review ISDA contracts that were due to be transferred to our client following the purchase of a business. The next thing I knew, I was spending a week working on due diligence alongside Taipei office colleagues in the Hong Kong office. This unexpected experience – expanding my network and working in a new environment and culture – led me to pursue a return to Hong Kong as part of the Asia Pacific Secondment program. Although this program normally places Associates in one of our Asia Pacific offices, in my case I was placed directly with a client, Morgan Stanley, in a team that negotiates specialist contracts, liaises with lawyers and the business and interprets contractual terms for them. The work has been a great way to further develop my expertise in ISDA work. I know so much more about the laws and culture of banking here, and am more confident about communicating legal complexities in terms that businesspeople readily understand.

As for Hong Kong, it is an easy place to land for a visiting professional. Everyone works hard, plays hard, and is very welcoming. My connections to friends and colleagues at Baker & McKenzie Hong Kong have been invaluable and I know they will continue in the years to come.

## BAKER & MCKENZIE 2010 PROFILE

**Name:** Paul Curnow

**Position:** Partner, Global Environmental Markets practice group

Baker & McKenzie was the only firm I applied for in the summer clerkship program of '95. I didn't try any other firm. I liked the idea of a global law firm integrated across the world. I was sent to the Frankfurt office for the second half of my clerkship. I had studied German at school, which made a difference, and I had a fantastic time.

I loved the idea of any law that had a cross-border nature, whether that was public international law right through to trade law and M&A. In deciding which area I wanted to practise in, I was actually working backwards. I wanted to feel connected to the world and work overseas, so I started to look at the legal work that would let me do that.

After finishing law school, I took a year off and did an internship with the South African Human Rights Commission in Cape Town, before joining Baker & McKenzie as a graduate lawyer. When I started here my first rotation was in employment and anti-discrimination law. My second rotation was in the Major Projects Group. At that time, in 1997, the firm was just starting its global climate change practice. Martijn Wilder, who is one of the world's leading international environmental lawyers, joined in Sydney in 1998. At uni I'd always been interested in and had studied environmental law. I now had the opportunity to start in a whole new cutting-edge area of environmental law. The international aspects of the climate change work really appealed to me. For a global problem like climate change, who better to service clients than Baker & McKenzie with its international network?

In 2001, I decided to broaden my skills base by moving to work for the Australian Government on the policy side of climate change within the Australian Greenhouse Office. The firm encouraged me to take a leave of absence while I did this, so that I could return to the firm when I was ready. It was great to see government processes from the inside and work on issues that would become law.

I also had an incredible opportunity to represent the Australian Government at the international climate change negotiations, as well as to manage some bilateral climate change partnerships between governments, including with China.

By the time I rejoined Baker & McKenzie, much had happened in the carbon markets world. The European Union was setting up its emissions trading scheme and the Kyoto Protocol finally came into force in February 2005. Suddenly the amount of work was going through the roof. We were working for a diverse range of clients, from multilateral and private carbon funds, through to banks and individual project developers in developing countries. Our team of 6 at the time soon doubled. We now have twelve lawyers in the Climate Change Group in Sydney alone, with many others across key carbon centres around the globe – London, New York, Chicago, China, Brazil, Mexico.

The firm is also amazingly supportive if there's something you want to do on the pro bono front, even if it comes from a personal interest. I've actually had the freedom to develop a few pro bono programs around climate change capacity building, including a program to mentor climate change lawyers in developing countries. This work is recognised and encouraged.

From the day I started with the firm as a clerk I enjoyed the flat structure. At Baker & McKenzie, junior lawyers can interact with senior lawyers and are given a lot of responsibility early in their careers for running matters. I think that is a unique asset of Baker & McKenzie. With that you get a more relaxed work style and it's ultimately an enjoyable and fun place to be.



# BLAKE DAWSON

**Address:** Level 36, Grosvenor Place, 225  
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**Designated contact person:** Amy Foulcher,  
PD Consultant – Graduate Programs

**Phone number:** (02) 9258 6924

**Email:** [amy.foulcher@blakedawson.com](mailto:amy.foulcher@blakedawson.com)

**Number of lawyers:**

Sydney: approx. 600 staff, of which 320 are legal  
staff. Australia-wide: approx. 1350 staff.

**Number of partners:**

Sydney: 78  
Australia-wide: 166

**Office locations:**

We have offices in Sydney, Melbourne, Brisbane,  
Perth, Canberra, Adelaide, Port Moresby,  
Shanghai, Singapore, Tokyo and an associated  
office in Jakarta.

**Areas of practice:**

- Anti-Money Laundering
- Asset & Structured Finance
- Banking & Finance
- Climate Change
- Commercial Property
- Company Law & Governance
- Competition & Consumer Protection
- Construction & Infrastructure
- Corporate
- Debt Capital Markets & Securitisation
- Distressed Investing & Debt Trading
- Employment
- Environment
- Equity Capital Markets
- Financial Markets
- Funds Management
- Government
- Hotels, Tourism & Gaming
- Infrastructure Projects
- Insurance Advisory
- Intellectual Property
- IT, Communications & Media
- Legal Research Resources
- Leveraged & Acquisition Finance
- Litigation & Dispute Resolution
- Mergers & Acquisitions
- Native Title
- Occupational Health & Safety
- Private Equity
- Product Liability
- Project Finance & PPP
- Property Finance
- Resources & Energy

## What distinguishes this law firm from others?

At Blake Dawson we choose to champion our peoples' career development because we believe that providing a supportive environment makes you a better lawyer. Approachable partners, an open-door policy and one-on-one honest discussions all help you to develop quickly. As does our focus on mentoring, coaching and interpersonal skills.

Driven to deliver excellent outcomes, we bring a positive attitude and creative thinking to our clients' business issues. Our lawyers' ability to offer strategic counselling is strengthened by their direct industry experience. You'll have the opportunity to go on secondment with leading clients and to give something back to the community by carrying out pro bono work.

## What other benefits and activities aside from work does the firm offer?

Summer clerks are able to participate in a wide range of sporting activities (e.g. touch football, soccer, netball, basketball, and participating in triathlons and the City to Surf race as a member of the Blake Dawson team). We have complimentary gym membership available for all our summer clerks. There are also a variety of social functions organised for summer clerks in addition to the inter-firm sports competition and trivia night.

Blake Dawson

# Expect MORE

FROM THE LAW

You've worked hard. Done well. You want it all.  
And probably want it right now.

At Blake Dawson we have the billion dollar deals, great clients and  
everything you would expect at a top tier firm.

## AND MORE

For us, more is an environment where your ambition is nurtured and  
supported by learning programs and partners with open doors.

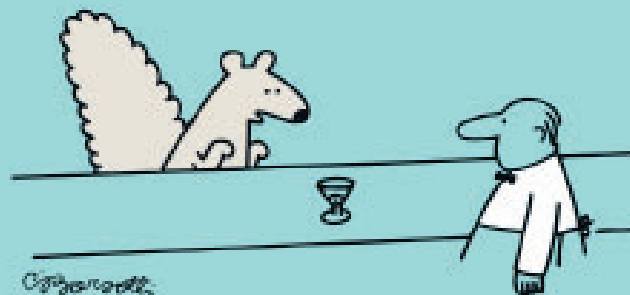
We believe it will make you a better lawyer. When you choose where to  
make your mark, choose to have more.

*Ask us how.*

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Applications open 30 June 2010  
and close 30 July 2010

Visit our careers website  
<http://careers.blakedawson.com>



*"I thought it came with an acorn."*

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T 61 2 9258 6000 F 61 2 9258 6999

[WWW.BLAKEDAWSON.COM](http://WWW.BLAKEDAWSON.COM)

## **BLAKE DAWSON 2010** **QUESTIONNAIRE**



### **Does the firm engage in pro-bono or volunteer activities?**

Blake Dawson has a strong tradition of pro bono work and since 1999 we have maintained a formal, national pro bono program. In 2007, we became a foundation signatory to the National Pro Bono Resource Centre's target, undertaking to perform an average of at least 35 hours pro bono work per lawyer per year. In the 2009 financial year, we acted on 560 pro bono matters in-house and assisted more than 1,500 people through our secondments and clinics.

We focus in particular on issues affecting people with intellectual disability or mental illness and their carers, indigenous Australians and people and organisations in rural, regional and remote areas.

# BLAKE DAWSON 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Students are able to apply for a summer clerkship with Blake Dawson if, at the time of the application (or at 30 June), they have at least two but no more than four whole semesters remaining in their law degree.

### Size of last clerkship intake:

We had 19 summer clerks as part of our 2009/2010 program.

### Anticipated clerkship intake for this year:

We anticipate there will be a similar number of summer clerks as part of our 2010/2011 program, although this number may increase slightly.

### What does the firm look for in a clerk?

We acknowledge and appreciate the diversity of skills and experiences brought to the firm by all of our people. We also recognise that bringing together people with complementary strengths is more effective in achieving the best team-based outcome for our clients and our people.

We look for a number of abilities and strengths in our summer clerks that can be demonstrated in a variety of ways, for example at interview and through our application form. These are:

- The ability to build rapport with a range of people;
- The ability to work in a team-based environment;
- Academic capacity to excel;
- Demonstrated interest or expertise in a commercial legal environment;
- Willingness to learn;
- Resilience;
- Motivation; and
- A commitment to excellence in both work and in client service.

### What advice would you offer to someone applying to the firm?

We think the best advice we can give you is to understand yourself, your aspirations and those of the firm you are applying to. After all, what's good for you is also good for us and sharing common goals will make your clerkship a great experience!

### Does the firm directly take graduates?

We do take on graduates and accept graduate applications throughout the year. For more information, please visit our website <http://careers.blakedawson.com>

### What work does the firm offer to a clerk?

Our summer clerkship program includes the opportunity to work in our practice teams on 'real' work, alongside a comprehensive learning program. During the 12-week program you will undertake two rotations in different practice teams. Because we focus on what you want to do and how you see your career developing, you will have the opportunity to nominate your preferred practice areas in advance of the program.

We'll involve you in client meetings, research, court visits and whatever legal work is happening in your team. You may also get the opportunity to go on a short client secondment and work with our pro bono team.

*An induction to the firm:* Our comprehensive induction program provides an overview of the firm and an introduction to our knowledge, resources and expertise.

*Opportunities for continuing learning for summer clerks:* We provide a range of formal and on-the-job learning opportunities. These include practice team inductions, performance feedback, mentoring, coaching and buddy program, Continuing Legal Education, and the Blake Dawson Learning and Development program.

*Performance appraisal and feedback:* Our competency-based performance appraisal and development system includes an appraisal process for summer clerks at the end of each rotation or clerkship. To help our summer clerks learn as much as possible and grow from their experience, we deliver a session on how to get the most from your appraisal discussion, to assist you in giving and receiving constructive feedback.

### What other benefits and activities does the firm offer a clerk?

A summer clerkship offers you the opportunity to gain an understanding and insight into Blake Dawson and 'hands-on' experience in the practicalities of real legal work in a supportive environment.

Moving from university to legal practice requires a diverse range of learning opportunities, educational support and professional experience. This starts with your summer clerkship, which is the learning foundation for the next stage in your career. Blake Dawson's learning program helps you make the most of the clerkship experience.

Our summer clerk program also includes the opportunity to undertake a short client secondment. We believe that working closely with both us and our clients enhances your experience and understanding of working in a commercial law firm and seeing things from a client perspective. Summer clerk rotations are available across all practice teams including pro bono.

## Application process

### What is the method of applying for a clerkship?

Applications for the summer clerkship program can be submitted via the Careers page of our website at <http://careers.blakedawson.com>

### What are the typical stages in the clerkship application process?

There are two stages of the summer clerkship interview process. Interviews commence on Monday 30 August and continue through until the beginning of October.

### What are the relevant application deadlines?

Applications open on 30 June 2010 and close on 30 July 2010.

### If applicable, what is the method of application for graduates?

We accept speculative applications for our graduate program any time throughout the year, but preferably before July and after October. Applications can be submitted via the Careers page of our website <http://careers.blakedawson.com>

## BLAKE DAWSON 2010 PROFILE

**Name:** Jessica Norgard

**Year:** Summer Clerk 2009/2010

**Areas of rotation:** Corporate; Intellectual Property, Communications & Technology

After exams, a whole summer of full time work seemed very daunting. A summer clerkship at Blake Dawson provided me with an array of learning and experiences that far outweighed spending time at the beach. It started with a fantastic induction and training program that spanned the whole first week and continued throughout the clerkship. This full week of training gave everyone time to get to know each other and to get to know the firm.

I completed two 5-week rotations in the Corporate and Intellectual Property, Communications & Technology (IPCT) teams. I was involved in drafting advice, proof-reading constitutions, carrying out legal research and completing a mock joint venture transaction. During my rotation with IPCT, I was lucky enough to work on a major international arbitration and a special leave application to the High Court, as well as gain experience in the areas of patents, defamation and trademarks. A mock tender pitch involving partners was also a good test of teamwork and presentation skills.



My final week included a 2-day secondment at a client construction company. While my time there was brief, I discovered how in-house lawyers work, and completed interesting tasks including writing a settlement agreement. Blake Dawson has an active pro bono practice and for half a day I visited a refuge for women to observe legal advice being given by our secondee. Experiences like this give you perspective in work and in life, and are integral to the profession.

Throughout Blake Dawson's clerkship I felt like I was continually learning and being pushed to grow.

My summer was spent working in a job that provided valuable insight into life in a corporate firm and will benefit my long-term career. The clerkship surpassed all my expectations and I feel like I have developed professionally and personally from the experience.

# CLAYTON UTZ

**Address:**

1 O'Connell Street, Sydney, NSW 2001

**Designated contact person:**

Rachel Knight, Graduate Recruiter

**Phone number:** (02) 9353 5475

**Email:** [rknight@claytonutz.com](mailto:rknight@claytonutz.com)

**Website:** <http://www.claytonutz.com/>

**Number of lawyers**

Sydney: 172

Firm-wide: 360

**Number of partners**

Sydney: 108

Firm-wide: 209

**Office locations:**

Sydney, Melbourne, Perth, Darwin, Brisbane and Canberra

**Areas of practice:**

Clayton Utz is organised into key departments including:

- Corporate
- Litigation
- Dispute Resolution
- Banking & Financial Services
- Property, Environment & Construction

Within these departments are a number of practice groups, including:

- Intellectual Property
- Product Liability
- Telecommunications & Media
- Environment and Planning
- Real Estate
- Structured Finance
- Mergers & Acquisitions
- Major Projects

**What distinguishes this law firm from others?**

Clayton Utz is a top tier law firm with a difference.

We take a fresh, pragmatic, commercial approach to legal practice that focuses on getting the best results for our diverse and blue-chip client base. We want our clients to see us as an extension of their business, and not just as their legal advisers. By understanding their business and the environment in which our clients operate, we are able to match our people and their skills to ensure our clients receive the best advice possible, wherever they do business.

Our ability to bring together teams of lawyers with unique and diverse skills has seen us advise on some of the country's largest and most complex deals and litigation. We have also been called upon to bring our expertise to cutting edge international projects.

Our strong relationships at all levels of Government mean we are at the forefront of critical policy development and regulation. We have a substantial commitment to making the legal system accessible, through our Pro Bono practice, and are actively involved in our community through our Community Connect program.

**What other benefits and activities aside from work does the firm offer?**

We understand that our people have families and a life outside work. We support our employees in maintaining a balanced lifestyle and provide a range of sporting and social programs for employees, including:

- Social Functions
- After-work drinks
- Sporting Activities
- Community Service Opportunities
- 'Select' Employee Benefits Program – range of benefits selected to suit the employee

CLAYTON UTZ

COMMERCIAL  
CLIENT FOCUSED  
LAW FIRM

[www.claytonutz.com/graduates](http://www.claytonutz.com/graduates)



## CLAYTON UTZ 2010 QUESTIONNAIRE



### Does the firm engage in pro-bono or volunteer activities?

Clayton Utz takes its commitment to the community seriously. We see giving back to the community as a fundamental part of being a member of it. Our Community Connect program is an important example of what sets us apart.

Our Community Connect program has three elements: community participation, our pro bono program and the Clayton Utz Foundation.

Pro bono work is an integral part of being a Clayton Utz lawyer, and represents more than 3 per cent of our total legal practice. This year we will act for 1,000 people who are disadvantaged and unable to obtain Legal Aid, and for the not-for-profit organisations, which support them. Clayton Utz recognises that providing pro bono help is the inherent professional responsibility of every lawyer, and everyone at Clayton Utz, regardless of their seniority or area of law, is expected to conduct pro bono files as part of

everyday legal practice.

Clayton Utz is a leader in pro bono in Australia, and was the first national firm to employ a full-time Pro Bono Director, to appoint a Pro Bono Partner and to promote a Pro Bono Senior Associate. We have provided over 300,000 hours of free legal assistance to almost 5,000 clients since we formalised our pro bono practice in 1997. Clayton Utz is a Foundation Signatory to the National Pro Bono Aspirational Target, and will average more than 45 hours of pro bono work this year for each of our lawyers.

The Clayton Utz Foundation is also an important part of our community involvement. In 2009, the Foundation made grants to over 48 charities and organisations and our people were involved in a range of volunteer community activities.

# CLAYTON UTZ 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

We prefer candidates to be in their penultimate year of study.

### Size of last clerkship intake:

24 clerks

### Anticipated clerkship intake for this year:

20-30 clerks

### What does the firm look for in a clerk?

There is no such thing as an ideal Clayton Utz graduate. Our graduates have ranged in age from 21 to 50 years and many have come from diverse backgrounds, from artists to engineers.

Many of our partners have also had careers outside the law, so we are open to people who can bring to the firm the benefits of their individual experiences. While there is no Clayton Utz mould, there are certain core attributes we look for in our graduates.

- Individuals that are personable, practical, commercially savvy and flexible.
- Intelligent, motivated individuals who aren't afraid of a challenge.
- Individuals involved in extra-curricular activities.

### What advice would you offer to someone applying to the firm?

Do some research on Clayton Utz and identify factors that appeal to you and then incorporate them into your application. Think about why you would want to work for Clayton Utz and why you would be a good fit to the firm values and culture.

Talk to former summer clerks and people who work at Clayton Utz, as they can give you an insight into their experiences at Clayton Utz. When attending interviews, ensure you are punctual and have researched the interviewers beforehand and have questions for them at the conclusion of the interview.

### Does the firm take directly take graduates?

No, we use our summer clerkship programs as a pipeline to the graduate programs.

### What work does the firm offer to a clerk?

No matter how good a law course is, there's always a gap between theory and practice. Our Clerkship program helps you jump the gap. Over the course of the program, you'll join legal teams and work on actual matters for our clients across a wide range of legal areas, under the supervision of a partner or senior associate, and with the support of the team. You'll have an opportunity to discover the office environment and culture at Clayton Utz first hand, and to extend yourself and expand your knowledge.

### What other benefits and activities does the firm offer a clerk?

The Summer Clerkship program consists of 2 rotations in different practice groups and we give each clerk an opportunity to submit rotation preferences, which are then matched up with business needs. Each clerk is given a Buddy and a Partner Buddy to help their integration into the firm. We offer a comprehensive training program which develops technical and behavioural skills and includes an intensive writing and drafting course. As well as rotations, we also offer client secondments, which give an invaluable insight into an in-house practice. In addition, we organize an extensive calendar of events which incorporates all kinds of lunch time seminars to assist the clerks with learning as much as they can over the summer. All of our clerks have the opportunity to get involved our pro bono and community connect initiatives throughout their clerkship.

## Application process

### What is the method of applying for a clerkship?

Applications should be submitted online at [www.cvMail.com.au](http://www.cvMail.com.au)

### What are the typical stages in the clerkship application process?

There are two stages of interviews.

- First and second round interview stage with a Partner and Senior Associate (September 2010).
- Offers made on 8<sup>th</sup> October and must be accepted by 14<sup>th</sup> October
- Summer Clerkship Program begins on Monday 29 November 2010 and ends on Friday 11 February 2011. There are also opportunities for candidates to do shorter clerkships.

### What are the relevant application deadlines?

Applications open on Wednesday 30<sup>th</sup> June and close of Friday 30 July 2010

## CLAYTON UTZ 2010 PROFILE

### Daniel Lim - Summer Clerkship Experience

Clerkship season is a stressful time. A time when long forgotten extracurricular pursuits are 'rediscovered', a summer spent at a fast food restaurant becomes 'food technician experience' and that three letter acronym known as the UAI suddenly (but incorrectly) seems all important once more.

At some point you'll hopefully come to the realisation that clerkships are just as much a matter of you selecting a firm as the firms selecting you. Which begs the question – just how does one select a firm? After all, for most of us, the only law firms we know anything about during our undergraduate career are the ones subsidising our drinks!

In my experience, and that of the vast majority of my peers, it all came down to a matter of personality and 'fit'. All the major law firms offer virtually identical professional experiences - big clients, big matters, big resources and the like; so the real point of difference is the personal experience. Law is inherently a profession which requires personal interaction, teamwork and interpersonal skills, whether dealing with clients, colleagues or the opposition. Thus, perhaps the most important criterion on which you should base your decision is how well you think you can fit into the culture of the firm and practice group you're after, and so it proved for me.

Throughout the clerkship process I found the lawyers and partners at Clayton Utz to be singularly open, engaging and sincere in their interest in me. I felt that this was a firm of real substance and this formed the basis of my eventual decision.

The clerkship spanned 11 weeks in total. This consisted of 1 week of training, 5 weeks in my first rotation in Media and Telecommunications, 4 weeks in my second rotation in IP/IT Litigation and 1 week paid leave over Christmas (a wonderful and novel concept for me). I found the training program to be incredibly useful and surprisingly interesting, incorporating file management, time accounting, legal research and the use of document precedents. A highlight of this period was a teambuilding cookery class where the 24 clerks got to cook dinner for each other 'Masterchef' style under the watchful eye of a team of professional chefs.

During each rotation we were assigned a supervising partner and a graduate buddy from within the practice group as well as a separate 'buddy partner' as an external source of advice and guidance. Having such close access to both the wealth of legal experience of the partners and the more



recent clerkship experiences of the graduates was invaluable and I very quickly felt like a part of each of the groups I worked in.

In Media and Telecommunications I was involved in multi-million dollar transactional work but also had the opportunity to research the potential impact of Video-on-Demand and internet television services on broadcasting and the telecommunications generally. In IP/IT Litigation I was able to observe and get involved in a wide range of matters at different stages in the litigation process, from helping partners pitch for a new patent litigation matter right through to meetings with counsel before trial.

As for the social aspect of the Clerkship, I found my fellow clerks and other lawyers to be a delightfully diverse group with eclectic interests and from all walks of life. This made for a vibrant and engaging group who I am proud to call friends. From the Rio themed Christmas Party to the self contained nativity scene of the Clerkship Cruise, I can think of few others who would so accommodatingly indulge my twin passions for spreadsheets and costumes!

On the final day of clerkship we were treated to lunch at Fort Denison and the news that we would all be receiving graduate offers. I have since accepted the offer and am a paralegal in IP/IT Litigation on the matter I helped pitch for. Overall, my experience far exceeded any expectations I had at the outset of my clerkship, both on a personal and professional level. The combination of rewarding and interesting work in friendly surroundings with talented and engaging people made for a singularly stimulating and enjoyable experience with Clayton Utz and one I would recommend to all of you in the strongest terms.

# CORRS CHAMBERS WESTGARTH

Address: Level 32, Governor Phillip Tower,  
Sydney NSW 2000

Designated contact person: Sara Benvenuti

Phone number: 02 9210 6164

Email: Sara.Benvenuti@corrs.com.au

Number of lawyers  
Sydney: 172  
Firm-wide: 425

Number of partners  
Sydney: 49  
Firm-wide: 113

Office locations: Sydney, Melbourne,  
Brisbane, Perth

Areas of practice:

- Corporate Advisory
- Litigation
- Intellectual Property
- Information Technology
- Competition
- Workplace Relations
- Taxation
- Banking & Finance
- Property & Infrastructure
- Construction and Planning
- Environment & Local Government

## **What distinguishes this law firm from others?**

We promise to fearlessly bridge the gap between legal practice and business challenges. We do this by being pioneering in our processes and capabilities, incisive in our legal advice and accountable for everything we do.

These qualities define and differentiate Corrs. They describe what we promise our client and how we do things differently to deliver on that promise. Our training and development, our knowledge management, our information technology, our service culture, our performance review and reward structure all focus on allowing us to deliver on this promise.

We've earned an EOWA Employer of Choice for Women citation for three successive years. We were voted the No.1 Law firm to work for in Australia in the 2008 Asian Legal Business Employer of Choice survey. We won the Employer of Choice Award at the last Australian Law Awards. And we were recognized as the best law firm in Australia for work environment and career advancement prospects in an independent survey undertaken by Asialaw magazine.

# IF YOU WANT CLEAR CAREER DIRECTION, JOIN A FIRM THAT'S GOING PLACES.

Clients today are demanding a new breed of law firm – one that bridges the gap between legal practice and business challenges. Corrs is that firm. The biggest advantage of working at a firm that doesn't operate by the old rules is opportunity. Here, your career can go as far and as fast as you want to take it. Of course, we don't expect you to get there by yourself. Our learning and development program is one of the best in the country. You'll always know where you're going and what you have to do to get there. And there'll be plenty of us to guide you the whole way. So if you want to be part of something different, talk to Corrs today.

[www.makingcareersense.com](http://www.makingcareersense.com)



MAKING CAREER  
SENSE

CORRS  
CHAMBERS  
WESTGARTH  
Lawyers

## **CORRS CHAMBERS WESTGARTH 2010 QUESTIONNAIRE**



### **Does the firm engage in pro-bono or volunteer activities?**

There are many other people and organisations who can benefit from our time, skills and resources. And we give back to those communities wholeheartedly. In fact, we're leading the way in pro bono work. A national guide to pro bono practices revealed that Corrs does more free legal work than most of the leading firms. In the last two years, we donated more than \$8 million worth of legal work each year and are close to the top of the pro bono rankings.

# CORRS CHAMBERS WESTGARTH 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Penultimate year students

### Size of last clerkship intake:

Our 2009/2010 intake consisted of 20 clerks

### Anticipated clerkship intake for this year:

We are looking for approximately 20-25 clerks for this year's intake.

### What does the firm look for in a clerk?

Obviously, Corrs is looking for highly intelligent people. But being intelligent and being able to provide intelligent legal solutions are not always the same thing.

- We need people who back themselves
- Having the confidence to ask questions and to make a judgment call,
- Being open minded and flexible,
- An ability to see the bigger business picture beyond the case reports and statutes (and like what they see),
- An ability to accept responsibility,
- Those who genuinely enjoy the satisfaction that comes from having an impact on their client's business

### Does the firm take directly take graduates?

The principal source of recruiting graduates is through the Seasonal Clerkship Program.

### What work does the firm offer to a clerk?

The Corrs Seasonal Clerkship Program is a great opportunity for you to experience the people, clients, work and culture that differentiates Corrs from other law firms.

Our program starts with a comprehensive orientation program. There are also structured learning opportunities that include presentations on relevant legal, business and workplace issues.

The program involves a unique rotation system, whereby you will participate in four two-week rotations which gives you the opportunity to work across the whole firm.

As part of the Program, you'll have the opportunity to work with some of Australia's leading lawyers on high-profile work for major Australian and international clients across all industries. You'll soon discover the standards of quality and commitment to clients required to succeed at this level.

You'll be exposed to a broad range of interesting matters, plus you'll

perform tasks such as drafting advice, conducting research, reviewing documents, presenting documents, presenting seminars, attending client meetings, mediations and settlements. It's the perfect way to discover the area of law that excites you most.

### What other benefits and activities does the firm offer a clerk?

During the program, you will be closely supervised by allocated Seasonal Clerk Co-ordinators, who are Senior Associates at the firm. You will also have a mentor, a junior lawyer who is there to answer any questions you may have about the firm, and who can settle you in and who will provide you with an informal level of support and guidance during your time at Corrs.

Some of our activities include our Mind, Body & Soul series, touch football, cricket day, Friday night drinks, family day, BRW Triathlon, Christmas Party, End of Financial Year party, Trivia Night and Annual Ski Tri.

## Application process

### What is the method of applying for a clerkship?

Students should apply via [www.makingcareersense.com](http://www.makingcareersense.com)

### What are the typical stages in the clerkship application process?

The process comprises of two interview stages, where there will be the opportunity to meet a number of partners, senior associates, graduate lawyers and members of the human resources team.

### What are the relevant application deadlines?

Applications for seasonal clerkships open on 30 June 2010 and close on 30 July 2010.

If you would like to know more, please visit [www.makingcareersense.com.au](http://www.makingcareersense.com.au)



# **CORRS CHAMBERS WESTGARTH 2010**

## **PROFILE**

**CICELY SYLOW**  
2007/2008 Season clerk  
2009 Graduate

### **Seasonal clerkship**

Corrs offered me a seasonal clerkship in 2007/2008. This program gave me a good snapshot of the type of work we do, who our clients are, and the people that make this firm what it is. The clerkship rotations challenged my understanding of the type of legal work practiced in each division as it offered a very practical experience – something that university can't offer you. It helped me decide where to spend my graduate rotations and which electives I should study in my penultimate year.

### **Graduate rotations**

My rotations through Litigation, Competition and Corporate Advisory were each about four months long and provided a more enriching experience than the shorter seasonal clerkship rotations. In Litigation I got to know a matter inside out and was able to appreciate the impact of the work I did. The lawyers I worked with valued my input, invested time in me, and ensured that I developed the necessary skills.

In Competition the partners and lawyers were keen to develop my analytical skills and routinely demanded astute answers from me. Although daunting at first, this was refreshing as I did not feel as though university prepared me to handle a client's issues in the pragmatic way that was expected of me.

In Corporate Advisory I experienced the completion of a long running and complicated corporate restructure. My university studies taught me about basic corporate structures but working on this matter coloured my understanding of the law regarding company transactions and the significance of director duties. It also demonstrated to me that in a transaction as large as this one there are many moving parts which you often have no control over. You learn how to prepare yourself for the unexpected and develop mechanisms to cope when everything happens all at once. It's a huge rush when it all comes together.

### **My development**

During each rotation partners and lawyers challenged me but also guided me. I was consistently being trained, whether formally in scheduled training sessions, or informally when partners or lawyers give you feedback on your work. There is a collegiate atmosphere at Corrs. If you demonstrate you are keen to learn and improve your legal and practical knowledge, the firm will invest in you. Your colleagues want you to be a good lawyer. They want you to be involved. They want you to enjoy what you do. Most importantly, they want to experience the journey with you.

# DIBBSBARKER

Address: Level 8 | 23 Pitt Street NSW  
Sydney

Designated Contact Person: Libby  
Toohey, People & Development  
consultant

Phone Number: +612 8233 9525

Email: libby.toohey@dibbsbarker.com

Number of Solicitors: 180 Lawyers

Number of Partners: 50 Partners

Office Locations: Sydney, Brisbane,  
Canberra & Perth.

Areas of Practice:

- Financial Services;
- Commercial;
- Intellectual Property/Technology;
- Property & Projects;
- Mergers & Acquisitions;
- Insurance

## **What distinguishes the organisation from others?**

DibbsBarker people enjoy working with each other. The results of our 2008 Opinion Survey showed 98.9% of staff agreed with the statement “I enjoy working with my colleagues” and 98.9% agreed DibbsBarker was a “good place to work”. These impressive results are a credit to the firm’s friendly and supportive work environment, which fosters equal opportunity and a strong sense of professionalism.

## **DIBBSBARKER 2010** **QUESTIONNAIRE**



### **Does the firm engage in pro bono and/or volunteering activities?**

At DibbsBarker we have a strong commitment to the community in which we all work and live. Our commitment is to provide pro bono legal advice to individuals and charitable organisations and contribute to the community through donations of time, expertise or money depending on the need. To do that, we have in place the initiative REACH (Responding to and Encouraging Awareness of Community needs and Healthcare). It is our structured Pro Bono and Community Involvement program and it focuses broadly on supporting community needs and healthcare.

# DIBBSBARKER 2010

## CLERKSHIP DETAILS

### **What is the preferred year level of internship applicants?**

We accept applications for our summer clerkship program from penultimate year law students.

### **Size of Last Intern Intake**

Three summer clerks.

### **What does the organisation look for in an intern?**

Deciding who to interview from the hundreds of excellent applications is no easy task and unfortunately we don't have the manpower to meet everyone! At the CV stage, we are looking for a well structured CV that displays a combination of academic excellence and leadership and people skills. Being technically brilliant at the law is a definite asset but excellent communication and people skills are equally as important. At the end of the day, a career in the law involves dealing with a diverse range of people and communicating sometimes technical legal information into plain language. Being able to get along well with both colleagues and clients is very important. Once you reach the interview stage, we will be looking to assess how you carry yourself and how you interact with others. Your enthusiasm and energy are also highly regarded, so make sure they shine through!

### **What work does the organisation offer an intern? What other benefits and activities does the organisation offer an intern?**

The DibbsBarker Summer Clerkship program involves working full-time for approximately three months over the summer holidays. You will be fully immersed in life inside a law firm including the day to day work activities and also the social and sporting opportunities. You will be assigned a Supervisor and a buddy in each division. The supervisor will be a senior lawyer who will be responsible for delegating work to you and the buddy will be a more junior lawyer, who can answer all your questions and be a friendly face. We will try and ensure that you get a real flavour for what is involved in day to day practice, including attending court, meeting with clients and undertaking legal research. The idea is to equip you with the information you need to decide which areas of practice interest you most and whether you could see yourself fitting into the firm.

### **Does the organisation directly take graduates?**

We do employ graduates to the firm but we do not operate a separate graduate recruitment program as we aim to recruit our graduates from our previous years' summer clerks. Occasionally, we have graduate positions that arise outside of this and we advertise these roles on an 'as needs' basis.

### **What is the method of application for internships? If applicable, does this differ for graduate applications?**

Students must apply for our summer clerkship program via CVmail ([www.cvmail.com.au](http://www.cvmail.com.au)). Applicants are required to provide a covering letter, their academic results and information about their employment history, extra-curricular interests and their career objectives.

### **What are the typical stages in the intern application process? If applicable, does this differ for graduate applications?**

Successful applicants are initially invited in for a first round interview with our People & Development team. This is a fairly informal meeting where we try to get to know you better and give you the opportunity you bring your CV to life. The second round of the process involves a half-day 'assessment centre'; this will involve an interview, group activity and a tour of the office facilities. The process is designed to give applicants a chance to shine in a variety of settings. The half day will conclude with a casual lunch on our terrace where applicants can get to know our people in a more relaxed setting.

### **When are the relevant application deadlines?**

2010 Sydney Summer Clerk Program Dates:

- 30 June 2010 - Applications open
- 30 July 2010 - Applications close
- 8 October 2010 - Offers can be made
- 13 October 2010 - Offers must be accepted/declined

## DIBBS BARKER 2010 PROFILE

### My Summer Clerk experience, by Alison Davies

When it came time to think about Summer Clerkship applications I considered whether I was really cut out for a commercial firm. However my eyes were opened after attending the Law Careers Fair. As I walked out of the Convention Centre loaded up with freebies, not only was I sure that I definitely wanted a Summer Clerkship, but I had already decided where I wanted to do it – DibbsBarker (formerly Dibbs Abbott Stillman). When I was talking to the staff representing DibbsBarker it was obvious that they genuinely loved their work and were proud to promote their firm. Whilst its size enables DibbsBarker to provide a supportive learning environment, it is respected enough to attract an impressive Australian and international client base.

The people at DibbsBarker are extremely warm and welcoming, from the partners, to the lawyers, to the support staff. From as early as my first day I felt like a valuable member of the team. Each clerk is paired up with a “buddy” – a young lawyer whose role it is to ensure not only that our workload is appropriate and varied, but, more importantly, that we have someone to bring us along to the many social events. While clerks at other firms may have spent their summer chained to the photocopier, my days were filled with meaningful tasks on important matters, client meetings, conferences with barristers and even court appearances.

The firm took a real interest in our development and rather than having set rotations for all Summer Clerks, we were asked what areas of law we were interested in or particularly wished to gain experience in. What was fantastic was that these requests were actually accommodated. In addition, at the end of the Clerkship a real effort was made to place all of us Summer Clerks as paralegals in our chosen areas, and we were all fortunate enough to be placed in the practice groups that we requested. What makes DibbsBarker great is that the firm really makes the effort to develop their young lawyers. The fact that only a handful of clerks are taken on each year ensures that the firm is able to invest a huge amount of energy into ensuring that each clerk gets as much out of the experience.



# DLA PHILLIPS FOX

**Address:** Level 38, 201 Elizabeth Street, Sydney NSW 2000

**Designated Contact Person:**  
Kristie Barton, HR Consultant

**Telephone:** (02) 9286 8585

**Email:**  
[kristie.barton@dlaphillipsfox.com](mailto:kristie.barton@dlaphillipsfox.com)

**Number of Solicitors:**  
Sydney – 139  
Nationally - 559

**Number of Partners:**  
Sydney – 39  
Nationally - 145

**Office Locations:**  
Adelaide, Auckland, Brisbane, Canberra, Melbourne, Perth, Sydney, Wellington.

## Areas of Practice

- Australian Government
- Corporate
- Financial Services & Revenue
- Litigation & Dispute Resolution
- Property, Infrastructure & Development
- Intellectual Property & Technology
- Workplace Relations & Employment

## What distinguishes this law firm from others?

Our culture and our exclusive global alliance distinguish DLA Phillips Fox from other law firms.

At DLA Phillips Fox we value our culture, which is recognised as being friendly and open. It is respectful and recognises achievement; it is flexible and fun. It is confident, professional, focused on quality and outstanding results for clients. We know that to succeed we need great people - people who will share these values.

In 2006 DLA Phillips Fox joined forces with DLA Piper, the largest legal services organisation in the world to form the only alliance of its kind in the Asia-Pacific region. It is an exclusive alliance that means we have never been in a better position to service the needs of our clients and develop the careers of our people both locally and globally.

## What other benefits and activities aside from work does the firm offer?

Our employees have access to a wide range of initiatives that benefit them both professionally and personally.

Our unique Global Opportunities program provides our people with opportunities to gain international exposure and experience at overseas DLA Piper offices.

We have a tailored learning and development program covering legal and business skills, as well as the provision of postgraduate study support.

Other benefits include a number of flexible working and paid leave options (including paid parental leave), after hours meals, firm social functions and access to a variety of savings on health, travel, accommodation, shopping and entertainment services.



# TRULY GLOBAL TRULY LOCAL

**DLA Phillips Fox is the Australasian firm with a world of opportunities.**

Our global network means opportunities to work with world class companies on major projects both here and overseas, to benefit from cutting-edge learning and development programs, and to work alongside some of the best legal minds around.

Join us and take advantage of the opportunities we offer as a firm that is leading the development of the legal profession globally.

To learn more about DLA Phillips Fox and our Recruitment Programs please visit the careers section of our website at [www.dlaphillipsfox.com](http://www.dlaphillipsfox.com)

[www.dlaphillipsfox.com](http://www.dlaphillipsfox.com)

EVERYTHING MATTERS



DLA Phillips Fox is one of the largest legal firms in Australasia and a member of DLA Piper Group, an alliance of independent legal practices. It is a separate and distinct legal entity.



## DLA PHILLIPS FOX 2010 QUESTIONNAIRE



### **Does the firm engage in pro bono or volunteer activities?**

Both. DLA Phillips Fox is highly committed to its award-winning Pro Bono program. We have institutional structures in place that mean every lawyer can be involved in Pro Bono - if they wish - in work time, and with full fee credit given.

An established firm-wide Community Care program ensures that our staff have the opportunity to reach out to their local communities and effect positive change through meaningful community engagement via a broad

array of initiatives focused on children, poverty, and people living with disabilities.

DLA Phillips Fox also introduced a formal Sustainability Initiative in 2007 to affirm its ongoing commitment to reduce its environmental impact. This initiative concentrates on reducing our consumption of electricity, paper and other consumables, waste management and air travel.

# DLA PHILLIPS FOX 2010 CLERKSHIP DETAILS

## What is the preferred year level of clerkship applicants?

Applicants must be in their penultimate year of university studies as per Scheme Guidelines.

## Size of last clerkship intake:

4 Summer Clerks for 2009/2010.

## Anticipated clerkship intake for this year?

8 - 12 Summer Clerks for 2010/2011.

## What does the firm look for in a clerk?

At DLA Phillips Fox we are seeking people from a diverse range of backgrounds who are as engaged and dedicated as they are inventive, balanced and friendly.

As a member of the global DLA Piper Group of law firms, we value international awareness that aligns with our firm's global goals. Our people are called upon to work on multi-jurisdictional, international matters with quality clients and colleagues around the world.

We value intellectual ability, commitment, ambition, commercial and client awareness, team skills and leadership potential, communication skills and experiences outside of academic life.

And while we are one of Australasia's biggest law firms, our people realise that being part of a big law firm doesn't mean you can't be down-to-earth and open at the same time. Our culture is one that encourages the highest standards of excellence, professionalism and integrity at all times.

## What advice would you offer to someone applying to the firm?

Before you commence the application process you should have a good idea of which firms you wish to apply for and why, as well as the ability to articulate why you are pursuing a career in commercial law. This should be evident in your cover letter - a succinct snapshot of who you are, your achievements and your interest in the firm.

Communication skills and attention to detail are important so your cover letter and resume should be free of errors. Check, double-check then have someone else proofread them. Be wary of the cut and paste! Faultless academics, work and volunteer experience won't detract from an application that is addressed to the wrong firm or recruitment contact.

When it comes to the interview stage, be prepared. Do your research beforehand and give thought to a few questions you might like to ask your interviewers. Sell yourself with confidence (but not arrogance) whilst showing a willingness to learn. At DLA Phillips Fox we look for well-rounded candidates that are professional yet down to earth. When you attend an interview with us we're looking to engage with you on a number of levels but most importantly we want you to be yourself.

Lastly, remember the basics. Be sure to arrive for your interview on time. Dress appropriately in corporate attire. And remember – a firm handshake, a smile and a little enthusiasm will go a long way!

## Does the firm directly take graduates?

No. Graduates are recruited predominantly via our Summer Clerk Program.

## What work does the firm offer to a clerk?

As a Summer Clerk, your career with DLA Phillips Fox begins with an induction into the firm through our Best People Orientation Program. On the job training from

partners, senior lawyers and other peers, as well as practical experience, will vary depending on the practice group area you are working in.

During our structured 8-week rotation program Summer Clerks are provided with the opportunity to work on real legal work alongside our partners and staff in two areas of the firm. This may include tasks such as undertaking complex legal research, attending client meetings, going to court, drafting advices and other legal memoranda, and assisting with strategy plans – just to name a few. All of this is supported by regular feedback to help you grow and develop so that you can advance your career.

## What other benefits and activities does the firm offer a clerk?

Summer Clerks are invited to participate in all firm activities and events such as CLEs, staff drinks, Christmas functions, as well as the firm's Pro Bono and Community Care programs, should they wish.

'Lunch & Learn' sessions provide an opportunity for Summer Clerks to speak with Partners and gain a real insight into what is involved in each of our practice group areas.

Summer Clerks also participate in a number of inter-firm sporting and social events with clerks from other law firms.

## Application Process

### What is the method of applying for a clerkship?

Candidates for our Summer Clerk Program are required to complete an online application form via the firm's website: [www.dlaphillipsfox.com](http://www.dlaphillipsfox.com)

### What are the typical stages in the clerkship application process?

1. First round interviews: Successful candidates will attend first round interviews with HR and a Solicitor.
2. Second round interviews: second round interviews will be conducted with HR and a Partner, followed by a tour of the office.
3. Candidates will then be invited to attend a champagne breakfast where they will have an opportunity to talk with Partners and Graduates, as well as learn more about each of our practice group areas.

### What are the relevant application deadlines?

- Wednesday 30 June – Applications open
- Friday 30 July – Applications close
- Monday 30 August – Interviews commence
- Friday 8 October – Offers made

# DLA PHILLIPS FOX 2010 PROFILE

**Name:** Jennifer Tetstall

**Year:** Summer Clerk Program 2009/2010

**Areas of rotation:** Pro Bono; Intellectual Property & Technology

My starting point in deciding where I should do a clerkship was to make a list. I was looking for a firm that has an international presence; provides a rotation in a meaningful Pro Bono program; and has a fun and approachable vibe.

Having an interest in international law, DLA Phillips Fox's exclusive alliance with DLA Piper was extremely appealing. Further, I found that not only would I be able to do a rotation in Pro Bono, but I would be able to work with Nicholas Patrick, the firm's dedicated Pro Bono partner.

I also wanted to work in a friendly environment where questions would not only be tolerated, but encouraged.

After having the opportunity to meet the partners and graduates following the first round of interviews and breakfast (champagne breakfast that is) I knew DLA Phillips Fox would afford me the opportunity to work in an innovative, challenging and friendly atmosphere.

I had the opportunity to rotate through two teams, each for a four-week period. My first rotation was in Pro Bono and the second was in the Intellectual Property & Technology team.

I was pleasantly surprised by the amount of support I received in each team, not only from the graduates, but from partners as well. Each clerk was assigned a supervisor that would provide ongoing feedback on our progress. We were also assigned a buddy that provided us with guidance and tips on everything from how to manage time to where to buy the best and cheapest coffee. It was also extremely beneficial that there was only one clerk assigned to each group at a time.

Now to get to the guts of my clerkship – the actual work I was given. I must say, this is where I think DLA Phillips Fox stands head and shoulders above the rest. During my time at DLA Phillips Fox I was constantly challenged, often worked autonomously and became a valued and useful team member in each group.

While I was in Pro Bono I had the opportunity to contribute to a Shadow Report for the UN on the Convention on the Rights of Persons with

Disabilities. A series of consultations were held across Australia for the Report and I was able to travel to Darwin for one consultation. In addition, I wrote a Report on the firm's participation in the Homeless Person's Legal Clinic. This involved visits to the Clinic as well as a series of interviews with the volunteers within the firm (in total I conducted about 45 interviews). It was an excellent opportunity to get to know many people through-out the firm.

Working in Intellectual Property & Technology in my second rotation helped me develop an understanding of what is meant by team. There has been a lot of laughs, doughnuts, chocolates and, of course, challenging work. I always had direct access to the partners and felt 100% comfortable asking for help. I was able to participate in client meetings, assisted in writing advices, performed legal research, edited and amended contracts. I was involved in almost every aspect of matters. Thus, I was able to develop a holistic understanding of how matters are run. This hands-on experience was exactly what I had hoped for and DLA Phillips Fox delivered.

Now that I've outlined the type of work that I did, I must take the time to highlight some of the little perks that came with the job. Our social coordinator arranged weekly dinners and outings, not to mention the chocolate tour of the city! We also participated in some inter-firm activities such as netball, volleyball, soccer and touch football competitions, a harbor cruise and a trivia night. The latter two involved me dressing up as a present and a bearded lady respectively (the themes were Christmas and Circus, obviously).

Over all, I've had a ball and would highly recommend DLA Phillips Fox to anyone who wants to work with switched-on people who know how to have fun. Basically, it's the place to be.

Being a successful DLA Phillips Fox summer clerk applicant is about more than just academic achievement. It requires you to demonstrate that you have the life experiences, personality, interests and talents that will allow you to blend in with the firm's culture and values.

Good luck!

# FREEHILLS

Address: MLC Centre, 19 Martin Place,  
Sydney NSW 2000

Designated contact person: Liz Henry

Phone number: 9225 5000

Email: [graduate.recruitment@freehills.com](mailto:graduate.recruitment@freehills.com)

Website: <http://www.freehills.com.au/>

## Areas of Practice:

As a summer clerk at Freehills, you can do a rotation in areas such as;

- Banking and Finance
- Communications, Media and Technology
- Competition Law
- Corporate
- Mergers and Acquisitions
- Equity Capital Markets
- Employee Relations
- Energy and Resources
- Infrastructure
- Intellectual Property
- International Dispute Resolution
- Litigation
- Property and environment
- Project finance
- Regulatory and Government Affairs.

## What distinguishes this law firm from others?

Freehills is a leading commercial law firm acting for more than 75 per cent of Australia's top 100 companies. We're also one of the biggest, with offices in Sydney, Melbourne, Perth, Brisbane and Singapore, and correspondent offices in Hanoi, Ho Chi Minh City and Jakarta. Nationally Freehills employs approximately 2000 staff, including more than 200 partners and 900 solicitors.

Our size, combined with the strength of our client list, means you'll have every opportunity to realise your potential.

We're proud that our summer clerks and graduates often talk about Freehills' friendly yet professional culture, challenging work, regular client contact and partner support as features that distinguish Freehills from other firms.

If you're looking for the right place to kick-start your legal career, talk to Freehills.



## Communicator

# THERE'S MORE TO LAW

' Whether I'm doing my weekly radio show or DJing in a club or bar, it's not just about playing the music that I love. How I put the music together and convey it to the people is just as important.

Communicating is a critical part of being a lawyer. You need to understand your clients, colleagues and others, and to find the most effective way of getting your messages across to them.'

**Kaman Tsoi, Communicator**  
Senior Associate and Radio and Club DJ

To find out how there's more to practising law at Freehills, visit our careers pages at [www.freehills.com/careers/grad](http://www.freehills.com/careers/grad)

**Freehills**

## **FREEHILLS 2010** **QUESTIONNAIRE**

### **Does the firm engage in pro-bono or volunteer activities?**

Pro bono work has been part of Freehills since at least the late 19th century. It continued on an ad hoc and unrecorded basis until around 1991 when the first pro bono committee was established to administer the intake and distribution of pro bono work. In 2001, the inaugural National Pro Bono Coordinator, Annette Bain, was appointed to direct the growth of the pro bono program. Since then, the volume of work has tripled. In 2006, Annette was appointed Pro Bono Counsel and Executive Director, Freehills Foundation.



### **Our pro bono program includes:**

- Providing pro bono legal services to our pro bono clients
- The Shopfront Youth Legal Centre
- Supporting community legal centres and legal clinics
- Providing community legal education and mentoring to lawyers in the public interest sector

## **FREEHILLS 2010**

### **CLERKSHIP DETAILS**

#### **Clerkship Program:**

We invite penultimate year law students to participate in our annual summer clerk program. We offer a full clerkship (10-week program) with two rotations and a half clerkship (5 weeks) with one rotation.

You will be supervised by both a partner and solicitor. Wherever possible you will have client contact by attendance at meetings or court appearances, for example. We aim to place you in practice areas that you are interested in.

The objective of the summer clerkship program is to provide students with a taste of life in a large commercial law firm. As a summer clerk, you will be given extensive training on all aspects of the firm, drafting and research skills. Current lawyers and partners will speak to you about what they do and the nature of work in each of the legal sections in the firm. You will have the opportunity to work with our lawyers as a member of our legal team, attend professional development seminars and briefing sessions on business development strategies and information technology. There is also a variety of social events organised for our summer clerks.

#### **Selection Criteria:**

We focus on attracting students who have

- Ability
- Ambition
- Enthusiasm

These attributes are assessed from

- Academic results
- Extracurricular interests

- Life experience outside your studies
- Ability to successfully combine your studies with other competing priorities, challenges and achievements such as work experience, sporting endeavours, music or other interests
- Ability to work effectively in a team
- A practical problem-solving approach to your work

#### **Summer Clerkships - How to apply:**

Applications should be submitted online via cvMail at <http://www.cvmail.com.au>.

#### **Important Dates:**

- Applications open on Wednesday 30 June 2010
- Applications close on Friday 30 July 2010
- Interviews commence on Monday 30 August 2010
- Offers made on Friday 8 October 2010
- Offers must be accepted or declined by Tuesday 12 October 2010

#### **Your application should include:**

- a complete curriculum vitae, including details of your work experience, sporting activities, club memberships and other interests
- a covering letter
- a copy of your most recent transcript of academic results



## FREEHILLS 2010 PROFILE

### Fergus Rourke feat. Tom Cooper

Like many summer clerks, I accepted my offer at Freehills with a degree of trepidation. Would I regret spending my last summer break working in the city? At which food court would I buy my lunch? Could a corporate law firm ever be a truly great place to work? Was my gut instinct decision to go to Freehills the right one? After three months, I had answers to these profound questions: no, the MLC Centre, yes, and absolutely!

Over three months, I rotated through the Competition and Market Regulation team in Litigation and the Equity Capital Markets team in Corporate. From my first day in both teams, I was given real work for Freehills' clients. The work was invariably interesting. It seemed that at Freehills the partners went out of their way to make sure junior lawyers and clerks got juicy research tasks at the cutting edge of the law and were taken along to client meetings. As clerks, we didn't expect this having heard the "I Know What You Did Last Summer" horror tales from other firms of a clerkship spent doing discovery or a rotation in stamp licking. After three months at Freehills, I still don't know how to use the photocopier. (Which is a good sign, right? Maybe I'm just slow.)

Of course, work/life balance is important and the clerkship gave us plenty of the latter. Mondays were an early mark for inter-firm sport. The mixture of lawyers and sport is a potent and terribly amusing combination. The rest of the week, after 5PM most billing was done under the Eden Bar matter code. There were scav hunts in the Rocks, trips to the Botanic Gardens to learn about native foods, art gallery visits and many Christmas parties. One thing that struck the clerks was the partners' emphasis on getting all employees involved with the Freehills

Foundation and pro bono opportunities. We even found our inner child during a school trip to Luna Park with Glebe Centipede.

Freehills' reputation for excellence is well-deserved, as is the case for many Sydney firms. All of these firms win industry gongs, advise the bluest of blue chip companies, provide a full suite of corporate law services and so on. The question "What is the best law firm in Sydney?" has no answer. But you may be able to find an answer to the question "What is the best firm for me?"

Given that you accept an offer before you do any work at a firm, *Boots Cash Chemist* style, my tip is to make the most of the clerk recruiting process and meet as many people at each firm, particularly partners. For me, Freehills' distinguishing feature was the way that the partners spoke about their staff. They were bursting with pride for their teams. The partners invest a great deal of energy in the professional development of their junior lawyers, often over a cup of Campos. When I graduate, that is what I am looking for and that's why I chose Freehills.

# GILBERT + TOBIN

**Address:** Level 37, 2 Park Street,  
Sydney NSW 2000

**Contact person:** Melissa Leslie

**Phone number:** 02 9263 4000

**Email:** [humanresources@gtlaw.com.au](mailto:humanresources@gtlaw.com.au)

**Website:** <http://www.gtlaw.com.au/>

## **Number of lawyers**

Sydney: 200+  
Firm-wide: 200+

## **Number of partners**

Sydney: 52  
Firm-wide 55

## **Office locations:**

Sydney and Melbourne

## **Areas of practice:**

- Corporate, including:
- Banking + Finance
- Capital Markets
- Climate Change
- Energy
- Environment
- Mergers + Acquisitions
- Private Equity
- Real Estate + Projects
- Tax
- Competition + Regulation
- Intellectual Property
- Litigation
- Corporate Communications + Technology
- Pro Bono

## **What distinguishes this law firm from others?**

Perhaps the most compelling reason to join Gilbert + Tobin is the feeling people gain by working at the firm. As a younger organisation that has built its success on legal excellence and entrepreneurial drive, Gilbert + Tobin is energetic and passionate. It is non-bureaucratic and values diversity, individuality, innovation and fun. The firm also has a long heritage of giving back to the community through its pro bono practice and more recent corporate social responsibility initiatives.

## **What other benefits and activities aside from work does the firm offer?**

Gilbert + Tobin wouldn't be complete without its in-house café. It serves coffee all day, snacks and a range of breakfast and lunch options. We also take time out to have some fun through our participation in regular sporting, social and charity events.

As you progress through your career we encourage you to undertake postgraduate studies and we offer funding assistance for relevant masters degrees and other post-graduate courses. As part of our commitment to continuing education, we award a scholarship of up to A\$10,000 a year to a lawyer wishing to study at any educational institution in the world.



ACHIEVE  
EXPERIENCE  
SUCCEED

## Step up

With a reputation for breaking new ground, we regularly work on the most significant transactions and cases here and overseas. As a first-tier firm, we offer our lawyers competitive remuneration and professional variety across a broad range of practice areas.

If you're among the best and brightest law students, then Gilbert + Tobin is the place to complete your summer clerkship. We're one of the nation's leading corporate law firms, servicing blue-chip clients across a deep range of practice areas and offering expanding opportunities in Asia.

We offer a different kind of clerkship. Be part of a younger, more flexible firm that has built its success on legal innovation and having a heart.

To learn more about Gilbert + Tobin, see [www.gtlaw.com.au/me](http://www.gtlaw.com.au/me)

GILBERT  
TOBIN

me

## **GILBERT + TOBIN 2010** **QUESTIONNAIRE**

### **Does the firm engage in pro-bono or volunteer activities?**

The Pro Bono Practice has a particular focus on indigenous issues but also undertakes a broad variety of matters, including test and public interest litigation, policy work, community legal education, corporate governance and contractual matters for NGOs, refugee matters, human rights and discrimination cases and victim compensation claims.

The Pro Bono Practice participates in several outreach programs including:

- Female lawyers staff the Centre's Domestic Violence Court Assistance Scheme every Wednesday at the Downing Centre.
- Lawyers attend the Marrickville Legal Centre to provide advice each week.
- Monthly assistance and advice is provided at the Women's Health Centre and Neighbourhood Centre at Wyong.
- As part of the Homeless Person's Legal Service we provide weekly legal advice at Matthew Talbot Homeless Shelter.



The firm has a long-standing partnership with the Yothu Yindi Foundation, hosts of the annual Garma Festival, Australia's largest indigenous cultural festival. Five lawyers from the firm attend the festival every year to provide advice and assistance. Working as members of the Indigenous Enterprise Partnership, acting for several Indigenous organisations in the Cape York region.

# GILBERT + TOBIN 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Penultimate year law students

### Size of last clerkship intake:

17

### Anticipated clerkship intake for this year:

Approximately 15

### What does the firm look for in a clerk? / What advice would you offer to someone applying to the firm?

If you can see yourself working here, then make it happen!

We're looking for ambitious, bright, friendly and enthusiastic individuals who identify with our core values;

- Innovation
- Entrepreneurial spirit
- Commercial acumen
- A determination to succeed

Ensure your CV and covering letter highlight your skills and successes. You'll also need excellent academic results and an interest in our practice areas.

### Does the firm take directly take graduates?

From time to time Gilbert + Tobin takes on graduates from outside of the clerkship program. This is based on the needs of the practice groups. Students interested in a graduate position with Gilbert + Tobin should contact Melissa Leslie on [humanresources@gtlaw.com.au](mailto:humanresources@gtlaw.com.au) or 02 9263 4000.

### What work does the firm offer to a clerk?

At Gilbert + Tobin, summer clerks complete a 10-week placement consisting of two five-week rotations across the firm's practice areas, including Pro Bono. The matters students are engaged on span various areas of law and often involve expertise from lawyers in more than one practice group.

For example, you might be working on a corporate transaction that involves an element of real estate law. Or, you may get involved in an intellectual property case that requires collaboration with the dispute resolution team. Even though you won't complete a rotation in every practice group, you will still have exposure to many practice areas and the opportunity to work with lawyers across the firm.

Our partners and lawyers have become experts in their areas of specialisation and will assist you to develop core skills and experience across your areas of interest. As you become more familiar with your

practice group, you will start to work on transactions similar to those you may have read about in the media or studied at university.

During your time within your group, you will start to understand the mechanics of a legal transaction and work on a range of tasks to build valuable skills and experience, including researching case law, preparing and drafting memos, assisting in litigation processes, attending court and observing negotiations and meeting clients. Each summer clerk is introduced to drafting and preparing commercial legal advice as a knowledge management task.

### What other benefits and activities does the firm offer a clerk?

Your clerkship isn't only about gaining legal experience. It's also an opportunity to be part of a talented cohort of people who may become your peers as you continue your legal career. There are plenty of firm lunches and work events, as well as practice group events, where you will get the chance to build relationships with people across the firm.

As a summer clerk you will also participate in the inter-firm events, which have included sports competitions and a trivia night.

### Application process

#### What is the method of applying for a clerkship?

If you'd like to complete a summer clerkship with Gilbert + Tobin, then apply to us online via: [www.cvmail.com.au](http://www.cvmail.com.au)

#### What are the typical stages in the clerkship application process? / What are the relevant application deadlines?

#### Gilbert + Tobin 2010 application calendar

30 June	Apply on-line to Gilbert + Tobin via <a href="http://www.cvmail.com.au">www.cvmail.com.au</a>
30 July	Closing date for summer clerkship applications
September	Attend 1st and 2nd interviews at Gilbert + Tobin
8 October	Offers made for summer clerkship
7 December	Gilbert + Tobin summer clerkship commences

## GILBERT + TOBIN 2010 PROFILE



The decision to give up my summer of soaking up the sun after a gruelling semester of study to complete a summer clerkship with Gilbert + Tobin was a remarkably easy one. From my first exposure to Gilbert + Tobin it was clear to me that there was something different about this top tier firm. I was not only attracted by Gilbert + Tobin's commitment to innovation and excellence, but by the feel I got for the firm in the areas that were really important to me. Indeed, being interviewed by Danny Gilbert himself, whilst a sufficiently nerve racking experience, confirmed Gilbert + Tobin's claim to an open culture, showing me that this was an environment where even as a junior lawyer those around me would take interest in my development and help me realise my potential. But, at the risk of sounding cliché, what really sealed the deal for me was Gilbert + Tobin's unparalleled commitment to pro bono and its particular focus on Indigenous Australia.

Over my 10 weeks at Gilbert + Tobin, I was able to get a very realistic insight and feel into what it was like to be a commercial lawyer. And yes, this did mean that we had to work hard. However, this also meant that we were exposed to a variety of interesting and challenging work, and had the opportunity to learn from some of the country's leading practitioners. Throughout each of my rotations in the Environment and Planning, and Competition and Regulation practice groups I found the lawyers at Gilbert + Tobin to be not only friendly and approachable, but trusting in our ability to complete quality work and genuinely interested in helping the clerks learn. Some of the highlights for me were contributing to a book on water regulation, developing a new product for the Antitrust Asia website,

attending the Supreme and Land and Environment Courts, and more generally, getting a firsthand insight into how the law works in practice. The way in which I was able to see the development of practical solutions to real life legal problems was an invaluable experience, and it was a really great feeling to complete a discreet piece of research which I could see later incorporated into a Partner's final legal advice to the client.

However the clerkship experience is by no means all work and no play. The inter-firm clerkship events were a great way to meet and mix with friends and clerks from other firms while having a bit of fun and testing our sporting prowess, which is still a bit of a sore point for Team G and Mr T! But the best fun by far was had with my fellow clerks from Gilbert + Tobin. We found plenty of time over the summer for after work drinks, disco bowling and countless visits to the best dumpling place in all of Sydney. Having become quite good friends I am really looking forward to starting back with my graduate cohort next year and can't recommend a summer clerkship with Gilbert + Tobin enough.



# HARMERS WORKPLACE LAWYERS

**Address:** Level 28, St Martins Tower, 31 Market Street, Sydney NSW 2000

**Designated contact person:** Susan Murphy, National HR Manager

**Telephone:** (02) 9267 4322

**Email:** [susan.murphy@harmers.com.au](mailto:susan.murphy@harmers.com.au)

## **Number of lawyers:**

Sydney: 30  
Firm-wide: 35

## **Number of partners:**

Sydney: 4  
Firm-wide: 6

## **Office locations:**

Sydney, Brisbane and Melbourne.

## **Areas of practice:**

- Industrial Relations
- Employment
- Occupational Health and Safety
- Human Rights and Equal Opportunities
- Change Management
- Legal Risk Management

## **What distinguishes this law firm from others?**

One of Harmers' key differentiators as a business is a set of business principles that commit us to being model people managers, and ensuring that our internal people management practices reflect the high quality advice we give to our clients.

By putting our people at the heart of our corporate purpose, Harmers continues to be a model people management organisation, as well as one of Australia's leading service providers in the area of HR and workplace relations.

In recent years Harmers has attracted significant recognition for both legal excellence and people management practices, consistently winning the following awards:

- **2006, 2007, 2008 & 2009 ALB Australasian Law Awards** - Harmers awarded "Employment Specialist Law Firm of the Year" for four consecutive years; and
- **2002-2007 Work/Life Initiative in Australian Industry** - Harmers ranked in the Top 25 Best Practice Organisations across Australia in Managing Work Life Balance for six consecutive years, and certified in 2008 as a *Flexibility Accredited Employer Silver Rating* issued by Managing Work Life Balance International.

Our ongoing success and strategy for growth relies to a great extent on our culture of teamwork, shared responsibility and rewards for business performance. The firm's culture has principles of openness, consultation and information sharing at its heart.

## **What other benefits and activities aside from work does the firm offer?**

The benefits and activities available to our staff are extensive! Here is a taste of just a few:

- Our legal team participate in dedicated discussion and development groups such as the JL/ML Forum and the Emerging Leaders Program, and attend Legal Staff training every Thursday morning to ensure their continuing professional development;
- Weekly micro team meetings are also conducted on a smaller team basis to ensure we appropriately connect with all our staff; and
- All staff are welcome to participate in any of our committees (or working groups) such as the Work & Wellbeing, OH&S or Environmental Committee where individual input can make a difference to the Committees achievements.

Summer Clerks are actively encouraged to attend as many of these learning opportunities as possible during their clerkship.

- We fund Law Society admission, membership and Practising Certificate fees, contributions towards College of Law fees and we provide study assistance;
- We provide above standard paid parental leave, personal leave and we fund salary continuance insurance; and
- An EAP facility is available to all staff and their families.

Some of the more social benefits provided during the clerkship include:

- Formal and informal Friday night drinks;
- Attendance at the inter-firm trivia and basketball events; and
- Invitations to the Harmers Anniversary dinner and the family Christmas picnic.

And finally we all work in a casual dress environment Monday to Friday, with more corporate clothing only required for court or client meetings.



**HARMERS WORKPLACE LAWYERS  
2010  
QUESTIONNAIRE**



**Does the firm engage in pro-bono or volunteer activities?**

Yes, Harmers considers that the legal profession has a moral and social responsibility to provide what assistance it can to persons otherwise unable to access legal representation. Given the legal expertise and resources that Harmers can utilise, we are in a position to redress many cases of injustice and abuse in the workplace which may be under-serviced by a union or other legal representatives.

Harmers allocates 5% of its budgeted fees to pro bono and concessional work. In addition, all individual clients earning less than \$200,000 annually receive capped professional fee rates.

# HARMERS WORKPLACE LAWYERS 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Students must be in the penultimate year of their law degree.

### Size of last clerkship intake:

2 (6 in the previous year)

### Anticipated clerkship intake for this year:

2-4

### What does the firm look for in a clerk?

We want to recruit high calibre students who are passionate about a career in employment law.

- Excellent academic results (preferably in our areas of expertise)
- Interests in a broad range of activities such as sports, arts or volunteer work
- Willingness to work on a variety of tasks in a team environment
- Valuing the work and skills of others
- Personal values and beliefs that align with those of the firm to ensure cultural fit

### What advice would you offer to someone applying to the firm?

Before applying to us, please ensure you are genuinely interested in a clerkship with a firm that practices solely in employment related law. We do not offer rotations between different practice groups instead you will work with the majority of our lawyers across employment related law during the clerkship program.

### Does the firm directly take graduates?

Our summer clerks usually stay on with us as paralegals on a casual basis during their last year of study and then commence with us as Graduates on a full time basis. We do not currently run a separate Graduate Program but subject to work levels we may at any time during the year recruit graduates.

### What work does the firm offer to a clerk?

You will be provided with the opportunity to work in a leading, top tier specialist employment law firm with practitioners who are leaders in their field. Harmers' philosophy and approach to consultation with all staff coupled with the opportunity for all staff to be involved in the decision making of the firm is unique. You will work closely with solicitors and Partners across the firm and its practice areas on live matters where your

contribution is not just required but valued.

### What other benefits and activities does the firm offer a clerk?

Our clerkship program usually runs for three months and during that time clerks undergo a very thorough induction to the firm coupled with an extensive education in our areas of the law. A number of induction sessions are held each week, the presenters including both Partners and lawyers.

Each clerk is allocated their own buddy and we have a mentoring program in which clerks can participate. The benefits and activities offered by the firm to all staff as listed above are available as applicable for clerks.

## Application process

### What is the method of applying for a clerkship?

Students are required to complete the standard application form (available on our website) and provide us with a copy of their academic transcript, HSC results and UAI.

Electronic submission is preferred ([recruitment@harmers.com.au](mailto:recruitment@harmers.com.au)), however postal applications are also accepted.

### What are the typical stages in the clerkship application process?

1. Our HR team review all applications
2. Short-listed applicants are invited to attend a half-day assessment centre in September, during which they learn about the firm, meet some of our Partners, have an opportunity to speak with current paralegals and junior lawyers as well as participate in a one-on-one interview.
3. Candidates will be offered clerkships on this basis

### What are the relevant application deadlines?

Applications open: 30 June 2010

Applications close: 30 July 2010

# HARMERS WORKPLACE LAWYERS 2010

## PROFILE

**Name:** Rania

**Year:** Summer Clerkship 2009/2010

When applying for and choosing the firm at which to undertake a summer clerkship I was looking for three essential things: meaningful work, a progressive approach to clients, and a supportive team environment. Harmers Workplace Lawyers soon became the clear choice as it surpassed my expectations in all three areas.

As Harmers is already a specialised workplace law firm it is not divided into distinct practice groups, and thus clerks do not undertake rotations as they do in other firms. This provides a number of benefits. Rather than having to choose between and experience a few discrete areas of workplace law, I had the opportunity to work in all of the areas in which Harmers provides services, including industrial and employment law, human rights and equal opportunity law, OH&S, and legal risk management. Moreover, it gave me the opportunity to work with and get to know a wide range of people within the firm. Whilst some may be reluctant to choose a specialist firm at the beginning of their career, it is important to note that employment law encompasses a wide range of legal disciplines. The tasks I conducted throughout my clerkship traversed many areas including corporate, contract, immigration, tort, constitutional and trade practices law. A clerkship at Harmers thus provides a valuable insight into the practical application and interaction of many of the different areas of law studied at uni. Examples of the tasks I was given as a clerk include legal research into bargaining processes under the Fair Work Act, drafting an independent contractor agreement, attending Federal Court proceedings, sitting in on client meetings and mediations, contributing to a client advice on termination payments, and writing a legal training paper on intellectual property and workplace surveillance. I found that each task expanded my theoretical and practical knowledge of the law, giving me valuable insights into the law that cannot be gained at uni.

In terms of its clients, Harmers is refreshingly progressive and egalitarian. The firm's provision of services to both employees and employers not only gives Harmers' staff a balanced understanding of the employment relationship, but also speaks volumes about the firm's commitment to justice for all parties in the workplace. The firm emphasises a proactive approach to workplace issues, with a focus on prevention rather than reaction, and aims to practice holistic lawyering, by looking beyond the immediate legal problem to potential PR issues, employee moral issues, etc.

During our clerkship the importance of learning to think outside the box was consistently emphasised as we undertook what at first appeared to be 'left-field' research tasks, but which later revealed themselves to be part of overall plan to provide our clients with the most comprehensive service possible.

What really sets Harmers apart is its work environment and culture. In all areas, not least its approach to staff, Harmers is an incredibly down-to-earth, open and supportive firm. From day one staff from all areas of the firm made a genuine effort to welcome us as clerks and get to know us as people. Harmers' 'open-door' policy is no cliché, with solicitors from all levels making themselves available to chat about everything from matters we were working on, to processes and procedures, to what we did on the weekend.

During our clerkship we worked directly with staff of all levels of seniority, from graduates to the chairman of the firm, all of whom took time out to explain the background to matters no matter how small the task. A concerted effort was also made to provide feedback and constructive criticism, always with the aim of helping us to improve.

Harmers approach to firm management is equally inclusive, with the firm adopting a 'Full Firm' consultation model, whereby all staff are directly involved in determining the strategic direction of the firm and given access to all material relevant to firm management. Even as summer clerks we were readily included in these processes, being invited to engage in full firm meetings, given regular updates on firm developments, and permitted access to a wide range of confidential information about the firm.

Overall, my experience at Harmers was thoroughly enjoyable and rewarding. If you are looking for a firm that will provide you with exposure to wide range of legal practice areas, coupled with a supportive team environment and a genuine concern for client's interests, I strongly urge you to consider undertaking a clerkship at Harmers Workplace Lawyers.

# HENRY DAVIS YORK

Address: 44 Martin Place Sydney  
Designated contact person: Debbie Avery,  
People & Development Manager  
Phone number: (02) 9947 6432  
Email: Debbie\_avery@hdy.com.au

Number of lawyers  
Sydney: 175

Number of partners  
Sydney: 49

Office locations:  
Sydney

Areas of practice:  
Our practice areas include:

- Banking Restructuring & Insolvency
- Commercial Disputes
- Corporate Advisory
- Construction
- Property Environment & Projects
- Workplace Relations & Safety

## **What distinguishes this law firm from others?**

HDY is one of Sydney's most established firms, with market-leading expertise and a client list spanning the financial services, corporate and public sectors. We're often featured in the media for our involvement in major cases, recognised for our unique culture and awarded for our successes.

We're famous for our relationships; it's ingrained in our identity and culture. We are committed to continually building excellence in our chosen areas of expertise.

We deliver seamless, quality service as we work together in one cohesive team. Clients commend us for the accessibility and consistency we provide.

## **What other benefits and activities aside from work does the firm offer?**

Our Professional Development Program gives you a real, measurable career path. It consists of modules relating to professional skills such as communication, client relationships, management and delegation. As seniority and experience levels grow, each module addresses the competencies required of your role.

The Professional Development Program is designed to help you understand how we do business and grow effectively in your career.

Apart from a dedication to Learning and Development we also focus on our people through our flexible work policies and a wide range of staff benefits from activities relating to health and wellbeing, to assistance with financial planning.



HENRY DAVIS YORK  
LAWYERS

# ONE

**SPECTRUM** OF OPPORTUNITY

■ One Vision ■ One Purpose ■ One Firm ■ One Decision ■ One Journey ■



Visit <http://summerclerks.hdy.com.au> for more information

**HENRY DAVIS YORK 2010**  
**QUESTIONNAIRE**



**Does the firm engage in pro-bono or volunteer activities?**

Our pro bono work and community support endeavours are something the firm has a strong tradition in. We have a dedicated pro bono committee and provide a wide range of assistance to disadvantaged individuals and non-profit organisations including the Homeless Persons Legal Service (HPLS), the Public Interest Law Clearing House (PILCH) and the Homicide Victims Support Group (HVSG) for which we were awarded the Pro Bono Partnership Award at the NSW Law and Justice Foundation Awards 2007.

# HENRY DAVIS YORK 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Applicants must have at least two but no more than four full semesters to complete to obtain a law degree as at 30 June 2010.

### Size of last clerkship intake:

HDY had 7 summer clerks in the 2009/2010 program

### Anticipated clerkship intake for this year:

We anticipate recruiting between 10 and 12 summer clerks this year

### What does the firm look for in a clerk?

We look for summer clerks who are team players and keen to give their best. We know how critical our people are to our continued success and see our clerks as an integral part of our future growth and are looking for people who:

- Share our commitment to excellence in what we do and how we do it
- Communicate well at all levels
- Are team players
- Are lateral and innovative thinkers
- Demonstrate balance in their outside of work or study
- Are intelligent and commercially-minded lawyers in the making.

You will need a sound academic record and some work experience, in a legal or non-legal environment and have a positive disposition and demonstrated leadership skills.

### What advice would you offer to someone applying to the firm?

1. Understand what you are looking for:  
Firstly, you need to understand why you are applying for a summer clerkship and what you want to achieve from it.
2. Understand the opportunities:  
Next, you need to explore the various opportunities available to you through thorough research, speaking to former summer clerks and graduates and seeking out people in the industry who can provide you with guidance and advice.
3. Prepare well:  
Now you've secured an interview, you need to prepare for it thoroughly. This includes researching the firm and the person who is interviewing you and preparing any questions you want to ask during the interview.

### Does the firm take directly take graduates?

We do not participate in the formal graduate recruitment program. We focus on the summer clerk program each year and that is how we aim to recruit our graduate lawyers.

### What work does the firm offer to a clerk?

As a summer clerk with Henry Davis York you will put your learning into practice through many different channels. On any given day you might draft documents for a court hearing; help an international client to establish a business in Australia; be involved in mediations and prepare pleadings, affidavits and witness statements; research and attend court hearings or mentions; attend client meetings and

settlements or research and prepare advice on complex legal issues. You might also participate in a training session to solve a case study about an unfair dismissal; attend workshops on various aspects of legal practice; or work with our marketing group to analyse recent media coverage or to write an article for our e-newsletter.

### What other benefits and activities does the firm offer a clerk?

Our Summer Clerk program begins with a comprehensive three-day orientation with training and development activities and the chance to meet the professionals you will be working with. You will also be involved in continuous formal training throughout your clerkship.

Of course it's important to have some fun too and you will have plenty of opportunities to experience the spirit of Henry Davis York through a range of formal and informal social activities.

### Application process

#### What is the method of applying for a clerkship?

All summer clerkship applications need to be made through CV Mail.

#### What are the typical stages in the clerkship application process?

Our interviewing process is geared towards understanding how you will fit in with our values and work within existing teams and within the culture of the firm. First-round interviews are conducted one-on-one with a member of our People & Development team. If you progress to the second round, you will be given the opportunity to meet many people from our firm at a summer clerks' cocktail function. After all, it's a two-way process and we want you to feel comfortable with the firm you choose.

A representative from our People & Development team and a partner will conduct the second round of interviews. One of our junior lawyers, an ex-clerk, will also be involved to give you the chance to find out what it's really like to be a summer clerk at Henry Davis York.

#### What are the relevant application deadlines?

Summer clerk applications open on 30 June and close on 30 July.



## HENRY DAVIS YORK 2010 PROFILE



### Lauren Brignull - 2009/2010 Summer clerk

The decision to do my summer clerkship at Henry Davis York was a relatively simple one. It was at the drinks evening that I decided HDY was where I wanted to work. The firm was obviously very supportive of the clerkship program as I met more partners that evening than I had known in my entire life, as well as senior associates and lawyers. Everyone not only made us feel comfortable and welcome, but obviously enjoyed each other's company as well and I knew that this was a place I would be happy to come to every day.

During my clerkship I rotated through 3 practice areas. In each group we had a lawyer, senior associate and partner to help guide our work and interaction with the firm, although I also received work from a wide variety of people in each group. Some of the opportunities I had included working on my own brief under the guidance of a partner, which included research and direct correspondence with the

client. I also drafted letters and advices, went to various courts and client meetings, compiled briefs and assisted in a number of pro bono matters. I was surprised at the quality and importance of the contributions I was able to make through the assistance of the support network we were given, as well as the training program in place for the clerks.

I think what set the firm apart was not only that I was able to participate in real legal work, but also the atmosphere and events that took place. From attending the professional lunches where we are able to network, to the Christmas and other social functions (both within Henry Davis York and along with the clerks from other firms), I immediately felt included in the culture of HDY.

I am now a paralegal at the firm 2 days a week and am looking forward to starting a graduate position at Henry Davis York next year.

# HICKSON LAWYERS

**Address:** Level 32, 2 Park Street  
Sydney NSW 2000

**Designated contact person:**  
Tatiana Gratcheva

**Phone number:** 02 9293 5311

**Email:**  
[tatiana.gratcheva@hicksons.com.au](mailto:tatiana.gratcheva@hicksons.com.au)

**Website:**  
<http://www.hicksons.com.au/>

**Number of lawyers**  
Sydney: 67  
Firm-wide: 72

**Number of partners**  
Sydney: 19  
Firm-wide: 20

**Office locations:**  
Sydney CBD, Newcastle

**Areas of practice:**

- Commercial Disputes Resolution
- Corporate & Commercial
- Insurance
- Lenders Mortgage Insurance
- Mortgage Recovery
- Property & Finance
- Transport Trade & Energy
- Workers Compensation
- Workplace Relations

**What distinguishes this law firm from others?**

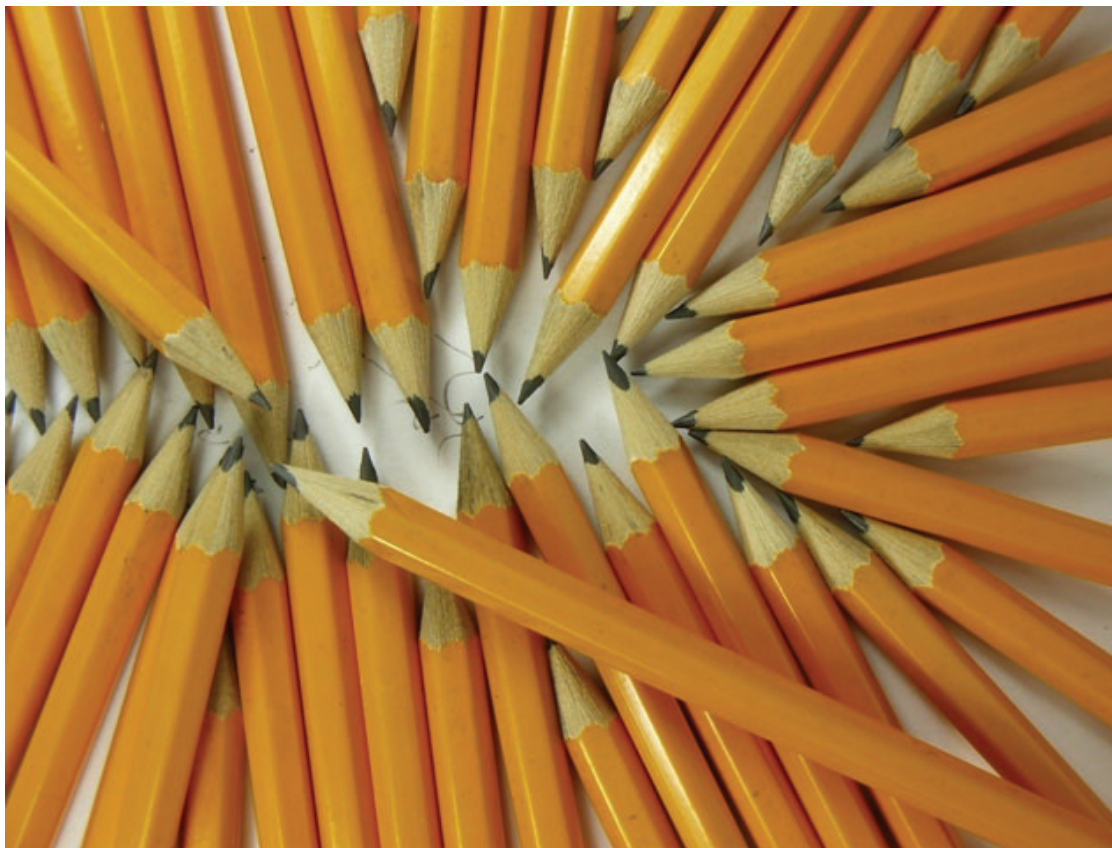
Hicksons Lawyers offers numerous features, including;

- Work/Life Balance
- Open Door Policy
- End of Week Drinks
- End of Month Themed Drinks
- Lawyers Ski Weekends
- Hicksons Soccer/Footy Team
- Stay In Touch Program for Staff on Maternity Leave

**What other benefits and activities aside from work does the firm offer?**

- Corporate Rate Discounts with Local Gyms
- Corporate Rate Discounts with MBF (Health Provider)
- Weekly Supply of Fruit

**HICKSON LAWYERS 2010**  
**QUESTIONNAIRE**



**Does the firm engage in pro-bono or volunteer activities?**

Yes, on a needs basis.

## HICKSON LAWYERS 2010 CLERKSHIP DETAILS

### **What is the preferred year level of clerkship applicants?**

We look for penultimate year students for our clerkship positions.

### **Size of last clerkship intake:**

6

### **Anticipated clerkship intake for this year:**

6

### **What does the firm look for in a clerk?**

We look for;

- Dedication
- Ambition
- Good Grades
- Interest in our Practice Areas.

### **What advice would you offer to someone applying to the firm?**

Look into our practice areas and website.

### **Does the firm take directly take graduates?**

On a needs basis only, usually they run from the Summer Clerkship programs.

### **What work does the firm offer to a clerk?**

Clerks normally research matters, draft correspondence and attending court.

### **What other benefits and activities does the firm offer a clerk?**

We offer rotations with different practice groups. We try to allocate the clerks into preferred practices.



## Application process

### **What is the method of applying for a clerkship?**

Applications are online through our website.

### **What are the typical stages in the clerkship application process?**

The clerkship process includes:

- Telephone interview
- Two face-to-face interviews.

### **What are the relevant application deadlines?**

30 June – Applications open

30 July – Applications close

30 August – Interviews commence

8 October – Offers can be made

12 October – Offers must be accepted/declined

### **If applicable, what is the method of application for graduates?**

The application method for graduates is through our website or [www.seek.com.au](http://www.seek.com.au). We always advertise for possible graduate positions.

## **HICKSON LAWYERS 2010**

### **PROFILE**

#### ***Reflections on their Summer Clerk Experiences with Hicksons***

“My Summer Clerkship experience exceeded all of my expectations. From the moment I started at Hicksons, in the General Insurance team, I was made to feel like part of the team. I got a solid insight into the workings of a law firm and worked directly with partners, contributing to the day to day running of matters. It was an incredibly hands on experience and there were more than enough people willing to answer my questions and to take the time to explain how and why a particular task was done. I also participated in the soccer and touch football teams, and enjoyed the social atmosphere of Friday night drinks. I continued as a Paralegal and now a Solicitor in the same team and enjoy strong mentoring and progressive responsibility. The environment is friendly, relaxed and collegiate - the perfect place for a career.”

**Rachel Fonseca – now a Solicitor with Hicksons**

“My summer clerkship at Hicksons was a fantastic learning experience. The people I was working with were so approachable; I was always able to get help and answers to my questions when I needed it. I worked directly with the partner in charge of my practice group, which is not an opportunity you would have at a big firm. I was made to feel part of the team, and part of the firm from the start. I was given meaningful work, and could see how what I was doing contributed to the team’s output. Although I did do research, that wasn’t the only task I was given. I was also drafting letters and court documents, things you can only learn by doing. It was great to experience ‘working life’ and even though I had to work five days a week, it was a lot of fun.”

**Anastasia Walker**

# HOLDING REDLICH

**Address:** Level 65, MLC Centre, 19 Martin Place, Sydney NSW 2000

**Designated contact person:** Anna Peters

**Phone number:** 02 8083 0474

**Email:** [anna.peters@holdingredlich.com.au](mailto:anna.peters@holdingredlich.com.au)

**Website:**  
<http://www.holdingredlich.com.au/>

**Number of lawyers**  
Sydney: 42  
Firm-wide: 125

**Number of partners**  
Sydney: 17  
Firm-wide: 50

**Office locations:**  
Melbourne; Sydney; Brisbane

**Areas of practice:**  
The commercial areas in which we have extensive experience and significant depth of expertise include:

- Administrative law
- Commercial dispute resolution
- Construction and infrastructure
- Corporate
- Employment and industrial relations
- Energy (including renewable energy) and resources
- Franchising
- Information technology
- Insolvency
- Intellectual property
- Media and entertainment
- Occupational health and safety
- Planning and environment
- Privacy
- Property and projects
- Property finance
- Superannuation & financial services
- Trade practices

## What distinguishes this law firm from others?

“Holding Redlich is the only Australian law firm likely to be simultaneously acting for an investment bank in a \$200 million corporate acquisition, advising an industry superannuation fund on governance issues and amendments to its trust documents, negotiating gas supply agreements for a major capital city, acting in all aspects of a \$500 million commercial property development, representing a refugee in the Administrative Appeals Tribunal on a pro bono basis, defending an international accounting firm in a Supreme Court negligence case, and negotiating a television deal for one of Australia’s leading comic performers.” Chris Lovell, National Managing Partner, Holding Redlich.

## What other benefits and activities aside from work does the firm offer?

- Sydney office contains a gym for staff and provides yoga on Monday evenings.
- Lunch-time soccer team.
- Extensive in-house learning and development program covering legal skills and knowledge, practice management and business skills, technology training and professional and career development opportunities.
- Encourage our people to utilise external learning opportunities to enhance their skills, and support them to pursue further qualifications such as postgraduate and professional studies through our generous study leave and financial assistance policy.

## **HOLDING REDLICH 2010** **QUESTIONNAIRE**



### **Does the firm engage in pro-bono or volunteer activities?**

There is our belief that law firms have a role in society which extends beyond providing legal services and generating fees. Through provision of pro bono legal services and other support we seek to contribute to the creation of a better, fairer society.

We have strong relationships with the Public Interest Law Clearing Houses in Sydney and Melbourne, the Refugee and Immigration Legal Centre, the Victorian Aboriginal Legal Service, the Environmental Defenders' Office and the Arts Law Centre from which we accept

referrals for pro bono assistance for individuals and not-for-profit community organisations.

Sponsorships include the Monash University Castan Centre for Human Rights Law, and the University of Melbourne Centre for Labour Relations Law, the Darebin Community Legal Centre, as well as eight universities.



# HOLDING REDLICH 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Students entering into their final year of law.

### Size of last clerkship intake:

4

### Anticipated clerkship intake for this year:

4-5

### What does the firm look for in a clerk?

- Well-rounded, proactive, energetic people with inquiring minds and a commitment to excellence in the work they do.
- Strong academic results and well developed interpersonal and communication skills.
- Diversity of experience, including part time or vacation work, involvement in extra-curricular activities such as volunteer work and community, arts, sport and business organisations.

### What advice would you offer to someone applying to the firm?

Spell check all your documents and pay careful attention to your cover letter and curriculum vitae.

### Does the firm take directly take graduates?

We do tend to make priority offers to our summer clerks however we sometimes advertise for graduates outside of this process when we are in a position to accommodate more junior staff.

### What work does the firm offer to a clerk?

The work does tend to vary depending on what practice groups you rotate through. However, you can be guaranteed a mix of the following - research; court attendance; settlement attendance; client meetings; filing documents in court; preparing briefs to counsel; preparation and lodging of court documents; discovery; and drafting documents.

### What other benefits and activities does the firm offer a clerk?

Along with the general festivities taking place at that time of the year, summer clerks are also involved in some inter-firm summer clerk activities as well like the annual trivia night. Another benefit Holding Redlich Summer Clerks receive is a formal feedback session with their Supervising Partner after each rotation.

## Application process

### What is the method of applying for a clerkship?

Email cover letter; CV and academic transcript to Anna Peters e-mail address:

[anna.peters@holdingredlich.com.au](mailto:anna.peters@holdingredlich.com.au)

### What are the relevant application deadlines?

Wednesday 30th June 2010	Applications Open
Friday 30th July 2010	Applications Close
Monday 30th August 2010	Interviews Commence
Friday 8th October 2010	Offers can be made
Tuesday 12th October 2010	Offers must be accepted/declined

**Address:** Gateway, 1 Macquarie Place,  
Sydney, NSW 2000

**Designated contact person:**  
Katharine Elkan

**Phone number:** (02) 9391 3054

**Email:**  
[human\\_resources@hunthunt.com.au](mailto:human_resources@hunthunt.com.au)

**Website:**  
<http://www.hunthunt.com.au/Home/web-Home.aspx>

**Number of lawyers**  
Sydney: 46  
Firm-wide: 111

**Number of partners**  
Sydney: 24  
Firm-wide 58

**Office locations:**  
Offices are located in Sydney, North Ryde, Newcastle, Melbourne and Adelaide. We also have affiliated offices in Darwin, Perth, Brisbane, Hobart and Shanghai.

**Areas of practice:**

- Commercial
- Insurance
- Property law
- Practice Groups Include;
- Asset and Succession Planning
- Banking and Finance
- Corporate and Commercial
- Customs, Trade and Transport
- Dust Diseases
- Employment and Workplace Relations
- Environment and Planning
- Infrastructure and Projects
- Insolvency and Debt Recovery
- Occupational Health and Safety
- Insurance
- Intellectual Property
- Internet and Digital Technologies
- Litigation and Alternative Dispute Resolution
- Migration
- Property
- Taxation
- Wills and Estates
- Workers Compensation

# HUNT & HUNT

## **What distinguishes this law firm from others?**

### Tangible Experience

Hunt & Hunt offers graduates tangible hands-on experience. This means that graduates have client contact in their first year, which we believe is an essential building block in their career development.

### Manageable Hours

Budgeted, realistic and achievable number of billable hours per year give you time for networking and professional development.

### Study Support

We encourage our solicitors to seek further qualifications and are committed to supporting staff through career related study. We have a study policy which offers our employees leave for study and reimbursement of tuition and compulsory fees.

## **What other benefits and activities aside from work does the firm offer?**

- Active social committee, which organises events ranging from the Christmas Party through to theme nights and sporting events. These activities provide staff with an opportunity to get to know their colleagues in an informal environment.
- Various staff discounts, such as discounted conveyancing on personal residential dwellings and may also commit to financially supporting staff through career related study.

## **Does the firm engage in pro-bono or volunteer activities?**

Hunt and Hunt encourage its staff to be involved in community activities and quietly and generously gives to a wide range of charitable causes.

We also have a long history of providing pro bono assistance to disadvantaged or marginalised individuals of the community and not-for-profit organisations that support them.

## HUNT & HUNT 2010 QUESTIONNAIRE & CLERKSHIP DETAILS



### **Does the firm engage in pro-bono or volunteer activities?**

Hunt and Hunt encourage its staff to be involved in community activities and quietly and generously gives to a wide range of charitable causes.

We also have a long history of providing pro bono assistance to disadvantaged or marginalised individuals of the community and not-for-profit organisations that support them.

### **Clerkship details**

Hunt & Hunt does not participate in the Summer Clerkship Program.

## HUNT & HUNT 2010 PROFILE

### Personal profile

I started with Hunt & Hunt as a Graduate of Law, straight out of university. There's a perception that top corporate firms are impersonal, but Hunt & Hunt is different. I work with fun, interesting and friendly people every day. Hunt & Hunt values what makes us individuals and supports us in enjoying our life outside of the office. The firm encourages us to excel, but has realistic expectations in terms of workload.

As a graduate at Hunt & Hunt, I was immediately placed within my group. There was no competing with 50 other graduates to be noticed throughout a rotation; I was part of my team from day one. Hunt & Hunt hopes that all of its graduates will grow with it throughout their careers.

I have learnt so much from the senior lawyers at Hunt & Hunt. My supervising partners' doors are always open and there's always someone to help with any problems. Junior lawyers are given interesting and meaningful work that challenges us to constantly learn new skills. In my first year with the firm, I've progressed from drafting simple documents to running court cases.

Sarah Sandstrom, Solicitor

# JOHNSON WINTER & SLATTERY

**Address:** GPO Box 2649, Adelaide  
SA 5001

**Designated contact person:** Sallie Emmett

**Phone number:** (08) 8239 7121

**Email:** [sallie.emmett@jws.com.au](mailto:sallie.emmett@jws.com.au)

**Website:** <http://www.jws.com.au/>

## **Number of lawyers**

Sydney: 54

Firm-wide: 106

## **Number of partners**

Sydney: 21

Firm-wide 44

## **Office locations:**

Sydney, Perth, Melbourne, Brisbane, Adelaide

## **Areas of practice:**

Our practice encompasses transactional, advisory and dispute related work principally within Australia and is focused on the following key practice areas:

- Corporate
- Competition
- Energy & Natural Resources
- Taxation
- Dispute Resolution
- Insolvency & Reconstruction

## **What distinguishes this law firm from others?**

We operate with a higher proportion of senior lawyers than that typically found in major law firms because we believe that superior client service and business outcomes are best achieved through the "hands on" involvement of senior lawyers with relevant expertise. By working closely with senior lawyers, junior lawyers are given meaningful responsibilities early in their careers and the opportunity to develop strong relationships with clients. Our lawyers also work in a collaborative environment which is fostered in part by the absence of internal barriers to widespread communication such as fixed work groups or departments. This enables lawyers to work across a variety of practice areas.

## **What other benefits and activities aside from work does the firm offer?**

The collegiality experienced by our lawyers through the work environment is also fostered in a social context through the activities of the firm's social club, Associates conference (held annually) and firm based sports teams.

## JOHNSON WINTER & SLATTERY 2010 QUESTIONNAIRE



### **Does the firm engage in pro-bono or volunteer activities?**

Johnson Winter & Slattery is committed to supporting a range of community activities through sponsorship, donations and pro bono legal work. Our lawyers also contribute to the broader business community through presentations at workshops and seminars on developments in the law.

# JOHNSON WINTER & SLATTERY 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Penultimate year students are preferred as applicants.

### Size of last clerkship intake:

Sydney: 3

Adelaide: 6

Perth: 2

Melbourne: 1

### Anticipated clerkship intake for this year:

Sydney: 4

Adelaide: 8

Perth: 2

Melbourne: 2

### What does the firm look for in a clerk?

The primary criteria for assessment of applications are;

- Outstanding academic achievement
- Excellent communication skills
- A demonstrated interest in commercial law

### What advice would you offer to someone applying to the firm?

We are looking for people who are enthusiastic about succeeding in a service driven environment, have excelled academically, are committed to the continual development of their technical and commercial skills, are excellent communicators, and are committed to succeeding in a professional firm that relies on collaborative behaviour.

### Does the firm take directly take graduates?

We usually recruit graduates through our clerkship programs. However, from time to time graduate positions arise independently of that program. Applications for graduate positions should be submitted via our website.

### What work does the firm offer to a clerk?

Clerks will be involved in the transactional and dispute work being done by

senior lawyers and will be working closely with those lawyers.

### What other benefits and activities does the firm offer a clerk?

A clerkship at Johnson Winter & Slattery is a realistic introduction to a variety of lawyers, practice areas and working at the firm as an Associate. It is intended to be the first step towards a long and rewarding career with the firm.

## Application process

### What is the method of applying for a clerkship?

Applications should include a covering letter, detailed Curriculum Vitae and current academic transcript and be sent electronically via the firm's website at [www.jws.com.au](http://www.jws.com.au).

### What are the relevant application deadlines? *Summer Clerkship Scheme Deadlines 2010*

Wed 30 June 2010 Applications Open

Fri 30 July 2010 Applications Close

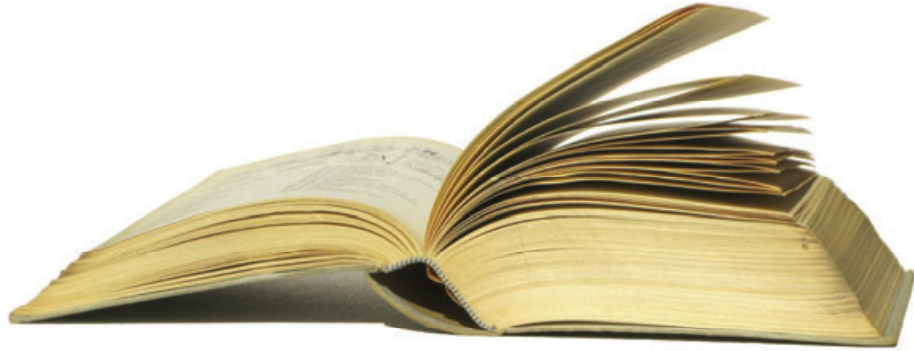
Mon 30 Aug 2010 Interviews Commence

Fri 8 Oct 2010 Offers will be made

Wed 14 Oct 2010 Offers must be accepted/declined



## JOHNSON WINTER & SLATTERY 2010 PROFILE



### *Jessica Teoh – Associate Johnson Winter & Slattery*

Starting work can be a daunting experience. However, Johnson Winter & Slattery ensured my transition from a law student to a summer clerk, and eventually to an associate was well supported.

As a summer clerk, I was immediately exposed to a wide range of work. Johnson Winter & Slattery does not allocate you to a practice area, which I believe is valuable for students who may not know what area they are particularly interested in. I was exposed to a variety of work such as researching property rights issues, amending finance documents, and drafting a notice of dispute.

The firm's 1:1 ration of senior to junior lawyers meant most of my work came directly from partners. While this initially made me feel nervous and anxious, everyone I worked with was approachable and willing to discuss the many questions I had, quickly putting me at ease. I was also allocated a buddy who provided helpful tips on how to approach the tasks given and also how to best work with the person allocating the task!

As a clerk, I was also welcomed to all the social activities such as lunches, Friday night drinks, and the Christmas dinner. Also being invited to the firm's workflow meetings, professional development sessions and any practice group meetings meant I was provided with an all round experience of what it was like to work in a law firm. The feedback given at the end of the clerkship was informative and valuable and I was also encouraged to give feedback on the clerkship program.

As a junior lawyer, I do find the work challenging as the direct contact with senior lawyers means I am allocated more responsibility. Currently, I am working on a dispute resolution matter involving interaction with New Zealand lawyers and have been handed the responsibility of drafting letters to the opposing party and responses to claims submitted. I find that I am learning much more than I would have if I was not given such responsibility and I have the benefit of seeing how the matter progresses instead of just being involved for a small part.

I still am involved in a variety of work, and have assisted solicitors in the firm's interstate offices in Sydney and Melbourne. Contacting solicitors in the interstate offices for assistance is encouraged and any professional development seminars, or practice group meetings are conducted nationally. The firm's integrated approach means you feel part of a truly national firm.

Overall, the diversity of the work, and the friendly approach of the people at Johnson Winter & Slattery provides a great environment to start your career as a junior lawyer.

# JONES DAY

**Address:** Aurora Place, Level 41, 88 Phillip St, Sydney NSW 2000

**Designated contact person:** Peter Brabant

**Phone number:** +612 8272 0500

**Email:** [pbrabant@jonesday.com](mailto:pbrabant@jonesday.com)

**Website:**  
<http://www.jonesday.com/en-US/sydney/>

**Number of lawyers**  
Sydney: 22  
Firm-wide: 2500

**Number of partners**  
Sydney: 8  
Firm-wide: 800

**Office locations:**  
United States: 14 offices. Asia and Middle East: 9 offices. Europe: 8 offices. South America: 1 office.

**Areas of practice:**

- Mergers and Acquisitions
- Corporate and Commercial Law
- International Litigation and Arbitration
- Dispute Resolution
- Intellectual Property
- Employment Law

## **What distinguishes this law firm from others?**

Jones Day is one of the world's largest and most respected law firms and acts for more than half of the Fortune 500 companies. Jones Day, Sydney offers an experience that is different to other major law firms. Jones Day distinguishes itself by: giving you exposure to a broad range of domestic as well as regional and international work; offering you the combination of a friendly and dynamic office environment supported by established resources of a large global law firm; and ensuring that your contribution to the Firm is real from day one as you work directly with associates and partners.

## **What other benefits and activities aside from work does the firm offer?**

- Jones Day promotes a healthy workplace by recognising individuality, flexibility, adaptability and innovation of all staff members.
- A variety of social functions are available for all staff to participate in, including attending art galleries, participating in and attending sports activities and other social events.
- Regular feedback is given in relation to your performance to best help you learn whilst 'on the job'. We consider ourselves to be an open, positive and dynamic professional environment that brings out the best in people.

**JONES DAY 2010  
QUESTIONNAIRE**



**Does the firm engage in pro-bono or volunteer activities?**

Through our “One Firm Worldwide” ethos, Jones Day, Sydney participates in the Firm’s global pro bono initiatives which often involve high profile issues of international importance. We also participate in domestic initiatives to contribute to the local community.

# JONES DAY 2010

## CLERKSHIP DETAILS

### **What is the preferred year level of clerkship applicants?**

We consider clerkship applicants in the penultimate year of their law degrees.

### **Size of last clerkship intake:**

2009-10: 2 summer clerks.

### **Anticipated clerkship intake for this year:**

2 or 3 summer clerks.

### **What does the firm look for in a clerk?**

- Exceptional and independent individuals with strong analytical and communication skills
- Strong academic achievements
- An ability to deal effectively with people in a professional environment
- A flexible and creative in your approach to work
- Being able to work cooperatively and responsibly in a teamwork setting

Overall, we are seeking people who want to do the highest quality work in a friendly and cooperative environment, who demonstrate the ability to rise to a challenge and who are committed to constant growth in a dynamic professional environment.

### **Does the firm directly take graduates?**

At this stage, Jones Day, Sydney is not recruiting graduate lawyers. We generally recruit our graduate lawyers from our summer clerk intake.

### **What work does the firm offer to a clerk?**

At Jones Day, Sydney we offer our clerks real work for real clients, to provide you with opportunities from day one to learn what the practice of law is about. You will work with graduates, associates and partners in a wide variety of tasks including drafting transactional documentation, conducting research, writing advices and learning about the mechanics of closing a deal. You will also have the benefit of training sessions and seminars that provide you with insight into the practical 'nuts and bolts' of legal practice, as well as the substantive legal work that we do at Jones Day.

We want you to finish your summer clerkship with an accurate picture of what being a Jones Day lawyer is like.

### **What other benefits and activities does the firm offer a clerk?**

Throughout your clerkship, you have the opportunity to participate in specific clerk functions, sporting activities as well as numerous social functions available to all staff members.

## Application Process

### **What is the method of applying for a clerkship?**

Please send a copy of your CV, academic transcript and a covering letter to the attention of Mr Peter Brabant via email, [sydneyrecruiting@jonesday.com](mailto:sydneyrecruiting@jonesday.com).

### **What are the typical stages in the clerkship application process?**

Jones Day, Sydney typically has a two stage interview process.

- Interviews are with two lawyers, including a partner, at our offices.
- We host a cocktail and information evening prior to the first interview as a means to get to know applicants in a less formal environment.

It is important that we gain an understanding not only of your legal acumen and character, but also that you understand how Jones Day, and the experience of lawyers at Jones Day, Sydney, is different to that of other major law firms.

### **What are the relevant application deadlines?**

Summer clerkship applications open on 30 June 2010, and close on 30 July 2010.

# JONES DAY 2010 PROFILE

Applying for a summer clerkship can be time-consuming, as there are many factors to be weighed up when deciding which firms to approach. For me, the decision was easy, simply because the experience offered by Jones Day is unique in combining the best of both worlds: the reputation, opportunities, clients and quality of work of a large firm, with the hands-on work experience and direct interaction with partners, provided by a smaller firm. Of course, an added draw-card was the exciting opportunities offered by a truly international firm, especially the chance to attend the New Lawyers Academy in Washington DC, and meet fellow law graduates from the 32 Jones Day offices worldwide.

My summer clerkship at Jones Day was a whirl of excitement - the highlights of which included working on a major international transaction with the corporate team, and assisting the litigation team on a high profile NSW Supreme Court case. I undertook a variety of tasks, including legal research, drafting advices and client correspondence and also had the opportunity to meet a number of the firm's clients. I was also provided with legal training sessions, which not only provided practical assistance with the real work conducted by lawyers, but also gave me some advanced preparation for my final year university subjects.



Due to the limited intake of Summer Clerks at Jones Day I benefited from the focused attention of, and integrated easily with, the fun and dynamic Jones Day team, especially as a result of the many firm social events scheduled throughout my clerkship, including the Christmas party, lawn bowls and afternoon drinks in the sun at nearby Opera Bar.

Throughout my final year at University I had the opportunity to work part-time as a Paralegal at Jones Day. Before joining the firm full-time as a Graduate Lawyer in 2010, I was given the freedom to take the time I needed in order to travel overseas. Being a Graduate Lawyer at Jones Day is already living up to the expectations raised through my positive experience as a Summer Clerk.

Emma Shelston, Summer Clerk 2008-9; Graduate Lawyer 2010

# MALLESONS STEPHEN JAQUES

**Address:** Level 61, Governor Phillip Tower, 1 Farrer Place, Sydney NSW 2000

**Designated contact person:** Natalie Stafford

**Telephone:** (02) 9296 3574

**Email:**  
[natalie.stafford@mallesons.com](mailto:natalie.stafford@mallesons.com)

## **Office locations:**

We have offices in Australia's main business centres, Hong Kong, Beijing, Shanghai and London and an associated office in Port Moresby.

## **Areas of practice:**

Our lawyers work across a range of commercial legal disciplines:

- Mergers & Acquisitions
- Banking & Finance
- Dispute Resolution
- Competition
- Technology, Media & Telecommunications
- Property, Construction & Environment
- Tax

## **What distinguishes this law firm from others?**

Mallesons Stephen Jaques is Australia's most successful commercial law firm, with a strong focus on major corporations and financial institutions in Australia and Asia.

Our main hub in Asia is Hong Kong. Today, Mallesons is one of Hong Kong's 10 largest commercial law firms and is frequently used by Chinese companies listed on the Hong Kong Stock Exchange.

With our increased presence and commitment to Hong Kong and Mainland China, our reputation and credentials have grown. In the region, we have a strong base of local and international clients, and we are increasingly servicing our Australian clients offshore. In addition, we regularly complete transactions in other jurisdictions in Asia such as Korea, Singapore, India and Malaysia. This allows our lawyers to develop a breadth and depth of expertise across these jurisdictions.

We have advised on some of the most significant and innovative transactions of recent times. Additionally, our Australia and Asia practice areas provide challenging opportunities for our lawyers to be involved in cross-border work in all our office locations.

*"Mallesons commitment to excellence ensures that it comfortably retains its crown as the leading Australian firm..." – PLC Global 50 2009*

## **What other benefits and activities aside from work does the firm offer?**

At Mallesons we recognise that our staff are key to our firm's success. We believe that our staff should be rewarded appropriately for their contribution to that success. From time to time workload can be demanding, however we have a strong focus on recognising and acknowledging that contribution to ensure all staff are able to achieve a healthy work life balance.

'Making work work, together' is a suite of flexible working policies, including: part-time work, job sharing, teleworking, flexible hours, an emergency child care service, child and elder care resource kits, a work/life links referral service, a no bullying policy, family friendly meeting times, time off for family commitments, a Swap pay for leave program and other initiatives designed to balance life and work.

Our other benefits and activities include award and recognition programs, staff discounts, legal fees discounts, salary packaging, volunteers leave and leave of absence and social activities. For more information visit [www.mallesons.com/careers/us](http://www.mallesons.com/careers/us)

MALLESONS STEPHEN JAQUES

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# THE VERY BEST LAWYERS\*

\* started out as clerks too



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Interested to find out:

who we are?  
what we do?  
what it's like to work in a  
leading commercial law firm?

[www.mallesons.com/careers/](http://www.mallesons.com/careers/)



## MALLESONS STEPHEN JAQUES 2010 QUESTIONNAIRE

### Does the firm engage in pro-bono or volunteer activities?

At Mallesons we believe that we can work together with a shared purpose to help create a better world.

Our people are proud of the ongoing contribution they make to the community and they view this contribution as a natural and central part of their professional responsibilities.

The firm's preferred charitable targets are to:

- Help alleviate poverty and improve community welfare, and
- Help children and young people at risk

We have seen this shared purpose grow through the expansion of a number of common community projects across all Australian offices and also firm-wide to our China, Hong Kong and London offices. Partners and staff have worked together on firm-wide inter-office initiatives, sharing their knowledge and experience, and forming firm-wide teams to reach community goals.

Some of the ways in which the firm has worked with a collective vision to support the community include the firm-wide mobilization around the Victorian bushfire tragedy, the Australia-wide take up of Oxfam Fairtrade tea in Mallesons staff kitchens, the expansion of the National Children's Youth



Law Centre Cyber Project (which has seen hits on the *Lawstuff* website increase from 1.5 million to 2 million), and the rollout of Workplace Giving in our Hong Kong and London offices.

Our investment in the community has been recognised with Mallesons being named the 2009 Corporate Social Responsibility Firm of the Year in the ALB Australasian Law Awards and recognized as a Caring Company for 2009/2010 by Hong Kong Council of Social Service.

# MALLESONS STEPHEN JAKES 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Mallesons has a preference for students to be in the penultimate year of their law degree.

### Anticipated clerkship intake for this year:

Our Sydney office generally takes between 25-30 summer clerks each year.

### What does the firm look for in a clerk?

Our graduates tell us Mallesons is an exciting place to work – our people are friendly, approachable and down to earth and we're looking for similarly minded people who will be proud to work for and represent our firm.

We're also interested in your life experiences, your interests outside work and the issues you are passionate about. And we'd hope you would be excited by the opportunity to step outside your comfort zone, develop new skills and work closely with really switched on people who take great pride in delivering first-class legal expertise.

### Does the firm directly take graduates?

Due to the success of our recent summer clerk programs, the Sydney office has recruited the required number of graduates for 2011 and will therefore not be participating in the graduate recruitment process in 2010.

### What work does the firm offer to a clerk?

Our standard summer clerkship program is made up of 2 rotations over 11 weeks. We recognise that you may have other commitments during the summer like mooting, holidays, overseas clerkships, or summer school. We therefore offer part time clerkships or the opportunity to do a 5-week clerkship in December or January.

You'll be allocated a supervisor in each of your practice groups, and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands-on role, so you won't just be watching from the sidelines. You'll be actively involved in telephone conversations, meetings, client visits and the deals or matters the team is working on.

Every clerk at Mallesons receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

We've designed a program to help you make the most of your time with us. During your clerkship, you'll learn:

- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships;
- The core practice teams at Mallesons – who they are, what they

do, how they're structured, the clients they work for, and of course, your role within them;

- Our culture – working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create the unique culture of Mallesons;
- Our people – you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in and do well; and
- The 'nuts and bolts' – our technology, financial systems, research and support resources, firm policies, procedures and the structure and approach of the firm itself.

### What other benefits and activities does the firm offer a clerk?

Our people have the opportunity to get involved in the many social and sporting activities that go on in the firm as well as the broader community in which we live – so it's not all hard work. We really encourage you to get involved and enjoy yourself.

## Application process

### What is the method of applying for a clerkship?

Apply via our online application system at [www.mallesons.com/careers](http://www.mallesons.com/careers)

### What are the typical stages in the clerkship application process?

Mallesons conducts behavioural-based interviews. There are generally two rounds of interviews with the first round conducted by a partner and solicitor from our Recruitment Committee. Second round interviews are hosted by a partner and a solicitor, usually from a practice group in which the candidate has expressed an interest. Throughout the recruitment process we host social events to enable you to meet our team in an informal setting.

### What are the relevant application deadlines?

- 30 June – Applications accepted via our website
- 30 July – Applications close
- 30 August – Interviews commence
- 8 October – Offers made
- 12 October – Offers to be accepted or declined
- Late November/December – Clerkship commences

# MALLESONS STEPHEN JAQUES 2010

## PROFILE

### Tami Sokol Sydney Summer Clerk - 2009/2010

The Summer Clerkship process can be very daunting. At University, you dedicate lunch break after lunch break to law firm presentations as you try to determine which firm will be the best fit for you. This can be a very personal process, as it was for me. Although the summer clerkship is only an 11 week summer placement, it has the potential to open doors into your legal future and you want to make sure you make the right choices.

For me, the right choice was Mallesons Stephen Jaques. The firm has an excellent reputation as a top tier law firm, has strong connections to the community, a highly regarded training program and most importantly is filled with warm and approachable solicitors and partners that support you through the entire clerkship process.

During the clerkship I had a wide variety of firm experiences. I worked in the Mergers and Acquisitions Practice Group, working primarily in the field of intellectual property. In my team I was involved in advertising campaigns, brand protection and even a landmark High Court appeal in trademark law from day one. Apart from the excitement of working on such high profile matters, by working in such a diverse practice I was able to gain a better understanding of the firm's work, to work with many different solicitors and to make a meaningful contribution.

For me, a real drawcard of Mallesons was its commitment to community projects and pro bono legal work. Although none of them were compulsory, most of our clerkship group took part in at least one of the additional projects and gained skills and contacts from each experience. There were opportunities in international humanitarian law, the Downing Centre duty solicitor scheme, children's advocacy and even a model Mallesons UN all of which offered a stimulating and refreshing addition to our clerkship experience.

Now for the bit you have all been waiting for...The Summer Clerkship is renowned for its dynamic social opportunities both within the firm and between the firms. For us, the fun began with the festive season's many Christmas Parties and continued with lunch time yoga and pilates, inter-firm trivia night, sporting activities and regular Friday night firm drinks. These were great opportunities to meet people in the firm in a more informal environment and make long lasting friendships with your fellow clerks.

If this sounds like your idea of a rewarding and fun summer, Mallesons is the place for you. Since completing the clerkship I have returned to Mallesons as a legal clerk in their Perth centre in Dispute Resolution before I return to Sydney and join the International Graduate Program. This experience is a must if you have always been wondering what it was like to be a corporate lawyer and to work out if corporate law is for you. You have nothing to lose and everything to gain.

# MIDDLETONS

**Address:** Level 26, 52 Martin Place,  
Sydney NSW 2000

**Designated contact person:**  
Katherine O'Neill

**Telephone:** (02) 9513 2415

**Email:**  
[Katherine.oneill@middletons.com](mailto:Katherine.oneill@middletons.com)

**Number of lawyers:**  
Sydney: 88 (this figure excludes partners)  
Firm-wide: 236

**Number of partners:**  
Sydney: 22  
Firm-wide: 60

**Office locations:**  
Melbourne, Perth and Sydney.

## **Areas of practice:**

- Banking & Financial Services
- Capital Markets
- Commercial Litigation
- Commercial Property
- Competition & Regulatory
- Corporate & Commercial Advisory
- Corporate Recovery & Insolvency
- Dispute Resolution
- Energy & Resources
- Industrial Relations
- Information Technology
- Innovations & Intellectual Property
- Insurance
- Mergers & Acquisitions
- Planning & Environment
- Private Equity
- Projects & Infrastructure
- Property, Development & Construction
- Telecommunications
- Transport, Logistics & Defence
- Workplace Relations & Safety

## **What distinguishes this law firm from others?**

Middletons' lawyers pride themselves on their straight talking approach in delivering legal advice. We provide practical, easy to understand solutions, rather than confusing technical, legal jargon.

Our people are a diverse range of passionate professionals who are committed to practising commercial law for some of the nation's leading organisations. Informality, friendliness and approachability are key aspects of our culture, yet our commitment to professionalism, ethical conduct and dedication to providing the best imaginable client service is absolute.

It sounds simple, and to us it is. We don't sit on the fence; we provide timely advice that is easily understood. This is what straight talking means to us, and this philosophy is equally important when it comes to our people.

We have grown considerably in the past few years by setting a clear direction and working consistently towards it.

We are committed to our mission 'to match it with the best in the markets in which we choose to compete' and to upholding the firm's values of 'people, clients and practice'.

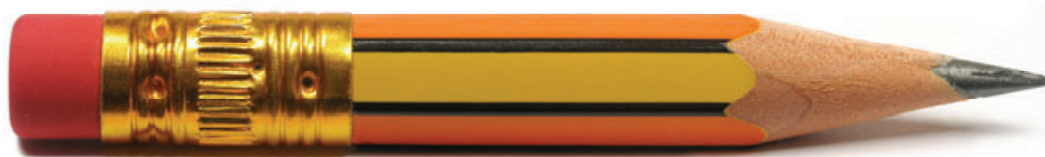
## **What other benefits and activities aside from work does the firm offer?**

We do work hard – it comes with the territory – but we genuinely strive to strike a balance.

Our people get involved in activities in the workplace. We have an active sports@middletons program and Social Club. We sponsor a variety of activities under the vitality@middletons program, stretching from yoga to wellness seminars. We provide forums for input and involvement in our Young Professionals Network (YPN) and Women's Information Network (WIN), specifically designed for the networking and development of our lawyers.

These programs are a great way of involving yourself in life at Middletons, getting to know people throughout the firm and, above all, to have a great time.

## MIDDLETONS 2010 QUESTIONNAIRE



### **Does the firm engage in pro-bono or volunteer activities?**

Middletons' Corporate Social Responsibility (CSR) program includes a formal partnership with Oxfam Australia. Middletons and Oxfam – Partners in Change is a partnership that sees our firm supporting Oxfam principally on its TRAILWALKER events in Melbourne and Sydney, and with the Oxfam International Youth Partnerships (OIYP).

Our people also contribute to the community through pro bono work and our Make a Difference initiative. This program encompasses workplace giving donations, volunteering and other awareness initiatives.

# MIDDLETONS 2010 CLERKSHIP DETAILS

## What is the preferred year level of clerkship applicants?

The summer clerkship program is open to law students in their penultimate year of study i.e. students must have between 2 and 4 semesters of their law degree to complete as at 30 June 2010.

## Size of last clerkship intake:

We had 8 summer clerks for our 2009/2010 program.

## Anticipated clerkship intake for this year:

We aim to recruit 10 summer clerks for our 2010/2011 summer clerkship program.

## What does the firm look for in a clerk?

- Solid academic results
- Talent and skill in a variety of areas.
- Enthusiasm, adaptability, and a passion for delivering exceptional service are essential attributes.
- Sound communication skills and the courage to act decisively.
- A commitment to getting the small things right as well as the big picture.
- Logic and attention to detail
- Ability to think commercially

## What advice would you offer to someone applying to the firm?

- Always submit an application showing evidence of thought, direction and ambition. We want to know about you and why you are interested in our firm. We don't need to know information about our firm that is straight from our website – we wrote it!
- Preparation for an interview is vital. Research the firm first and practice your behavioural interviewing skills, focusing on situations that demonstrate the qualities the firm is looking for in an employee. This will help you to respond in a meaningful way to interview questions.
- Every communication you have with a firm is important – you are being reviewed every step of the way. It is important to ensure your communication is friendly, concise and appropriately targeted to the relevant firm.

## Does the firm directly take graduates?

Following a successful 2009/2010 Summer Clerk program we are not participating in the 2010 Graduate Employment Program.

## What work does the firm offer to a clerk?

At Middletons, you will have the opportunity to work with some of Australia's largest companies across all industry sectors. Your work will range from the biggest brands to dynamic business innovators. Career development starts from day one. We offer real involvement and early responsibility in developing your

career. Our clerkship program provides practical and diverse work experience, giving you real and challenging exposure. You will also receive client exposure, attend court visits, draft client correspondence and court documents and research complex legal issues.

## What other benefits and activities does the firm offer a clerk?

Our summer clerk programs are supported by a buddy and supervising partner for each rotation. This is designed to assist you to start your career with us in the most positive way. Partners and senior lawyers will support and guide the development of your legal knowledge and commercial acumen. Your buddy, a junior lawyer, will assist with your transition from student to lawyer.

Middletons is committed to continuous learning; we want our people to be the best they can be; as such our summer clerkship program consists of an induction and in-house training program. These sessions range from commercial drafting to presentation skills, to understanding our client service methodology. We believe face-to-face learning is essential for participants to ask questions, receive coaching and learn alongside their peers. A supportive setting, a practical focus and feedback is what makes our Learning and Development Program effective and enjoyable. Our people gain valuable skills and knowledge from partners, lawyers, external presenters and our Learning and Development team.

## Application process

### What is the method of applying for a clerkship?

All applications are to be submitted online via CVmail at [www.cvmail.com.au](http://www.cvmail.com.au)

### What are the typical stages in the clerkship application process?

- First round of the recruitment process: Breakfast in our office located at 52 Martin Place, Sydney. This will provide you with the opportunity to speak with Partners, Senior Associates, and current Middletons Graduates and learn more about our firm in an informal and relaxed setting.
- Second round of the recruitment process: A formal interview with a Partner or Senior Associate and a Human Resources representative.

### What are the relevant application deadlines?

Applications open: Wednesday 30 June 2010

Applications close: Friday 30 July 2010

## MIDDLETONS 2010 PROFILE



I joined Middletons in November 2007 as a summer clerk and stayed on as a paralegal throughout 2008. I started as a graduate in 2009 (after a brief stint in Europe) and I am now a lawyer in the Commercial Disputes and Insolvency team, which sits in the Commercial Litigation practice group.

The clerkship and graduate programs have offered me a fantastic opportunity to experience work in the various practice groups and make an informed decision about where I most wanted to practice. The biggest selling point for me was that the more senior members of the firm have a genuine open-door policy and are willing to spend the time to help you learn the ropes and assist you to develop your career.

Middletons is big on providing a support network for young lawyers and has strong mentoring and buddy programs. Middletons provides internal professional development programs (including all the mandatory CLE points). There are also heaps of opportunities to get involved in firm activities, with a Young Professional's Network, Women's Professional Network and the firm's social club.



# MINTER ELLISON

**Address:** Aurora Place, 88 Phillip Street  
Sydney NSW 2000

**Designated contact person:** Liana  
Hurry

**Phone number:** 02 9921 4017

**Email:** liana.hurry@minterellison.com

**Numbers:**

Established in 1827, and now with more than 280 partners, 800 lawyers and 1,000 support staff, we are one of the largest law firms in the Asia Pacific.

**Office locations:**

Sydney, Melbourne, Brisbane, Canberra, Adelaide, Perth, Darwin, Gold Coast, Auckland, Wellington, Hong Kong, Shanghai, Beijing (opening in 2010), Jakarta and London.

**Areas of practice:**

- Corporate (Financial Services, Mergers & Acquisitions, Private Equity & Capital Markets, Competition, Intellectual Property, Technology)
- Construction, Engineering & Infrastructure
- Dispute Resolution
- Finance
- Human Resources & Industrial Relations
- Real Estate (Property, Environment & Planning)
- Tax

## What distinguishes this law firm from others?

Minter Ellison is an international law firm with a strong Asia Pacific focus that delivers seamless cross-border service, technical excellence, and commercial, practical and results-oriented legal advice. Our clients include a broad range of private and public companies, local businesses, international corporations, and departments and agencies at every level of government.

## What other benefits and activities aside from work does the firm offer?

### Wellbeing

- Free corporate gym membership
- Employee Assistance Program providing confidential counselling and support to staff and other immediate family
- Discounted health insurance
- Health & Wellbeing seminars and exhibitions
- Parenting information sessions
- Social and sporting events and activities (including Christmas parties, Friday Night Drinks, corporate sports teams)
- Discounted shopping, entertainment and travel
- Business Casual Dress Fridays

### Career development

- Cutting edge learning and development programs, including regular continuing legal education seminars, 'core skills' programs and a Graduate Development through to a Leadership Development Program
- Post-graduate studies support

MinterEllison

LAWYERS

## design your career at MINTER ELLISON

You are just starting your legal career so now you have some important decisions to make. At Minter Ellison we want to make that process easier by providing you with the learning and development opportunities you need to reach your full potential. If you strive for excellence and want to join a high-performing, positive and interesting work environment, find out how you can design your career at [www.minterellison.com](http://www.minterellison.com).

### Contact

**Liana Hurry**

Human Resources Consultant

**Minter Ellison**

Aurora Place, 88 Phillip Street  
Sydney NSW 2000

E [liana.hurry@minterellison.com](mailto:liana.hurry@minterellison.com)

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GOLD COAST  
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HONG KONG  
JAKARTA  
LONDON  
SHANGHAI  
WELLINGTON

[www.minterellison.com](http://www.minterellison.com)

## MINTER ELLISON 2010 QUESTIONNAIRE



### **Does the firm engage in pro-bono or volunteer activities?**

Minter Ellison's active pro bono practice, community partnerships, donation and volunteering initiatives provide ample opportunities for all staff to get involved. We have strong environmental credentials and a recognised commitment to environmental responsibility. Minter Ellison was the first law firm to participate in the annual Corporate Responsibility Index and we were awarded a Gold ranking (Top 3 in Australia) in 2009.

# MINTER ELLISON 2010

## CLERKSHIP DETAILS

### What is the preferred year level of clerkship applicants?

Penultimate students.

### Size of last clerkship intake:

In 2009-10 we had 21 Clerks.

### Anticipated clerkship intake for this year:

This year we are expecting to have around 20-25 clerks.

### What does the firm look for in a clerk?

The quality of our people is one of the distinguishing characteristics of Minter Ellison. We have a welcoming, energetic culture which is informed by our core values: integrity and trust, enduring relationships, balance and excellence. We place a high value on diversity in the workplace because it enables us to build teams with a wide range of skills and personalities, which in turn allows us to be more creative and flexible in our approach, relate better to our clients, and be more effective in meeting their needs.

We encourage people to take control of their careers and take responsibility for their own development. We will provide you with the opportunities to make the most of your potential, encouragement, and the tools to help you succeed. Exactly what your career design looks like and where it leads is up to you.

### Does the firm take directly take graduates?

No

### What work does the firm offer to a clerk?

The nature of the work you complete during your clerkship or graduate year will vary depending on which practice group you join. However, broadly speaking the types of tasks you can expect to receive include:

- preparing an initial draft of an advice
- attending client meetings and/or teleconferences
- attending court
- assisting with document management/due diligence
- preparing case chronologies
- researching points of law.

### What other benefits and activities does the firm offer a clerk?

On top of our 3 practice group rotations we have also incorporated an in depth learning and development program which will help improve your skills in areas such as technology, billing, drafting, advocacy skills and networking.

Our clerkship program also has an active social calendar that includes sporting competitions, cocktail parties, trivia nights and much more.

## Application process

### What is the method of applying for a clerkship?

Please apply online via our website [www.minterellison.com/careers](http://www.minterellison.com/careers)

### What are the typical stages in the clerkship application process?

- First round interviews are conducted by a HR consultant and a senior associate or special counsel. Your HR consultant will advise who your interviewers will be and provide information about them and the firm on the day of the interview. After the interview a junior lawyer (usually a rotator) will show you around the firm, take you for a coffee and answer any questions you have about working at Minter Ellison.

We hold an information evening before first round interviews so that you can meet with partners from different practice groups who will answer your questions in an more informal environment.

- Second round interviews are conducted by two partners who, wherever possible, are from practice areas you are interested in. Again, your HR consultant will advise who your interviewing partners will be and provide their profiles for your review.

During second round interviews, we hold a cocktail party at our offices for second round candidates. The purpose is to get to know each other in a relaxed, social environment. Partners, senior associates, special counsel and junior lawyers will attend. People & Development representatives will also be there to introduce you and facilitate discussions relevant to your interests.

## MINTER ELLISON 2010 PROFILE

### Tobias Cooper, former Summer Clerk and student of Sydney University

Applying for a clerkship at Minter Ellison, you expect certain things which go with being a top tier law firm. Sophisticated clients, challenging work, great resources and people with excellent legal skills are just a few. However, you simply cannot appreciate the attitude that Minter's lawyers bring to their work until you see them in action. Rotating through three different practice groups I came to realise that while everyone is dedicated to producing work of an outstanding quality, there is also a sense of enjoyment and fun that applies both to the work itself and to working with each other in a team.

The distinguishing feature of a clerkship at Minter Ellison is the fact that you are entrusted with real work. If you want to gain a proper understanding of what it is like to work as a graduate lawyer, this is one of the few places where you will genuinely be able to. As law students we spend a substantial amount of time only studying the law in a detached way. I cannot stress enough how refreshing it is to actually put that legal knowledge into practice and Minter's is the ideal place to accomplish this. It is not a glorified administrative role where you fit in some photocopying between coffee breaks. You are encouraged to roll up your sleeves and become truly involved. This fact alone shows how seriously Minter Ellison takes its clerkship program and how much faith the firm puts in its Clerks.

To help you to produce work of the highest standard, the support that you are offered is remarkable. From graduates to partners, it is so impressive how much time they are willing to set aside in order to provide guidance and advice when necessary.

The greatest insight that I can give into a clerkship at Minter Ellison is that every morning I was actually excited to be going to work.





# Make Waves

## ABOUT WEBB HENDERSON

We're only eight months old, but we've already established ourselves as a first-tier legal practice. The big name clients that seek our advice include NBN Co, the SingTel Group, the Vodafone Group, The World Bank and Google. They are testament to the quality of work that you will be exposed to.

We are a truly international legal practice. More than half of our work is generated in overseas markets. In 2010 alone, our lawyers worked on deals in Australia, New Zealand, Singapore, Indonesia, Thailand, Oman, Qatar, Palestine, Luxembourg and the United Kingdom.

Our partners and lawyers have been drawn from major law firms and key regulatory institutions and are market leaders in their fields of expertise.

## YOUR SUMMER CLERKSHIP

You'll spend six, not eight, weeks with us. You'll gain invaluable legal experience and have time off to enjoy your summer, too.

You'll spend part of your clerkship seconded to our Auckland office and get a real feel for what it's like to work for a next-generation international legal practice. When you're here, you will get to work directly with some of the best in the business.

We want the best and the brightest and we pay at the top of the market. And, if you're interested in ongoing employment, we offer flexible paralegal work in your final year and graduate opportunities when you're ready to start your career.

*"Choosing to clerk at a boutique law firm was an unorthodox choice, but it's one I've never regretted. As a Summer Clerk, I was involved right from the start of my clerkship: an hour into my first day of work I found myself sitting around a table with top executives at Vodafone! One of the reasons I chose Webb Henderson is its specialisation in areas I'm interested in, like media and technology. The clients and legal issues Webb Henderson deals with are innovative and often world-leading, and it was invaluable to be so involved with this work."*

– Jordan Cox (Previous summer clerk)

## APPLICATIONS

If you fancy your chances with the big firms but want to make waves then we want to hear from you. Apply to us directly at: [www.webbhenderson.com/summerclerk](http://www.webbhenderson.com/summerclerk)

**webb  
henderson**

Legal and Regulatory Advisors

5 Hunter Street, Sydney 2000  
110 Customs Street West, Auckland 1010  
[webbhenderson.com](http://webbhenderson.com)

# SECTION 2

COMMERCIAL LAW FIRMS

B) INTERNATIONAL PERSPECTIVES



# ALLEN & OVERY

**Address (Hong Kong):**

9th Floor, Three Exchange Square,  
Central, Hong Kong, SAR

**Designated contact person:**

Julia Sheng, Graduate Recruitment  
Manager

**Phone number:**

+852 2974 7000

**Email:**

[HK\\_Recruitment@allenoverly.com](mailto:HK_Recruitment@allenoverly.com)

**Website:**

[www.allenoverly.com](http://www.allenoverly.com)

**Number of lawyers:**

Hong Kong: 130  
Worldwide: 5,000+

**Number of partners:**

Hong Kong: 25  
Worldwide: 470

**Office locations:**

Abu Dhabi, Amsterdam, Antwerp, Athens,  
Bangkok, Beijing, Bratislava, Brussels,  
Bucharest (associated office), Budapest,  
Doha, Dubai, Düsseldorf, Frankfurt,  
Hamburg, Hong Kong, London,  
Luxembourg, Madrid, Mannheim, Milan,  
Moscow, Munich, New York, Paris,  
Prague, Rome, São Paulo, Saudi Arabia  
(associated office), Shanghai, Singapore,  
Sydney, Tokyo and Warsaw.

**Areas of practice:**

- Antitrust and EU
- Employment and Benefits
- Energy and Infrastructure
- Environment and Climate Change
- Finance
- Industry Sectors
- Insurance
- Litigation and Dispute Resolution
- M&A and Corporate
- Real Estate
- Regulatory
- Restructuring and Insolvency
- U.S. Law

**What distinguishes this law firm from others?**

Allen & Overy is an international legal practice comprising Allen & Overy LLP and its affiliated undertakings. With approximately 5,000 staff, including over 470 partners, 2,700 lawyers working in 34 major centres worldwide we are able to provide effective, coordinated and decisive legal advice across three continents.

We also operate in regions where we do not have an office via our network of International Desks. We have active practices in Africa, Asia, Australasia, Europe, The Americas and The Middle East.

Our clients include some of the world's leading businesses, financial institutions, governments and private individuals. Our aim is to understand our clients' businesses objectives and to be considered a critical arm for their organization; our clients' success is a measure of our success.

**What other benefits and activities does aside from work does the firm offer?**

One of the reasons for Allen & Overy's success is the high quality of our training. You will continually learn and develop from the moment you join us. Allen & Overy is one of the best legal practices in the world for high quality training and development, where a powerful learning culture creates an exciting and challenging place to work. Throughout a career with us, you will enjoy a world of learning that ensures your legal expertise is cutting edge and you possess the skills to provide an exceptional service to clients. We will also ensure your personal development through programs that explore skills such as leadership and team building.

Training in your local office starts with a local version of our global induction. New staff are often provided with a mentor who is an experienced member of A&O. We constantly strive to look for creative ways of training and during your career you will have the opportunity to attend global programs to meet colleagues and learn in a diverse and creative environment. Joint training is run between lawyers and support professionals and we enjoy sharing our training with clients. Coaching and mentoring is increasingly used to provide ongoing learning and development at all levels.

## ALLEN & OVERY 2010 QUESTIONNAIRE



### Does the firm engage in pro bono and/or volunteering activities?

Yes. In fact, the firm has received a number of awards for its pro bono program including the Asian Pro Bono Law Firm of the Year, the Asian Community Social Responsibility Award, and the Caring Company Award.

We assist with the following organizations:

- Hong Kong Youth Arts Foundation
- Home for the Aged
- Helper for Domestic Helpers
- Crossroads
- World Vision
- Society for the Abandoned Animals
- Guangdong Orphanage

# ALLEN & OVERY 2010

## CLERKSHIP DETAILS

### **What work/other benefits and activities does the firm offer an intern?**

The firm offers two Summer Placement Schemes in June and July. The June scheme is predominantly for Hong Kong and United Kingdom students. The July scheme is for United Kingdom and Australian students. We do not have any Winter Placement Scheme.

Each scheme lasts for 4 weeks and consists of 2 rotations in 2 departments in Hong Kong.

For graduates who are offered a Training Contract, we offer scholarships and a stipend for taking the PCLL course in Hong Kong of up to HK\$110,000 (including \$10,000 covering for the PCLL conversion examination and exemption fees).

### **Does the firm directly take graduates?**

We recruit 2 years in advance. We give priority to applicants who have participated in our Summer Vacation Placements. The Training Contract application period opens in September each year, provided there are vacancies to apply.

As part of the selection process for trainees, students are interviewed at the end of the Summer Placement Program by two partners and the graduate recruitment manager.

### **When are the relevant application deadlines?**

Applications can be made online from September to March each year (about 6 months before placements begin). Check our website for at [www.allenoverly.com](http://www.allenoverly.com) for more details.

### **What is the preferred year level of internship applicants?**

Penultimate or final year (LLB/combined degrees) law students.

### **Size of anticipated intern intake:**

Typically, 20-24 students join us on the Summer Placement Schemes (in June and July).

We also anticipate offering Training Contracts to 10 graduates in 2012 and 10 graduates in 2013.

### **What does the firm look for in an intern?**

We look for the same skill set, in each of our practice areas. In all cases, you should:

- Have a strong academic record
- Have a commercial approach
- Be able to think laterally
- Be pragmatic and well organised
- Enjoy travelling
- Be able to adapt to different cultural settings
- Be able to cope well under pressure.

In the recruitment of our trainees we especially look for bi-lingual or tri-lingual students, particularly those with speaking Cantonese or Putonghua, reading and writing skills either simplified or traditional Chinese. Korean students are also invited to apply, as we have a Korean practice group in Hong Kong.

## ALLEN & OVERY 2010 PERSONAL PROFILE

Name: Catherine Liu

Year: Summer Placement 2008, July Scheme

Areas of rotation: International Capital Markets (ICM); Corporate

After four years of law school in Melbourne I didn't really have any idea what life was actually like for a commercial lawyer, especially one working in a busy financial centre like Hong Kong. Fortunately, I had the opportunity to work at Allen & Overy Hong Kong in July 2008, to find out what it was like to be a part of one of the leading international law firms in the world.

One of the first things that struck me about Allen & Overy was how friendly the culture was. From the initial application process to the very last day of the program, I felt very well looked after and rarely ill-at-ease, even though it was my first visit to Hong Kong and I didn't know what to expect. During the four weeks I worked closely with mentors and trainers, and I felt comfortable to approach them whenever I had a question (even ones as mundane as where to buy cloth hangers). Everyone I've had the pleasure of meeting, from the partners down to the tea-ladies, was very friendly and approachable.

under-privileged elderly, to attacking the almost endless selection of dim sum around Hong Kong, to an evening of karaoke (which stretched from dinner to breakfast for a few of us who were big fans of the microphone).

Having lived in Melbourne for the past decade, what I enjoyed most about Hong Kong, and what I found the most different, was how alive it was every minute of the day and night.

For me Hong Kong was an electric and deeply satisfying mix of the East and the West –



My time at Allen & Overy was split between two practice groups: International Capital Markets (ICM) and Corporate. The work I found myself doing mainly involved proofreading, legal research and some preliminary drafting. The number of deals being worked on by different people kept the work varied and interesting, and everyone always took the time to explain to me how my work fitted into the wider context.

Beyond that, the vacation program was very well structured with lots of activities scheduled throughout the four-week period. These ranged from training sessions and presentations aimed at improving our essential 'lawyering' skills, to a day of visiting the local

taking me from High Tea at the Peninsula to the Temple Street bazaar, from the Royal Ballet to Cantonese opera, all in the space of a few hours.

Needless to say I really enjoyed my summer at Allen & Overy. The program is an excellent way of gaining some insight into whether this is the right career for you. It certainly made my decision to move to Hong Kong an easy one to make.

# FRESHFIELDS BRUCKHAUS DERINGER LLP

**Address (Hong Kong):**

11<sup>th</sup> Floor, Two Exchange Square, Hong Kong

**Designated contact person:**

Yulanda Wong, Graduate Recruitment Specialist

**Phone number:** +852 2846 3400

**Email:** chinagraduates@freshfields.com

**Website:** [www.freshfields.com/careers](http://www.freshfields.com/careers)

**Number of lawyers**

Worldwide: 2,600+

**Number of partners**

Worldwide: 450+

**Office locations:**

Abu-Dhabi, Amsterdam, Bahrain, Barcelona, Beijing, Berlin, Brussels, Cologne, Dubai, Dusseldorf, Frankfurt, Hamburg, Hanoi, Ho Chi Minh City, Hong Kong, London, Madrid, Milan, Moscow, Munich, New York, Paris, Rome, Shanghai, Tokyo, Vienna, Washington.

**Areas of practice:**

The firm's main areas of practice in China include:

- Antitrust, Competition and Trade
- Corporate
- Dispute Resolution
- Finance
- Intellectual Property/Information Technology

**What distinguishes this law firm from others?**


With more than 2,600 lawyers working in 27 offices across 15 countries, we are one of the world's largest law firms. In China, our clients know our expertise is unrivalled among international law firms of our kind.

This reputation comes thanks to the excellence of our lawyers. Individually, each delivers expert advice to multinational companies and financial institutions the world over. Together, everyone works as a team to provide the finest advice and services.

Our work spans projects in China, Asia, and across the globe. From advising multinational companies and financial institutions on their China operations to helping organisations raise capital, our teams work with lawyers worldwide to deliver astute and reliable advice. Our knowledge of international legislation and local laws also ensures clients benefit from commercially focused services.

Today, China is offering talented individuals the chance to fulfil their potential in a dynamic environment. Working at Freshfields, the opportunities are there for the taking.





**FRESHFIELDS BRUCKHAUS DERINGER LLP 2010  
QUESTIONNAIRE**

**Does the firm engage in pro bono and/or volunteering activities?**

We take seriously our commitment to being a socially and environmentally responsible business, and have a network of partners across our firm who are responsible for managing and developing these commitments.

For more details about our Corporate Social Responsibility program, please visit <http://www.freshfields.com/csr>

# FRESHFIELDS BRUCKHAUS DERINGER LLP 2010

## CLERKSHIP DETAILS



### What is the preferred year level of internship applicants?

Penultimate year at university.

### Seasonal clerkship details (Hong Kong):

#### 2010 Winter program:

- Clerkship dates: 4 weeks from 22 November 2010 until 17 December 2010.
- Size of intake: 4 – 6
- Application deadline: 30 September 2010

#### 2011 Summer program:

- Clerkship dates: 4 weeks in either June or July 2011
- Size of intake: 14 – 16 (over two clerkship programs)
- Application deadline: Between December and the end of February

For more information visit:

[www.freshfields.com/chinarecruiting/graduates/vacation](http://www.freshfields.com/chinarecruiting/graduates/vacation)

### Articles of Clerkship details (Trainee/ Graduate Positions) (Hong Kong):

- Hong Kong Training contract starting date: August 2012
- Trainee positions: 8 - 10
- Application deadline: 31 July 2010

### Application Process:

Applications for training contracts in Hong Kong should be made at least two years before the entry date you are seeking.

Students accelerating their degree should pay special consideration to ensure their application is submitted well in advance. Students applying to Hong Kong for the 2010/11 winter programs will be students that are subsequently interested in applying for 2013 training contract.

Please refer to the graduate recruitment section of our website at [www.freshfields.com/chinarecruiting/apply/graduateapplication](http://www.freshfields.com/chinarecruiting/apply/graduateapplication) for more details of the applications process.



**Address (Hong Kong):**

29th Floor Edinburgh Tower, The Landmark,  
15 Queen's Road Central, Hong Kong

**Designated contact person:**

Carmen Yeung, Recruitment Coordinator

**Phone number:** +852 2526 6895

**Email:**

[graduate.recruitment.hk@jonesday.com](mailto:graduate.recruitment.hk@jonesday.com)

**Website:** [www.jonesday.com](http://www.jonesday.com)

**Number of lawyers**

Hong Kong: 50+

Worldwide: 2,500+

**Office locations:**

Atlanta, Beijing, Brussels, Chicago, Cleveland, Columbus, Dallas, Dubai, Frankfurt, Hong Kong, Houston, Irvine, London, Los Angeles, Madrid, Mexico City, Milan, Moscow, Munich, New Delhi, New York, Paris, Pittsburgh, San Diego, San Francisco, Shanghai, Silicon Valley, Singapore, Sydney, Taipei, Tokyo and Washington.

**Areas of practice:**

- Capital Markets Practice (representing Asian-based issuers and investment banking firms in public and private securities offerings in Hong Kong, the US and other global capital markets.);
- Corporate matters (initial public offerings, mergers and acquisitions of public and private companies and joint ventures);
- Corporate real estate (representing funds in real estate investment activities in Greater China);
- Lending and structured finance (covering a range of international and domestic financing transactions, including innovative property financing deals);
- Dispute resolution (local and international mediation, arbitration and litigation);
- Intellectual property; and
- Oil and gas (representing developers, financiers and governments on all aspects of energy projects across Asia).

# JONES DAY

**What distinguishes this law firm from others?**

Jones Day offers an experience that is different to other major law firms. Jones Day distinguishes itself by:

- Giving you exposure to a broad range of top quality regional and international work;
- Encouraging you at the earliest stages of your career to develop relationships with the Firm's top tier clients;
- Offering you the perfect combination of a friendly and dynamic office environment supported by the established resources of a large global law firm;
- Ensuring that your contribution to the Firm is real from day one as you work directly with associates and partners; and
- Promoting individuality, flexibility, adaptability and innovation.

The wealth of opportunities provided by Jones Day makes it easy to see why you should launch your career with us. If you are looking for a challenging career with high-quality work and a law firm with a strong long presence and a truly global reach, then, Jones Day is the firm for you.

**What other benefits and activities does aside from work does the firm offer?**

Jones Day is an integrated partnership that operates as one firm worldwide. This structure brings appropriate talent, experience and resources from across the Firm to bear on matters in any originating office. We can create multi-office and multidisciplinary teams designed to address the specific demands of any client matter.

As we place great emphasis on building relationships within the Firm on a global level, you will have the opportunity to work closely with your colleagues at other Jones Day offices so as to ensure that our clients benefit from the most current and innovative approaches in a global environment. Where the opportunity arises, you may be seconded or transferred to another office. Every year, each practice holds an annual event in the US that brings together all associates from around the world in the practice. These events provide an opportunity for you to meet your contemporaries from any of our other offices and to build up an understanding of our international

## JONES DAY 2010 QUESTIONNAIRE



### Does the firm engage in pro bono and/or volunteering activities?

The Hong Kong Office is committed to serving the local community. For example, our lawyers provide employment law advice for the Hong Kong Student Aid Society, which offers foster care, residential facilities, and educational support to children and young people. The office also makes charitable contributions to a diverse group of organizations through selected charitable foundations. For instance, through the Hong Kong Space Technology Research Foundation, the office helped establish Hong Kong's first Mars exploration team and assisted the team in registering a U.S. patent and obtaining financial support from the European Space Agency.

## JONES DAY 2010

### CLERKSHIP DETAILS

#### **What is the preferred year level of internship applicants?**

The Hong Kong office runs an internship program for law students commencing their penultimate or final year of law school (with preference usually given to applicants seeking to start as graduate trainee solicitors in Hong Kong).

#### **What does the firm look for in an intern?**

We are looking for exceptional and enthusiastic individuals with strong analytical and communication skills. We want you to be successful and continue the success of the Firm. From the start, you will be encouraged to build relationships with existing clients and develop contacts with people who may become clients. Apart from academic achievements (we expect least a distinction average in your combined law degree), it is important to demonstrate an ability to deal effectively with people in a professional environment.

You should be flexible and creative in your approach to work and be able to work cooperatively and responsibly in a teamwork setting. Overall we are seeking people who want to do the highest quality work in a friendly and co-operative environment, who demonstrate the ability to rise to a challenge and who show a commitment to constant growth in a dynamic professional marketplace.

#### **What work/other benefits and activities does the firm offer an intern?**

The program lasts for four to six weeks, and although we accept students throughout the year, most students join the program in the Hong Kong summer (June to September) or Hong Kong winter (December to February).

At Jones Day we give our interns real work for real clients, to provide them with opportunities to learn what the practice of law is about. You will work with trainee solicitors, associates and partners, engaging in a wide variety of tasks including drafting transactional documentation, conducting research, writing advices and learning about the mechanics of closing a deal. You will also have the benefit of training sessions and seminars that provide you with insight into the practical 'nuts and bolts' aspects of legal practice, as well as the substantive legal work that we do at Jones Day. We want you to finish your internship with an accurate picture of what being a Jones Day lawyer is like.

#### **Does the firm directly take graduates?**

If you wish to apply for a graduate position as a trainee solicitor with the Jones Day Hong Kong office, you should apply in the first semester of your penultimate year. You will be required to enroll and complete the Hong Kong Postgraduate Certificate in Laws (PCLL) before commencing your training contract.

At the conclusion of your two-year training contract, you may apply to be admitted as a solicitor in Hong Kong. It is important to ensure that you comply with the eligibility requirements for the PCLL and the requirements of the Law Society of Hong Kong.

#### **When are the relevant application deadlines?**

If you are interested in applying for internship program at Jones Day, please submit your CV, academic transcript and covering letter at least four months before your intended commencement date.



**Address (Hong Kong):**  
One Silk Street London, EC2Y 8HQ United Kingdom

**Designated contact person:**  
Charlotte Hart, Graduate Recruitment Team Leader

**Phone number:** +44 (0) 20 7456 2000

**Email:**  
graduate.recruitment@linklaters.com

**Website:** [www.linklaters.com](http://www.linklaters.com)

**Number of lawyers**  
Worldwide: 2,000+

**Number of partners**  
Worldwide: 500+

**Office locations:**  
Amsterdam, Antwerp, Bangkok, Beijing, Berlin, Brussels, Dubai, Dusseldorf, Frankfurt, Hong Kong, Lisbon, London, Luxembourg, Madrid, Milan, Moscow, Munich, New York, Paris, Rome, Sao Paulo, Shanghai, Singapore, Stockholm, Tokyo, Warsaw.

**Areas of practice:**  
The firm's main areas of practice in China include:

- Banking,
- Capital Markets
- Competition/Antitrust
- Corporate/M&A
- Employee Incentives
- Employment
- Environment & Planning
- Financial Markets Group
- Intellectual Property
- Investment Management Group
- Litigation & Arbitration
- Pensions
- Private Equity
- Projects
- Real Estate & Construction
- Tax
- Technology, Media & Telecommunications

# LINKLATERS LLP

## **What distinguishes this law firm from others?**

We are a truly global law firm. Every one of our people shares our ambition to produce innovative and often groundbreaking solutions for many of the world's leading companies and financial institutions. From the depth of our client relationships to the entrepreneurial freedom that drives our strategy, we work together to deliver amazing results for our clients.

In 2008, Linklaters became the first ever Magic Circle law firm to be named as one of the Sunday Times 100 Best Companies to Work For. Our people are a diverse group of individuals who are respected and recognised for their unique contribution.

## **What other benefits and activities does aside from work does the firm offer?**

At Linklaters we place a great emphasis on personal and social development. You'll have the opportunity to become a part of many sport and social groups, receive subsidised gym membership and enjoy a range of corporate discounts at some of London's top attractions.

In 2008 we launched the Linklaters Law & Business School, a world-class educational framework that offers an innovative programme of development opportunities with relevance and credibility across the global markets we operate in. It provides everyone at the firm with the knowledge, skills and confidence to operate at the top of the legal profession.



## LINKLATERS LLP 2010 QUESTIONNAIRE

### Does the firm engage in pro bono and/or volunteering activities?

Corporate responsibility touches every part of our business.

Our Community Investment program is an integral part of the Linklaters community, and we recognise pro bono and volunteering work as positive achievements in our appraisal systems.

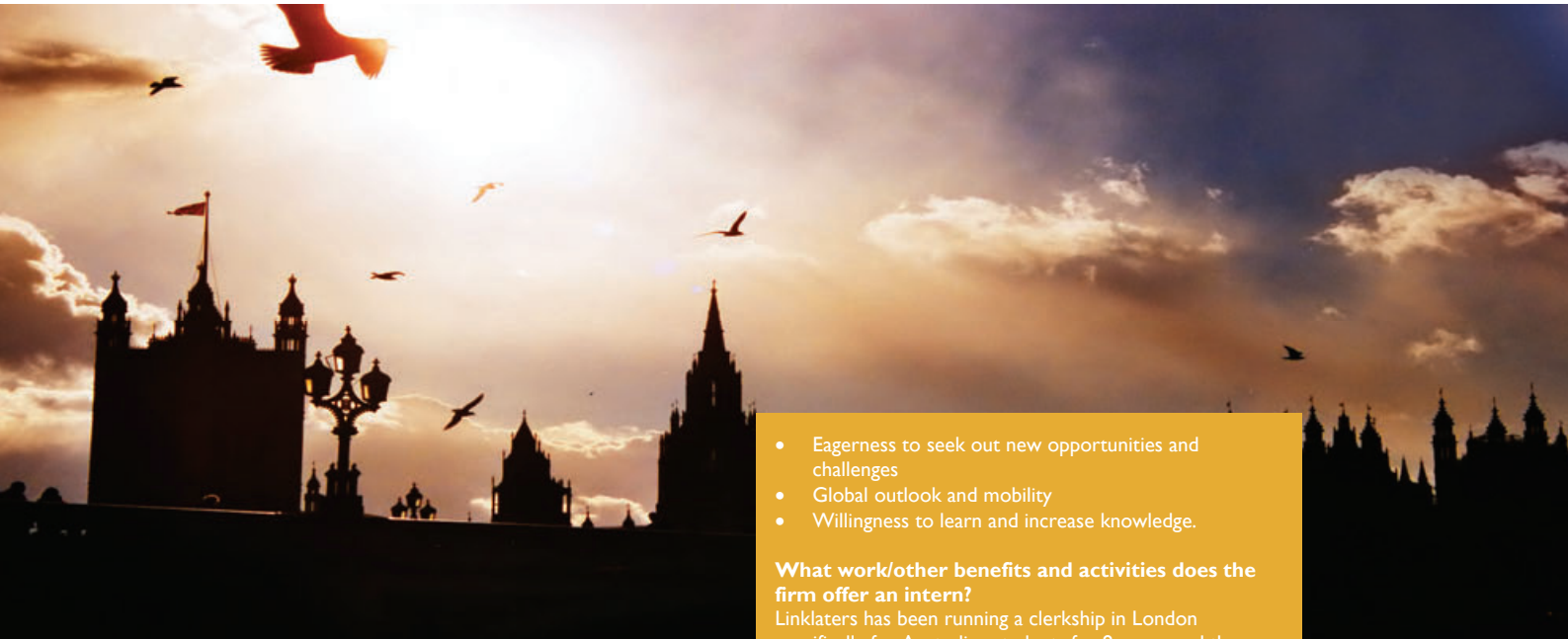
We commit 1% of our global pre-tax profits to the community in volunteering time, cash and in-kind donations. This equated to over £3.5 million from our London office alone in last year.

We provide free legal advice and support to parents of children with special educational needs, help out in local schools, offer trainee secondments to charities, support fundraising efforts through 'Matched Giving' and much more.



# LINKLATERS LLP 2010

## CLERKSHIP DETAILS



**What is the preferred year level of internship applicants?**  
Our Australian Clerkship in London is available to penultimate year law students only.

**Size of last intern intake**  
We select a small group of students (around 10) from top law schools across Australia each year for our clerkship in London.

**What does the firm look for in an intern?**  
We believe the qualities of a successful lawyer at Linklaters include:

- Strong analytical intelligence and meticulous attention to detail
- Sound application of thinking to a commercial context
- Willingness to see things from a client's perspective and create innovative solutions
- Social confidence and effective relationship-building skills
- Teamwork and leadership
- Excellent communication, both spoken and written
- Clear commitment to a career in a global law firm
- An ordered and structured approach to work and learning

- Eagerness to seek out new opportunities and challenges
- Global outlook and mobility
- Willingness to learn and increase knowledge.

### **What work/other benefits and activities does the firm offer an intern?**

Linklaters has been running a clerkship in London specifically for Australian students for 8 years, and the success of our program continues to grow. It's a valuable opportunity to gain a real insight into what it is like to be a trainee (and a future associate) at Linklaters.

During our clerkship students sit in two of our practice areas, become involved in real work alongside trainees and other lawyers, attend workshops and seminars to learn about other areas of the firm and enjoy a number of social events. Through all of these you have the opportunity to meet a broad range of people at Linklaters and hear more about their different experiences of the firm.

The clerkship runs for 4 weeks in November-December each year. Accommodation is provided, the cost of a return flight from Australia to London is covered, and a salary is paid during your time with us.

### **Does the firm directly take graduates?**

Students who are already beyond their penultimate year, and therefore no longer eligible for the clerkship, can apply directly for a training contract instead.

### **When are the relevant application deadlines?**

For details please visit [www.linklaters.com/JoinUs](http://www.linklaters.com/JoinUs)

# MALLESONS STEPHEN JACQUES

## HONG KONG CLERKSHIP DETAILS

### Address:

Mallesons Stephen Jacques  
Level 13, Gloucester Tower  
The Landmark, Central, Hong Kong

### Designated Contact:

Kay Lee  
People & Development Coordinator  
Phone: +852 3443 1092  
Email: [kay.lee@malleasons.com](mailto:kay.lee@malleasons.com)

### Office locations:

We have offices in Australia's main business centres, Hong Kong, Beijing, Shanghai and London, and an associated office in Port Moresby.

### Areas of practice:

Our lawyers work across a range of commercial legal disciplines. Internally our legal teams are organised into the following groups:

- Mergers & Acquisitions
- Capital Markets
- Banking & Finance
- Dispute Resolution
- Property, Construction & Environment
- Climate Change & Clean Energy
- Insolvency & Restructuring
- Tax

Website: [www.malleasons.com/careers](http://www.malleasons.com/careers)

### What is the preferred year level of clerkship applications?

Mallesons has a preference for students to be in the penultimate year of their law degree.

### Anticipated clerkship intake for this year:

Our Hong Kong office generally takes approximately 20 summer/winter clerks.

### What does the firm look for in a clerk?

Our graduates tell us Mallesons is an exciting place to work - our people are friendly, approachable and down to earth and we're looking for similarly minded people who will be proud to work for and represent the firm.

We're also interested in your life experiences, your interests outside work and the issues you are passionate about. And we'd hope you would be excited by the opportunity to step outside your comfort zone, develop new skills and work closely with really switched on people who take great pride in delivering first-class instructions

Chinese language skill is important for working in Hong Kong. While we would also consider students who do not speak the language. Priority is given to those who can speak and read Cantonese or Mandarin.

### What work does the firm offer to a clerk?

Our standard summer clerkship program is for the duration of 3 weeks. Clerks usually work in one practice group. You'll be allocated a supervisor in your practice group, and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands on role, so you'll not just be watching from the sidelines. You'll be actively involved in telephone conversations, meetings, client visits and the deals or matters the team is working on. Every clerk at Mallesons receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

We've designed a program to help you make the most of your time with us. During your clerkship, you'll learn:

- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- The core practice teams at Mallesons – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them
- Our culture – working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create the unique culture of Mallesons.
- Our people – you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.
- The 'nuts and bolts' – our technology, financial systems, research and support resources, firm policies, procedures and the structure and approach of the firm itself.

### What is the method of applying for a clerkship?

Apply via our online application system at [www.malleasons.com/careers](http://www.malleasons.com/careers).

### What are the typical stages in the clerkship application process?

Mallesons conducts behavioural-based interviews. There are generally one round of interviews conducted by a partner and solicitor from our Recruitment Committee.

### What are the relevant application deadlines?

1 June 2010 -	Applications open
31 July 2010	Applications close
August/ September 2010	Interviews
September/ October	Offers made



# SECTION 3

TESTIMONIALS: PRACTISING  
LOCALLY AND GLOBALLY

A) PRACTISING LOCALLY

# PRACTISING LOCALLY

You're thinking about your career. You might choose to practise law locally, or internationally. Requirements differ according to the jurisdiction. This section will highlight the requirements which must be met in order to practise law locally, regardless of whether you want to practise in a law firm, in Community Legal Centres, in Legal Aid Commissions or independently. Generally, to practise in Australia, a person must be admitted to practise by the Supreme Court of a State or Territory, and must hold a practising certificate. To be admitted, requirements include legal knowledge (academic requirements), practical training, and good character.

## **Academic and Practical Legal Training Requirements**

Your path begins with a law degree, or by completing a course prescribed by the Legal Profession Admission Board. After graduating in law, prospective practitioners must then complete a practical legal training program. These are available through the Professional Program at the College of Law, or from a number of universities. Such programs provide practical instruction in legal tasks often undertaken by solicitors, and offer training in the legal skills needed to carry them out.

The College of Law program consists of three components:

- Coursework component (15 weeks full-time, or 30 weeks part-time)
- Work Experience component (75 days legal work experience)
- Continuing Professional Education Component (this introduces you to the concept of continuing professional education necessary as part of your continued admission to practise)

Upon completion, a Certificate of Completion is issued. Depending on which Professional Program you undertook, you may directly be able to apply for admission in NSW, Victoria, Queensland, ACT or NT. In order to enrol in the Professional Program, you must be a graduate, or be qualified to graduate, in law or such other relevant course. Foreign degrees or foreign admitted practitioners may also apply, subject to approval by the admitting body.

## **PRACTISING LOCALLY 2010**

### **FURTHER INFORMATION**

#### **Admission to Practise**

After completing practical legal training (PLT), a person may be admitted as an Australian Lawyer in the State's or Territory's Supreme Court. In NSW, an application must be made to the Legal Practitioners Admission Board. Once admitted, you may practise as either a barrister (by obtaining a practising certificate through the New South Wales Bar Association), or as a solicitor (by obtaining a practising certificate through the Law Society of New South Wales).

#### **Practising Solicitors in NSW**

To practise as a solicitor in NSW, a person must hold a practising certificate issued by the NSW Law Society. After receiving the certificate, you must complete 2 years of supervised practise. Also, to practise on your own account, you must take an approved Practise Management Course.

The certificate is renewed annually, subject to compliance with requirements of Mandatory Continuing Legal Education (MCLE). A certain number of hours of legal career development must be undertaken each year (10 MCLE credits), including attending seminars, publishing journal articles, studying privately, preparing and giving lectures etc.



#### **Practising Federal Law**

Entitlement to practise in a court exercising federal jurisdiction requires both entitlement to practise in the Supreme Court of a State or Territory, and entry in the Register of Practitioners kept in the High Court of Australia.

#### **Practising in other Jurisdictions**

Practitioners may practise in other states and in NZ through mutual recognition schemes without need for re-admission. However, solicitors seeking to principally practise in NSW must obtain a practising certificate from the Law Society.

# SECTION 3

TESTIMONIALS: PRACTISING  
LOCALLY AND GLOBALLY

B) PRACTISING IN THE UNITED KINGDOM



# PRACTISING IN THE UK

Applying for a training contract in London is a very rewarding process; although it is structured quite differently from the clerkship process in Australia. The first application submission is broadly similar to a clerkship application, including a cover letter, academic transcript and CV. Then, successful applicants are often required to complete an on-line critical or verbal reasoning test. This consists of 30 to 40 multiple choice questions testing your applied comprehension skills and must be completed within a tight time limit.

The second round usually consists of a phone interview or possibly a face-to-face interview if the firm you applied for has contacts in, or happens to be visiting Australia.

The final round consists of an “assessment day”, usually held at the firm’s principal office in London between August and September. It is important to note that most firm’s recruit two years in advance, so you should be applying for this process in your third or fourth year (undergraduate) or second year (graduate). The only requirement is that you are to complete your law degree before you begin the training contract.

## PRACTICING IN THE UK 2010

### FURTHER INFORMATION

Most firms will reimburse you (in whole or in part) for the cost of your trip to London (including flights and accommodation).

The “assessment day” varies according to firm, but is usually a whole-day affair, from 9:00am to 4:00pm and may consist of:

- Written critical reasoning test;
- Group mediation task (30 minutes): you are required to negotiate with another candidate on a problem question (usually including financial data), whilst being observed by a partner of the firm. New information is often presented to you during the negotiation. It is important to know when to back-down from your position and you should try to reach a resolution.
- Lunch with recent trainees/graduates
- Case study: you are presented with a legal problem question and required to discuss both the business and legal issues. I found a good break-down for this task is: Legal issues: (contract, corporate (i.e.



corporate structure) intellectual property, real property and equity issues if these arise); Business issues (marketing, operations (i.e. logistics, transport), employment relations and financials). It is important to also consider external factors, such as economic cycles and political risk.

- Final interview (45 minutes to 1 hour): normally by 2 to 3 partners and is fairly relaxed. Your case study feedback is discussed at this time. It is important to have questions to ask your interviewer at the end of the interview.

- Office tour

The assessment day is a very worthwhile experience, regardless of whether you are offered a position or not. You normally find out very quickly whether you have been accepted, usually within 48 hours.

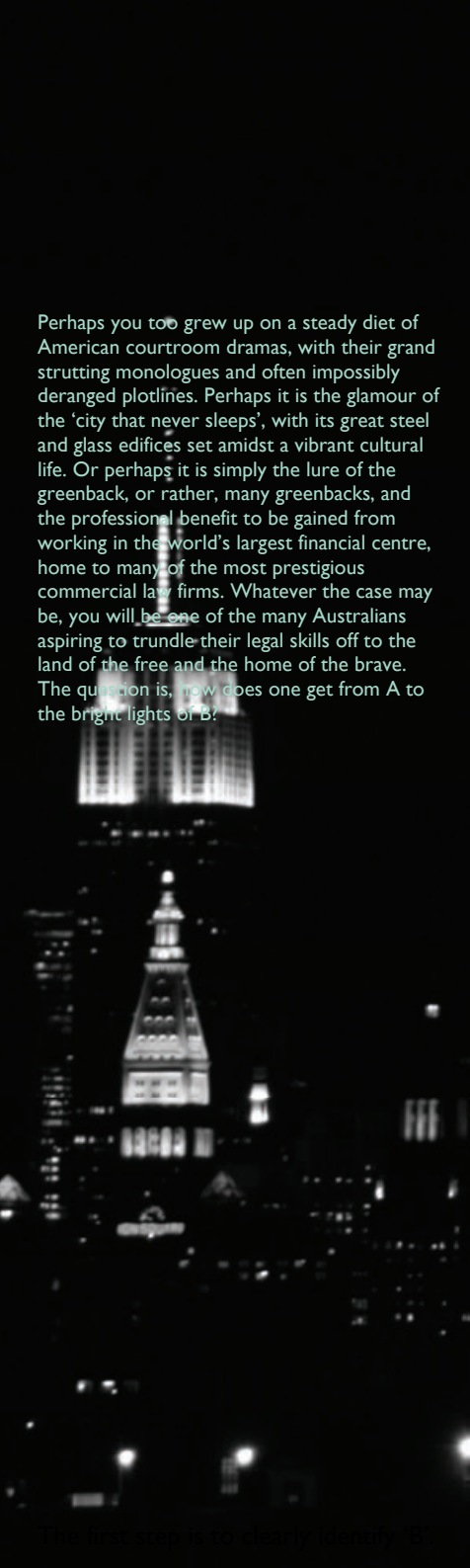
# **SECTION 3**

**TESTIMONIALS: PRACTISING  
LOCALLY AND GLOBALLY**

**C) PRACTISING IN THE UNITED STATES OF AMERICA**



# PRACTISING IN THE USA

A large, semi-transparent image of the Statue of Liberty, showing her head and crown, positioned on the right side of the page.A dark, atmospheric photograph of a city skyline at night, with lights from buildings and streets visible against a black background.

Perhaps you too grew up on a steady diet of American courtroom dramas, with their grand strutting monologues and often impossibly deranged plotlines. Perhaps it is the glamour of the 'city that never sleeps', with its great steel and glass edifices set amidst a vibrant cultural life. Or perhaps it is simply the lure of the greenback, or rather, many greenbacks, and the professional benefit to be gained from working in the world's largest financial centre, home to many of the most prestigious commercial law firms. Whatever the case may be, you will be one of the many Australians aspiring to trundle their legal skills off to the land of the free and the home of the brave. The question is, how does one get from A to the bright lights of B?

Although the US comprise a large number of legal markets, traditionally New York has been the most receptive to Australian qualified lawyers, mainly due to a good alumni network between US and Australian firms, as well as the transferability of skills in transactional practise areas such as capital markets, M&A and banking and finance.

The West Coast, including Los Angeles and places like San Francisco and Palo Alto (a.k.a. Silicon Valley), have also traditionally been receptive to Australians in more narrow practise areas such as commercial projects, project financing and intellectual property and technology practises. Given the very specialised nature of the work, far fewer Australians make it to these West Coast destinations. As small as the window may be, it will nevertheless still be open for those with an exceptional skill set, particularly in the IP and technology spheres.

Washington DC is another location that often elicits interest (I think the West Wing has much to answer for) however the market is far more difficult to crack for an Australian qualified commercial lawyer or litigator. The Washington legal market is very much driven by public sector clients and the work generally has a significant government focus. This combined with its relatively small size makes it almost impossible for an Australian lawyer to enter into directly from Australia. Those of you with their hearts set on a DC practise are usually advised to cut their teeth in New York and then come knocking, armed with quality US experience and a US Bar qualification or Masters.

## **PRACTISING IN THE USA 2010**

### **FURTHER INFORMATION**

Unfortunately your avid interest in American politics and glittering personality alone are just not going to cut it.

#### **US Firms in the lateral Australian Market**

The second step to finding your way to B is to understand why the level of interest in US firms here is not reflected in the number of ex-pat lawyers that ultimately find themselves practising in the US. Overall, the number of Australian lawyers that successfully make the transition to New York is small compared to the overall outflow of lawyers from Australia across other locations. Maciek Motylinski, a senior consultant at EA International, specialises in the cross-jurisdictional recruitment of Australian and Kiwi lawyers. He observes that in recent years firms like Skadden Arps, Milbank and White & Case have been amongst the most active in recruiting laterally in the Australian market. Yet even in the bull market of the 2005 to 2008 period, where recruitment levels were at their peak and Australian firms were haemorrhaging staff to foreign counterparts, each firm at the most took between 5 and 8 lawyers in total from this part of the world. In Motylinski's extensive experience of placing Australians into overseas jurisdictions, as well as with many leading US law firms in New York, this is a very small percentage given the overall number of lawyers who take their careers off-shore, amounting to about 5% of international recruitment practises. Really? So few? Why aren't we feeling the love? Motylinski explains that the bar has always been set at lofty heights, with US firms seeking lawyers with a minimum of between two and three years of

experience coming from a top tier Australian practise, with a stellar academic background. Lawyers with experience across M&A, capital markets, banking and finance, commercial projects and litigation have been the most sought after, however lawyers really have to have first-rate experience from a leading Australian firm. Keep in mind this is just to satisfy the HR gods prima facie.

There are a variety of other areas within a lawyer's CV and background that leave them vulnerable to being nitpicked out of contention. And we haven't even gotten to the interview yet. In addition the overall numbers are also limited by visa requirements for Australians looking to live and work in the US, which are prohibitive, although the introduction of the E3 visa did increase quotas for foreign lawyers amongst law firms, making Australians slightly more attractive. You can appreciate that given the small numbers of roles and high level of competition it is no small feat to secure an interview, let alone an offer.

#### **How the US firms hire**

The next step is to figure out when to make your move. Unlike their UK counterparts, US firms have traditionally never recruited out of Australia at the graduate level, and as you may have noticed have not as yet been seen at any of the graduate fairs here. US firms traditionally take their first year lawyers from the elite US university JD programs and see no reason to supplement this with graduate level recruits from places such as Australia. Motylinski advises that students looking to eventually live and work in the US as lawyers are best served by first gaining top class experience with one of Australia's premiere firms in the right practise area in order to position themselves for a lateral move at the two to four year level.

## **PRACTISING IN THE USA 2010**

### **FURTHER INFORMATION**

Once you have a little more experience under those belts, you will find that US firms have customarily hired lawyers directly from Australia without the requirement of those lawyers actually being on the ground in the US, although it is always an advantage to meet firms face to face. Usually interviews are conducted via videoconference and a number of firms have also conducted recruitment campaigns by sending partners out to Australia to interview in person. Most US firms that take Australian lawyers will not have a requirement that they have a NY or other US Bar qualification, particularly in their transactional practise groups. However they will require Australian lawyers sit the Bar Exams within twelve months to become fully qualified US Attorneys. In any case most firms will usually apply a level of discounting to Australian lawyers moving across to NY to take into account their lack of experience in the US and bring a level of equivalency with their US qualified counterparts in the same groups. As a rule of thumb Australian lawyers can expect to have twelve months knocked off their Australian experience.

#### **NY Bar Exams and Requalification Requirements**

So you've made it past the gatekeepers and managed to schmooze your way into a fantastic role. Snaps to you. There is just one final ring to squeeze through and its name is requalification. The firms will generally provide great assistance in terms of preparation for Bar exams, including giving lawyers time off to prepare and make the process as smooth as possible.

Motylinski advises that most firms expect



lawyers to pass the New York Bar Exam first go, so there is a little pressure, however the majority of lawyers he has assisted suggest that whilst there is a lot of information to get through, and the hours of preparation are long, the exam itself is not too arduous despite the pass mark being 75%. Your plans to live it up in during your first year away may be somewhat hampered by the reality that many lawyers moving across find themselves with a full-time workload and hefty work hours, as you would expect with a large Manhattan firm, only to be greeted by a full-time study schedule to prepare for exams once they have clocked off. Ouch.

### **Working in a US Law Firm**

For Australians moving across to New York with a large US firm there are some adjustments to be made from a technical and practise point of view as well as cultural. Motylinski observes of his major clients, that although each firm has an individual culture, one thing that is common to all of the elite firms in New York is a commitment to excellence and client service. The corollary to this, particularly for transactional lawyers, is that the work hours can be long and arduous. The deal flow in the US and the sheer number of transactions some practises undertake from year to year is also larger than in other mainstream capital markets.

Whilst this is a big draw for lawyers looking to work on the biggest and most complex transactions in the world it also means a higher intensity of work played out across longer hours. Australian lawyers will also have to come to terms with the US centric way of structuring and facilitating various deals. In particular Motylinski finds his candidates comment regularly about the archaic style of drafting in the US, which sits in stark contrast to the principles of plain English drafting promoted amongst law schools and law firms in Australia. However this is all part of the learning process and professional development, which in the end is what precipitated the move to a market like New York.

Another point of difference is the nature of billing in the US compared to Australia. Generally lawyers have a target of between 1500 and 1700 hours annually however it is important to note that lawyers generally have more leeway in the US to bill clients for travel time, thinking time and other less tangible services that would otherwise not be acceptable in Australia.

### **Remuneration**

Of course US firms pay their lawyers more generously than almost anywhere else in the world, however with the cost of living in New York, you'll need every cent. Below is a guide to salaries from graduate level amongst the leading firms in New York.

1 Year – US\$160,000
2 Year – US\$170,000
3 Year – US\$185,000
4 Year – US\$210,000
5 Year – US\$230,000
6 Year – US\$250,000
7 Year – US\$265,000
8 Year – US\$280,000

Armed now with an approximate roadmap as to how you can best get from A to B, as well as a rundown on what to expect once you get there, you are practically already sunning yourself under a sultry California sun or strolling amidst the pulsing throng on Fifth Avenue.

Well almost.



# SECTION 3

TESTIMONIALS: PRACTICING  
LOCALLY AND GLOBALLY

D) PRACTISING IN ASIA

# PRACTISING IN ASIA



## **Hong Kong**

(With help from Lily Zhang, Jenny Huang and Derrick Lau)

### ***What attract clients/lawyers to Hong Kong?***

Many clients choose Hong Kong (HK) because it is the global financial market of Asia – where East meets West – and because it serves as a portal for many businesses to reach Mainland China. Being one of the few true financial centres in the world, it is characterised by an established stock exchange, which lists some of the world's largest companies, and a CBD littered with high-rises. As the Chinese economy continues to grow, economic activity has also been on the rise. With Chinese companies increasingly looking to be listed on the more mature HK stock exchange, HK has become a hub for investment into China. Naturally, law firms also seek to enter the HK market, as there is always plenty of work for lawyers. For legal practitioners, HK offers a vibrant lifestyle, a selection of prestigious firms, high quality of work and a great salary package. There are also many multi-national transactions, travel opportunities, as well as superb dining and shopping experiences. If you love a fast-paced lifestyle, HK is the place for you.

### ***How reliable is Hong Kong's legal system?***

HK has a well-established common law system, which so far has seen little influence from the Mainland Chinese system. Accordingly, most legal principles are similar to those in Australia, with some statutes completely replicating Australian counterparts. The legal system is robust and invariably adheres to the rule of law. Further, all legal documents are drafted in English. Where there is inconsistency between the English and Chinese version of a legal document, the former will prevail.

### ***How is working in Hong Kong different from working in Australia?***

The working environment involves longer hours and a faster pace, and juniors are expected to pull their weight. But at the same time, this will mean that juniors are exposed to more difficult work earlier on. There is also a much stronger international vibe, as lawyers come from all over the world to work in HK on a daily basis. Most cases have an international aspect, because either a party or the governing law of a contract is international. As a result, a typical working day may involve briefing counsel in London, followed by calls to clients in Japan, etc. One intern stated that there was never 'one type' of person, and it was refreshing to work with people who came from such a diverse range of backgrounds.

### ***What would you tell interested lawyers from overseas about Hong Kong?***

Most students said HK is definitely for the young and ambitious. As good as it sounds, the process of getting admitted into HK can be quite lengthy. Before starting the 2-year trainee program, Australian students interested in working in HK will need to sit conversion exams as well as study full-time for 1 year to pass their Postgraduate Certificate in Laws (PCLL). And although not compulsory, a working knowledge of Chinese is very helpful.

# PRACTISING IN ASIA

## **Singapore**

(With help from Nicholas Sim)

### ***What attracts clients/lawyers to Singapore?***

For clients, the stable political situation of this small nation is a strong driving point. Singapore also has the reputation for strong corporate governance and, as such, many reputable financial institutions have set up operations in Singapore. There are a large range of sophisticated financial services, and developed capital markets with sufficient funds. Singapore is also the trading, telecommunications and transportation centre in Asia. The port of Singapore is currently the world's busiest port in terms of total shipping tonnage and is the world's busiest container port.

For lawyers, Singapore offers a safe and pleasant working and living environment, as well as opportunities to work on high profile cross-border transactions. Contrary to belief, Singapore's first language is English – therefore all transactions are done in English.

### ***How reliable is the Singapore legal system?***

Despite its roots in English law, Singaporean law has now evolved into a distinctive jurisprudence. Developments in the law reflect an acute awareness of the need to recognise and accommodate current international business and commercial practises. With respect to commercial matters, the Singaporean courts have a reputation for impartiality and fairness. Singaporean law firms have consistently been ranked among the top in Asia in prominent legal publications such as Chambers & Partners and The Legal 500. The legal system in Singapore has also received numerous international accolades for its efficiency and integrity. Consequently, Singapore is now widely recognised as a leading legal hub in Asia.

### ***How is working in Singapore different from working in Australia?***

Lawyers in Singapore are part of a 'fused profession', in that they act as both a solicitor and an advocate (although they do specialise in litigation, conveyancing or corporate law). The initial working hours are tough (around 50-80 hours a week) and the initial pay rate is around AUD\$40,400 to AUD\$80,700 per annum. After around 5 years, depending on the circumstances, the pay rises to approximately AUD\$80,700 to AUD\$161,300 per annum. To get called to the bar in Singapore, you must have graduated from an approved university (the University of Sydney is approved), have completed pupillage and have successfully passed the bar exam.

### ***What would you tell interested lawyers from overseas about Singapore?***

Singapore is a good place to live in because of its safe environment and relatively lower cost of living when compared with Australia. It is a thriving cosmopolitan city with a multiplicity of culture, language, arts and architecture. The transport system is world class and efficient, and the choice of food and shopping spans a wide range. From a career advancement perspective, working in Singapore generally provides an opportunity to work on the cutting edge in high profile deals in the Asian market.





# PRACTISING IN ASIA

## **Korea**

(With help from Mark Nam)

### ***What attracts clients/lawyers to Korea?***

Korea is one of the original 'Asian tigers', and as a market it has become modernised in an extremely short period of time. It is wedged in the middle of the geopolitical epicentre of the new world, uniquely positioned near China, Russia and Japan. As an investment destination, it offers foreign investors the growth profile of an emerging market without the wild instability of a still-burgeoning China, or the stagnant returns of a debt-laden Japan.

It is also a forerunner in terms of research and development, as well as a highly underrated producer of design and technology. Brands such as Samsung, LG and Hyundai are examples of such Korean corporations.

### ***How reliable is the Korean legal system?***

Korea works under a civil law jurisdiction and thus there is a certain prescriptive and uniform manner in which the laws are applied to factual cases. For foreign investors concerned with the legal protection of their Korean investments, Korea is also a signatory or contracting party to the major international trade treaties, such as the United Nations Convention on Contracts for the International Sale of Goods (CISG) and international arbitration treaties such as the International Council of Societies of Industrial design (ICSID).

The one area where Korea's legal system requires improvement is in enforcement of the rule of law. However, recent interns note the intention of the Korean Government and legal profession to entrench the rule of law to the same extent as jurisdictions such as Australia.

### ***How is working in Korea different from working in Australia?***

The management style in Korea is generally a lot more hierarchical than Australia – probably because of the nations Confucian roots. Lines of communication and external demonstrations of respect and formality are therefore extremely prominent. It is also very important to know other colleague's official position and to refer to them by their correct title. Business transactions in corporate Korea are based less on prescriptive, arms-length engagement and more on unwritten conventions of Korean business relationships. As a commercial lawyer, Mark found written contracts to be shorter than those one would see in Australia. And as with most Asian countries, office hours of lawyers in Korea tend to be longer than those of their counterparts in Australia.

### ***What would you tell interested lawyers from overseas about Korea?***

Interested lawyers have to be prepared to take on client responsibility as the English spokesperson on deals, and to experience frustration at having to manage day-to-day legal work that is at a level or two below what you would be asked to do in Australia. There is also a lot of translation work involved in a Korean law firm – this means some poorly translated legal documents that will require your patience and ability to reword them into English. As with most Asian countries, be prepared to work hard and to learn about a culture completely different from the one in Australia.



# SECTION 4

## NON-LEGAL COMMERCIAL INSTITUTIONS

### A) INVESTMENT BANKING

# CITIBANK AUSTRALIA

**Address:**

Ground Floor, Citigroup Centre, 2 Park Street, Sydney NSW 2000

**Designated Contact Person:**

Monica Sekulov

**Telephone:**

(02) 8225 1860

**Email:**

monica.sekulov@citi.com

**Areas of Practice**

Citi offers Summer Internship programs in the following business areas:

- Investment Banking
- Global Markets
- Capital Markets Origination
- Investment Research
- Global Transaction Services
- Human Resources

**What distinguishes the firm from others?**

Citi is one of the largest financial services companies in the world with around 120 million customers in more than 100 countries.

As a leading full service investment bank in Australia and globally, Citi advises industry leaders, governments and institutional investors on the best way to realise their strategic objectives.

We provide strategic advice on the world's most significant deals, and provide the broadest possible market access to thousands of issuer and investor clients.

**Aside from work, what other benefits and activities does the firm offer?**

- World-class training and development – We believe that employee development is the springboard to future success. As a Citi employee, you will have access to some of the best training programs offered by any financial services institution in the world.
- Global exposure – Citi Australia is the third highest exporter of talent in the Citi network. Presence in over 100 countries means that we can offer a range of career possibilities across different businesses and locations.
- Diversity – Citi is one of the most diverse organisations in the world and we believe that diversity is a strategy for success.

## CITIBANK AUSTRALIA 2010 QUESTIONNAIRE

### Does the firm engage in pro bono and/or volunteering activities?

Citi has a long-term commitment to Australia and supports the community through programs that have a sustainable impact in the communities in which we live and work.

We have 3 primary areas of focus: Financial Education, Environment and Children. Through each of these focus areas Citi provides financial support as well as



**What is the preferred year level of internship applicants?**

To be eligible for our summer internship programs you must be an Australian citizen or permanent resident in your penultimate year of study at university

**What does the firm look for in an intern?**

We encourage applications from all backgrounds. A financial background is not a must but you do need to possess solid quantitative and analytical abilities, and be able to work under pressure on multiple tasks. You must have proven academic performance and intellectual curiosity. But it's just as important that you demonstrate commitment and a positive attitude at all times. You need to be confident, mature, and be able to communicate and execute your ideas successfully. Not to mention that you can work independently and in a team.

To be eligible for our summer internship programs you must be an Australian citizen or permanent resident in your penultimate year of study at university.

**What other benefits and activities does the firm offer an intern?**

Our Summer Intern program is a 10-week internship in a specific business you are hired into. The type of work offered varies by business, and you can read more about what is involved in our summer intern programs by visiting our website at [www.oncampus.citi.com](http://www.oncampus.citi.com)

The summer internship program commences in December with a 3-4 day training program. This begins with orientation and induction sessions during the first day that provide an overview of Citi, followed by a series of classroom training given by skilled instructors from the business.

Throughout the program, we continue to provide you with training and networking opportunities to make sure you gain an in depth knowledge of the whole of Citi. A mentor and a buddy will be allocated to you to give you advice and support network.

You will also have an opportunity to participate in various intern-wide events, including business presentations and social events.

**Does the organisation directly take graduates?**

Citi also runs a Graduate program for many of its businesses. To learn more about our graduate opportunities, please visit [www.oncampus.citi.com](http://www.oncampus.citi.com).

**If applicable, does this differ for graduate applications?**

Visit [www.oncampus.citi.com](http://www.oncampus.citi.com) to read more about our Summer Intern programs and to apply. Applications will only be accepted online via our website and must include a cover letter (stating grade average) and CV.

**What are the typical stages in the intern application process? If applicable, does this differ for graduate applications?**

Below is an outline of the recruitment process (Graduate program and Summer Internship program) from application received to offer:

1. Application is reviewed by Graduate Recruitment and the Business
2. Online psychometric testing
3. First round interviews: Competency based phone interviews with Graduate Recruitment team
4. Second round interviews: Competency based phone interviews with Australia Senior Associates and VPs
5. Final round interviews: Competency based interviews with Managing Directors and Directors
6. Offer extended by Business; follow up by Graduate Recruitment

**When are the relevant application deadlines?**

Please visit [www.oncampus.citi.com](http://www.oncampus.citi.com)



## CITIBANK AUSTRALIA 2010 PERSONAL PROFILE

Name: Carmen Chan  
Year: Summer Internship 2009  
Areas of rotation: Mergers & Acquisitions

One of the most worthwhile experiences you can have as a Law/Commerce student is to undertake a summer internship with an investment bank. I spent 10 weeks in Sydney as a summer analyst in the Investment Banking Division of Citigroup.

I was working in the M&A team, which advises on the buying, selling, divestiture and restructuring of large companies. This means that you will typically be working on transactions that are at least \$300 million in deal value. The Citi team has ASX-listed companies and private equity firms as clients, as well as strong relationships with the world's multinationals due to the global nature of the firm's business model.



M&A work is extremely confidential. It often does not get announced to the public until a bid is made or close to completion, though I have had the opportunity to work on deals which ended up on the pages of the Financial Review, The Australian and even international papers. This is one of the pinnacles of the profession and represents the more 'glamorous' side of investment banking. That being said, you will be extremely disappointed with banking if your only perception is the highflying side of it. It is unglamorous 90% of the time, though the remaining 10% can be incredible when the stars align and everything clicks.

IB entails working extremely long hours in a high-pressure environment. The bright side is that you are not treated like an intern. You are given real responsibilities, where an error in your pitch book might just cost your managing director his reputation in a meeting with a CEO. Be prepared for a steep learning curve, though there is nothing like an IB internship to teach you lessons in Machiavellian politics and time management, along with high level analytical and quantitative skills.



# CREDIT SUISSE

**Address:**

Level 31, Gateway, 1 Macquarie Place, Sydney  
NSW 2000

**Email:**

[campus.recruitment-ap@credit-suisse.com](mailto:campus.recruitment-ap@credit-suisse.com)

**Website:**

[www.credit-suisse.com/careers](http://www.credit-suisse.com/careers)

**Office Locations:**

Globally across US, EMEA and APAC. Sydney  
and Melbourne in Australia

**What distinguishes the firm from others?**

Credit Suisse is one of the world leaders in global financial services, providing private banking, investment banking and asset management services to clients around the world.

Credit Suisse is active in over fifty countries, with a team of over 45,000 people. We have a strong footprint in the Asia Pacific region, with 15 offices in 13 markets providing advisory services, comprehensive solutions and innovative products to companies, institutional and high-net-worth private clients.

**Aside from work, what other benefits and activities does the firm offer?**

In Australia, we hold strong leading positions across the entire spectrum of financial services and have won a raft of awards for our leading edge and complex deal solutions.

The teams in our main hubs of Sydney and Melbourne are made up of highly motivated, intelligent professionals who deliver superior innovation, experience and knowledge to our clients.

## CREDIT SUISSE 2010 CLERKSHIP DETAILS

### **What is the preferred year level of internship applicants?**

Penultimate year.

### **What does the firm look for in an intern?**

Interested candidates must be a penultimate year student from a Bachelor or Master's degree program and have a strong interest in building a career in Financial Services in Asia Pacific. Credit Suisse is noted for the diversity of its employees but seeks candidates with a common set of abilities – highly motivated, creative individuals with strong verbal and written communication skills and have the ability to work independently while still operating as a member of a team. In addition, we look for intelligent, dynamic and proactive individuals with consistent leadership skills shown through involvement in school activities.

### **What work/other benefits and activities does the firm offer an intern?**

Our Summer Analyst Program for penultimate year students gives you outstanding exposure to business and the financial services industry. The program is designed to give the participants a comparable experience to that of a First Year Analyst and gives you the tools you'll need to jump start your career in finance and investment banking. As a program participant, you will have the opportunity to work on a variety of tasks, gaining hands-on experience.

Our smaller class size allows for broader responsibilities hence giving you wider exposure. On top of the regular day-to-day work, you will be assigned an individual project to work on and will be required to present to the wider team at the end of the internship.

Summer Analysts are formally reviewed at the mid and end points of the internship.

### **Does the firm directly take graduates?**

Yes. Interested candidates must be a final year student from a Bachelor or Master's degree program and have a strong interest in building a career in Financial Services in Asia Pacific.

As a First-Year Analyst you'll receive intensive classroom training for 6-8 weeks in one of the major financial hubs in the world.

### **What is the method of application for internships?**

Applications for our December 2010 Summer Analyst Program should be made online and close Friday 23 July 2010.

### **What are the typical stages in the intern application process? If applicable, does this differ for graduate applications?**

Your application will be reviewed by both Campus Recruiting and the business area you have chosen. If you are selected for an interview, it may take place face-to-face, by telephone or by videoconference, but will always be conducted by a manager in the business. Most initial interviews are competency-based which focus on your experiences so far in skills such as teamwork, leadership, problem solving, communication etc.

Some business areas only conduct interviews; these will be a combination of competency-based and technical. Some areas conduct assessment centres that may include exercises such as case studies, presentations, technical exams etc.

# J.P. MORGAN

**Address:**

Level 32, Grosvenor Place, 225 George Street,  
Sydney NSW 2000

**Phone Number:**

(02) 9220 1333

**Email:**

[grad.recruitment@jpmorgan.com](mailto:grad.recruitment@jpmorgan.com)

**Office Locations:**

In Australia: Sydney and Melbourne.

Globally: Offices in 60 countries.

**Areas of Practice:**

- Asset Management
- Investment Bank
- Treasury & Securities Services

**What distinguishes this firm from others?**

J.P. Morgan is a global financial services powerhouse with assets of US\$2.2 trillion and operations in more than 60 countries. The firm is a leader in investment banking, financial services for consumers, small business and commercial banking, financial transaction processing, asset and wealth management and private equity.

In Australia, J.P. Morgan is one of the few fully integrated financial institutions with leadership positions across mergers and acquisitions, debt capital markets, derivatives, equities, equity capital markets, and treasury and securities services.

**Does the firm engage in pro bono and/or volunteering activities?**

J.P. Morgan engages and actively participates in community volunteering activities.

## J.P. MORGAN 2010 CLERKSHIP DETAILS



### **What is the preferred year level of internship applicants?**

Varies depending on line of business.

### **Size of Last Intern Intake:**

Varies depending on line of business.

### **What does the firm look for in an intern?**

We are seeking motivated and enthusiastic high achievers who have a hunger to succeed. If you're interested in working in an environment where you can aspire to be the best, execute superbly and be part of a great team and winning culture, then explore the opportunities at J.P. Morgan.

### **What other benefits and activities does the firm offer an intern?**

J.P. Morgan's Graduate and Intern Programs are designed to prepare and develop skills as well as provide extensive insight into the business. J.P. Morgan offers in-depth learning, training and continuous development.

At J.P. Morgan, we offer a broad range of Graduate and Intern opportunities for a multitude of business divisions.

### **Does the firm directly take graduates?**

Graduate opportunities are advertised on our website [www.jpmorgan.com/careers](http://www.jpmorgan.com/careers). Interested graduates should apply directly.

### **Summer internship program:**

Our summer internship positions for 2010 will be offered in a wide range of areas. During this time you will gain an in-depth understanding of the business with the support and guidance of a great team. Our Summer Intern Program generally runs for 9 weeks, commencing in December 2010. All applications must be submitted via our website including a cover letter, resume and academic transcript.

### **Graduate recruitment program:**

At J.P. Morgan we usually offer graduate positions in Investment Banking, Investment Bank Operations, Technology and Treasury & Securities Services.

# MACQUARIE GROUP AUSTRALIA

**Address:**

No. 1 Martin Place, Sydney NSW 2000

**Designated Contact Person:**

Suzanna Ellis

**Phone Number:**

(02) 8232 3333

**Email:**

[graduate@macquarie.com](mailto:graduate@macquarie.com)

**Website:**

[www.macquarie.com.au/au/about\\_macquarie/careers](http://www.macquarie.com.au/au/about_macquarie/careers)

**Office Locations:**

Major offices are Sydney, London, Hong Kong and New York. Globally, Macquarie operates in more than 60 office locations in 27 countries

**Areas of Practice**

Macquarie organises its activities into five operating groups and three support areas:

**Operating Groups:**

- Banking and Financial Services Group (BFS)
- Macquarie Capital (MacCap)
- Macquarie Funds Group (MFG)
- Macquarie Securities Group (MSG)
- Treasury and Commodities Group (TCG)

**Support Groups:**

- Corporate Affairs Group (CAG)
- Information Technology Group (ITG)
- Risk Management Group (RMG)

**What distinguishes this firm from others?**

The Macquarie Group is a global provider of banking, financial, advisory, investment and funds management services. Macquarie is headquartered in Sydney, Australia and maintains a significant presence in the Asia Pacific Region, the Americas, Europe, Africa and the Middle East. We operate in 27 countries and employ more than 12,800 people.

Macquarie Group offers an attractive alternative to law graduates who are keen to apply their degree outside the traditional legal field. Each year we recruit graduates and summer vacation students from a variety of tertiary disciplines for a broad spectrum of roles throughout the Group.

**Aside from work, what other benefits and activities does the firm offer?**

The diversity of the Macquarie's businesses means that graduates and vacationers have the ability to find their niche and excel in a challenging environment where their contribution is valued from day one. On the job training and postgraduate education is a significant part of a graduate's ongoing professional development.

Upon commencement graduates will undertake a comprehensive induction program. Macquarie also provides a very supportive structure to allow for further education together with a comprehensive range of external and internal courses for all employees.

## MACQUARIE GROUP AUSTRALIA 2010 QUESTIONNAIRE

### Does the firm engage in pro bono and/or volunteering activities?

The Macquarie Group Foundation is one of Australia's leading corporate foundations.

Graduates at Macquarie can become directly involved in supporting the community by joining the Graduate Volunteering Network (GVN). GVN's have been established in Sydney, London, New York and Hong Kong. Recent GVN fundraising and volunteering activities have supported Mission Australia Early Childhood Intervention Centre in Sydney, the Sunnyside Centre for the Mentally Handicapped in Hong Kong and Oxfam International. This is a great way to meet new people, get to know fellow graduates, benefit community partners and maintain the significant contribution made by all Macquarie staff.





## MACQUARIE GROUP AUSTRALIA 2010 CLERKSHIP DETAILS

### **What is the preferred year level of internship applicants?**

Penultimate year or students in their 3rd year of a 5-year degree.

### **What does the firm look for in an intern?**

We are looking for independent thinkers who are confident in their abilities and are looking for a unique opportunity to develop in a truly innovative environment. We seek high calibre candidates from a range of disciplines. Candidates should have a strong interest in the financial services sector, knowledge of current market activity and the desire to be inspired as part of a successful team.

Specifically we look for:

- High levels of motivation
- Above average analytical skills
- Excellent communication skills
- An entrepreneurial spirit
- Creativity and innovation
- A genuine interest in financial services.

### **What work/other benefits and activities does the firm offer an intern?**

Macquarie's Summer Vacation Program provides an opportunity for students typically in their penultimate year of study to work full-time over the summer break.

Students join various teams within Macquarie's business groups, between December and February. Throughout this time, students benefit from hands-on experience, increased exposure to the financial services sector and an invaluable insight into the career opportunities offered at Macquarie. For more information on the Summer Vacation Program, please refer to our careers website, [www.macquarie.com.au/careers](http://www.macquarie.com.au/careers)

### **Does the firm directly take graduates?**

Working with some of the best people in the industry, our graduate program enables you to join a specific group and participate in a structured induction and networking program during your first 12 months with Macquarie.

### **What are the typical stages in the intern application process? If applicable, does this differ for graduate applications?**

Applications to the Graduate Program and Summer Vacation Program can be submitted via our website, [www.macquarie.com.au/careers](http://www.macquarie.com.au/careers). Applicants need to upload a resume, cover letter and academic transcripts.

In broad terms, our recruitment process encompasses the following:

- Online application
- A series of interviews
- Psychometric assessment
- Pre-employment screening
- Offer

### **When are the relevant application deadlines?**

2010/2011 Macquarie Summer Vacation Program: Friday 23rd July 2010

# MORGAN STANLEY

**Address:**

Level 39, Chifley Tower, 2 Chifley Square,  
Sydney NSW 2000

**Phone Number:**

(02) 9770 1111

**Email:**

[asia.recruit@morganstanley.com](mailto:asia.recruit@morganstanley.com)

**Office Locations:**

Australia: Sydney and Melbourne

**Areas of Practice:**

Morgan Stanley is a leading global financial services firm providing a wide range of investment banking, securities, investment management and wealth management services. The Firm's employees serve clients worldwide including corporations, governments, institutions and individuals from more than 600 offices in 37 countries.

**What distinguishes the firm from others?**

At Morgan Stanley, it is very important to create an environment where, regardless of individual characteristics and differences, every employee is able to perform to their fullest potential. The diversity of our employees is one of the Firm's greatest strengths and is supported by our employee networks and diversity initiatives. When asked, our employees state time and time again, that, very simply "it is the people that make the Firm."

**Aside from work, what other benefits and activities does the firm offer?**

Morgan Stanley offers a number of benefits to our employees. As a Firm, we are always looking at ways in which we can increase the benefits provided to employees and are consistently benchmarking ourselves above the benefits provided by our competitors.

Although we may provide some similar benefits to other Firms in our industry, we aim to go that 'extra mile' and provide broader coverage to our employees.

## MORGAN STANLEY 2010 QUESTIONNAIRE

### **Does the firm engage in pro bono and/or volunteering activities?**

Morgan Stanley is dedicated to making a positive contribution to society through our focus on the environment, our people, responsible business practices, community investment and strengthening the next generation of citizens. Because our Firm was founded on the principal of doing first-class business in a first-class way, we take the larger view that the way business is done matters to our clients.



## MORGAN STANLEY 2010 CLERKSHIP DETAILS

### What is the preferred year level of internship applicants?

University undergraduate degree students in penultimate year

### Size of Last Intern Intake

Approximately 50 in Asia

### What does the firm look for in an intern?

We are looking for high-caliber undergraduate degree students in their penultimate year who possess both oral and written fluency in English, a keen interest in finance and investment banking, along with initiative, enthusiasm, motivation and a strong work ethic.

### What other benefits and activities does the firm offer an intern?

Our Summer Analyst program runs for 10 weeks, and is designed to provide a realistic view of investment banking by having Summer Analysts assume the functions of full-time Analysts. You are typically assigned to a specific group where you will work on a variety of transactions. Along the way, you will obtain a strong foundation in the basic skills of financial analysis and deal execution. You will be expected to start learning how to market the firm's products and services effectively.

### Does the firm directly take graduates?

Yes.

### What is the method of application for internships? If applicable, does this differ for graduate applications?

Please apply via [www.morganstanley.com/about/careers](http://www.morganstanley.com/about/careers)



# UBS

**Address:**

Level 16, Chifley Tower, 2 Chifley Square,  
Sydney NSW 2000

**Designated Contact Person:**

Elaina Jones

**Phone Number:**

(02) 9324 2491

**Email:**

[sh-campus-anz@ubs.com](mailto:sh-campus-anz@ubs.com)

**Office Locations:**

We are present in all major financial centers and have offices in over 50 countries, including Sydney, Melbourne, Brisbane, Perth and Auckland.

**Areas of Practice:**

- Investment Banking
- Sales
- Trading & Research (Equities & Fixed Income)
- Risk Control
- Operations
- Finance
- Information Technology
- Human Resources

**What distinguishes the firm from others?**

UBS is a leading global wealth manager, a global investment banking and securities firm and one of the largest global institutional asset managers in the world. UBS has operated in the Australasian financial market for over 70 years and today is a market leader, employing more than 1,300 staff in Australia and New Zealand.

In 2008, CFO magazine awarded UBS “Best Investment Bank”, an honour also bestowed by Asiamoney, FinancaAsia and Insto magazines. For the fourth consecutive year, UBS was awarded an ‘EOWA Employer of Choice for Women’ citation by the Equal Opportunity for Women in the Workplace Agency.

**Aside from work, what other benefits and activities does the firm offer?**

The success of UBS is built on the quality of our people. We are committed to providing an environment in which all of our employees can excel.

As well as a range of lifestyle, health and financial benefits, learning and development is a central part of UBS’s culture and the firm offers a broad range of educational courses. Thousands of our employees are also involved in networks that seek to encourage professional and personal development by addressing cultural awareness, disability, family, heritage, sexual orientation, gender and other aspects of diversity.

## UBS 2010 QUESTIONNAIRE



### Does the firm engage in pro bono and/or volunteering activities?

UBS's unique culture is rooted in a deep commitment to social consciousness. That's why we actively contribute to the social and environmental well-being of the local communities in which we do business. In doing so, we further extend our commitment to Diversity.

Through dedicated Community Affairs teams in each region, UBS develops relationships with local organizations. Employees annually spend over 80,000 hours volunteering and UBS supports their commitment by matching their cash donations.

In 2008, a third of staff in Australasia dedicated time to volunteer in UBS organised events and we donated \$1million to over 75 charities.



## UBS 2010 CLERKSHIP DETAILS



### **What is the preferred year level of internship applicants?**

Penultimate

### **Size of Last Intern Intake:**

30 (in Australia and New Zealand)

### **What does the firm look for in an intern?**

We are looking for interns and graduates with a range of perspectives, experiences and skills - people who can bring something different to our organization.

Of course, academic credentials are important, but these need to be coupled with excellent communication skills, creativity, perseverance and tenacity. You will also need an ability to learn and think quickly, alongside the determination to excel. In return, we offer excellent career opportunities designed to match your ambition and potential.

### **What other benefits and activities does the firm offer an intern?**

We offer a nine week structured summer internship program that runs from December – February each year. You will work alongside some of the brightest and best, learning about our organization, a specific business area, our clients and the products and services we offer. Throughout the nine weeks, events are run to ensure your experience is packed with learning, training and networking opportunities.

### **Does the firm directly take graduates?**

Yes. UBS graduates enter intensive, industry-leading training programs at the start of their careers with the firm. These programs provide various cross-divisional and specialist perspectives. A combination of demanding practical work experience and top education and training, they focus on specific business skills as well as personal development. You will also learn about our organization, core values and the professional standards we aspire to.

### **If applicable, does this differ for graduate applications?**

All applications must be submitted online via [www.ubs.com/graduates](http://www.ubs.com/graduates).

### **What are the typical stages in the intern application process? If applicable, does this differ for graduate applications?**

Our selection process involves competency interviews, ability and psychometric testing and assessment centre exercises (typically a presentation and group discussion).

### **When are the relevant application deadlines?**

Summer intern applications close 23<sup>rd</sup> July 2010. Applicants should upload a copy of their CV, a cover letter and most recent grade transcript

## UBS 2010 PERSONAL PROFILE

Name: Tommy Chen  
Year: Summer Internship 2009  
Areas of rotation: Restructuring Group, IB Department

I chose UBS because it is the leading investment bank in Australia. As a summer intern, I was given real responsibility from day one. I worked alongside brilliant bankers, who always had time to answer a question or share a laugh. I was seated in the Restructuring Group within the Investment Banking Department. Being part of a global investment bank meant that I worked on a broad range of cross-border and international transactions.

By working with bankers from other teams, I also gained insight into other mergers and acquisitions and capital market transactions. The other members of my team always took time to explain both the broad picture and the detailed issues. A highlight for me was advising an Asian government on a major, widely publicized joint venture project. Even as an intern, I was able to use my numerical and communication skills, and even legal knowledge! Together, these made my ten weeks at UBS a most interesting and rewarding vacation experience.



# SECTION 4

## NON-LEGAL COMMERCIAL INSTITUTIONS

### B) MANAGEMENT CONSULTANCIES

# BAIN & COMPANY

**Address:**

Level 22, 26 Phillip Street, Sydney NSW 2000

**Designated contact person:**

Melissa Robertson

**Phone number:**

(02) 9024 8600

**Email:**

[Melissa.Robertson@bain.com](mailto:Melissa.Robertson@bain.com)

**Office locations:**

Amsterdam, Atlanta, Beijing, Boston, Brussels, Buenos Aires, Chicago, Copenhagen, Dallas, Dubai, Dusseldorf, Frankfurt, Helsinki, Hong Kong, Johannesburg, Kyiv, London, Los Angeles, Madrid, Melbourne, Mexico City, Milan, Moscow, Mumbai, Munich, New Delhi, New York, Oslo, Palo Alto, Paris, Rome, San Francisco, São Paulo, Seoul, Shanghai, Singapore, Stockholm, Sydney, Tokyo, Toronto and Zurich.

**Areas of practice:**

Strategy consulting, with a focus on broad management issues including:

- Change Management
- Corporate Renewal
- Corporate Strategy
- Cost & Supply Chain Management
- Customer Strategy & Marketing
- Growth Strategy
- Mergers & Acquisitions
- Organization
- Performance Improvement
- Private Equity

**What distinguishes the firm from others?**

Since Bain's founding in 1973, our passion for achieving results for our clients has driven our firm. We put our money where our mouth is. Our preference is to align our economics with those of our clients, so that we prosper only if our clients prosper.

Bain consultants are clear and direct-no jargon. We tell it like it is-even if management doesn't want to hear it. And we work well with clients at all levels as a catalyst to get the job done.

**What is the preferred year level of internship applicants?**

Bain & Co does not currently offer internships to undergraduate students. Graduates should apply for Associate Consultant (AC) positions via our website [www.bain.com](http://www.bain.com)

**What work/other benefits and activities does the firm offer graduates?**

There is no typical day at Bain & Co, nor for that matter are any two graduates' experiences the same. As a management consultant, you may be working on any range of different types of projects, in different industries and in different cities. Part of the challenge is being able to adapt and learn quickly about new clients and industries and immediately add value to their business. Typically, we spend a large part of the week onsite with our clients, so being able to build strong relationships and work collaboratively with clients is essential.

**What does the firm look for in graduates?**

Graduates should be willing to learn fast, take on new challenges and begin to build networks both internally and with clients. At the same time, we also place high importance on structured thinking, team skills and sound business judgment. If this sounds daunting, be assured that you are supported by world-class training, both in formal sessions with your peers from global offices and 'on the job' coaching. This puts you in a strong position for success at Bain & Co and in your future business career.

**What are the relevant application deadlines?**

Applications for Associate Consultant roles generally close in mid-late March.

# BOSTON CONSULTING GROUP

**Address:**

Level 28, Chifley Tower, 2 Chifley Square,  
Sydney NSW 2000

**Designated Contact Person:**

Julie Duggan

**Phone Number:**

(02) 9323 5600

**Email:**

[duggan.julie@bcg.com](mailto:duggan.julie@bcg.com)

**Office Locations:**

Australia-wide: Sydney, Melbourne, Auckland  
and Canberra.

**Areas of Practice**

The Boston Consulting Group (BCG) is a global management consulting firm and the world's leading advisor on business strategy. We partner with clients in all sectors and regions, with particular strength locally in:

- Financial services
- Consumer goods,
- The public sector
- Media
- Resources

**What distinguishes the firm from others?**

BCG addresses clients' issues with a customised approach that combines deep insight into the dynamics of companies and markets, with close collaboration at all levels of the client organisation. This ensures that our clients achieve sustainable competitive advantage, builds more capable organisations, and secures lasting results. We have been recognised locally as the 'BRW Client Choice Award for The Best Consulting Firm' from 2006-2009.

Our position of strength in the Australian marketplace, and our sustained growth, creates a premier growth platform for you. You will chart a course you didn't even know was possible.

**Aside from work, what other benefits and activities does the firm offer?**

BCG has been part of Fortune's 'Best Companies to Work For' for the past 4 years, and in 2010 is ranked #8. Our culture is relaxed, informal and collegial. We strive for a sustainable work-life balance through, for instance, our flexible work models.

We socialise regularly to have fun and build our open team culture, through our Fit'n'Healthy, Social Committee, Charity, or Green Committee. We are also renowned for how we develop people with the case team and through internal and external training. Graduates have opportunities to undertake a sponsored MBA program, work in another office or go on secondment.



## **BOSTON CONSULTING GROUP 2010 QUESTIONNAIRE**

### **Does the firm engage in pro bono and/or volunteering activities?**

Making a difference is a point of pride for BCG. Aside from client work, we commit to worthy causes ranging from education to world health. Last year our staff participated in casework supporting 300 global and local social organisations.

In Australia, we work across a range of pro-bono projects, including indigenous welfare and health reform, sporting and arts organisations, city development, business incubation, and education. We also provide local community support such as mentoring high school students, and have active charity committees in each office.





## BOSTON CONSULTING GROUP 2010 CLERKSHIP DETAILS



### **What is the preferred year level of applicants?**

We do not take undergraduate interns.

### **Does the firm directly take graduates?**

Each year, BCG hires a handful of top graduates across all disciplines to join our practice in Australia and New Zealand.

### **What does the firm look for in an intern?**

We look for people with a high level of motivation, intellectual curiosity, integrity, teamwork and leadership capabilities, credible communication skills and excellent academic skills. You do not need a business background to join BCG, but an interest and curiosity about business is required.

### **What is the method of application for graduates?**

We welcome applications at any time from those interested in joining BCG. Each year we hold a graduate recruiting campaign around March, where we encourage applicants to start at any stage in the following year to apply.

We also offer penultimate year students an opportunity to apply for The BCG Australia and New Zealand Undergraduate Scholarship. This scholarship opens in July/August each year – check out our website for details.

### **What are the typical stages in the graduate application process?**

Graduates who receive offers to join BCG will have participated in three rounds of case-based interviews. Each round will comprise two interviews of around 1 hour each. Half the interview will be a discussion around your background and achievements, and the other half will involve you being presented with a case study to solve.

We recommend that you practice solving cases prior to the interviews. Check out BCG's website, other consulting or industry websites, and books for examples to practice.

### **When are the relevant application deadlines?**

Please check our website in March for graduates, and July for scholarship applicants.

For further information, please refer to our websites:

[www.bostonconsulting.com.au](http://www.bostonconsulting.com.au)

# MCKINSEY & COMPANY

**Address:**

Level 35, 88 Phillip Street, Sydney NSW 2000

**Designated Contact Person:**

Jessica Roll

**Email:**

[jessica\\_roll@mckinsey.com](mailto:jessica_roll@mckinsey.com)

**Office Locations:**

Australia-wide: Sydney, Melbourne and Auckland.

**Areas of Practice**

We offer consulting to firms in the mining, retail, consumer goods, banking, telecommunications, government, travel & logistics and agriculture industries, with regards to:

- Strategy
- Leadership & Governance
- Performance leadership & organisation
- Marketing
- Operations
- Post-merger management
- Business technology

**What distinguishes the organisation from others?**

McKinsey & Company is the world's most influential management consulting firm. We serve private companies and public sector institutions from 94 offices in 52 countries. For more than 80 years, our mission has been to help our clients address their most important challenges and opportunities. But we're more than a mission statement. We are a global network of leaders who are passionate, supportive, collaborative, diverse, and professional. In a career with McKinsey, you will build unparalleled expertise, work with leading corporations around the world, and have real impact.

**What is the method of application for internships?****If applicable, does this differ for graduate applications?**

Graduate applications are accepted online at [www.mckinsey.com/careers](http://www.mckinsey.com/careers)

**When are the relevant application deadlines?**

Our dedicated recruiting period takes place in March each year, however we do accept and review applications year-round

**Is there any additional information that should be included?**

CV, cover letter, academic transcript, and UAI/ATAR/ENTER/OP score

# SECTION 4

**NON-LEGAL COMMERCIAL  
INSTITUTIONS**

**C) ACCOUNTANCY & TAX ADVISORY**

# DELOITTE

**Address:**

Grosvenor Place, 225 George Street, Sydney  
NSW 2000

**Phone Number:**

(02) 9322 7000

**Email:**

[graduate@deloitte.com.au](mailto:graduate@deloitte.com.au)

**Office Locations:**

650 offices worldwide

**Areas of Practice**

Deloitte is the largest fully integrated business consulting and advisory service in Australia.

**What distinguishes the firm from others?**

Our vision is to become the most inspirational Professional Services firm to work with. Our 5,000+ team of professionals serve 90 of 100 Australia's largest publicly-owned companies, as well as family/private businesses and government.

Recognised as a Employer for Choice for Innovative Human Resources program, 2008 Leading Employer for Women and Professional Services firm with 'Best Opportunities for Graduates' and 'Best Recruitment Process' (AAGE Candidate Survey 2008) we are dedicated to helping our clients and our people excel. In 2008, we were also named CFO's 'Accountancy firm of the Year'.

**Aside from work, what other benefits and activities does the firm offer?**

You will have the support of the D.Academy, an award winning development program focused on communication, leadership and individual effectiveness.

All Deloitte graduates are also encouraged to further develop their skills through postgraduate studies. We have one of the most innovative Study support policies around, providing you with up to \$20,000 (CA Program) worth of support materials and study leave.

In addition, we would encourage you to undertake courses through our ELearning capability including Harvard Business School and Books 24-7. We also provide Learning @ Deloitte / Excellent Centres / External training programs

## DELOITTE 2010 QUESTIONNAIRE



### Does the firm engage in pro bono and/or volunteering activities?

The Deloitte Foundation is our charitable arm through which we channel all of our donations, pro bono services, volunteerism and board appointments. We have donated over \$5.8 million of pro bono work and Deloitte Foundation grants to over 50 charitable organisations including:

- Barnardos Australia
- Make A Wish Foundation
- Murdoch Children's
- Research Institute
- World Vision
- Red Nose Day
- Oxfam

# DELOITTE 2010 CLERKSHIP DETAILS

## What is the preferred year level of internship applicants?

Penultimate year.

## Size of Last Intern Intake

Over 100 interns in NSW last year.

## What does the organisation look for in an intern?

We are seeking applications from penultimate students who are completing a degree (single, double or honours) in:

- Accounting
- Commerce/Business
- Economics
- Information systems/business systems
- IT/Computer science(or equivalent)
- Multimedia/design
- Human resources
- Actuarial and/or
- Law

In assessing your application, we review your academic results, work experience, evidence of leadership and team experiences and your level of involvement in university, social or community life.

## What work/other benefits and activities does the organisation offer an intern?

The summer vacation program offers penultimate year students a taste of life at Deloitte during their summer holidays. The program includes:

- 4-8 weeks paid employment
- Gaining real exposure & experience to client work,
- Award winning learning & development programs
- Working with our stellar leaders
- Social events

It's a unique opportunity to gain practical experience and potentially secure a graduate position with one of the world's leading professional services firms before embarking on your final year of study.

## What is the method of application for internships? If applicable, does this differ for graduate applications?

We accept applications for Graduates and Summer Vacation roles online through [www.graduates.deloitte.com.au](http://www.graduates.deloitte.com.au)

## What are the typical stages in the intern application process? If applicable, does this differ for graduate applications?

1. Application screening: the application form, cover letter, resume, academic transcript and IELTS (if applicable) are reviewed against predefined criteria
2. Information session: access to service line representatives, service line information and explanation about the recruitment process is offered to selected applicants
3. Group activity: this typically involves groups of four to six candidates engaged in a work place simulation exercise being assessed for their achievement drive, communication skills, teamwork/interpersonal skills and rapport building skills.
4. Behavioural-based interview: a one-on-one behavioural-based interview with a Deloitte Partner lasts for approximately 45 minutes. This is an opportunity for us to find out more about you and for you to ask more questions about us. You will be asked questions that require you to reflect on your past experiences and present specific real-life examples to demonstrate your skills and behaviour
5. Case Study: if you are applying for our Consulting service line, the recruitment process will also involve case studies. These case studies are aimed at evaluating your analytical skills, creativity and the ability to frame and structure problems. In a case study interview, the interviewer presents a question or problem giving only limited information and asks you to provide an answer in a structured and coherent manner. The objective of the case interview is not necessarily to get the answer right, rather to demonstrate your ability to listen, structure and think through complex problems
6. Offer.

## When are the relevant application deadlines?

Please check the website

[www.graduates.deloitte.com.au](http://www.graduates.deloitte.com.au) for closing dates.



## **DELOITTE 2010**

### **PERSONAL PROFILE**

Name: Jocelyn Loh

Year: Summer Internship 2009

Areas of rotation: Assurance and Advisory, Energy & Resources Group

I was a Summer Vacationer at the beginning of this year in Deloitte where I was working within Assurance and Advisory in the Energy and Resource cluster. I found the time spent as a vacationer to be extremely rewarding, not only learning new things but also meeting many inspiring individuals.

The work that was assigned to me was challenging but also suitable for my level of experience where everyone was extremely understanding and patient. Through my experience I found that Deloitte provided a supportive environment with many training sessions as well as social activities such as the Amazing Race.

Deloitte's culture of continuous encouragement of personal development, innovation and endless opportunities are some of the many reasons why I chose to stay on as a graduate.



# KPMG

**Address:**

10 Shelley Street, Sydney NSW 2000

**Phone number:**

1800 50 20 60

**Email:**

[nswgradrecruit@kpmg.com.au](mailto:nswgradrecruit@kpmg.com.au)

**Office locations:**

Number of global offices: KPMG is a global firm and have offices in 148 countries worldwide. In Australia, we operate nationally across 13 offices with over 5,000 people.

**Areas of practice:**

KPMG operates in the fields of:

- Audit
- Tax
- Advisory

**What distinguishes the firm from others?**

Our local experience, enhanced by the technical and industry knowledge of our global network, means we are able to bring a deep understanding of our clients' business and deliver informed and timely advice. This was recognised at the BRW Client Choice Awards, where KPMG was named **Best Accounting Firm** for 2010. We were singled out as the best accounting firm across a range of factors including commerciality of advice, understanding the client's business, effective communication, technical expertise and innovation.

We're looking for bright minds from all degree disciplines and we offer excellent professional and personal development opportunities. Our open and friendly culture encourages you to explore new ideas, build a career at your own pace and work with and learn from our outstanding professionals. Our clients include some of Australia's and the world's leading companies.

**Aside from work, what other benefits and activities does the firm offer?**

KPMG offers a total benefits package emphasising recognition, choice and flexibility. It's a package that recognises we all have our own unique career, lifestyle and wellbeing needs and ambitions.

We provide meaningful savings across a range of products and services including home and professional services, purchasing, entertainment, cars, whitegoods, travel, dining and accommodation Australia wide.

Other benefits include corporate discounts covering health insurance and gym membership, salary packaging, additional purchased annual leave, flexible work options including career breaks and paid parental leave.

## KPMG 2010 QUESTIONNAIRE



### **Does the firm engage in pro bono and/or volunteering activities?**

At KPMG we are committed to our communities. We have a long tradition of pro bono or honorary work in the community. The contribution of our people's professional skills is an important component of KPMG's culture.

Nationally and locally KPMG works with a range of non-profit organisations. We focus our endeavours in the areas of Education, Environment, Social Inclusion and Health. Consistent across each of these areas is a strong commitment to address economic and social disadvantage within Indigenous communities and to support reconciliation through a deeper respect and understanding towards Indigenous Australians.

# KPMG 2010 CLERKSHIP DETAILS

## What is the preferred year level of internship / vacation applicants?

All interns must be in their penultimate year of study to be eligible for our Vacation Program.

## Size of last intern intake:

76

## What does the firm look for in an intern?

At KPMG we're open minded about people. Our standards are high but we're interested in the person, not just an academic record. We're looking for talented people. People who are team players, progressive thinkers and can communicate their ideas with passion. People who keep on learning, who want to be leaders in their profession and who want to make a difference.

## Does the firm directly take graduates?

Yes, we do take graduates directly. KPMG has opportunities for local and international students. To view our eligibility criteria, application dates, or to apply, please visit our website [www.kpmg.com.au](http://www.kpmg.com.au)

## What is the method of application for internships? What are the stages involved in the interview process?

Once you've decided to apply for a career with KPMG there are four stages in our process to complete:

1. Application phase: you will need to submit an online application. To apply please visit our website [www.kpmg.com.au](http://www.kpmg.com.au) and proceed to the 'Join us' section. When you apply, we will review your application and decide whether your individual skills, experience and qualifications match our requirements.
2. Psychometric assessment: If your application is successful you will be invited to take our abilities assessment, which consists of a verbal and a numerical reasoning test, and a personality questionnaire which we will use to assess personality traits that are indicative of the style with which you approach your work. These psychometric assessments can be completed at own home.

3. Assessment Centre: The final stage of our recruitment process is a half-day assessment centre consisting of a written exercise, a verification test based on the verbal and numerical reasoning tests you completed at home, two one-to-one behavioural-based interviews and lunch with some of our staff. These interviews are an opportunity for us to find out more about you and for you to ask more questions about us. Your interviewer will ask you questions about your life, your time at school and/or university, your extra-curricular activities and any work experience you've acquired.
4. Our offer.

## What does the organisation offer an intern? What other benefits and activities does the organisation offer?

Throughout the Vacation Program, interns will have the opportunity to work with clients from a diverse range of industries. You will be working with Partners, Managers and other vacationers and will experience a learning environment like no other. Our learning and development opportunities include formal and informal training and on-the-job training as well.

You will have the opportunity to participate in social activities to allow you to get to know the wider network of KPMG people better and firm-wide social functions. During your vacation experience you will also be involved in a group project, volunteer work in the community and have the opportunity to secure a graduate role.

## When are the relevant application deadlines?

23 June 2010. Please refer to our website [www.kpmg.com.au](http://www.kpmg.com.au) for more details.

# **SECTION 5**

**PUBLIC SECTOR PROFILES**

# CROWN SOLICITOR'S OFFICE

## **Address:**

60 – 70 Elizabeth Street, Sydney NSW 2000

## **Designated contact person:**

Vicki Delbello

**Email:** [crownsol@agd.nsw.gov.au](mailto:crownsol@agd.nsw.gov.au) or  
[csorecruit@agd.nsw.gov.au](mailto:csorecruit@agd.nsw.gov.au)

**Phone number:** (02) 9224 5000

## **What is the role of your organisation?**

The role of the Crown Solicitor's Office is to provide independent, authoritative legal advice, representation and other legal services to the NSW government and its agencies. The CSO operates on a commercial basis and competes with private law firms to perform general legal work for government agencies.

## **How are the skills/interests of law students relevant to your organisation?**

The CSO deals with a broad range of matters that affect the entire community. The opportunity to work on matters that benefit the community can be particularly rewarding. The CSO is recognised as a leader in the areas of law most relevant to Government. The CSO has 170 solicitors and over 100 legal support staff working in all areas of law. As such, the CSO can offer valuable experience in different practice areas and ongoing opportunities for advancement.

## **Do you offer internship/clerkship opportunities? If so, what role would an intern/clerk have?**

Legal clerks (paralegals) at the CSO perform work of a legal and clerical nature under the supervision of solicitors. The position suits law students or graduates seeking practical experience in a legal office. While employment is usually available on a full-time basis, applications for part-time employment may be considered. (Note: The CSO does not offer summer clerkships).

The CSO also has graduate recruitment programs which offer employment to law graduates. Under these programs, graduates assist senior solicitors in managing their legal practices. The graduates rotate at regular intervals and gain practical experience in different areas of law. Once they have completed a 2-year development program, they are assigned their own practice to manage.

## **What is the preferred year level of internship/clerkship applicants?**

The CSO recruits law students as legal clerks (paralegals) if they have completed at least two years of legal studies, with at least a credit average.

Candidates applying for a legal clerk position within the CSO must also meet the following selection criteria:

- Proven research skills including electronically assisted research
- Ability to exercise discretion, initiative and work to deadlines in a team environment
- Excellent written and oral communication skills
- Excellent client service skills

Graduates must have completed a law degree to be eligible for employment. They must also meet the following selection criteria:

- Legal skills that enable the provision of legal advice and representation
- Proven research skills (including electronically assisted research)
- Good written and oral communication skills (including interpersonal skills)
- Ability to provide excellent client service in a commercial environment

## **Do you have a graduate program? If so, what role would a graduate have?**

The CSO has two graduate recruitment programs: one is restricted to people of Aboriginal or Torres Strait Islander descent; while the other is open to all applicants. Recruitment for both programs is conducted annually.

As stated earlier, graduates assist senior solicitors in the management of their legal practices before they get to manage their own practices. They can expect to be involved in all aspects of legal practice in various areas of law.



## **CROWN SOLICITOR'S OFFICE 2010**

### **FURTHER CLERKSHIP DETAILS**

#### **Is there a typical trajectory in your organisation? What sort of role can a graduate progress into?**

Following the two-year development program, a graduate is placed as a solicitor in one of the CSO's twelve practice groups. They will be given responsibility for managing their own legal practice under the supervision of a senior solicitor.

#### **What particular attributes do you think define your employees?**

CSO employees are passionate about the law and enjoy the quality work that the CSO offers. They are dedicated to providing clients with the best legal advice and services. They respect one another and work collaboratively together. (Note: The CSO requires all staff to treat colleagues and clients with respect at all times. The CSO has a policy of zero tolerance towards bullying and harassment in the workplace.

#### **What does your organisation look for in an intern/graduate?**

To support its business growth, the CSO seeks to recruit law graduates with superior academic achievements. They must also meet the other selection criteria listed above.

The program for law graduates of Aboriginal or Torres Strait Islander descent requires applicants to meet similar criteria.

#### **What was the size of your last clerkship and/or graduate intake? Where would the intern/graduate be based?**

The CSO recruits a large number of legal clerks each year. The exact number depends on the level of staff turnover. The CSO seeks to employ between 5-10 law graduates each year.

The CSO is based in Sydney's CBD (near Martin Place).

#### **What does the clerkship and/or graduate application process involve? What are the relevant deadlines?**

Positions are advertised online through Jobs NSW and Seek websites and are usually open for 2 weeks. Applicants should obtain an information package from the advertised contact person. Applicants should submit their CVs and a statement indicating how they meet the selection criteria. A copy of their academic transcript should be attached to their applications. Applications should be emailed to [csorecruit@agd.nsw.gov.au](mailto:csorecruit@agd.nsw.gov.au) by the relevant closing date. Shortlisted candidates will be interviewed and their references will be checked as part of the selection process.

# NSW DEPARTMENT OF JUSTICE AND ATTORNEY GENERAL

**Address:**

Parramatta Justice Precinct, 160 Marsden St,  
Parramatta NSW

**Phone Number:** 8688 7777

**Email:** [agrecruitment@agd.nsw.gov.au](mailto:agrecruitment@agd.nsw.gov.au)

The Department of Justice and Attorney General assists the NSW Government, Judiciary, Parliament and the community to promote social harmony through programs that protect human rights and community standards, and reduce crime. The Department plays a key role in the administration and development of a just and equitable legal system of courts, tribunals, laws and other mechanisms that further the principles of justice and contribute to the achievement of the goals of Government.

The Department assists the NSW Attorney General in his role as the First Law Officer of the State. It also provides support services to enable the Attorney's legislative and advisory responsibilities to Parliament and Cabinet to be carried out.

Employees are committed to public service and the justice system. Integrity, innovation, hard work and professionalism are valued. The Department is committed to people development, dignity and respect and the well being of its employees. Competitive remuneration, career development opportunities and flexible work arrangements are offered. The Department encourages job applications from people of diverse backgrounds including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse backgrounds.

Summer clerkships are offered in the Legislation, Policy and Criminal Law Review Division of the department. It generally offers 1-2 positions. A summer clerkship with LPCLRD provides a unique opportunity to be involved in formulating government policy, law reform and Parliamentary practice. It is suited to students who enjoy working in a fast paced and dynamic workplace, have excelled in a variety of academic and non-academic fields, and are interested in pursuing a career in government or public policy.

For more information visit: [www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au)

# NSW LAW REFORM COMMISSION

**Address:**  
10 Spring St, Sydney NSW 2000

**Designated contact person:**  
Paul McKnight, Executive Director

**Email:** [paul\\_mcknight@agd.nsw.gov.au](mailto:paul_mcknight@agd.nsw.gov.au)

**Phone number:** (02) 8061 9277

**Website:** [www.lawlink.nsw.gov.au/lrc](http://www.lawlink.nsw.gov.au/lrc)

## **What is the role of your organisation?**

The NSW Law Reform Commission is an independent statutory body that advises the Government on ways in which the law can be improved, in response to references received from the Attorney General.

The Commission bases its recommendations to Government on comprehensive legal and policy research and extensive consultation with experts, stakeholders and the community.

## **How are the skills/interests of law students relevant to your organisation?**

The NSW LRC employs legal and policy staff to assist the Commission in developing its recommendations and advice. The LRC looks for staff with legal skills, or experience of working in legal environments, together with good policy skills. Working at the LRC will attract people with a broad interest in how the law operates in a policy context and how it can be made simpler, clearer and better to improve people's lives. The LRC provides the opportunity to hone legal and policy skills working with Commissioners, who are drawn from the ranks of the judiciary, the senior legal profession and academia.

## **Do you offer internship/clerkship opportunities? If so, what role would an intern/clerk have?**

The Commission runs a summer internship program where students entering their final year spend around 2 months at the Commission. Interns contribute directly to the work of the Commission, preparing research papers, and contributing to the writing of consultation papers and reports. Interns work directly with Commissioners and the staff of the Commission.

## **What is the preferred year level of internship/clerkship applicants?**

Entering final year.

## **Do you have a graduate program? If so, what role would a graduate have?**

At this time the LRC does not have a graduate program. However, we are hoping to have employment opportunities for new or recent graduates in the near future.

Graduates would undertake legal policy work contributing to the Commission's references.

## **What does your organization look for in an intern/graduate?**

The specific criteria for assessment will be published in the relevant advertisement. Important criteria include demonstrated critical thinking and analytic skills, good written and oral communication skills, and an ability to work in a team and with stakeholders.

## **What was the size of your last clerkship and/or internship intake? Where would the intern/graduate be based?**

8 internships; Sydney CBD.

## **What does the clerkship and/or graduate application process involve? What are the relevant deadlines?**

Intern applications will be called for on our website around mid-year. Candidates will be asked to submit an academic record, CV and a short application. Our website is [www.lawlink.nsw.gov.au/lrc](http://www.lawlink.nsw.gov.au/lrc)

## **Is there a typical career trajectory in your organization? What sort of role can a graduate progress into?**

Officers in our organization can progress to a range of jobs, including policy and legal positions in the public and private sectors

## **What particular attributes do you think define your employees?**

Clear thinking, good research skills, clear writing, an ability to work in a team and to deal with stakeholders, and a commitment to improving the law.

# NSW OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTION

**Address:**  
175 Liverpool Street, Sydney NSW 2000

**Designated contact person:**  
Nigel Richardson, A/Manager, Personnel Services

**Email:** [personnel@odpp.nsw.gov.au](mailto:personnel@odpp.nsw.gov.au)

**Phone number:** (02) 9285 2584

## **What is the role of your organization?**

The principal functions and responsibilities of the NSW Director of Public Prosecutions are:

- To institute and conduct, on behalf of the Crown, prosecutions for indictable offences (under NSW laws) in the Supreme Court and the District Court;
- To institute and conduct, on behalf of the Crown, appeals in any court in respect of any such prosecution; and
- To conduct on behalf of the Crown as respondent, any appeal in any court in respect of any such prosecution.

## **How are the skills/interests of a law student relevant to your organization?**

Having the following skills/interests are relevant to the ODPP:

- Knowledge of the NSW prosecution process and the function of the ODPP;
- Administrative, research and analytical skills;
- Written and verbal communication skills; and
- Ability to work as part of a professional team.

## **Do you offer internship/clerkship opportunities? If so, what role would an intern/clerk have?**

We have a Legal Development Programme. Participants will assist in the preparation of non-trial matters (Short Matters), Supreme Court Bails and matters for trial, and provide administrative support to lawyers and Crown Prosecutors involved in the prosecution process.

## **What does your organization look for in an intern/graduate?**

- Knowledge of the function of the ODPP/NSW prosecution process;
- Research and analytical skills;
- Excellent written/verbal communication skills;
- Ability to work within a professional team; and
- Ability to use initiative/flexibility to meet priorities.

## **What was the size of your last clerkship and/or internship intake? Where would the intern/graduate be based?**

12, although this number may vary. Potential interns/graduates would be based in the Sydney Metropolitan area.

## **What does the clerkship and/or graduate application process involve? What are the relevant deadlines?**

Applicants must address each of the selection criteria in the job advertisement. They will be required to provide a CV, academic transcript and details of completed or ongoing practical legal training.

## **Is there a typical career trajectory in your organization? What sort of role can a graduate progress into?**

The Legal Development Programme gives applicants temporary employment for a period of up to 12 months. Participants can apply for other positions if they become available and are advertised.

## **What particular attributes do you think define your employees?**

The following principles guide the work of ODPP officers:

- Accountability;
- Integrity and public interest;
- Effectiveness and efficiency;
- Responsive service; and
- Respect for people.

# NSW PUBLIC DEFENDERS OFFICE

**Address:**  
13/175 Liverpool Street, Sydney NSW 2000

**Designated contact person:**  
Ruth Heazlewood, Chambers Manager

**Email:** [ruth\\_heazlewood@agd.nsw.gov.au](mailto:ruth_heazlewood@agd.nsw.gov.au)

**Phone number:** (02) 9268 3122

## **What is the role of your organization?**

Public Defenders are statutorily appointed barristers who represent people charged with serious criminal offences who have been granted legal aid.

Public Defenders provide representation in criminal trials, sentence matters, appeals, inquests and some committal hearings.

They are part of the Department of Justice and Attorney General.

## **How are the skills/interests of a law student relevant to your organization?**

We need students with excellent research and organisational skills and a strong interest in criminal law practice. Public Defenders give preference to students in their last year or penultimate year of study.

## **Do you offer internship/clerkship opportunities? If so, what role would an intern/clerk have?**

Public Defenders provide unpaid work for students seeking a placement as part of their coursework. We also provide unpaid volunteer opportunities including some practical legal training placements.

## **What is the preferred level of internship/clerkship applicants?**

Last or penultimate year.

## **Do you have a graduate program? If so, what role would a graduate have?**

We only have a paid graduate program for Aboriginal law graduates. All other student or graduate work, including practical legal training is unpaid.

## **What does your organization look for in an intern/graduate?**

Public Defenders look for enthusiastic, independent workers with a strong interest in social justice (particularly in criminal law and human rights) and a solid academic record.

## **What was the size of your last clerkship and/or internship intake? Where would the intern/graduate be based?**

Public Defenders averages 3 full-time or 8 part-time interns and graduates.

## **What does the clerkship and/or graduate application process involve? What are the relevant deadlines?**

There are no relevant deadlines as each application is assessed according to suitability and availability of work. The bulk of students/volunteers are placed from late January/early February to late November as most Public Defenders are on leave over the summer vacation.

## **Is there a typical career trajectory in your organization? What sort of role can a graduate progress into?**

There is no direct career path here for students as Public Defenders are only appointed after gaining substantial experience as criminal law practitioners.

## **What particular attributes do you think define your employees?**

Highly committed to achieving fairness and balance in the criminal justice system for people who cannot afford to pay for their own legal representation. Strongly committed to social justice.

# AUSTRALIAN COMPETITION & CONSUMER COMMISSION

## Address:

Level 7, Angel Place, 123 Pitt Street, Sydney  
NSW 2000

## Designated contact person:

Peter Tedford

## Phone Number: (02) 9290 1875

## Email: [Peter.Tedford@accg.gov.au](mailto:Peter.Tedford@accg.gov.au)

## What is the role of your organisation?

The ACCC is Australia's peak competition and consumer protection agency. We promote competition and fair-trading and protect consumers from unlawful business conduct.

Employees of the ACCC are also able to work for the Australian Energy Regulator, Australia's independent national market regulator. The AER is responsible for the economic regulation of electricity and gas networks and enforcement of the gas and electricity codes.

## How are the skills/interests of a law student relevant to your organisation?

At the ACCC you will be provided with an opportunity to develop and use your legal skills on a daily basis, as the work requires that you consider the application of the *Trade Practices Act 1974* in a variety of circumstances. Not only will you be given a chance to use traditional legal skills such as drafting and legislative interpretation, but you will draw upon the problem solving and critical thinking skills that you developed at law school.

## Do you have a graduate programme? If so, what role would a graduate have?

ACCC graduates have the opportunity to participate in a high profile, professional public service agency and benefit from formal training and on-the-job learning. Our program is structured so that graduates work in a range of areas and take part in diverse activities.

### As a graduate you may:

- Investigate complaints from businesses or consumers about possible breaches of the *Trade Practices Act 1974*;
- Draft responses to a range of stakeholders;
- Analyse key market sectors;
- Assess public benefits;
- Make enquiries into the effects of major mergers and other market conduct;
- Examine prices of selected good and services;
- Develop alternative strategies to enhance compliance with the *Trade Practices Act*; and
- Evaluate access arrangements and regulate national infrastructure service markets.

## What does your organisation look for in an intern/graduate?

We are seeking graduates with the following skills and qualities:

- A genuine interest in industry regulation, competition policy and consumer protection;
- Excellent analytical skills;
- A flair for writing;
- The ability to contribute to a team; and
- Strong interpersonal and communication skills.

### ACCC graduates must:

- Be Australian citizens;
- Have recently completed at minimum a qualification equivalent to a 3-year Australian undergraduate degree or expect to complete this in 2010 to apply; and
- Be available to start on 7 February 2011 and attend our one-week intensive orientation program in Canberra.

## What was the size of your last clerkship and/or graduate intake? Where would the intern/graduate be based?

We expect to make offers to at least 20 candidates. We are offering positions in multiple locations but exact places are yet to be determined. Graduates in all states should apply, as the ACCC will cover reasonable costs of relocation for successful candidates.



## **AUSTRALIAN COMPETITION & CONSUMER COMMISSION 2010 FURTHER CLERKSHIP DETAILS**

### **What does the clerkship and/or graduate application process involve? What are the relevant deadlines?**

1. Graduate applications: You must submit an application that supports your claims against the selection criteria. You will need to provide your academic results, a recent resume or CV and responses to the three essay questions. Applications close on Monday 31 May 2010.
2. Panel assessment: During May and June, a key panel of ACCC staff will assess applications and shortlist applicants to be interviewed. You will be notified at this stage if you have not progressed to interview.
3. Panel interviews: Shortlisted candidates will be invited to attend a panel interview at one of the ACCC's offices in July. The panel will be made up of three to four ACCC staff, who will ask a series of questions to assess candidate claims against the selection criteria.
4. Written tests: After the interview candidates will be given 30 minutes to complete a test to assess their written communication skills.
5. Selection: The selection committee will assess candidate applications, qualifications, experience, performance at interview and written test results and rank interviewed candidates according to merit to create a final shortlist.
6. Referee checks: The selection committee will then carry out referee checks to confirm the suitability of shortlisted candidates.
7. Offers: Successful candidates will be sent a formal offer to join the program in October. Subsequent offers may be made at any time before the commencement of the program in February.

Visit [www.accc.gov.au/gradjobs](http://www.accc.gov.au/gradjobs) for more information and to apply.

### **Is there a typical career trajectory in your organisation? What sort of role can a graduate progress into?**

Past graduates have frequently reached executive level within six years.



# AUSTRALIAN GOVERNMENT SOLICITORS

**Address:**  
50 Blackall Street, Barton ACT 2600

**Phone Number:** 6253 7152

**Email:** [CanHR@ags.gov.au](mailto:CanHR@ags.gov.au)

The Australian Government Solicitor is the leading provider of legal and related services for Australian Government departments and agencies. It employs more than 370 lawyers, and has offices in every capital city. AGS is a fully commercial and competitive law firm. It acts for departments and agencies, and for entities in which the Australian Government has an interest, domestically and internationally. It also acts for state and territory government organisations at their request, but not generally for private sector individuals or organisations.

With its client focus, AGS is a vibrant and exciting business to work in. People who contribute to business success are recognised and rewarded. A competitive remuneration package is offered as well as flexible working arrangements, and generous leave and other benefits.

AGS values diversity and aims to ensure that it has fair, equitable and non-discriminatory employment and recruitment practices. The opportunities available mean that we have strong representation from women in all types of work and at the most senior levels. We strive to help people contribute to AGS's success whilst at the same time enabling them to balance their work and personal life.

AGS offers summer clerkship opportunities in its Canberra and Perth offices. Our clerkship programs aim to attract the most promising legal talent and provide exposure to key legal practice areas. Clerks are allocated a mentor and undergo comprehensive induction training including instruction on relevant legislation, practice standards, computer and library use, accounts and billing.

AGS also offers articulated clerkship programs in the Perth and Melbourne offices and a graduate program in Canberra. Within the first year of joining AGS, law graduates participate in a national conference that introduces them to the national legal practice executive and includes development sessions on such topics as plain language drafting and advice writing. They also participate in a comprehensive development program of seminars, networking opportunities, rotations, mentoring and performance standards, and are supported by a website dedicated to their interests and needs at this stage of their legal career.

For more information visit: [www.ags.gov.au](http://www.ags.gov.au)

# AUSTRALIAN LAW REFORM COMMISSION

**Address:**

Level 25, 135 King Street, Sydney NSW 2000

**Designated contact person:**

Jonathan Dobinson

**Phone Number:** (02) 8238 6328

**Email:** [internship@alrc.gov.au](mailto:internship@alrc.gov.au)

**What is the role of your organisation?**

The Australian Law Reform Commission (ALRC) is an independent federal statutory authority that reviews Australia's laws to ensure that they are equitable, modern, fair and efficient. Recent examples of ALRC inquiries include secrecy, privacy, sedition, evidence, sentencing, and genetic discrimination.

The ALRC usually works on two inquiries at any particular time, ranging from technical aspects of the law to questions of broad legal and social policy. The ALRC conducts extensive consultations with the legal profession, interested organisations and the community to inform its research.

The ALRC is in the process of establishing an Indigenous Internship Program.

**How are the skills/interests of a law student relevant to your organisation?**

The selection criteria for the internship are available on the ALRC website.

**Do you offer internship/clerkship opportunities? If so, what role would an intern/clerk have?**

The ALRC provides opportunities for interns to work alongside Commissioners and legal staff on a voluntary basis. The ALRC accepts law students from Australian and international universities and tertiary institutions. It is possible to serve one day a week for one semester, or for four weeks full time during a semester, or during winter or summer breaks.

**What is the preferred year level of internship/clerkship applicants?**

Penultimate or final year.

**Do you have a graduate programme? If so, what role would a graduate have?**

The ALRC does not offer a graduate recruitment program. Most legal officers have had two or more years experience before joining the ALRC.

**What does your organisation look for in an intern/graduate?**

An interest in the work of the ALRC and law reform. The ALRC also looks for interns with strong research skills; good oral and written communication skills; and work experience and interests that are related to the ALRC's current work plan.

**What was the size of your last clerkship and/or graduate intake? Where would the intern/graduate be based?**

The ALRC accepts 10 to 15 interns a year.

## AUSTRALIAN LAW REFORM COMMISSION 2010 FURTHER CLERKSHIP DETAILS

### **What does the clerkship and/or graduate application process involve? What are the relevant deadlines?**

As there is strong demand for internships at the ALRC, there is a formal selection process. The following criteria will be taken into consideration:

- Strong research skills;
- Good oral and written communication skills;
- Ability to work independently with professional guidance;
- Good organisational and administrative skills;
- Current course of study (with reference to years of study completed, subjects completed and grades attained);
- Other completed courses and academic qualifications; and
- Related work experience and interests.

The ALRC may request that applicants attend an interview as part of the selection process.

Applications for part-time internships in **Semester 2 2010** close on **2 July 2010**. Applications for full time internships for **Summer 2010/2011** close on **29 October 2010**. For more information about the selection criteria and process, visit the ALRC website at <http://www.alrc.gov.au/work/index.htm>

### **Is there a typical career trajectory in your organisation? What sort of role can a graduate progress into?**

Many interns go on to careers in law reform, public law, academia and policy development both in Australia and overseas.

### **What particular attributes do you think define your employees?**

ALRC staff members are committed to law reform and social justice; and they take a very collegiate, collaborative and consultative approach to their work.

# COMMONWEALTH ATTORNEY-GENERAL'S DEPARTMENT

**Address:**

Central Office, 3-5 National Circuit, Barton  
ACT 2600

**Phone Number:** (02) 6141 3572 or (02)  
6141 3574

**Email:** [graduatecoordinator@ag.gov.au](mailto:graduatecoordinator@ag.gov.au)

**What is the role of your organisation?**

The Attorney-General's Department serves the people of Australia by upholding the rule of law and providing essential expert support to the Australian Government.

The Attorney-General's Department is the key policy and coordinating body for the Attorney General's portfolio and works in close cooperation with a wide range of judicial, legal and public sector bodies.

The Department supports both the Australian Attorney-General in his role as First Law Officer and the Minister for Home Affairs by providing well argued, robust and innovative legal advice, policy coordination and effective implementation of government programs, across a range of areas including:

- Civil and criminal justice;
- National security;
- Counter-terrorism;
- International crime cooperation;
- Emergency management;
- Human rights;
- International law;
- Indigenous justice and native title; and
- The administration of territories including Christmas Island.

**How are the skills/interests of a law student relevant to your organisation?**

The competencies of a law student are a perfect fit into the Attorney-General's Department. Employment with the Department offers a challenging and rewarding career with the opportunity to work in a number of exciting policy and program areas including:

- Civil justice;
- Family law and legal assistance;
- Criminal justice;
- Law enforcement;
- Crime prevention;
- National and protective security;
- International law;
- Emergency management; and
- Corporate services.

Legal Graduates who are not yet admitted to practice may undertake the Graduate Diploma of Legal Practice (GDLP) program currently offered by the Department through our partnership with the Law Faculty of the Australian National University. The program is designed to allow graduates to fulfil the course requirements over an eighty-day workplace practical assessment. The ANU Program Team give interested legal graduates a separate and comprehensive brief early in the program.

**Do you offer internship/clerkship opportunities? If so, what role would an intern/clerk have?**

There are a range of opportunities offered through the Attorney-General's Department Summer Clerk Program that will allow clerks to use the skills and knowledge you have gained through university and prior work experience.

Successful candidates will be placed in an area of the Department that has identified a need for additional resources over the summer period. It is important to note that successful candidates will have little input into the area for their placement throughout the program.

The Summer Clerkship is a great opportunity to gain exposure to the way in which Government and the Australian Public Service operates.

**What is the preferred year level of internship/clerkship applicants?**

For this an other information, please refer to our website: [www.ag.gov.au/graduate](http://www.ag.gov.au/graduate)



## COMMONWEALTH ATTORNEY-GENERAL'S DEPARTMENT 2010 FURTHER CLERKSHIP DETAILS

### **Do you have a graduate program? If so, what role would a graduate have?**

Graduates undertake three workplace rotations across the Department. Two of those rotations will involve primarily policy-based, while the third rotation could involve program management, legal advice or casework.

Further information can be found on our website: [www.ag.gov.au/graduate](http://www.ag.gov.au/graduate)

### **What does your organisation look for in an intern/graduate?**

Employees need to be motivated, possess integrity, strong communication, interpersonal, analytical and research skills from a range of disciplines and an interest in working at the forefront of program delivery, policy and legal development.

### **What was the size of your last clerkship and/or graduate intake? Where would the intern/graduate be based?**

Positions are Canberra based.

### **What does the clerkship and/or graduate application process involve? What are the relevant deadlines?**

Applicants are required to apply online. Applications for the 2010 Summer Clerk Program open on Thursday 29 July 2010 and close on Thursday 12 August 2010. Applications for the 2011 Attorney-General's Department Graduate Program open from 29 April to 31 May 2010. Further information can be found on our website: [www.ag.gov.au/graduate](http://www.ag.gov.au/graduate)

### **Is there a typical career trajectory in your organisation? What sort of role can a graduate progress into?**

Upon successful completion of the Graduate Program, graduates will advance to an ongoing APS Level 4 / Legal Officer position with a starting salary of \$55,012 + superannuation (as at January 2010).

### **What particular attributes do you think define your employees?**

Our People Plan is firmly aligned to achieving agreed outcomes, relying heavily on the expertise, commitment and performance of our people and a work area that is conducive to achieving excellence.





# SECTION 6

THE BAR

# WORKING AT THE BAR

## *What is a Barrister? What work do they do? Where can they work?*

A barrister is a professional advocate, an 'officer of the court'. Barristers have two main areas of work. Firstly, they have exclusive right of appearance in the higher courts or where legal matters are of such complexity and weight that a professional advocate's skills are called for. Secondly, barristers also 'advise' – this area of work involves the application of a barrister's refined research skills to a complicated area of law for a client. Each individual's practice is different, and these two areas of work are represented in varying degrees in different careers and in different areas of law.

The state in which a barrister is first admitted usually becomes their 'home' jurisdiction, due to expertise developed in a jurisdiction's laws. However, as long as a barrister has signed the Federal Register at the High Court and holds a current practicing certificate from a State or Territory, he or she is entitled to appear in all Australian jurisdictions. Barristers usually work in 'chambers' in very loose association with other members of the Bar in order to lower the costs of overheads. For more information, see the following website: [http://www.nswbar.asn.au/docs/about/what\\_is/whatis\\_index.php](http://www.nswbar.asn.au/docs/about/what_is/whatis_index.php).

# WORKING AT THE BAR

## ***Admission information***

Since you *must* become a solicitor before being called to the Bar and attaining a practicing certificate, the following proceeds on the assumption that you have already done so.

### ***1. Law degree from approved institution***

This is the same step required for admission as a solicitor.

### ***2. Completion of Bar Exams and Bar Practice Course (BPC)***

These requirements were introduced to ensure that the ever-increasing numbers of barristers had sufficient knowledge and practical ability for their work. Sir Harry Gibbs noted that the collective intellectual capability of the profession directly affects the quality of justice and applauded the establishment of the Bar Practice Course as a means to maintaining the highest standards.

#### ***Bar Exams:***

- Consist of three exams (each costing \$200) that must all be passed in a 10-month period
- A mark of 75% is required for a pass
- The exams must be passed before a full-time place in the Bar Practice Course is offered
- Subjects examined are 'Ethics for barristers', 'Aspects of evidence' and 'Practice and procedure for barristers'
- Some institutions (e.g. UTS) offer preparatory courses. However, the Bar Association does not endorse any courses other than those offered by the Association itself.

#### ***Bar Practice Course (BPC):***

- A practical course offered by Bar Association
- The course is a month long and is offered twice a year in May and October
- Content covers issues such as 'establishment of a practice', 'writing opinions', 'preparing for trial' as well as 'ethics and etiquette'.
- Barristers pay their own fees for the course. As of May 2010 the fees were \$3100.

# WORKING AT THE BAR

## 3. Readings:

A reading programme is undertaken after completion of or during the Bar Practice Course. A pupil must undertake their work with the help of a tutor. A reading programme lasts for 12 months and does not affect a pupil's right of audience, which means you may be in court from day one (although interests of the quality of justice and client service dictate this to be highly unlikely). This stage has been in place for centuries in England and Wales, and the tradition of learning one's trade through close contact with senior members of the Bar continues in New South Wales.

### How do I get a tutor?

Prospective readers arrange their own tutors by approaching either a set of chambers that have a practice orientation appropriate to the experience/intentions of the reader, or a practitioner whom they know through briefing or by reputation. All tutors must be on the Bar Association's Statutory List of Tutors.

These arrangements should be initiated at least six months before coming to the Bar. Prospective readers are strongly advised to have two tutors, rather than one.



### What is the Statutory List of Tutors?

The list is a requirement of the *Legal Profession Act 2004*, and is now part of the 'Find a Barrister' database. The list is updated when members, who qualify by attaining seven years seniority, are asked if they would be prepared to undertake tutelage duties with any new barrister. The listing includes chambers, details of areas of practice interest, and names of any previous readers.

Prospective readers should select a few names from the list bearing in mind that new tutors, although they might not have a list of past readers, may have more enthusiasm and time to give to their new role.

Having selected some names, contact the chosen barrister's clerk, provide a current CV and arrange for an interview with the barrister. You may also like to contact previous readers. Their contact details are usually available in the barrister's directory on the Bar Association web site or on application from the Bar Association's Reception.

The tutor/reader relationship is very important in establishing the reader in the first year of practice.

After steps 2 and 3 have been completed, a pupil may apply to receive a practicing certificate and join the ranks of New South Wales's barristers-at-law.

### Ongoing requirements:

- Barristers must have sufficient Professional Indemnity Insurance.
- Continuing professional development (CPD) points must be collected each financial year for certificate renewal.

# SECTION 7

WORKING FOR A JUDGE

# ASSOCIATESHIP AT THE HIGH COURT (Jane Taylor)

## What motivated you to pursue an associateship at the High Court specifically?

I applied for an associateship at the High Court because it's an amazing opportunity to see how the court process works in practice and to learn from some of the most experienced judges in the country. Some of the main benefits of the High Court in particular are that the Court takes a wide range of appellate cases from around the country, and so associates are exposed to a large variety of areas of law. The opportunity to observe the country's best advocates in action is also invaluable, especially for those considering going to the bar. The one drawback in this regard is that I won't get to see any trial work or cross-examination.

## What does a typical workday involve?

All High Court judges have two associates, one based in Canberra and one based in the judge's home city. I'm currently based in Sydney, although I may swap to the Canberra position half way through the year. The associate's role differs depending on where they're based, and my typical day also largely depends on whether it is a sitting or non-sitting week.

During the Court's sitting weeks, the travelling associates travel to Canberra with their judges. These weeks are always hectic, but they're also the most exciting. The associates take it in turns to 'tip' for a case, which means that we sit behind the judge and pass up authorities as barristers refer to them. It's a great chance to sit in Court and watch everything that's going on (and to try to pick up which arguments work and which ones don't!). Before each case we also have to prepare the trolleys with all the relevant authorities, and set up the bench in Court. Once a month the Court hears special leave applications, usually in Sydney, Melbourne or Canberra, and one of the associates will travel with the judge and tip on these days as well.

During both sitting and non-sitting weeks, the associates do various tasks including proofreading judgments, legal research, writing memoranda, preparing for upcoming cases, general admin and occasionally running errands.

## What have you found most interesting during your associateship?

I think that the best part of the job is getting to see what goes on behind the scenes in the Court, and to understand a bit more about how the process of deciding cases and writing judgments actually works. Through proofreading judgments, associates get to see first-hand the process from draft judgment to final judgment, and are often able to be involved (albeit in a small way) through making suggestions.

## What have you found most interesting during your associateship?

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## What do you see yourself doing after your associateship?

I plan to start as a grad at Mallesons next year. At this stage I'm not quite sure about what I want to do in the future – I think I'd like to do a masters degree at some point, and perhaps go to the bar.

## What did the application process involve?

I was lucky enough to find out from a lecturer that Justice Heydon hadn't selected associates yet but would soon do so, and sent in a cover letter and a CV. I then had two interviews over the space of a couple of months, both only about 5-10 mins long. Apart from being asked one rather tricky question about the Evidence Act (which I didn't know the answer to), the interviews are generally quite casual. Typical questions are usually about your university and what you plan to do in the future.



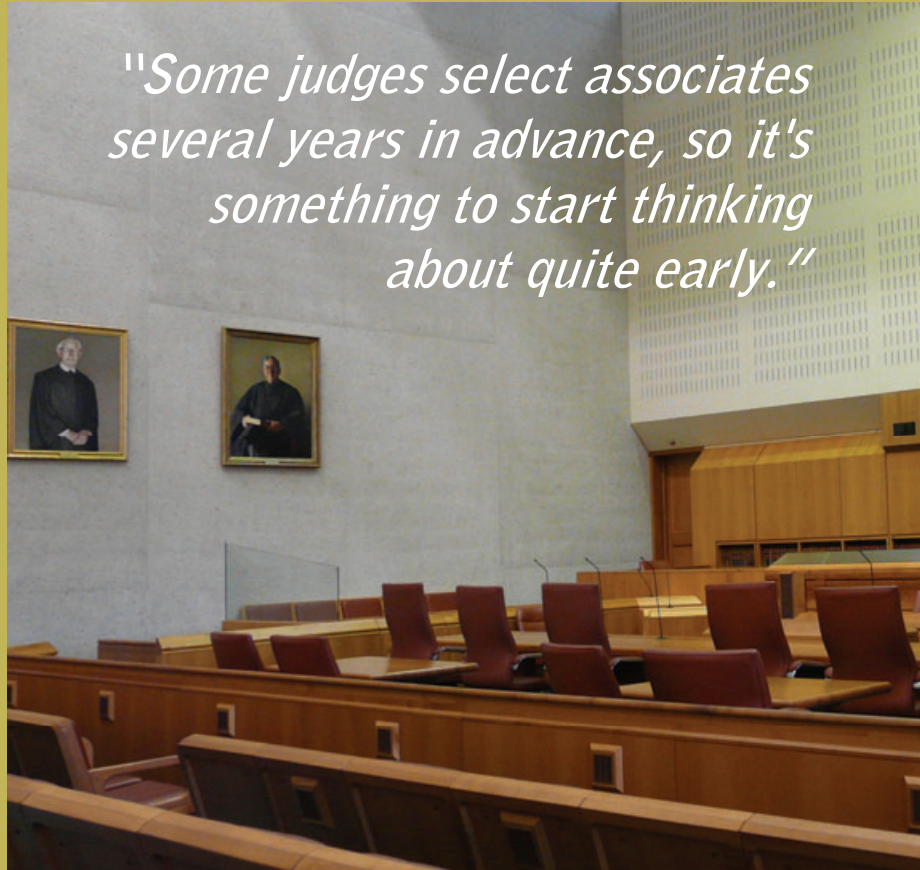
# ASSOCIATESHIP AT THE HIGH COURT (Jane Taylor)

**What are your top tips for someone seeking to apply for an associateship at the High Court?**

High Court associateships are not advertised, so it's necessary to get in contact with each judge's Personal Assistant (the number is listed in the Law Almanac) or one of the current associates to find out when the next vacancy is, and when the judge is likely to be interviewing. Some judges select associates several years in advance, so it's something to start thinking about quite early. Associates do different tasks in different chambers, so it would also be a good idea to speak to the current associate to find out what the job involves (and to decide if it's the job for you).

Keep the cover letter and CV brief, and only include relevant jobs and experience. If you have any proofreading and editing experience (e.g. editing a journal, working as a research assistant), make sure you highlight this. Ensure that the salutation of the cover letter is 'Dear Judge' (or 'Chief Justice'), and always attach your academic transcript. Including a list of references (or, even better, a written reference) is a good idea, particularly if your referees are legal academics or barristers.

*"Some judges select associates several years in advance, so it's something to start thinking about quite early."*



# ASSOCIATESHIP AT THE FEDERAL COURT (Jordan Walsh)

## **What motivated you to pursue an associateship at the Federal Court specifically?**

The Federal Court particularly attracted me as its jurisdiction covers many of the areas of law I found interesting at law school, such as native title, intellectual property, corporations and federal public law.

## **What does a typical workday involve?**

A typical workday could involve any number of things.

The 'bread and butter' of the job is being on top of the matters in the judge's docket. This means that you are responsible for corresponding with the parties, keeping executive summaries of the matters, monitoring compliance with orders, and ensuring that the judge is familiar with everything he or she needs to be. It also means that at the end of the judgment production process you need to proofread the judgment before it is published. This involves both grammatical and substantive proofreading, by which I mean ensuring both that grammar and syntax etc is correct, and that all the issues raised by the parties in their pleadings or submissions have been addressed in the judgment.

Usually you will have a longer-term project that the judge has given you. This is often researching an area of law.

If the judge is sitting on a hearing that day, the day could start at 7.30 or 8am. You have to get all the things you would ordinarily have to do in a day done before the hearing, in addition to ensuring that everything is ready to go for the hearing. This would involve being on top of the written submissions filed by the parties, collating the authorities the parties seek to refer to in court for the judge's use, and ensuring that videolinks or phonelinks are operating. There will usually be something that goes wrong or pops up at the last minute (there are no copies of the legislation the parties will refer to left in the library! A heap of previously unseen affidavits have somehow appeared on your desk!), which is why it's good to leave a buffer so you don't have to stress. During the hearing you sit in court in front of the judge, facing the bar table, and assist the judge in any way they ask, primarily by ensuring that they have the documents they need when they are referred to by the parties (the associate keeps the court file next to him or her).

## **What has been your most interesting task during your associateship?**

The work is constantly interesting, as you are able to observe the progression of a lawsuit from start to finish. By reading the application, statement of claim, defences, affidavits and submissions you gain an appreciation for the nature of advocacy - how to confidently engage with the court system.

By assisting the judge in whatever way he or she needs you gain an appreciation for good and bad advocacy - what works, and what doesn't. This is my first job out from law school. Some friends who started working at law firms straight out of uni spend hours paginating documents. I feel my job is such a privilege.

## **What do you see yourself doing after your associateship?**

You know what they say about making wishes. Once you tell someone what you wished for, it won't happen.

## **What did the application process involve?**

The application process involves identifying who you want to work for and why, and compiling a comprehensive resume and mailing it off. This actually is not so easy - you need to like the work the judge does, as you'll be working in close proximity with him or her. Most judges at the FCA will hire in March for the next year beginning January, so you want to make sure you get your application in early. I found that 'more was better' - cover letter, CV, written references and a writing sample. If you are invited for an interview it's important to remember two things. One, you wouldn't have been invited to interview if the judge hadn't seen your CV, so recognise that the purpose of the interview is to see if you can click on a personal level. Two, make sure you connect with the judge's executive assistant, as it is unlikely in the extreme that the judge will not ask for their opinion of you once you leave the interview.

# ASSOCIATESHIP AT THE SUPREME COURT (Sally Johnston)



## **What does a typical workday involve?**

A typical day involves assisting the judge with preparation for court, performing duties in court, research tasks and assisting with judgment production. The amount of time in court depends upon the chambers – for trial judges, there may be long periods in court whereas for appellate judges this is not typical. Tipstaves perform a variety of duties, which vary widely between chambers, with some spending almost all their time undertaking legal research, and others having a greater mix of administrative tasks, proofing and editing.

## **What has been your most interesting task during your associateship?**

There is a great variety of legal research, which you can undertake at the courts, and in particular the jurisdiction of the Court of Appeal is incredibly diverse. It is also very interesting to observe advocacy and judicial decision-making in action.

## **What do you see yourself doing after your associateship?**

Tipstaves go many places after their year (or two) at the courts – to law firms, to international organizations and to higher studies. Quite a large percentage go overseas and increasingly some move straight to the Bar.

## **What did the application process involve?**

The application process is essentially at the discretion of each judge. In general, it involves submitting a curriculum vitae, cover letter, references and transcript of university grades to each judge's chambers and then an interview with the judge. You should not expect that positions will be advertised, rather contact the chambers directly early in the year (positions are often filled by March or April to commence the following January).

## **What are your top tips for someone seeking to apply for an associateship at the Federal Court?**

Carefully consider which judge you would like to work for. Which jurisdiction most interests you? Would you prefer trial or appellate cases? What does the tipstaff of each particular judge do on a daily basis? To help answer these questions, you should contact the current tipstaff (call the Associate whose contact details are listed on the Supreme Court website).

# SECTION 8

SOCIAL JUSTICE

# Social Justice

At the height of the clerkship season, when the Law School is a cacophony of *who-are-you-applying-to*s and *did-you-get-the-callbacks*, many feel the push to make like driftwood and go with the flow. Hence anything that doesn't look like a grad job with a law firm seems like a hidden underground movement. If you're reading for the clerkship materials, then you're probably in that seemingly dire *what-if-my-marks-don't-cut-it* quagmire of self-doubt. Buck up, it's too late to worry about now anyway. To those caught in this clerkship frenzy, this is an opportunity to think carefully about where you really want to end up.

There are a million things you can do with a law degree. You could be a politician, join the ranks of Amnesty International, work on headline-grabbing M&As, become an arbitrator, agitate for Kyoto, litigate slip-and-falls, go to the bar, or delve into academia. There is no single way to use your expertise.

*Social justice* is an umbrella term for combining *law* with the *social ends we want the law to achieve*. Remember, the goal of the legal profession is to *serve the community*. Social justice denotes work that aims to ensure all people have equal access to justice. It could mean advocacy work for people or groups whose interests are otherwise overlooked. It covers law reform, such as making submissions on parliamentary Bills. Educating people about their rights and how to protect them also fits the profile. It's not about what form the work takes but what purpose it serves.

For those just finding their feet at law school, this is the perfect time to put in a few days at a Community Legal Centre (CLC) and see what it's all about. It will get you closer to seeing the law in action – how the processes and policies affect real people. Some CLCs specialise in particular areas of law, other serve the local community. A good starting place is [clcvolunteers.net.au](http://clcvolunteers.net.au), where you'll find a list of the CLCs in NSW and which are currently seeking volunteers.

If you've got a few semesters under your belt and you're starting to think about paralegal positions or graduate spots, don't stop with the CLCs. In particular, most organisations offer placements for Practical Legal Training, where you can get some hands-on experience.

Stay tuned for the *Social Justice Careers Manual*, SULLS' answer to the traditionally corporate focus of careers guidance. The Manual is about shedding some much-needed light on legal jobs in social justice – what they look like, where to find them, and where they'll take you. For now, the following table is designed to give you a few ideas of the types of socially-focused organisations you can become involved in. Whatever stage you're at, this experience can improve your understanding of the role of the law in society, which is a crucial asset for a legal practitioner no matter what career path you choose.

## SOCIAL JUSTICE 2010

### TABLE OF DETAILS

Name	Email	Address	Contact Number	Website
Aboriginal Legal Service (NSW/ACT) Ltd		Street Address: 619 Elizabeth St Redfern NSW 2016  Postal address: PO Box 646 Surry Hills NSW 2010	Tel: (02) 8303 6699	<a href="http://www.alsnswact.org.au">www.alsnswact.org.au</a>
Amnesty International Australia NSW	<a href="mailto:nswaia@amnesty.org.au">nswaia@amnesty.org.au</a>	Street address: Level 1, 79 Myrtle Street Chippendale NSW 2008  Postal address: Locked Bag 23 Broadway NSW 2007	Tel: (02) 8396 7670 Fax: (02) 8396 7677	<a href="http://www.amnesty.org.au/nsw/">http://www.amnesty.org.au/nsw/</a>
Arts Law Centre of Australia	<a href="mailto:artslaw@artslaw.com.au">artslaw@artslaw.com.au</a>	The Gunnery 43-51 Cowper Wharf Rd Woolloomooloo NSW 2011	Fax: (02) 9358 6475	<a href="http://www.artslaw.com.au">www.artslaw.com.au</a>
Asylum Seekers Centre of New South Wales	<a href="mailto:volunteer@asylumseekerscentre.org.au">volunteer@asylumseekerscentre.org.au</a>	38 Nobbs Street Surry Hills NSW 2010	Tel: (02) 9361 5606 Fax: (02) 9331 6670	<a href="http://www.asylumseekerscentre.org.au">www.asylumseekerscentre.org.au</a>
Auburn Diversity Services Inc.	<a href="mailto:reception@auburndiversity.org.au">reception@auburndiversity.org.au</a>	Street Address: 17 Macquarie Road Auburn NSW 2144  Postal Address: PO Box 788 Auburn NSW 1835	Tel: (02) 9649 6955 Fax: (02) 9649 4688	<a href="http://www.auburndiversity.org.au">www.auburndiversity.org.au</a>
Australian Clearinghouse for Youth Studies	<a href="mailto:information@acys.utas.edu.au">information@acys.utas.edu.au</a>	University of Tasmania Private Bag 64 Hobart TAS 7001	Tel: (03) 6226 2591 Fax: (03) 6226 2578	<a href="http://www.acys.info">www.acys.info</a>



Name	Email	Address	Contact Number	Website
Australian Domestic and Family Violence Clearinghouse	<a href="mailto:clearinghouse@unsw.edu.au">clearinghouse@unsw.edu.au</a>	University of New South Wales Sydney NSW 2052	Tel: (02) 9385 2990 Fax: (02) 9385 2993	<a href="http://www.austdvclearinghouse.unsw.edu.au">www.austdvclearinghouse.unsw.edu.au</a>
Australian Family Relationship Clearinghouse		Australian Institute of Family Studies Level 20, South Tower 485 La Trobe St Melbourne VIC 3000	Tel: (03) 9214 7888 Fax: (03) 9214 7839	<a href="http://www.aifs.gov.au/afrc">www.aifs.gov.au/afrc</a>
Australian Human Rights Centre	<a href="mailto:ahrc@unsw.edu.au">ahrc@unsw.edu.au</a>	Level 1, Law Faculty University of New South Wales Sydney NSW 2052	Tel: (02) 9385 1803 Fax: (02) 9385 1778	<a href="http://www.ahrcentre.org">www.ahrcentre.org</a>
Australian Human Rights Commission	<a href="mailto:paffairs@humanrights.gov.au">paffairs@humanrights.gov.au</a>	Street Address: Level 8, Piccadilly Tower 133 Castlereagh St Sydney NSW 2001  Postal Address: GPO Box 5218 Sydney NSW 2001	Tel: (02) 9284 9600 Fax: (02) 9284 9611	
Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS)	<a href="mailto:communications@aiatsis.gov.au">communications@aiatsis.gov.au</a>	Postal address: GPO Box 553 Canberra ACT 2601	Tel: (02) 6246 1111 Fax: (02) 6261 4285	
Australian Institution of Criminology	<a href="mailto:aic.media@aic.gov.au">aic.media@aic.gov.au</a>		Tel: (02) 9260 9200 Fax: (02) 6260 9200	

Name	Email	Address	Contact Number	Website
Australian Law Reform Commission	<a href="mailto:info@alrc.gov.au">info@alrc.gov.au</a>	Street address: Level 25, 135 King Street Sydney NSW 2000  Postal address GPO Box 3708 Sydney NSW 2001	Tel: (02) 8238 6333 Fax: (02) 8238 6363	<a href="http://www.alrc.gov.au">www.alrc.gov.au</a>
Australian Lawyers for Human Rights	<a href="mailto:nsw@alhr.asn.au">nsw@alhr.asn.au</a>	Postal Address: PO Box A147 Sydney South NSW 1235		<a href="http://www.alhr.asn.au/">http://www.alhr.asn.au/</a>
Binaai Billa Family Violence Legal Service	<a href="mailto:bbfvls@bigpond.net.au">bbfvls@bigpond.net.au</a>	Street Address: 18 Spring Street Forbes NSW 2871  Postal Address: PO Box 802 Forbes NSW 2871	Tel: (02) 6851 5111 Fax: (02) 6581 6860	
Central Coast Legal Centre	<a href="mailto:admin_cclc@clc.net.au">admin_cclc@clc.net.au</a>	Street Address: Suite 1 34-36 Pacific Highway Wyong NSW 2259  Postal Address: PO Box 246 Wyong NSW 2259	Fax: (02) 4353 4680	<a href="http://www.centralcoastclc.org.au">www.centralcoastclc.org.au</a>
Centre for Aboriginal Economic Policy Research	<a href="mailto:denise.steele@anu.edu.au">denise.steele@anu.edu.au</a>	Hanna Neumann Building #21 The Australian National University Canberra ACT 0200	Tel: (02) 6125 0587 Fax: (02) 6125 9730	
Centre for Judicial Studies	-		Tel: (02) 9552 2290	<a href="http://www.educatingjudges.com">www.educatingjudges.com</a>

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Closing the Gap Clearinghouse	<a href="mailto:closingthegap@aihw.gov.au">closingthegap@aihw.gov.au</a>	Postal address: Australian Institute of Health and Welfare GPO Box 570 Canberra ACT 2601	Tel: 1800 035 938 Fax: (02) 6244 1299	<a href="http://www.aihw.gov.au/closingthegap/">www.aihw.gov.au/closingthegap/</a>
Commonwealth Ombudsman	<a href="mailto:ombudsman@ombudsman.gov.au">ombudsman@ombudsman.gov.au</a>	<b>Sydney Office:</b> Level 7, North Wing 477 Pitt Street Sydney NSW 2000  Sydney Postal Address: PO Box K825 Haymarket NSW 1240  Canberra Postal address: GPO Box 442 Canberra ACT 2601	Sydney Office Fax: 02 9211 4402 Central Office Fax: 02 6249 7829	<a href="http://ombudsman.gov.au">http://ombudsman.gov.au</a>
Communities and Families Clearinghouse Australia		Australian Institute of Family Studies Level 20, South Tower 485 La Trobe St Melbourne VIC 3000		<a href="http://www.aifs.gov.au/cafca">www.aifs.gov.au/cafca</a>
Community Justice Centres	<a href="mailto:cjc_sydney@agd.nsw.gov.au">cjc_sydney@agd.nsw.gov.au</a>	Street address: Level 5 Parramatta Justice Precinct 160 Marsden St Parramatta NSW 2150  Postal address: Locked Bag 5111 Parramatta NSW 2124	Tel: (02) 8688 7455 Fax: (02) 8688 9615	<a href="http://www.cjc.nsw.gov.au">www.cjc.nsw.gov.au</a>

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Community Justice Coalition	-	Postal address: PO Box 345 Broadway NSW 2007		<a href="http://www.communityjusticecoalition.org/">www.communityjusticecoalition.org/</a>
Community Legal Centres NSW	<a href="mailto:clcsw@clc.net.au">clcsw@clc.net.au</a>	C17, 99 Jones St Ultimo NSW 2007	Tel: (02) 9212 7333 Fax: (02) 9212 7332	<a href="http://www.nswclc.org.au">www.nswclc.org.au</a>
Community Restorative Centre Court Support Scheme	<a href="mailto:info@crcnsw.org.au">info@crcnsw.org.au</a>	174 Broadway Broadway NSW 2007	Tel: (02) 9288 8700 Fax: (02) 9211 6518	<a href="http://www.crcnsw.org.au">www.crcnsw.org.au</a>
Consumer Credit Legal Centre (NSW)	<a href="mailto:info@cclnsw.org.au">info@cclnsw.org.au</a>	Postal Address: PO Box 538 Surry Hills NSW 2010	Tel: (02) 9212 4216 Fax: (02) 9212 4711	<a href="http://www.cclnsw.org.au">www.cclnsw.org.au</a>
Courtyard Legal	<a href="mailto:courtyardlegal@aue.salvati.onarmy.org">courtyardlegal@aue.salvati.onarmy.org</a>			-
Disability Advocacy NSW	<a href="mailto:da@da.org.au">da@da.org.au</a>	Suite 3, Level 1 408 King St Newcastle West NSW 2302	Tel: 1300 365 085	<a href="http://www.da.org.au">www.da.org.au</a>
Disability Discrimination Legal Centre (NSW)	<a href="mailto:info@ddlcnsw.org.au">info@ddlcnsw.org.au</a>	Postal Address: PO Box 989 Strawberry Hills NSW 2012	Fax: (02) 9310 7788	<a href="http://www.ddlcnsw.org.au">www.ddlcnsw.org.au</a>
Eastern Area Tenants Service	<a href="mailto:eats_nsw@clc.net.au">eats_nsw@clc.net.au</a>	Street Address: Level 2, 27 Spring Street Bondi Junction NSW 2022  Postal Address: PO Box 1091 Bondi Junction NSW 2022	Fax: (02) 9389 9824	<a href="http://www.tenantsrights.org.au">www.tenantsrights.org.au</a>

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Edmund Rice Centre	<a href="mailto:erc@erc.org.au">erc@erc.org.au</a>	Street Address: 15 Henley Rd Homebush West NSW 2140  Postal address: PO Box 2219 Homebush West NSW 2140	Tel: (02) 8762 4200 Fax: (02) 8762 4220	<a href="http://www.erc.org.au/">www.erc.org.au/</a>
Elizabeth Evatt Community Legal Centre	<a href="mailto:admin@eeclc.org.au">admin@eeclc.org.au</a>	Street Address: 4 Station Street Katoomba NSW 2780  Postal Address: 4 Station Street Katoomba NSW 2780	Tel: (02) 4782 4155 Fax: (02) 4782 4384	<a href="http://www.eeclc.org.au">www.eeclc.org.au</a>
Energy and Water Ombudsman	<a href="mailto:omb@ewon.com.au">omb@ewon.com.au</a>	PO Box K1343 Haymarket NSW 1240	Tel: 1800 246 545 Fax: 1800 812 291	<a href="http://www.ewon.com.au">www.ewon.com.au</a>
Environmental Defender's Office NSW	<a href="mailto:edonsw@edo.org.au">edonsw@edo.org.au</a>	Postal Address: Level 1, 89 York Street, Sydney NSW 2000	Tel: (02) 9262 6989 Fax: (02) 9262 6998	<a href="http://www.edo.org.au/edonsw/">www.edo.org.au/edonsw/</a>
Equal Opportunity for Women in the Workplace Agency	<a href="mailto:eowa@eowa.gov.au">eowa@eowa.gov.au</a>	Street Address: Level 7, 111 Pacific Highway North Sydney NSW 2060  Postal Address: PO Box 712 North Sydney NSW 2059	Tel: (02) 9448 8500 Fax: (02) 9448 8572	<a href="http://www.eowa.gov.au">http://www.eowa.gov.au</a>

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Far West Community Legal Centre Inc	<a href="mailto:reception@farwestclc.org.au">reception@farwestclc.org.au</a>	Street Address: 5 Chloride Street Broken Hill NSW 2880  Postal Address: PO Box 399 Broken Hill NSW 2880	Fax: (08) 8088 2060	<a href="http://www.farwestclc.org.au">www.farwestclc.org.au</a>
Farfield Migrant Resource Centre	<a href="mailto:info@fmrc.net">info@fmrc.net</a>	Street address: Cabramatta Community Centre Corner Railway Parade and McBurney Road Cabramatta NSW 2166  Postal Address: PO Box 406 Cabramatta NSW 2166	Tel: (02) 9727 0477 Fax: (02) 9728 6080	<a href="http://cabracc.org.au">http://cabracc.org.au</a>
Hawkesbury Nepean Community Legal Centre	<a href="mailto:Hawkesbury_NSW@clc.net.au">Hawkesbury_NSW@clc.net.au</a>	Postal Address: 13 Bosworth Street Richmond NSW 2753	Fax: (02) 4588 5671	
HIV/AIDS Legal Centre (NSW)	<a href="mailto:halc@halc.org.au">halc@halc.org.au</a>	Street Address: 9 Commonwealth Street Surry Hills NSW 1300  Postal Address: PO Box 350 Darlinghurst NSW 1300	Tel: (02) 9206 2060 Fax: (02) 9206 2053	<a href="http://www.halc.org.au/">www.halc.org.au/</a>
Human Rights Council of Australia	<a href="mailto:hrcouncil@optusnet.com.au">hrcouncil@optusnet.com.au</a>	Postal Address: C/- K Montgomery GPO Box 5002 Sydney NSW 2001		<a href="http://hrca.org.au">http://hrca.org.au</a>



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Hunter Community Legal Centre	<a href="mailto:Hunter_NSW@clc.net.au">Hunter_NSW@clc.net.au</a>	Street Address: Suite 76, Level 2, Market Square, Hunter Street Mall Newcastle NSW 2300  Postal Address: PO Box 84 Newcastle NSW 2300	Fax: (02) 4929 7996	
Illawarra Legal Centre	<a href="mailto:illawarra_NSW@clc.net.au">illawarra_NSW@clc.net.au</a>	Street Address: 7 Greene Street Warrawong NSW 2502  Postal Address: PO Box 139 Warrawong NSW 2502	Tel: (02) 4276 2535 Fax: (02) 4276 1978	<a href="http://www.illawarralegalcentre.org.au">www.illawarralegalcentre.org.au</a>
Immigrant Women's Speakout Association	<a href="mailto:women@speakout.org.au">women@speakout.org.au</a>	Postal Address: PO Box 9031 Harris Park NSW 2150	Tel: (02) 9635 8022 Fax: (02) 9635 8176	<a href="http://www.speakout.org.au">www.speakout.org.au</a>
Immigration Advice and Rights Centre	<a href="mailto:iarc@iarc.asn.au">iarc@iarc.asn.au</a>	Postal Address: Level 5 362 Kent Street Sydney NSW 2000	Tel: (02) 9279 4300 Fax: (02) 9299 8467	<a href="http://www.iarc.asn.au">www.iarc.asn.au</a>
Indigenous Justice Clearinghouse	<a href="mailto:front.desk@aic.gov.au">front.desk@aic.gov.au</a>		Tel: (02) 8061 9312	

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Indigenous Law Centre	<a href="mailto:ilc@unsw.edu.au">ilc@unsw.edu.au</a>	<p>Street Address:            Level One, Law Centres Precinct            The Law Building, F8            University of New South Wales            Union Rd            UNSW Kensington NSW 2052</p> <p>Postal Address:            Indigenous Law Centre            Faculty of Law            University of New South Wales            NSW 2052</p>	<p>Tel: (02) 9385 2252            Fax: (02) 9385 1266</p>	
Inner City Legal Centre	<a href="mailto:inner_city@clc.net.au">inner_city@clc.net.au</a>	<p>Street Address:            Lower Ground Floor, 50-2            Darlinghurst Rd            Kings Cross NSW 2011</p> <p>Postal Address:            PO Box 25            Potts Point NSW 1335</p>	<p>Tel: (02) 9332 1966            Fax: (02) 9360 5941</p>	<a href="http://www.iclc.org.au">www.iclc.org.au</a>
Institute of Public Administration Australia NSW	<a href="mailto:info@nsw.ipaa.org.au">info@nsw.ipaa.org.au</a>		<p>Tel: (02) 9228 5225</p>	<a href="http://www.nsw.ipaa.org.au">http://www.nsw.ipaa.org.au</a>
Intellectual Disability Rights Service and Criminal Justice Support Network	<a href="mailto:info@idrs.org.au">info@idrs.org.au</a>	<p>Postal Address:            Suite 2C, 199 Regent St            Redfern NSW 2016</p>	<p>Tel: (02) 9318 0144            Fax: (02) 9318 2887</p>	<a href="http://www.idrs.org.au">www.idrs.org.au</a>
International Commission of Jurists, Australia, NSW Sub-Branch		<p>National:            Secretariat            ICJ Australia            GPO Box 173            Sydney NSW 2001</p> <p>NSW:            Dr Keith Suter            220 Pitt Street            Sydney NSW 2000</p>	<p>Tel: (02) 9263 5555            National office: (02) 92308793            Tahlia Gordon: (02) 9377 1888</p>	<a href="http://www.icj-aust.org.au">www.icj-aust.org.au</a>

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Justice Action	<a href="mailto:ja@justiceaction.org.au">ja@justiceaction.org.au</a>	Trades Hall Level 2, Suite 204 4 Goulburn St Sydney NSW 2000	Tel: (02) 9283 0123 Fax: (02) 9283 0112	<a href="http://www.justiceaction.org.au">www.justiceaction.org.au</a>
Kingsford Legal Centre	<a href="mailto:legal@unsw.edu.au">legal@unsw.edu.au</a>	Street Address: Ground Floor, Western Entrance, Law Building UNSW NSW 2052  Postal Address: F8-003, University of New South Wales NSW 2052	Tel: (02) 9385 9566 Fax: (02) 9385 9583	<a href="http://www.kingsfordlegalcentre.org">www.kingsfordlegalcentre.org</a>
Law and Justice Foundation of NSW	<a href="mailto:ljf@lawfoundation.net.au">ljf@lawfoundation.net.au</a>	Street Address: Level 14, 130 Pitt St Sydney NSW 2000  Postal Address: GPO Box 4264 Sydney NSW 2001	Tel: (02) 8227 3200 Fax: (02) 9221 6280	<a href="http://www.lawfoundation.net.au">www.lawfoundation.net.au</a>
Law Society of New South Wales	<a href="mailto:lawsociety@lawsociety.com.au">lawsociety@lawsociety.com.au</a>	Street Address: 170 Phillip St Sydney NSW 2000	Tel: (02) 9926 0333 Fax: (02) 9231 5809	<a href="http://www.lawsociety.com.au">www.lawsociety.com.au</a>
LawAccess NSW			Tel: 1300 888 529 Fax: (02) 8833 3101	<a href="http://www.lawaccess.nsw.gov.au">www.lawaccess.nsw.gov.au</a>
Legal Aid NSW		Central Sydney office: Ground Floor, 323 Castlereagh St Sydney NSW 2000  Postal address: PO Box K847 Haymarket NSW 1238 DX 5 Sydney	Tel: (02) 9219 5000 Fax: (02) 9219 5935	<a href="http://www.legalaid.nsw.gov.au">www.legalaid.nsw.gov.au</a>

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Legal Information Access Centre (NSW State Library)	<a href="mailto:liac@sl.nsw.gov.au">liac@sl.nsw.gov.au</a>	State Library of NSW Macquarie St Sydney NSW 2000	Tel: (02) 9273 1558	<a href="http://www.legalanswers.sl.nsw.gov.au">www.legalanswers.sl.nsw.gov.au</a>
Macquarie Legal Centre	<a href="mailto:Macquarie_NSW@clc.net.au">Macquarie_NSW@clc.net.au</a>	Street Address: Suite 302, Level 3, 107 Phillip St Parramatta NSW 2124  Postal Address: PO Box 23 Parramatta NSW 2124	Tel: (02) 8833 0911 Fax: (02) 8833 0900	<a href="http://www.macquarielegal.org.au">www.macquarielegal.org.au</a>
Many Rivers Violence Prevention Unit	<a href="mailto:kimb@manyrivers.com.au">kimb@manyrivers.com.au</a>	Street Address: 2/63 Smith Street NSW 2440  Postal Address: PO Box 357 Kempsey NSW 2440	Tel: (02) 6562 5856 Fax: (02) 6562 5896	<a href="http://www.manyrivers.com.au">www.manyrivers.com.au</a>
Marrickville Legal Centre	<a href="mailto:kharrison@mlc.asn.au">kharrison@mlc.asn.au</a>	338 Illawarra Rd Marrickville NSW 2204	Tel: (02) 9559 2899 Fax: (02) 9558 5213	<a href="http://www.mlc.asn.au">www.mlc.asn.au</a>
Metro Migrant Resource Centre		Head Office: Level 2, 59-63 Evaline Street Campsie NSW 2194  Marrickville Office: 2/20-22 Station Street Marrickville NSW 2204	Head Office: Ph: (02) 9789 3744 Fax: (02) 9718 0236  Marrickville Office: Tel: (02) 9559 1883 Fax: (02) 9559 1787	<a href="http://www.cbmrc.org.au">www.cbmrc.org.au</a>
Migration Review Tribunal and Refugee Review Tribunal	<a href="mailto:enquiries@mrt-rrt.gov.au">enquiries@mrt-rrt.gov.au</a>	Level 11 83 Clarence Street Sydney NSW 2000	Tel: (02) 9276 5000 Fax: (02) 9276 5599	
National Alternative Dispute Resolution Advisory Council (NADRAC)	<a href="mailto:nadrac@ag.gov.au">nadrac@ag.gov.au</a>	Robert Garran Offices 3/5 National Circuit Barton ACT 2600	Tel: (02) 6141 3222 Fax: (02) 6141 3248	<a href="http://www.nadrac.gov.au">http://www.nadrac.gov.au</a>

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National Association of Community Legal Centres (NACLC)	<a href="mailto:naclc@clc.net.au">naclc@clc.net.au</a>	Postal Address: PO Box A2245 Sydney South NSW 1235		<a href="http://www.naclc.org.au">www.naclc.org.au</a>
National Child Protection Clearinghouse		Australian Institute of Family Studies Level 20, South Tower 485 La Trobe St Melbourne VIC 3000		<a href="http://NationalChildProtectionClearinghouse">National Child Protection Clearinghouse</a>
National Childrens & Youth Law Centre	<a href="mailto:admin@ncylc.org.au">admin@ncylc.org.au</a>	Street Address: The Law Building University of New South Wales NSW 2052  Postal Address: c/- University of New South Wales Sydney NSW 2052	Tel: (02) 9398 7488 Fax: (02) 9398 7416	<a href="http://www.ncylc.org.au">www.ncylc.org.au</a>
National Pro Bono Resource Centre	<a href="mailto:info@nationalprobono.org.au">info@nationalprobono.org.au</a>	Postal Address: The Law Building University of New South Wales Sydney NSW 2052	Tel: (02) 9385 7381 Fax: (02) 9385 7375	<a href="http://www.nationalprobono.org.au">www.nationalprobono.org.au</a>
National Welfare Rights Network	<a href="mailto:welfarerights@welfarerights.org.au">welfarerights@welfarerights.org.au</a>	Sydney Centre: 102/55 Holt St Surry Hills NSW 2010	Tel: (02) 9211 5268 Fax: (02) 9211 0238	<a href="http://www.welfarerights.org.au">http://www.welfarerights.org.au</a>
New England and Western Tenants Advice and Advocacy Service	<a href="mailto:newtaas@bigpond.net.au">newtaas@bigpond.net.au</a>	Street Address: Suite 7, Minto Building 161 Rusden Street Armidale NSW 2350  Postal Address: PO Box 857 Armidale NSW 2350	Tel: (02) 6772 8100 Fax: (02) 6772 2999	

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North & North West Community Legal Service	<a href="mailto:nnwcls@gmail.com">nnwcls@gmail.com</a>	Street Address: 107 Faulkner Street Armidale NSW 2350  Postal Address: PO Box 857 Armidale NSW 2350	Tel: (02) 6772 8100 Fax: (02) 6772 8107	<a href="http://www.nnwcls.org.au">www.nnwcls.org.au</a>
Northern Rivers Community Legal Centre	<a href="mailto:nrclc@clc.net.au">nrclc@clc.net.au</a>	Street Address: 10 Club Lane Lismore NSW 2480  Postal Address: PO Box 212 Lismore NSW 2480	Tel: (02) 6621 1000 Fax: (02) 6621 1011	<a href="http://www.nrclc.org.au">www.nrclc.org.au</a>
NSW Commission for Children and Young People	<a href="mailto:kids@kids.nsw.gov.au">kids@kids.nsw.gov.au</a>	Level 2, 407 Elizabeth Street Surry Hills NSW 2010	Tel: (02) 9286 7276 Fax: (02) 9286 7267	<a href="http://www.kids.nsw.gov.au">www.kids.nsw.gov.au</a>
NSW Council for Civil Liberties	<a href="mailto:office@nswccl.org.au">office@nswccl.org.au</a>	Postal Address: PO Box A1386 Sydney South NSW 1235	Tel: (02) 9286 3767 Fax: (02) 9286 3544	<a href="http://www.nswccl.org.au">www.nswccl.org.au</a>
NSW Department of Human Services - Juvenile Justice			Tel: (02) 9219 9419 Fax: (02) 9219 9578	
NSW Ombudsman's Office	<a href="mailto:ldu@ombo.nsw.gov.au">ldu@ombo.nsw.gov.au</a>	Level 24 580 George Street Sydney NSW 2000	Tel: (02) 9286 1000 Fax: (02) 92832911	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>



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Public Interest Law Clearing House	<a href="mailto:info@pilchnsw.org.au">info@pilchnsw.org.au</a>	Street address: Level 9, 299 Elizabeth Street, Sydney NSW 2000  Postal address: GPO Box 863 Sydney NSW 2001	Tel: (02) 9114 1793 Fax: (02) 9114 1792	<a href="http://www.pilchnsw.org.au">www.pilchnsw.org.au</a>
Redfern Legal Centre	<a href="mailto:info@rlc.org.au">info@rlc.org.au</a>	73 Pitt St Redfern NSW 2016	Tel: (02) 9698 7277 Fax: (02) 9310 3586	<a href="http://www.rlc.org.au/">www.rlc.org.au/</a>
Refugee Advice and Casework Service (RACS)	<a href="mailto:admin@racs.org.au">admin@racs.org.au</a>	Postal Address: The University of Sydney Faculty of Law Building Level 12, 173-175 Phillip St Sydney NSW 2000	Tel: (02) 9114 1600 Fax: (02) 9114 1794	<a href="http://www.racs.org.au">www.racs.org.au</a>
Refugee Council of Australia	<a href="mailto:info@refugeecouncil.org.au">info@refugeecouncil.org.au</a>	Suite 4A6 410 Elizabeth Street Surry Hills NSW 2010	Tel: 02 9211 9333 Fax: 02 9211 9288	<a href="http://www.refugeecouncil.org.au/">http://www.refugeecouncil.org.au/</a>
Shoalcoast Community Legal Centre	<a href="mailto:info@shoalcoast.org.au">info@shoalcoast.org.au</a>	Street Address: 50 Junction Street Nowra NSW 2541  Postal Address: PO Box 1496 Nowra NSW 2541	Tel: (02) 4422 9529 Fax: (02) 4422 7573	<a href="http://www.shoalcoast.org.au">www.shoalcoast.org.au</a>
Social Justice Social Change Research Centre	<a href="mailto:sjsc@uw.edu.au">sjsc@uw.edu.au</a>	Postal address: University of Western Sydney Bankstown Campus Locked Bag 1797 Penrith South DC NSW 1797	Tel: (02) 9772 6482 Fax: (02) 9772 6450	

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Social Policy Research Centre	<a href="mailto:sprc@unsw.edu.au">sprc@unsw.edu.au</a>		Tel: (02) 9385 7800 Fax: (02) 9385 7838	
South Sydney Youth Services	<a href="mailto:ask@noffs.org.au">ask@noffs.org.au</a>	Cnr Allen and Elizabeth Streets	Tel: (02) 9318 0539	
South West Sydney Legal Centre	<a href="mailto:info@swwslc.org.au">info@swwslc.org.au</a>	Street Address: 30 Pirie Street Liverpool NSW 1871  Postal Address: PO Box 1042 Liverpool BC NSW 1871	Tel: (02) 9601 7777 Fax: (02) 9601 7400	
South Western NSW Tenants Advice Service	<a href="mailto:tenancy@cwcc.nsw.edu.au">tenancy@cwcc.nsw.edu.au</a>	Street Address: 21-29 William Street Orange NSW 2800  Postal Address: PO Box 8318 Orange NSW 2800	Tel: (02) 6361 5307 Fax: (02) 6361 8543	<a href="http://cwcc.nsw.edu.au/services/ace.asp">cwcc.nsw.edu.au/services/ace.asp</a>
Southern NSW Aboriginal Tenancy Advice Service - 'Murramia'	<a href="mailto:taaps@bigpond.com">taaps@bigpond.com</a>	Street Address: 25 Gregory Street Bateman's Bay NSW 2536  Postal Address: PO Box 1138 Bateman's Bay NSW 2536	Tel: (02) 4472 9363 Fax: (02) 4472 6487	

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Southern Sydney Tenants Advice and Advocacy Service	<a href="mailto:taas@cbmrc.org.au">taas@cbmrc.org.au</a>	Street Address: 2nd Floor, 59-63 Evaline Street Campsie NSW 2194  Postal Address: PO Box 503 Campsie NSW 2194	Tel: (02) 9787 4679 Fax: (02) 9718 0236	
Sydney Regional Aboriginal Corporation Legal Service (SRACLS)	-	Street Address: Level 1 619 Elizabeth Street Redfern NSW 2016  Postal Address: PO Box 2257 Strawberry Hills NSW 2012		<a href="http://www.sracls.org">www.sracls.org</a>
Tenants Union of NSW	<a href="mailto:tunsw@clc.net.au">tunsw@clc.net.au</a>	Postal Address: 1 Buckingham Street Surry Hills NSW 2010	Tel: (02) 9251 6590 Fax: (02) 9252 1648	<a href="http://www.tenants.org.au/">www.tenants.org.au/</a>
The Aged-care Rights Service	<a href="mailto:tars@tars.com.au">tars@tars.com.au</a>	Postal Address: Level 4 418a Elizabeth Street Surry Hills NSW 2010	Tel: (02) 9281 3600 Fax: (02) 9281 3672	<a href="http://www.tars.com.au">www.tars.com.au</a>
The Aurora Project		Street Address: 43 Eurimbla Ave Randwick NSW 2031  Postal Address: PO Box 6097 University of New South Wales NSW 1466	Tel: (02) 9469 8100	
The Public Interest Advocacy Centre	<a href="mailto:piac@piac.asn.au">piac@piac.asn.au</a>	Level 9 299 Elizabeth St Sydney NSW 2000	Tel: (02) 8898 6500 Fax: (02) 8898 6555	<a href="http://www.piac.asn.au">www.piac.asn.au</a>

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Thiyama-li Family Violence Service	<a href="mailto:deborah.goodrum@thiyamali.com.au">deborah.goodrum@thiyamali.com.au</a>	Street Address: 30 Gwydir Street Moree NSW 2400  Postal Address: PO Box 928 Moree NSW 2400	Tel: (02) 6751 1400 Fax: (02) 6751 1045	
UN Refugee Agency Regional Office for Australia, New Zealand, Papua New Guinea and the South Pacific	<a href="mailto:aulca@unhcr.org">aulca@unhcr.org</a>	3 Lyons Place Lyons ACT 2606	Tel: (02) 6260 3411 Fax: (02) 6260 3477	<a href="http://www.unhcr.org.au/index.shtml">http://www.unhcr.org.au/index.shtml</a>
United Nations Association of Australia (NSW Branch)	<a href="mailto:office@unaansw.org.au">office@unaansw.org.au</a>	Level 2 826 George St Sydney NSW 2000	Tel: (02) 9212 0998	
UnitingCare NSW.ACT	<a href="mailto:unitingcare@nsw.uca.org.au">unitingcare@nsw.uca.org.au</a>	Street Address: Level 5 222 Pitt Street Sydney  Postal address: PO Box A2178 Sydney South NSW 1235	Tel: (02) 8267 4372 Fax: (02) 9267 4842	<a href="http://www.unitingcare.nsw.act.gov.au">http://www.unitingcare.nsw.act.gov.au</a>
Welfare Rights Centre (NSW)	<a href="mailto:welfarerights@welfarerights.org.au">welfarerights@welfarerights.org.au</a>	Postal Address: 102/55 Holt St Surry Hills NSW 2010	Tel: (02) 9211 5389 Fax: (02) 9211 5268	<a href="http://www.welfarerights.org.au">www.welfarerights.org.au</a>

Name	Email	Address	Contact Number	Website
Western NSW Community Legal Centre Inc	<a href="mailto:western_nsw@clc.net.au">western_nsw@clc.net.au</a>	Street Address: 51 Bultje Street Dubbo NSW 2830  Postal Address: PO Box 1493 Dubbo NSW 2830	Tel: (02) 6884 9422 Fax: (02) 6884 9397	
Western Sydney Tenant's Service	<a href="mailto:wests_nsw@clc.net.au">wests_nsw@clc.net.au</a>	Street Address: 44 Station Street East Harris Park NSW 2150  Postal Address: PO Box 9086 Harris Park NSW 2150	Tel: (02) 9891 6377 Fax: (02) 9635 8548	<a href="http://www.unitingcarenswwact.org.au/wests/">www.unitingcarenswwact.org.au/ wests/</a>
Wirringa Baiya Aboriginal Womens Legal Centre	<a href="mailto:info@wirringabaiya.org.au">info@wirringabaiya.org.au</a>	Street Address: Old Marrickville Hospital Cnr Marrickville Rd and Livingstone Rd Marrickville NSW 1475  Postal Address: PO Box 785 Marrickville NSW 1475	Tel: (02) 9569 3847 Fax: (02) 9569 4210	<a href="http://www.wirringabaiya.org.au">www.wirringabaiya.org.au</a>
Womens Legal Services (NSW)	<a href="mailto:Womens_NSW@fcl.fl.asn.au">Womens_NSW@fcl.fl.asn. au</a>	Postal Address: PO Box 206 Lidcombe NSW 1825	Tel: (02) 9749 7700 Fax: (02) 9749 4433	<a href="http://www.womenslegalnsw.asn.au/">www.womenslegalnsw.asn.au/</a>

A high-contrast, black and white photograph of a cobblestone street. In the foreground, the lower legs and feet of a person walking away from the camera are silhouetted against the bright, sunlit pavement. The person's shadow is cast long and dark to the left. In the background, other pedestrians are also silhouetted, their forms less distinct. The overall scene is dramatic, with deep shadows and bright highlights. The word "END" is overlaid in a large, bold, green font in the lower right quadrant.

**END**



## **Publications Director Comment:**

The publications team this year decided to revamp the careers guide so that reading over 200 pages of content will remain visually pleasing and enjoyable at the same time. Some sections' names and orders have also been modified so that they are more coherent overall. I would like to thank Jacques McElhone and Matthew Balzarolo for their immense effort in putting together this publication. It has also been a pleasure working with Surya Gopalan and I look forward to creating the Social Justice Guide next semester.

*Olivia Teh*

*Olivia Teh, Publications Director 2010*

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