

ANU LSS

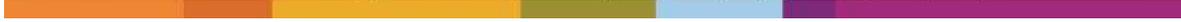
CAREERS GUIDE 2012

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PART I

APPLICATION AND INTERVIEW SKILLS

A Word from the President

Chris Chynoweth, 2012 ANU LSS President

We all encounter forks in the road and choosing a career is among the most daunting to face.

It's not an easy decision. It's especially hard at this stage in our lives, when most of us have had very little exposure to the big wide world of full-time employment. We have followed an established path since we were five years old. Beginning at preschool, we've progressed to primary school, then to high school and finally to university, where we find ourselves now. So after following our path of education, confronting our potentially permanent entry into the workforce is a unique and uncertain position.

And it's ok to be uncertain about what to do next. Realistically, we are going to re-evaluate our employment several more times in our lives. A considerable amount of the pressure we feel in deciding which career to start with can come from an assumption or belief that it is a decision setting our future in stone. This is not the case; we should expect that we and our interests will continue to develop and our futures will change accordingly. We should accept that this uncertainty is natural, and in my opinion, healthy, particularly at this point in our lives.

However, we should not underestimate the importance of a good start.

This *Careers Guide 2012* is designed to help law students consider all their options so that we can all make an informed choice. A law degree from the Australian National University is incredibly valuable and uncovers many paths. This guide serves as an invaluable introduction to the numerous choices we have as ANU law students. We have compiled information on the country's best commercial law firms, the fantastic opportunities available in pro bono law and the challenging prospects available in public and international law. For some of you, this guide will assist in providing valuable contacts in areas of law you are already interested in. For others, it may be the starting point for seeking further information and developing new ideas.

The guide is a helpful starting point but is not the only source of career assistance the LSS is providing in 2012. We are working with the ANU Careers Centre to run another informative Legal Careers Expo in March allowing students to meet and discuss their options with experienced people in different fields. All students are strongly encouraged to attend. We will yet again hold a Clerkship Evening and produce a Clerkship Guide in May to assist with those considering the step into commercial law. In conjunction with the Australian Law Students' Society, we will also be providing our students with International Careers and Associate Guides to further inform our fellow law students.

So while the decision about our futures can seem overwhelming, it is important to remember that the best you can do is inform yourself of the options and follow your interests. We are confident the material in this guide and the LSS Career events this year will help to make that decision much less intimidating.

Don't forget, if you want to discuss anything within this guide, you can contact the LSS at lss@anu.edu.au or lsscareers@anu.edu.au.

Best of luck!

Writing a Cover Letter

Joe Saunders

Some reading this note might be genuinely interested in tips for writing cover letters, some might be reading simply to see if it's possible to make a banal topic vaguely interesting. To both sets, I want to point out that I spent more time thinking about the topic of cover letters in making this note than I did when ever actually writing one. To the hopeful job applicant; take that as the warning of a layman. To the pitying/bemused; take it as the excuse of someone who would otherwise appear to be amazingly boring.

Cover letters are required for pretty much every job application, and are the first thing that seasoned recruitment staff read about you. The cover letter has a range of purposes, from stating what position you are applying for to persuading the firm to keep looking through the rest of your application. For a practical guide to what you might want to include in a cover letter, skip the unnecessary musings below and go to the numbered section.

On top of all the things it should say, a good cover letter should also avoid giving any bad impressions of you, either as lazy and potentially incompetent, or as over-enthusiastic, pretentious, or boastful. For this reason, the tone of your letter is just as important as the structure and content. One way to think of the tone you want is to think of how you would speak to the H.R staff if you were meeting for the first time. One way to think of the tone to avoid is to think of how besuited Sydney types with empty briefcases and a forced British lilt to their voice speak to H.R staff. Some will have seen the recruitment program run by a firm last year involving the simple directive that any applications using the word 'penultimate' or that generously tell H.R of the applicant's 'excellent written and oral communication skills' will not be read. You want to be informed, interested, and capable, but with some self-perspective. Most likely, you'll be applying for the lowest possible rung of legal job the firm offers. Don't make it sound like you're partnership material quite yet.

As well as tone, it's important to think of the context in which your letter will be read. In summer clerk application season for example, the one or two graduate recruitment staff in large firms will be reading around 800 cover letters from applicants who are the same age, who have substantially the same education, work experience, knowledge of employment buzz words, high opinions of themselves, and who all have the ability to weave in the more interesting bits of a firm's 'About Us' web section. Because of this, it's a good idea to keep your letter short, sharp and simple, keeping to a minimum the sort of information that will bring recruitment staff to tears after reading it 800 times.

This is probably a good place to put in the usual line about how important it is to 'stand out' in a fairly homogenous crowd, which, being a truism, is true. There's also a more negative view of the standing-out principle which is probably not true, but I tend to operate with it anyway. Because of the mysterious algorithms and weegie boards that really decide the process (at least up to interview stage), a bad cover letter may be more likely to send you packing than a good one will elevate you. In that sense, it's just a matter of clearing the hurdle, and unless there's truly something spectacular you can write about, it matters little how far you clear it by. There are two reasons for this. Firstly, as mentioned, yours will not be the only letter that is read, and it's not unfair to expect that it will be skim, or at least speed, read. Secondly, the real place for spelling out your super-human achievements is your résumé and in your interviews. So, as bad as it sounds, it might be that just as much as standing out, writing a successful cover letter is about keeping up with the pack, making sure no mistakes are made, and getting your application through to the next stage. It would be very hard to get a job simply through your letter, but quite easy for your application to see the inside of a VISY box through writing either an overly presumptuous or mistake-riddled cover.

So, it might be useful to think of the cover letter as a threshold type item. You certainly need to reveal your strengths, but they're unlikely to be too different from every other applicant who has also done several years of expert filing and photocopying as a paralegal. What does stand out, then, are letters that are too long or too short; letters that don't clearly set out what position applied for is and why the position appeals to the applicant; letters that set a strange tone; or letters with simple typos. I don't mean this to encourage writing of timid, lacklustre letters. Your writing still needs to be assertive enough, articulate enough, confident and enthusiastic enough to give an impression of what you might be like as an employee.

Structuring a Cover Letter

Use a standard letter form. Make sure to have the name of the recruiter as the actual addressee of the application along with the firm's name and address at the top left. Be careful to change the 'Dear X' for each new letter to avoid referring to a recruiter's colleague in a rival firm or government department or agency. They all know each other.

The first paragraph is usually short, and states the position you are applying for, that you're from ANU, and perhaps a brief statement flagging that you have interesting enough credentials to make it worthwhile to read the rest of the letter.

The second paragraph is often where you explain why the particular employer, and (importantly) the particular position, attracts you. This can be a little tricky in the case of clerkships at commercial firms (partly given the recruiters know that you're applying to several) but it helps if you can refer to meeting a representative at a careers event, or if there is a particular way that firm places itself (eg 'truly global' or 'small and dynamic') to contrast to others, or if there is a unique element of their clerkship program that others don't have. Don't try to make it sound like the firm is the only place you could ever want to work, because that sounds obviously insincere. Instead, it's more about explaining what attracts you to it.

Having sung the firm's praises in the previous paragraph, the third paragraph then contends that you are a good fit for it and for the particular position. Here's where you've got to tread the fine line between listing your previous jobs, marks, co-curricular and other heroic feats, and sounding imperious. This is probably the most important part of the letter, and the part that most people hate writing.

A finishing up paragraph usually states how appreciative you are of the firm to consider your application, and that you look forward to meeting them.

Finally, remember accuracy. Refer to the position in exactly the same wording as it is advertised, likewise with the name of the firm/department and the name of the addressee. Triple check for typos. Don't lie, and avoid embellishing on the how you single-handedly built a hospital in Sierra Leone; this will lead to uncomfortable interview questions. All the best for your application!

Writing a Curriculum Vitae

Rob Anderson

5 helpful hints for CV writing

1. Purpose
2. Structure
3. Style and voice
4. Different job, different contents
5. A few notes on past employment and references

There are few things in life more frustrating (or for that matter, depressing), than writing your CV. The task is essentially to boil down the last ~6 years of your life (perhaps longer) into a two-page summary, and that can be very hard. What makes it harder is that it's also a document that has to 'sell' you to your potential employer, which ultimately means differentiating you from your peers.

So here are a few hints that might help to get you going:

1. Purpose

CVs aren't just hard because there's a lot to fit into a small amount of space. They're also hard because your CV also has to 'sell' you to your potential employer. In a competitive space like the market for graduate jobs, this ultimately means differentiating yourself from your peers. According to Federal Government figures, you'll be competing with over 12,000 fellow law graduates for a fairly limited pool of jobs. If you're not interested in practicing law, add to that number pretty much everyone currently completing their final year of university.

For most people, their default setting is modesty. This is wonderful, but entirely useless when attempting to become a gainfully employed contributor to society. You should always be truthful (don't lie, for example, about work done for a previous employer), but don't shy away from an opportunity to highlight your successes and qualifications.

2. Structure

The people to whom you are sending your CV are busy professional people. They have neither the time nor the inclination to read through page after page of unstructured or poorly structured information that you think might be relevant.

Thankfully, structure is one of the easiest things to get right, and when done well, shows that you can wrangle disparate pieces of information into an intelligible document – a highly prized skill. There's no golden rule; it just has to prioritise relevant material, and be logical. If you're really struggling, try making a start with the template documents that Microsoft very kindly make available.

The structure I use is this, but it won't suit everyone:

- Profile – a short paragraph summarizing your personality and skills.

- Education – summary of educational achievements. Set out your average mark here, along with any prizes or particular successes.
- Leadership positions;
- Employment history;
- Extra-curricular activities and achievements;
- Personal interest information;
- School achievements;
- Personal references

3. Style and voice

There are a few different schools of thought in terms of style and voice. In terms of voice, some prefer to write in the third person, others the first. My preference is for text that avoids either first or third person (i.e. “Active member of ____ . Strong work ethic, excellent organizational skills.”), but it’s really up to you.

In terms of style, I’ve found that using bullet points for things like academic achievements and personal interest information give the document a little more structure and are better than paragraphs or non-bulleted lists at highlighting relevant material. If you wish to expand upon something (for example, a previous position that you consider has particular relevance or importance) then feel free to include a paragraph explaining the role, key responsibilities, and skills that you took away from it. Whether you’re using bullet points or paragraphs, the golden rule is to keep sentences short, punchy, and clearly written.

4. Different job, different contents

Always, always, always customize your CV to suit the position you are applying for. In particular, make sure that your CV addresses all of, or as many of, the key skills and traits that the employer is looking for. This is a fairly obvious comment, but I have it on good authority from HR managers that you would be amazing how often it is forgotten (particularly by those submitting applications just before the deadline).

If you’re worried that you lack skills in certain areas, don’t panic. You’re (probably) in your early to mid-20s, and employers don’t expect you to know everything. Employers really want to see that you’re eager to learn, are interested in the sort of work the employer does, and are able to adapt quickly to new environments. Any inclusions in your CV that reflect those traits will be worth the words.

5. A few points on past employment and references

There are a few golden rules with past employment and references. The first is that employers look for obvious gaps in employment, particularly if you’ve otherwise been consistently employed. If you had a bad employment experience (it happens...), you don’t have to put it on your CV, but be prepared to answer questions about the gap. If you do get asked about the gap, be honest and

emphasise lessons you learned from the experience. Avoid the temptation to bash your former employer.

With regard to references, the general rule is not to include them on your CV, but to supply them if requested. A short note at the bottom of your CV to this effect is a must. For some positions, (i.e. clerkship/graduate applications), they **will** ask for them, so just list them at the bottom. Make sure you include the person's name, position, company, a contact phone number (not their mobile) and an email address. Grouping them as "Professional" and "Character" referees is also a good idea, particularly if you have a few. Three referees is a minimum, five is about right. Any more than that and you look like you're showing off. Obviously, the more senior the referee, the better.

Good luck!

Tips on the Interview Process

Aman Gaur

Congratulations! By scoring an interview you have successfully overcome the biggest hurdle to gaining a clerkship. The odds have dramatically shortened but now you need to heed some time-tested rules for interview success:

Before the Interview

1. Research the firm and the interviewers through the firm website and by talking to people employed by that firm and others working in the legal industry. You should also have a good understanding of the legal industry across issues such as practice areas, emerging markets and recent developments. A single page of bullet-pointed notes on these issues shouldn't take more than half an hour to prepare but will serve you well.
2. Read over your original application to remind yourself of the reasons why you applied to that particular firm.
3. Read over your resume and try to use key positions/experiences to highlight particular attributes or skills that you wish to emphasise.
4. Ensure you co-ordinate your travel so that you arrive at the firm offices 5-10 minutes beforehand with any documents you may have been asked to provide (academic transcript, resume etc).

Cocktail Evenings

Just about all the firms will have one or more cocktail evening throughout the interview process. During these evenings, you should aim to become familiar with the firm and, more specifically, your interviewers who will probably be in attendance. This will help to ease the nerves when you meet them across the interviewing table.

During the Interview

After having arrived suitably on time and appropriately dressed, get ready to talk! Firstly, take your cue from your interviewer. If they seem intent on conducting a formal interview, conduct yourself similarly. Otherwise, the interviewer may want to be more laid-back and thus, feel free to adjust as required. Often, recognising that people can be highly strung around interviews, interviewers will seek to spend 5-10 minutes making small talk. Secondly, as the interview, inevitably, switches into substantive discussion, be prepared to discuss a wide variety of topics. However, you should enter the interview seeking to stress why you want to work for that firm and which qualities you can offer. In terms of conversation focussed on yourself, be prepared to discuss your academics (favourite/least favourite subjects), personal achievements (awards), goals (post-grad study, associateship) etc. You should also be prepared to frankly discuss failures, if the question is asked. Have a couple of different circumstances on hand and do it sincerely. When discussing the firm and, perhaps the legal industry, make sure you have the correct facts on any comments you make – nothing worse than misrepresenting the firm's practice areas! For behavioural questions, use the STAR approach to structure your answers around experiences from your resume. Thirdly, you will be given the opportunity to ask questions at the conclusion of the interview. At this point, ask a couple

of considered and intelligent questions about the firm, the interviewer or the industry. These may come from the interview itself or from your preparation.

After the Interview

Although easy to say but difficult to practice, try not to engage in post-interview analysis. Your perceptions of the interview are in no way representative of either the objective situation or what the interviewer subjectively takes away.

In conclusion, research to prepare for your interview and be sincere and articulate during the discussions. At the end of the day, the truth is that firms are also competing amongst themselves to court you during the interview stage and the opportunity to enjoy swanky cocktail evenings, sweeping city views and talk about yourself for hours on end shouldn't be a task beyond any law student.



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10 TIPS FOR SUCCESSFUL JOB SEARCH

- No 1. Be Motivated** - start early and develop your employability skills while you are studying.
- No 2. Research** – Find out about a variety of career paths and opportunities and discover your own skills and areas for development.
- No 3. Visit the Careers Centre** – Come and see us for assistance, find resources on our website and check CareerHub for jobs and events. www.anu.edu.au/careers
- No 4. Attend the ANU Law Careers Fair** – Meet employers – Don't miss it on 8 March 2012!
- No 5. Network** – Talk to people about your career aspirations. Join the LSS, professional associations, speak to lecturers and friends. Get advice and mentoring.
- No 6. Make Quality Applications** – Employers want quality, not quantity. Target your application for each organisation and have it checked by the Careers Centre.
- No 7. Be Professional** – Every interaction you have with a potential employer is important, including a proper email address and your online presence.
- No 8. Market Yourself** – Think about your skills and experience and how they relate to the job.
- No 9. Prepare for Interviews** – Visit the Careers Centre's *Interview Simulation Suite* to fine tune your technique. It also pays to dry clean your suit and shine your shoes as first impressions count!
- No 10. Stay Motivated!** Finding a job takes time, be patient and learn from your experiences.

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Drop in Sessions:

Mondays	11.00am – 12.30pm
Wednesdays	2.00pm – 4.00pm
Fridays	9.30am – 11.30am

ANU Careers Centre: JB Chifley Building #15 (opposite the God's Café)

T: 6125 3593

E: careers@anu.edu.au www.anu.edu.au/careers

PART II

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The Summer Clerk Experience

by Kane Wishart

Opportunities

It's not something everyone necessarily thinks about during their degree, but eventually you will have to decide what sort of lawyer you want to be. For many the question isn't as simple as picking a career destination and striving for it.

To be fair, I knew very little about how law firms actually worked. That's why I found it really valuable to attend the LSS clerkship evening. Hearing the very human stories of people who'd gone through what I was going through was reassuring. It crystallised my decision to apply for an Ashurst clerkship, and gave me the context around which to frame my application.

Why Ashurst?

I was attracted to Ashurst by the breadth of law practised in the Canberra office. They are also one of the few top-tier firms, and one of only two international firms, to have a significant presence in Canberra.

If you are rewarded with an Ashurst clerkship, you'll be able to select your preferences for two rotations over the summer. Whilst my strength is contracts, I also saw the clerkship as an opportunity to try something different. My rotation through the Employment group was a fantastic chance to see another side of the law. It was a great experience and I'm definitely a better lawyer for it.

Training

The main benefit of a clerkship at a firm like Ashurst is the top-tier training and support structures they have in place. Beyond all the glossy brochures and marketing, global firms like Ashurst attract and retain the best staff for a reason – they have the experience and resources to get their staff development process spot on.

Induction

Not only were we given the opportunity to participate in internal training seminars but, a whole week was dedicated to our induction program. Despite my preconceptions, firms will not expect you to arrive as an experienced lawyer, ready to walk into the ACT Supreme Court to give a closing. Induction allowed me to adjust to the environment, understand the support services and resources available, and meet the lawyers who I'd be working with so I could hit the ground running on my first rotation.

My advice

Many students will apply to as many firms as they can. My advice is somewhat different. The real benefit of a clerkship is getting a taste of life in a firm that you can see yourself building a career with.

Do the groundwork by reading the LSS guide, going to the clerkship evenings and trawling law firm websites. At the very least know what each firm cites as their strengths because these are the practice teams where you will spend your clerkship. Target your letter of application, be confident in your interview and don't be afraid to put yourself out there to secure the opportunity.

Firms will reward you for putting in genuine effort and commitment. Good Luck!

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Allens Arthur Robinson is a major legal force in Asia, with lawyers and business services employees working in offices from Beijing to Brisbane, and beyond.

More than half of the world's top 100 companies choose Allens as their legal adviser and the reason is clear: our people are passionate about law.

Our lawyers, work in streamlined teams to deliver clear solutions to clients and to reach their full potential as legal practitioners.

We value excellence in everything we do, and employ people who are technically excellent and capable of building strong relationships with colleagues and clients.

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For more information, visit www.aar.com.au/careers.

Allens Arthur Robinson 
CLEAR THINKING

CLAYTON UTZ



My legal career at Clayton Utz commenced when I was offered a seasonal clerk position in the Canberra office in November 2009. Following the clerkship I was given the opportunity to work as paralegal part time whilst I completed my final year in my law degree and in February 2011 I commenced as a graduate, and was admitted as a lawyer in June 2011 (finally!).

I was lucky enough to start my legal career with three other clerks, and it is not uncommon to see us every now and then ducking out for "clerk's coffee" or "summer clerk's dinner" (even though we are lawyers!).

The Seasonal Clerkship

The clerkship program is a fantastic experience and a great way to work out if you would like to work in a top tier commercial law firm. My clerkship program commenced with three days in the Sydney office where we were introduced to the firm, the Chief Executive Partner and given training in research, drafting, timesheets, file management and billing.

Back in the Canberra office I rotated into two practice areas: Corporate Government and Real Estate. The Corporate Government team largely works for Government clients preparing requests for tenders and negotiating supply contracts with the chosen tenders. The Real Estate team works for both private and Government clients preparing leases, agreement for lease, joint venture agreements and conveyancing.

For each of my rotations I was assigned a "buddy", a junior lawyer who was my first point of call with any general queries and any questions about matters and tasks assigned. Throughout my two rotations I was given the opportunity to research and write memorandums on various aspects of law, make amendments to contractual documents, assist with drafting advice to pro bono clients, attend settlements and shadow my supervising Partner on two meetings with clients.

Graduate-at-Law

I commenced as a graduate in February 2011 in the Real Estate team. Similar to the clerkship program you commence with three days in the Sydney office where you participate in an intensive program with other graduates from the six Clayton Utz offices around Australia. This is an excellent opportunity to gain an understanding of our practice groups, build on our peer networks and of course, enjoy all that Sydney has to offer!

As a junior I am fortunate to work closely with a team of experienced lawyers ranging from a third year lawyer, a senior associate, special counsels and the Partner. For this reason I am given a wide variety of work which has enabled me to not only develop and built on my legal skills but start to acknowledge and understand the commercial implications of the documents or advice we draft for our clients.

I am in constant communication with my team members who in turn provide me with support and direction. I am given the opportunity to liaise directly with some clients and assist my team members by drafting a number of documents ranging from leases, licensees, advices and funding agreements to even managing two pro bono files.

Why Canberra?

One of the strengths of the Canberra office I found was that the people were engaging and importantly, approachable. Everyone, including the Partners make an effort to get to know you not only at a professional level but also a personal basis. Of course, the Canberra office offers the resources, benefits and 'perks' of a national top tier commercial firm however on a much smaller scale and team environment.

If you are considering a career in a large commercial firm I would highly recommend any law student to consider Clayton Utz for a seasonal clerkship position.



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We are proud to act for a majority of Australia's top 100 companies, some of whom have been clients of the firm for much of our 160-year history. We have offices in Sydney, Melbourne, Perth, Brisbane and Singapore, and associated offices in Jakarta, Beijing, Shanghai, Hanoi and Ho Chi Minh City. Nationally Freehills employs approximately 1900 staff, including around 200 partners and 800 legal staff.

Our vacation clerks and graduates tell us that they value the firm's down-to-earth style, the unparalleled training, the opportunities to participate in pro bono and community programs, the chance to work with inspiring clients and some of the best legal minds in the country, and the ability to explore the many different directions their career can take them. Time and again though, they tell us it's about the people: real, warm, smart and interesting people who will welcome and support you. With us you can be yourself.

OUR WORK IN THE COMMUNITY

At Freehills, we believe that a law firm can be a dynamic force for change. As well as our longstanding pro bono legal practice, we have a strong community program. The Freehills Foundation combines these two programs, with an overall mission of increasing access to justice and opportunity.

Each year we assist more than 1000 clients on a pro bono basis. All Freehills lawyers are encouraged to do pro bono work and all pro bono work is billable. Our community program includes volunteering, workplace giving and fundraising. Volunteering is a part of Freehills culture; all staff are encouraged to volunteer and able to take one working day a year as volunteer leave.

CLERKSHIP PROGRAM

One of the best ways of finding out if Freehills is the right fit for you is to spend some time working with us—so we encourage students to participate in our vacation clerkship program. We fill the majority of our graduate positions through this program.

Our clerkships aim to provide students in their penultimate year with a taste of how a large commercial law firm goes about meeting the needs of its clients. All our offices run vacation clerkships in summer, and some also run programs in the winter months. The clerkship includes a detailed introduction to the firm and to each practice group, as well as the opportunity to work with our legal teams on real matters.

MEET OUR PEOPLE – CAROLYN

I started with Freehills as a paralegal in Melbourne and spent three years there while finishing uni. I ended up settling in the Head Office Advisory team and moved to Sydney to build the team here, and at the same time started a part-time MBA with support from Freehills. I was lucky enough to complete an exchange to the Kellogg School of Management in Chicago as part of my MBA studies, Freehills' support made it easier to contemplate doing this. Having finished my MBA, I'm now in a role where I get to combine my client-facing work with a lot of people management and coaching.

While Freehills' reputation and depth of practice areas both influenced my choice of firm, the biggest factor in my decision was the fact that Freehills was (and remains) a place where I could be the most authentic version of me. I can be myself, and am encouraged to use all my skills and abilities.

I discovered very quickly that there isn't one style of lawyer that defines the Freehills 'type'. We have a lot of different teams that are very different to each

other. You can find the enjoyment of working with people who are like you and people who aren't—but the differences work for you, rather than against you. It helps being the sort of person who gets satisfaction out of getting positive outcomes for your team, as much as your own individual excellence.

Starting out here was very exciting. I could leave most days feeling like I'd learned or tried something new. I was very lucky to be challenged with responsibility but never left unsupported. Like a trapeze artist, I could push beyond my comfort zone, extend myself, always knowing there was a safety net. I continue to feel that way.

The first couple of years I spent trying to make a good impression, make a contribution. Now I'm enjoying the sense that I can drive things. If you are proactive enough to raise your ideas, the firm is keen to take them on board and help you achieve them. If you are interested and committed, and put your hand up for opportunities, then you can take your career in a whole range of directions.

When you're choosing a firm you need to look for a place that's genuinely concerned about its relationships, not solely about being technically good. People and relationships aren't necessarily top of people's minds when they come out of law school, but you soon discover that the people you work with make the biggest difference in terms of the day-to-day impact on your career. I've been lucky to work with people who've put my interests first and I've always felt supported and valued. This has been a big factor in making me want to give back to the firm and focus on improving it.

CONTACT



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Graduate Recruitment Adviser
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TEAM MATES

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REPUTATION

Over 100 international and Asia-focused awards and 50 top-tier rankings

LOCATIONS

Strategically positioned in the world's growth markets, financial capitals and the home of information technology (21 offices globally and the only international legal network to be head quartered in Asia)

CLIENTS

Global financial and corporate powerhouses to new industry-makers to and all levels of government (some for over 200 years)



A QUICK GUIDE TO A MALLESONS CLERKSHIP

Written by the 2011-2012 Summer Clerks

So! You've made it through four tough years of law school and have successfully juggled the CLR between questionable caffeine consumption and the impossibly stacked plates at that obligatory waiting gig. But the time has come to validate the hard slog, and so you're considering what to do with your all-but-completed degree. Next stop on the legal rite of passage? Summer clerkship.

This summer Tamina and I were lucky enough to clerk in Canberra at Mallesons – a national top-tier law firm (and, following the combination with King & Wood, a large Chinese firm on 1 March), now a global law firm in Asia. There's no doubt that you've probably already considered clerking at a place like Mallesons, or now King & Wood Mallesons or at least heard others talking about it. But between the mountain of careers information and rumours you'll hear, it can be hard to filter through the urban myths to decide if a clerkship in a law firm is for you.

To help dispel these myths and offer a perspective on a clerkship at Mallesons, we've compiled this short and sweet guide based on our experiences this summer.

Myth 1: You're the bottom the food-chain

You'll often hear people saying that, as a clerk at a large commercial law firm, you're the bottom of the food chain and you are destined to spend your summer being generally ignored. In the case of Mallesons, this myth is definitely not true.

Instead, we found that Mallesons' genuine sense of community and its open door policy meant there was a distinct absence of hierarchy. Colleagues went out of their way to include us in all aspects of the firm, and we found ourselves being viewed as an important part of the team.

Myth 2: There's not much diversity in a clerk's work

Another prominent rumour is that clerks don't get much 'real' work, and that they spend their time doing menial tasks and honing their photocopying skills. Again, not so at Mallesons.

We found that Mallesons wanted to give us a true insight into what it's like to work in the firm as a lawyer. This meant doing a variety of interesting lawyering work, including drafting legal advice, drafting and preparing documents (for example, contracts and leases), researching, briefing other lawyers, court visits, and just about everything in between.

And it doesn't get much more diverse than a rotation in the Hong Kong office, as Tamina did. A three week stay in one of the world's largest business hubs, working on international matters and experiencing the law from a whole new perspective added diversity to the clerkship in a very rewarding way.

Myth 3: It's all work and no play

People also say that clerking at a commercial law firm means you get worked to the bone with no break for socialising. In the case of Mallesons, this is simply not true.

Mallesons was actually concerned with everyone's wellbeing, and actively promoted a happy balance between work and play. The office Social Committee therefore maintained a busy social calendar that included morning teas and lunches, Christmas parties, sporting events and other impromptu gatherings. There was also plenty of



time to maintain your own personal social life outside of work. Generally, we worked from 9am to 5pm.

What you can expect from a Mallesons clerkship

By now you will have sensed from our experiences, what it's like to clerk at Mallesons. However, for the sake of completeness, here's a short list of what you can expect from a clerkship here:

- Two 4-week rotations through your choice of three practice areas (Property, Construction & Environment; Mergers & Acquisitions (aka commercial/corporate); and Dispute Resolution (aka Litigation))
- Active involvement in real lawyering work and actual client matters
- Plenty of support and understanding from lawyers and secretarial staff (I promise you won't ever feel out of your depth!)
- Comprehensive training, including how to research efficiently for the commercial world
- Friendly and communal atmosphere
- A range of social events and great friendships
- International opportunities

Hopefully our short guide will help you on your clerkship journey, and if you have any other questions about Mallesons or its clerkship program, please don't hesitate to contact Mary Costa, Melissa Crampton, or either one of us.

We thoroughly enjoyed our time at Mallesons, and strongly encourage you to give them a go!

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Baker & McKenzie is an instinctively global law firm. Our Australian practice is the fourth largest in our network of 70 offices in 42 countries around the world. With 91 partners and 240 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. We have an unrivalled ability to provide training and secondment opportunities across our global network. Locally, we have an inclusive culture of learning, coaching and opportunity where you will work in small teams on matters that often cross borders. We value people who think ahead and get noticed. Baker & McKenzie's key Australian specialist areas – set out below – cover a broad range of expertise:

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- Dispute Resolution & Litigation
- Employment & Industrial Relations
- Energy, Resources, Infrastructure & Corporate
- Environmental Markets
- Financial Services & Structured Transactions
- Hotels, Resorts & Tourism
- Intellectual Property
- Mergers & Acquisitions
- Private Equity
- Taxation
- Technology, Communications & Commercial

Clerkship Programs

What do we look for in our clerks?

Our Graduate and Clerkship programs are designed for people who enjoy a challenge and seek new opportunities; who share our global perspective; who have sound academics and are 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 that encourages making a difference to our local and global communities.

Clerkship Programs

Right from the start, our clerks get involved in real work. You will be exposed to our Australian and international clients through client meetings, short client secondments, shadowing, research and other everyday activities within your assigned practice group. Our clerks work closely with other lawyers and, in each rotation, are guided by a Supervising Partner and Associate 'Buddy'. You will develop practical and legal skills through our national learning program and by attending workshops specifically designed for seasonal clerks, as well as firm-wide sessions. 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. In Melbourne, the Seasonal Clerkship Programs run for four weeks in both July and December. We generally take 10-12 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.

Application dates and process

Applications for seasonal clerkships should be submitted online at www.cvmail.com.au and should include a cover letter, details of your work experience, extra curricular activities and interests as well as academic results. Applications for Clerkships open on 13 June 2012 in Sydney and in July in Melbourne.

www.bakermckenzie.com

Contact details

For more information,
head to our website
www.careers.bakermckenzie.com
or contact:

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If you enjoy being part of a community, invariably having a profile in a community, there is great and challenging work west of the Great Dividing Range' - Kay Rhodes, director of Fox and Thomas in Goondiwindi



Regional, Remote & Rural Practice



If you have a driving ambition to be the next Denny Crane, RRR Australia is a great place to develop your advocacy skills because you will be on your feet in court while your urban counterparts are briefing barristers for the same sort of matters. Lance Rundle, a 29 year old solicitor in Rockhampton said:

Regional practice involves a significant amount of time practising in the court room, which develops and improves my advocacy, my thinking and my speaking skills and an understanding of the rules of hearsay, evidence and the ability to write good pleadings and affidavit material.

Even if you do not imagine yourself specialising in advocacy, developing your advocacy skills is a fantastic way to help address some access to justice issues that are increasingly problematic in RRR Australia. Whether you use these skills in court or in pursuit of law reform, the principles remain the same. Bill McKenzie in Kalgoorlie said:

Their city colleagues complain about the lack of opportunity while our young practitioners complain about too much opportunity ... As a general rule we expect our young practitioners to be on their feet in court as soon as their employment commences.

Anthony DeFraine is a solicitor working in a regional law firm under the Regional Solicitor Scheme. He said:

I have been required to largely manage my own case load which has had flow on effects – forming and maintaining professional relationships with clients, advancing my advocacy skills as well as my skills as a solicitor.

FIND OUT MORE

ANU has a website devoted to Legal practice in regional, rural and remote Australia that can be accessed at: http://law.anu.edu.au/legalworkshop/LPE_RRR.aspx

Also, there are Federal and State government initiatives addressing recruitment and retention in RRR areas, such as the Regional Innovations Program for Legal Services (RIPLS) that targets Queensland, New South Wales, Tasmania and Western Australia, through the Legal Aid Commissions in each State.



ALSA
AUSTRALIAN LAW STUDENTS' ASSOCIATION

A lawyer's life choice | RRR practice

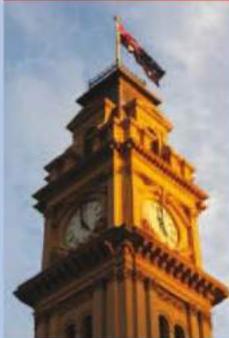


The following article first appeared in the Young Lawyers' Journal (Autumn Issue 2010) and has been reproduced with the permission of the Law Institute of Victoria's Young Lawyers Section. For more information visit www.liv.asn.au/younglawyers

Regional, Remote & Rural Practice

Go bush, young lawyer – it's worth it

IN A REGIONAL CITY YOU GET TO KNOW YOUR CLIENTS, AVOID THE PEAK HOUR COMMUTE AND CAN STILL EASILY GET TO THE BIG SMOKE.



Working in regional Victoria was an easy choice for me.

I was a country girl to start with, having grown up in Rochester, and I returned to Bendigo after completing a Bachelor of Commerce/Law (Honours) at Deakin University in Geelong.

I still have family in this area, so that made the decision to practise in the country somewhat easier for me than it might be for other graduating lawyers. But I made a conscious decision to work in Bendigo at the end of my studies.

I returned to Bendigo to complete my articles at John R. Buman & Co. a firm at which I worked during my school holidays and university holidays to gain experience in law.

It was an incredible learning curve when I started my articles. It really hit home just how different the actual practising of law was from the studying of law.

But I think there were a lot of benefits in being based in regional Victoria. A huge part of that for me is being part of a smaller community, and not just professionally. There are opportunities to get involved in community groups and volunteer for organisations, sit on boards and the like.

I think it's easier to get involved in the community in the country because of the smaller population. It's easier to get to know people, which means you have the opportunity to develop really good working relationships. Word of mouth works wonders in the country.

Then there are the things that seem small, but that make my day-to-day life a little easier, the main one being travel time to get to work. I haven't worked in Melbourne, but I understand from colleagues that one of the worst parts of their work is the commute into the city in peak hour. In Bendigo, home is about 10 minutes from my office.

There's also less pressure in terms of billable hours than in large firms in Melbourne. On top of all that, it's really not that far to Melbourne.

I think all these things make Bendigo a really attractive place to be.

I worked with John R. Buman & Co. for nearly eight years and in mid-2008 decided to take the plunge and practise on my own. It has been an amazing two years. The hardest thing I have found is managing that elusive work/life balance.

I work long hours, and because I'm a newly started sole practising solicitor I haven't felt able to take leave or holidays yet. That aspect of owning your own practice is probably the hardest.

On the other hand, all this hard work is for myself. I don't have to answer to anyone or have the pressure of meeting billing quotas, and it really makes a huge difference when you're putting in those hours for yourself.

I think it's a common sentiment among business owners – long hours and hard work are worth it when it's your own business that you're building up. You can decide who you want to work for and when – and really, it is up to you how hard you work.

You're also able to foster more personal relationships with clients when you're working for yourself because your time is your own to manage. I get to really see the ways that I'm helping people, which makes the job extremely rewarding, especially given it's a smaller community that I'm part of and that I'm supporting.

Nurturing those relationships and feeling that I'm really helping people means my work is very satisfying for me. •

MICHELLE O'SULLIVAN

Lawyer



A lawyer's life choice | RRR practice

Thanks to the Hon. Robert McClelland MP, Anna Alexander and John Hannagan for their assistance in compiling these materials.

**PART
III**

PUBLIC CAREERS

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- **AGS Dispute Resolution**, represents various government clients in a wide range of legal disputes, including common law, native title and Indigenous law, commercial litigation, competition and trade practices, taxation, employment and workplace relations, privacy and freedom of information, and particularly before Commonwealth commissions, tribunals and the Federal Court.
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How to apply

Applications for 2013 will be accepted in accordance with the Law Schools Graduate Employment and Summer Clerkship Scheme. See ags.gov.au for details on how to apply.

You are also welcome to contact **Lynda Mathey**, Manager People and Career Development T 02 6253 7286.

ags.gov.au

Public Service Careers

Jolene Reece, Commonwealth Department of Resources Energy and Tourism

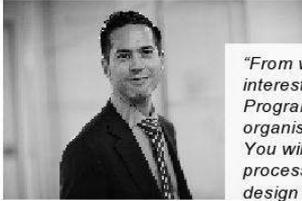
How to: use your law degree in the public service

I graduated from the University of Tasmania in 2007 with a Bachelor of Arts and Law, and in 2008 completed a Graduate Diploma in Legal Practice ('Legal Prac'), whereby I was admitted as a Solicitor and Barrister in the Supreme Court of Tasmania. It was during my time at Legal Prac that I decided that a career with the public service was for me, and I was fortunate enough to be offered a graduate position with the Department of Resources, Energy and Tourism in 2009. During this period, I worked in the Department's Legal Services Team (where I currently work), Legislation Review and the International Resources team. My legal skills provided me with a great foundation in preparing advices, conducting legal research, assisting the Department with its legislative process and preparing briefs to the Minister.

I was attracted to a career with the Government, as it offered me the chance to work in a number of different areas of the law, be exposed to the political arena and provide me with the challenge of actually being involved in making the law, rather than simply interpreting it - and this has proven to be the case. For example, in my current position I am regularly exposed to administrative law, intellectual property law, contract law, employment law, litigation and legislative issues. I have also been fortunate in that I work in a very supportive and nurturing team, and have found that the public service encourages growth, team work and development.

I would highly recommend a career with the public service, and for me, a graduate career was a great way to enter the public service. To apply for Public Service jobs, view <http://www.apsjobs.gov.au/> and keep an eye out for graduate positions.

All the best!



"From week one I have worked on interesting projects. The Graduate Program at Treasury is well-run, super-organised and has a great reputation. You will learn a lot about parliamentary processes, policy development and the design of legislation. All up, it's been a very exciting and rewarding year."
Ivar - LLB



Australian Government

The Treasury

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About Treasury...

Treasury is a central policy agency within the Australian Public Service (APS) and is the government's premier adviser on economic issues. Our mission is to improve the wellbeing of all Australians by providing quality advice to the government and assisting with the implementation of key policy initiatives.

Treasury monitors and advises on a range of economic issues, but the scope of work that Treasury is involved in goes beyond economics. Developing crisis management arrangements for banks and other financial institutions, the 2011 Tax Forum, and the production of the Federal Budget are just a few of the many issues that our employees are involved in.

If you have an interest in public policy and are looking for a challenging and rewarding career with the potential to impact the lives of all Australians, then Treasury could be for you. As a law graduate you could find yourself working on designing tax policy and legislation, progressing tax treaty negotiations with key investment partners or helping to increase the effectiveness of the oversight of the finance sector.

The Graduate Development Program...

Treasury values the professional development of all staff. As a graduate you will participate in the Graduate Development Program for the first 12 months of your career at Treasury. The Program provides you with formal in-house and external training to ensure that you have the necessary skills to succeed in your role. In addition, you will have the opportunity to participate in key events such as the Budget lock-up and post-Budget question time. You will also be supported by senior Treasury staff through extensive on-the-job training and mentoring.

Based in Canberra, Treasury offers graduates 3 six month rotations, which gives you the opportunity to gain exposure to a broad range of work undertaken in the Department as well as develop strong networks within Treasury.

What we are looking for...

Treasury is seeking graduates with a genuine interest in public policy and making a difference to people's lives.

We are looking for graduates with a strong academic record in one or more of the following areas of study: Law; Economics or Econometrics; Business/Commerce; Finance; Taxation; Mathematics/Statistics; Political Science; Public Policy; and related disciplines.

We are also recruiting corporate graduates with qualifications in one or more areas of human resources, psychology, accounting, financial management, information technology, communications, marketing or web/graphic design.

How to apply...

Applications for the 2013 Graduate Program open on **1 March 2012** and can be submitted online at www.graduates.treasury.gov.au. Applications close at **11.30pm (AEST) on 1 May 2012**.

Internships...

Treasury has opportunities for third and fourth year students to undertake an internship during their semester break. The internship involves a 6 to 12 week placement in Canberra, with opportunities to be involved in public policy. Applications for our internship program open in June 2012. Please visit <http://treasury.gov.au/content/internships.asp> for further information.

Further information?

For further information about the graduate program, or to read testimonials from previous Treasury graduates, please visit www.graduates.treasury.gov.au or contact the Graduate Coordinator at graduate.recruitment@treasury.gov.au or telephone (02) 6263 3298.

ACT Department of Public Prosecutions

The ACT DPP

In prosecuting matters, the Director acts on behalf of the community. Prosecutors have strikingly been called “ministers of justice”, a phrase which sums up the unique position of the prosecutor in the criminal justice system. It has been said that prosecutors must always act with fairness and detachment with the objectives of establishing the whole truth and ensuring a fair trial.

Although the Office does not have clients as such, in performing its functions the Office works closely with the Courts, the legal profession, police and other investigators, victim’s representatives and other government agencies. The DPP must also ensure that appropriate consideration is given to the concerns of victims of crime.

What do we offer?

- Fast paced and interesting working environment;
- Genuine advocacy experience;
- A collegiate team of lawyers committed to professional development;
- Strong mentoring culture; and
- Exposure to complex legal issues and the opportunity to contribute to the administration of criminal justice.

What do we look for?

- Candidates with a genuine interest and passion for the criminal law;
- Advocacy experience or a demonstrated ability in this area;
- The ability to be flexibility, operate under pressure and work to tight deadlines;
- The desire to work in a team environment; and
- Well developed interpersonal and communication skills.

Opportunities

ACT DPP from time to time offers placements to law students wishing to complete their Practical Legal Training (PLT) component of their professional qualifications. Applicants should register their interest by writing to the Office enclosing an up to date curriculum vitae and academic transcript. Applicants should tell us when the placement would commence and end and also include short summary of why the applicant would like to do their PLT at the ACT DPP.

The ACT DPP also has an employment register that can be found at www.dpp.act.gov.au.

Eligibility

Lawyers at the DPP must be admitted as legal practitioners in the ACT Supreme Court or equivalent.

1. What interests you about the criminal law?

While I enjoyed studying criminal law at university, it was only once I saw it in practice as a judge's associate that my interest in it really peaked. Criminal law is seldom boring – there is always something different, whether in the circumstances of an offence (and here the truth is often stranger than fiction) or in the law itself, which is constantly evolving. While it may seem obvious to some, it was only after observing it in practice that the importance of the criminal law in maintaining social order in a civilised society really became apparent to me. That, as well as the unique display of humanity heard through the personal stories of victims of crime or from defendants themselves, sparked my interest in practising criminal law.

2. Describe your day to day practice?

As a prosecutor, I manage my own criminal practice, which includes matters in all stages of a prosecution. A typical day would usually include considering briefs of evidence to determine whether there is enough evidence to prove a charge and whether it is in the public interest to prosecute. It would also include appearing in Court in contested hearings, sentences or bail applications, or as an instructing solicitor in Supreme Court trials. I also spend a large part of my day reading – whether it be judgments, sentencing remarks, victim impact statements, witness statements or Court-ordered reports. If I have upcoming hearings, my day may differ slightly in that it would also include proofing witnesses. That involves meeting witnesses to talk about the evidence they will give and to explain to them Court procedures. I will also spend time in the days prior to a hearing thinking about what the defendant is likely to say, and what I need to put to him or her in cross-examination.

3. What is it like to work at the DPP? Do you enjoy it?

I enjoy working at the DPP immensely. I feel the role of a prosecutor is important, and I feel privileged to work as one. It's a great job which I find to be both challenging and rewarding. With the position comes a high-level of responsibility; a prosecutor has the ability to affect the outcome of a matter. From submitting that the only appropriate penalty in a certain case is full-time imprisonment to suggesting that a Court take account of a defendant's otherwise good character and give him or her an opportunity to rehabilitate in the community, a prosecutor's submission can impact on a person's most fundamental right: their liberty. The role calls for people who can represent a cross-section of the community, are fair and impartial, and have a sense for justice. It is important work, and I thoroughly enjoy doing it.

4. What are the challenges?

Prosecutors have a high-degree of responsibility and can have a heavy workload, which can be challenging if not properly managed. It can also be challenging responding to the Bench, particularly when a magistrate or judge has just thrown you a curve ball. The ability to think quickly on your feet is a must for a prosecutor. Prosecutors can also be exposed to violent, depressing or confronting material, and one must have outlets and a healthy work-life balance to be able to cope with that.

5. What sort of lawyer should pursue a career as an advocate?

It's a fallacy that you have to be "born a good advocate". There are techniques and skills that anyone can learn which will make them a better advocate. That said, a strong-minded lawyer who enjoys public speaking and who is able to articulate their argument confidently and persuasively will be well-placed in pursuing a career as an advocate.

Community Law

Kelly Browne, Legal Aid

While completing my Graduate Diploma of Legal Practice, I worked as a paralegal in the Family law / Care & Protection section of Legal Aid ACT. I had the opportunity to be involved in running matters and to learn from highly skilled and committed solicitors.

The legal work carried out by Legal Aid is gutsy. Working there provides an authentic insight into the challenges and rewards of providing legal services to disadvantaged people.

What struck me most about the Legal Aid practice was the holistic approach adopted by solicitors. Many of the solicitors have previously worked in a different field, such as social work and teaching and these skills were transferred into the way they assisted clients. Solicitors went beyond merely resolving the client's legal problem by looking to understand the social and economic issues the client faced. The end result of this kind of practice is better long term outcomes for clients.

If you are passionate about using your legal skills to help disadvantaged people, I strongly suggest you approach Legal Aid or check out their website for employment opportunities.

Volunteers and Workshop Placements

Legal Aid encourages volunteers, although capacity is limited. Students interested should forward their resume to hr@legalaidact.org.au. See <http://www.legalaidact.org.au/aboutus/workingatlegalaid/workexperience.php> for more details.

Legal Aid Clinic

Students can get involved with the Legal Aid clinic through enrolling in the Clinical Youth Law Program course, LAWS 2267. Please note that applications to enter the program are due before enrolment is permitted.

Other Useful Community Law Sites – ACT

Consumer Law Centre ACT: <http://www.carefcs.org/>

Environmental Defenders' Office Inc: <http://www.edo.org.au/edoact/>

Welfare Rights and Legal Centre: <http://www.welfarerightsact.org/category.php?id=5>

Women's Legal Centre ACT: <http://www.womenslegalact.org/>

Youth Law Centre ACT: <http://www.youthlawact.org.au/index.html>

Interstate

Immigration Advice and Rights Centre: http://www.iarc.asn.au/Employment_and_Volunteering

National Children's and Youth Law Centre: <http://www.ncylc.org.au/>

Associateships

Pauline Thai

(Pauline worked as Associate to the Honourable Justice Virginia Bell of the High Court of Australia from 2011-2012)

My reasons for applying for an associateship

In my first year of law school, a wise academic informed me that the study of law is, in some respects, akin to swimming. In order to comprehend the complexities and subtleties of legal doctrine, students must be willing to dive into the deep end and immerse themselves in the sea of judgments and writings of eminent scholars. A position as a judge's associate is ideal for those graduates who are eager to continue their immersion in the law.

By the time of my penultimate year of law school, I had decided that I wanted to pursue a legal career. I had developed a passion for several diverse areas of law. I enjoyed all aspects of mooting – constructing legal arguments, exposing weaknesses in an opponent's case, and thinking on my feet. A few people suggested that I apply for an associateship. After conducting some research, I applied for a position as associate to Justice Bell. I was fortunate enough to be offered the position.

Applying for an associateship

In the High Court, associates are generally appointed for the duration of one year. It is advisable to apply at least two years before you intend to commence the associateship. It is not uncommon for judges to appoint their associates two to three years in advance. High Court judges do not generally advertise associateship positions. In order to find out when these positions are available, contact the current associate of the judge.

Your application should consist of a cover letter, curriculum vitae and academic transcript. The cover letter should be no longer than one page. Demonstrate your ability to write concisely and precisely. Articulate your reasons for applying to the particular judge. You may also wish to provide written references from academics or employers. The application should be sent to the chambers of the judge to whom you are applying.

Working as an associate

An associate has the unique opportunity to observe the process of judicial decision making. The precise nature of an associate's work will depend on the requirements of the particular judge. Generally, I assisted with preparation for hearings, conducted research on a wide variety of legal issues and proofed judgments. My knowledge of the law broadened significantly. Working closely with and being mentored by Justice Bell was invaluable. I also formed close friendships with the other associates at the High Court – a group of enthusiastic and inspiring people who had diverse backgrounds and interests, but were united by their love of the law.

Conclusion

My experience as an associate was enriching and exciting. It fostered my passion for exploring complex and unsettled legal issues. It reinforced my aspiration to work in the law. I would

recommend the position to anyone who wishes to pursue a career in the law, particularly those who are interested in going to the Bar.

PART IV

INTERNATIONAL CAREERS

United Kingdom

Admission

Australians seeking to be admitted in the United Kingdom are generally required to sit the Qualified Lawyers Transfer Test (QLTT) and satisfy other eligibility criteria as prescribed by the Qualified Lawyers Transfer Regulations 1990.

Prior to sitting the QLTT, applicants must obtain a certificate of eligibility from the Solicitors Regulation Authority. In order to obtain the certificate, applicants must prove that they are suitable for admission as a solicitor in England and Wales by disclosing all convictions and other relevant matters.

The QLTT covers four subject areas:

1. Property
2. Litigation
3. Professional conduct and accounts
4. Principles of common law.

Applicants may also be required to satisfy a two-year legal experience requirement, which includes an element of practice within England and Wales. However, applicants are also able to apply for an exemption to the above criteria on the basis of their prior legal experience. Foreign lawyers may also work in the United Kingdom without qualifying for admission. However they cannot appear before the courts.

Immigration

Australians seeking to work in the United Kingdom must obtain a working visa. Australians are able to obtain a Business and Commercial work permit through their employer in the UK when there is a genuine need for an employee and the job cannot

be filled by a suitably qualified and experienced resident worker. In order to be eligible for the permit, the applicant must have a higher national diploma (HND) or degree-level qualification that is relevant to the occupation. Alternatively, an applicant may be eligible where the occupation is listed on the shortage occupations list.

Australians may also be eligible to work in the United Kingdom under the Highly Skilled Migrant Program. In order to be eligible under this program, applicants must obtain a certain number of points across a range of criteria including qualifications, earnings, experience and age.

The Highly Skilled Migrant visa lasts for 24 months, with an option to renew for a further 3 years. Under this category of visa applicants are not required to have a standing job offer.

Applicants seeking to obtain a visa under the Highly Skilled Migrant Program can apply from within the United Kingdom, when they hold a visa that allows for transfer to a Highly Skilled Migrant Visa. They can also apply for 'entry clearance' prior to migration.

Further Information

For further information on admission requirements see:

<http://www.lawsociety.org.uk/>.

For further information on immigration see:

<http://www.ind.homeoffice.gov.uk/>.

The International Division of the Law Society of England and Wales runs a useful website detailing admission requirements for various other jurisdictions, see:

<http://international.lawsociety.org.uk>.

Internships

Freshfields Bruckhaus Deringer

- Process involves registration, then completing an online application and verbal reasoning test
- Graduate jobs: students in their penultimate year are advised to apply after the semester 2 results are released.
- Trainee intakes are in February and August
- Check out: <http://careers.freshfields.com/global-careers/en/uk/trainees.aspx>
- Vacation program: runs for 3 sets of 2 weeks in the London office

Allen & Overy

- Graduate jobs: graduates wishing to commence in March and September 2014 can apply online from 1 June to 31 July 2012.
- Vacation program: applications for the winter 2012 vacation programme will be accepted from 1 October to 31 October 2012.
- Check out: <http://www.aograduate.com/apply.html>

United States of America

Admission

Admission requirements in the United States are different in each State. In every State applicants are required to sit a bar exam and satisfy the relevant admission authority that they are of good character. The bar exams and character tests applied to individual applicants vary between jurisdictions. For a summary of the admission requirements for each State see the National Conference of Bar Examiners and American Bar Association Section of Legal Education and Admissions to the Bar, *Comprehensive Guide to Bar Admissions* (2009), which can be found at: http://www.ncbex.org/fileadmin/mediafiles/downloads/Comp_Guide/CompGuide.pdf.

Many foreign attorneys seek admission in California and/or New York, which are considered by many to have the most difficult bar exams. Applicants in these jurisdictions can expect to sit a number of difficult exams over several days, including a Multistate Professional Responsibility Exam. Failure rates amongst foreign attorneys are high. Exams in California and New York are administered every February and July. Many applicants undertake Bar Review courses in preparation for the exams.

In some States, the bar may require that an applicant take additional courses in US law at an ABA approved law school. Alternatively, or in addition, they may take into account time spent in practice in the applicant's home jurisdiction. Applicants should contact the relevant State bar association.

An alternative option for foreign lawyers is to practice with a Foreign Legal Consultant License (available in 28 States). This allows foreign lawyers to engage in restricted legal practice within a State, based on their home jurisdiction qualifications and experience.

The participating States are Alaska, Arizona, California, Connecticut, the District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Louisiana, Massachusetts, Michigan, Minnesota, Missouri, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Utah and Washington. The relevant state regulatory body will provide the applicable rules and a comparative table can be viewed at the American Bar Association website or in the Americas section of the International division of the Law Society of England and Wales website.

Immigration

Australians seeking to work in the United States must obtain a work visa. Australians may apply for the special E-3 Visa which permits Australians to work temporarily in specific occupations. The visa applies to Australian citizens only. It allows individuals to bring their spouse and children. In order to qualify for the visa, the applicant must have a job offer from an organization in the US prior to departing for the US. The visa can be obtained from US consulates in Sydney, Melbourne and Perth but cannot be obtained from inside the United States.

The E-3 visa covers occupations that require a bachelor's degree or higher degree as a minimum.

Applicants must satisfy the definition of 'specialty occupation' contained in the Immigration and Nationality Act. The term of the visa is 24 months, renewable indefinitely. Those who are not eligible for an E-3 visa may apply for a B-1 or B-2 visa.

Further Information

For further information on admission requirements see: <http://www.calbar.org>; <http://www.nybarexam.org/>.

For further information on immigration see: <http://canberra.usembassy.gov/>.

Internships

Jones Day: applications can be made for summer internships for offices in Chicago, Dallas, Pittsburgh, San Francisco, Silicon Valley and Washington DC through <http://selfapply.jonesday.com/apply/redefault.aspx?FilterREID=2&FilterJobCategoryID=3>.

Sidley Austin: applications can be made for summer internships for offices in Chicago, Dallas, Los Angeles, New York, San Francisco and Washington DC through <http://www.sidley.com/careers/northamerica/lawstudents/applying/>

China

Admission

Foreign lawyers are tightly regulated in People's Republic of China (PRC). They are not able to advise or act in relation to Chinese legal issues. Instead, most foreign lawyers are limited to the practice of the law of their home jurisdiction. Foreign lawyers working for international law firms are not generally admitted. However, some commentators have noted that some foreign lawyers currently undertake advice, contract and due diligence work within China. There is debate over the proper role for foreign lawyers within China and some commentators suggest that restrictions will be relaxed further in the years to come.

Chinese citizens seeking to be admitted in China should refer to the Ministry of Justice's website. This website sets out the educational and professional requirements associated with admission. It also sets out the requirements in relation to the National Judicial Examination.

Since 1992 foreign law firms have been allowed to operate representative offices in the PRC. The Ministry of Justice recently indicated that 114 firms do so.

The State Council establishes regulations for the services that foreign law firms can provide. They are:

1. consulting services regarding the laws and relevant international treaties and usual practices in the country in which the lawyers of the overseas law firm have obtained licenses (eg Australia, the USA, UK etc)
2. handling the legal affairs by their Chinese clients or Chinese law firms relating to the country in which the lawyers of the foreign law firms have obtained licenses (eg Australia, the UK etc).
3. representing their foreign clients in entrusting Chinese law firms to handle legal affairs in China;
4. maintaining long-term business relationships with Chinese law firms to handle Chinese legal affairs; and
5. providing general information about China's legal environment, but not interpreting Chinese laws.

Immigration

Australians seeking to work in China require an Employment Visa (Z Visa). In order to obtain an Employment Visa, Australian citizens must arrange for their employer in China to obtain an Employment Permit and Visa Notification. These documents must be submitted, together with an application form, passport and photographs. The Employment Visa is valid for three months.

Holders of the visa must apply for a residence from the local Public Security Office within 30 days of arriving in China. Accompanying family members may also be allowed to enter on an Employment Visa. General restrictions including health and character requirements must also be satisfied.

Further Information

For further information on admission requirements see:

http://www.legalinfo.gov.cn/english/node_7590.htm.

For further information on immigration see:

<http://au.china-embassy.org/eng/>.

Hong Kong

Admission – Graduates

Australian graduates wishing to practice in Hong Kong as a solicitor or barrister are required to complete a Postgraduate Certificate in Laws (PCLL) and undertake either trainee work (as a Solicitor) or a pupillage (for Barristers).

In order to qualify for admission to the PCLL, an applicant must hold a degree from a common law institution. The must also demonstrate that they are competent in the subject areas of: Constitutional law, Contract, Criminal law, Land law, Tort, Equity, Civil Procedure, Criminal Procedure, Evidence, Business Associations, Commercial Law, Hong Kong Constitutional Law, Hong Kong Legal System and Hong Kong Land Law (or subjects that are recognized as equivalent to the above).

Ordinarily, graduates undertake top-up courses in the three Hong Kong specific subjects (Constitutional Law, Hong Kong Land Law and Hong Kong Legal System). Top-up courses include: study as a 'visiting internal student' in one of the Hong Kong institutions which awards LLBs; a Graduate Diploma in English and Hong Kong Law; or, passing the subjects as part of the Hong Kong Conversion Examination for the PCLL.

Admission – Overseas Lawyers

Australian lawyers who are already admitted in Australia and wish to practice in Hong Kong can apply for direct admission as 'Overseas Lawyers'. Those wishing to qualify as an 'Overseas Lawyer' must have 2 years post-admission experience in their jurisdiction of qualification, have good standing within that jurisdiction and they must pass the Overseas Lawyers Qualification Examination (OLQE). The OLQE involves five examinations in the areas of Conveyancing, Civil and Criminal Procedure, Commercial and Company Law, Accounts and Professional Conduct.

Applicants must also satisfy basic residency requirements.

Immigration

Australians wishing to work in Hong Kong must obtain a work visa prior to arrival. Special visas exist for professionals seeking to work in Hong Kong. These visas are granted under the General Employment Policy (GEP).

A different scheme applies to Chinese nationals, though Chinese nationals may be able apply where they have overseas permanent residency or have been residing overseas for at least one year prior to application.

Applicants are generally required to provide evidence of: a degree in the relevant field; a genuine job vacancy; a confirmed offer of employment for a job that is relevant to academic qualifications and that cannot be readily taken up by the local work force; and, details of remuneration.

Further Information

For further information on admission requirements see: <http://www.hklawsoc.org.hk>.

For further information on the PCLL (for example): <http://www.hku.hk/pcll/>.

For further information on immigration see: <http://www.immd.gov.hk>.

Internships

Davis Polk

- Applications for our summer 2012 vacation schemes must be received by February 1, 2012. Applications for our winter 2012/2013 vacation schemes and 2014 training contract must be received by August 1, 2012.
- Check out: <http://www.davispolk.com/careers/vacation-schemes/>

Canada

Australian graduates must apply to the National Committee on Accreditation, which is a committee of the Federation of Law Societies of Canada. The Committee will then evaluate the credentials and experience of the applicant. It may issue a Certificate of Qualification or recommend further study.

In considering the application, the Committee will have regard to the academic and professional background of the applicant, including: the country in which the applicant studied law, the courses studied by the applicant, the nature of the degree-granting institution, any professional qualifications and the length and nature of the applicant's professional experience.

The Committee may recommend that the applicant: sit exams in specific areas of Canadian law; study specific courses at a Canadian university; or, complete an LLB at a Canadian university.

The law societies of the provinces regulate admission to practice in Canada. To be admitted to practice a candidate must:

- possess a law degree from a recognized law school, and
- serve a period of apprenticeship known as articling under the supervision of a qualified member of the law society.

To be admitted to the Quebec bar a candidate usually has to possess a law degree from a law school teaching civil-law.

The law society of each province also administers a bar admission course that must be completed successfully before a candidate may be admitted to the bar. The bar admission courses cover a wide range of topics and focus on the knowledge, skills, and attitude expected of an entry-level lawyer in competent and professional practice. Assessment is based on these requirements.

Some Law Societies will allow foreign qualified lawyers to become Foreign Legal Consultants. It is possible for overseas lawyers to become registered as foreign legal consultants in Canada.

Immigration

Australians wishing to immigrate to Canada for the purposes of practicing law for a temporary period require a Work Permit that specifies the employer and the length of the permit. Ordinarily, your employer is required to obtain a positive labour market opinion on your job offer from Human Resources and Social Development (HRSDC).

Spouses and children can also immigrate, providing that they satisfy the general temporary residency requirements. Family applications can be made to avoid completing separate applications.

Permanent migration to Canada to work as a lawyer would involve selection as permanent residents based on their education, work experience, knowledge of English and/or French, and other criteria that have been shown to help them become economically established in Canada.

Further Information

For further information on admission requirements see: <http://www.flsc.ca/en>.

For further information on immigration see: <http://www.cic.gc.ca>.

For further information on law societies of provinces and registration as foreign legal consultant see:
<http://www.flsc.ca/en/foreignLawyers/flc.asp>