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**Careers Guide 2014**



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# A Word from the President **Alexa Milosevic**



This 2014 Careers Guide provides information on the fantastic opportunities available at top Australian and international law firms. It should also serve to help you consider your options, allay any worries you may have about the application process, and encourage you to seek out more information on a particular firm or field. I strongly encourage you to talk to current or recent clerks and graduates of these firms, so you can get the best indication of whether a certain firm is the right fit for you. Both the Careers Fair in March and the LSS Clerkship Night in May, provide excellent opportunities to do this.

In addition to information about private law firms, there is also information about public law opportunities, associateships and international careers. A law degree from the Australian National University is incredibly valuable, and opens many doors to a wide range of professions and fields. It goes without saying, but it is impossible for any careers guide to cover all the options that are available to you after you graduate. We do, however, believe that this Guide provides a strong starting point for you, and we hope that you find it useful!

If you wish to discuss anything within the guide, you can contact the LSS Careers Vice-President Vivian Wei at [lsscareers@anu.edu.au](mailto:lsscareers@anu.edu.au), or myself at [lss@anu.edu.au](mailto:lss@anu.edu.au).

I wish you the best of luck in whichever career path you choose to embark on!

**Alexa Milosevic**  
2014 ANU LSS President



# Cover Letter Tips

## Vivian Wei

### A Guide to Writing Cover Letters

The process of writing a cover letter is akin to scraping your fingernails down a chalkboard. It's cringe-worthy, painfully time-consuming and definitely that last thing you'd elect to do on a lazy sunny afternoon. Yet, should you desire to obtain that oh-so-valuable-yet-oh-so-unattainable-

clerkship, it is an inevitable process you must undertake.

When it comes to writing a cover letter, your mindset is incredibly important. Determination, patience, courage and willingness are necessary elements not only complete the task, but complete it well. Remember, the cover letter is the first thing a firm will look at in your application. 9 times out of 10, it will be the deciding factor as to whether you will get a first round interview. First impressions count – especially when the recruiters can only get a glimpse of you through paper.

I guess if you're reading this, it's all pretty clear that cover letters are super-duper important in the process of obtaining a job. So I'll cut to the chase and scaffold some general tips and tricks which may help ease that process of completing the dreaded cover letter.

#### Step 1: Research

*'Knowledge is power.'*

Make sure you do your research. And I mean it. Not that half-hearted research that you might do when writing a research essay for legal theory where you might get away with just skimming the introduction and the conclusions of theorists, but serious research. HR departments can distinguish a standardized cover letter from the word 'go' and your application won't even make it past the starting line. So here is what you need to know:

1. Know the firm.
  - What are their strengths? What areas do they practice? Have they tackled any big cases recently? What is their ethos? Recent mergers? What is their client demographic? Knowing the answers to all of these questions (and more) will ensure that you are a connoisseur of their firm and aid you on your quest to glory.
    - i. Tip: Go beyond the firm's website. Find alternative sources of information such as The Australian's Legal Affairs section, The Australian Financial Review and Lawyer's Weekly. Become a member of the state's Law Society in which the firm is located. Subscribe to the newsletters and magazines. Firms often write articles in such places to market themselves. So use it!

2. Demonstrate that knowledge.

- There is absolutely no point in knowing all this information and not utilizing it to the fullest. Mention tidbits of what's been going on recently in the firm throughout your cover letter. Demonstrate that you are well-informed and personally invested in the firm's affairs. Keep the recruiters interested and your cover letter will have done its job.
  - i. Tip: Make a list of all the information in a separate document in the order of which bits you believe are most relevant for use in your application.

## Step 2: Structure

*'With great power, comes great responsibility'*

Of course once you've done all this research, you will now need to decide on a structure for your cover letter. Structure is key – it not only helps the reader organize their thoughts and opinion of the content but it will also demonstrate your skill in writing. As law students, we are expected to possess a high level of skill in writing and structure is a huge part of this. Here is a generic guide to structure if you are really struggling:

1. Introduction
  - Keep your introduction short and sweet.
  - Don't forget to include what position you are applying for.
  - Perhaps mention what degree(s) you are undertaking and if you're not completely mortified by your average grade/GPA, go ahead and mention that too.
2. The firm and you – a beautiful couple.
  - This is where you demonstrate that knowledge.
  - Make a confession – what attracted you to the firm in the first place?
  - Honesty is always the best policy because whatever you write in your cover letter may be used to test you if you are offered an interview.
3. Release your inner diva
  - Let's get personal. What is it about you that makes your relationship with the firm click?
  - What can you offer the firm? Talk about your personality, skills and attributes that may help you fit in with the 'vibe' of the firm.
  - Make sure the things you talk about are unique to you and can help you stand out from the crowd.
4. But seriously – why do you want this?
  - Demonstrate why you want this position at this particular firm. Think about practice areas, the culture and reputation of the firm and other things you may have come across during your research.
5. Your Happy Ending
  - Conclude by thanking the firm for considering your application and welcome the opportunity for them to expand on your application should they desire to.

### Step 3: Edit, Edit, Edit

*'Be a master of your own design.'*

Perfection is pretty much unattainable but try and get your cover letter to as close as perfect as possible. Two key things:

1. Length
  - You should never go beyond one A4 page in length. General consensus is that a cover letter should be ~450 words (nowhere as near as long as this article hah).
2. Proofread like there is no tomorrow.
  - Don't let a typo be the end of you. Check that auto-correct is not set to the American spelling.
  - Ask your friends to proofread your cover letter. Don't be ashamed of what you've written – everyone has written a cover letter at least once in their lifetime.
  - Print out your drafts and go over them by hand. Pretend you're a marker and make edits with a red pen.
  - Read over your cover letter on another day. Fresh eyes can often find things you've missed and may also give you fresh inspiration.

Step 4: Release your baby into the wilderness to be growled at and torn apart by wild beasts and predators.

This step is pretty self-explanatory. Once you've done all of the above, toughen up and just send it! Remember to sign-off the letter with your full name and check that you've addressed it to the right firm. Understandably, most of you will be applying for several firms, however for the successful candidate, this lengthy process must be repeated for each individual firm.

So all in all, persevere, be confident and good luck with writing your cover letters. =)

**Vivian Wei**

2014 ANU LSS Careers Vice-President

# Writing a CV

## 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 amazed 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!

**Rob Anderson**



# Interview Tips

## Jarrod Cusack

Interviews can be stressful, especially if you haven't had many in your life. Here are some tips that I've picked up over the years. I've found they've helped in a range of interviews, not just law firms!

### **1. Don't doubt or second guess yourself**

You've made it through to the interview stage, and you should be very proud of that. Don't worry about who else may have received an offer for an interview and those who didn't – the fact that you received an interview means you are in the running.. You would not have received an interview if the firm didn't think you have something to offer them. Doubt will distract from your preparation, and lack of confidence in yourself and lack of conviction in what you are saying will show through.

### **2. Prepare for your interview**

This really covers two areas – research and organisation.

Research: You'll see this in a lot of information that the firm you've scored an interview for sends you. It will be easier to research some firms more so than others, but put the skills you've gained over years at law school to work! If you can't find any information on the person interviewing you, prepare questions for someone in their position. For example, if a first year lawyer is on your interviewing panel, ask general questions about their interactions with partners, how likely it will be that a clerk can sit in on meetings or court sessions etc. Prepare a couple of questions for each person interviewing you, and don't be afraid to ask the question, or any question that pops into your head during the interview.

Also, be prepared to answer questions about your work history, your grades, your honours topic (if you are doing honours), your hobbies, and why you've applied for their firm. They may ask about your worst grade or your best – this gives you an opportunity to talk about your strengths, and explain why some marks may be lower than others. Remember – bad grades are not a deal breaker, and you may not be asked about them at all.

Organisation: It sounds simple, but make sure that you are organised for your interview. Have your interview clothes ready the night before (even if you have an afternoon interview), make a list of things you need to do on the day before the interview, double check your email to make sure you've got the correct interview time, and make sure that you know where the office that the interview is being held in is! You may also be asked to bring things (such as ID or a certified copy of your transcript) – make sure that you have these prepared well before the interview.

### **3. Make a good first impression**

This is a really simple thing. Aim to arrive 15 minutes early, and if something happens beyond your control will make you late, ring as soon as you can to let them know and see if you can make alternate arrangements.

Make sure you smile, make eye contact, and are polite to everyone you see in the office. A good first impression can go well, so make it count!

### **4. Be calm, composed, and above all be yourself!!!**

Smile, chat, and make sure that your body language is confident and open. It is far easier to convey a message to people if they can see that you believe it, and that you look like you want to be there.

And be yourself! I cannot stress this point enough – law firms are hiring people, not grades, and want to know that you are the right fit for the firm. A simple way to do this is to just answer honestly. For example, if they ask what you do to relax, it is ok to say that you watch movies, sport, go for a run, etc. They don't expect you to spend spare time reading cases or journal articles.

Being yourself also helps with nerves – it is far easier to remain relaxed and answer questions when you are giving honest answers!

### **5. Don't sweat the small stuff**

If you take longer to answer a question than you'd like, or you have a mind blank, its ok. Just focus on recovering and moving onto the next question that they ask.

### **6. Try to get a feel for the firm during the interview**

Interviews are as much about the firm finding the right person as you finding the right firm. See how comfortable you feel in the office, how well you relate to the people interviewing you, and the answers they give to your questions. This can be invaluable if you receive more than one offer.

**Jarrod Cusack**

**Ashurst Canberra Clerk 2012/2013, Graduate 2015.**



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# LEGAL JOB SEARCH MYTHS



## **I CAN USE THE SAME RESUME FOR ANY POSITION, OR ANY FIRM... ALL I NEED IS A "GENERAL RESUME".**

Targeting your resume is VITAL. You may be familiar with the clerkship and graduate opportunities that are promoted and distributed through the state based Law Societies every year... if not, further information is available at the Careers Centre. These positions, for example, usually have a common opening and closing date, but don't be fooled into thinking that one size application will fit all jobs!!!

Look at it from the firm or organisations point of view. For a clerkship or graduate program, YOU represent a major investment of time and money for each organisation. Therefore... they need to know that you want to work for them in particular!



## **ALL FIRMS ARE LOOKING FOR IS GREAT GRADES... THEY'RE THE ONLY THING THAT REALLY MATTER!**

Grades are important, BUT they are only part of the selection process. Each firm usually has an ideal candidate in mind. This will vary from firm to firm, but communication and teamwork are always somewhere in the mix. So the trick is to show the employer the skills you already have in these areas... sport, casual work, study abroad, clubs and societies... all these things are part of your story. Firms DO look at grades, but they look at other aspects of your experience as well. Make sure your application reflects who you are, not just what you have studied, and be ready to talk about your experiences at interview. Most employers are trying to use your PAST behaviour to predict your future behaviour... so usually there is a lot more to it than just your marks. And, by the way, don't use your experience in tutorials to demonstrate your ability in a team – what university student HASN'T had experience in tutorials?



## **IF I AM BUSY, IT'S OKAY FOR ME TO JUST USE AN OLD APPLICATION AND THEN REALLY PUT IN THE HARD YARDS WHEN I GET SELECTED FOR INTERVIEW.**

Do the maths. If a firm has say, 5 positions, they typically interview about 30 students out of potentially hundreds of applicants. So the application has to be spot on! HR people tell us every year that they reject outright loads of applicants who are claiming that they desperately want to work for firm X when the application is for firm Y! Hardly surprising, but the lesson here is that cutting and pasting is dangerous. Get some feedback via a drop in session BEFORE you submit... chances are we will know what an employer is looking for.

## **Don't make these mistakes on YOUR applications!**

Congratulations on choosing to study Law at ANU – you are in good company, as the College of Law has a great reputation with people who recruit law graduates.

If you are beginning to think about your Law Career, the ANU Careers Centre is here to help you with all aspects of your career development, from finding that all important casual job, to helping you land that first graduate job.

From big end of town to government; from the United Nations to a small boutique solicitor, we have contact with prospective legal employers almost daily, and can assist you to identify which option best suits your interests, skills and values.

Many students find it useful to have a chat with a qualified careers counsellor to help clarify what career they would like to pursue. Book an appointment online using Carerhub, or come in and see us at drop ins, which are held three times a week (Mondays, from 11am-12:30pm; Wednesdays 2:00pm-4:00pm and Fridays 9:30am-11:30am.)

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A little about what we offer

King & Wood Mallesons is helping clients across the globe to make smart choices to shape their future success. As a global law firm, over 2,700 lawyers in 30 international offices are cutting through the challenges facing business and providing commercial solutions that are transforming the way legal services are delivered. Our ability to connect emerging opportunities with market leading capability is pushing the frontiers of what can be achieved - connecting Asia to the world, and the world to Asia.

And, we want you to be part of this story.

■ Here is a snapshot of what we offer:

**Vision:** to create a global law firm, headquartered in Asia

**Colleagues:** over 550 partners and 2,700 lawyers

**Reputation:** over 100 international and Asia-focused awards and 50 top-tier rankings, the go-to firm for inbound and outbound China investments

**Locations:** strategically positioned in the world's growth markets and financial capitals with 30 international offices and the only global law firm network to be headquartered in Asia

**Clients:** from global financial and corporate powerhouses to blue-chips, pioneers and decision makers across the globe (some for over 180 years)

■ Our programs

Seasonal clerkship program

**Applications open:** Wednesday 18 June 2014

**How to apply:** Via our online application system at [www.kwm.com/careers](http://www.kwm.com/careers)

■ Details of the Seasonal Clerkship Program

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 King & Wood 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 our unique culture.
- **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.

■ Your role

Clerks usually work in two practice groups.

In each practice group you'll have a supervising partner. As part of the partner's team, you'll work closely with the senior associates and solicitors in that team, and others in the practice group. It's a hands-on role, so you'll not just be watching from the sidelines. During your time in the team, you'll be involved in telephone conversations, meetings, client visits and the deals the team is working on.

Every clerk receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

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.

■ International Graduate Program

All graduates are involved in our International Graduate Program, which is designed to help you become a successful lawyer in a global market.

Comprehensive learning and development programs support your experience. It's designed to build on your skills and understanding of our areas of legal practice.

As these programs are aligned with our 3 x 6 month rotation system your learning is closely linked to "on the floor" graduate experience.

Don't worry – you'll have a supervising partner and a buddy who is there to provide you with guidance and support.

The International Graduate Program offers you the opportunity to apply for a rotation in one of our interstate or overseas offices.

King & Wood Mallesons offers a Practical Legal Training (PLT) course with the College of Law to our Australian Law Graduates, ensuring that you meet the requirements for admission to legal practice.



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People & Development Coordinator

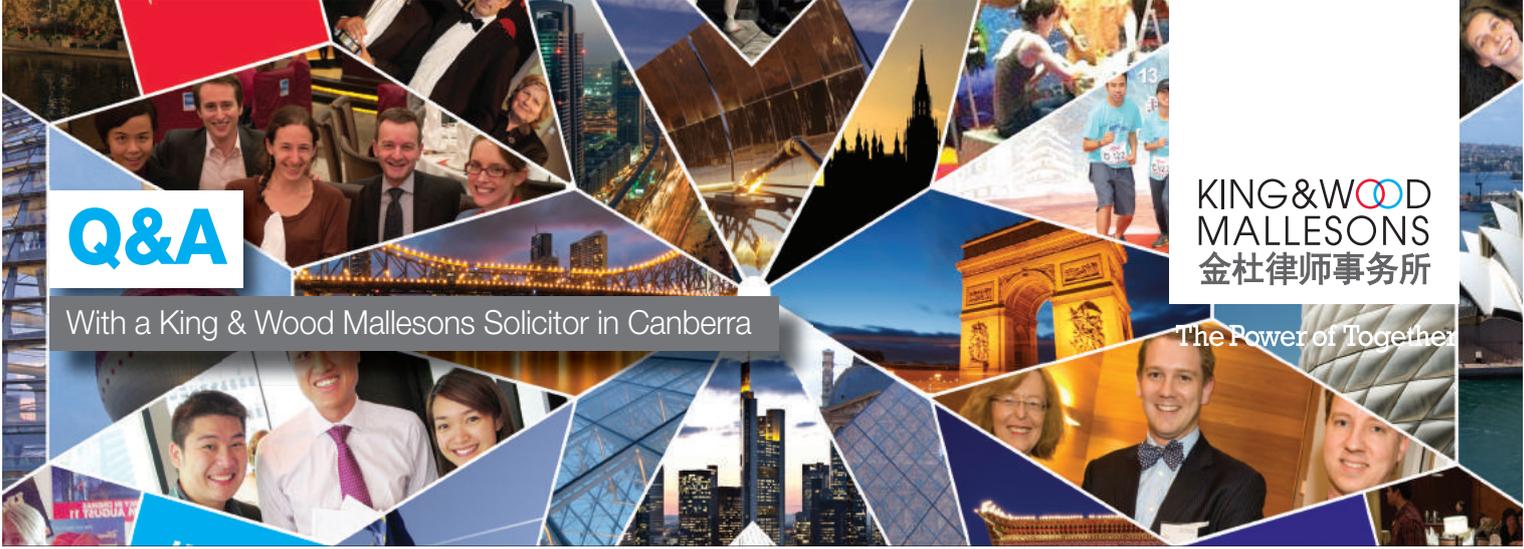
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## Q&A

With a King & Wood Malleasons Solicitor in Canberra

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Working out what to do with your law degree can be a tricky process. The 2013-2014 King & Wood Malleasons summer clerks asked one of our graduate solicitors, **Joshua Mead**, to shed light on his experience as a junior lawyer working in the Canberra office.

Joshua joined the firm as a graduate in mid-2012. Prior to this, Joshua did a clerkship with the firm in the summer of 2010-2011, and then worked as a paralegal while completing his Arts/Law degree at the ANU.

### How do I know if a top tier commercial law firm is for me?

I had no idea what a commercial law firm did when I applied for my summer clerkship. You can't really know whether or not working in a commercial law firm is for you until you give it a try. Applying for a summer clerkship was a good way to find out that this was the right environment for me.

There is no specific mould for a King & Wood Malleasons graduate. The firm works in a whole range of different areas of law which requires us to have a diverse range of people with different interests, experiences, personalities and qualifications. Working in a top tier commercial law firm means I get to work with teams of intelligent, fun and energetic people (I just hope they don't see this article with me talking about how intelligent they are).

You are likely to enjoy working at this firm if you have an interest in law, enjoy learning and want to work in a team with smart, friendly, commercially driven lawyers.

### After doing your summer clerkship, why did you choose to stay at King & Wood Malleasons?

When I first started at the firm I was struck by how friendly and down-to-earth everyone was at all levels. My supervising lawyers have always been extremely supportive. They keep their doors open and are available to me when I need help. I've made a lot of great friends here.

I also particularly like the fact that there is a strong focus on career development and training. I've gained a lot from the ongoing training sessions, as well as the constant on the job learning that comes with working in a team of junior and senior lawyers on challenging, high-level work.

I've also enjoyed getting involved in pro bono projects and community engagement. I've worked with the National Children's and Youth Law Centre, taken part in primary school education projects with the Australian Business and Community Network and even spent some time recently pruning and mowing the lawn for a community organisation in Queanbeyan.

### What sort of work does a junior lawyer get to do?

The work varies greatly depending on which practice groups you choose to do rotations in. My rotations so far have been in the Corporate Mergers and Acquisitions Team and the Projects and Real Estate Team. I've worked on matters that cross a variety of Australian jurisdictions as well as international deals and negotiations with large multi-national corporations.

Often a job will start with you attending a meeting or telephone conference with a client and your supervising lawyer. This is where you get instructions from the client and your role will be to scribble notes furiously while looking knowledgeable.

As the junior lawyer, your job will often include pinpointing the legal issues, researching legal questions, putting arguments to your supervising lawyer based on your research and having a first crack at drafting advices and contracts.

I have really enjoyed the contact I've had with clients during my graduate rotations. Building a relationship with your clients really adds to the sense of satisfaction when it comes to providing the end result.

### What are the advantages to being a graduate at King & Wood Malleasons?

I think the advantage of working somewhere like this is that you have excellent support, resources and expertise around you to help you develop from a law student to a first class lawyer. You get the opportunity to work on some of the largest, most interesting and challenging legal matters in Australia, with some of the top legal minds in the country.

During my time at King & Wood Malleasons, my graduate group alone has worked with some of the largest corporations, financial institutions around Australia and the world, as well as with government entities, on some really innovative jobs. Being part of a global law firm means we have opportunities to work with colleagues in offices around Australia and in international locations such as China, Hong Kong, Japan, Europe, the US and the Middle East.

If all of that sounds good to you, this may be the place you should start your career too!



# Possibility in everything

## ABOUT ALLENS

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Allens is a leading international law firm, with partners, lawyers and corporate services employees across Asia and Australia. We work with many of the world's leading organisations, including 55 of the world's top 100 companies and more than 75 of Australia's top 100 companies.

## WHAT MAKES US DIFFERENT

---

### It begins with our people

It's our people who make us great. It is our priority to ensure they are constantly challenged, recognised, rewarded and empowered throughout their careers.

### Our unique way of working

We adopt a flexible approach to the way we work, which builds strong and diverse teams, and is one of the reasons our lawyers tell us a career at Allens is so rewarding. You won't be limited to working with a particular partner or group. Instead, you will have the opportunity to drive your career by working with a range of lawyers and partners across the firm.

### We make the complex simple

Allens is known for the quality of its legal minds. That's why we attract some of the most complex legal work, and why our firm and our lawyers are recognised as the best in the profession.

### Our strategic alliance

Our integrated alliance with Linklaters means we are able to share resources and offer our clients a seamless service through a global network of 39 offices across 28 countries. When you join our firm, you are joining a global network, with opportunities across Australia, Asia, Europe and the US.

### Life-long learning

The learning never stops at Allens. It's woven into our culture, and makes our people better leaders as well as better legal practitioners. Along with formal technical training and development, we offer a mentor program, a buddy program, and support to pursue further education outside the firm.

## CLERKSHIP PROGRAM

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We recruit most of our graduates through our clerkship program, which gives first-hand exposure to life as a lawyer at Allens. Get involved in work as soon as you set foot in the firm. Work alongside lawyers and partners. Learn from their experience and enjoy their support.

## WHAT WE LOOK FOR

---

### Initiative

A curious mind is vital, as is plenty of initiative. The more adaptable you're prepared to be and the more energy you bring, the more you'll get out of your career at Allens. You'll be able to steer a path that turns possibilities into realities.

### Excellence

Excellence is essential; it's a guarantee we give our clients. Intellectually rigorous, driven and eager to learn, you'll set the highest standards for yourself and strive to be the best you can be.

### Commerciality

Successful lawyers understand that law is more than an academic pursuit. It's about understanding the client – their objectives and the challenges they face – as well as the wider commercial environment in which we operate.

### Resilience

Positive people thrive in our environment. We look for people who can build sustainable careers with us; people who successfully juggle a busy life and varying commitments while maintaining their wellbeing. Like us, you'll believe that leading a full, active life outside the law can make you a better person to work with.

### Well-rounded

Our clients often tell us we have 'great people'. And it's true. We look for diversity – people who bring a fresh perspective and energy to everything they do, with the ability to create strong relationships with each other and with clients.

## HOW TO APPLY

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[www.allens.com.au/careers](http://www.allens.com.au/careers)

## CONTACT

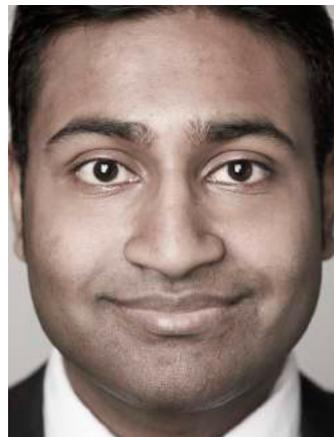
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James Taylor, Graduate Resourcing Consultant

## EMAIL

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[Student.Careers@allens.com.au](mailto:Student.Careers@allens.com.au)



## > Possibility in everything

Where will your career take you? It's up to you. Whether you join us as a clerk or a law graduate, we'll support you to achieve your goals. To find out more about our programs and our people, **visit [www.allens.com.au/careers](http://www.allens.com.au/careers)**

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SPAIN SWEDEN UNITED ARAB EMIRATES UNITED KINGDOM UNITED STATES OF AMERICA

# The Summer Clerk experience



## Alexis Rosenberg

I joined Ashurst for a clerkship during the summer of 2012/13. Here are a few of my favourite parts and some advice to help you find the right firm for you.

The fit has to be right for you. For me, Ashurst felt right because it had everything I was looking for.

Firstly, Ashurst stood out as a friendly and welcoming workplace. At the various careers events run by the LSS and ANU, I met loads of Ashurst lawyers – from grads to partners. I was impressed by the genuine personalities and when I started my clerkship, I was instantly welcomed into the firm. I felt well supported by my new co-workers.

Secondly, I was impressed by the high esteem in which Ashurst is held both in Australia and internationally.

The firm boasts award winning teams in Australia, and all around the world. The Canberra office features some amazing talent, including one of the co-authors of Cheshire and Fifoot, Dr Nick Seddon, who works here as special counsel.

Finally, the firm is able to attract some fascinating work for major clients due to the reputation and experience of their lawyers. The Canberra team represents the largest government departments, such as the Department of Defence and the Department of Finance, in their most complex matters. The mix of public law and commercial law provides a wide variety of work.

My clerkship was fun, challenging, and rewarding. After a few days of introductions, and training, the real work began! I had the opportunity to attend client meetings, draft pieces of advice, attend court hearings, work on pro bono matters, dig deep into legal research, assist in drafting contracts, and help with discovery on a major litigation matter. I felt like a real part of the team, doing real work of value to the firm and our clients.

Another highlight was the social life. All the clerks were welcomed with a morning tea, casual lunches with mentors, and of course Friday night drinks! The firm has a very active social life where you can really get to know your colleagues.

Applying for and undertaking a clerkship can be a daunting task. Here's my advice.

Know what you're looking for and apply accordingly. You don't need to apply everywhere: decide which firms really match your interest and strengths and submit the best possible application to each. Get to know what each firm is about and demonstrate your knowledge in your application and interviews.

Secondly, don't be intimidated! Everyone here is excited and enthusiastic about meeting you – I found everyone at Ashurst to be really approachable and they will happily answer any questions you have, no matter how silly they may seem.

From everyone here at Ashurst, good luck!

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

# CU ON VACATION!

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Summer 2014 Clerkships.

Applications open 18 June 2014

Applications close 21 July 2014

Offers made 26 September 2014

Offers accepted/declined 29 September 2014

CLAYTON UTZ

To apply visit:

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

# Clayton Utz

## Bianca Montgomery-Hribar



I began at Clayton Utz as a summer clerk in 2010/11. After my clerkship, I continued on at the firm as a paralegal, before starting as a graduate in mid-2012. I am currently a second-year lawyer in the Commercial Litigation team.

### Summer Clerkship Experience

Undertaking a summer clerkship provided me with a fantastic introduction to what it was like working for a large corporate law firm. After undertaking a week of training in Sydney with clerks from around Australia, I commenced my first rotation in the Corporate Government team. From day one I felt part of the team and was exposed to a wide variety of work, from reviewing large scale Defence procurement contracts, to attending meetings at various government departments, to helping out with the Lifeline Christmas television commercial as part of our pro bono program.

The type of work varies between each practice group, however a typical day usually involves drafting letters and assisting with advice to clients, undertaking research tasks and drafting case notes, preparing or reviewing contracts and court documents, and attending client meetings or court hearings. I was surprised at the level of responsibility that I was given during my clerkship, and it was extremely rewarding to see a case note or document I had prepared being sent to the client.

Along with growing my legal skills, undertaking a summer clerkship provided me with numerous opportunities to improve my networking and professional skills. As clerkships occur in the 'silly season', there seems to be a party or social event on every week. The opportunity to meet other members of the legal profession, from both the public and private sphere, was an invaluable experience and greatly increased my confidence when interacting with both clients and colleagues.

### Why Clayton Utz?

Applying for clerkships can be an extremely daunting experience. I chose Clayton Utz primarily due to their reputation and training opportunities, and have not been disappointed. There are constant learning and development lunches presented by a diverse range of industry leaders, who are not always from a legal background. Having the option to pick and choose areas in which I want to expand my knowledge has been extremely beneficial to my growth as a lawyer.

Being the first firm with a pro-bono partner also greatly appealed to me when deciding where to work, and I have been pleasantly surprised at how seriously each member of the firm takes Clayton Utz's commitment to give back to the community. I have been involved in numerous pro-bono matters, including helping several women in applying for Victims of Crime compensation claims, representing a severely disabled man in the ACT Civil and Administrative Tribunal to achieve a more autonomous guardianship order, and undertaken a three-month secondment to Street Law, a local welfare legal centre that provides legal services to Canberra's homeless. As well as legal help, Clayton Utz also provides community support through various programs, such as our homework centre for Indigenous children and fundraisers for several local Canberra charities. Clayton Utz also participates in several charity sporting events each year, in addition to our regular lunchtime sporting teams.

However, the main reason I would recommend Clayton Utz to anyone considering a career in commercial law is because of the people. The Clayton Utz support network doesn't just stop at your buddy or other clerks - all lawyers, from graduates to partners, have identical sized glass offices and there is a genuine 'open-door' policy. I am lucky to work with a fantastic group of people, who I actually look forward to seeing every day!

Good luck in your applications!

**Bianca Montgomery-Hribar**

Laywer, Clayton Utz Canberra



**OPPORTUNITY**

**BE PART OF A  
GLOBAL TEAM**

**SEE**

**THE BIGGER  
PICTURE**



HERBERT  
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DO YOU HAVE  
WHAT IT TAKES  
TO BE AN EXCEPTIONAL LAWYER?

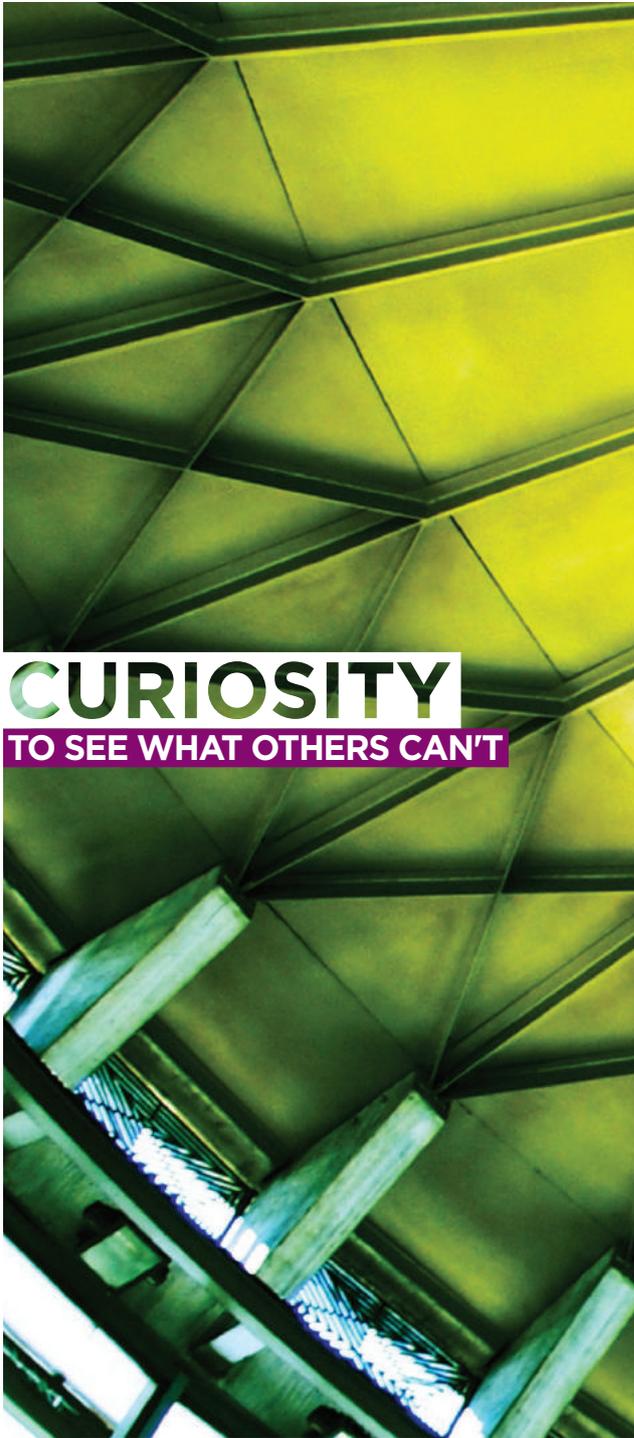
It takes the curiosity to see what others can't; the ability to cut to the heart of any matter; and the character to push further than others.

This is how we bring original, unexpected perspectives to our clients' most complex and critical matters.

Bring these qualities, and we'll offer you an environment where you can be yourself, and where you'll be inspired and mentored by leaders in their fields. We'll reward your contribution with the responsibilities, challenges and opportunities you'd expect from a leading global law firm.

We see a fascinating and exciting future for the business of global law. Do you?

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**CURIOSITY**  
TO SEE WHAT OTHERS CAN'T



**SEE**  
THE BIGGER  
PICTURE



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## DO YOU SHARE OUR VIEW?

We understand that to become our clients' most valued business adviser, technical ability alone is not enough.

We see that being an exceptional lawyer takes a willingness to look at things from a new perspective; the ability to cut to the heart of a matter; and a belief that the business of law fundamentally rests on human relationships.

Bring these qualities, and we'll offer you an environment where you can be yourself, and where you'll be inspired and mentored by leaders in their fields. We'll reward your contribution with the responsibilities, challenges and opportunities you'd expect from a leading global law firm.

We see a fascinating and exciting future for the business of global law. Do you?

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Grace Keesing, Lawyer

# Think independently

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Lawyers who want to work in the world's most dynamic market sectors come to Gilbert + Tobin. The most recognised brands – including Google, Samsung, Telstra and Westpac – seek our advice on cutting-edge transactions that shape the market.

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Located on Park Street in the heart of the CBD, the partners and lawyers in our Sydney office include some of Australia's leading practitioners in:

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- Corporate Advisory
- Energy + Resources
- Intellectual Property
- Litigation
- Pro Bono
- Real Estate + Projects
- Technology, Media and Telecommunications + Project Services

Our objective is simple: to be Australia's leading corporate law firm and the best provider of legal services in each of our chosen areas of practice. If this sounds like the kind of place you would thrive in, and if you share our desire to be the best, we want to hear from you.

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**Danny Gilbert, Managing Partner**

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## ABOUT MINTER ELLISON

We're an Australian-based international law firm offering a full range of legal services to an impressive list of clients across Australia, in Asia and globally. Recognised for our clear thinking, our strong technical skills and ability to deliver practical solutions have led to our involvement in the Asia Pacific's most innovative and high-profile transactions.

## OUR SERVICES

### Global divisions

- Construction
- Corporate
- Dispute resolution
- Finance
- Human resources & Industrial relations
- Real estate
- Taxation

### Global industry sectors

- Energy & resources
- Financial services & Insurance
- Government
- Health & ageing
- Infrastructure
- Telecoms, Media & Technology



### A day in the life of a Minter Ellison clerk

Simon Moses - rotation in Private Equity and Capital Markets  
Vacation Clerk 2013/2014

- 8.00am:** Arrive at work. Grab a coffee; check emails for day's tasks.
- 8.30am:** Meeting with supervising partner - briefing about joint listing on ASX and NZX. New Zealand office needs due diligence report in 3 days; need to research the Trans-Tasman Mutual Recognition Act 1997 (Cth).
- 10.15am:** Associate pops in to give me some good advice on preparing due diligence planning memorandum first draft.
- 1.00pm:** Lunch - off to Australia Square with some of the clerks.
- 2.00pm:** Have to review material contracts - mark up restraints of trade, deferred payment clauses, consents required (and from whom) before sending to client.
- 3.10pm:** Grab a coffee with one of the other clerks to find out how their day is going.
- 3.20pm:** Back to work on New Zealand memorandum. Juggling a few jobs that I need to report on later today.
- 5.00pm:** Meet with lawyer regarding contracts I've reviewed.
- 5.20pm:** Prepare report about findings of due diligence review; then walk partner through those findings.
- 6.15pm:** Getting there. Still working on due diligence memorandum.
- 7.00pm:** Pop in to ask an Associate about tasks for tomorrow - they need me to review some lease agreements. Home time!

# Real people achieving excellence

For more information on vacation clerkships or the Minter Ellison graduate program please go to [www.minterellison.com/careers](http://www.minterellison.com/careers)

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## MinterEllison

LAWYERS



Exciting and challenging work, great people and a supportive culture.

**Joshua Chan**

## Joshua Chan

### Graduate, joined February 2013

I joined Norton Rose Fulbright as a graduate in February 2013 after completing a 10-week clerkship with the practice during the summer break of 2011/2012. In my first year, I have worked on challenging and complex projects, assisted in client presentations and collaborated on a project with one of our overseas offices.

Every day I feel encouraged to take on new challenges and to really push myself to broaden my legal skills in my areas of interest. Norton Rose Fulbright has also given me opportunities to attend seminars to improve my knowledge and to represent the practice at external events.

As part of the graduate programme, I am excited about applying for an international rotation to one of the many Norton Rose Fulbright offices around the world. This opportunity to work overseas is something that really attracted me to working at the practice. It will give me the chance to expand my knowledge and networks. From our Australian offices, I already know colleagues who have done stints in China, Japan and the UK.

As a graduate, I have also had the opportunity to become involved in charitable and community initiatives. This included being involved in a programme which helped children at primary schools to improve their literacy skills, as well as bake sales to raise money for charity.

The graduate programme has helped me develop my skills. I learn new things each day and I feel encouraged by working alongside people who are passionate about what they do. Norton Rose Fulbright has provided me with a foundation for my career as a lawyer and I feel very fortunate to be part of such a supportive and welcoming practice.

For more information about opportunities, please visit our website at [nortonrosefulbrightgraduates.com/australia](http://nortonrosefulbrightgraduates.com/australia)

**Progress with purpose**

# Public Careers



**ANU** LAW  
STUDENTS'  
SOCIETY

# Legal Aid ACT

Legal Aid ACT employs a number of law students who have applied to work with us. Students may apply for paralegal roles in the Criminal, Civil and Family Practices, or in our Helpdesk or at the Youth Law Centre. Vacancies are advertised on the Legal Aid ACT (LAACT) website under 'Working at Legal Aid'.

Aside from through a formal recruitment process, opportunities to work at LAACT come through:

- Our **temporary employment register** for persons seeking short term paid employment through non advertised vacancies.
- **Volunteer and workshop placements**, although capacity to take on volunteers is limited. We prefer to engage volunteers for specific periods in order to support training and resource allocation.

The Legal Practices (Civil, Criminal & Family) give preference to students who are near completing their legal qualifications.

To be considered for a volunteer placement or to be included on the temporary employment register resumes should be forwarded to [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au).

Resumés should include:

- Name and contact details
- Current qualifications and/or current year of study
- Previous employment experience (if applicable)
- Preferences for placement (eg. Civil, Criminal, Family)
- Details of your availability (eg. Commencing 3 May 2010, Thursdays only for 6 months)

Should you not be successful during a three month period, you will be required to reapply for further consideration.

**Legal Aid ACT participates in 2 clinical programs with the ANU - at the Youth Law Centre and the Legal Aid Clinic. Enquiries should be made at the ANU College of Law.**

# Regional, Rural & Remote Practice

## ALSA

### What is RRR?

Often when students think of Regional, Rural and Remote (RRR) legal practice, the immediate assumption is moving to the middle of the Australian outback, hundreds of kilometres from civilisation. In reality, 'Regional' locations are pretty much all areas outside of metropolitan cities and therefore include large country towns. These cities are often a couple of hours drive from the nearest capital (or less) with all the facilities of metropolitan life, plus the added benefits of living in the country. 'Rural' areas are a little more removed and 'Remote' are those the furthest away from metropolitan life.

### Types of practice

There is a wide variety of legal employment in RRR areas. It is common, especially in smaller towns, to find general practice firms which advise on anything and everything relevant to the citizens of the area, including wills and estates, property, family law, contract law and perhaps criminal law too. Often you will find general commercial offices and even some specialist firms, especially in regional areas. Some areas see many Native Title cases or other highly specialised, location-specific issues. There are many Community Legal Centres and Legal Aid offices serving RRR areas as well as legal organisations promoting access to justice. Minority groups are often over-represented in RRR areas which provides significant demand for advocacy work, especially in the Aboriginal rights field. In addition, businesses and organisations need in-house counsel and the courts need clerks/tipstaff/the usually suite of employees just like their metropolitan counterparts.

For those looking for work pre-qualification, many RRR firms and CLCs are desperate for an extra pair of hands to assist with basic legal work, administrative tasks and anything else that relieves some pressure on the often too-busy lawyers. The RRR PLT Project is an initiative that pairs law students with RRR firms and organisations to fulfil their PLT requirements - google it for more information. Some firms or organisations may be able to offer short-term, clerkship-type opportunities and organising these - or any work experience, volunteering or paid employment - usually requires students to be proactive and reach out to the firm/practice/organisation to offer their time. Bear in mind that many RRR organisations do not have the resources to supervise a junior employee and are therefore unable to accommodate you but keep persevering until you find a firm that is able to take on a student, there are plenty out there! Also keep an eye out on job boards and the ALSA CareerHub (on the ALSA website) for other opportunities.

### Benefits and challenges of RRR practice

The benefits of RRR practice include being given more responsibility earlier in your career, the opportunity to work across a wide range of legal areas (rather than being confined to one or two practice groups), more control over your working hours and working in a close-knit community. You will also be able to see the tangible outcome of your work as it affects the everyday lives of people around you - a really rewarding feeling! Legal Aid and pro bono work is highly overrepresented in RRR areas so by contributing to these programs you will be significantly advancing access to justice in Australia and making meaningful change in people's lives.

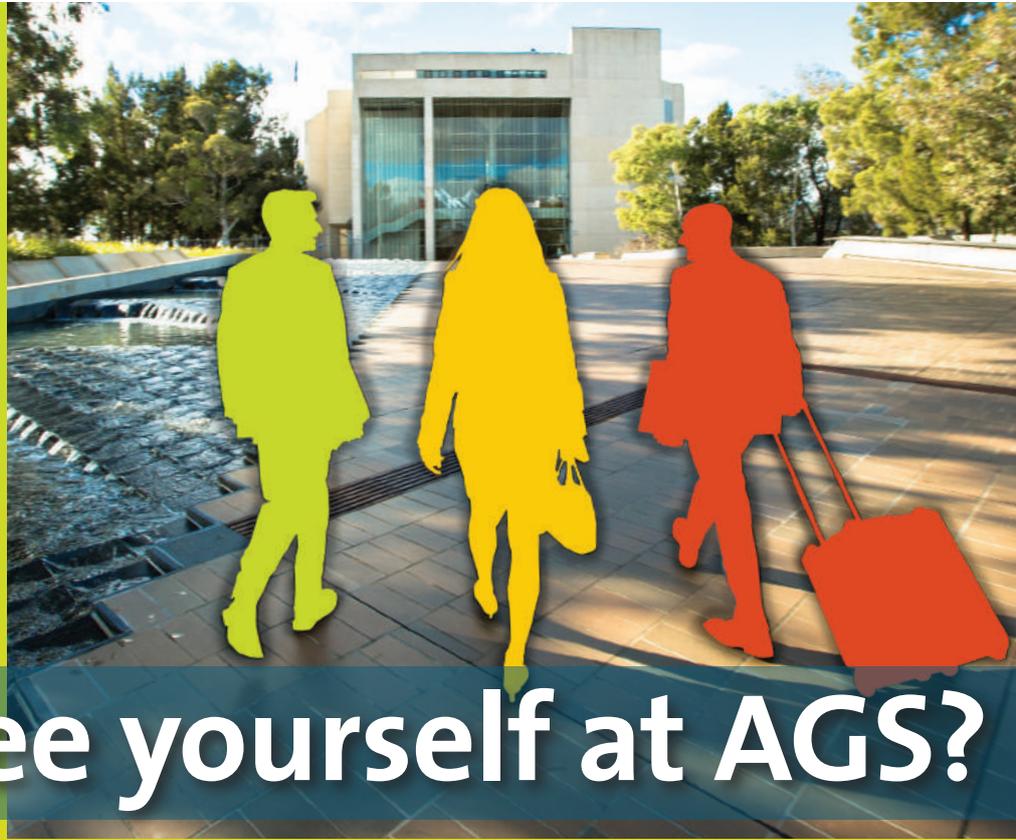
RRR practice is not without it's challenges. The remoteness can feel quite isolating however, technology and initiatives from the Law Societies, such as NSW BushWeb, and the services provided by each Law Society's rural branches are closing this gap. Another problem faced by lawyers in RRR areas are that the client base is often limited and therefore there is a higher likelihood of conflict of duties and also of lawyers having to act for, or against, people with whom they have a pre-existing personal relationship. Getting advice and guidance from more experienced lawyers is one way to manage this difficulty.

### Preparing for RRR practice

If you are, or are considering, becoming involved in RRR legal practice, there are some steps you can take to help you get the most out of your RRR experience. Start by researching the town or area - find out the key industries, unique characteristics of the region and the main types of legal work, if possible. Check out the resources offered by your Law Society, particularly if they have a regional or rural branch. Get in contact with them to see if they can offer any guidance or even put you in touch with a mentor who has worked in similar circumstances. Finally, there is a university subject offered by the University of New England that is specifically designed to prepare students for RRR legal practice, called 'Legal Practice in Rural and Regional Communities'. You can enrol cross-institutionally or access the resources for all eight modules online for free (Note: without cross-institutional enrolment you won't receive credit, but you also won't have to do assessments).

### **ALSA**

Australian Government Solicitor  
the leading lawyers to government



# Can you see yourself at AGS?

## What is AGS?

The Australian Government Solicitor (AGS) is by far the greatest single provider of legal and related services to Australian Government agencies. We are one of Australia's largest national law practices, with an office in every capital city.

AGS is a statutory authority and a government business enterprise operating on a fully commercial and competitive basis. We successfully compete for much of our work against Australia's top-tier law firms. We also undertake tied work (non-contestable) in the areas of constitutional, national security and public international law as well as in relation to Cabinet matters.

As the leading lawyers to government and wholly dedicated to government, we assist the Attorney-General as First Law Officer to ensure that the Australian Government has access to high-quality legal and related services that will advance the national interest.

## What does AGS offer its graduates and lawyers?

AGS lawyers are involved in approximately 40 specialised areas of law directly related to the work of government. We have an unmatched practice in the High Court as well as representing our clients in the Federal Court and other jurisdictions.

We offer our graduates and lawyers exciting career opportunities by providing:

- varied and stimulating work with the opportunity to work on high-profile matters
- the opportunity to work closely with clients from the very start of your career
- outposts to a range of practice areas and locations
- access to some of the foremost legal minds in the country
- supportive colleagues and excellent working conditions
- a development program tailored to hone your legal practice and business skills
- work life balance and lifestyle.

## Why choose our National Graduate Program?

The National Graduate Program is a 12-month training and development program which, upon successful completion, is expected to culminate with a placement as a practising lawyer within AGS. The program typically has the following components:

- orientation program commencement
- exposure to 1 or more of the 3 internal AGS practice areas of Dispute Resolution, Commercial and Office of General Counsel
- an outpost to a government department or agency
- an opportunity to pursue a pro bono placement
- sponsorship towards an external program of practical legal training necessary to complete the requirements for admission to legal practice
- prescribed in-house training on topics of substantive law and client service together with other AGS seminars and forums
- peer support and mentoring, including a structured supervisor and buddy system together with wider mentoring support of our Lawyer Development Adviser.

**Applications open Tuesday 4 March and close Friday 18 April 2014.**

Go to [ags.gov.au](http://ags.gov.au) for details

You are also welcome to contact **Debbie Kazolis**, Lawyer Development Adviser  
T 02 6253 7510

[www.ags.gov.au](http://www.ags.gov.au)

@AGSgovLawyers



Australian Government  
Attorney-General's Department

# The Attorney-General's Department GRADUATE PROGRAM

Looking to excel in a legal, policy or corporate career?

The Attorney-General's Department Graduate Program is an exciting 12-month opportunity in Canberra designed for recent graduates who are passionate about helping to achieve a just, secure and creative society.

The Attorney-General's Department serves the people of Australia by providing essential expert support to the Australian Government in the maintenance and improvement of Australia's law and justice framework, national security and emergency management, natural disaster relief and cultural affairs, including movable cultural heritage and support for the arts.



## OUR WORK

The department's work spans a broad and interesting range of issues, focused on the following priorities:

- supporting the Attorney-General as the First Law Officer of the Commonwealth
- adapting law and law enforcement in the digital economy
- promoting equity and efficiency to improve access to justice
- protecting people's rights
- combating serious and organised crime and corruption
- protecting national security and building resilient communities
- encouraging excellence in art and supporting cultural heritage and public access to arts and culture.

## WHAT WE OFFER

**A friendly, professional, diverse and fun workplace culture.**

**A competitive salary and great working conditions.**

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If you are looking for a challenging and rewarding career, then the Attorney-General's Department is the place for you!



## FIND OUT MORE & APPLICATION DATES

Applications open in March and close in April 2014.

Website: [www.ag.gov.au/graduate](http://www.ag.gov.au/graduate)

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# Associateships



**ANU** LAW  
STUDENTS'  
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# High Court of Australia

## Applying for an associateship with a Justice of the High Court of Australia

To apply for an associateship with a particular Justice, an applicant should write directly to the Justice with whom s/he would like to work. Alternatively, if you are interested in working for any one of the Justices without any preference then you should write to the Chief Executive and Principal Registrar, Mr Andrew Phelan, and he will raise your interest at a meeting with the Justices. You should include a current CV and an academic transcript with your letter.

Generally there are no specific closing dates for applications but it is common for the Justices to appoint their associates two and three years in advance. An application should indicate the years the applicant would be available for employment.

Competition for appointment is very strong and there are sometimes upwards of 200 applications for potential vacancies. The normal expectation is that a person appointed as an associate will have graduated with first class honours and will preferably have research experience (and often experience working for a law firm or university or another court).

For general information about the Court, applicants should peruse the information available on the website; [www.hcourt.gov.au](http://www.hcourt.gov.au), including the Court's Annual Reports.

The address for correspondence is:

High Court of Australia  
Parkes Place  
Canberra ACT 2600

In addition to associateships the Court also engages a Legal Research Officer each year for a 12 month period (a similar period to that for which associates are employed). If you are interested in applying for this position, you should contact Ms Petal Kinder, Court Librarian, by mail at the above address or by email to [pkinder@hcourt.gov.au](mailto:pkinder@hcourt.gov.au).

# Federal Court of Australia

## **How to Apply**

The Federal Court has 46 Justices' across nine Registries in each State and Territory; only six have Judges and Associates. As recruitment varies between States, candidates should contact their respective Director of Court Services:

New South Wales: (02) 9230 8567

Northern Territory: (08) 8941 2333

Queensland: (07) 3248 1100

South Australia: (08) 8219 1000

Victoria: (03) 8600 3333

Western Australia: (08) 9268 7100

Candidates should ideally address their applications to the chambers of the individual Justice(s) they are applying to. Applicants may request these details from the relevant Director of Court Services.

## **When to Apply**

Candidates may apply at any time, though selection generally takes place at the end of each year.

## **For more information visit:**

<http://www.fedcourt.gov.au/about/employment/associates>

# Federal Court of Australia

## David Rowe



*David Rowe graduated from the ANU in 2012 with degrees in Arts and Law (Hons). He now works as a political advisor.*

After finishing up the requisite almost-six-by-the-time-you-actually-finish years of an Arts/Law program at the ANU in 2012, I moved to Sydney to take up a position as associate to a judge of the Federal Court of Australia.

An associateship is not your standard-issue grad job. Part admin assistant, part legal researcher, part proofreader/editor, your work is varied and you will have contact with all participants in litigation: on the Federal Court you even have the opportunity to see both trial and appeal work, and to travel around the country for cases. Your one and only supervisor is by definition a leading legal thinker and generally will have been a top advocate before coming to the bench — my judge seemed to have appeared in half the cases cited by counsel before him. You gain exposure to the courtroom that junior litigation solicitors could only dream of, and have the opportunity to thoroughly immerse yourself in the practices and lore of the courts and those who appear before them. There are also the robes, though the novelty does wear off after the first couple of times they trip you over — an especial indignity in a packed courtroom.

An associateship is often seen as a waypoint on the road to the Bar, and this is certainly the case, but I think the role offers more than that. I pursued the position because I wanted the chance to see the law operating from a birds-eye view: I was interested in the processes and systems of the law as a whole, and in government and policy more generally. The Federal Court, for me, was perfect. I observed litigation across the Court's jurisdiction — from tax to refugees to consumer protection to human rights, even an extradition — a breadth I suspect would be hard to find anywhere in practice, especially as a junior. I got a feel for the ebb and flow of litigation, and the administrative responsibilities of an associate meant that the bureaucracy of the justice system quickly became familiar. Most importantly, I had a rare opportunity as a very inexperienced young lawyer to work at close quarters with someone at the pinnacle of the profession. Though the work was often not glamorous, the chance to discuss thorny issues with the judge and to see his decision-making was always a real privilege.

If you are interested in being an associate, you should keep a few things in mind:

- Do your research. The associateship application process can be opaque. Talk to people who have worked on the courts, look up the ALSA Associateship Guide, and get in touch with the current associates of judges you might be interested in.
- Apply early: it is not uncommon for judges to appoint years in advance;
- Choose a number of judges (it's competitive!), but do your research and pick judges whose work interests you, and who you think you will get along with — if successful, you will be working very closely for a long time;
  - Don't stress the job hunt too much: there's no rush, and many associates do a couple of years at a firm before coming to the courts.

# Family Court of Australia

## **How to Apply**

Vacancies are advertised as they arise on the Family Court website and in the Public Service Gazette. The website also includes important information for candidates about the criteria that must be addressed in applications.

## **When to Apply**

Applications should be sent to the court when vacancies arise throughout the year. These applications should be addressed to the Human Resources team, unless otherwise advised.

## **For more information visit:**

<http://www.familycourt.gov.au/>

*NOTE: These are just a handful of of positions for Associateship that are available. All States and Territories also have Associate positions in their respective Supreme Court, with more information on the specific court available at the given courts website. The above information has been reprinted from the 2012 Australian Law Students' Association (ALSA) Justices' Associate Guide. For those seeking more information the 2012 Guide and 2013 Guide can be found at the ALSA website [www.alsa.net.au](http://www.alsa.net.au).*

# International Careers



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# Canada

## Admission

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/>

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>

# 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 entrusted to them 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 Letter. 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/>

# 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. They 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/>.

# 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>.

# 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](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. ANU graduates are eligible to sit the Bar examination in New York.

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.

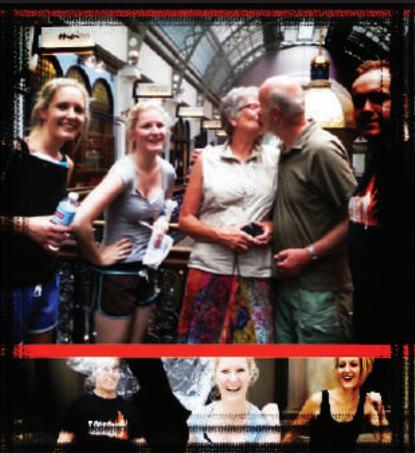
The E-3 visa covers occupations that require a bachelor's degree or higher degree as a minimum. Applicants must satisfy the definition of 'specialty occupation' contained in the Immigration and Nationality Act. The term of the visa is 24 months, renewable indefinitely. Those who are not eligible for 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>

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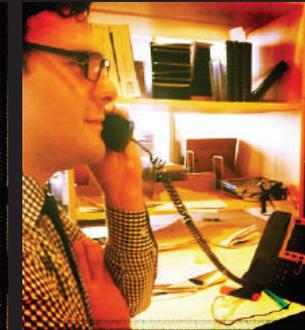
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