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## Clerkship Guide 2015

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**THE ANU LAW STUDENTS' SOCIETY  
2015 CLERKSHIP GUIDE**

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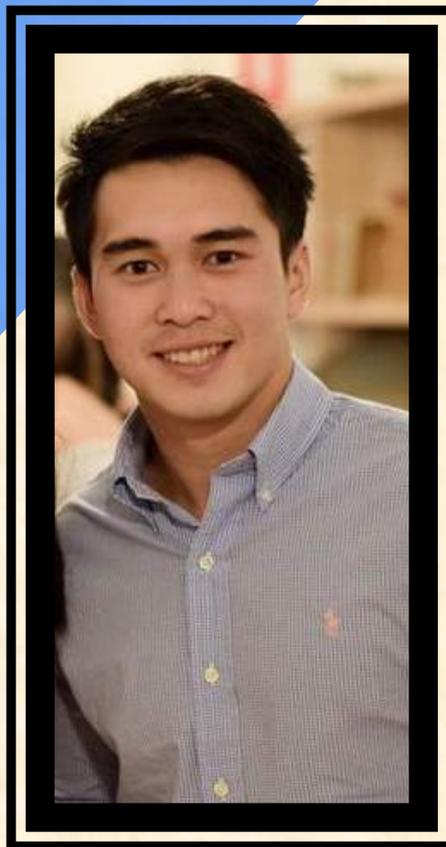
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# A Letter From The Editor

## Joshua Ong

Dear Students,

I'd firstly like to congratulate you all on your journey in surviving law school thus far! Now what better way is there to continue your journey by applying for a clerkship? The coveted clerkship, although difficult to obtain, is a terrific way for students' to gain experience.

In this guide you will find multiple articles that will assist you in preparing your CV, cover letter and for your interview. These articles have been specifically tailored by past successful applicants for you to use and reference.

In addition, you can also find information about all application key dates and various clerkship opportunities.

Finally, I strongly suggest that you continue to research firms you have an interest in after attending Clerkship Evening, held on the 5th of May 2015 at the ANU John Curtin Medical School.

Good Luck and all the best in your application process!

**Joshua Ong**  
**2015 ANU LSS Careers Vice-President**

*If you wish to discuss anything within the guide, you can contact the LSS Careers Vice-President, Joshua Ong at [lsscareds@anu.edu.au](mailto:lsscareds@anu.edu.au)*

# ANU Careers Centre



In addition to strong academic results, students who received a graduate job offer in 2014, stood out for their involvement in...

- ✓ Part time and casual work
- ✓ Volunteering
- ✓ Vacation jobs, internships or clerkships
- ✓ Student society membership and leadership roles
- ✓ International experiences, such as exchange

These experiences enabled students to develop valuable skills, such as communication, teamwork, time management and problem solving & showcase these in their job applications and interviews. Plus, provided lots of opportunities to demonstrate their suitability for the role, organisation or industry.

(AAGE 2015 Employer Survey)

## Did you know?

The top 3 competencies assessed by graduate employers in 2014 were:

- ✓ Cultural fit
- ✓ Teamwork
- ✓ Interpersonal skills

(AAGE 2015 Employer Survey)

**The Careers Centre** assists students to maximise their potential and make a successful transition from education to work. We provide assistance with: job applications, interviews and assessment centres, plus career counselling. Check out the job listings, careers fairs, workshops and employer events on the CareerHub online notice board.

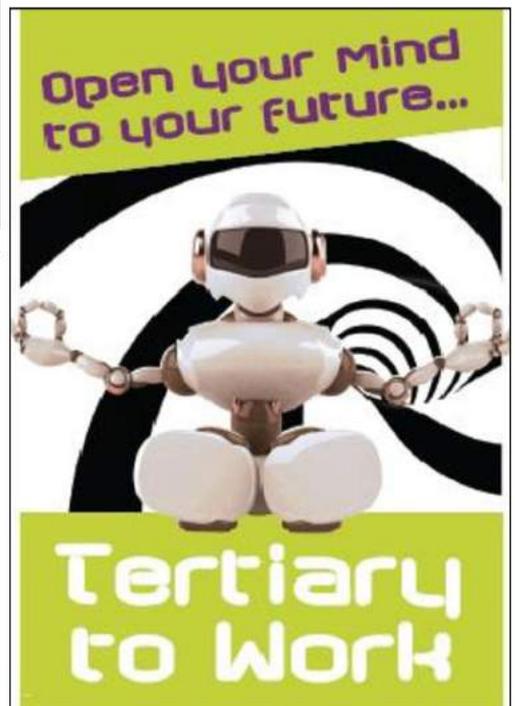
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# APPLICATION TIPS



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# Cover Letters Tips



## Nicholas West-Foy

*Nicholas West-Foy is a final year JD student, Federal Law Review Student editor and former PARSA College of Law Representative. He was a summer clerk at Clayton Utz in Canberra in 2014/15 and is currently working as a paralegal before he takes up his graduate position next year.*

## COVER LETTER TIPS

### **Why is it important to have a good cover**

The cover letter is the most important aspect of your clerkship application. You can have a CV with all the extra-curricular activities and HDs in the world but it won't make any difference if your cover letter is poorly written. This is because it is the first impression you give to potential employers who have the painful task of separating hundreds of similarly qualified applicants from each other. Have a good cover letter and you will be well placed to be considered further. Here are a few tips.

### **Start early**

Just like essay writing, cover letters will never be an exact science. You will always find things you want to add or remove almost every time you sit down and look at it. But your cover letter, like your essay should not be written the day (or night) before applications are due. The difference however is that instead of a pass or a credit, an 'all-nighter' cover letter may be the difference between getting a clerkship and missing out. I would advise starting as soon as possible. The benefits are obvious: you can edit it and have it checked plenty of times before you apply and even if you aren't 100% happy with it, you will be pretty close.

### **Tailor your letter with research**

It is important to customise your cover letter for the particular firm you are applying for.

There is no doubt that there are some parts that can be the same across them all, but it is very important that there is a good degree of firm specific material. This is the best place to show you have researched the firm and understand what they do and what their values are. With this research, try and go further than what is on a website. Anyone can search and find the usual catchwords. By asking around and speaking to people from the firm, either through information nights or through friends who have clerked there before it shows your commitment to the process.

### **The one percenters**

It would be a shame to write a great cover letter, only to miss out on an interview because you spelt the firm's name wrong or addressed it incorrectly. These things are just as important as the content of your letter. This information is usually easily accessible, but if you are ever unsure, find the HR department of the firm and email them to confirm the details. Also, obviously don't forget to run spell check across your letter. Sometimes with the stress of the process, you may forget.

### **Brag about yourself – in a modest way**

This is your opportunity to use those extra-curricular activities you have done to your benefit. Be sure to include these in your letter and relate it back to what you have learnt and how this can be an asset to the firm. It is also important that the tone of your letter shows you are confident in your ability, sure that you want to pursue a clerkship and a career at the firm, yet at the same time not being arrogant. This balance can be challenging, so play around with it and ask for advice.

### **Formatting**

The one key rule is to keep the letter on one page. A firm spends very little time on each application and if your letter spans two pages, it will put them on the back foot immediately. If after editing you are finding one or two lines spill on to another page and you REALLY don't want to take anything else out, play with the margins to try and fit it in. If it doesn't, you'll have to bite the bullet and cut something else. Make sure there is still a bit of 'white' on the page. Four or five paragraphs is all you need. Remember, sometimes less is more.

### **Get it checked!!**

This is really important. Use anyone who is willing to have a look at your letter and get their opinion, especially people who have been through the process before. However, keep in mind that they will all have different opinions (too many cooks may spoil the broth). Get someone who has no idea of the process to do a final check for punctuation and flow of your letter (thanks mum). Finally, go to the ANU Careers Centre during their CV and cover letter times. These guys are great and will give you some awesome pointers about the tricks in the trade.

These tips should put you in good stead to stand out from the crowd and impress in a really competitive market. It is really important to get the inside word on your firms of choice so ask around and don't be shy to approach people and ask them about it. I found a free lunch usually gets them across the line!! Good luck!

# Interview Tips



## Roseanna Bricknell

*Roseanna Bricknell is a final year BSc (Neuroscience) / LLB (Hons) student completing her honours thesis on the legal and social implications of the provision of assisted reproductive technology treatment as a fringe benefit for women in the workplace. She has spent most of her time at ANU on the Executive at 180 Degrees Consulting, which among other great opportunities saw her visit Harvard in 2015. After thoroughly enjoying her summer clerkship at Allens, Roseanna will be returning after graduation.*

### **RELAX AND BE YOURSELF, BUT BE YOUR BEST SELF: HOW TO NAIL THE CLERKSHIP INTERVIEW(S)**

Clerkship interviews can be incredibly intimidating. What you need to remember is that the old cliché that you need to relax and be yourself is a cliché because it is true. If you're in the door, you have the marks and your cover letter and resume were interesting or impressive enough to the firm that they wanted to meet you. What they are looking for now is that you are a good fit with the firm culture, you won't embarrass the firm in front of clients, and that you are someone who will be pleasant and interesting to be around for most of the day, every day – because that will be your reality as a graduate.

The key to doing well is preparation and practice. If you are thoroughly prepared and know what to expect, you will be able to relax in the interview, showing yourself off is your best advantage.

#### **Be prepared!**

In my experience, clerkship interviews are friendly and conversational. This means that although they broadly conform to four main stages, this structure is more fluid than you might expect. Relevantly, the major interview stages are:

- questions about you and your experiences and qualifications;
- behavioural questions;
- questions designed to assess your motivation in applying to the firm and your knowledge of the legal industry;
- your opportunity to ask questions about the firm.

Each firm varies on who will interview you. I found that generally there were two senior lawyers (at least one partner) and occasionally an additional HR representative.

As such, you need to be prepared to talk a lot about yourself, your degree, your extra-curriculars and your hobbies, your past work experience, the legal and political environment, and the firm.

## Know your resume

Your interviewers will be familiar with your resume, and will already have picked out things they want to ask you questions about. You need to be able to talk about everything on there in detail – and more to the point, know what you think are the major points you want to talk about. If there is something amazing you did, don't wait to be asked about it because you may never be given the chance.

You should also know what your key 'take-home' messages are. If you did something incredible, why do they care? What does that show about you and why you'd make the greatest clerk they've ever seen? These poor people are interviewing a LOT of candidates, so make it easy for them to box you up in their mind. Make sure that the box you give is a great box – what is your most impressive experience? Make it easy for them to think 'Jane Doe – oh, she's the university medallist/national cricket player/went to Harvard'.

## Know your answers to behavioural questions

Don't be the fool who answers the question '*What is your biggest ever mistake?*' with '*I didn't study for a test in year ten*'. Be prepared for questions that are aiming to assess how you will behave in a work environment, and definitely have prepared answers that show self-awareness (if something went wrong, don't blame it on another party – show how you are aware you made a mistake or could have done something differently) and ability to adapt and learn from experiences.

Remember also that behavioural questions can be about positive and negative experiences – think:

- When is a time you failed?
- Tell us about a difficult experience you had at work, and how did you deal with it?
- What is your greatest achievement?
- What is a time you solved a problem at work?

## Know what's happening in the world

Don't follow politics or read the AFR? Start now. You need to be able to talk intelligently on what is going on in the news and the legal sector. Try to think about these issues from the point of view of a client – and if you can link it to a specific client of the firm at which you are interviewing, even better.

## Know the firm

It goes without saying but it is important to show you want to work at each particular firm. It may not seem like it now, but the internal cultures of the firms are quite different and you will get a feel for that as you move through the process. For me, it was easy choosing which firm I wanted to go to. I knew that was the firm I most wanted from my first interview, because there was a very clear sense of fitting in. If you do notice that one firm suits you more than others, sit down and think about why – and then tell your interviewer what you conclude.

Other ways to show that you know the firm are to research it thoroughly. Different firms have different things they pride themselves on, and I found that trawling their websites for catchwords was useful. Using those key phrases in the interview is another way you can subtly show that you are a good fit for the firm and have done your research.

The other major research you should do is on your interviewers – you will know who these are in advance, which is a huge advantage if used properly. Know their resume: are you interested in any work they have done? This is important for you to best tailor your responses throughout the interview, but also to show that you are diligent and good at research.

### **Practice**

You will find that as you go through the process, you will become better at interviews. This is because slowly you become accustomed to making chit chat about the weather and elaborating on what you learned during your time interning/working part time/volunteering/saving the planet. The more practiced you are, the more comfortable - turn this to your advantage and practice to yourself or with your mum prior to the first few interviews to get an edge.

Think about what you might get asked and practice answering those questions *out loud*. This will also help you figure out how to segue between different bits of your resume to really highlight the major points that make you special that you want your interviewer to know about, and will enable you to try to subtly direct the interview as much as possible.

### **Enjoy yourself – You made it this far**

Don't worry too much about little things in the interview – of course it is important to look polished and behave well, but these are easy things to get right. If you do fumble, deal with it with good humour – for example, in my first interview at the firm I eventually accepted a clerkship, I sat in the main interviewer's chair at first, nearly tripped getting up, and then we talked for ten minutes about our dogs. This doesn't seem like an auspicious start, but in hindsight I think that it showed from the outset that I was not a robot.

Be confident in your strengths – to get an interview you are a great candidate, and this is not the time to be modest about that time you won Undergraduate of the Year. Conversely, however, also be humble – you are asking to be hired by these people and especially during your clerkship will be the beneficiary of an intense and highly tailored training and social program, while either not being charged out at all or being charged out at exceptionally low rates.

Now to my last piece of advice – and it is the best piece I received during my own clerkship interviews: *regard the interview as an opportunity, not a test*. You are getting about an hour of time from two lawyers who presumably are at or somewhere near the top of whichever legal field they practice in. Think about those charge-out rates per six-minute increments: you are getting ten for free! So don't waste it by being nervous – ask genuine questions about their career, their choices and what they think about the profession in which you, as a hopeful clerk, want to spend your life (or at least the next five to ten years).

Good luck!

Roseanna Bricknell

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# CV Writing Tips

## Katie Noonan



*Katie Noonan is in her final semester of the Juris Doctor. Throughout her studies at ANU Katie worked as a paralegal at a local criminal law firm, was an Executive Member of 180 Degrees Consulting and completed an internship at the Victorian Department of Justice. After completing a clerkship at Ashurst in the summer of 2014/2015, Katie will be starting as a graduate lawyer in February 2015.*

## Preparing Your CV

Your CV alone will not get you a clerkship but it is essential to getting your foot in the door and putting yourself under serious consideration. Firms receive hundreds of applications so a well prepared, set out and easy to read cover letter will assist you in securing the all important interview.

If you're in your fourth year of university it is likely you've already got a CV that you used to gain previous employment or volunteer opportunities. Unfortunately I have to tell you that on top of researching firms for your cover letters, you will also have to tailor your CV specifically for the clerkship process. The good thing is that once it's completed, you can use the same CV for all firms (unlike those time intensive cover letters). Writing your CV first can be a useful way of thinking about the experience and qualities you want to elaborate on in your cover letters.

### Format

The format of your resume has one objective: to make your qualifications and experience easy to understand and identify. Put yourself in the perspective of the reader, they will be reviewing hundreds of CVs so it is important they can easily find the information they need.

### Conform to the Norm

Conforming to the standard resume format is generally a good idea. This generally means:

- Name and contact details at the top – you want them to easily be able to find your name when they are sifting through a large pile

- Dates on the left with information presented in chronological order
- Name and location of employer to the right – including the number of hours worked per week is a good way to demonstrate your ability to manage multiple commitments
- Body of the text with bullet points – this makes your CV more concise and easier to scan
- Consistent use of tense throughout the CV

### Headings

Law school loves the use of headings and so do law firms. You need clear headings that divide your CV up into necessary segments of information. The key areas you need to cover are your education and experience. Experience can be further broken down into employment history, volunteer work or community involvement and awards or achievements as you think best.

If you are lucky enough to already have some form of legal experience an approach I suggest is to include an additional heading titled something along the lines of 'relevant legal experience'. If you locate this heading near the top of your CV it is easily identifiable to the reader that you may already have some experience or skills that will be valuable to their firm and will differentiate you from other applicants. This section could include a mix of paid work, such as employment as a paralegal or legal secretary at a local firm, and volunteer or extra-curricular activities such as paralegal with the Youth Law Centre, internship or moot. I would draw the line at including every novice law competition you participated in and leave that under extra-curricular activities.

Opinions differ regarding whether you should include your interests and references but I chose to include both. Your list of interests should be relatively brief and include things that aren't otherwise apparent from your CV.

### Length

As law students we are used to working with tight word limits. Apply the same strictness to your CV and keep it to ideally two pages, maximum three. Anything longer than three pages may demonstrate that you cannot identify what information is relevant, cannot be concise or that you over-estimate the importance of your experience or accomplishments. This is not the impression you want to give about yourself!

### Submission

Always submit your CV as a PDF document. After spending hours getting the perfect format, you want to make sure no issues arise if your CV is opened with a different version of Word.

Photo needed

### **Content**

Now that you've got the skeleton of your CV set out, you need to think about filling it out with relevant content.

### Achievements instead of responsibilities

Under each job or experience listed on your CV you need to think critically about your role. It is important to highlight your achievements rather than your responsibilities. Responsibilities tell the reader what you were expected to do within each role, while achievements tell the reader how you actually performed. It is important to avoid using a passive voice. Consider re-framing 'responsible for organising the LSS law ball' into 'successfully organised the LSS law ball for 300 students and managed a budget of \$10,000'.

### Know the audience

Reflect on the qualities that commercial law firms are looking for and try to highlight how you demonstrate these skills through your experience. Leadership, academic achievement, team-work and communication skills are just a few. It is also important to keep in mind that while firms have many different practice areas, they primarily possess commercial objectives. Try and demonstrate how you have worked towards commercial objectives through your own experience. While working in retail or hospitality did you have to work towards a budget? Did you consistently meet that budget? Work in the non-profit sector can also be framed in this way. If you have volunteered for a non-profit reflect on how this contributed to the cost saving or efficiency of the organisation.

### Selling yourself short

Finding the balance between sounding impressive and humble is challenging – but if there's any time you need to toot your own horn, it is now! Most people tend to sell themselves short which is why it is important to think critically about your behaviour. What is the positive feedback you have previously received in past roles? What have recommendations or performance reviews said about you?

### Second set of eyes

Other people are generally better at identifying your strengths than you are yourself, that's why I strongly suggest having someone else read over your CV. They may remind you that you actually 'lead' the group, rather than 'participated' in the group. A fresh set of eyes is also useful for picking up any last typos.

Now that you've written your CV, get onto those cover letters. Good luck!

Katie Noonan



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# CLERKSHIP OPPORTUNITIES



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# The Summer Clerk experience

## Rebecda Waldron

On my first day as a summer clerk with Ashurst, I was channelling my inner Mike Ross. However, despite wearing my sleekest suit, I can't say that the following eight weeks had much resemblance to an episode of Suits. Here are some of the highlights of my clerkship with Ashurst and a few tips to help you find the right firm for you.

Ashurst felt like the right firm for me for two reasons. Firstly, after meeting many Ashurst lawyers at various ANU and LSS events, I was impressed at how genuine and friendly the people are. When I started my clerkship, I was instantly welcomed into the team and was warmly encouraged by my new colleagues.

Secondly, the firm boasts some of the best lawyers, with fascinating legal work to match. The Canberra team represents the Government in some of their most complex matters, with an interesting mix of public and commercial law. A clerkship is an amazing chance to work across a range of areas, and experience different types of law.

My clerkship was a challenging and rewarding experience. I had the opportunity to draft client advice, attend court hearings and client meetings, research legal issues, and prepare a brief for counsel. My French skills were put to the test when I helped my team liaise with local counsel in

New Caledonia to translate key documents. I particularly enjoyed contributing to the firm's pro bono work. I helped prepare the firm's submission to an Australian Law Reform Commission enquiry and draft a company constitution for a not-for-profit organisation in Canberra.

The clerkship wasn't all work and no play. In fact, the firm ran a rip-roaring social schedule of weekly drinks, monthly morning teas, inter-firm soccer games, weekly bootcamp sessions, not to mention the Christmas party!

Now for a few tips. While applying for a clerkship may seem like a daunting task, there are a few things you can do to make the process easier. Firstly, go along to all the career events and meet the lawyers. This will help you get an idea about what the firm culture is like and whether you're interested in their work.

Secondly, don't take a scattergun approach. Find out which firms feel right for you and best match your interests and strengths. Focus on creating the best possible application for each.

Finally, be yourself. Ultimately, the firm is just as interested in getting to know you as a person as they are interested in your skills and experience.

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You'll need to be willing to experiment, take risks and try new things to achieve your goals.



And you'll need to think more broadly about what great looks like, seeking to grow your commercial and leadership skills alongside your technical capability, whatever your role.

When you join Allens, you'll learn from partners and lawyers who can help you take your career all the way. Learn more and meet our people at [www.allens.com.au/graduates](http://www.allens.com.au/graduates).

**CAN'T  
WAIT  
TO CU!**

CLAYTON UTZ

## A REPUTATION FOR STANDING OUT, AND FOR BEING **OUTSTANDING**.

For over 180 years, our confident approach to complex transactions and litigation has seen us grow into one of Australia's leading law firms.

Now, with 186 partners and over 1,200 employees across six offices, we continue to build our reputation for innovative and incisive advice. With a genuine commitment to client service, we are trusted advisers to a range of government departments and agencies, as well as leading Australian and international corporations.

**If you have an unshakeable sense of what's possible, Clayton Utz is the perfect place to build your career.**

### **It's not just about wearing a suit**

No matter how good your law degree, there's always a gap between theory and practice, and finishing university can be daunting. How do you make the jump to working in a commercial law firm?

### **That's where we come in**

If you're a law student in your penultimate year, **our Clerkship Program** will expose you to the fast pace of a full-service commercial law firm and show you the law in action. You'll be working under the guidance of some of the sharpest legal minds in Australia, on challenging, complex and high-profile transactions and matters. You'll be mentored by partners and lawyers who are leaders in their fields, in a firm where individuality is embraced and innovation actively encouraged.

Once you've completed your studies, **our Graduate Program** gives you the perfect foundation for your legal career. You'll hit the ground running by working on complex and sophisticated legal issues, and our rotation program means you'll discover different areas and find the right fit. And with our tailored mentoring, you'll get the support you need to become the best you can be.

### **With our programs you'll get...**

- ▶ mentoring from some of the best lawyers in the country
- ▶ a buddy who'll give you the inside information
- ▶ meaningful performance feedback so you know you're on the right track
- ▶ continuing legal education programs and professional development support, so you can become the lawyer you want to be
- ▶ involved in our Pro Bono Practice, which is fundamental to who we are as a firm
- ▶ the chance to participate in our Community Connect and Pro Bono programs and really give back
- ▶ social and sporting activities, because we know it's not all work and no play.

### **What one word describes your Clerkship?**

**Opportunity.**

**There are many opportunities available for you at CU... I had the chance to work in the CU Darwin office for a week, and got the opportunity to volunteer with the Red Cross in the Tiwi Islands as part of the summer clerk secondment program.**

– Shirley Hu,  
2013 Summer Clerk

**Get the inside scoop [www.facebook.com/ClaytonUtzCareers](http://www.facebook.com/ClaytonUtzCareers)**

## CLAYTON UTZ AT A GLANCE

- ▶ Founded in 1833 by the first Australian-born solicitor to be admitted to practice.
- ▶ Six offices across Australia.
- ▶ 186 partners and over 1,200 employees.
- ▶ Acting on some of the most high-profile and complex matters and deals (including the NBN, Barangaroo, and the Queensland Flood Inquiry).
- ▶ Major clients include top Australian and international companies, and over 250 Federal and State Government Departments, Agencies, and organisations.
- ▶ Founding member of the sustainability initiative, the Australian Legal Sector Alliance.
- ▶ Half a million hours of pro bono assistance since 1997 – and rising.
- ▶ Given \$7.3 million in 609 grants to 212 charities since 2003 via the Clayton Utz Foundation.

## RECENT AWARDS INCLUDE

- ▶ WGEA Employer of Choice 2014
- ▶ Australian Firm of the Year (2013)
  - » Who's Who Legal 100
- ▶ Named in Top 10 leading pro bono firms in the world
  - » Who's Who Legal Global Pro Bono Survey 2013

## WHAT OTHERS SAY ABOUT US

*"A very professional, very high-quality practice, bringing interesting perspectives. They are renowned in Australia and have a good Asian footprint."*

*"It assists us having Clayton Utz represent us, as other parties know we are taking the matter seriously enough to engage a top firm to deal with it."*

*"You get immediate acknowledgement and you know they are on it. They are really timely and have never failed to deliver."*

*"They provide a high level of customer service and they have a clear advantage in terms of expertise."*

*"Some deals are quite intense, but they deal with them with good humour and in good spirits and are able to defuse difficult situations. Their commerciality is also exemplary."*

*"They were able to put forward enormously experienced and highly recognised lawyers that really made a difference."*

## Our Canberra office recruits its graduates from the Summer Clerkship Program.

### THE CLERKSHIP PROGRAM

**23 November 2015 – 5 February 2016**

Aimed at penultimate year law students, this 11 week program gives you a week orientation and two rotations in different practice areas. You will also be able to take part in additional training, networking sessions, and social/sporting activities.

Successful applicants will spend the first three days of their clerkship training in the Sydney office and networking with the Sydney Clerks.

**Applications open 17 June 2015**

**Applications close 19 July 2015**

**First round interviews conducted week commencing 17 August 2015**

**Final round interviews conducted week commencing 7 September 2015**

**Offers made 25 September 2015.**

**Offers must be accepted or declined by 12pm midday Tuesday 29 September.**



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Find out more [www.claytonutz.com/careers](http://www.claytonutz.com/careers)



GILBERT  
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# Think ahead

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GILBERT  
TOBIN

Melbourne  
Perth  
Sydney



# Think ahead.

## My clerkship experience.

Starting as a clerk at G+T felt like starting the first few weeks of the rest of my career. I witnessed the way the firm operates, and I was able to meet all the lawyers in the two areas I want to practise in. The experience gave me an eye-opening understanding of life in the corporate world and the scale of operations in large firms.

Clerkships are different to other internships and work experience in that you become one of the team. I was put on equal footing with other team members. Rather than feeling like I was getting in the way, I felt like I was a valued part of a team and contributing to the great work they were producing.

Most of the interesting work I have been given involves researching niche areas of law.

G+T is known for being progressive and innovative in tackling legal problems, so they are constantly dealing with grey areas. It's particularly rewarding when the research you've done is passed directly to the client without major changes.

[Lloyd Wood, 2014 Sydney Summer Clerk](#)

Clerking at G+T exposed me to how the legal industry operates in a top-tier commercial environment, teaching me practical skills that fall outside the scope of my law degree. I really valued being asked to do tasks for junior and senior lawyers alike. Especially if a task was complicated, I appreciated that a lawyer had chosen to reach out to me to assist them, making me feel like a part of the team and teaching me valuable practical skills. I did not expect to be asked

to draft a contract that was sent to a client, so I was thrilled when I was, but admittedly also nervous! The chance gave me an insight into future work as a junior lawyer.

I really enjoyed the events the firm facilitated to allow the clerks to get to know each other. The initial experience of getting acquainted then paved the way for social events we initiated after inter-firm clerk sport, at lunchtimes or in the evening. The experience of developing friendships with like-minded, motivated and fun individuals who also happened to be colleagues made me look forward to coming to work.

[Emma Dowsett, 2014 Sydney Summer Clerk](#)



**OPPORTUNITY**

**BE PART OF A  
GLOBAL TEAM**

**SEE**

**THE BIGGER  
PICTURE**



**HERBERT  
SMITH  
FREEHILLS**

**DO YOU HAVE  
WHAT IT TAKES**

**TO BE AN EXCEPTIONAL LAWYER?**

Our clients need exceptional people to help them thrive in a world defined by change and complexity. They need people who are intellectually curious; who are able to advise with clarity and originality; people who believe that the business of law is based on human relationships.

Bring those qualities, your energy and your ambition and we'll offer you international opportunities, challenges and responsibilities only a leading global firm can provide. We offer an environment built on support and collaboration, where high performance is recognised and rewarded, and where you'll be inspired and mentored by leaders in their fields.

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

[HERBERTSMITHFREEHILLS.COM/CAREERS](http://HERBERTSMITHFREEHILLS.COM/CAREERS)



# DO YOU HAVE WHAT IT TAKES TO BECOME AN EXCEPTIONAL LAWYER?

We understand that becoming an exceptional lawyer takes more than technical ability, because at its heart, the business of law is based on human relationships. For us this means a culture built on creating exceptional working relationships with clients and colleagues. From the start of your career you will get to know our clients, understand their perspectives, and develop your ability to deliver insightful and commercially astute advice.

Wherever you go in the firm, we're confident you'll be working with people who share the values we have worked together to define: a commitment to excellence, a collaborative approach, a desire to lead, and a focus on creating strong connections with colleagues and clients. Visit our website to meet some of our people and see what we mean [herbertsmithfreehills.com/careers/our-careers-film](http://herbertsmithfreehills.com/careers/our-careers-film)

## YOUR DEVELOPMENT

Our success depends on the knowledge skills and unique perspectives of all our people. That's why we have always placed such a high value on diversity. It's also why we will invest heavily in your development. Through formal training, pro bono opportunities and the chance to work with inspiring people who are leaders in their fields, we will help you grow personally and professionally.

## INTERNATIONAL GRADUATE SECONDMENT PROGRAMME

Our international network means that we can offer opportunities and experiences that are unrivalled in scope.

In 2014 we launched our international secondment programme for Australian graduates. To hear about Ben and Mia's experiences on international secondment go to our website: [herbertsmithfreehills.com/careers/meet-our-people](http://herbertsmithfreehills.com/careers/meet-our-people)

## WHAT WE LOOK FOR

We are interested in who you are and the strengths you can bring. We recruit employees from a wide range of backgrounds who possess the qualities we look for in our lawyers: intellectual curiosity, confidence, clarity of thought, the ambition to grow personally and professionally, and the ability to develop exceptional working relationships with clients and colleagues. We have prepared some more detailed information on our website: [herbertsmithfreehills.com/careers/australia/graduates/applications](http://herbertsmithfreehills.com/careers/australia/graduates/applications)

## JOINING US

We offer a range of summer and winter clerkships in each of our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website: [herbertsmithfreehills.com/careers/australia/graduates](http://herbertsmithfreehills.com/careers/australia/graduates) or contact one of our graduate recruitment team.

## KEY DATES AND DEADLINES

	BRISBANE	MELBOURNE	PERTH	SYDNEY
APPROXIMATE NUMBER OF POSITIONS	20-27	60-70	40-50	30-35
CLERKSHIP PROGRAMMES	2 SUMMER	2 SUMMER 1 WINTER	2 SUMMER 1-2 WINTER	1 SUMMER
APPLICATIONS FOR ALL 2015/16 PROGRAMMES OPEN	2 MARCH 2015	13 JULY 2015	20 JULY 2015	17 JUNE 2015
APPLICATIONS CLOSE	23 MARCH 2015	16 AUGUST 2015	7 AUGUST 2015	19 JULY 2015
OFFERS MADE	11 MAY 2015	13 OCTOBER 2015	23 SEPTEMBER 2015	25 SEPTEMBER 2015

Please note: Applications will only be considered for one office of Herbert Smith Freehills, this includes globally. Please only make an application to the office where you intend to start your career as a graduate.

# 24

## GLOBAL REACH

24 offices, including associated offices across Asia-Pacific, EMEA and North America



## OUR GLOBAL PRACTICE GROUPS

- COMPETITION, REGULATION AND TRADE
- CORPORATE
- DISPUTE RESOLUTION
- EMPLOYMENT, PENSIONS AND INCENTIVES
- FINANCE
- PROJECTS AND INFRASTRUCTURE
- REAL ESTATE



## CONTACT



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Graduate Recruitment Consultant  
Direct +61 2 9322 4410  
[graduates.sydney@hsf.com](mailto:graduates.sydney@hsf.com)

# King & Wood Mallesons

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 more than 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.

## Key statistics:

- 540+ partners and 2100+ lawyers
- 31 offices across Asia Pacific (Australia, Mainland China including Hong Kong, Japan, Singapore); Europe; the Middle East; and North America
- #1 global brand in Asia, #14 global legal brand\*
- US \$1.037 billion global revenue

\*Source: 2014 Acritas Sharp Global Elite Brand Index

Our clients are a mix of global financial and corporate powerhouses to the new industry-makers and all levels of government (some for over 200 years).

## Our seasonal clerkship program

Applications open: Wednesday, 17 June 2015

Applications close: Sunday, 19 July 2015

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

We offer clerkships so that you get a clear picture of what it's like to be a lawyer at King & Wood Mallesons. You will get to know our people, the way we like to work, our culture, practice areas, clients and more. For many, the clerkship is the first stage of continuous development at King & Wood Mallesons.

We've designed a program to help you make the most of your time with us. During your clerkship, you will 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 will be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.
- **Our people** – you will 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.

## What do we look for?

KWM distinguishes itself from other top tier law firms in the way that it grows market leaders.

We recruit high achieving, client centric, learning agile people with an international perspective. We understand that technical excellence is only one success factor. We value a range of skills in our team members and recognise that a diversity of strengths leads to best results.

- We are looking for people who have an intellectual curiosity and are intrinsically motivated. Excellent marks are not necessarily a predictor of career success.
- Are you empathetic? Can you stand in the shoes of our client and experience the problem from their perspective?
- Is it more important to you to admire the problem or are you most interested in providing a practical, efficient and commercially sound solution?
- Are you traditional and risk averse or are you excited by a changing and fluid work environment?
- When you think about your career are you only focused on Australia, or do you appreciate that Australia's closest neighbours are the new power houses of the global economy – and you would like to be part of that?
- We believe in teamwork and the 'Power of Together'. We are not a collection of siloed practices, but work closely across the network to help our clients achieve their goals. Through a high performance culture our results are realised through collaboration, innovation and engagement.



Contact:

**MARY COSTA**

People & Development Coordinator

Email: [mary.costa@au.kwm.com](mailto:mary.costa@au.kwm.com)





**Oscar Boag Taylor** is an ANU student completing his Arts / Law degree and is currently on exchange to University of Exeter, UK. Oscar joined King & Wood Mallesons, Canberra as a Summer Clerk in 2014 and will be commencing as a Graduate in 2016. This time last year Oscar was in the same position as you are now: deciding which firms he should apply for and how to tell them apart. Oscar has answered some key questions about his experience as a Clerk that may assist you while you go through the application process.

#### What type of matters did you work on?

From the first day I was given the opportunity to work on the biggest deals underway in the office, including an inter-state privatisation worth over \$400 million. The Canberra office took a lead role in overseeing this matter which involved almost every Canberra lawyer and their particular area of expertise at one point or another. I was involved in a number of tasks in relation to this deal, including drafting and reviewing the suite of agreements which facilitated the transaction. This was an excellent way to increase my technical experience, but also to gain an insight into the corporate engine room and modus operandi of the firm.

One of the great things I discovered about King & Wood Mallesons (KWM) from this, which was in contrast with my previous experience at a small local firm, was the way KWM works on matters, and particularly, the level of integration of the various KWM offices on large commercial matters. The matters in progress were exciting due to the national significance of their subject matter, but also due to the scale of teamwork involved and the office buzz they created. It was amazing to gain a sense of the size of some deals, and just how much could be achieved through everyone in the Australian KWM team pulling together and synthesising their expertise. As a Summer Clerk, I was made to feel like a capable and valued member of that team.

#### Law firms all seem the same, why King & Wood Mallesons?

KWM Canberra has a unique preference for the more complex commercial matters and aims to provide far-reaching and diligent advice. The nature of the work I have been involved in during my clerkship has really demonstrated this. In one particular matter, the firm developed a new system of property title to facilitate a highly complex long term development project worth over \$1 billion.

A very exciting aspect of KWM is the fact that it is headquartered in Asia, and has a unique global perspective. As such it has an emphasis on staff mobility and integration, and is comprised of engaged people with interesting and diverse backgrounds. The willingness of the people at KWM to answer questions and take an interest in me as a Summer Clerk not only made me feel incredibly welcome and appreciated, but also allowed me to receive an excellent insight into life at KWM.

#### How did you get up to speed quickly?

A comprehensive induction program over the initial weeks of the clerkship quickly gave us the tools to contribute to the day-to-day work of our practice groups. The program covered workshops with the KWM IT systems (which although vast are simple and easy to use), drafting and research seminars with experts from KWM offices around Australia, and briefings providing information about the essential function of each practice group and the overall strategy of KWM. While there was a lot to learn, the atmosphere was relaxed and questions were encouraged at all times. Having a Coach and a Buddy on hand was especially helpful in discovering the best ways to approach more complex tasks.

We were also able to expand our technical knowledge through numerous Continuous Legal Education seminars which were on offer during the clerkship. Of these, my favourite was a seminar concerning European merger control, led by an English lawyer via video conference. The connectedness of KWM's global expertise was very impressive.

#### Who do you think should apply for a Clerkship at King & Wood Mallesons?

From the clerkship recruitment process, it was clear that KWM was interested in the different paths that each applicant had taken in their lives so far. There was no single pattern in terms of background. However, there are some general characteristics that will encourage success at KWM:

- Someone who enjoys working with bright, focused people will excel at KWM. Teamwork and being a team player is essential.
- Those who have a passion for commerce and who bring an eye for detail to commercial complexity will excel at the firm. KWM's intricate commercial matters require a lawyer to see the big picture as well as the minutiae.

If this sounds like the Clerkship you would like to experience, KWM may be the place for you.

By Oscar Boag Taylor



Maddocks

# The art of law

A leading law firm across education, government, healthcare, infrastructure, professional services and technology, Maddocks is a great place to **paint the career path** you've always wanted.

Are you inspired by diversity? Our team knows the value of a **vibrant**, dynamic graduate program. We love to see our grads roll up their sleeves - it's your time to **create a masterpiece**. Hands-on experience on a range of matters and exposure to various teams breeds the confidence and creativity you'll need to take the next step.

We're committed to our clients (and our people) - in fact, our firm's reputation is built on them. Our people enjoy a culture based on core values that form the fabric of Maddocks: integrity, stewardship, collaboration, innovation and diversity.

To meet our graduate **legal artists** and learn how to join them, head to:  
[www.maddocks.com.au/careers/graduates](http://www.maddocks.com.au/careers/graduates)

[in /company/maddocks](https://www.linkedin.com/company/maddocks)

# MADDOCKS



## Susannah Stanford, Lawyer and 2014 Graduate

Whilst studying a Juris Doctor at Monash University I completed a clerkship at Maddocks in June/July 2013. I then continued on to do some part-time paralegal work at the firm before graduating and joining the Maddocks Graduate Program in 2014. I am currently about to finish my Graduate year at the firm.

When I started studying my Juris Doctor, I had been working full-time in corporate finance for 2 years and had not yet decided whether to stay in that role or whether to pursue a career in the law. Therefore, when the time came for me to consider whether to apply for a clerkship I carefully considered the options available and had the benefit of having worked with a variety of law firms, big and small, via my previous job. Maddocks' down to earth approach coupled with its impressive reputation for excellence and industry leadership convinced me to apply for the Maddocks clerkship program.

I first applied for my clerkship at Maddocks whilst I was travelling overseas and was delighted that the firm was so responsive and flexible in allowing me to communicate with them from afar. I knew this was a good sign about the careful and personal approach Maddocks takes in selecting their seasonal clerks.

I was very excited to be offered a position in the Maddocks clerkship program and returned directly from an internship at the International Criminal Court to start my four week program in June 2013. The program consisted of two, two-week rotations. I spent time with the Maddocks Property and Public Law teams. Although two weeks flew by, in both teams I was kept busy with a huge range of experiences including attending Court and Tribunals, research tasks, phone calls with clients and helping draft and review a variety of documents.

In addition to providing a great introduction to the Maddocks people and the types of work Maddocks does, the clerkship program also included a lot of great support and training. As part of the clerkship program, I was allocated a buddy and a coordinator in each team and participated in a useful and constructive feedback session at the end of each rotation. We also participated in lots of handy training about Maddocks and the basics of working in a law firm.

Most importantly, despite only being at Maddocks for a short time, as clerks we were invited to be involved in a range of Maddocks activities and felt like a valued part of the firm. While I was a clerk I attended the firm's end-of-financial year celebration with clients and was invited along to a number of firm and team social events. This focus on inclusion and participation was an important factor in my decision to return to Maddocks as a Graduate.

Susannah Stanford



Maddocks

# HENRY DAVIS YORK

summerclerks

**aspire.** what are your hopes and ambitions for the future? **contribute.** how will you make a difference to HDY, our profession and our community? **thrive.** what do you need to reach your full potential?

## Who are we?

Henry Davis York is an independent Australian law firm with talented lawyers and other professionals. Our clients are primarily from the financial services and government sectors. We are also proud to work alongside an impressive list of clients from other sectors to achieve their objectives. We do this in a way that clients and staff alike enjoy the HDY experience and choose us as their preferred legal services provider.

Our clients include the big four Australian banks, global investment banks, insolvency & accounting firms, fund managers, property developers, manufacturing companies, regulatory bodies and government agencies.

We offer our clients a wide range of legal services from the following practice areas:

- Banking & Finance
- Construction & Infrastructure
- Corporate/ M&A
- Dispute Resolution
- Environment & Planning
- Government
- Insolvency & Restructuring
- Investments
- Property
- Technology & Intellectual Property
- Workplace Relations & Safety

## What's it like to be a summer clerk at HDY?

OUR PROGRAM	WHAT THIS MEANS FOR YOU
Comprehensive orientation program during which you will attend training sessions and meet the people you will be working with.	You will be ready to hit the ground running from day one and be given the opportunity to contribute and make a difference.
Rotations through 3 practice groups of your choice.	You will enjoy hands-on experience in the areas of law most relevant to helping you with whatever you aspire to achieve.
Supervision, advice, training & feedback from partners, senior associates and a mentor.	You will be well supported and developed throughout your time with HDY to help you thrive.

## What are we looking for in a summer clerk?

The quality of our people is the key to our success. Recruiting the right people at every level is therefore a critical part of our strategy. Our summer clerks become part of the HDY team and contribute to our growth and culture from day one. So, they must be:

- Self-driven, highly motivated and eager to develop and take on responsibility.
- Energised by being part of a team and focused on "we" rather than "I".
- Respectful of others and respected by others.

A successful candidate will have an excellent academic record, some relevant work experience, demonstrated leadership skills and a keen interest in commercial law.

## Why should you apply for our program?

We understand what you are looking for in a summer clerk program. We listen to what our summer clerks tell us about their experience with us and how we can build on it each year. This means we know what's most important to you and our program delivers this for you:

- Exposure to high quality, meaningful work.
- The opportunity to contribute and take on responsibility as part of a team.
- A supportive, collaborative environment where your contribution matters and which fosters your development.
- The chance to work with motivated and talented lawyers and have fun too.

a.c.t now

visit our website to apply and start your career with HDY

17 June – 19 July 2015

[www.hdy.com.au/summerclerks](http://www.hdy.com.au/summerclerks)

aspire. contribute. thrive.

■ I also was not 100% sure which area of law I wanted to practice in, so the additional rotation was definitely helpful in that respect. ■

Hi I'm Michael Windeyer and I just completed a clerkship with Henry Davis York in the summer of 2014/15.

The most valuable piece of advice I was given regarding the clerkship process was to go with your gut. For me that meant not just finding a firm which would be an excellent start to a career, but also an environment with likeminded and friendly people. That is how I ended up at Henry Davis York over the summer.

I am pleased to say that everyone I met throughout the clerkship was just as nice and personable as those I had met throughout the recruitment process. Partners, Senior Associates, lawyers and support staff made every effort to welcome the clerks and involve them in meaningful work. At no stage did I find myself photocopying in the corner. On the contrary, I had my hands full over the 3 months with work that lawyers and grads would usually be engaged in.

Some of the highlights included sight visits with the Property, Environmental and Planning group,

helping draft a Unit Subscription Agreement with the Corporate and M&A team and watching CCTV footage of an altercation to gather information for the Commercial Disputes group.

The 3 rotations that HDY offered was something I valued highly. I was able to experience a variety of both transactional and litigation work. Going into the clerkship, I also was not 100% sure which area of law I wanted to practice in, so the additional rotation was definitely helpful.

To top it all off, the summer had a full social calendar. We went jet boating on the harbour, competed in inter-firm trivia and sport, had a few (raucous) rounds of karaoke and threw a fantastic end of clerkship party overlooking Martin Place.

If you are looking to clerk at a leading Australian law firm which values excellence and people in equal measure, I would highly recommend HDY.

Michael Windeyer  
Summer Clerk - HDY 2015



Lena Ristevski  
Graduate Recruitment Officer

61 2 9947 6532  
summerclerks@hdy.com.au



### **Minter Ellison's clerkship program**

#### **What attributes will I need to succeed?**

We look for individuals who are passionate about forging a career in commercial law. Our lawyers display plenty of initiative and a passion for doing their best. For us, it's not about what university you went to or your background, but rather your superior technical achievement and commitment to being part of our collaborative team.

#### **What learning and development training will I receive?**

We'll equip you to achieve your best through a comprehensive orientation program, including sessions designed to develop technical abilities, research skills and an understanding of ethical and professional responsibility requirements. Our lawyers are passionate about sharing their knowledge and experience - they are leaders in their field, meaning you get to work alongside some of the best legal minds in the business.

By joining Minter Ellison's clerkship program, you'll put yourself on the path to a highly successful career in commercial law.

#### **Is the duration and exposure provided by the clerkship enough to decide whether commercial law is for me?**

Our vacation clerkships range from a 2 to 12 week period depending on the office you are in - giving you a taste of what it's like to work at Minter Ellison. On the job training will build your legal skills and commercial acumen. So there is no better way to decide whether commercial law is right for you! Find out what a day in the life of a Minter Ellison clerk is really like <http://clerkships.minterellison.com/>

#### **What do our clerks say about the Minter Ellison clerkship?**

*'From the outset and even before the clerkship commenced, Minter Ellison stood out for me, mainly because of its dedication to the clerks and the entire clerkship experience'* - Elouise Flowers

*'Throughout the clerkship I have been genuinely surprised by how approachable the senior lawyers are and how seriously they take their duty to educate. Everyone remembers what it was like to be a clerk, and they do their absolute best to make it a positive experience'* - Blake Anderson

*'The flat structure of the firm means that I have worked with a range of lawyers in different positions and have a better sense of what it is that corporate lawyers actually do'* - Nicola Amys



# MinterEllison

Our lawyers come from a diverse range of backgrounds and universities but they all share the key attributes we look for in our clerks and graduates: a passion for excellence, loads of initiative and superior technical achievement. They're also full of energy, enjoy collaborating, think innovatively and are committed to their career in commercial law.

### 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 BUSINESS UNITS AND DIVISIONS

Corporate & Regulatory • Dispute Resolution • Financial Institutions Group  
Human Resources & Industrial Relations • Insurance & Corporate Risk  
Mergers & Acquisitions • Projects, Infrastructure & Construction  
Real Estate, Environment & Planning • Tax

### FACTS & FIGURES

200+ partners and more than  
680 legal staff (a total workforce  
of more than 1600 people)

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Established in 1827 in Sydney, Australia

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International offices: London (opened  
1974), Hong Kong (2000), Shanghai  
(2001), Beijing (2010), Ulaanbaatar (2012)

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2013/2014 revenue: A\$418 million

*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)





# Your journey begins with a world-class summer clerkship

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Natalie Brunton +61 2 8922 5747

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ELITE MENTORING PROGRAM

CLIENT SECONDMENT PROGRAM

GADENS LEGAL LABORATORY



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**gadens**

Address: Level 19, Angel Place, 123 Pitt Street  
SYDNEY NSW 2000

Web: [www.landerson.com.au](http://www.landerson.com.au)

HR Contact: Laura Grant, Graduate Resourcing Consultant

Email: [lgrant@landerson.com.au](mailto:lgrant@landerson.com.au)

Phone: +61 3 92699333

## About Lander & Rogers

Lander & Rogers is a leading independent Australian law firm operating nationally from Brisbane, Melbourne and Sydney. We have seven main areas of practice;

Corporate, Commercial Disputes, Family & Relationship Law (VIC), Insurance Law & Litigation, Property, Projects & Infrastructure, WorkCover (VIC) and Workplace Relations & Safety;

and are a principal advisor to many publicly listed and private Australian companies, Australian subsidiaries of global companies, as well as all levels of government.

We provide practical legal advice, along with exceptional client service, and we are renowned in Australia for our down-to-earth and friendly culture.

We have a distinctively happy workplace, achieved through selectively recruiting people who think and act collaboratively and will strengthen our culture. The firm comprises 65 partners and approximately 400 lawyers, support and business services staff.

## Pro bono & community support

Lander & Rogers is committed to developing a culture and business which supports the undertaking of pro bono work and other similar initiatives in the community. We have a market leading pro bono program in place which focuses on matters of access to justice, social inclusion and community service work, and is driven by a dedicated pro bono partner. We treat pro bono work as equally important to the firm as paid work and everyone is encouraged to participate in and engage with our pro bono work.

## What it's all about?

Our innovative summer clerkship program is built on learning and fun and we'll do everything we can to show you the way by giving you a chance to have a go for yourself.

On joining us you'll be teamed with two lawyers (one experienced, and another a little closer in level to you) who will immerse you in the day to day running of their practices. What that means on a practical level will vary depending on the practice

group you join (we'll ask you to indicate your preferences), and could involve:

- Researching points of law and summarising your findings
- Drafting correspondence, court documents and sections of commercial agreements
- Reviewing and analysing legislation and case law
- Observing our lawyers in action at meetings, conferences, mediations and court
- Attending practice group discussions.

## It's not all work!

We value our people and understand the importance of our staff maintaining a healthy and balanced lifestyle and we encourage our summer clerks to get involved in life at Landers as much as possible during their time with us.

Our health and wellbeing committee, LandersMax!, encourages our people to get involved in various activities, including BootCamp, Pilates, tennis, triathlon and indoor sports competitions, language classes, in-house massage, social events and much more.

## What we look for

We're in the business of dealing with people, whether that is each other, our clients, barristers or you. So, we aim to recruit people who are friendly, down to earth, client-focussed and who can engage with a whole range of people in the workplace.

You'll also need intelligence to tackle the most interesting of legal scenarios, energy to absorb new concepts and changing laws, and a willingness to work productively with lots of different people.

We don't expect that you'll be a gun at all of these things straight away, but when we meet you at interview we'll be curious to learn more about your potential to handle these things in the future, based on the skills and experience you've already built through studying law (and other disciplines), any legal and non-legal work experience, volunteer work and university activities you've tackled.

Check out our video 'Working at Lander & Rogers - what's it really like?' to learn more about what our firm has to offer clerks and graduates.

<http://www.landerson.com.au/Careers/Lawstudents/WHyjoinLanderRogers.aspx>

# FIRM DIRECTORY



**ANU** LAW  
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## Allens

**Melbourne office** – Level 37, 101 Collins Street, Melbourne, 3000

**Sydney office** – Level 28, 126 Phillip Street, Sydney, 2000

**Phone:** +61 3 9613 8834

**Contact:** Danielle Butera

**Email:** student.careers@allens.com.au

**Date of Applications Open:** Melbourne applications – 13 July. Sydney applications – 17 June

**Date of Applications Close:** Melbourne applications – 16 August. Sydney applications – 19 July

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: [www.allens.com.au/careers](http://www.allens.com.au/careers) (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## Ashurst

**Address:** Level 11, 12 Moore Street Canberra

**Phone:** 6234 4078      **FAX:** 6234 4111

**Email:** margot.kindley@ashurst.com

**Contact:** Margot Kindley, Senior HR Manager

**Date of Applications Open:** 17 June 2015

**Date of Applications Close:** 19 July 2015

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: [www.ashurst.com/graduates](http://www.ashurst.com/graduates) (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## Baker & McKenzie

**Address:** Level 27. AMP Centre, 50 Bridge Street, Sydney, NSW, 2000

**Phone:** +61 2 8922 5747

**FAX:** +61 2 9225 1595

**Email:** natalie.brunton@bakermckenzie.com

**Contact:** Natalie Brunton

**Date of Applications Open:** Wednesday 17 June 2015

**Date of Applications Close:** Sunday 19 July 2015 at 11:59pm

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: [www.cvmil.com.au](http://www.cvmil.com.au) (Please include a cover letter, as well as details of your work experience, extra-curricular activities, interests, and academic results. We do not require you to upload your CV, as the information from your CV is used to respond to the areas above.)

## Clayton Utz

**Address:** Level 10, New Acton Nishi, 2 Phillip Law Street, Canberra ACT 2601

**Phone:** 02 6279 4000

**FAX:** 02 6279 4099

**Email:** cbrpeopleanddevelopment@claytonutz.com

**Contact:** Caroline Bachi / Rebecca Mead

**Date of Applications Open:** 17 June 2015

**Date of Applications Close:** 19 July 2015

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: [www.claytonutz.com/careers](http://www.claytonutz.com/careers)

(Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## Gadens

**ADDRESS:** Level 16, 77 Castlereagh Street, Sydney NSW 2000

**Phone:** 02 9035 7192

**FAX:** 02 9931 4888

**Email:** sherry.saliyb@gadens.com

**Contact:** Sherry Saliyb, Recruitment Advisor

**DATE APPLICATIONS OPEN:** Wednesday 17 June 2015

**DATE APPLICATIONS CLOSE:** Sunday 19 July 2015 at 11.59pm

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: (<http://www.gadens.com/sydney/joinus/summer-clerks/Pages/Default.aspx>) (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## Herbert Smith Freehills

**Address:** 161 Castlereagh Street, Sydney NSW 2000

**Phone:** 02 9322 4410

**FAX:** 02 9322 4000

**Email:** graduates.sydney@hsf.com

**CONTACT:** Carly Miles – Graduate Recruitment Consultant

**Date of Applications Open:** 17 June 2015

**Date of Applications Close:** 19 July 2015

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: [www.herbertsmithfreehills.com/careers](http://www.herbertsmithfreehills.com/careers) (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## Henry Davis York

**Address:** 44 Martin Place Sydney NSW 2000 Australia

**Phone:** +61 2 9947 6532

**Email:** [summerclerks@hdy.com.au](mailto:summerclerks@hdy.com.au)

**Contact:** Lena Ristevski

**Date of Applications Open:** Wednesday 17 June 2015

**Date of Applications Close:** Sunday 19 July 2015 (11:59pm)

SUMMER CLERKSHIP PROGRAM ONLY: Submit applications online via:  
[www.hdy.com.au](http://www.hdy.com.au) (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## King & Wood Mallesons

**Address:** Level 5 NICTA Building B 7 London Circuit, CANBERRA

**Phone:** +61 2 6217 6000

**FAX:** +61 2 6217 6999

**Email:** [mary.costa@au.kwm.com](mailto:mary.costa@au.kwm.com)

**Contact:** Mary Costa

**Date of Applications Open:** 17 June 2015

**Date of Applications Close:** 19 July 2015

SUMMER CLERKSHIP PROGRAM ONLY: Submit applications online via:  
[www.careers.kwm.com/](http://www.careers.kwm.com/) (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## K&L GATES

**Address:** 31/1 O'Connell Street, Sydney NSW 2000

**Phone:** (02) 9513 2300

**Email:** [katharine.farnington@klgates.com](mailto:katharine.farnington@klgates.com)

**Contact:** Katharine Farnington

**Date of Applications Open:** 17 June 2015

**Date of Applications Close:** 19 July 2015

SUMMER CLERKSHIP PROGRAM ONLY: Submit applications online via:  
[www.klgates.com](http://www.klgates.com) (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## Lander & Rogers

**Address:** Level 19 Angel Place, 123 Pitt Street, Sydney NSW 2000

**Phone:** +61 2 8020 7700

**FAX:** +61 2 8020 7701

**Contact:** Laura Grant, Graduate Resourcing Consultant

**Email:** lgrant@landers.com.au

**Date of Applications Open:** 17 June 2015

**Date of Applications Close:** 19 July 2015

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: [www.cvmail.com](http://www.cvmail.com) (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## Maddocks

**Address:** Level 1, 40 Macquarie Street Barton ACT 2600, Canberra

**Phone:** +61 2 6120 4800

**FAX:** +61 2 6230 1479

**Email:** kate.chisholm@maddocks.com.au

**Contact:** Kate Chisholm

**Date of Applications Open:** 17 June 2015

**Date of Applications Close:** 19 July 2015

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: [www.maddocks.com.au](http://www.maddocks.com.au) Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

## Minter Ellison

**Address:** Minter Ellison Building, Level 3, 25 National Circuit, Forrest ACT 2603

**Phone:** 02 6225 3739

**Email:** Eric.Norris@minterellison.com

**Contact:** Eric Norris

**Date of Applications Open:** 17 June 2015

**Date of Applications Close:** 19 July 2015, 11.59pm

**Interviews commence:** 17 August 2015

**Offers made:** 25 September 2015

**Offers to be accepted by:** 29 September 2015, 5.00pm

**SUMMER CLERKSHIP PROGRAM ONLY:** Submit applications online via: <http://www.minterellison.com/careers/clerks-and-graduates/> (Please include a covering letter, detailed CV, current academic transcript and response to application questions.)

# C O N T A C T S

## USEFUL ANU CONTACTS

### Academic Skills and Learning Centre

Phone (02) 6125 2972 (extension 52972) or come in person to the ASLC, Lower Ground Floor of the Pauline Griffin Building

### ANU Counselling

First Floor, Building [18] North Road, ANU Campus  
9:00am - 4:45pm weekdays, closed  
1:00pm - 2:00pm for lunch  
Phone: (02)6125 2442  
Fax: (02) 6125 2242  
Email:  
counselling.Centre@anu.edu.au

### ANU College of Law Library

Email law.library@anu.edu.au Phone: (02) 6125 4013

### Course Information

On matters related to courses, we recommend that you contact the convenor for the course. The contact details for the course convenor can be found in the Course Outline or at the College of Law Website.

### ANUSA Faculty of Law Reps

The ANUSA Faculty of Law Representatives provide you with the opportunity to communicate with the students' association, will help you with any appeals you may have and will advocate your interests at ANUSA council and committee meetings. The 2013 ANUSA Law Reps are Ben Morgan and Megan Lingafelter  
Email: law.facrep@anu.edu.au

### Facilities and Buildings

Jayne Hardy - Manager, College of Law Services Office Room Services Office  
Phone: (02) 6125 5421  
Fax: (02) 6125 3971  
Email: jayne.hardy@anu.edu

## LSS EXECUTIVE CONTACTS

### JORDAN QIAN • PRESIDENT

0416 862 521 • lss@anu.edu.au

### HARRY McLAURIN • ADMINISTRATION VP

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0417 828 354 • lssfinance@anu.edu.au

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0468 736 007 • lssevents@anu.edu.au

### KARINA CURRY-HYDE • SOCIAL JUSTICE VP

0411 541 287 • lssjustice@anu.edu.au

### NARIKA WICKS • COMPETITIONS VP

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