

# CAREERS



20  
24



# GUIDE

[WWW.NDSLS.ORG/CAREERS-GUIDE](http://WWW.NDSLS.ORG/CAREERS-GUIDE)

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# ADDRESS

## FROM THE NATIONAL HEAD OF SCHOOL

I am very pleased to commend the NDSLS Careers Guide 2024 to you. Students at The University of Notre Dame Australia, School of Law and Business (the School) studying law on the Sydney campus, are very fortunate to be assisted in so many ways during their studies by the NDSLS. The production of this Guide is just one of the many activities and benefits that the NDSLS provides to law students. With its focus on “providing an excellent standard of training for the profession” the School provides students with a law degree which is not only academically rigorous but which also assists students to develop their practical skills in such areas as public speaking, advocacy and alternative dispute resolution.

The School also provides all students with mentoring and internship opportunities. Studying at Notre Dame and assisted by the NDSLS, Notre Dame’s law graduates are well prepared for employment in the legal profession and for other careers. This Careers Guide provides students with important and valuable information to assist them in planning their future and obtaining employment in the environment most suited to their many particular gifts and talents. Notre Dame’s law students should be justifiably proud of their School and of the achievements of their peers. I encourage all students to carefully review the contents of this Careers Guide and to continue the tradition of service, contribution and success of our students and graduates.



**MICHAEL QUINLAIN**  
National Head of School,  
Law and Business

# A WORD FROM THE 2024 NDSLS PRESIDENT

# FOREWORD

Welcome to the NDSLS Careers Guide 2024!

Careers in law are incredibly diverse and continually developing with the changes of the world. A legal career can be whatever you want to make it, whether it is working in-house for a business, a community-based organisation, a commercial law firm, the courts and so many more paths that you can take. The vast areas of the profession can make it difficult to know where to start and also how to find out what you would like to do with your degree.

The opportunities that firms are advertising within this guide are fantastic starting points for your professional life. We are grateful for the opportunity to share these wonderful firms and their programs with the Notre Dame law student community.

Community is what sets Notre Dame apart and this incredible community is an excellent network for professional connections. One day your friends in your classes will also be your colleagues that you will work alongside. Starting your legal career can be daunting but this guide aims to help in starting the journey.

This is only the beginning of your professional career and you can make changes at any time to this journey you are on. This is the time in our lives to discover what we think we might want for our futures, and as daunting as that might be it is also exciting!

We hope that you enjoy this year's NDSLS Careers Guide and we wish you every success in your career development!



**MEG ABBOTT**  
2024 President – Notre  
Dame Sydney Law Society



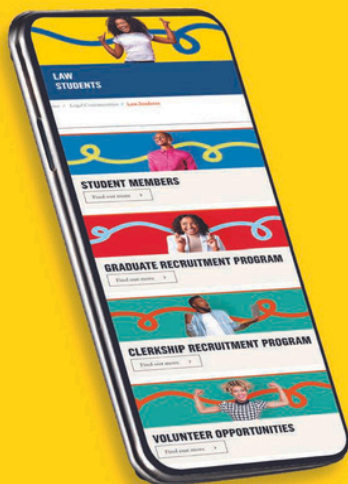
# START YOUR *journey* WITH US

**By joining the Law Society of NSW**, you become part of a community of over 32,000 members whose wellbeing and success are our priorities.

As a current law student, you represent the future of the legal profession, and we are committed to providing you with the

information and resources to best equip you for a prosperous and successful career.

Our purpose is to help you grow into the best lawyer you can be by providing you with professional development and engagement opportunities and support as you complete your legal studies.



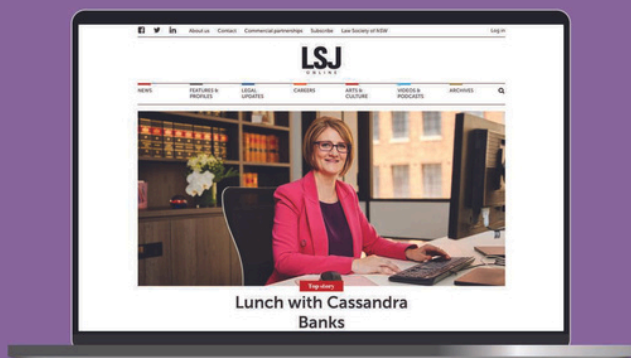
## Access to the Law Society of NSW Student Member Portal

containing information on upcoming events and programs in addition to helpful and informative resources and publications.



## Exclusive and early access to a range of professional, networking, social and wellbeing events including:

NSW Law Careers Fair • NSW Young Lawyers meetings and events • Student and Young Lawyers Golden Gavel Competitions • Graduate and Clerkship Recruitment Programs and Information Sessions • Mentoring Program



## Exclusive access to our range of career, study and wellbeing resources and publications including:

Student and NSW Young Lawyers e-newsletters • LSJ Online • How to Survive and Thrive Guides • Tips and advice on applying for graduate and clerkship positions • Resume writing and interview guidance and examples



## Access to a range of Law Society wellbeing services including our 24/7 confidential phone line.



### How to apply

If you are a student, or recent graduate who is not yet practising law, membership to the Law Society of NSW is free. To join, simply visit: [www.lawsociety.com.au/student-registration](http://www.lawsociety.com.au/student-registration)



# A PLACE WHERE TOGETHER WE LEARN, TOGETHER WE MASTER, TOGETHER WE LEAD

We're King & Wood Mallesons. The top tier international law firm, from Asia, for the world. We are driven by a simple purpose – to use our mastery of the law for the lasting prosperity of our clients, people and communities.

We create an environment where you can thrive and meet your aspirations and goals. Innovation is in our DNA. We equip you with the skills to partner with our clients and bring pioneering solutions which help them adapt, reinvent and evolve. We know innovation comes from giving you room to grow. At KWM, you can shape your own career path, supported every step of the way with world-class training, coaching and hands-on experience.

Diversity of thought, perspective and experience is critical to our culture. We provide a broad, inclusive and open environment in which you are encouraged to bring your whole self. We are not about a one size fits all careers model. We offer multiple opportunities for you to gain experience and thrive. At KWM we help you Learn. Master. Lead.

## Planning for a sustainable future

It is important to us to grow our business sustainably and responsibly and leave a positive impact.

### Our commitments:



#### Reduce our emissions by:

- Becoming certified carbon neutral by December 2022. **Complete**
- Setting science-based targets by December 2023 and reaching net zero emissions by 2050. **Complete, awaiting verification**



Source 100% renewable energy for our Australian operations before 2024.

**Complete**



Update and re-certify our Environmental Management System by June 2022.

**Complete**



Undertake various energy, paper, water and waste reduction initiatives.

**Ongoing**

## Global reach

KWM's extensive global network is positioned in the world's growth markets and financial centres, we're on the ground where our clients need us most.

- Australia
- China
- China Hong Kong SAR
- Germany
- Japan
- Singapore
- Spain
- United Kingdom
- United States

## Our programs

### SEASONAL CLERKSHIP PROGRAM

Applications open: Monday, 10 June 2024

Applications close: Sunday, 14 July 2024

Apply via our online application system at:  
**[kwm.com/careers](https://kwm.com/careers)**

We offer seasonal clerkships that give you insight into what it's like to be a lawyer at King & Wood Mallesons. You'll get to know our people, the way we work, our culture, practice areas, clients and more.

#### What will you 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 is special – working within your team, you'll be encouraged to get actively involved in the many activities and events that help create our unique culture.
- Our people are here to support you – you'll find that people from every part of the business will help you by sharing their knowledge and walking beside you through the early stages of your career and beyond.

## GRADUATE PROGRAM

We offer a future-focused experience and invest heavily in your development to support you throughout your journey.

You will benefit from a bespoke comprehensive learning and development program tailored specifically for our graduates.

You will take part in our graduate technology bootcamps. These bootcamps will provide you with experience working with many different types of emerging legal technologies, which are available at our firm. These skills will help prepare you for the future and ensure that we continue to evolve to meet our clients' changing needs.

We also offer you a Practical Legal Training (PLT) course with the College of Law, ensuring that you meet the requirements for admission to legal practice.

We promote and support the mobility by giving you the opportunity to apply for an exchange in one of our interstate or overseas offices or undertake a client or pro bono secondment.

Through these experiences, you can access real on-the-job experience as you start your legal career.

### What you will experience:

- Meaningful work covering a wide range of practice areas.
- Client contact and an in-depth understanding of how they operate in a commercial and regulatory environment.
- The opportunity to work as part of a team with a range of partners, senior associates and solicitors.
- A practical understanding of areas of our legal practice.
- Training in the latest legal technology.

### Our impact:



We are making progress towards our target of 40% female representation at partnership level.



Our LGBTQ+ Inclusion Network at KWM (LINK) raises awareness of and advocates in relation to LGBTQ+ issues and concerns, and promotes inclusion, provides support and builds a sense of community for LGBTQ+ identifying people and allies.



We have recorded over 630,000 pro bono hours since 2001.  
89% of Partners & Lawyers participated in pro bono.



286 organisations received Legal Assistance in FY22.



Over \$15M raised and donated via DigDeep® since 2001.

## VIRTUAL EXPERIENCE PROGRAM

No matter where in the world you are or what stage in your law degree, you can now experience what it is really like to be a lawyer at KWM with our Global Virtual Experience Program (VEP). The platform features learning modules curated by KWM based on real life firm matters and activities. Through this program you can build real skills and the confidence to excel in a commercial law career before you even step into one of our offices.

### Who do we work with

We work with the industry-makers, nation-builders and market-disruptors to drive growth and power innovation. KWM is a launchpad for limitless opportunities. We want to help you think differently about yourself and the possibilities of where a career in the law might take you.

### What do we offer

- A culture of innovation, collaboration and high performance.
- Multiple career pathways where you can shape your future.
- World-class training and coaching to unleash your full potential.
- High impact work for the world's leading organisations.
- Relationships that last a lifetime.

### Key contacts

**KELLIE MILDRED**  
PEOPLE & DEVELOPMENT MANAGER, SYDNEY

TEL +61 2 9296 3592  
EMAIL KELLIE.MILDRED@AU.KWM.COM

**SARA MORRISON**  
PEOPLE & DEVELOPMENT EARLY CAREERS ADVISOR, SYDNEY

TEL +61 2 9296 3478  
EMAIL SARA.MORRISON@AU.KWM.COM



[careers.kwm.com/en/graduates-australia](https://careers.kwm.com/en/graduates-australia)

**kwm.com**





# CLERK PROFILE



## ZAYNAB RAAD

### SEASONAL CLERK INTAKE: 2023/2024

Area of rotation: Mergers & Acquisitions (Public M&A/Equity Capital Markets); Banking and Finance (Debt Capital Markets)

University: University of Wollongong

Degree: Bachelor of Laws/Bachelor of Arts in Western Civilisation

#### What kind of work did you complete during your clerkship?

During my clerkship, I engaged in varied tasks across M&A and Banking & Finance, from drafting letters and regulatory updates to conducting research and attending interesting meetings. Notably, my role in transcribing a hearing for the Competition Dispute Resolution team and preparing materials for the Pro Bono team diversified my experience by collaborating across different teams as needed.

#### What was the application and interview process like?

The application and interview process involved a written application, online tasks and in-person interviews that focused on my interests and life beyond the law, not just legal expertise. The firm's events during the application process and the buddy system provided valuable insights into its culture and values, making the process both informative and welcoming.

#### What kind of support did you receive as a clerk?

My support network included guidance from a Supervising Partner, direct assistance from a Development Coach, and peer support from a Buddy in each team. These roles were instrumental in providing a well-rounded and engaging workload, while regular meetings with the People & Development team and the strong camaraderie among clerks enriched my experience with both professional and personal support.

#### What kind of training did you receive? What opportunities for learning and growth have you been offered at KWM?

I received great formal training throughout the clerkship, covering research methods, technology, writing, risk management, practice excellence, and the resources available to us. Equally valuable was the practical, on-the-job training provided by the teams, on the day-to-day tasks the job requires. This blend of formal and informal training empowered me with the skills and knowledge needed for professional growth.

#### What is the culture like at KWM?

The culture at KWM is built on a foundation of teamwork, mutual support, and inclusivity, where every team cultivates an environment that encourages curiosity and open dialogue. Well-being is not just a concept but a practice at KWM, with the firm actively ensuring work-life balance and mental health are prioritised.

#### What are you most proud of throughout your clerkship?

My proudest achievement was effectively managing a demanding schedule while delivering high-quality work and receiving positive feedback for my efforts. This fuelled my confidence to pursue excellence in my legal career, highlighting my potential to contribute meaningfully to the firm and the broader legal community.

#### Why did you choose King & Wood Mallesons?

I chose KWM for its strategic emphasis on Asia, a dynamic and rapidly evolving legal market, which showcases the firm's leadership and depth of expertise in the region. This global orientation and commitment to excellence deeply resonate with my aspirations to become a lawyer with a strong international perspective and the ability to navigate complex, cross-border legal challenges.

#### Thinking of your time at KWM, do you have any personal stories about how your skills were encouraged through learning and development opportunities or did you collaborate with team members in the pursuit of legal mastery?

Witnessing a partner's negotiation skills during a meeting in M&A and seeing the mastery they had was an unparalleled learning experience. I was also able to collaborate with my team on a novel transaction where both me and the team were learning together and breaking new legal ground. These experiences showcased the firm's emphasis on learning through doing and the collaborative pursuit of legal excellence.

#### What was the highlight of your clerkship?

The highlight of my clerkship at KWM was undoubtedly the friendships I formed. Beyond the personal joy and support these friendships provided, they also played a crucial role in my professional development. Collaborating closely with peers on complex projects, sharing insights, and navigating challenges together enriched my understanding and approach to legal practice.





# GRADUATE PROFILE



## SOPHIE BROADLEY

### GRADUATE INTAKE YEAR: 2023

Areas of rotation: Dispute Resolution (Construction); Banking & Finance (Leverage Finance), and Mergers & Acquisitions (Private Equity)

University: University of Newcastle

Degree: Bachelor of Commerce / Bachelor of Laws (Honours)

### What kind of work did you complete during each rotation of your graduate program?

I have been fortunate to rotate through a litigation team and two transactional teams, giving me exposure to a diverse range of work. In dispute resolution, I assisted with document review, prepared affidavits, attended expert determination hearings, and organised court bundles. In the litigation teams, I drafted finance and condition precedent documents, attended client meetings, and facilitated the signing of multiple deals. These experiences have provided me with valuable skills in document drafting, legal research, and client interaction.

### What was your first six months like?

The initial six months were intense, marked by a steep learning curve as I adapted to the fast-paced legal environment. Balancing a workload, absorbing the firm's culture, and engaging in various practice areas were key challenges. However the supportive mentorship and comprehensive training sessions, particularly in legal technology, proved invaluable.

### What are you most proud of throughout your graduate program to date?

Having the opportunity to publish numerous articles in the Australian Property Law Bulletin was an incredibly exciting experience, especially when you see your name in print for the first time.

### What skills do you consider important to succeed in your role as a graduate? Is this different to your initial expectations?

To succeed as a graduate at KWM, key skills include adaptability, effective communication, and a proactive learning mindset. These skills are crucial for navigating various practice areas and engaging with clients and colleagues. While technical legal knowledge is important, soft skills such as teamwork, time management, and resilience often play a more significant role than initially expected.

### What piece of advice would you give to someone considering a graduate role at KWM?

I would advise someone considering a graduate role at KWM to be proactive in embracing the firm's culture of innovation and learning. Take full advantage of the training opportunities, such as the LegalTech Belts and Digital Graduate Bootcamps, to develop your digital literacy and legal technology skills. Engage with the diverse practice areas to gain a broad understanding of the legal landscape, and don't hesitate to contribute to pro bono initiatives to enrich your professional experience.

### Can you think of a time when you contributed to creating a positive impact during your graduate program?

It has been a fantastic opportunity to be involved in the clinic on behalf of the Refugee Advice & Casework Service that involves KWM lawyers preparing visa applications over the phone for refugees who are clients of RACS. As part of this clinic, I was able to attend the RACS Office in Randwick to assist with preparing forms and completing other administrative tasks.

### Why did you choose King & Wood Mallesons?

KWM is a top choice for those seeking a law firm at the forefront of technology and innovation in the commercial sector. With a digital-first approach, KWM leverages programs like the Transformation Program and partnerships for digital solutions to address client needs effectively. The firm's commitment to innovation is demonstrated through initiatives like LegalTech Belts and Digital Graduate Bootcamps, which enhance digital literacy and skills among lawyers.

### Who would you recommend KWM to?

I would recommend KWM to anyone interested in gaining an understanding of commercial and corporate law. As a graduate, you will have the opportunity to work across a diverse range of practice areas, allowing you to develop a well-rounded skill set.



# HERRO SOLICITORS

## LAW GRADUATE / SOLICITOR

### Opportunity existing for a Law Graduate / Solicitor to join leading boutique Sydney Law Firm

#### About the firm

Herro Solicitors is a boutique Sydney CBD law firm. We practice in the areas of property law, litigation, dispute resolution (in particular mediation) and commercial law.

Herro Solicitors is a "stand out" in the area of leasing law in Australia.

Our Principal Solicitor, Anthony Herro, is recognised in Best Lawyers for 2025 for Leasing Law and is also ranked "Leading" in the Doyle's Guide for 2024 and 2023 in the category "Leading Leasing Lawyers NSW" and was ranked recommended in 2022, 2021, 2020 and 2019.

Anthony personally mentors all graduates and lawyers and works with you to excel in your career.

Herro Solicitors act for some of Australia's leading retail brands, property companies, retail chains and iconic international brands. Our clients range from international brands with in excess of 1,000 stores through to start-up businesses.

#### About the role

As our firm continues to grow and we have more client demand than we have capacity to meet, we are seeking an law graduate or solicitor to join our team.

#### What is it like to work at Herro Solicitors?

Our firm culture is best described as professional yet personable and friendly. We truly value our relationships with our clients.

Whilst we provide legal advice of the highest professional standard, we do so in a friendly and genuine way. Our relationship with our clients and the need to serve their best interests is far more important than billable hours.

You are exposed to client contact at an early stage and much sooner than in a similar position in a large firm.

#### We offer you:

- A very competitive "top tier" salary package with incentives/profit share and bonuses.
- Career progression and annual performance reviews.
- An inclusive and supportive team environment.
- A sensible work/life balance
- Mentoring & Development

#### About you – Selection Criteria

We look for the following:

- o Excellent character– honesty, integrity and sincerity are essential personal traits
- o Solid academic results (distinction or high credit average preferred)
- o Genuine desire to achieve just outcomes for clients.
- o Excellent communication skills
- o Strong attention to detail

#### Time frame for commencement of employment

We are making offers now for either immediate start or a later start date can be agreed with the option of working part time as a paralegal until you commence full time employment.

If this sounds like the right opportunity for you, please email your covering letter, CV and academic transcription to Mr Anthony Herro, Principal Solicitors at [careers@herro.com.au](mailto:careers@herro.com.au).



# OPPORTUNITY STARTS HERE

With a challenger mindset, G+T is always pushing the status quo and taking a stand on things that matter. That's why we constantly seek new ideas, fresh energy and different perspectives from our clerks and graduates.

Work at the forefront of significant change in our society and economy, and open the door to experiences that will shape your career – wherever you want it to take you.

**Join us, and help us  
build Australia's best  
corporate law firm.**

» Visit [gtlaw.com.au/starthere](http://gtlaw.com.au/starthere)



# OPPORTUNITY STARTS HERE

**There's never been a better time to be part of G+T. The pace is fast, the energy is high, and the people are smart, supportive and fun. Open the door to opportunities without limits, and see where G+T can take you.**

Our clerkships in Melbourne, Perth or Sydney offer a unique chance to experience one or two practice areas in corporate law, and learn from some of Australia's most talented legal minds.

In Sydney, we offer a summer clerkship with two 4-week rotations across two practice areas and the option to apply for the Aurora Internship, a fully funded 5- to 6-week winter internship.

## Is a G+T clerkship right for me?

The G+T clerkship experience is open to law students in their penultimate and final year of study.

Our culture is built on inclusivity and individuality, and we want you to feel like you can be yourself at work. Our people are ambitious, creative and entrepreneurial – they bring energy and a can-do mindset, and are willing to challenge assumptions. If that sounds like you, you'll feel like you belong here.

## What will I experience?

During your three-, four- or eight-week clerkship (depending on location), you'll be provided with a supervising partner, a mentor and a buddy who will help you develop your day-to-day legal and personal skills. You'll also grow with the help of structured in-house training, covering drafting and technical skills through to business development and personal branding.

You'll mainly work within one or two of our corporate law practice areas, and you'll also have the chance to work on innovation projects or pro bono matters. This is your opportunity to explore areas you're interested in, push out of your comfort zone and bring your own ideas and perspective to the team. Plus, you'll build a valuable network that will support you throughout your career – wherever it takes you next.

## I've clerked at another firm – can I still apply?

G+T clerks typically receive priority offers for graduate roles, and we have a high conversion rate. However, graduating students are always welcome to apply to our 18-month graduate programs. Look for graduate vacancies on our website.

## Clerkship application dates

APPLICATIONS	APPS OPEN	APPS CLOSE
SYDNEY	Monday, June 10 2024	Sunday, July 14 2024
MELBOURNE	Monday, July 1 2024	Sunday, August 11 2024
PERTH	Monday, June 24 2024	Sunday, July 28 2024

» Learn more about our clerkship programs at [gtlaw.com.au/starthere](https://gtlaw.com.au/starthere)

**"I think graduates today are looking for the whole package – collaborating with the best people on interesting work, being stimulated in an inspiring office, being valued for their input. And I feel like I'm in the perfect place for that at G+T."**

Karla Jeffrey  
Graduate

## Get in touch

We'd love to hear from you.

Kristie Barton  
Talent Attraction + Brand Manager  
+61 2 9263 4575  
[kbarton@gtlaw.com.au](mailto:kbarton@gtlaw.com.au)





# IMPACT STARTS HERE



**G+T has the momentum and energy to be Australia's best corporate law firm. Our clients turn to us at pivotal moments in their growth trajectory – from industry-shaping M+A deals to high-stakes disputes and regulatory work.**

From your first day with us, you'll be given work that matters – not paperwork. You'll be exposed to milestone deals and major clients across Australia, Asia, Europe, North America and emerging markets. And you'll feel like you're making a difference and learning from the best lawyers in their fields.

You'll also have the opportunity to work in practice areas focused on ESG and the transition to renewable energy, as well as emerging regulatory change and tech transformation.

Join our team in Sydney's Barangaroo precinct, and work alongside Australia's leading practitioners in:

- + Banking + Finance
- + Competition, Consumer + Market Regulation
- + Corporate Advisory
- + Disputes + Investigations
- + Energy + Infrastructure
- + Intellectual Property
- + Legal Service Innovation
- + Pro Bono
- + Real Estate
- + Technology + Digital

If you share our entrepreneurial spirit and restless energy, you'll feel like you belong with us here at G+T. And you'll see how quickly our network can open doors to experiences that will take you further, faster.

## Launch your career with G+T

» Visit [gtlaw.com.au/starthere](https://gtlaw.com.au/starthere)

**"As a progressive firm, we are constantly changing and always thinking about the future. That's why we're always looking for fresh ideas and energy. For talented people who will make an impact in their careers, wherever that takes them."**

Danny Gilbert  
Managing Partner



# YOUR CAREER STARTS HERE

I chose to clerk at Gilbert + Tobin ('G+T') because of the firm's culture and relentless ambition. The firm continues to grow and has established itself as a market leader in many areas of law and I was excited by the opportunity to contribute to this journey. The firm also has a positive culture and for me, this permeated through the representatives I spoke to at information nights held throughout the recruitment process. Everyone was more than willing to answer any question I had.

I found the recruitment process for G+T slightly more rigorous than some other firms, however I wouldn't let that be a deterrent from applying! The process is really about getting to know you as a person, and the piece of advice I was given consistently was to just be yourself. Cliché as it sounds, it is true. I was very nervous going into my first interview; however, it ended up being a really fun conversation, and a highlight of my clerkship experience looking back!

Once the clerkship begins, you spend a few days in orientation and this is a fantastic way to get to know your cohort. I didn't know anyone going into the clerkship, however, I have now come away with some lifelong friends.

As a clerk, I was encouraged to be involved in as much as I could and I felt supported within this. I was able to attend court, draft documents that were given to clients/ the other side/ filed in court, attend client meetings and attend telephone advice sessions. We also had fun projects including the Innovation Project and the Summer Clerk video competition, which were a great way to work in small groups within your cohort.

Pro Bono work is really important to me personally. I was grateful to complete a rotation in G+T's pro bono practice and I was surprised by the diversity of work our practice undertakes. Although I had some knowledge regarding the focus areas of Aboriginal and Torres Strait Islander people, people with disabilities, refugees and human rights issues, the team undertake an incredibly broad scope of work including complex litigation and governance work - which is exciting to gain exposure to as a junior. One pro bono matter I worked on which has stuck with me, was drafting estate planning documents with provisions for a special disability trust for a client. I was able to attend the client meetings, helping me to understand what the client was seeking, and we were able to draft the provisions in the documents accordingly. I have also enjoyed the fact that pro bono work is encouraged across the firm, so you don't necessarily need to be in the pro bono team to access this work.

I completed my second rotation in the Energy + Infrastructure team, specifically working in Construction. This team is unique as it undertakes both transactional and litigious work. I was able to draft documents, attend court and interact with Barristers. I enjoyed my time there as I found the work and clients to be unique and diverse, and asked to remain in the team as a paralegal as a result of my clerkship experience.

I don't think it would be fair to talk about the clerkship without mentioning the social aspect. It was a fun eight weeks! I ended up attending three Christmas Parties, which are a fantastic way to get to know your team outside work. I also highly recommend the clerk cruise, as a great way to meet other Sydney clerks. Our cohort also organised a clerk Secret Santa with 'funny gifts'.

Overall, a clerkship at G+T is a fantastic experience and I could not recommend it enough.



**"I went into the clerkship not knowing anyone and I have come out with some lifelong friends. The culture of G+T is very positive; the people are interested in getting to know you and supporting you on your legal journey."**

Caitlyn Reid  
2023 Summer Clerk

## Learn more

You'll find more interview tips and career inspiration in our clerkship guide.

» Download your copy at [gtlaw.com.au/starthere](https://gtlaw.com.au/starthere)



# Create your story



With 32 offices across the world and a rich history spanning 200 years, we've established ourselves as a leading adviser in all areas of the law.

We offer the reach and insight of a global network combined with deep local market knowledge, to help our clients navigate a complex and constantly changing global landscape.

Our people are our greatest asset. Explore our history, our people, and be inspired to create your story at Ashurst.



Begin your story now at  
[ashurst.com/careers](https://ashurst.com/careers)



Outpacing change



# Tips for success

## Make a great first impression

Consider your personal brand, how you want to be perceived and recognised in terms of your strengths. The best way to create a good impression is by being authentic.

A great attitude, enthusiasm for any task and the ability to quickly build rapport is an asset.

Remember, a 3.5 to 4-week clerkship is an extended interview for a graduate position in locations with multi-clerkship opportunities.

## Show initiative and seek opportunities

Have a clear picture of what you want from your clerkship, what you want to learn about the firm, and the type of work you want to get involved in.

Take the initiative to get to know your team as well as other practices across the firm, meet as many people as possible and try to get involved in different types of work, projects and activities.

## Communication is vital

Take on various work for different people across the team, but don't forget the importance of managing your priorities.

Clerkships involve several training sessions and activities. You will also be completing various projects for people across your team; make sure you keep your team and supervisor updated on your workload and training schedules to ensure your success.



## Get feedback

A clerkship is an excellent opportunity for you to learn and develop your legal knowledge and skills, remember to request feedback after completing tasks, as acting on this feedback is a great way to demonstrate your ability to learn quickly – an essential skill for junior lawyers.

Take the time to follow up with the team members that have assigned you tasks and get their thoughts on the work you have completed - just be conscious of their workload and the timing.

## Develop your networks

Speak to as many people as possible. This is your opportunity to find out if Ashurst is the place you want to begin and grow your career.

Take every opportunity to meet people from across the firm to learn about the practice groups, and if they are people you would like to work with in the future.

Lastly, take the time to get to know your fellow clerks - you may be colleagues one day!



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## A day in the life of a Summer Clerk

**Annaleise Forbes**

University of Wollongong

**5:30 a.m**

After snoozing my alarm for the 5th times, I finally get out of bed. After having a shower and getting ready, I have a quick breakfast and my first coffee of the day.

**6:30 a.m**

I leave my house and drive 30 minutes to a bigger train station than the one in the town I live in. The train trip is the perfect time to catch up on some extra sleep, read a book or prepare myself for the day ahead.

**8:45 a.m**

I finally arrive at the office and drop my stuff at my desk. I swap my out of my commuting shoes, into my favourite heels and running back out to grab a coffee with a couple of the other clerks. When I'm back at my desk, I log on, check my emails and begin to make a plan for the day.

**9:30 a.m**

The Restructuring and Special Situations Group (RSSG) weekly team meeting is on a Thursday morning at 9:30am. In the meeting we discuss current market updates and an update on the status of new or bigger matters that the team is working on. We also have the chance to discuss any business development updates. This is a great opportunity to learn more about the work the team does beyond the tasks that I have assisted with.

**10:30 a.m**

After the meeting is finished, I begin to work on a document review task I was given. In this matter, the client provided us documentation regarding their claim over a secured asset of a company in voluntary administration. From my review, I created a memorandum to provide to my instructing lawyer which detailed information relevant to our client's claim.

**12:30 p.m**

Lunch time has arrived! I meet a few of the clerks in the lobby before we go into the food court and get something delicious for lunch. We then head back up to level 9 where we meet up with most of the other clerks.

**1:30 p.m**

After lunch I was asked to attend a creditor's meeting to write a file note for my instructing lawyer. This meeting was extremely interesting as the creditors were voting on the future of the company. These meetings can often go for quite a long time or be adjourned for a later date, luckily this meeting went ahead and I was able to see this part of the voluntary administration process.

**4:00 p.m**

Each week, different practice groups run a meeting for the clerks where they give us an insight into their work. This week the employment team, the competition team and the dispute resolution team gave a presentation about the structure of their team, the main kinds of matters they work on, some of their main or bigger clients, and the kind of work that clerks and graduates get involved with. These are really interesting and beneficial sessions, especially if you are not sure what teams you might want to rotate through as a graduate.

**5:00 p.m**

The end of the day has arrived and I double check with my work providers if there is anything else they need me to assist with before packing up. The RSSG team has fortnightly drinks on a Thursday in the office, so all the clerks in the team stay and get to know the people in the team a bit better.

**8:00p p.m**

After a long day, I finally arrive at home. Time to have dinner and watch some of my favourite TV!

**10:00 p.m**

I can no longer keep my eyes open so it is time to go to sleep, so I can wake up and do it all again tomorrow!





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# Shape the future with Allens

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

## CLERKSHIP PROGRAM

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

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

## GRADUATE PROGRAM

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

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

*Until now, I hadn't really considered what my career might look like after my clerkship...*

*Since joining Allens however, I found myself completely inspired, especially by the female powerhouses.*



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# RESUME HACKS FOR SUCCESS

A well-written resume is essential for landing your dream job. However, crafting a resume can be overwhelming due to the abundance of opinions, trends, and practices, not all of which are beneficial.

This is where understanding the role of Applicant Tracking Systems (ATS) becomes essential. Employers often rely on ATS to simplify their hiring process by scanning and filtering resumes, assigning scores for comparison. To increase your chances of success, it is crucial to optimise your resume for ATS compatibility, ensuring you stand out and progress to the next stage of the hiring process.

The tricky part? ATS can be unpredictable, and if your resume isn't properly formatted, it might end up jumbled and unreadable on the other end. So, let's check out how you can make sure your resume clears the ATS scan and leaves a lasting impression on the hiring manager.

## HOW TO OPTIMISE YOUR RESUME FOR ATS

When it comes to optimising your resume for Applicant Tracking Systems (ATS), It's important to avoid certain things that can trip up the system.

Here's a simplified checklist of what to steer clear of:

- Keep fonts simple and easy to read, avoiding fancy styles or colors that might confuse the system.
- Don't go overboard with graphics, tables, images, or charts. The system might get overwhelmed and miss important information.
- Skip headers, footers, or text boxes that can disrupt the scanning process. Stick to a clean and straightforward layout.
- Stick to common file formats like Word, as some ATS might struggle with unusual PDF versions.
- Don't stuff your resume with excessive keywords or irrelevant terms. Focus on relevant and impactful content.

- Avoid using invisible text tricks to add more keywords. The system is smarter than that!

By following these tips and presenting a well-structured resume, you'll ensure it's ATS-friendly and increase your chances of getting noticed by employers.

## THE HYBRID RESUME FORMAT

As a university student, you can leave a lasting impression with a hybrid resume format. This style captures employers' attention by highlighting your skills and achievements right from the start. It then presents a clear timeline of your work history. By using a hybrid resume, you effectively showcase your abilities and experience, making yourself stand out from other candidates.

## FIND THE TEMPLATE

You can find the hybrid resume template on the next page or visit CareerHub at <https://careerhub.nd.edu.au>. Search for "Hybrid Resume Template" in the resources section. It's a valuable tool to create your own impressive hybrid resume.

## INCORPORATE RELEVANT KEYWORDS

Remember to incorporate relevant job description keywords to make an impact on both employers and ATS. By following these guidelines, you'll position yourself as a standout candidate in the competitive job market.

## CONCLUSION

By taking the time to optimise your resume for ATS and use a hybrid resume format, you can greatly increase your chances of landing your dream job. So what are you waiting for? Start optimizing your resume today!



**SAMANTHA KHOURY**  
Careers Officer – University  
of Notre Dame Australia



# MASTERING THE ART OF WRITING COVER LETTERS

Ready to take your cover letter game to the next level and make a lasting impression on recruiters? Writing cover letters can feel daunting and tedious, but fear not! This article is here to shake things up and provide you with valuable insights. Get ready to highlight your skills, experiences, and true passion for the legal profession in a way that will truly captivate recruiters. Be sure to explore the helpful checklist tailored to help you craft exceptional cover letters.

Customising your cover letter for each job application is a must if you want to show dedication and genuine interest in the role and company. Take the time to thoroughly read the job description and highlight relevant skills and keywords. Include these in your cover letter. This shows the company that you've taken the time to understand their needs.

To make your cover letter more personal, include the company's address and the name of the contact person (if available). By addressing your letter directly, you demonstrate your research and genuine interest in the specific company and role.

Use your cover letter to highlight your measurable achievements. You could mention assignments and projects where you've showcased your research skills or give examples of extracurricular activities related to the legal profession. This will provide concrete evidence of your capabilities.

Conduct thorough research on the company's background, values, and recent achievements. Incorporate this knowledge into your cover letter to demonstrate that you have taken the time to understand the company and how you can contribute to its success.

Highlight specific aspects of the company that resonate with you and explain how your skills and experiences align with their goals. This helps employers envision how you can fit into their organisation and contribute positively.

A well-crafted cover letter should be concise, engaging, and focused. Keep it within one page, using clear and concise language. Use short paragraphs to highlight your key points. Your cover letter can read more conversational than your resume.

Conclude your cover letter by expressing your enthusiasm for the position and inviting the employer to contact you. Being proactive shows your eagerness to move forward in the application process.

## COVER LETTER CHECKLIST

- ☐ Customise each cover letter for every job application.
- ☐ Use relevant skills and keywords from the job description.
- ☐ Include company address and contact person's name.
- ☐ Clearly state your contact information, including your phone number and email address at the top of your letter.
- ☐ Begin with "To the Hiring Manager" or "To the Recruiter" if no contact was given.
- ☐ Highlight your measurable achievements e.g., demonstrating proficiency in legal research and writing through assignments and projects.
- ☐ Show genuine interest by researching the company.
- ☐ Match your skills, interests, or values with the company's.
- ☐ Avoid being negative or complaining about past employers.
- ☐ Keep the cover letter concise, engaging, and to the point.
- ☐ End with a clear request for the employer to contact you.



**SAMANTHA KHOURY**  
Careers Officer – University  
of Notre Dame Australia

# LINKED IN: YOUR KEY TO THRIVING IN THE LEGAL ARENA

Australia boasts a vibrant legal industry, with numerous law firms catering to a diverse range of legal services. According to the Australian Bureau of Statistics, the legal services sector experienced steady growth, contributing over \$29.6 billion to the Australian economy in 2022-2023. This highlights the abundance of opportunities available for law graduates and professionals seeking to establish themselves in the Australian legal landscape, along with this comes an important reminder on the importance on effective networking when job searching.

Here are three transformative tips to maximize your LinkedIn presence and unleash your full potential in the dynamic Australian labour market.

## LINKED IN PROFILE

Your LinkedIn profile is your digital calling card, your chance to make a lasting impression on potential employers and the opportunity to showcase your proactiveness and professional brand. Showcasing your unique value proposition is essential. Start with a headline that conveys your area of expertise and passion for the law industry. Include a professional headshot that radiates confidence and approachability. And don't forget to optimize your profile with relevant keywords that resonate with employers and industry trends. Highlight your academic achievements, internships, and legal experience adding measurable results to create a comprehensive snapshot of your capabilities.

## BUILD A STRATEGIC NETWORK

Connect with fellow law undergraduates, professors, and alumni from your university and other universities to expand your circle. Join Australian law professional organisations and groups on LinkedIn,

where you can engage in discussions and get insights from seasoned professionals. Actively seek out connections with lawyers, legal recruiters, and industry leaders across Australia to foster valuable relationships. Building a strong network on LinkedIn opens doors to internships, mentorship opportunities, and invaluable career guidance.

## **SHOWCASE YOUR LEGAL EXPERTISE**

LinkedIn offers multiple avenues to demonstrate your legal knowledge and expertise. Publish articles or share insightful posts related to the Australian legal landscape. Comment on and share posts from legal thought leaders to engage in meaningful conversations. Participate in relevant LinkedIn group discussions, share valuable resources, and contribute thoughtfully. By actively showcasing your legal acumen, you establish yourself as a passionate and knowledgeable law undergraduate, attracting attention from potential employers and mentors.

Remember, LinkedIn is not just a passive platform; it is a dynamic space that can propel your legal career forward. With a powerful profile, a strategic network, and active engagement, you can leverage LinkedIn's vast potential to connect, learn, and position yourself for success in the competitive Australian legal arena.

**To book an appointment to meet with the university Careers Officers simply head to the Career Hub at: [careerhub.nd.edu.au](https://careerhub.nd.edu.au)**

**You can discuss course planning, job applications, interviews, networking and all things careers.**



**ADOLFO ZAMORA**  
Careers Officer – University  
of Notre Dame Australia

# MASTER THE INTERVIEW:

## QUICK TIPS TO IMPRESS THE HIRING MANAGER

Making it to the job interview stage means that the hiring manager was impressed by your application and wants to dig deeper to see if you'd make a good fit for the company and role. It's understandable if your excitement suddenly turns to nerves as you realise you now need to impress the hiring manager in person. Here are some quick tips to get you ready and impress your hiring manager.

- **Be a STAR and practice** – Be prepared to use specific examples when asked behavioural questions such as those starting with phrases like “tell me about a time when you,” “how do you handle,” or “give me an example of how you.” These questions can be answered using the STAR method: share a Situation, explain the Task, detail your Actions, and highlight the Results. Prepare multiple examples that you can draw on for various skills. Practice using this approach to nail your interview responses!
- **Do your research!** Know the latest trends and developments in your industry as well as the company's values, goals, and culture.
- **Show up on time** – Try not to waste your getting ready time doom scrolling. Organise your outfit and travel route ahead of time. Don't leave on time; leave early.
- **Dress to impress** – Not every workplace has a formal culture but aim to always dress professionally.
- **Mindfulness** – During your job interview, use mindfulness techniques to stay focused. If you feel nervous, breathe deeply. Try to focus and listen actively to the interviewer. Notice any negative thoughts, but don't dwell on them; instead, refocus on the present moment.

- **Charisma** – Let your passion for the job and company shine. Trust in your abilities and let them know what contribution you can make to the team and company.
- **Be a team player** – Hiring managers are looking to see if you'd support the team. Demonstrate your teamwork skills by using examples of times you've collaborated with others to achieve shared success.
- **Be positive in your responses** – Often, a lack of confidence may come across in the way we respond to questions, such as focusing on what we haven't experienced or stating our weaknesses or mistakes without following up on how we've grown. Highlight your skills, strengths, and growth mindset.
- **Curiosity won't kill you** – Show your interest in the company and the role by asking thoughtful questions. Be curious about opportunities for training or progression. Ask them about the team dynamics. Remember, you also want to decide if this job suits you.
- **Don't ghost them** – Send a thank-you email after the interview and restate your interest.

Remember, your confidence will shine through, and you will make a strong impression if you are prepared. Stay prepared with these tips to ensure you make a strong impression.



**SAMANTHA KHOURY**  
Careers Officer – University  
of Notre Dame Australia



# THE ART OF HANDLING REJECTION

So, you've spent countless hours slaving away over assessments and readings because you know that when you reach the end of your degree, it will land you the perfect role, right? Sometimes we don't anticipate that landing the desired role after graduating isn't something that happens immediately. It often takes time and involves multiple setbacks and rejections.

Rejection can happen at any stage of the job-seeking process, and many factors come into play—not all of which have to do with you. Understanding this will help you focus your attention and growth on areas you can control, rather than stressing about things outside your control.

## REASONS FOR REJECTION YOU CAN CONTROL

You might face rejection in the initial phase when submitting your resume and cover letter. Employers often rely on software to simplify their hiring process. These Applicant Tracking Systems scan, filter and score hundreds of resumes and cover letters.

Although the use of ATS can be convenient for the hiring manager, it can also become problematic for job-seekers. If you've applied to dozens of jobs with no response, your resume might not be ATS compatible. Optimising your resume for ATS compatibility might be your first step to success.

There are changes you could make to your resume to ensure it successfully passes through the ATS. The most important rule is to keep your format simple. Avoid fancy font styles and colours.

Stick to more traditional fonts like Times New Roman, Arial, Cambria, Garamond, Georgia, Palatino, Calibri, Helvetica, Tahoma or Verdana. Remove any graphics, tables, images, charts, headers, footers, or text boxes – these can disrupt the scanning process. Save your resume in Word format, as some ATS might struggle with PDF versions.

Keywords are crucial and the job description is your cheat sheet. Check to see what criteria you haven't addressed on your resume, and include relevant skills. Unfortunately, ATS looks for exact words and doesn't recognise synonyms. So, if the job description asks for someone who is "proficient in Microsoft Suite," you may want to reword your resume if it reads "Strong in Word, Excel and PowerPoint."

Similar to your resume, your cover letter could be holding you back. Did you know that you should customise your cover letter for every job application? Your cover letter should equally focus on the company as well as on yourself. Show genuine interest by researching the company and highlighting your measurable achievements, e.g., demonstrating proficiency in legal research and writing through assignments and projects. Demonstrate how your skills, interests, or values align with the company's and how you would make an excellent fit for the team and role. Keep the cover letter less than a page. It should be conversational but professional. End with a clear request for the employer to contact you. If you've made it to the interview stage but haven't been successful, it's important to put things into perspective and keep trying. You can increase your chance of success by practicing your interview skills and answering behavioural questions using the STAR response format. Your confidence will shine if you've done your research on the company and role and can demonstrate that you understand their values, needs and goals.

## **REASONS FOR REJECTION YOU CAN'T CONTROL**

Sometimes you may have done everything right and you might be wondering what more could I have done? Rejection isn't always a reflection on your ability or skills. There are some reasons why rejection might not be in your control, and it is liberating to recognise this.

Hiring managers take into consideration their company culture and will choose someone who came across as a good cultural fit. This does not mean that your skills and experience are lacking. The personal opinion of the hiring manager can often play a key role in selection.

In some cases, an internal candidate has been recommended for the role, but it was a requirement to advertise the role before appointing someone to the position. In such a case, the candidate was already selected before you applied.

A common reason for missing out on landing a job is the high level of competition in the industry. If there are hundreds of applicants competing for one position, you need to stand out or risk being lost in a sea of applicants.

## **BUILD RESILIENCE AND ADOPT A GROWTH MINDSET**

Seek feedback at every stage of your application. Have a Career Advisor look over your application documents and run a mock interview with you. If you've been unsuccessful in an interview, kindly ask the hiring manager to provide feedback for improvement. Use this valuable insight to help prepare for the next interview.

Networking is powerful for discovering job opportunities. You can start building your network at university. Create and optimise your LinkedIn profile and stay up to date with industry events and news. You can use your profile to connect with colleagues, mentors and professionals you've met through placements.

Rejection can be challenging but is an expected part of the job search process. It also provides an opportunity to build resilience and adopt a growth mindset.



**SAMANTHA KHOURY**  
Careers Officer – University  
of Notre Dame Australia

# CLERKSHIPS: WHAT ARE THEY AND HOW CAN YOU START ONE?

Clerkships are programs offered to students and allow students to gain experience in the legal profession. This is a way for students to gain experience in the legal sector, typically prior to graduation. Often law firms offer a formal summer clerkship program which may run anywhere between 8-12 weeks.

While permanent roles are not guaranteed at the end of a clerkship program, it does significantly increase the likelihood of receiving a graduate employment offer. Regardless the development of a student's professional experience, and legal skills is the most valuable takeaway.

## What does this involve?

As a Law Clerk you may be tasked with jobs such as:

- drafting legal documents
- research
- filing and document management
- attending meetings with clients or other colleagues
- writing articles
- generally assisting Lawyers with their everyday duties.

## Key Clerkship dates for 2024

Applications for Summer Clerkships are open now!

**7 July and 14 July** – Applications close

**11 September** – Offers for Summer Clerkships can be made

**12 September** – Offers must be accepted or declined by 5:00pm



**SOPHIA ALEGRIA  
FERREIRA**

2024 Vice President – Notre  
Dame Sydney Law Society



# THE PATH TO BECOMING A LAWYER

So you're studying law... now what?

In order to become a lawyer there are a series of 4 steps that you need to follow to reach the final destination of becoming a lawyer.

## 1 . CHOOSE YOUR MODE OF PRACTICE

In Australia the word law is an umbrella term for all legal practitioners. Under this umbrella term are Solicitors and Barristers.

Solicitors are those who provide initial legal advice, consulting directly with the client, preparing legal documents or a case where it's applicable. Solicitors may engage a Barrister who will then proceed with the matter to court. Barristers perform the advocacy side of law. However, this is not to say that solicitors will not advocate in court, especially in local court matters. A person's decision to practice as a Barrister or a Solicitor is entirely personal. There is no right or wrong decision.

This article will cover the steps one would take to become a solicitor.

## 2 . COMPLETE AN ACCREDITED LEGAL QUALIFICATION

If you are studying law at the University of Notre Dame, you are a step in the right direction. Whether you are studying in the undergraduate, or postgraduate streams, if you are studying a Bachelor of Arts at the University of Notre Dame, once you have graduated you would have satisfied this requirement.

### **3 . PRACTICAL LEGAL TRAINING**

In order to become a practicing lawyer, upon graduating from your Bachelor of Laws you will need to complete Practical Legal Training.

Practical Legal Training is a course that may take anywhere from 3 to 8 months and provides you with training on the practical skills required to practice law, whether as a Solicitor or as a Barrister. The program includes components of coursework, work experience and continuing professional education in order to ensure that you are confident in your ability to practice law upon admission.

Practical Legal Training is provided by a small group of approved external providers though the College of Law is the largest provider with 50 years of experience.

### **4 . APPLICATION FOR ADMISSION TO PRACTISE**

In order to be admitted as a lawyer, once you have satisfied all the relevant prerequisites, you will need to satisfy the Legal Profession Admission Board of NSW that you are a fit and proper person to practise law. This will include an application for a compliance certificate to the Legal Profession Admission Board.

This application will include disclosing any relevant information such as compliance to a National Police History Check. For more information on the information that you may need to disclose you can visit: <https://www.lpab.justice.nsw.gov.au/Pages/admission-lawyer/admission-lawyer.aspx>.

All information that is gathered is for the purpose of ensuring that all those who are entrusted with the interpretation, and arguing of the law are ethical people worthy of holding this honourable position.

Once you have successfully applied for admission you will need to attend an admission ceremony. For those of us on the Sydney campus hoping to practise within New South Wales this will be at the Supreme Court of New South Wales. Once the ceremony has ended and you have signed the Roll, the fun begins – congratulations, you are now a lawyer!

## 5 . PRACTISE MAKES PERFECT

I once heard that the reason it's called 'practising law' is because you are never really done with learning in the legal profession. Every year, in order to maintain your practising certificate as a lawyer you will be required to maintain a certain level of ongoing education referred to as continuing professional development (CPD). This is all in the name of ensuring that those who practise law do not become stagnant or detached from the ever changing world they practise in.



**SOPHIA ALEGRIA  
FERREIRA**

2024 Vice President – Notre  
Dame Sydney Law Society

# THE PATH TO BECOMING A BARRISTER

While there are a variety of legal roles, the majority of legal practitioners fall into one of two categories: solicitors or barristers.

Barristers are distinct from solicitors in that they are self-employed, and most of their work is advocacy. This means their work usually involves appearing in court and making oral or written submissions. You might have seen barristers walking around the city in their professional black gown or with a short curly wig. Typically, a solicitor will engage the services of a barrister, rather than the client contacting a barrister directly.

There are a few steps to become accredited as a barrister in NSW:

1. You must obtain a legal qualification from a tertiary institute – i.e. a law degree.
2. You must be admitted as a lawyer in an Australian jurisdiction.
3. You must pass the Bar exam. The bar exam is administered by the NSW Bar Association and comprises of two papers focusing on the rules of evidence and legal ethics.
4. If you pass the Bar exam you are eligible to undertake the Bar Practise Course consisting of lectures, workshops and court practice sessions to develop a barrister's trial advocacy skills. From now on, participants are usually referred to as 'readers' and will continue to be called readers for their first year at the Bar.
5. After readers have completed the Bar Practise Course, they are issued a conditional practising certificate as they commence their 'Reading Program'. During the Reading Program, readers will work for a year under the supervision of 1 or 2 tutors (a tutor must be a barrister with at least 7 years' experience). Each reader must organise to have their own tutors and it is advised that this is organised 6 to 12 months before you take the bar exam.



6. After a year of reading, you can apply for an unconditional practising certificate to become a fully qualified barrister.

There are a few considerations to keep in mind if you are pursuing to become a barrister. Barristers often practise in what are known as chambers. Chambers are a group of offices in a building all occupied as barrister, where each barrister must lease or purchase their own room. It will be up to you as a reader to find your own chambers.

It is common for lawyers to 'go to the bar' after practising as a solicitor for a number of years. This allows you to further develop your legal skills and build a network of connections to help you find work once you are practising independently.

For many, becoming a barrister is a daunting thought and it is commonly recognised as a challenging profession. However, practising as a barrister provides a unique and hands-on experience that can be very rewarding.

To find out more see:

[https://nswbar.asn.au/docs/webdocs/BAR\\_BecomBarrister\\_A5\\_10Aug17\\_e.pdf](https://nswbar.asn.au/docs/webdocs/BAR_BecomBarrister_A5_10Aug17_e.pdf)



**DOMINIQUE BERGMAN**

2024 Treasurer – Notre  
Dame Sydney Law Society

# YOUR QUESTIONS ANSWERED BY OUR UNDA ALUMNI



**OLIVIA PASSERINI**

Bachelor of Law / Arts  
Class of 2024

## **A SHORT DESCRIPTION OF OLIVIA'S CAREER**

In 2019 I started as a paralegal at Colin Biggers & Paisley Lawyers in the Property & Development team, and in 2022 I moved to the Insurance team, working on personal injury and casualty matters. In January 2024 I started as a Graduate in the Restructuring & Insolvency team, and I will be admitted as a solicitor in July.

## **WHAT ARE YOUR TOP TIPS FOR CURRENT LAW STUDENTS IN PREPARATION FOR A CAREER IN LAW?**

Never underestimate the power of good drafting skills and being able to navigate legal research databases! Use university as the time to refine both of these skills, whether that be in your assignments or through participating in competitions. Think of drafting and research like muscles – the more you use them – the better they will be. You'll be surprised at how valuable both of these skills will be for a career in law (no matter the area!).

## **WHAT ADVICE WOULD YOU GIVE YOUR YOUNGER SELF?**

It's important to be curious and open to all areas of law – you never know who you'll meet, and where you'll end up! Don't close yourself off too early in your career as you never know where you could flourish.

## YOU WERE THE FORMER PRESIDENT OF NDSLS IN 2023, HOW DID YOUR INVOLVEMENT IN NDSLS PREPARE YOU FOR YOUR CAREER?

I loved my time as President of the NDSLS – it taught me so much about teamwork, collaboration and how to effectively work with others. My time on the NDSLS in its entirety, not just as President, enhanced my organisational and communication skills, time management and interpersonal skills. It was also a wonderful way to meet so many people at similar points in their career, which have proved to be valuable connections further down the track.

## IF READERS WANT TO LEARN MORE, WHERE CAN THEY REACH OUT TO YOU?

I'm always happy to chat over a coffee! If anyone would like to reach me, my LinkedIn is: <https://au.linkedin.com/in/olivia-passerini-b03253261>





# THE BENEFITS OF JOINING THE NDSLS COMMITTEE

Hi, my name is Meg. I have been on the committee of the NDSLS since 2021, I was first the Social Justice Director, then the Vice President, then the Fifth Year Representative and now the President! When I first started in the society I was really nervous about meeting new people and starting new projects, and mostly the first step of putting in my application. This is also very similar to how I have felt in my applications for jobs in the legal profession. My time at NDSLS has been an excellent practice for my skills that I have used in my job, that I would not have had without it!

Transferable skills are essential to being a flexible employee. When being a volunteer on the NDSLS I have been able to develop my teamwork skills through working on projects and events where I had to meet with different societies, staff members of the University and also professionals on behalf of the society. The skills I have developed I have been able to use in working in collaboration with my colleagues at work on large projects together and also in problem solving in seeking different perspectives on legal questions. Another skill that has helped me significantly was having control of running events for the society! Although not exactly alike, my experience in having responsibility over task management and time management has been directly transferable in my career. I have felt that my experience being on the committee has helped me to feel more confident in the workplace that I am not doing tasks completely for the first time. I would recommend that you join the NDSLS or any other society at University to develop your skills!

In addition to my experience as a committee member, the other members of the committee have also greatly assisted me in finding great opportunities.

The careers team over the years has put on excellent networking opportunities with professionals through events in collaboration with firms in meet-the-firm events, the careers fair and careers guide just like this one! Throughout my time at University I have been able to develop my skills in interviews and resume writing, but most importantly it has given me the confidence to put myself forward for career development.

I strongly recommend utilising the careers guide and the University Careers Officer to make the most of the support during the early stages of your career. It is never too early or too late to start thinking about your legal career! I encourage you to attend as many firm and University events as possible to start thinking about what you want from your career and what you might value in an employer. As diverse as the law is, so is each firm, chambers and business, and it is important to find a workplace that best compliments your interests and your skill set.



**MEG ABBOTT**  
2024 President – Notre  
Dame Sydney Law Society

# ADVICE FOR FINAL YEAR STUDENTS FROM A FIFTH YEAR

As a final year student, much like you I am excited about what the future holds. As penultimate students the reality of our future career hits our doorstep and we start to think about life post law school. As a 5th-year law student, I've gathered insights and strategies that have helped me thrive academically and personally throughout my journey at Notre Dame. Although it has had its challenges such as completing half of my degree online due to Covid-19, my final year of law school has become the most engaging and rewarding.

Applying for a clerkship can seem overwhelming and daunting however successfully securing a clerkship will equip you with real life skills and exposure to the legal profession. My first tip would be to research the firm you are applying for and ensure you are tailoring your application to them rather than mass applying with a generic resume. When attaching a cover letter, highlight why you want to work at the firm and any of their recent cases that interest you along with matching your experience to the current role responsibilities. This shows the recruiter that you have researched and understood both the firm and the role and will make you stand out in a pool of applicants. With a range of competitive applicants, it can sometimes be hard to get your foot in the door and acquire your first role in the legal industry. My advice would be to look for volunteer paralegal roles or internships that will give you experience that firms will look favourably at. Notre Dame offers a Mentoring Program and a Law Elective (Law in Context) that allows internship and work experience to be counted towards a unit in your studies.



Lastly, I would also reach out to the College of Law to plan your Practical Legal Training as you may be eligible to sit it early before graduation. This enables you to use your current work experience or part time job to be counted as PLT allowing you to get ahead of your legal career earlier. Please remember that not being accepted into a clerkship is not the end of your career and that there are other avenues you can take to get you where you want to be. Start by reaching out to people who have been through the same journey and network with legal professionals to allow yourself access to a variety of opportunities. I hope that after reading the 2024 Careers Guide you feel more equipped for your future in law. You've made this far into your studies and I wish you all the best in your future endeavours.



**KALLIOPI MENTIS**  
2024 Fifth Year Representative  
– Notre Dame Sydney Law  
Society

# ADVICE FOR FIRST YEAR STUDENTS FROM A FIRST YEAR

My opinion on university shifted dramatically the moment I began my first semester as a law student. High school and university are worlds apart – you will not understand the gravity of my words until you experience it yourself. Do not be frightened, though! This was a change that I needed, especially considering the immense pressure from the HSC. Your routine, study habits, and friend groups will change, and this requires that you adopt an open mindset and new time management strategies. Law school will open up several doors of new opportunity for you – do not let these go to waste. This is both very exciting but also intimidating. Networking, dinners, balls and career expos are daunting but I am so glad that I involved myself in these. I will delve into this further.

Your experience as a first year law student will differ greatly from your peers. One thing to be mindful of is to not compare your experiences, results, and study frequency to others. It is important however, to get inspired by your peers – to integrate their study habits and routines and use that to supplement your own experience at law school. To use a personal example, during a peers commute to university, they completed the readings required for their classes. I was inspired by this and began completing my readings to feel more prepared before my lectures. Another essential element of law school is the social aspect. There are countless opportunities for you to attend law dinners, career expos, and outings with your cohort towards the end of the semester. This year I was lucky enough to attend the career expo and the Thomas Moore Society Law Night. These two events were incredible. I was afforded the opportunity to delve deeper into the world of the legal profession. This will put you in touch with people who have first-hand experiences and can provide you with personalised advice and guidance based on your interests and goals.

Adequate stress management is essential. Feeling overwhelmed is completely normal. Most things will be completely unfamiliar, so adapting will be difficult. A couple things that I believe will help ease this process are forming good relationships among your peers and lecturers, investing in a hobby, and maintaining healthy habits (i.e juggling study time, your own down-time and a good sleep schedule). Getting through law school without implementing these things I have mentioned will be extremely challenging. The last thing you want is to experience student burn-out, which will demotivate you.

The study of law is truly enriching. Always remember that the University of Notre Dame has many facilities open to support you! You will never be alone on this journey within our community. Goodluck!

I hope your experience as a law student is as fulfilling as mine has been so far.



**ALANA DIAB**

2024 First Year Representative  
– Notre Dame Sydney Law  
Society



# WHY YOU SHOULD GET INVOLVED IN COMPETITIONS

The NDSLS Competitions Team organise at least two competitions for students to participate or spectate each semester. These competitions can range from Mooting, Negotiations, Client interviews and more.

Mooting competitions stimulate a court debate where the two teams involved are presented with a legal question that has not been determined by any decision of court. The teams will appeal before a magistrate where each team has the opportunity to present their legal skills of oral advocacy, drafting written submissions and courtroom etiquette. Supporters of the students and other spectators are more than welcome to watch and observe what goes on in a real life courtroom setting.

Negotiations is where two parties engage in a negotiation on an issue on behalf of their client to reach specific outcomes that their client wishes to achieve. The judge is just a mediator and is not involved in the negotiation process but ensures that both teams remain respectful of each other and their clients. Issues can vary between topics and it is up to the team's discretion on how to best achieve their client's desired non-negotiable outcomes. Teams are in a more casual environment than mooting but still apply the legal skills and oral advocacy, presenting themselves in a professional manner.

At client interviews, a witness informs a team of an issue to which the client is asking for help. This competition involves the team to ask relevant questions of the client to provide possible solutions to their issue at the end of the interview. Spectators for all competitions are more than welcome to come along to support our teams!

The NDSLS have a variety of judges, often lawyers or solicitors and even alumni of the university, who judge the competitions and provide valuable feedback to the teams. Judges are more than willing to answer questions from the competitors at the end of the competitions to provide feedback from the competition and useful career advice in a safe environment.

Competitions are a great way to gain insight into the practice of law and increase your employability by demonstrating practical skills that were learned based on real legal issues. It's a fun way to make friends and network with experienced professionals in a safe space, and to ultimately grow as an individual, both personally and professionally.

Students who wish to compete are advised to be prepared with relevant materials and practice, and present themselves in a professional manner as if they are in a real world setting. Students must also obey the University's rules of academic integrity, and not engage in collusion, as this can cause conflict as to the effectiveness and fairness of the competition.

We look forward to seeing you join us for competitions soon!



**GRACE HAWKES**  
2024 Competitions Director–  
Notre Dame Sydney Law  
Society



**LAUREN COPTA**  
2024 Competitions Assistant  
Director – Notre Dame  
Sydney Law Society

# SOCIAL JUSTICE: HOW CAN YOU GET INVOLVED?

## HOW CAN PEOPLE CENTRE SOCIAL JUSTICE IN THEIR CAREER?

If a corporate legal career doesn't seem appealing to you, consider working within social justice.

### **Advocacy**

Individual advocacy enables you to help vulnerable people understand their legal rights, giving them advice and representing them in legal settings.

Systemic advocacy involves working to influence change in policy and legislation that affects vulnerable populations by investigating issues and creating alternative solutions.

### **In House Council**

You can work as an in-house legal adviser for not-for-profit or non-government organisations, allowing you to work directly within the social justice sector as a legal professional.

### **Policy/Law Reform**

You can also go into policy work using your analytical skills to conduct research into social justice issues using the skills you learn in law school such as legal research and writing. This allows you to enact change on a policy level through law reform.

### **Community Legal Centres**

These allow you to provide free legal services for vulnerable populations and promote human rights by advocating for equitable access to justice.



**Pro Bono**

Finally, working Pro bono would allow you to provide free legal aid to those who require it enacting the very definition of the term being for the public good.'

## **CENTERING SOCIAL JUSTICE IN YOUR DEGREE OR CAREER**

Integrating social justice into your academic or professional life has extensive benefits. It fosters a more equitable environment, enhances empathy, and can lead to significant societal changes. Aligning your career with social justice provides purpose and fulfillment. Advocating for it contributes to diverse and inclusive workplaces and communities. A focus on social justice can also improve career prospects by preparing you to tackle global challenges and work effectively in diverse settings. Ultimately, centering social justice in your work ensures your contributions positively impact society.

The ways you can center social justice within your law degree are endless!

**Law Electives**

At Notre Dame, you can choose law electives that align with social justice issues that interest you. These can include Contemporary Legal Issues, Mental Health Law, Employment Law, Family Law, and Law and War. These electives may connect to social justice by enhancing your knowledge of how the law operates within these fields and what human rights and inequalities may exist for people affected. Double Degree in the Arts?

Another way to center law would be to consider a Bachelor of Laws/ Bachelor of Arts double degree – only adding an extra year to the duration of your degree – with so many options that may include social justice. The most obvious is majoring in social justice, however, other options include sociology, politics, and international relations.

An arts degree majoring in these options can open your eyes to social justice issues that you may not be aware exist and give you specialised knowledge and experience in them in the form of research assignments and internships within the field.

### Volunteering

Finally, Volunteering with the community for social causes you are passionate about is another avenue to center social justice within your degree. Volunteering allows you to increase your understanding of needs within the community and the ability to make a positive impact. This enables you to connect with like-minded people who are passionate about social justice. Your chosen volunteer role may also give you experience or insight as to what your future career may be and how it can involve social justice. It can enhance your ability to understand social justice issues by actually engaging with them.

Volunteering opportunities include:

- St Vincent De Paul Society
- Caritas Australia
- RELEDEV Dream Project – refugee mentoring program
- Community legal centres and;
- LegalAID.

## **PROMOTING EQUITY, DIVERSITY, AND INCLUSION: THE NDSLS SOCIAL JUSTICE PORTFOLIO**

The NDSLS Social Justice portfolio consists of Mark Ajero, Social Justice Director, and Diana Raheem, Social Justice Assistant Director. The team is dedicated to fostering equity, diversity, and inclusion within the law school, the legal profession, and the broader community. Each year, the social justice team organizes two major events to raise awareness about pressing social justice issues.

### **Semester One: International Human Rights and International Conflict Lecture**

In the first semester, we hosted a compelling lecture on International Human Rights and International Conflict.

Esteemed guest speakers covered a range of thought-provoking topics, provided valuable insights, and sparked meaningful discussions on how to approach conversations about international conflicts and the significance of protecting cultural heritage during times of war.

### **Semester Two: Winter Sleep out Event**

For the second semester, the social justice team is actively planning the annual Winter Sleep out event. Stay tuned for upcoming advertisements detailing this initiative. The Winter Sleep out aims to raise awareness about homelessness and foster empathy and understanding within our community.

### **The Impact of Social Justice Events**

Participating in social justice events offers numerous benefits to students, including the development of empathy and critical thinking. Engaging with social justice issues helps students understand and empathize with diverse perspectives.

These experiences broaden students' academic horizons and contribute to professional development by building networks and enhancing resumes, which prepares them for their future careers.

The NDSLS Social Justice portfolio remains committed to advocating for social justice and creating a more inclusive community. Join us in our efforts to make a positive impact. If you have any particular social justice causes that you are passionate about or suggestions for initiatives or events that you would be interested in please contact us at [SocialJustice@ndsls.org](mailto:SocialJustice@ndsls.org) and [socialjusticeassistant@ndsls.org](mailto:socialjusticeassistant@ndsls.org)



**MARK AJERO**

2024 Social Justice Director –  
Notre Dame Sydney Law  
Society



**DIANA RAHEEM**

2024 Social Justice Assistant  
Director– Notre Dame Sydney  
Law Society

## A WORD FROM THE 2024 NDSLS VICE PRESIDENT

# THANK YOU

Thank you for reading the 2024 NDSLS Careers Guide!

The Notre Dame Sydney Law Society Careers portfolio is

I am lucky enough to have been able to prepare this guide 2 years in a row now and my aim for this year's guide was to cover a more broad spectrum of topics. I hope that I have achieved that, and all University of Notre Dame Law students feel that this is a valuable resource for you in whatever career stage you're at.

Thank you to the New South Wales Law Society for being the major sponsors of this guide.

Thank you to Gilbert + Tobin, Allens, Ashurst, Herro Solicitors and King & Wood Mallesons for your ongoing support of Notre Dame Sydney Law Society and the Law Students of the University of Notre Dame Sydney campus.

Thank you to Samantha Khoury our Sydney campus Careers Officer for your ongoing support of the NDSLS Careers Portfolio and your articles in this year's guide.

Thank you to my fellow committee members for contributing your articles in each of your respective expertises.

Last but not least, to my fellow law students, I wish you the best of luck with your careers and future endeavours. The world is your oyster.



**SOPHIA ALEGRIA  
FERREIRA**

2024 Vice President – Notre  
Dame Sydney Law Society





x



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