

Notre Dame Sydney Law Society

CAREERS GUIDE 2023



www.ndsls.org/careers | @NDSLS
NDSLS.org

CONTENTS

Address from the National Head of the School	03
Foreword from the President and Vice President of the Notre Dame Sydney Law Society	04
Foreword from the Careers Director and Assistant Director of the Notre Dame Sydney Law Society	05
Resume Hacks for Success	31
Mastering the art of writing cover letters	33
LinkedIn: Your Key to thriving in Australia's Legal Arena	35
Clerkships: what are they and how can you start one?	37
Your questions answered by our own Notre Dame Sydney Alumni	38
Facing the first year jitters	41
Advice from a fifth year law student	42
Gimme! Gimme! Gimme! (A Law Career Insight) : 10 daring paths for the rebel at heart – A guide to navigating Social Justice and your Law Degree	43
Why you should get involved in competitions	45

ADDRESS

FROM THE NATIONAL HEAD OF SCHOOL

I am very pleased to commend the NDSLSS Careers Guide 2023 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 NDSLSS. The production of this Guide is just one of the many activities and benefits that the NDSLSS 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 NDSLSS, 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.

All the best



National Head of School, Law and Business
Faculty of Arts and Science, Law and Business
Professor Michael Quinlan

FOREWORD

FROM THE 2023 PRESIDENT AND VICE PRESIDENT

Welcome to the NDSLS Careers Guide 2023!

There are so many incredible career opportunities a Bachelor of Law has to offer. From working in a Commercial Law firm, to Tipstaffing in a Court, or working with an NGO in the public sector – we understand that navigating a career path in such a complex field is extremely challenging.

Curated by our committed Careers Team, this careers guide strives to provide a holistic approach to various careers in Law. The resources in this guide are sourced from experienced professionals, including Notre Dame Alumni! Regardless of your interest or current career path, we are delighted to provide you with a resource that is relevant to any stage of your degree.

We understand that balancing your studies, career development and professional networking may be overwhelming, but we are confident that you will find this guide useful in providing you with an accurate representation of work-life balance, career development and the life of a professional.

We would also like to take this opportunity to thank our wonderful Careers Director, Sophia Alegria Ferreira, and our Careers Assistant Director, Caitlin Miller, for their hard work and dedication in putting this guide together. We would also like to thank all of our sponsors for their continued support of the NDSLS.

Happy Reading!



Olivia Passerini
President



Brooke Nguyen
Vice President

FOREWORD

FROM THE 2023 CAREERS PORTFOLIO

Welcome to the 2023 Notre Dame Sydney Law Society Career Guide!

We are thrilled to present this publication, made possible by our generous sponsors, offering comprehensive resources to help you navigate law school and explore potential career pathways. Within these pages, you will find a wealth of valuable insights provided by various firms, offering guidance on clerkships, graduate opportunities, and insight into each firm's values. This information is tailored to assist you in making informed decisions about your legal career and provides a platform to learn about potential employers and networking opportunities.

Whether you are embarking on your first year or approaching your final year at university, our aim is to equip you with valuable resources that will support your decision-making process. We are excited to bring you a Q&A section featuring Notre Dame alumni who generously share their experiences and offer valuable insights into how Notre Dame has influenced their legal careers. Their advice on thriving in the legal profession is sure to inspire you.

Additionally, this guide contains a range of valuable tips to help you master cover letters, craft impactful resumes, and enhance your LinkedIn profile. We are deeply honoured to have played a part in creating this guide and would like to extend our heartfelt thanks to our sponsors, the Executive team of the NDSLS, notably President Olivia Passerini and Vice-President Brooke Nguyen, as well as all the committee members who dedicated their time and efforts to contribute to this publication. Without your collective contributions, this guide would not have been possible.

Lastly, we express our gratitude to you, the readers, for engaging with the initiatives organised by the NDSLS. Your participation and support are greatly appreciated.

Thank you for joining us on this journey and we hope you find the 2023 Notre Dame Sydney Law Society Career Guide to be an invaluable resource in shaping your legal career.



Sophia Alegria Ferreira
Careers Director



Caitlin Miller
Assistant Careers Director

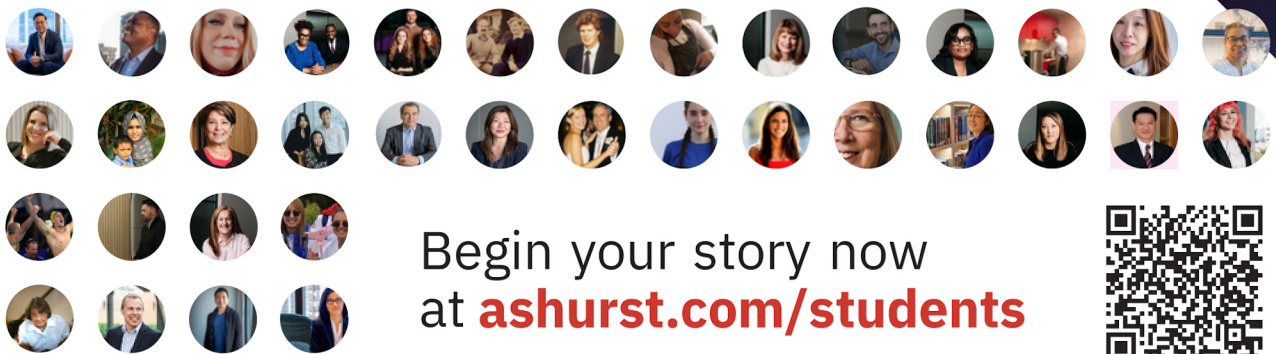


Create your story at Ashurst

Aim beyond pure legal knowledge. Beyond commercial advice. Be known for something more: clarity of thought and an instinct for problem-solving that can influence governments and leading global businesses.

Join us, and we'll help you begin your story, by helping you enrich and expand your view of the world, grow your skills and influence new ways of thinking.

At Ashurst our people are our greatest asset. Scan the QR code to find out more.



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



Connect with us on



Create your story at Ashurst

As a global law firm with a rich history spanning 200 years, we've established ourselves as a leading adviser to corporates, financial institutions and governments on all areas of the law, including finance, M&A, disputes and competition. We're renowned for helping clients navigate a complex and constantly evolving global landscape. With 30 offices across the world's leading financial and resource centres, we offer the reach and insight of a global network combined with deep local market knowledge.

Our people are our greatest asset. We invite you to explore the stories of our people, history and culture at all levels of the firm, both past and present and hope that in doing so, you will reflect on creating your own story of Ashurst.

Scan the QR code to find out more.

18
time zones

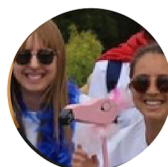
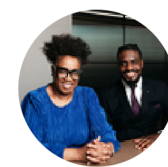
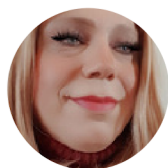
21
countries

32
offices

4,131
people

1,737
lawyers

482
partners



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



About Ashurst

Our vision is to be the most progressive global law firm. For us, “progressive” is a mindset, an approach to how we do things. We instinctively take a fresh perspective on situations, exploring whether there are better ways of delivering practical, commercial solutions to the challenges our clients face in today’s rapidly changing business landscape.

We differentiate ourselves through our values, working collaboratively, thinking differently and being passionate about the quality of the work we deliver for our clients and internally.

As a global law firm, we’ve built a reputation for providing exceptional service standards and established ourselves as a leading adviser to local and international corporates, financial institutions and governments on all areas of law, including finance, M&A, disputes and competition.

We nurture a firm culture that is diverse, dynamic and friendly

Pro Bono Legal Services

We recognise that lawyers have a moral obligation and a professional responsibility to provide legal services to those who would otherwise be without. That is why our stand-alone pro bono practice is an integral part of the firm, and we are passionate about supporting initiatives we believe will make a difference. We work closely with community-based legal and charitable organisations to understand and identify clients who are most likely to benefit from our services.

Our Global Social Impact Program focus areas include:

- Assisting communities experiencing marginalisation, disadvantage, financial exclusion and hardship
- Supporting young people in their education and career journeys
- Working to eradicate all forms of modern slavery
- Working together with First Nations Peoples to achieve reconciliation in Australia.

Who can apply?

We actively involve a broad range of minds from a wide range of backgrounds, all united by a common set of strengths:

- A passion for developing a career in a global commercial law firm
- Outstanding communication skills
- Analytical ability, motivation, determination and drive
- Commercial awareness
- Strong teamwork and interpersonal skills

You will be involved in case law research, drafting legal expertise updates, drafting advice to clients, note-taking during meetings, contract reviews, and the potential to attend court.

Virtual Internships

In collaboration with Forage, we are also offering a virtual internship program. This free interactive program provides real insight into life at Ashurst and what working in a commercial law firm may be like. Through the program, you will hear from Ashurst lawyers and partners who will task you with work similar to our graduates and junior law.

Begin your story now at ashurst.com/studen.ts



AUSTRALIAN
NETWORK
ON DISABILITY

ARE YOU A JOBSEEKER WITH

DISABILITY

LOOKING TO GAIN VALUABLE

WORK

EXPERIENCE

WHILE GETTING

PAID?

Stepping Into™ is a paid internship program designed specifically for university students with disability.

For more info, visit and.org.au, contact us at applications@and.org.au or on **1300 36 36 45**.

Great change is here. Shape the future with Allens



ALLENS CONFIDENTIAL PODCAST

graduates.allens.com.au/allens-confidential-podcast



ALLENS VIRTUAL INTERNSHIP

theforage.com/course-catalog/bkpwC4BQR5T7poydC/Allens



STUDENT NEWSLETTER

graduates.allens.com.au/life-at-allens



LINKEDIN

linkedin.com/company/allenslawfirm



PROSPLE

au.prosple.com/graduate-employers/allens



Find out more at
graduates.allens.com.au

Great change is here. 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.



ALLENS CONFIDENTIAL PODCAST
graduates.allens.com.au/allens-confidential-podcast



ALLENS VIRTUAL INTERNSHIP
theforage.com/course-catalog/bkpwC4BQR5T7poydC/Allens



STUDENT NEWSLETTER
graduates.allens.com.au/life-at-allens



LINKEDIN
linkedin.com/company/allenslawfirm



Find out more at
graduates.allens.com.au

TAKE CHARGE OF YOUR CAREER PATH

We're King & Wood Mallesons. The top tier international law firm, from Asia, for the world. The world's leading organisations turn to us to unlock opportunities and deliver smart, considered, and confident advice. Where others see problems, we see possibilities.

Innovation is in our DNA. We equip our people with the skills to partner with our clients and bring to life pioneering solutions which will help them to adapt, reinvent and evolve. We believe innovation comes from giving our people room to grow. At KWM, our people are encouraged to shape their 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 our people are fully supported to bring their whole selves. There is no 'one size fits all' career model, and we offer multiple opportunities for our lawyers to gain experience and thrive.

Planning for a sustainable future
A core value for KWM is 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



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



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



Undertake various energy, paper, water and waste reduction initiatives (ongoing).

Global reach

The King & Wood Mallesons network extends across the following regions:

- Asia Pacific (Australia, Mainland China including Hong Kong, Japan, Singapore)
- Europe
- Middle East
- North America

Our programs

SEASONAL CLERKSHIP PROGRAM

Applications open: 5 June 2023

Applications close: 9 July 2023

Apply via our online application system at:

kwm.com/careers

We offer 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 you'll learn:

- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.

- The core practice teams at King & Wood Mallesons – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- Our culture – working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create our unique culture.
- Our people – you'll find that people from every part of the business will help you by sharing their knowledge and supporting you through the early stages of your career and beyond.

GRADUATE PROGRAM

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

The program also promotes and supports the mobility of our people by giving you the opportunity to apply to go on exchange in one of our interstate or overseas offices or undertake a client or pro bono secondment.

Through these opportunities, you can access greater on-the-job experience and create a positive impact.

What you will receive:

- 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

Our impact:



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



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



Over 90% of our lawyers delivered 44,240 pro bono hours in FY22



Over 231 organisations received legal assistance in FY22



Over \$766,000 was raised & donated via DigDeep® (workplace giving project) to 27 community organisations in FY22

- A practical understanding of areas of our legal practice
- Training in the latest legal technology.

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.

We work with

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

We offer:

- 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 contact

GRETA TRELOAR

PEOPLE & DEVELOPMENT MANAGER - EARLY CAREERS, SYDNEY

TEL +61 410 480 120

EMAIL GRETA.TRELOAR@AU.KWM.COM



careers.kwm.com/en/graduates-australia

kwm.com



CLERKSHIP PROFILE



EMILY KIM

SEASONAL CLERK INTAKE: 2022/23

Area/s of rotation: M&A - Competition, Financial Markets & Regulation (Derivatives)

University: The University of Sydney

Degree: Bachelor of Laws, Bachelor of Science (Neuroscience)

What kind of work did you complete during your clerkship?

I really got to try my hand at a variety of tasks in both teams. In Competition, I had the opportunity to research digital markets and Big Tech, take part in client meetings with Google, and try writing up the first cut of an ACCC filing; in Derivatives, I helped prepare a summary of legislative amendments for a confirmation opinion, and really enjoyed looking through whitepapers and pitch decks of cryptocurrency start-ups to understand and profile their offerings.

What was the application and interview process like?

The application process involves answering a few questions about your interest in the firm, any preferred practice areas and your personal hobbies and interests. The interviews are very conversational and friendly, so don't be afraid to show your personality and talk about things that genuinely interest you - just make sure you remember what you mentioned in your written application, as those topics will probably come up in your chat!

What kind of training did you receive?

You'll be taught everything you need to apply - from tech training to using precedents to the substantive areas of law you're dealing with. There are cohort- and team-wide training sessions you can pick up a lot of key skills from, but you always have the option of completing self-guided online modules, attending additional training opportunities or of course just asking your team if you ever need some extra guidance.

Why did you choose King & Wood Mallesons?

KWM stood out to me throughout the recruitment process because of just how easy it was to talk to every single person I met from the firm. Everyone was generous with their time, honest with their advice, and enthusiastic to share their experiences - most memorably, there was always a genuine and meaningful effort to get to know me holistically, beyond who I am on paper.

What was the highlight of your clerkship?

Definitely getting to contribute to the Comp team's revered Bubble Tea Board, a comprehensive ranking of all the boba places in the vicinity based on rigorous taste tests - repeated several times for experimental reliability, of course. (Also a fun excuse to just catch up and chat with the rest of the team!)

Do you have any advice to give prospective clerks?

You really do get out of this process what you put into it. The more you actively engage with the firms you're interested in and make an effort to learn what differentiates them for you, the easier you make that final decision for yourself. Be curious, ask questions, and draw on your unique combination of experiences (both legal and non-legal) to convey why you think the firm would be a good fit for you.



GRADUATE PROFILE



MICHAEL BAKER

GRADUATE INTAKE: February 2022

Area/s of rotation: Mergers & Acquisitions (Public / ECM); Dispute Resolution (Competition); Banking & Finance (Leveraged Finance)

University: University of New South Wales

Degree: Juris Doctor (Undergraduate studies: Bachelor of Design in Architecture)

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

In my M&A and B&F rotations I had opportunities to draft legal documentation for a variety of transactions – from capital raisings for infrastructure acquisitions, to syndicated loan agreements to fund exciting resources projects. In disputes, I had the opportunity to work on almost every facet of a long-running misleading and deceptive conduct dispute involving a social media platform including drafting witness affidavits, engaging with expert witnesses and documenting and undertaking discovery.

What were your first six months like?

The first six months were really spent finding my feet, getting to know everything I could about my first rotation (M&A), and getting to know my colleagues. It was a little daunting but made much easier by formal and practice area specific training sessions which doubled as an opportunity to spend time with the other graduates.

How would you describe the social aspect of the graduate program?

Despite coming from such a variety of different backgrounds and being at different stages of our lives, I've made great friendships during the graduate program. The graduate cohort really gelled from the get-go. I think that's proved by the fact of how often we all like to catch up – even outside of work!

What kind of training did you receive in the graduate program?

Apart from the formal training sessions, I have learned a lot from working with the KWM lawyers around me. Whether it's reviewing a task I've completed with my supervising partner or talking through how to best structure a research memo with a solicitor, everyone at the firm feels very invested in your learning and keen to take the time to explain something.

What were your expectations vs. your graduate experience?

When starting the graduate program, I expected that there would be significant limitations on the kinds of matters and tasks I could get involved with. But the reality is, with appropriate supervision, you can take on highly meaningful legal work that is generally no different from the work of a fully qualified solicitor - right from the first day in your graduate program.

Is there anything you would have done differently?

To begin with, I tended to question my direction on a given task, as well as the adequacy of my final work product. Questioning is healthy, but don't let it stop you from taking charge of a task. No one at the firm expects you to be perfect or produce perfect work – they just expect you to do your best and learn.

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

You may be coming to KWM from a very different career background with just a law degree and very little in the way of practical commercial legal experience. If so, don't be afraid to be proactive in using whatever experience, skills, and interests you have gained in order to get the most out of the graduate program.

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

I had the opportunity to work with a KWM community justice partner, the National Justice Project, on a matter involving compensation for victims of abuse in Don Dale, in the NT. While not successful in our claim, assisting someone who may not necessarily have had a history of positive interactions with legal institutions hopefully shifts the dial (even if only slightly) in the other direction.



careers.kwm.com/en/graduates-australia

[kwm.com](https://www.kwm.com)



Q&A with Christiane Al Khoury

From law student to lawyer

Christiane is a member of the personal injury team at Carroll & O'Dea Lawyers. Since starting at Carroll & O'Dea Lawyers, Christiane has predominantly worked on claims against the State of New South Wales (particularly the Department of Communities and Justice) in relation to historical child abuse claims. Christiane has also had some recent experience in assisting on Workers Compensation and Public Liability matters.

1 How did you become a lawyer in New South Wales?

There are three main steps involved in becoming a lawyer in NSW – completing your university degree, completing a Practical Legal Training (PLT) course and then applying to the Legal Professional Admission Board (LPAB) to get admitted as a lawyer in the Supreme Court. I studied an undergraduate Bachelor of Laws degree at the University of Notre Dame, which took me around 5 years to complete. Once I had completed my degree, I was then able to enrol in a PLT program with the College of Law, this took approximately 3 months to complete, which led to a Graduate Diploma of Legal Practice and my application to the LPAB admitting me as a lawyer in the Supreme Court of NSW. As there were COVID-19 related protocols in place, I unfortunately was unable to attend my admission ceremony in person, but I understand they are back up and running now. It is a lengthy and challenging process at times, but it is definitely very rewarding.

2 How has your Notre Dame law degree prepared you to work as a lawyer?

Notre Dame is a fantastic university and I am privileged to have studied there. I do feel that they prepare their students for the work force in the best way possible. The lecturers were always very engaging and the seminars and assessments were always very practical. They also have a lot of great core subjects such as Advocacy and Alternative Dispute Resolution, which teach you court etiquette and communication skills. I really believe that being a good communicator plays a huge part in being a successful lawyer. Notre Dame are also well-known for their ethics programs, which is great because it is so important to always remain ethical when you are practising law.

3 What legal work at Carroll & O'Dea do you enjoy the most and why?

Throughout my time at Carroll & O'Dea Lawyers, I have mainly worked on claims against the State of NSW for psychological injuries arising out of childhood abuse. I am very passionate about this area of the law and I love the feeling of helping people that have been affected by something so terrible early on in life. It can be difficult to hear about everything they have been through, but I love what I do and I like knowing that I am playing a part in helping our clients rebuild their lives.

4 What subjects would you recommend current law students?

Notre Dame offers many great core subject such as Torts, Advocacy and Alternative Dispute Resolution, although these are all compulsory so I do not really need to recommend them. In terms of electives, I really enjoyed Mental Health Law and Competition and Consumer Law.



Q&A with Christiane Al Khoury From law student to lawyer




5 What advice would you give to those looking for a job in the legal industry?

The first thing would be to network! Don't be afraid to put yourself out there. I know from experience how daunting it can be to approach potential employers and ask them for a job, but I really do believe that this helps you to stand out. It doesn't mean you will necessarily get the first job that you apply for, but if you keep trying you will be sure to get somewhere. LinkedIn is also a great networking tool and it helps to be active on there too.

I would also say that volunteering yourself for work experience is very helpful (even if it is unpaid). I know many people who started off doing work experience at a law firm and ended up being offered a job. That being said, do not be discouraged if you don't get offered one as sometimes law firms may not be hiring or don't have the capacity to take someone new on. Just keep going! Fun fact: I did work experience at Carroll & O'Dea Lawyers back in 2014 and although I wasn't offered a job at the time, I ended up interviewing again later down the track and was successful. Another thing is to use your connections if you have any.

6 What are 3 tips you would give to current Notre Dame law students to best prepare them for a career in the law?

My three tips would be:

-  Use your assignments and assessments to work on your writing skills. It is important to have this skill under your belt when you start working in the legal field.
-  Always ask as many questions as possible and be proactive in your learning.
-  Get a good feel for the subjects that you enjoy, as it may give you an idea about what area of the law you would like to practise in once you enter the workforce.



Christiane Al Khoury

Email: CAIkhoury@codea.com.au

Phone: 02 8226 7327





GILBERT
+TOBIN



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



ELEVATE YOUR EXPERIENCE

ABOUT US

With over 25 offices spanning Asia, Europe, Australasia, and the Middle East, careers at Herbert Smith Freehills offer our graduates the opportunity to experience being part of a truly global law firm. Working with some of the most significant organisations in the world, opportunities to have social impact, and learning from our world-class team every day will enable you to create solid foundations on which to build your career in law.

We're proud to say that we put people first. Our firm is built on a diverse culture, reflective of the societies in which we live and work. That's why inclusivity is key to our success. At Herbert Smith Freehills, you'll be valued for what makes you different and accepted for who you are. We recognise the power of diversity and inclusion to drive innovation, collaboration and business outcomes. So, whether it's working on the latest advancements in digital law, taking part in some of the biggest mergers and acquisitions around, or helping people through our extensive pro bono work - you'll develop the skills to solve the most complex challenges in thoughtful and innovative ways.

WE WELCOME DIFFERENT

Great lawyers are both curious and creative. We encourage you to challenge assumptions and open yourself up to new ideas. So, what exactly are we looking for?

There's no single path to becoming an exceptional commercial lawyer. We look beyond your academic record and your technical aptitude. We're focussed on finding people who have the curiosity to explore all the angles and the empathy to place themselves in their client's shoes.

In line with our **10 Actions for Change** we are proud to use the **Rare Contextual Recruitment System (CRS)**. The CRS allows us to understand each applicant's achievements in the context that they have been gained. We understand that not every candidate's achievements look the same on paper - and we want to recruit the best people, from every background.

CLERKSHIP PROGRAM

We select many of our graduates through our vacation clerkships. During this immersive experience, you'll receive hands-on practical experience, as you work on some of the diverse challenges facing the team you're collaborating with.

You will gain a deeper understanding of life at the firm and what your future could look like if you join us. Some key features include the opportunity to:

- Sit within a specific team, delivering real work for key clients
- Before you join, submit a preference for a team to tailor your experience
- Navigate the first step of your career with partner and graduate mentoring support
- Attend workshops and presentations covering all our practice areas
- Contribute to our pro bono practice
- Work with cutting edge technology through our innovation projects
- Networking opportunities to meet people across the firm

Contacts



Rachel Kok
Graduate Recruitment Consultant
T +61 484 934 932
GraduatesSydney@hsf.com

We're Herbert Smith Freehills, one of the world's leading international law firms. Join us and you'll be at the centre of high-profile cases, high-impact deals and you'll grow from new experiences every day.

JOINING US

We offer a range of summer and winter clerkships across our Australian offices. If you have queries about graduate or vacation clerk positions, please visit our website: careers.herbertsmythfreehills.com/au/grads/vacation-clerkships or contact one of our graduate recruitment consultants.

KEY DATES/DEADLINES

SYDNEY	
Positions	35-40
Clerkship programs	1 Summer
Applications for all 2022/23 programs open	5 June 2023
Applications for all 2022/23 programs close	9 July 2023
Offers made	13 September 2023

Please note: An application should only be submitted to the office where you intend to start your career as a graduate. Multiple applications will not be considered.





TOP TIPS

WE ARE LOOKING FOR INDIVIDUALS

We recognise and value the differences that make us unique. By embracing diverse views, we can provide our clients with innovative solutions. Be yourself throughout the application process and emphasise the qualities that make you stand out.

If you are invited to a first round interview, we will also ask you to complete our online psychometric assessment beforehand.

There are no right or wrong answers to the questions – your responses simply provide insight into where your likely strengths lie.

PERSONALISE YOUR APPLICATION

Tailor your application by conducting thorough research. Our brochure, website and social media channels are good places to start. You can then think about what stands out about us. The more you learn about us, our values and our areas of expertise, the more helpful it will be for your application: this proactive approach will demonstrate your motivation.

REMEMBER, IT'S A TWO WAY PROCESS

Meet us at events, online and get to know our people. Think about who you will be meeting in advance and what you would like to ask them. Our lawyers can give you a real insight into who we are, what we do and how we do it. This is your chance to get to know us in a more informal environment and find out whether we are right for you.

LINK EXPERIENCE TO LAW

When talking about your experience, explain how the skills you have gained are relevant to a career in law – and to Herbert Smith Freehills specifically. Consider the way we work and the skills and abilities we look for to deliver high-quality services to our clients.

WE ARE LOOKING FOR INDIVIDUALS

We recognise and value the differences that make us unique. By embracing diverse views, we can provide our clients with innovative solutions. Be yourself throughout the application process and emphasise the qualities that make you stand out.

SHOW YOUR POTENTIAL

We are not looking for the finished product and we know that gaining legal work experience is increasingly difficult. What we are looking for is your potential to become a Herbert Smith Freehills lawyer. Demonstrate the transferable skills you have gained through the experience you have, legal or non-legal.

CHECK AND DOUBLE CHECK

Before you apply, don't forget to double-check your application for typos.



HOW TO APPLY

You can apply online by visiting
careers.herbertsmithfreehills.com/au/grads

Tell us about your academic credentials, the skills you have gained from extra-curricular activities and work experience, and why you have the motivation and potential to become a great Herbert Smith Freehills lawyer.

We are proud to use the **Rare Contextual Recruitment System (CRS)**. The **CRS** allows us to understand each applicant's achievements in the context that they have been gained.

We're committed to working with all candidates to enable them to demonstrate their potential throughout our process.

If you have any disability-related queries or would like to have a conversation with our team about adjustments, please contact your local Recruitment Contact.

Contact:



Rachel Kok
Graduate Recruitment Adviser
T +61 2 9225 5054
GraduatesSydney@hsf.com



Ali Moore

Paralegal (Vacation Clerk 2022/23)

LIFE AT A GLOBAL LAW FIRM

Tell us about yourself?

My name is Ali, I grew up in rural NSW and previously worked in Communications before starting a Juris Doctor in my mid-twenties.

What was your pathway to Herbert Smith Freehills? How was your pathway different to other clerks?

I started my Juris Doctor after a few years working in journalism and corporate communications. I had always considered law, but it wasn't until I had a read over a few of my sister's law assessments (and found myself fascinated) that I decided to take the leap and study it myself. Don't be scared off applying if this is your second career!

What were your expectations before joining HSF? How did your experience match or differ from your expectations?

My experience at HSF was very different to what I expected - there was a lot of support, and the people are really down to earth and helpful. From the moment I stepped into both my rotations, my buddy and the solicitors who sat in my pod immediately made me feel welcome - inviting me for coffees and constantly checking in to see if I needed any help with anything. This has been consistent for all the clerks in their teams, and really speaks to the warm and supportive culture of HSF.

Can you describe a typical day at Herbert Smith Freehills?

My usual day as a clerk starts at the level 33 café with a barista-made coffee and avocado toast with the other clerks. Once I'm at my

desk, I check in with my team to see if anyone needs help or will continue with tasks from the previous day or pro bono matters I have signed up to assist with. There are often team meetings littered throughout the day, and a couple of times per week there are great Clerk Information Sessions where we learn about different teams in the business (often accompanied by snacks or lunch). There are also many coffee catch-ups - but it's completely acceptable to order a hot chocolate! Ultimately, being a clerk is really exciting - one day you're doing legal research and the next day you're in court.

Can you think of a time when you had a meaningful impact at work?

I had the opportunity to engage in a lot of pro bono work, from spending a day at The Shopfront* to helping with RACS and PIAC. I was amazed how much HSF values this work. With The Shopfront, I had the opportunity to shadow a handful of excellent solicitors as they represented young clients who suffer from homelessness in the local court. Working as part of a RACS team gave me the opportunity to help draft visa applications for people from Afghanistan seeking refuge in Australia. Finally, I was able to engage in some fascinating legal research for PIAC (Public Interest Advocacy Centre), who assist people and communities who are facing disadvantage.

How has your experience, background & skills outside of your legal skills, helped you contribute as a clerk?

While I was concerned that my journalism degree (majoring in Literature and Gender

Studies) wouldn't be valuable in a commercial law firm, the skills and knowledge I took away from that degree were surprisingly valuable, particularly in certain practice areas. For example, my Gender Studies major enabled me to engage with Employment Law issues (like workplace discrimination or harassment) not just through a legal perspective, but through a cultural lens. Furthermore, my journalism skills came in handy when it came to working on the clerk social media committee!

What was your clerkship application experience and what advice do you have for students applying for a clerkship?

It is definitely a cliché but I was just myself in my application - the Jane Austen reference obviously paid off! The HSF HR team are really transparent and supportive throughout the process, so you are never left in the dark about when you will hear about outcomes along the way. The process is also extremely personal - I met up with my buddy for multiple coffees throughout the process, as well as people from areas I was interested in, which I really enjoyed. More to this, the interviews were really focused on getting to know you as a person, rather than interrogating you, which made the process a lot less intimidating.

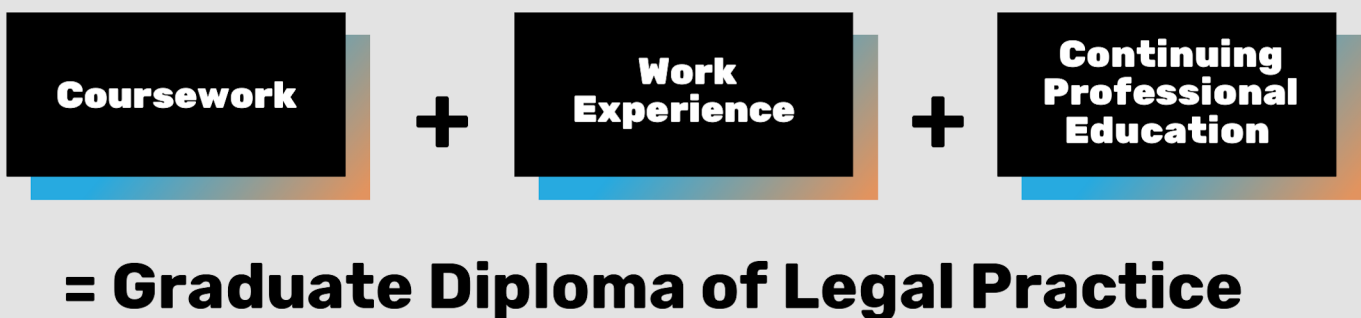
What graduate/clerk rotation have you most enjoyed and why?

I loved working in the Employment, Industrial Relations & Safety practice as I had the opportunity to engage in really interesting work, such as helping to research for urgent advices, as well as work on pro bono initiatives.

THE COLLEGE OF LAW PRACTICAL LEGAL TRAINING

Develop the skills and practical knowledge you need to know to actually practise as a lawyer. You know - the court-appearing, contract-preparing, law-talking kind.

Components



Coursework

5 compulsory subjects
2 electives

Complete hands-on tasks:

- How to draft and file affidavits
- Interlocutory injunctions and statements of claim
- How to appear in court

**100% ONLINE
OR BLENDED**



Full-time study mode

15 weeks

or

Part-time study mode

30 weeks



Start once you've finished your law degree or completed all Priestley 11 core subjects & have a maximum of two electives remaining

Work Experience



Gain an insight into working in a **real-life** legal environment.

What can count?

- Summer clerkships
- Paralegal work
- Volunteering at community legal centres
- Judge's associate or tipstaff
- Assisting barristers in chambers

3 formats

15 days

75 days

Online
alternative

Continuing Professional Education

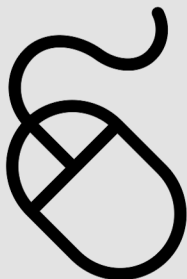


10 hours

free online interactive modules.

Gain invaluable skills:

- Employ design thinking
- Understand legal technology
- Develop Legal Tech project management skills
- Become an effective communicator
- Understand financial statements



Graduate from PLT with an additional Certificate of Legal Tech and Business Skills

No extra time or cost

WHY CHOOSE THE COLLEGE OF LAW

DAY OR NIGHT

Learn when you want with workshops available on weekdays and evenings.

30+ INTAKES A YEAR

Start when you're ready with rolling intake dates throughout the year.

SKILLS FOR REAL LIFE

Role play interviews, negotiation, and courtroom appearances under the guidance of lawyers, barristers, and judges.

MASTER THE DAY-TO-DAY

Practice completing common tasks – mimicking how real matters operate.

LEARN FROM LAWYERS

Be guided through the program by a qualified lawyer with extensive experience.

CAREER COACH

12+ months of assistance with interview prep, resume reviews, and building your personal brand.

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.

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 you in your transition from student to professional.

AS A MEMBER YOU CAN ENJOY:

PROFESSIONAL DEVELOPMENT:

Learning and development opportunities designed to support law students including seminars by legal thought leaders.

MEMBER ENGAGEMENT:

Conferences, wellbeing events and many other opportunities to build your network and connect with members of the legal profession.

SOCIAL EVENTS:

The highly popular Golden Gavel event, Welcome to the Profession celebrations and other networking nights featuring keynote speakers.

PERSONAL DEVELOPMENT:

Mentoring opportunities, soft skills training and access to resources and advice on the Law Society's Law Student Portal.

COMMUNICATIONS:

Access to the Law Society's valuable LSJ content and other targeted member communications including student and NSW Young Lawyers e-newsletters.

ACCESS TO NSW YOUNG LAWYERS:

A community of early career lawyers with 15 sub-committees each dedicated to a substantive area of law.



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



THE LAW SOCIETY
OF NEW SOUTH WALES

Sparke your career with us...

Deciding on the firm that's right for you is a big decision. Is the culture right for me? Will I receive quality work? Will there be people genuinely interested in my growth who can point me in the right direction? Does the firm embrace technology and take innovation seriously?

Why choose Sparke Helmore?

Sparke Helmore offers its lawyers a challenging and rewarding environment.

Working at Sparke Helmore provides all employees with a unique range of opportunities to expand their knowledge, with access to:

- **Market-leading expertise**—we are a full service national law firm. This means you will have the opportunity to gain experience in each of our Insurance, Government, Workplace and Corporate & Commercial practice groups.
- **Real legal work**—from your first day, you will have the opportunity to get involved in legal work that contributes to the firm and its clients.
- **Training and development**—a combination of formal and on-the-job training that covers technical and soft skills.
- **Mentoring and networking**—we have a proud reputation for mentoring and facilitating relationship building across the firm in a way that fosters personal and career development, networking and the sharing of knowledge, experience and learning.
- **Opportunities to give back**—through our Pro Bono and Community Programs.

What do we look for in our lawyers?

Our people are key to our success. We are always on the look-out for lawyers with potential to progress, who fit with our culture and align with our values, and who demonstrate, among other things, intelligence, interpersonal skills, commitment, energy and commerciality.

Sparke Helmore lawyers are:

- all-rounders, who are engaged in extra-curricular pursuits as well as their studies
- team players
- clear and concise writers, and
- confident and articulate communicators.

Sparke Helmore's Graduate Program: become part of our family

The Sparke Helmore Graduate Program is a rewarding way to kick-start your legal career, joining a firm that make it all about you.

The first year of practising law can be daunting. Our Graduate Program is designed to guide you through the experience, providing you with comprehensive training and mentoring as well as networking opportunities. You will benefit from specialised soft skills training, equipping you with the tools and knowledge you need to become a capable practitioner and strong all-rounder. You will also have access to the firm's mentoring program, which pairs you with a senior lawyer in another practice group to give you a broader understanding of the firm and its other areas of law.

We operate in a way that puts our clients and our people at the heart of everything we do—we're proud to be described as down to earth, practical and easy to deal with. When you join our Program, you will interact every day with our loyal and exceptional client base and quickly become involved in matters that will engage and challenge you, giving you unparalleled opportunity to grow and experience what the law is really like.

Our culture provides the foundations of a welcoming and inclusive environment and we encourage people from all backgrounds to join us. Hear from Nicola, one of our recent graduates, about a day in her life as part of the Sparke Helmore family.



Nicola Strangward

8:30am | *I arrive at the office and the first thing I do is check my emails and message my team, who work across Sydney and Canberra, to say, "good morning".*

9:30am | *It's time to get caffeinated! A group of us head to the new fancy staff café to take advantage of the amazing coffee machine and chat about any new or challenging matters we are working on.*

10:00am | *I'm appearing in the NSW Personal Injury Commission this morning. The client would like a hearing date so I spend time going over the file and making sure I'm ready to answer questions. The online process is a bit nerve-racking so, I check in with the Senior Associate around the right online etiquette and terminology for the directions I'm seeking.*

11:00am | *Personal Injury Commission appearance done! Time for me to draft an update advice to the client. Once the advice is drafted, after some sound-board with the Senior Associate, I will send it to the Partner and arrange to get his input about my proposed strategy.*

1:00pm | *Time to take a break with a few of my colleagues.*

2:00pm | *The Partner I work for has an open door policy so, as I'm a bit stuck on what to do in one of my files, I give him a call to discuss my ideas and get his thoughts.*

6:00pm | *Before leaving, I do one last scroll through my emails to see if there is anything urgent. I'll write myself a to do list for the next day and then I'm done for another day!*

If you want to know more, why not take a moment to visit our website and learn more about Sparke Helmore's Graduate Program.

www.sparke.com.au/join-us/graduate-program/

adelaide | brisbane | canberra | darwin | melbourne | newcastle | perth | sydney | upper hunter

LEARN MORE ABOUT THE PUBLIC INTEREST ADVOCACY CENTRE

We asked the Public Interest Advocacy Centre (**PIAC**) all the questions you might want to hear before applying. Here's what they had to say:

What are the areas of practice as PIAC?

We run strategic litigation and advocate for law reform to address:

- fair use of police powers
- reducing homelessness
- equal access to services for people with disability
- improving the NDIS
- justice for Aboriginal and Torres Strait Islander people
- access to affordable energy and water services
- upholding human rights in detention
- equal access to health care for asylum seekers.

What is unique about PIAC?

PIAC is a leading social justice law and policy centre that works collaboratively to tackle injustice and inequality.

We run strategic litigation in the public interest and provide legal assistance and policy advice to create positive change to the lives of people who are vulnerable or facing disadvantage.

PIAC is a dynamic workplace, working across a variety of social justice issues.

Our strategic litigation team undertakes strategic legal casework, specialising in test cases, and brings legal expertise to systemic policy and law reform issues. Our lawyers work on priority projects that can achieve systems change and improve laws, lives and society.

What advice would you offer to someone applying to PIAC?

PIAC is a specialist law centre that allows lawyers to use their legal skills to work towards social justice.

PIAC's work is driven by our values:

- We work with compassion and respect.
- We amplify the voices of people who are marginalised or excluded.
- We are tenacious and courageous.
- We are creative and open-minded.
- We do everything with integrity and are committed to excellence.

To be successful at PIAC, you would need to share those values and be passionate about social justice.

How does the firm encourage a work/life balance? What does the firm offer its employees?

PIAC is a supportive workplace that promotes health and safety, wellbeing and flexibility. We offer a welcoming culture and we live our values.

We also offer regular training and access to professional debriefing and supervision.

As a non-profit organisation, we may not always offer competitive remuneration but we seek to offset this by offering benefits including access to not-for-profit salary packaging, additional leave and leave loading.

What positions are offered at PIAC?

Practical Legal Training Placements

PIAC offers volunteer placements for students completing practical legal training requirements, and for undergraduate law students who are required to complete a placement as part of their coursework.

PLT placements are supervised by a Solicitor within our strategic litigation team, Homeless Persons' Legal Service or Truth & Accountability team. People on PLT placement assist lawyers and policy officers across our organisation with a variety of legal casework and research tasks.

People on PLT placements are exposed to a wide range of public interest and social justice issues through litigation, policy research and community engagement. In a placement, interns gain hands-on experience in these areas and further develop professional skills.

PIAC offers each person on a PLT placement two career mentoring sessions: one toward the beginning of the placement, and another toward the end.

PIAC advertises volunteer PLT positions on our website. We accept written applications and conduct interviews for all positions.
(<https://piac.asn.au/about-us/careers/>)

Paralegal and legal research positions

PIAC advertises paralegal and legal research roles on an as-needed basis. These roles are often suitable for law students nearing the end of their degree, College of Law students and/or new graduates.

Paralegal positions are available within our Homeless Persons' Legal Service, where paralegals provide support to lawyers assisting clients with criminal and civil matters. Tasks can include intake, communicating with clients, administrative tasks and minor court matters.

Legal research positions are generally offered for specific projects. This includes roles within the Towards Truth project, which documents how laws and policies have impacted First Nations people since colonisation.

PIAC advertises those positions on our website and on a variety of job seeker platforms. We accept written applications and conduct interviews for all positions. (<https://piac.asn.au/about-us/careers/>)

Graduate positions

PIAC offers two graduate programs for First Nations lawyers.

The Aboriginal Social Justice Graduate Program is offered in partnership with the Shopfront Youth Legal Centre. The two-year program involves providing individual casework assistance to clients of The Shopfront, and then working at PIAC on strategic litigation and policy responses.

The AGS Indigenous Seconded program is offered in partnership with the Australian Government Solicitor. The position is offered for 18 months, is based in the PIAC office and involves hands-on experience in litigation, community outreach and law reform work.

These positions are advertised on a variety of job-seeker platforms.

PIAC are located at:

Gadigal Country, Level 5, 175 Liverpool Street, Sydney NSW 2000

If you or someone you know would like to learn more about what PIAC has to offer, you can reach out to their contact person on the details below:



Annie Barker

Contact Person at Public Interest

Advocacy Centre

abarker@piac.asn.au

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 optimizing 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 Samrani
Careers Officer at The
University of Notre Dame
Australia, Student Success

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 Samrani

Careers Officer at the University of Notre Dame
Australia, Student Success

LINKED IN: YOUR KEY TO THRIVING IN AUSTRALIA'S 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.

LinkedIn 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.



Adolfo Zamora
Careers Officer at the
University of Notre Dame
Australia, Student Success

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

You can discuss course planning, job applications, interviews, networking and all things career,

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

Clerkships are programs offered to penultimate year students and allow students to gain experience in the legal profession. a way for students who are in their penultimate or final year of studies to gain experience in the legal sector.

Often law firms offer a formal summer clerkship program which may run anywhere between 8-12 weeks. Some clerkships allow students to rotate around different practice areas within the firm in order to provide a balanced and varied amount of experience.

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 of if you receive an offer of employment after your clerkship, the development of your professional experience, legal skills and experience is the most valuable takeaway from any program.

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 2023

Monday 5 June – Applications for Summer Clerkships open.

Sunday 2 July and Sunday 9 July – Applications for Summer Clerkships close.

Wednesday 13 September – Offers for Summer Clerkships can be made

Thursday 14 September – Offers for Summer Clerkships must be accepted or declined by 5:00pm



Sophia Alegria Ferreira
Careers Director

YOUR QUESTIONS ANSWERED BY UNDA SYDNEY ALUMNI



Elyse Di Stefano
Bachelor of Law (Honours) and
Bachelor of Arts
Graduated 2017

A short description of Elyse's Career

After undertaking a clerkship and graduate program at a national law firm, I worked as a tipstaff for a judge in the Common Law Division of the Supreme Court of NSW. After my year at the Court, I started a solicitor in the Property and Development team at Colin Biggers & Paisley in 2019, and have been there since, now as a Senior Associate.

What advice do you have for law students seeking experience in the industry?

If possible, try and gain experience in both transactional (front end work) and dispute resolution and litigation (back end work). It's easier said than done, but you could do this by either starting out at a smaller generalist firm which practices in numerous areas of law, or by undertaking a rotating clerkship or graduate program. In my experience, the later is preferable because graduate rotations give you a more in-depth insight into different types of work.

Front end and back end work is very different, and ultimately suits different people. These days, it is more likely than not that you will become a specialist and it is better to work out early on in your career what type of work suits you better. I was lucky enough to start in a transactional team as a grad, then tried litigation as a tipstaff, and my experience working in both showed me that it was transactional work that I wanted to specialise in which lead me to my current role.

What are your top tips for writing a resume? What stands out?

Don't take out the section about your interests, it shows you are well rounded and creates talking points in interviews.

What are your top interview tips?

Research who is interviewing you, it takes a bit of the pressure off when you go for the interview and potentially gives you something to talk or ask about.

If you would like to reach out to Elyse for any further advice you can contact her via Linked In at:
au.linkedin.com/in/elysedistefano

YOUR QUESTIONS ANSWERED BY UNDA SYDNEY ALUMNI



Rebecca McCaughan
Bachelor of Law (Honours) and
Bachelor of Arts
Graduated 2022

A short description of Rebecca's career

My first legal job was working as an Assistant Clerk at a Barrister's Chambers which focussed on Family Law. I then worked as a research assistant to a Senior Counsel barrister who specialised in taxation and revenue, constitutional law, administrative law and corporate crime. In my penultimate year of university I received a clerkship at Herbert Smith Freehills. I rotated through the Environment, Planning and Communities team as well as the Commercial Litigation – Financial Services Regulatory team. I stayed on as a paralegal during my final year of university and am currently working as a Graduate Lawyer in the Restructuring, Turnaround and Insolvency Team.

What advice do you have for final year law students?

Take a moment to step back, reflect and determine what your goals are – in life and in your career. I personally find it difficult to work hard and stay motivated when I am lacking purpose. In the final year of university it can be very daunting to figure out how you want to apply the skills and knowledge you have curated throughout your degree.

My advice would be to work out your 'why' – why are you doing this and where do you want to go. Once that is clear, go all in to achieve your goals and pursue your dreams!

What process did you go through to receive a clerkship and what advice do you have for anyone applying now?

The clerkship process involves the application, interviews and networking events. The application process is arguably the most important stage. It is very important to ensure that your cover letter and curriculum vitae are polished and impressive – make sure you shine! If you receive an interview – congratulations! I personally enjoyed the interview stage the most. It is one of the rare moments you have to scope out the firm, get to know your potential colleagues and consider whether you think it is the right cultural fit. In my experience, receiving a clerkship naturally led to receiving a graduate role. It certainly took the pressure off in my final year of university knowing I had work lined up for when I graduated.

If you would like to reach out to Rebecca for any further advice you can contact her via Linked In at:

au.linkedin.com/in/rebecca-saleme

YOUR QUESTIONS ANSWERED BY UNDA SYDNEY ALUMNI



Taylor Campbell
Bachelor of Law and
Bachelor of Arts
Graduated 2022

A short description of Taylor's legal career

In my second year at UNDA, I attended as many networking events as possible to gain connections within the legal industry. At the beginning of my fourth year, I started as a paralegal at a boutique firm in Five Dock. I was later poached as a paralegal at Australian Criminal and Family Lawyers, working on various family and criminal matters. However, after about a year at ACFL, I narrowed down my interest areas of law and decided that I wanted more Family Law exposure. From this, I sought out to work at a specialist family firm and began working as a paralegal at Farrar Gesini Dunn. I later began expressing interest in Judge's Associate/ Tipstaff roles, particularly in the Federal Circuit and Family Court. I was ultimately hired as a Deputy Associate to the Hon. Judge Street in the FCFCOA.

What is your best advice to first-year law students?

You don't need to land a paralegal job in the first year of Uni – rather, be social and attend as many networking events as you can. The more contacts and colleagues that you are able to build in the initial stage of your degree the better!

What is the most important skill you learnt at UNDA?

The most important skill I learnt at Notre Dame was managing various competing priorities in an effective manner. It is important to ensure as a student that you keep track of all your commitments, whether it be a part time job, readings, assignments, or lectures, and plan out your time accordingly in order to make the necessary deadlines. However, it is also important for you to reflect and understand your own limits when it comes to your workload, i.e. maybe don't take that extra shift at work if you have an assignment due, you will have plenty of time after your degree to work and earn money. Looking at the Course Outlines at the beginning of the semester and logging all the necessary dates in my calendar was always my first step because then I could plan my life around when these assignments were due. Planning out your time allows for you to meet your required deadlines without giving up the other aspects of your life that you enjoy.

If you would like to reach out to Taylor for any further advice you can contact her via Linked In at:

au.linkedin.com/in/taylor-campbell-474359167

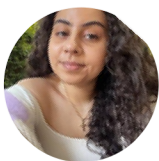
FACING THE FIRST YEAR JITTERS

University sounded so terrifying to me leaving high school in September 2022. Four long months of contemplating whether law was really something I can see myself pursuing as a seventeen-year-old for possibly the rest of my life. It's surreal to think that I am in my first year of university, one semester closer to pursuing a dream, with a double degree in my hand! Was I nervous? Yes, and possibly terrified but starting law school was not as intimidating as the world made it seem.

University can be very distant from school and as I explored my first semester of law school, I came to learn that. The readings were never ending and the assignments way to demanding. It was still manageable and my overexaggerating soon turned into a determination to learn more. The main question you get asked on your first day; What do you wish to achieve within your degree? If anyone was to ask me that question in week one, my answer would be that I simply didn't know and that it is okay to not know what your end goal is. I've learnt that going to university is more than gaining a degree, but gaining knowledge and experience that will lead you into numerous careers paths. A single degree is powerful enough to give you numerous opportunities.

As a student who has only completed one full semester of law school my biggest recommendation is to remember that it is okay to take a break, work on yourself and your mental wellbeing and to seek help if you need it. All your professors work for you and want you to be successful. Don't be afraid to reach out to them. In a similar way, establish boundaries to do things you love, whether that is going to the gym or hanging out with friends and family. You don't need to tire yourself out within the first year. Take advantage of the opportunities for students such as competitions, career expos, and fun events to help you learn and grow. These opportunities will help you form friendships and create great new bonds! Finally, be optimistic about the next few years! Your success comes from the navigation of your mindset!

So yes, law school (let alone university) is very intimidating but with time, as you gain confidence and become familiar with this new chapter of your life, you will love it. That much I can promise!



Mary Charbel Khater
First Year Representative

ADVICE FROM A FIFTH YEAR LAW STUDENT

There is no doubt that thinking about and planning your career path can be a daunting process. It is so normal to feel lost on what you are wanting to do, and also how you will get there. I would say I have three (3) key pieces of advice that, in my experience, can help you address questions you might have about your career path.

My first piece of advice is to plan ahead where you can. Practically speaking, I always make sure to mark out any key dates in my calendar for the year ahead in relation to prospective jobs. There are specific times of the year when applications are open and closed for clerkships and graduate roles not only at law firms, but also at government agencies and in other industries. To take advantage of the opportunities available, it is handy to know in advance when they are coming up. The Law Society of NSW website provides a comprehensive list of open/close dates for applications to law firms.

My second piece of advice is to reach out and speak to people who can share their experiences with you. You are not alone in your career journey and this is most evident when you speak to people who are or have been in your position. Notre dame has in the past offered a mentoring program which you can participate in. I would also highly recommend reaching out to your teachers and peers to see what they can share with you. This could affirm what you are planning to do, or you might find it inspires you to look at a different path!

My third piece of advice is not to limit your opportunities or your potential. There are plenty of career paths within the legal industry but there are also plenty of career paths outside of the legal industry. There is no need to feel as if you are confined to a particular pathway or job when you graduate with a law degree. I would recommend something as simple as Googling around or having a look at job seeking websites to see what is available to you. If you are undertaking, or about to complete your law degree, there is no doubt you are an intelligent and tenacious individual, with the capacity to do anything you set your mind to!



Julia Beins
Fifth Year Representative

GIMME! GIMME! GIMME! (A LAW CAREER INSIGHT): 10 DARING PATHS FOR THE REBEL AT HEART

No, that's not ABBA's lost law school anthem, but it sure is a tune to get stuck in your head as you dive into life post-graduation.

We know the drill: graduate, land a gig in a swanky law firm, drown in paperwork, and try not to drown in coffee. But hold up – that's not the only path, and there's no one-size-fits-all in the legal world.

If you're all about making a difference and keeping your sanity, there's a whole world of awesome career paths that can really use your legal skills for the greater good. And before you start stressing about the money – because let's be real, everyone's got bills to pay – many of these alternative paths can still have your bank account smiling. Whether it's working for international organisations, government gigs, or non-profits with good funding, there's a bunch of options where you can both make a decent living and feel like you're really doing something worthwhile.

And hey, if the high-flying corporate life is calling your name – that's cool too. There's nothing wrong with chasing the big deals, and you can still be an agent for social justice from within the corporate world. Just don't forget to check out pro bono opportunities or corporate social responsibility initiatives.

So, who says you can't have your cake and eat it too? Time to buckle up for some stellar career choices that make a difference!

Community Legal Clinics: Picture yourself as the legal superhero for folks who can't afford fancy lawyers. You get to tackle real issues, and honestly, it's like giving legal aid a high-five.

Not-for-profits: How about joining forces with an organisation that's out there fighting the good fight? Think human rights, saving the planet, or gender equality – stuff that makes the world less “meh.”

Charities: Roll up your sleeves and dive into the legal side of charities. You'll be that behind-the-scenes wizard, making sure all those donations and programs actually change lives.

Charities: Roll up your sleeves and dive into the legal side of charities. You'll be that behind-the-scenes wizard, making sure all those donations and programs actually change lives.

Pro Bono in the Big Leagues: So, you've got your heart set on a corporate giant? Cool. But check out their pro bono department. You can rock a suit and give back to society. Take that, Harvey Specter!

Government and Social Justice: Be the change in the system. Snag a position in a government department where you can wrestle with policies and laws that shape how society treats people.

Going Global – International Style: Pack your bags for the UN or other big-name international groups. You'll be living the "suits and passports" life while handling issues that make history.

Trade Unions: Stand up for the working peeps! Help make sure they get fair pay, safe workplaces, and don't get pushed around.

Indigenous Rights: Get in on the frontline, championing the rights and culture of Indigenous peoples. It's real, raw, and seriously rewarding.

Captain Planet – Environmental Law: Got a soft spot for Mother Earth? Battle it out in courtrooms or government agencies to protect our air, water, and cute critters.

Teach & Inspire: Share the love by teaching what you know. Shape the legal hotshots of tomorrow and keep that social justice flame burning.

So, whether you want to soar in corporate skyscrapers or be a crusader on the ground, the world is your oyster. Keep rocking the justice, legal padawans! May the laws be with you.



Tahlia Blair
Social Justice Director



Jeremy Zalewski
Assistant Social Justice Director

WHY YOU SHOULD GET INVOLVED IN COMPETITIONS

The NDSLS Competitions Team organises at least two competitions for students to participate in or watch each semester. These include Mooting, Negotiations, Client Interviews and more.

Mooting involves teams arguing a matter on appeal in front of a magistrate where each team has the opportunity to practise an array of legal skills including oral advocacy, drafting written submissions, and court etiquette.

Negotiations is where two parties meet to negotiate an issue on behalf of their client and try to reach specific outcomes. Client Interviews involves a witness coming to the team of lawyers to ask for help. The team's job is to ask relevant questions of the client and provide a solution to their issue at the end of the interview.

The NDSLS have a variety of lawyers, often alumni of the university, who judge the competitions who give the audience and competitors valuable feedback in a safe environment. Judges often are willing to answer questions from the competitors at the end of competitions and have even provided useful career advice.

Competitions are a great way to increase your employability by demonstrating practical skills specific to the legal industry such as court advocacy and they serve as a great opportunity to network with experienced professionals.

Competitions are a wonderful way to gain insight into what it's like to practice law with scenarios based off of real legal issues, and an opportunity to bond with friends in a fun and safe environment.

We hope to see you join us for competitions soon!



Dominique Bergman
Competitions Director



Norma Barrios
Assistant Competitions Director

