

**TULS  
CAREERS  
GUIDE  
2023**



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- Tasmanian and interstate law firms;
- Previous clerks, students and graduates;
- Brochures and publications issued by firms and Practical Legal Training providers;
- Previous Careers Guides and similar publications, from both UTAS and other universities.

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If you have any questions or concerns, please do not hesitate to contact the editors, the TULS on the below details:

Amie Myhowycz  
Secretary  
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# Welcome to the 2023 Careers Guide!

This is the document that provides you with the tips, tricks, and general advice on how to secure your future careers!

Remember that when starting to think about your career, there are plenty of people and organisations within UTAS that are able and willing to help you! UTAS' Career Connect, professors at the Law School and TULS are always here and willing to assist in discussing options for your future.

We would like to extend our thanks to all members of TULS, Lucy Milne, Gino Dal Pont and all past Careers Directors for all the assistance they have given us. Your experience and wealth of knowledge is worth so much, and it has enabled us to maintain the guide's comprehensive overview of the legal profession and other available jobs.

We would also like to thank all of our sponsors and UTAS alumni for continuing to support us as we navigate the professional world in the challenging, ever-changing post COVID era.

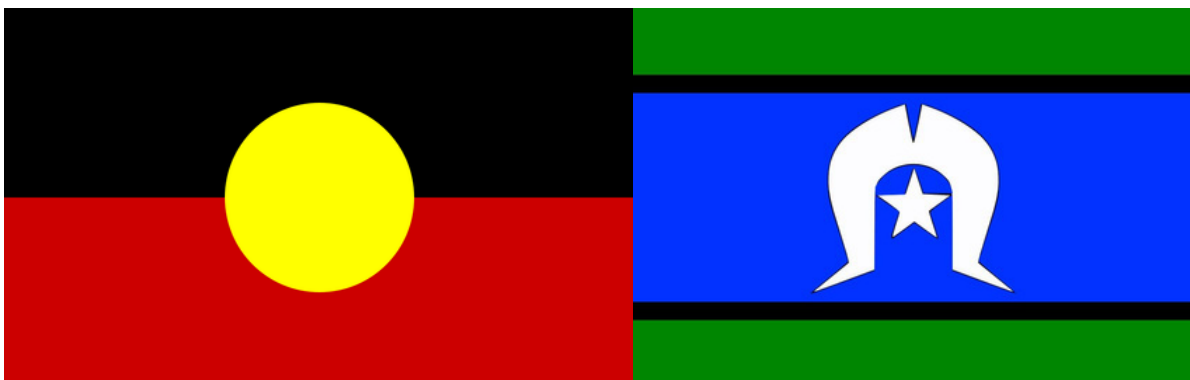
Use this guide as the start of planning your career, and if there are any questions, do not hesitate to contact TULS at [secretary@tuls.com.au](mailto:secretary@tuls.com.au)

# Acknowledgement of Country

The Tasmania University Law Society (TULS) acknowledges the traditional owners of the lands and seas that we study, work and live on, the Palawa people of lutruwita/Tasmania. We acknowledge and respect the contributions First Nations people have made to Australian law throughout history, and pay our respects to elders, past, present and emerging.

We stand for a future that respects and acknowledges Aboriginal perspectives, culture, language and history, and we acknowledge the deep and ongoing contribution Aboriginal and Torres Strait Islander peoples have made to the law in Australia.

TULS stands with the Aboriginal and Torres Strait Islander people in their struggle for human rights. We recognise the pervasive stain of racism and condemn bigotry of any sort.



# Dean's Welcome

As the interim Dean of University of Tasmania Law School, I take this opportunity to commend to all Law students this TULS Careers Guide which provides advice transitioning from study to future careers. We remain proud of the national and international standing of our Law School. In each of the Australian Research Council's ERA exercise (Excellence in Research for Australia), for example, the UTAS Law School was confirmed to be above world class, in the top tier of Australia's 43 Law Schools and our mooting and other competition successes is testament to the quality of our students.



The Law Faculty has much to offer our students: good quality teaching; engagement between staff and students; an active research environment which includes a strong postgraduate student body; and a welcoming and collegial atmosphere. In particular, we see strength in our smaller size compared to larger universities, where students' experiences are often more impersonal. Here there is a clear sense of Faculty identity and community which students can share. We offer pastoral care for students and foster meaningful relationships between staff and students. An excellent facilitator in this regard is TULS – arguably the most active student society in the University – with which the faculty enjoys a great working relationship.

An important TULS' initiative has been the development of Careers Guides, which provide exceedingly useful resources that bring together a wealth of information. This Careers Guide canvasses a range of work options with good practical advice on the preparation of applications, which will stand you in good stead in an environment of strong demand for Law graduates. A Law degree is a (if not the) most versatile qualification; entering the legal profession is one obvious pathway after graduation, but there are many others, as this Careers Guide reinforces. Law degrees can lead into many other roles, particularly in tandem with another degree allowing you to play to specific strengths. It is therefore important for your long-term career and personal fulfillment that you use your Law degree effectively, whether directly or indirectly. To this end, I encourage you all to explore options so that you can make informed decisions, ensuring that you find the right career to match your skills, aspirations, and thereby allow you to fulfil your potential.

The Law Faculty is proud of the quality of the graduates that it produces; it has a reputation for producing able, well-rounded graduates, and we have many leading lights among our alumni both in Australia and overseas. There are many pathways to success and the faculty is keen to work with you for constructive learning and teaching. In conjunction with TULS, and working with the profession, the faculty also seeks to promote to our student's information about job opportunities we receive from local, national and international organisations.

I am confident that you will find this Careers Guide useful as you seek to position yourself to maximise your opportunities while at the University of Tasmania and for your future career.

Professor Gino Dal Pont  
Interim Dean  
UTAS Law Faculty

# President's Welcome

It is my pleasure to welcome you to the 2023 TULS Careers Guide. The Careers Guide is a valuable resource that will help you navigate opportunities during your degree. I want to congratulate the TULS executive for their efforts in developing the guide.

There are so many opportunities available to students in the public, private and not-for-profit sectors which have been outlined within this guide. I encourage you to consider many of the options provided in this guide and to put yourself out for opportunities you might not necessarily thought of initially. Working in the law can be flexible and there will be many opportunities for you to change your career path many times in your life so, it is important not to box yourself in by your current interests.

This guide is only the starting point for the opportunities you will have presented before you. I encourage you to utilise this guide in conjunction with the Social Justice and Equity Volunteering Guide as well as several of the opportunities TULS hosts for advancement in other areas such as mooting. There will also be several opportunities to engage with social justice opportunities within the workforce. Many employers offer community engagement activities which may include pro bono community legal work, volunteering with local charities or being involved in in-house activities such as diversity committees.

I wish you the best of luck with your future endeavours and I hope that this guide is a useful tool to get you thinking about career opportunities beyond law school.

Best Wishes,

Lucy Milne (she/her)  
President, Tasmania University Law Society  
president@tuls.com.au



# Introduction

The Careers Guide will assist any student wanting to find a career in the legal sector.

The format of this guide is designed to follow a natural progression from your time at university and from the day you leave, whether you wish to be a partner in a corporate law firm or the Director of Public Prosecutions.

This guide details tips that students can follow when applying for clerkship and graduate positions. This guide includes information and background on:

- Admissions and Legal Practice Courses
- Corporate Clerkships
- Graduate Positions
- International Positions
- Government Positions

Throughout the year, TULS will offer students many opportunities to learn about both the public and private sectors with information sessions from our sponsors and UTAS alumni.





# Private Sector Careers

## What do Corporate Firms Do?

Corporate and Commercial firms practice in a large and diverse number of areas of law. No two firms will practice in the same area, and each firm has its own unique specialties. However, some of the more common areas of practice include:

- Arbitration & Dispute Resolution
- Advertising and Promotion Law
- Banking and Financial Services Regulation
- Climate Change, Environment and Planning Law
- Competition and Consumer Law
- Contract Law
- Funds Management Industrial and Workplace Relations Law
- Insolvency and Restructuring
- Insurance and Re-insurance
- International Business Obligations Mergers and Acquisitions
- Real Estate & Native Title
- Intellectual Property
- Personal Property
- Securities Private Equity Regulatory Controls
- Sale of Goods and Supply of Services Superannuation

# What is a Clerkship?

Clerkships are work experience programs for students in their penultimate (second last year) or final year of their law degree. Firms offer clerkships to allow students to 'get a feel' for what it is like to be an 'actual lawyer'. Clerks usually rotate between 2 to 3 different practice areas to gain experience in their desired field of law.

Clerkships are also an opportunity for students to get to know the different cultures of each firm to see which ones suit them best. Many firms only recruit from their pool of clerks, so completing a clerkship is one of the most straightforward ways to get a job at your dream firm!

Clerkships are paid full-time positions. They are offered over the summer and sometimes in the winter. Clerks are usually selected from across Australia and, as a result, are highly desirable and highly competitive. Firms that offer clerkships are generally top-tier and mid-tier firms, and other bodies may offer similar positions.



# Applying for a Clerkship

## HOW DO I APPLY?

Clerkship schemes are regulated in New South Wales, Queensland, South Australia, Victoria and Western Australia with uniform application processes and dates. However, please note that these schemes only apply to firms who have agreed to comply with these guidelines and differ between jurisdictions, so you should take note to research the firms you are particularly interested in.

## CLERKSHIP DATES:

Important dates in 2023 are as follows. Please note that these are just general guides, so you should be sure to check with your desired firm.

- Tasmania/NT: Opening and closing dates depend on the firm.
- Victoria: Open the 3rd July and close 13th August.
- Western Australia: Open the 26th June and close 30 July.
- Queensland: Open the 18th July and close 12th August.
- South Australia: Open the July and close 28th July.

## STEP ONE: RESEARCH YOUR FIRMS

The first step in preparing your clerkship application should be researching and selecting the firms you wish to apply for. Many firms offer clerkship programs, each with different strengths, weaknesses, cultures and opportunities, so it is important for a successful application (and experience if you land the right job!) to apply for the firms that are right for you.

It is also a fantastic idea to speak to other students who have clerked for that firm beforehand, to get the frank 'on the ground' perspective on the work you will be doing. To help with this, we have gathered a range of clerk profiles here from recent UTAS clerks.

## **STEP TWO: PREPARE YOUR DOCUMENTS**

Applying for clerkships is not an easy process, and it requires a lot of time and paperwork. That is why it is important to have the following documents updated and easily accessible for when you need them in your application process.

### **Clerkship Document Checklist:**

**Resume/CV:** A sparkling CV that is full of the things that make you awesome is crucial to a good clerkship application. Please note that later in this guide you will find a range of tips to get your CV ready.

**Cover Letter:** Anyone in HR can tell you, but a stunning cover letter is crucial to a successful application. You should not use the same cover letter for each firm, however creating a 'pro-forma' cover letter with information which you can modify will save you some time later.

**Academic Record/Transcript:** Firms do care about your results as it shows that you know the law and can give them an insight into the areas where your strengths lie. You can get an unofficial transcript (which firms will accept unless stated otherwise) for free on eStudent under the 'Transcripts and Invoices' tab in the 'My Study' page.

**Academic Calendar:** Whether it is Google Calendar or a paper planner, you will need to know and continually check the dates for applications. Make sure this is always close at hand for ease of mind.

### **STEP THREE: WRITE YOUR APPLICATION**

With all your key documents prepared, the next step is to write a series of answers to the application questions individual to each firm, and your cover letter.

Do NOT leave your application to the last minute!

We can promise you that the application questions will take longer than anticipated. Anything can happen and many people may be trying to submit their applications at the same time. You do not want to leave your clerkship prospects to Murphy's law ('anything that can go wrong will go wrong'). Our pro tip is to draft your answers in Microsoft Word or Google Docs before copying it into the application field. It is less scary, easier to edit, and you have a bank of answers that you may be able to reuse for multiple applications.

### **STEP FOUR: SUBMIT YOUR APPLICATION**

Check and re-check (and maybe triple check!) that you are happy with everything, all your details are correct, and that the right documents are attached. You should receive an automated response email stating that your application has been received. Use these for ease of mind that you applied.

After submitting an application, you may be asked to undertake a skills test or psychometric testing. These tests gain information on your strengths and weaknesses, such as: resource and work management, how willing you are to take risks, and how resilient you are. You usually need to complete these within a certain period of time after submitting an application or before the application period closes, so make sure you read your emails!

## **STEP FIVE: INTERVIEWS**

**Some things to remember when going for your interview for a clerkship:**

### **Be on time!**

Pre-plan your journey and allow for extra time if you're meeting in person. The interviewers may ask you to arrive 15 minutes early so keep this in mind when planning your journey. If your meeting is online, always check that your internet connection is stable, and your camera and microphone works.

### **Make sure you focus on just the interview!**

This includes turning off your mobile phone or other devices that might be distracting during an interview. When asked questions in an interview, don't rush yourself to answer, allow yourself some time to understand the question and formulate your answer.

### **Practice makes perfect!**

Make sure you know your application inside out. If you feel confident with the materials, you have then you will exude confidence. Ask a family member or friend to help identify areas that may come up in an interview and go over answers to be familiar and prepared.

### **Research**

It is important to convey to the interviewing panel that you are passionate about working at your chosen firm. Researching the interviewing panel, partners, cases, and areas of law that firm specialises in is a good way to set yourself apart from other applicants and demonstrate you care about the firm.



## **What is CV MAIL?**

cvMail is a law student portal run by Thomson Reuters, which provides information about the legal industry, law firms, and applying for jobs. It also enables law students to apply and schedule interviews online. Most major firms in all states (as well as some overseas firms) now prefer applications via <http://www.cvmail.com.au>.

cvMail also provides a list of firms who prefer to use cvMail. However, it is important to remember that not all firms use cvMail so make sure you check a firm's website in order to determine how they would like you to apply. If in doubt, telephone their Human Resources department. Tasmanian firms generally prefer to run their own application process. Students will receive information about Tasmanian firm applications processes directly or via TULS (including job opportunities posted on relevant Facebook pages).

## **How to use cvMail**

### **Step 1: Create an Account**

Go to <http://www.cvmail.com.au> and register as a 'First Time User'. Insert your name, email address and a password to create an account. Ensure this email address is the one you check frequently, as alerts and notifications (including interview requests from firms) will be sent to that address.

Once you have created an account you can log on as a registered user.

### **Step 2: Personal Profile**

Enter your personal details including name, address, email, and language ability. This information is automatically forwarded to the firms as you apply. All personal and academic information can be edited as many times as required prior to applying to the firm.

### **Step 3: Academic Profile**

Create an educational record for each of your relevant academic qualifications and enter the individual marks. Double-degree students must undertake this process twice.



## **Step 4: Submit your Application**

Click on the 'Seasonal Tab' for clerkships or 'Graduate Tab' and select the state to which you are applying which will display a list of the firms using cvMail. Candidates can practice submitting an application to a practice firm prior to submitting a real application.

Although each firm will have different application requirements, generally candidates can answer application questions, attach their resume and cover letter, and preview the application before submission. The level of specificity regarding the application questions varies from one firm to another, and it is important to note that answering these questions can take a significant amount of time.

Questions in this category will generally regard:

- Education
- Achievements
- Employment history
- Other interests
- Referees

Examples of questions that a firm may ask can include:

- Please outline any achievements, awards, or prizes you have obtained including academic, sporting, community, and charities?
- What interests do you have outside of your studies?
- Where do you see yourself in the next five years?
- Who is your idol and why?
- What are three things about you we wouldn't know from your CV?

When completing an application, you have up to 90 minutes to complete the application before your session automatically times out. To ensure you have adequate warning before your session times out, you will receive a popup message approximately 3 minutes prior. This gives you enough time to save your data and send the form, or, if you need more time, save and exit so you can continue at a later stage.





## **Step 5: Finish and Finalise your Application**

After sending your application, you will see a confirmation screen that confirms your application has been successfully sent to the firms and provides you with a unique recipes number.

After submitting your application, the firm will receive it instantly. Different firms may acknowledge your application at different times.

Also, firms may not contact you until they have fully considered your application (so don't stress if you don't hear from them immediately after sending your application!).



## TASMANIAN ADMISSION & LEGAL PRACTICE

### **Admission in Tasmania**

Admission and legal practice in Tasmania is regulated by the *Legal Profession Act 2007* (Tas). This Act outlines the requirements for legal practice in Tasmania, and the procedures for getting yourself to the point where you can call yourself a lawyer.

A detailed analysis of the provisions and conditions of this Act are outside the scope of this guide; however, section 25 of that *Act* requires you to have completed both an ‘approved academic qualification’ – a law degree – and an ‘approved practical legal training requirement’.

The latter program, commonly known as ‘Legal Prac’, is a short, practically oriented skills training program designed to give you the required skills and knowledge to put your law degree into practice. There are a range of Practical Legal Training courses available for UTAS Graduates, and one is sure to fit in with your post-graduation plans!

Detailed information on admission is further on in the guide, but long story short, any of the courses featured here will allow you to be admitted, and once you are admitted you can usually practice in any state in Australia.

The Tasmanian Legal Practice Course (TLPC) is a post graduate professional legal training program whose graduates are eligible to apply for admission as legal practitioners. Once admitted, you are eligible to apply for admission in other states or territories, either directly or to appear under the Mutual Recognition Scheme.

In addition, graduates are awarded a Graduate Diploma in Legal Practice from the University of Tasmania. The Course is currently conducted by the Centre for Legal Studies at the UTAS Hunter Street campus.

## **Why complete a Practical Legal Training Program?**

The TLPC is a practical and challenging course that provides you with an invaluable skill set whether you intend to practice law or not. In each year trainees attend the TLPC for different reasons: some because they intend to practice law; some to help them decide if they want to practice law; some to keep their career options open should they choose to practice law in the future; some to expand their qualifications and opportunities in the job market; and others are keen to gain skills, such as advocacy and letter writing to use in other professional roles.

## **Why complete the TLPC?**

The course is recognised nationally as providing excellent quality training. It offers a unique and intense practical experience unlike any other professional legal training program and will be different to any other course that you will have studied at University.

## **Studying in Hobart**

Australia's second oldest city and southern most capital, Hobart is one of the great small cities of the world. It offers a wonderful blend of built and cultural heritage; environment; a vibrant art and dynamic sporting culture and a low stress lifestyle.

Nestled under Mt Wellington on the Derwent River, Hobart is renowned for its heritage buildings, beautiful parks, fine restaurants, the Salamanca markets and its festivals. Hobart is the gateway to world heritage wilderness areas, adventure pursuits and pristine beaches.

### **Highlights of the TLPC include:**

- A strong advocacy component with trainees appearing in the Supreme Court or Magistrates Court before Judges and Magistrates on a weekly basis;
- A client interviewing program partnered with the Hobart Community Legal Service and conducted with real clients;
- Workshop style teaching with an emphasis on learning through simulated transactional files;
- Direct instruction and support from Tasmania's Judges, Magistrates, and legal practitioners;
- Emphasis and teaching of practical drafting and letter writing skills;
- Three weeks work experience in a firm or government agency (arranged for you);
- Face-to-face teaching and mentoring with minimum online learning;
- A networking program partnered with Hobart's Young Lawyers;
- A social and collegial environment; and
- Historically several employers seeking a graduate legal practitioner advertise their positions directly to trainees attending the TLPC.

### **Course Information**

The Course consists of six months of practical legal work in a legal office environment. There are seven compulsory units:

- Civil Litigation Practice – Supreme Court Practice and Advocacy (incl. Tribunal Practice)
- Criminal Law Practice – Magistrates Court Practice and Advocacy
- Trust and Office Accounting
- Property Law Practice (incl. Wills & Estate Practice)
- Commercial and Corporate Practice
- Family Law Practice and Advocacy
- Skills, Ethics and Professional Responsibility

Work is assessed on a satisfactory/unsatisfactory basis and is made up of a range of different forms of 'practical' assessment, including court advocacy and legal drafting.

# Graduate Profile

*Find out what a 2022 Tasmanian Legal Practice Graduate shares her impressions of the Course.*



Molly Turner

Graduated UTAS LLB 2021

Graduated TLPC in July 2022;

Admitted to practice in August 2022 Court Clerk,  
Chief Coroner McTaggart

The Tasmanian Legal Practice Course provides practical, hands-on legal practice training in a collaborative environment with the Tasmanian legal profession. When you attend TLPC you are taught by barristers, magistrates, judges, tribunal members, and partners. One of my favourite experiences was appearing every third week in the Magistrates Court of Tasmania. Every session, the tasks built upon each other teaching us new skills until at the end of the course we had completed an adjournment, bail application, plea in mitigation, restricted drivers licence application and hearing. These skills many of my peers are now putting into practice as duty lawyers every week at the Magistrates Court.

The Tasmanian legal profession are avid supporters of the TLPC course and every week several job opportunities are directly advertised to the cohort. It was an opportunity advertised to the cohort for a volunteer position at the Coronial Division of the Magistrates Court that I was able to secure my current role as Court Clerk to Chief Coroner McTaggart. The Coroner's Office is responsible for investigating reportable deaths in the Tasmanian Community, such as motor vehicle accidents. Court clerking in the coronial division involves assisting the coroner with the day-to-day management of their cases and preparing for inquests. One of the things I enjoy most about my role is working as part of a diverse team that combines legal, medical, and investigative expertise.

I would recommend the TLPC to UTAS graduates because it grew my confidence appearing in court and in my practical legal written work. It provided me opportunities to connect with my cohort through social activities, the legal profession through networking events and gave me direct access to job opportunities in the area I wanted to work in.

# Interstate Legal Practice

## Victoria

Victoria offers two different pathways to legal practice:

### 1. Supervised Traineeship

The Victoria Articled Clerkship system has been replaced by the Traineeship. This traineeship allows for 'on the job' legal training with a law firm but differs from a clerkship because all trainees will be taught a minimum standard of competency in various areas of law, and last 12 months. Applications for Traineeships are made to the Human Resources Personnel of each firm, and open in July. Students make applications in their final year of study for commencement in the following year. For more information on the Traineeship system visit:

<https://www.lawadmissions.vic.gov.au/qualifications-and-training/supervised-legal-training>.

### 1. Approved Practical Legal Training Course

Similar to the Practical Legal Training courses outlined above, which can be completed in under six months and consist of mainly coursework (either online or on-site at the education facility), with a combination of practical work experience completed in a legal environment. Approved providers include:

- The College of Law Victoria ([www.collaw.edu.au](http://www.collaw.edu.au))
- The Leo Cussen Institute ([www.leocussen.edu.au](http://www.leocussen.edu.au))

## New South Wales

### Graduate Diploma in Legal Practice

Most graduates in New South Wales gain admission to the legal profession by completion of a Graduate Diploma in Legal Practice through the College of Law.

Other Practical Legal Training programs are offered through,

- The University of Technology, Sydney:  
(<http://www.uts.edu.au/about/faculty-law>)
- University of Wollongong: (<http://lha.uow.edu.au/law/index.html>)

## **Western Australia**

### **Practical Legal Training Course**

A standard practical legal training course-as outlined above. This is generally undertaken through the College of Law. Other approved Practical Legal Training programs include:

- The Leo Cussen Institute ([www.leocussen.edu.au](http://www.leocussen.edu.au))
- The Piddington Society Inc. ([www.piddingtonsociety.org](http://www.piddingtonsociety.org))
- Curtin University Graduate Diploma in Legal Practice: (<https://study.curtin.edu.au>)

## **South Australia**

### **Graduate Diploma of Legal Practice**

South Australia Graduates generally undertake their Graduate Diploma of Legal Practice through the University of Adelaide. Their program is administered in conjunction with the Law Society of South Australia, and as a result, students are able to attend Continuing Professional Development (CPD) events free of charge, as well as receiving complimentary Associate Membership of the Law Society of South Australia. This course may also be commenced whilst remaining an undergraduate student.

The GDLP program is run twice a year, commencing in January (summer) and July (winter), and continues for six months, though graduates can study for a period of up to three years at their own pace. Courses and assessments are largely similar to all other Practical Legal Training programs offered elsewhere, and are divided into four modules.

## **Australian Capital Territory**

Most graduates in the ACT gain admission to the legal profession through the ANU's GDLP program: <https://legalworkshop.law.anu.edu.au/gdlp>

## **Northern Territory**

Graduates in the Northern Territory generally undertake their Practical Legal Training through the College of Law or the ANU Legal Workshop program.

The Rural, Regional, Remote Practical Legal Training program permits students to undertake the 'placement' module of their PLT course in public interest legal support services for those who are disadvantaged. Officers who are willing to take such trainees in the NT include the Alice Springs Central Australia Aboriginal Family Legal Unit, the Katherine Northern Australian Aboriginal Justice Agency, and the Darwin Top End Women's Legal Service.

More information about this program is available here:<http://placements.naclc.org.au>.

### **What if I have a gap between completing my law degree and enrolling in a PLT?**

If you decide to have a gap between completing your academic qualifications and enrolling in a PLT you should be aware that if you have completed your academic qualification more than 5 years before applying to have your academic qualification assessed for the purpose of admission, the Admitting Authority may, after assessing your academic qualifications, require you to undertake further academic studies, or pass further examinations, as the Authority may determine, or both. You should read the relevant legislation carefully if you think this may apply to you and you should be aware that this area may be subject to.







Leo Cussen Centre for Law provides high quality education, training and professional development to strengthen and support the administration of justice and the legal system. As an independent, not-for-profit centre of excellence, Leo Cussen provides practical legal training as well as ongoing professional development.

The practical legal training course which Leo Cussen provides, focuses on 'learning by doing' and is designed to give you skills and practical experience to take you into a successful legal career. You will graduate with a Graduate Diploma of Legal Practice (which allows you to be admitted to practice as an Australian Lawyer). Leo Cussen has adapted their course to accommodate the needs of students and currently provides three different forms of their course:

### **Blended Learning (BL)**

Mostly self-paced online, plus 10 days of immersive face-to-face learning onsite. Get the best of both worlds. Enjoy the flexibility of online training, with some face-to-face learning where you'll receive instant, in-person feedback from your instructors and socialise with other PLT trainees. The 10 days of interactive face-to-face learning are mandatory and held on specific dates onsite.

### **Online Learning (OL)**

Mostly self-paced online, plus 8 days of immersive sessions held via video conferencing. Giving you the flexibility to work at your own place, online PLT can be completed from any location. The 8 days of interactive face-to-face learning are mandatory and held on specific dates via Zoom.

### **Onsite Learning**

Two days per week of onsite structured learning and three days per week of self-paced online, plus 10 days of immersive learning. Make the most of the opportunity to engage in our simulated legal practice. Attend 10 days of Immersive learning onsite at our Melbourne office, and then continue working collaboratively with other grads, mentors and supervising lawyers on Tuesdays and Thursdays throughout the program.

# Graduate Profile

*Find out what a 2023 Leo Cussen Graduate shares his impressions of the Course.*



Angus Calvert

Graduated UTAS LLB BBus 2022

Graduated Leo Cussen Centre for Law July 2023

Soon to be admitted

After graduating Utas in December 2022 I decided to make the move over to Melbourne and decided to complete PLT at Leo Cussen Centre for Law.

There were a few options for enrolment, onsite, blended or online. I chose to and onsite option, which meant I attended Leo Cussen office in the CBD with my mentor group of 15 on Tuesdays and Thursday for 20. This gave us all plenty of time to cover the required content and complete the assigned work which was due Friday. The time in the office was used for meetings with our mentor or supervising lawyers for guidance or listening to guest speakers.

Throughout the 20 weeks we moved through 5 rotations. These were Induction, Transactions, Specialist, Disputes and Profession Read. As just a brief overview, our Induction rotation was familiarising ourselves with writing letters to clients and internal memos as well as the principles of negotiation and client interviews. In Transactions we were focused on the practical aspects of a sale of property and a sale of business, including reviewing contracts, due diligence packages and loan agreements, and then advising our supervising lawyer about any dangers to our client. In our specialist rotation, we were able to pick two practice areas from an extensive list, I chose Consumer Law and Banking and Finance, and then were given work that was typical of a lawyers work in that area, for example in Consumer Law, I was required to review a letter of complaint received from the ACCC, explain this to the client and then construct a response. Our Disputes rotation involved civil litigation work, including drafting affidavits, a statement of claim and an offer of settlement. Our final rotation had a focus on ethics and the realities of practising law.

It wasn't all written work however, we had ample opportunity to hone our practical skills. On three occasions, we had immersive sessions, which were 3 or 4 consecutive days in the office. In these sessions we conducted client interviews, interlocutory hearings. I think one of the most interesting activities was a negotiation against other people in our mentor group, we were given different sets of facts for each party and had to try and find out as much about the other side on the fly. Safe to say it got a little competitive but we as a super supportive environment and we all learnt a lot.

The final part of the experience was 15 days professional placement. Leo can find somewhere for you to undertake your placement which is incredibly helpful if like me you are lacking connections. I undertook my placement at Marshalls+dent+wilmoth Lawyers in the CBD in their Media and Litigation teams and it was great to be able to put the previous 20 weeks of learning into practice.

I would definitely recommend Leo's if people were looking for a different experience interstate. I definitely was able to develop the skills I started to learn at Uni and am feeling ready to start my career in earnest!

# Your Story, Your Career. Be the Whole Lawyer.

—  
Discover Australia's  
leading PLT program.



The legal profession is evolving. Clients and employers are not only seeking legal professionals with technical expertise, but lawyers who are empathetic, adaptable, creative and ethical. That's why we've updated our Practical Legal Training (PLT) program to give law grads the skills to confidently enter the legal profession and thrive.

## The Whole Lawyer

Four professional capabilities are taught and developed throughout our PLT program to help you become the whole lawyer - technical capability, human skills, character, and adaptability.

The skills you'll develop within each of these four professional capabilities are designed to help you be successful and confident in your legal career from day one.

### Technical Capability (TQ)

will enhance your ability to work with clients across a range of entry level practice areas. With the support of expert legal practitioners, you'll run simulated client matters to learn essential legal and business skills, processes and procedures to work effectively with clients.

### Human Skills (EQ)

are critical for effective client interaction, negotiation, and advocacy. Through immersive learning and an optional industry secondment, you'll fast track your journey to becoming an empathetic lawyer with advanced emotional intelligence.

### Character (CQ)

helps you to become a values-driven and self-aware lawyer, acting with integrity. Explore ethics, professionalism and reflective practice through a program of mentoring lasting 20-weeks full time or 30-weeks part time.

### Adaptability (AQ)

has the power to transform you into a curious and creative legal thinker, capable of adapting to diverse circumstances and needs. Leo Justice Lab will set you up with legal tech awareness, critical mindsets and collaborative problem solving skills, to become a leading innovator in the future of law.

# Six Reasons to Complete PLT at Leo Cussen



## #1 Be the Whole Lawyer

Experience learning that's designed to ensure you enter the legal profession as a confident, creative and adaptable lawyer.



## #2 Simulated Legal Practice

Make the most of the opportunity to practice negotiation, advocacy and working with clients in our simulated law firm environment.



## #3 Mentoring

Receive personal support, advice, and industry insights by working closely with an experienced lawyer throughout your PLT.



## #4 Your placement sorted

Take advantage of our extensive network of industry partners, and let us find your work placement for you. \*Extra fee applies.



## #5 Develop skills for the future of law

Learn innovative mindsets and methods by taking part in our Leo Justice Lab, where you'll work collaboratively with a team to solve a real world access-to-justice issue.



## #6 PLT personalised

Choose the learning method that suits you - blended, online or onsite. And with 28 combinations of electives, you can build the course for the career you want.

Find out more:



Chat with us:



Enrol now:



# Firm Profiles

These profiles provide a quick run-down on some of the major firms who offer clerkships. They are provided for illustrative purposes only in order to encourage you to investigate the range of firms available who may be able to suit your needs and interests. Please note that there are many other wonderful firms not mentioned below, so make sure you also do your own research to find the right firm for you!

## Butler McIntyre & Butler

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*Lawyers  
Est. 1824*

Butler McIntyre & Butler provides expert legal advice with practical solutions suited to the needs of its clients in the areas of Property and Commercial Transactions, Litigation and Dispute Resolution (including criminal law), Family and Relationship Law, Employment and Industrial Relations, Wills and Probate and Estate Planning.

Butler McIntyre & Butler is committed to supporting students studying at the University of Tasmania. In 2021, Butler McIntyre & Butler sponsored the Student Success Initiative, our lawyers gave generously of their time to assist with the organisation and judging of competitions and speaking at events during Health Week and to promote Women in the Law. Butler McIntyre & Butler also has a long history of supporting the Graduate Legal Practice Course conducted at the Centre for Legal Education.

Butler McIntyre & Butler offers work experience placements for students in late November. Successful candidates spent two weeks at Butler McIntyre & Butler and the opportunity to observe client interviews, court appearances and undertake research and tasks on client files.

Butler McIntyre & Butler also employs graduates from the Legal Practice course and strives to offer a supportive ongoing learning environment for graduates transitioning into legal practice and throughout their legal career.

For more information on Butler McIntyre & Butler please visit our website [www.bmbtas.com](http://www.bmbtas.com), or contact our Managing Partner Alison Wells at: [awells@bmbtas.com](mailto:awells@bmbtas.com)

# PAGE SEAGER

## LAWYERS

Page Seager is a specialist commercial law firm based in Hobart and is one of Tasmania's largest firms with approximately 60 professional staff working in multi-disciplinary teams. The firm specialises in Corporate & Commercial, Dispute Resolution, Construction & Infrastructure, Property & Planning, Employment & Safety, Regulatory Compliance, Technology & Intellectual Property and Insurance.

Page Seager values its staff and considers them to be its greatest resource. Each employee is supported, guided and encouraged to grow their knowledge throughout their career. Page Seager is very different to many other law firms and offers numerous benefits including flexible working arrangements and paid parental leave.

Page Seager offers Summer Clerkship positions to university students in their penultimate or final year during the summer break. A Clerkship position gives participants a glimpse of practicing law in a large commercial law firm by spending two weeks rotating through each area of expertise, gaining insight into the areas of law practiced. Graduate positions are often offered to Summer Clerkship participants but are also recruited outside of this program.

Applications for the Summer Clerkship program are accepted in July each year. Further information, dates, application information and benefits of working at Page Seager can be found on the Page Seager website under the careers tab. <https://www.pageseager.com.au/careers/>.



Simmons Wolfhagen runs a ‘multi- disciplinary’ practice across a range of legal areas, based in the Hobart CBD.

Simmons Wolfhagen heavily emphasize their corporate and social responsibility program, encouraging employees and the company to support and volunteer with a range of community organisations. They also run a comprehensive blog that is a useful source for recent developments in Australian law: <https://simwolf.com.au/articles/>.

Simmons Wolfhagen specialise in a range of practice areas, including partnerships, company and commercial law, conveyancing and property development, family and relationship law, wills and estate administration, commercial litigation, local government, bankruptcy and insolvency, employment and industrial relations, insurance, and personal injury law.

Simmons Wolfhagen run a small clerkship program, usually for two students each year, information for which is often provided on their website. Please contact the firm directly for more information.



The logo for Dobson Mitchell Allport is a dark blue square containing the company name in white, bold, sans-serif font. The name is stacked in three lines: 'Dobson', 'Mitchell', and 'Allport.'

# Dobson Mitchell Allport.

Dobson, Mitchell, and Allport is a commercial and litigation law company based in Hobart. Dobson, Mitchell & Allport has a number of areas of expertise, including litigation, health law, family law, commercial practice, residential property, migration law, intellectual property, estate planning & administration, finance & banking, debt recovery, employment, and industrial relations.

Although Dobson, Mitchell & Allport doesn't offer a 'fully- fledged' clerkship program, they have a range of programs for undergrads and graduate lawyers to gain experience in a similar manner.

Dobson, Mitchell & Allport generally have positions for at least one graduate lawyer each year, and call for applications from final year and legal practice students in May of each year. Applicants are interviewed shortly after applications are completed and are then offered an opportunity to clerk with the company over the summer vacation.

Unsuccessful applicants may be offered other work experience opportunities in semester breaks and other vacations.



# ashurst

Ashurst resulted from the merger between Ashurst Australia and Blake Dawson and has over 190 partners and 800 lawyers in Australia, advising over 73% of the ASX Top 100 Companies.

Ashurst has 28 offices in 16 countries, with over 1,800 lawyers in total. Ashurst also strongly promotes its Pro-bono program, charity, and volunteering committees, and their Annual 'Make A Difference Month'. Ashurst is also the only law firm to have been recognised as an Employer of Choice by the Equal Opportunity for Women Agency since 2001, every year since the award was created.

Ashurst also offers employees the opportunity to be seconded to large clients and the public and community sectors to enrich their work, alongside gym memberships, social events, sporting teams, study leave and flexible work arrangements. Clerkships are offered for 12 weeks in Sydney and Canberra, and 4 weeks in the remaining offices for students in the penultimate year of their degrees. Seasonal clerks complete two rotations in different practice areas, except for the Melbourne and Adelaide programs where clerks engage with only one practice area. Graduates with Ashurst undertake a twelve-month development program with three months in different practice areas.



# make the difference

to your career, clients and community

Aim beyond pure legal knowledge. Beyond commercial advice.

Be known for something more: a clarity of thought and an instinct for problem solving that can influence governments and leading businesses the world over. Join us and we'll help you enrich and expand your worldview, grow your skills and influence new ways of thinking. In other words, we'll help you make the difference.

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

Connect with us on



ashurst



Gilbert + Tobin is a corporate law firm based in Australia, with offices in Sydney, Melbourne and Perth, and operations across the Asia-Pacific region. The firm operates across a large number of practice areas including:

banking and finance

corporate advisory work communications and technology

competition & regulation intellectual property dispute resolution

The firm also has a dedicated Pro-Bono legal group.

The firm has over 500 partners, and has the highest proportion of female partners of any major Australian firm. Gilbert + Tobin also sponsor the UNSW Centre for Public Law, a leading think-tank in the area of public (especially constitutional) law. Gilbert + Tobin offer a range of flexible work arrangements for women, and extend a large amount of support for disadvantaged women in the community through their pro-bono and corporate social responsibility programs. Additionally, the OUT @ G+T program offers a support for LGBT-identifying lawyers.

Clerkships are offered in summer (Perth, Sydney, Melbourne) and Winter (Perth, Melbourne) for various periods, with a placement in a dedicated practice group aligning with your interests, with two five-week rotations in

the Sydney program. Applications are received through cvMail. Graduates

enter an 18-month program (12 months in Perth) that includes the firm's Practical Legal Training and Professional Development program, and offers are generally made to successful clerks. The firm offers financial support for younger lawyers to complete Postgraduate study, and offer interstate and international secondments, as well as offering one graduat



# 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)

# MinterEllison

Minter Ellison is one of the largest Australian-based, multinational law firms, with offices in many Australian cities (including the Gold Coast), and overseas. They serve a range of clients, including blue-chip public and private companies, alongside multinational firms, government organisations and other state-owned entities.

Minter Ellison's practice areas include Competition & Market Regulation (incl. International Trade), Corporate Law, Employment, Environment & Planning, Insurance, Intellectual Property, Litigation & Dispute Resolution (incl. Administrative and Consumer Protection Law) and Real Estate.

Minter Ellison also runs MatchME, a 'matched charity donation' program, supporting fourteen charities in the firm's pro-bono focus areas of disadvantaged youth, homelessness, poverty alleviation and access to justice. They also work closely with the Public Interest Clearinghouse, indigenous causes and domestic violence victims to improve access to justice.

Minter Ellison run both vacation clerkships and a graduate program. Advertising their selection process as 'fun, informative and interactive', Minter Ellison clerks attend clerkship information evenings prior to the commencement of formal interviews. Minter Ellison also offers two-week placements in their Hong Kong office for four clerks. Clerkships are the primary way in which the firm fills its 'Graduate Development Program' - a program including Practical Legal Training, and 6 month-long rotations.



HERBERT  
SMITH  
FREEHILLS

Herbert Smith Freehills (HSF) is a global commercial law firm, formed from the merger between Herbert Smith's international practice, and Freehills' Australian practice, with Australian offices in Melbourne, Sydney, Perth and Brisbane.

HSF was the top-ranked firm in the NISUS Consulting Performance and Value Index, assessing client service, strong relationships and high-quality performance, and was awarded the Best Financial Law Firm in 2013. The firm has approximately 800 lawyers and 190 partners in Australia, working in fields including Competition law, corporate law, dispute resolution, employment, finance, insurance, intellectual property, mining, private equity and tax.

HSF also donated approximately 50,000 hours of pro-bono legal work in 2012, particularly through community centres and homeless person shelters, as well as working with non-governmental organisations attempting to realise the Millennium Development Goals. The firm also emphasises its internal diversity and inclusion policies, through a range of 'Networks', including those for Women, Multicultural individuals, Family and LGBT lawyers.

HSF offer both summer and winter clerkships in each of their Australian offices, and these clerkships constitute the primary means for recruitment to their graduate program. In 2015-2016, HSF also offered up to four clerks the opportunity to work in Singapore, London or Hong Kong offices following their domestic Clerkship. The HSF Graduate program consists of three rotations across different practice areas, supported by formal development opportunities and on-the-job feedback.

Applications are made through the firm's online job portal at <https://fsr.cvmail.com.au/hsf/>.

# Graduate Profile



Megwyn Mosenthal

Graduated UTAS LLB 2022

Graduated PLT with UNSW June 2023.

When I started applying for clerkships in June of 2021, I found it really difficult to write my applications. Many of the firms provided prompts, such as ‘why did you study law’ and ‘why are you applying to our firm’. Though these particular questions were fairly easy to answer with a bit of introspection and some research, other questions such as ‘which three words best sum up what you can bring to the firm’ had me staring at a blank word document for days.

I completed a clerkship at Herbert Smith Freehills in Sydney over the summer of 2021/2022. The clerkship consisted of five-week rotations in two different teams within the firm. I completed my rotations in the firm’s real estate and commercial litigation teams.

From a practical perspective, my average day during the clerkship began with me making my way into the office by about 8:30am and stopping for a cup of coffee with the other clerks in the firm café on the way up to my floor. I would get to my desk at about 8:55am with just enough time to change my shoes before logging on to my computer by 9am.

Between 9am and 5pm, I completed a vast array of different tasks, owing to a genuine effort by the teams to provide me with as broad of an experience as possible in the brief 5-week rotations. I remember assisting to draft letters and notices, proofreading documents drafted by others, tackling research questions and preparing research notes with my findings, and sitting in on meetings with my supervising partner.

These tasks were broken up with regular training sessions facilitated by partners and senior associates in the firm, presentations about the different practice groups, and information sessions on pro bono and international secondment opportunities. The clerk cohort would have lunch together in Hyde Park whenever the weather permitted, and we would often (always) finish our day out together for a post-work drink.

The clerkship provided me with invaluable exposure to real estate law and commercial litigation, opportunities to develop my legal research and writing skills, and the chance to experience full-time legal work. However, my clerkship was most valuable in what it taught me about myself.

When I was applying for clerkships, I found it difficult to complete my applications as I didn't believe that I could bring anything meaningful to the firm. I didn't have perfect grades, I wasn't naturally confident, the law had never come incredibly easily to me, and I wasn't the 'Harvey Spectre like' person that I imagined would be the ideal hire for commercial firms. Ultimately, I decided that the only words I could use in my applications to sum up what I could bring to the firm were 'gentle', 'hardworking' and 'warm'. This was the most palatable way I found to phrase 'not confident', 'not naturally good at law' and 'will try to make up for this by being friendly'.

After completing my clerkship, I think that I would stand by my three words. My experience in the firm as a clerk taught me that being gentle, hardworking, and warm has a valued place in the law and in top-tier firms.

I think that due to the competitive nature of completing a law degree, and the nature of the people you encounter during the clerkship application process, it is easy to convince yourself that you are not what firms are looking for. It is easy to convince yourself that you have been offered interviews, not because you are a competitive candidate, but because you missed your calling as an actor and are clearly very good at tricking everyone around you into believing you are capable when you are not.

My advice to anyone who is interested in a clerkship is to apply anyway. Back yourself in your application, be proud of the three words which genuinely describe what you can bring to the firm, and find a firm which values those qualities in their lawyers.

It is true that clerkships are not without their challenges. The application process can be arduous and the clerkship can feel like ten-weeks of trying to learn everything at once. You are learning how to wake up early five days a week, how to use the firm's research and document databases, how to draft legal documents, how to understand legal terminology relevant to your practice group, and how to manage imposter syndrome whilst you are sitting amongst some of the most awe-inspiring people you may ever encounter.

However, the clerkship taught me that this learning process is not a flaw or an inconvenience to the people around you. Herbert Smith Freehills is a safe place for me to learn, to work slowly, to make mistakes, and to ask a ridiculous number of questions. Everyone in the teams that I have worked in have been genuinely eager to explain, demonstrate and take the time to allow me to understand.

I graduated from UTAS Law at the end of last year and began as a graduate at Herbert Smith Freehills in February of this year. I am incredibly lucky to have had people invest in me and my career, and to now have the opportunity to appreciate how far I have come by being gentle, hardworking and warm in a firm which values exactly that in its lawyers.





# ELEVATE YOUR EXPERIENCE

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.

## 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](mailto:GraduatesSydney@hsf.com)

## 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.herbertsmithfreehills.com/au/grads/vacation-clerkships](https://careers.herbertsmithfreehills.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.



# CLAYTON UTZ

Clayton Utz is a top-tier Australian law firm with offices in Melbourne, Sydney, Perth, Darwin, Canberra, Brisbane, as well as in Hong Kong.

Clayton Utz works for a few leading companies, as well as over 250 government departments, agencies and organizations, receiving the 2013 Who's Who Legal 100 Award for Australian Firm of The Year. The firm's practice areas include:

- Banking and Finance, Competition Law,
- Litigation & Dispute Resolution, Native Title,
- Real Estate,
- Governance and Compliance, Insurance,
- Taxation,
- Intellectual Property,
- International Trade, and Employment and Safety.

Clayton Utz is the only top-tier firm to be a founding member of the Australian Legal Sector Alliance, a sustainability initiative designed to develop guidelines for firms to reduce their environmental impact. The firm also has a formal Reconciliation Action Plan to develop the firm's relationship with Indigenous communities. A majority of employees at Clayton Utz are women, and as a result, a range of programs have been implemented to assist women, including flexible work arrangements, working from home opportunities, and 'Momentum', a national female lawyer's network.

Clayton Utz also runs the Community Connect Program, and the Clayton Utz Foundation. Clerkships are offered to penultimate year students, in most offices around Australia. Clayton Utz also offers a strong graduate program; however, these positions are primarily offered to those who complete seasonal clerkships with the firm. Applications are conducted online.

# STAY TRUE.

Staying true to your direction is what defines Clayton Utz. We've built a culture that's unlike any other law firm, but don't just take our word for it. A good lawyer needs compelling evidence so meet our people and judge for yourself.

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

Academic brilliance certainly counts, but graduates who thrive here have something extra – a natural passion for connecting with people and a strong sense of self. That's what staying true is all about. If you have these qualities, Clayton Utz is for you.

WE DO.

CLAYTON UTZ



Allens <> Linklaters | 200

## 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 UNSW); and
- a 12-month weekly legal seminar series (Cornerstone Program).



Find out more  
at [graduates.allens.com.au](http://graduates.allens.com.au)

# KING & WOOD MALLESONS

As an elite international law firm headquartered in Asia, we are reshaping the legal market by challenging our people and our clients to think differently about what a law firm can be today, tomorrow and beyond. We thrive on exceeding the expectations of our clients, and as such the world's leading organisations turn to us to unlock their biggest opportunities and deliver solutions to their most vexing challenges.

With ambitious thinking and innovation in our DNA, we partner with our clients to bring to life pioneering solutions which will help them to adapt, reinvent, and grow. We believe innovation comes from giving our people room to grow, and as such actively encourage input and ideas from all levels of the firm. Our people are encouraged to think differently and shape their own career path, supported at every step of the way, with world-class training, coaching, and hands-on experience. There is no 'one size fits all' career model, and we offer multiple opportunities for our lawyers to gain experience and thrive.

## **Virtual Experience Program**

Wherever you are in the world you can now experience what it is really like to be a lawyer at KWM with our Australian-first legal virtual work experience program (VEP). Originally launched in 2017, the platform features two programs - 'Intro to Law' and 'Advanced Law' - which each include five learning modules curated by KWM based on real firm matters and activities. In 2020, KWM launched their industry first Virtual Reality Experience and Global Virtual Programs to make law accessible to anyone, anywhere in the world. Through these programs you can build real skills and confidence to excel in a commercial law career before you even step into one of our offices.

## **Seasonal Clerkship Program**

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

During your clerkship you will learn:

The day-to-day skills to get you started-taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships. The core practice teams at King & Wood Mallesons-who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.

Our culture - working within your team, you'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 ensuring you have everything you need to succeed.

Your Role:

Clerks usually work in one or two different practice groups, depending on the length of the clerkship. You'll be allocated a supervisor in each of your practice groups, and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands-on role, so you won't just be watching from the sidelines.

## **Graduate Program**

We offer a unique future-focused training experience and invest heavily in development to support you to fulfil your potential. You will benefit from a bespoke comprehensive learning and development program tailored specifically for our graduates.

We also offer a PLT course with the College of Law to our Australian Law graduates, ensuring that you meet the requirements for admission to legal practice. The program also promotes and supports the mobility of our staff across our offices by giving you the opportunity to apply to go on exchange in one of our interstate or overseas offices.

## 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.

### 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



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

### Our programs

#### SEASONAL CLERKSHIP PROGRAM

Applications open: 3 July 2023

Applications close: 13 August 2023

How to apply: Via our online application system. Head to our website link below.

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.

You will learn the day-to-day skills to get you started, the core practice teams at King & Wood Mallesons, our culture, and 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.

### 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).

Our graduate program has an emphasis on legal excellence, technical expertise, commercial skills, knowledge management, legal project management, innovation, social and self-development and client focus.

### 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:

MADELEINE HORSEY

PEOPLE & DEVELOPMENT COORDINATOR  
MELBOURNE

TEL +61 3 9643 5550

EMAIL MADELEINE.HORSEY@AU.KWM.COM



careers.kwm.com/en/graduates-australia

# WHITE & CASE

White & Case is a global law firm with longstanding offices in the markets that matter today. Our on-the-ground experience, our cross-border integration and our of local, US and English-qualified lawyers help o u r c l i e n t s work with confidence in any one market or across many. White & Case have offices all over the world including in Sydney, Melbourne, Hong, Kong, Boston, Mexico City, Dubai, Berlin, London and Paris.

At White & Case, lawyers work on fast-paced, cutting-edge projects from the start of their career, working with international teams on cross-border matters. Lawyers gain client exposure early on, as they handle substantive matters that integrate law school studies with on- the-job insight and guidance from mentors.

At White & Case, 'global' is considerably more than a market description. Over the past 100 years, we've built an unrivalled network of 45 offices in 31 countries. Many of our clients are multinational organisations with complex needs, and you will help create innovative solutions that span multiple jurisdictions.

## **Vacation Clerkships**

A vacation clerkship is a great way to experience first-hand what life is like as a graduate at White & Case.

As part of our four-week vacation clerkship in either our Melbourne or Sydney office, you'll be welcomed into our team, where you'll undertake a number of meaningful and challenging tasks.

You'll have the opportunity to attend client meetings, work on pro bono matters, and broaden your understanding of large cross-border transactions and matters, wherever your career takes your, we guarantee that you'll build skills and experience that will last.

Throughout your clerkship you will:

- Learn about the Firm and our practice areas in Australia and the wider Asia- Pacific region
- Discover our graduate program, including our overseas seat opportunities  
Join in social events, network and get to know our people
- Have continual support and feedback throughout your allocated supervisor, mentor and buddy.

Upcoming Dates:

The next clerkship offered by White & Case is the Melbourne vacation clerkship 2023

The clerkship will take place on the following dates:

20 November – 15 December 2023

24 June – 19 July 2024

Applications open on Monday 3 July and close Sunday 13 August 2023. People who can apply are any students who are studying a law degree in Australia and who are looking to start as a graduate in 2024 or 2025.





# K&L GATES

At K&L Gates, we foster an inclusive and collaborative environment across our fully integrated global platform that enables us to diligently combine the knowledge and expertise of our lawyers and policy professionals to create teams that provide exceptional client solutions. We marry process with vision, success with dedication, method with passion, and innovation with creativity.

K&L Gates is one of the largest law firms in the world with close to 2000 lawyers across five continents. K&L Gates has many areas of law but specialize in energy, infrastructure laws, finance law, intellectual property law, labour law, employment, and workplace safety law.

K&L Gates offers clerkships in their Sydney and Melbourne offices. The clerkships give law students in their penultimate year at university the opportunity to gain practical work experience through participation in client meetings, court visits and involvement in real legal work. Professional development is provided throughout the clerkship. It begins on the first day with a comprehensive orientation program and continues through the clerkship enabling you to learn important skills that lay the foundation for your legal career. You work closely with a supervisor and partner or senior lawyer, who is responsible for your daily work. A graduate or junior lawyer will also be there to provide buddy support throughout your clerkship. In addition to the daily on the job feedback and guidance you receive, you will also be involved in a structured feedback session at the conclusion of your clerkship.

“I recently became a Lawyer in the Real Estate group in Sydney. I primarily act for investment funds, asset managers, listed real estate groups and property developers. I have a number of years’ experience working in the property sector, and have particular expertise in acquisitions and disposals of a diverse range of assets, title structuring and subdivisions, projects due diligence and transactions and complex leasing. This is a day in my life as a Graduate Lawyer at K&L Gates.”

**Reilly King, Lawyer**

*Graduate Lawyer (2022), Seasonal Clerk (2020/2021)*  
Studied: Bachelor of Law/Bachelor of Arts



- 6:00 AM** As a morning person, I prioritise waking up early enough to go to the gym or fit in a run before leaving for work. I find it is important, especially during busy periods, to move my body and enjoy some time away from the screen.
- 7:45 AM** I arrive at work early to get a head start on the day, create a to-do list for urgent tasks, and action any emails from clients in different time zones. I also take some time to read the latest commercial property news in the AFR and similar publications. K&L Gates is strongly focused on developing lawyers with a strong commercial acumen and understanding.
- 8:30 AM** I grab breakfast with colleagues from the buffet selection provided by K&L Gates under the Konnect - Breakfast and Barista program.
- 8:45 AM** My first task of the day is preparing for an upcoming settlement of a large commercial asset in Sydney. I have various deliverables, including preparing e-conveyancing aspects of the transaction via PEXA, drafting ancillary documents to the contract for sale, and maintaining an up-to-date completion checklist.
- 10:00 AM** I attend the Library and Research Services Graduate Training Session, where the in-house librarians teach us about legal research software and best practices when dealing with complex legal research.
- 11:00 AM** Our Corporate team needs a due diligence report for the proposed acquisition of an energy company. I undertake searches of the relevant statutory bodies in relation to the land required for the project, noting any material issues that may have risen.
- 1:00 PM** **LUNCH**
- 2:00 PM** I prepare the first draft of commercial leasing documents for an investment fund client owning multi-story tenancies in Sydney. I prepare these documents by marking up precedent templates previously settled with the client.
- 3:30 PM** I meet with a Senior Associate in my team to discuss my proposed amendments to the precedent documents and offer advice on any points of concern.
- 4:00 PM** After reviewing the documents with my supervisor’s comments, I prepare a draft email attaching the documents to be sent to the client and forward this to our Partner for final approval. I find it invaluable to review my Partner’s further amendments to ensure that I learn from any changes and how to implement these in future.
- 4:15 PM** I dial into a call with a client and several K&L Gates lawyers to discuss a completion date for our client’s takeover of a company. We advise on the property aspects that arise from this transaction, including undertaking the assignment of the leases and occupation agreements from the seller to our client.
- 5:00 PM** Once the call is concluded, I discuss the outcome with our Partner and map out an action plan moving forward. I update my file notes of the conversation and save it to the matter, as well as updating the completion plan and circulating the updated checklist to our client and team.
- 5:45 PM** I send a few final emails and check in with my team to see if anyone needs assistance before heading home for dinner and time with family and friends.

I meet up with other graduates during lunch, where we discuss our week ahead and plans we have for the weekend.

# International Opportunities

There is no reason why you can't let your degree take you anywhere in the world, and UTAS Graduates are lucky enough to have a large range of exciting opportunities available to take them abroad. This section is not, and should not be considered, a comprehensive summary of these opportunities, and is instead a small overview of the possible options available to you.

## **CLERKSHIP & GRADUATE PROGRAMS WITH INTERNATIONAL OPPORTUNITIES**

Many clerkship or graduate programs with large, multinational firms offer international secondment opportunities, or the ability for successful graduates to travel to overseas offices.

Check your individual firm's website for information regarding these opportunities, however, of the firms outlined in the previous section, the following firms advertise international practice opportunities. Most of these opportunities are offered throughout Asia, especially in Hong Kong:

- Baker McKenzie
- Allens
- Herbert Smith Freehills
- King & Wood Mallesons
- Gilbert + Tobin



## **OVERSEAS CLERKSHIPS**

Alternatively, students may wish to pursue a clerkship entirely based overseas. There are an exceptionally diverse number of firms, across all continents, offering students clerkship opportunities.

**There are two major ways to secure such an opportunity:**

**Apply directly to a multinational firm's overseas office.**

Many firms with offices across the world take clerks in each of their individual offices. Instead of applying, for example, to one of the firms outlined in the previous section and hoping to secure an international secondment, students may wish to apply directly to an overseas office to enquire about clerkships, graduate programs and other opportunities.

**Apply with a foreign firm.**

Foreign firms often offer opportunities for clerks, graduates, or interns in their local offices across the world.

These are largely untapped resources and may prove highly rewarding – information for these will rarely be provided outside the local market, so head directly to the firm's website, or find the website of a local university's student law society for possible opportunities.

A potential employer is likely to see language skills, and familiarity with the legal frameworks in the relevant jurisdiction as valuable attributes, as these clerkships are likely to be highly competitive. The individual websites of each firm are likely to be your best resource and a good starting point for future reference regarding these opportunities, application dates and other similar information.

Similarly, foreign courts may offer UTAS Graduates the opportunity to undertake Associateships or other similar work in those jurisdictions.

# In-House Legal Careers

Many large companies employ law graduates as ‘in-house counsel’, a lawyer employed to provide advice directly to one particular company. This has been a huge growth area for lawyers over the past few years as companies are increasingly recognising the benefits (both in terms of cost efficiencies and deeply tailored and commercially sensitive advice) that can come from having a strong in-house team as opposed to spending money on external lawyers.

In-house legal work comes in all shapes and sizes. Medium-sized companies may have a sole general counsel, or a handful of lawyers. Larger firms (especially in legally complex businesses) will have larger teams that may compare in size to a medium sized private firm. Increasingly general counsel are seen as a key part of a corporate leadership team. The size and standard of the work performed in-house has increased over time to the point that in-house teams compete for legal talent with top tier commercial firms. The advantages of in-house work include a (usually) better work-life balance and the chance to contribute long-term and in-depth to a business.

Unfortunately for law students, most Australian (and international) in-house teams still recruit laterally at the 2-5 year post admissions mark rather than hiring graduates directly. This is beginning to change (especially amongst large multinational corporations based in the US) but the best way into in-house work today is probably still to start in a commercial firm. That being said, some smart networking and passion may see you able find an entry level job in-house.

To explore this area more, please visit the website of the Australian Corporate Lawyers’ Association at <http://www.acla.com.au/> (They also have free studentmemberships).

## **HP Summer Legal Internship**

HP is unique amongst companies operating in Australia as they offer a formal, structured legal internship of a similar kind to that offered by private commercial law firms. HP is one of the world's largest technology companies with hundreds of lawyers worldwide.

Part of a global initiative, interns work as part of the Office of the General Counsel for four weeks over the summer in HP's offices in Sydney.

A combination of formal teaching sessions and real legal work make this a brilliant opportunity if you are interested in getting a taste of life as an in-house counsel. Students from the University of Tasmania have been selected in the program for the past two years. Opportunities are advertised directly by HP to universities each year, usually around July.

## **UTAS Legal Services**

The University of Tasmania has an in-house legal service, which provides a range of corporate legal services to the administrative and academic divisions of UTAS. The services most in demand include contracts, intellectual property, administrative legal matters (including natural justice/procedural fairness, freedom of information & privacy) in which the University is involved.



# Non-Legal Careers

## Academia

Jumping straight into a job isn't necessarily for everyone, and an increasing number of employers desire those with postgraduate qualifications as this can show a high level of expertise in a particular field of law. The majority of law schools around Australia offer postgraduate qualifications in law, and as a result, opportunities are endless to find your specialisation and the right university for you to pursue it. The UTAS Law School offers several programs for postgraduate study in law:

### **Masters of Law (LLM)**

Usually one-two years in length, with 50-60,000 word thesis.

### **Doctor of Philosophy (PhD)**

Usually three-four years, with a 80-100,000 word thesis.

### **Master of Environmental Governance (Oceans, Polar and Climate)**

Research and coursework, one-three years in length;

Graduate Certificate in Workplace Conflict Management

Online coursework, one-two years in length and designed for part-time study alongside work.

Students in these positions also have potential to be employed as tutors for subject or as research assistants. Specific areas of expertise within the UTAS Faculty of Law include, but are not limited to:

- Biotechnology & the Law
- Constitutional Law
- Contract Law
- Criminology & Criminal Justice • Equity & Trusts
- Legal and Social Implications of Human Genetics
- Intellectual Property Law
- Law & Ethics of Health Care/Medical Law
- Media Law

Admission to postgraduate study in law is based upon your undergraduate academic performance, your specific topic area chosen and the availability of suitable supervision and resources within the faculty.

All domestic students accepted into the Law Faculty's postgraduate programs are normally eligible for the 'Research Training Scheme', and thus exempted from HECS or other tuition charges. A range of scholarships are available, including those offered directly by the UTAS Faculty of Law itself.

The UTAS Law School has an active research program, with an excellent national reputation for the quality of our research. This is supported by the presence of two leading centres of legal scholarship:

### **The Centre for Law and Genetics**

The Centre for Law and Genetics' main aim is to investigate bio-ethical matters and legal implications arising from the use of new technologies. The Centre is at the forefront of research into issues such as legal standards in the commercialisation of human-genetic technology. More information: <http://www.utas.edu.au/law-and-genetics>

### **The Tasmanian Law Reform Institute**

The Tasmanian Law Reform Institute was established in July 2001 with a mission to undertake law reform work and research on topics proposed by the State Government, the community, the University and the Institute itself.

Recent activity has included projects looking at a Charter of Rights for Tasmania, protection of the anonymity of victims of sexual crimes, sexual offences against young people, non-therapeutic male circumcision, arrest laws, racial vilification, easements, drug courts, physical punishment of children and same-sex adoption laws.

Current members of the UTAS Faculty of Law on the TLRI board include Dr Brendan Gogerty (Director) and Dr Jeremy Prichard.

More information can be found at: <http://www.utas.edu.au/law-reform/> For further information on Postgraduate opportunities with the UTAS Faculty of Law, please visit: <http://www.utas.edu.au/law/postgraduate-study> or contact the Graduate Research Coordinator Dr Hannah Stark ([Hannah.stark@utas.edu.au](mailto:Hannah.stark@utas.edu.au)).



# Legal Editing/Publishing

Did you combine English, Linguistics, or Media and Communication with your Law degree? Perhaps a career in legal editing or publishing is for you. These positions usually require a post-graduate degree in Publishing and Editing, however, positions are frequently available within many companies, including the following:

## **LexisNexis Australia**

LexisNexis Australia is a large corporation specialising in computer-assisted legal research services (and you're likely familiar with their databases), as well as legal publishing. They also maintain a large number of overseas databases, with offices across the world. LexisNexis also offers a range of diverse opportunities for their employees, including volunteer leave, gym memberships, and over 2500 onlinetraining programs from a range of diverse, leading institutions.

The LexisNexis Careers Portal is available here:

<https://www.lexisnexis.com.au/en>

## **Thomson Reuters**

Thomson Reuters publish a comprehensive range of texts and information across the legal, tax and accounting fields, as well as operating in the healthcare, science and media fields. They are also responsible for maintenance of a number of (invaluable) services, including the Westlaw AU database and FirstPoint.

Thomson Reuters employ over 550 people in offices in Sydney, Melbourne, Auckland, Wellington, Adelaide, Brisbane, Canberra and Perth, with over 55,000 employees across the world. Information for Thomson Reuters careers, including their Graduate Career Programs, is available on their comprehensive careers mini-site at <http://careers.thomsonreuters.com/>

More information can be found at: <http://www.thomsonreuters.com.au/>  
<http://careers.thomsonreuters.com/>

# Public Sector Careers

## Legal Aid

Legal Aid is in every jurisdiction in Australia and provides legal advice and support to economically and socially disadvantaged. Please note that these programs are small and competitive.

There is a national legal aid that provides additional information about legal aid across Australia: <https://www.nationallegalaid.org/>

- Tasmania: <https://www.legalaid.tas.gov.au/about-us/jobs-at-lact/>
- Victoria: <https://www.legalaid.vic.gov.au/careers>
- New South Wales: <https://www.legalaid.nsw.gov.au/about-us/working-at-legal-aid/job-vacancies>.
- South Australia: [https://lsc.sa.gov.au/cb\\_pages/vacancies.php](https://lsc.sa.gov.au/cb_pages/vacancies.php)
- Western Australia: <https://www.legalaid.wa.gov.au/about-us/careers>
- Australian Capital Territory: <https://www.legalaidact.org.au/about-us/working-at-legal-aid>
- Northern Territory: <https://www.legalaid.nt.gov.au/about-ntlac/employment-and-placements/employment/>
- Queensland: <https://www.legalaid.qld.gov.au/About-us/Work-for-us/Job-Opportunities-current?BestBetMatch=careers|33642ca2-1ee0-427b-938e-96024c6f8bda|0a4b0d77-1b6c-4201-871e-25d5b0944cb0|en-AU>



# Community Legal Centres

CLC's are legal organisations that give legal advice and support to those that are marginalised due to factors including gender, socio-economic status, disability, geography or culture. Most Community Legal Centres take volunteers and offer other opportunities for students to gain experience – see the Social Justice Guide for these details here: <https://www.tuls.com.au/social-justice>



The Environmental Defenders Office is a public-interest CLC, designed to assist with legal advice, education, and research on issues including urban planning and subdivisions, pollution, endangered species protection, wilderness preservation, forestry, and marine farming. More information can be found at: <http://www.edotas.org.au/>



The Tenants' Union of Tasmania is a not-for-profit community organisation offering free advice for public and private residential tenants in relation to issues arising from their tenancy. More information can be found at <http://tutas.org.au/>



Women's Legal Service is a free legal advice and referral service, assisting women with issues including family law, separation and divorce, property settlements, family violence, child support, discrimination and sexual harassment, civil and criminal law, estates and property law.



Worker Assist Tasmania is a free service for injured workers in Tasmania, providing information, service and assistance regarding workers compensation, return to work and rehabilitation, and the Asbestos Related Diseases Compensation Fund. This is a service operated by Unions Tasmania

Community legal centres are independent community organisations providing free legal services to the public. Community legal centres provide free legal advice, information and representation to around 5000 Tasmanians each year. Our focus is on providing legal services to the socially and financially disadvantaged who in many cases are unable to access other legal services



## Judges Associateships

An Associateship represents an exciting alternative to a graduate program for law- minded students who may not wish to pursue corporate law work. Associateships are particularly useful for those thinking of eventually ending up at the bar as a barrister.

Associate positions are highly prestigious and competitive, and are available across Australia, in State and Federal Courts (including both the Federal and High Court). Associates provide secretarial, academic, and other personal assistance to a specific Judge to enable them to undertake their job effectively, and are employed for a fixed period (usually 12 months). Associates undertake slightly different duties in each jurisdiction around Australia.

The best advice for pursuing an associateship can be found in the guides produced by ALSA. More information on the process can be found on: <http://www.alsa.asn.au/publications/>

# Associate Profile



Kaylah Strauss

Graduated from the University of Tasmania in 2022

Bachelor of Arts and Bachelor of Laws with First Class Honours in Law  
Associate to the Honourable Justice Helen Wood of the Supreme Court of Tasmania

It is especially rare to be able to say you have found your dream job not even a year out of university, and yet nothing could be truer in my case. As an aspiring criminal lawyer hoping to one day be Crown Counsel at the Office of the Director of Public Prosecutions, the position of Supreme Court Judge's Associate has it all. Not only do I play an active part in criminal and civil trials where I am continually exposed to some of the best legal advocates in the state, but I get to have a close working relationship with my judge, and thus the opportunity to gain invaluable insight into any aspect of the law at my fingertips. As associate to my judge in particular, I am lucky enough to undertake significant amounts of often complex legal research, working closely with her Honour on writing and editing rulings, decisions, and judgments, and witnessing what is one of the most brilliant legal minds at work. There is also a large amount of administrative work involved in the role, and I am required to liaise daily with members of the legal profession as the point of contact between them and her Honour. Whilst the nature of the work and variety within the role means I am always busy, it also means no two days are the same and that my work is not only fulfilling but incredibly rewarding, as well.

The applications for associate positions are advertised in March, following a session in February at the Tasmanian Legal Practice Centre where all the details of the role and how to best apply are provided to trainees. Interviews with the judges generally follow in March and April, with the successful candidates being notified in late April. In my experience, the best candidates are those with impeccable organisation skills, a courteous and professional demeanour, an ability to communicate clearly and concisely, and a passion for and desire to do well in all that they do. My advice to those thinking about applying is that preparation is key. Start polishing your resume and cover letter as soon as you know what should be in them, and do not stop editing them until you are one hundred per cent happy. Your application is your first chance to impress the judge, so make it outstanding. If you are lucky enough to be offered an interview with any of the judges whose associate positions you applied for, anticipate the questions you might be asked and practice what you might say in response. It is widely known that fortune favours the brave, but I'm going to let you in on a little secret; fortune, in my experience, at least, often also favours the prepared.

If you are wondering whether to apply for a position as Judge's Associate next year, do it; and if you get offered the chance to be a Judge's Associate, take it. Getting to work alongside the Honourable Justice Helen Wood is not only a once-in-a-lifetime experience in terms of all there is to be learned from her Honour, but it is a privilege to get to know on a personal level someone of such extraordinary calibre, and not a day goes by where I do not thank my lucky stars that I got the chance to do just that.

# Legal Research Officers and Other Court Staff

Most courts offer a range of other legal work, including legal research officers, positions in the court registry, duty lawyers, court librarians and similar positions.

These vacancies are usually advertised either through the court's own website, or through the government jobs portal for the relevant jurisdiction. Court Research Officers provide another form of court work for those interested individuals, undertaking discrete tasks at the direction of the Judges.

## **High Court of Australia**

The High Court of Australia appoints Research Officers each year for a 12-month period.

## **Supreme Court of Victoria**

Research Associates are appointed in both the Court's Trial Division and the Court of Appeal, and are advertised on the Supreme Court's website when vacancies occur: <http://www.supremecourt.vic.gov.au>

## **Supreme Court of NSW**

The Office of the Chief Justice in the Supreme Court of NSW accepts applications on an ongoing basis for a Judicial Clerk/Research Director position. Applications are made in a similar manner to those of associateships, outlined above:

[http://www.supremecourt.justice.nsw.gov.au/Pages/sco2\\_aboutus/sco2\\_careers.aspx](http://www.supremecourt.justice.nsw.gov.au/Pages/sco2_aboutus/sco2_careers.aspx)

## **Supreme Court of ACT**

The Supreme Court of the ACT appoints a Research Associate to the Chief Justice, from a list of applications received in the past 12 months. For more information, visit:

<https://www.courts.act.gov.au/magistrates/about-the-courts/corporate-information/working-as-an-associate-or-research-assist-to-a-magistrate>

# Paralegal

Paralegals are individuals specifically trained to assist lawyers in delivering legal services to clients, working alongside and assisting attorneys. They often engage in tasks of a clerical and administrative nature, frequently involving legal research. Paralegals are often employed by in-house legal departments, in private firms and in government departments.

Paralegals possess a strong understanding of legal principles, procedures, and documentation. They conduct extensive research, gathering relevant information and evidence to support cases. They play a crucial role in document preparation, drafting legal documents such as contracts, briefs, and pleadings. Paralegals also assist in organising and managing case files, maintaining a systematic approach to ensure easy retrieval of information when needed.

Furthermore, paralegals often interact with clients, scheduling appointments, and conducting interviews to gather case details. They may also be responsible for assisting in trial preparations, coordinating with witnesses, and organizing trial exhibits.

The role of paralegals extends beyond law firms. They find employment in various settings, including corporate legal departments, government agencies, non-profit organizations, and even in private practice alongside independent attorneys. Their expertise allows them to contribute to diverse areas of law, such as criminal law, family law, real estate law, and intellectual property law.

Requirements and procedures for appointing paralegals differ throughout Australia, and positions are advertised through traditional job search mechanisms, such as Seek.com.au – please see <https://www.seek.com.au/law-clerk-jobs>.

# Paralegal Profile



Rebecca von Samorzewski  
Final Year Law Student  
Paralegal at Hall Payne Lawyers

I have been at Hall Payne Lawyers since March 2023. My role as a paralegal mainly involves providing legal document support for the solicitors in our Hobart office. We are a nationwide firm, and I get to liaise with members from our team in Brisbane, Sydney and Melbourne. I took the role of a similar undergraduate law student who was working part time during their studies. This student then relocated to our Brisbane office where they completed their legal practice course and practical legal training.

In our Hobart office, we mainly deal with claims for damages for personal injury arising from motor vehicle accidents, workers' compensation claims and employment law disputes such as underpayment, unfair dismissal or restraint of trade clauses. I mainly work on files for employees whose workers' compensation claims have been disputed by their employers. I have been able to attend the Administrative Appeals Tribunal for a decision that one of our solicitors appealed for a worker who was denied compensation for an injury to their left knee which was found to have arisen in the course of their employment. I was able to use the expert opinion evidence provided by the doctors and apply this to my Evidence Unit assessment.

I have also been able to gain credit for an elective through the LAW345 Legal Professional Experience Unit with Dr Yvette Maker. This allows me to work and gain experience while also managing my studies, and other commitments. Being in the office a couple of days a week, sitting in on client interviews, researching, drafting documents and talking to solicitors is an invaluable learning opportunity. I strongly recommend taking up a part time role in a local firm while completing your undergraduate degree.



# Work in Administrative Law

## Tribunals

Although different to courts, administrative tribunals also employ, in some cases substantial, staff to assist in their operations. Potential opportunities for employment exist in, including:

VCAT is one of the oldest civil and administrative tribunals in Australia, an amalgamation of 15 boards and tribunals, and is deemed 'Australia's Busiest' tribunal. The Tribunal's work is split across three major areas of work – the Civil Division (consumer matters, domestic building, tenancy disputes, real property et cetera), Administrative Division (land valuation and planning permits, taxation, business licenses and registration, and Freedom of Information) and Human Rights Division (guardianship and administration, discrimination, vilification, health and information privacy, and Mental Health Reviews).

Positions in the VCAT Registry, and other administrative positions within VCAT, are advertised with approximately 5-6 positions per month becoming available. Applications are advertised through the Victorian Government's Careers Portal: <http://careers.vic.gov.au/>.

These opportunities represent some of the largest or most well-known tribunals in Tasmania and other jurisdictions. A plethora of similar opportunities exist in other tribunals, and we strongly encourage you to investigate your preferred tribunal, or jurisdiction, to consider other opportunities that might exist.





## Administrative Appeals Tribunal

The AAT provides independent review of a wide range of administrative decisions made by the Australian Government. Although members of the tribunal are statutory officers appointed by the Governor-General, the Tribunal also appoints individuals with specific professional skills or expertise in a diverse range of fields – including aviation, actuarial studies, social work, medicine and other sciences.

The AAT also employs staff, in all states and territories, to perform a range of duties, including managing the Tribunal's registries, conducting conferences, legal research and supporting clients. The AAT also appoints Legal Administrative Assistants directly through universities, either during or immediately following their final year of study – similar to a judicial Associateship.

Vacancies are advertised on the AAT's website:

(<https://aat.bigredsky.com/page.php?pageID=106>),

or on the Australian Public Service's Jobs Gazette:

(<https://www.apsjobs.gov.au/>).



The Resource Management and Planning Appeals Tribunal is an administrative body which hears appeals regarding the sustainable development and use of public resources in Tasmania. Positions are advertised through the Tasmanian Government's jobs portal, at <http://www.jobs.tas.gov.au/>.

Opportunities exist for employment or work experience with the Ombudsman Australia wide. The functions of the Tasmanian Ombudsman include:

Receiving and investigating complaints regarding administrative action undertaken by government, government departments, and other public authorities, to ensure their actions are ‘lawful, reasonable and fair’ Acting as the Health Complaints Commissioner and Energy Ombudsman Overseeing the implementation of the Right to Information Act 2009 (Tas), Public Interest Disclosures Act 2002 (Tas), and the Official Visitor schemes for the State’s prisons and mental health institutions.

The Office of the Ombudsman in Tasmania runs an internship program each year, information for which is usually released directly to students in November.

For more information on these internships, and opportunities with the Ombudsman in other jurisdictions, please see the Social Justice Guide.

The Tasmanian Ombudsman’s website also provides further information and is available at [www.ombudsman.tas.gov.au](http://www.ombudsman.tas.gov.au).



# Work in Parliament

## **Tasmania**

In Tasmania, the Office of Parliamentary Counsel is a division of the Department of Premier and Cabinet, and is contactable at OPC. Enquiries@dpac.tas.gov.au or call 1300 135 513.

Positions within the Tasmanian Parliament, or with the Office of Parliamentary Counsel, are offered on the Tasmanian Public Service Jobs Portal, in the Tasmanian Government Gazette: <http://www.jobs.tas.gov.au/>.

## **Commonwealth**

The Commonwealth Parliament operates four departments to assist in the administration of its work – the Departments of the Senate, the House of Representatives, Parliamentary Services and the Parliamentary Budget Office. All of these departments, except that of Parliamentary Services, offer graduate programs, with placements for three to six months in each of these departments.

However, graduate positions are only available to those already participating in existing graduate programs with other Australian Government departments or agencies, who endorse the placement. Information about employment within these departments of the Commonwealth Parliament, and the Commonwealth Parliament Graduate Program, is available here: [http://www.aph.gov.au/About\\_Parliament/ Employment](http://www.aph.gov.au/About_Parliament/ Employment).

The Commonwealth Office of Parliamentary Counsel advertises their vacancies on their own website, at <https://opc.gov.au/employment/index.htm> The Commonwealth Office of Parliamentary Counsel also maintains a register of legal drafting positions advertised across the country by the Commonwealth Association of Legislative available at <http://www.calc.ngo/employment>.

For more information on parliamentary work please see the Non-Legal & Extra Curricular Opportunities section.

# Public Service

Law graduates frequently apply for graduate or entry-level positions with the Commonwealth or State Public Service. The APS recruits a large number of graduates with a diverse range of skills and attributes, across all range of disciplines, for their graduate programs.

APS Graduate Programs are structured, on- the-job programs designed as introductions to the APS, typically lasting between 1-2 years and including a number of rotations through the different departments. This section is designed to provide a cursory overview of the options available within the APS.

Australian Government agencies usually advertise graduate employment opportunities between February and June each year – information on these, and the graduate programs offered, is available here:<http://australia.gov.au/topics/employment-and-workplace/australian-government-jobs/graduate-programs>

Possible departments of particular relevance to law graduates include:



Australian Government

Attorney-General's Department

The Attorney-General's Department advises Government on the maintenance, development and improvement of Australia's legal frameworks in a large number of areas.

More information can be found at:

<http://www.ag.gov.au/About/Careers/Graduateprogram/Pages/default.aspx>



Australian Government

Department of the  
Prime Minister and Cabinet

The Department of Prime Minister & Cabinet provides policy advice on a range of areas including economics, social policy, national security, foreign affairs, domestic governance, legal and freedom of information and cultural issues.

More information can be found at:

<https://www.dpmc.gov.au/work-for-us/graduate-careers>



**Australian Government**

**Department of Foreign Affairs and Trade**

The Department of Foreign Affairs and Trade (DFAT) aims to advance Australia's diplomatic, political and economic interests internationally, and is responsible for providing advice regarding international organisations, foreign policy and trade to the Government.

More information can be found at: <http://www.dfat.gov.au/jobs/>



**Australian Government**

**Department of Social Services**

DSS recruit graduate lawyers, but they also take on generalist graduates. There are many other public bodies, government departments and not-for-profit organisations which have roles that are not necessarily 'law specific' yet often seek applicants with legal backgrounds to fill those roles.

Examples of roles include:

- Australian Federal Police
- Australian National Audit Office
- Department of Defence
- Australian Secret Intelligence Service (ASIS)
- Department of Agriculture Department of Education
- Department of Finance
- Department of Immigration and Border Protection
- Department of the Environment Department of Communications
- Fair Work Ombudsman
- Australian Human Rights Commission.

More information can be found at: <https://www.dss.gov.au/>

## Tasmania

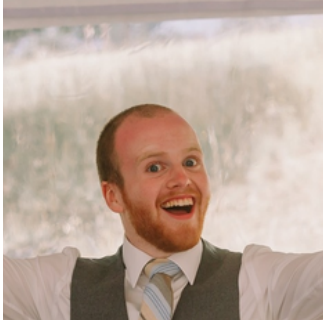
The Tasmanian public service does not run a large graduate program, but law graduates may be qualified for various positions anyway. Check the jobs boards.

In the past, graduate programs were offered by the Departments of Premier and Cabinet, and of Health & Human Services.

Graduate positions in the Tasmanian public service are offered on the Tasmanian Government's employment portal at <http://www.jobs.tas.gov.au/>.

# Commissioner's Associate

## Profile



David Ovens

Final Year Law Student

Commissioner's Associate at Tasmanian Industrial Commission

Over the last 18 months, I have been fortunate enough to work-full time as a Commissioner's Associate at the Tasmanian Industrial Commission. The Commission is a no-fee, no-cost, quasi-judicial tribunal, where workers or workplaces can bring industrial disputes, often self-represented, to be resolved by an independent body. This could cover anything from unfair dismissals to sector-wide pay disputes.

My job typically consists of legal research, drafting and editing my Commissioner's awards and decisions, and 'clerking' matters, which involves recording procedure in hearings, managing exhibits and swearing in witnesses – not dissimilar to a Judge's Associate you might see at the Supreme Court (though sadly, no robes or wigs!)

If you ask me, the TIC is a bit of a hidden gem. Unless you're a public servant, or over 30, I'd be very surprised if you have even heard of us – I certainly hadn't! Although the Commission used to have jurisdiction over all workers in Tassie, in 2010, the jurisdiction covering private employees was referred to the Commonwealth, and the Fair Work Commission has dealt with them since. The TIC retained jurisdiction over state public sector workers, so our mighty office of 7 looks after some 30,000 workers – there's something new and interesting every day!

State employment law is a niche but important area, which in some respects operates markedly differently to the federal equivalent. The inside-scoop is that the state government is very interested in those with some knowledge/interest in state industrial relations and are willing to pay top-dollar for it!

# Public Prosecution

The Office of the Director of Public Prosecutions (ODPP) is charged with the prosecution of criminal offences and may prove an exciting (although highly competitive) career path for future criminal lawyers.

Various ODPPs in Australia also offer a diverse number of graduate opportunities. Additionally, some offices may be able to create positions or internship opportunities for you, if offices are contacted directly.

## **Tasmania**

The Tasmanian ODPP does not run a dedicated graduate program.

Any job vacancies in the office will be advertised in the Tasmanian Government Gazette, at <http://www.jobs.tas.gov.au>. This guide, under the heading 'Legal Aid Commission of Tasmania', provides instructions on how to find these specific job vacancies.

## **Victoria**

The Victorian ODPP usually offers 12-month legal traineeships to law graduates each year. Such a traineeship constitutes a method of admission to the legal Profession in Victoria and resultantly, can take the place of a Practical Legal Training program.

For more information on how to obtain these positions, please visit: <http://www.opp.vic.gov.au/Careers-at-the-OPP>

## **New South Wales**

The NSW ODPP employs recent graduates as part of their Legal Development Programme, available on a full-time, 35 hours/week basis. This program continues for a period of twelve months.

For more information, please visit: <http://www.odpp.nsw.gov.au/careers/legal-development-program>

## **Australian Capital Territory**

The ACT ODPP offers placements to students who wish to complete the work experience component of their Practical Legal Training/admission process.

For more information on how to obtain these positions, please visit: [www.jobs.act.gov.au](http://www.jobs.act.gov.au).



## **Western Australia**

The WA ODPP offers placements for vacation clerkships. The WA ODPP does not run a dedicated graduate program.

For more information on how to obtain these positions, please visit:  
<https://www.dpp.wa.gov.au/E/employment.aspx?uid=5431-1930-5807-6635>

## **Northern Territory**

The NT ODPP does not run a dedicated graduate program.

For more information on how to obtain these positions, please visit:  
<http://www.dpp.nt.gov.au/about-us/Pages/Careers.aspx>

## **South Australia**

The SA ODPP offers placements for summer clerkships, practical legal training, and tertiary student work experience.

For more information on how to obtain these positions, please visit:  
<https://www.dpp.sa.gov.au/about-us/careers-and-student-placement/>



# Economics and Finance Careers

Economics and the law have a close relationship, and law graduates may find a range of rewarding career opportunities within this sector in a variety of areas, including corporate advisory work, or work with economic and financial regulators. Here are some examples:

## **Australian Prudential Regulation Authority (APRA)**

APRA is the 'prudential regulator' for the financial services industry. It oversees banks, credit unions, building societies, insurance companies, and the superannuation industry.

More information is at: <http://www.apra.gov.au/aboutapra/workingatapra/pages/graduate-program.aspx>

## **Australian Taxation Office**

The ATO is the government's revenue collection agency. It manages, administers, and enforces Australia's tax, excise, and superannuation systems.

More information can be found at: <http://www.ato.gov.au/About-ATO/Careers/>

## **ASIC**

ASIC is Australia's corporate, market, and financial services regulator. It has several roles including monitoring corporate behaviour, regulating and measuring consumer behaviour, and implementing and enforcing legislative and administrative requirements regarding corporate governance, registration and licensing.

More information can be found at: <http://www.graduates.asic.gov.au>

## **ACCC**

The 'Holy Grail' of Consumer Protection Law, the ACCC promotes competition and fair trade in the market place. The ACCC's main role is ensuring compliance with relevant competition, fair trading, and consumer protection legislation.

More information can be found at: <http://www.accc.gov.au/about-us/careers/graduate-opportunities>

## **ASX**

The Australian Stock Exchange is the body responsible for overseeing Australia's share (and related products) market. As part of the broader ASX Group, a range of positions are available to economically-minded law graduates.

More information can be found at: <http://www.asx.com.au/about/careers-at-asx.htm>

## **Other Corporate Advisory Work**

Corporate advisors/analysts/consultants offer commercial companies advice on a wide variety of business transactions occurring within the company. Corporate advisors are largely found in the fields of investment banking, management, consultancy, insolvency recovery, accounting, and taxation, and are often employed specifically by large corporate firms.



# Graduate Profile



Sam Wilson

Graduated UTAS LLB 2020

Graduated TLPC in July 2021

I started working at the Australian Securities and Investments Commission (ASIC) January 2022 as a lawyer in their Credit & Banking team in the Hobart office. ASIC is Australia's corporate, markets financial services and consumer credit regulator. ASIC is an independent Australian Government body set up under the Australian Securities and Investments Commission Act 2001. We carry out most of our work under the Corporations Act 2001.

## Recruitment Process

ASIC will normally advertise to PLT students at the end of, or after, their course in Tasmania. ASIC also advertise jobs on their website at [careers.asic.gov.au](https://careers.asic.gov.au) and offer rotation programs for graduates. While I didn't apply as a graduate, I would encourage anyone that's curious to consider this pathway. Over the course of the graduate program, you'll gain exposure to multiple different teams, ways of working, and areas within the financial sector. I applied for a lawyer position after receiving a call out for EOIs passed on by my PLT course. This was followed by an interview where I was asked about my knowledge and interest in the financial sector and the work that ASIC does. I later received a job offer and started soon after.

## Work – Types and environment

ASIC's regulatory remit is large, which is one of the best things about working here. There are many different things to try – from technical law reform projects with the ALRC to litigation with ASIC's Enforcement & Compliance teams. I have worked across three different teams since being here. As mentioned above I started as a lawyer in the Credit & Banking team overseeing supervision of retail banking and consumer and small business credit. I then joined the Strategic Policy team as an Adviser and assisted with organisational strategy and policy. I am now located in ASIC's new Regulatory, Reform, and Implementation team as an Adviser. Here I mainly focus on policy projects. Another great thing about working in ASIC is its distributed workforce. ASIC has offices all over Australia and I regularly get to work with colleagues from different parts of the country – and everyone is great to work with. It's an incredibly professional, supportive, and friendly organisation to be involved in. I highly recommend ASIC for anyone that's interested in working in the financial sector or regulatory space. Working for ASIC has provided me many opportunities to grow my skillset and pursue my career goals while working towards achieving ASIC's mandate of consumer protection.

# Career Advice:

# Resumés and

# Interviews

## Introduction

Now that you have a great idea of the range of opportunities available to you as a law graduate, and maybe have even settled on that ‘perfect’ job destined to be yours, you need to know how to get it, right? Applying for jobs, especially your first ‘law job’ can be overwhelming, and even if you’ve had a job for years, we hope that this final section will be somewhat useful, even just as a refresher. The art of making a good impression and landing yourself a job is exactly that – an art. This section aims to give you some useful tips to help you on your way. Your application is absolutely vital in this process, and these tips aim to help you craft an awesome application to land you an interview. There are a huge number of tips like these available from many sources, and we highly recommend you read as widely as possible to get an idea of what will work for you, your job, and your aspiring employer.

UTAS has prepared a series of online career modules called ResumePLUS. These can be accessed through MyLO. The modules are designed to assist in understanding employer expectations and recruitment practices, learn about how write a resume and cover letter, to search for jobs, start a LinkedIn profile, understand selection criteria, prepare for interviews, and how to network.

UTAS also provides assistance through the Career Peer drop-in service, and through appointments with Career Advisors. Career Peers can help you review your job applications (resumes, cover letters and selection criteria responses) and discuss job search strategies. Career Peers are available on Level 3 of the Morris Miller Library between 12pm and 2pm Monday to Thursday during university study periods. Look for the bright green shirts! You can also submit a resume, cover letter or selection criteria responses for review online through CareerHub. Appointments with a Careers Advisor can assist you with career exploration, planning and decision-making, and can be made through CareerHub.

# Career Connect

The University of Tasmania's Career Connect Team is able to support TULS members with employment, volunteering and leadership development. It's never too early to start thinking about your career pathway and students are encouraged to access Career Connect - an online 'one stop' shop for all things career related.

Inside Career Connect, is 'Your Career Essentials' where you can learn about the steps you can take throughout your degree to get the career you want. Your Career Essentials lets you build your resume with work ready experiences including jobs on campus, internships, volunteering and leadership development. You can gain formal recognition for your achievements as well as build your professional networks, interact with employers at networking events and expos and find work during and after study.

Through the Career Connect team you can access individual career advice and guidance as well as talk to us about internships, student jobs and volunteering on campus and develop your leadership skills through the Vice Chancellor's Leadership Program. To find out more log into Career Connect.

## LINKS

Career Connect Portal:

[www.utas.edu.au/careerconnect](http://www.utas.edu.au/careerconnect)

Vice Chancellor's Leadership Program: <https://www.utas.edu.au/students/lead-achieve/vice-chancellors-leadership-program>



# Resumé and CV

Resumés are a marketing tool, presenting factual information about your employment and academic history, the skills that you have developed, and also showing a potential employer why you are the best candidate for a particular position.

In Australia, there is no practical difference between a resumé and a CV - these terms are highly interchangeable. A 'CV' is generally what an employer desires regardless of what word they use.

It is good to keep the following in mind throughout your application process:

- What is the focus of the firm and what does the firm need?
- What have I got to offer the organisation?
- What value can I add?
- What do I want out of the position with the firm and how can I get that?

The contents of your resumé should be focused on the requirements of the individual employer to whom you are applying, promoting your most desirable traits. It is a good idea to have a copy with all your experience so then you can tailor it for each application.

## **Personal Details**

Name, phone number, and email is essential. Ensure your email address is professional, Miss.Kittyxo@gmail.com probably isn't going to get you a job anytime soon.

## **Education**

You should mention your commencement date, completion date or expected completion date, institution, name of your course, GPA, and any other relevant information such as minor/majors.

It is debatable whether individual results need to be included. If you are particularly proud of some achievements, and they are relevant, mention them. Graduate and clerkship employers often request a separate academic transcript making it unnecessary to include results in your resume.

## **Employment or Work Experience**

Details should include: the employer's name, the period of employment, and your role and responsibilities. List positions in chronological order, with the most recent first.

Clearly

identify any related legal experience which you may have as this is a highly desirable trait. You might even want to have two separate sections of 'legal experience' and 'other work experience'.

Given you are a recent graduate, nearing graduation, or in the early years of your degree, you may have no legal employment history. Interviewers will be aware of this and may even expect it. Therefore, include details of any casual, part-time, or volunteer positions you have undertaken whilst studying.

You may not think that working in a cafe since you were 14 is particularly exciting, but it will show, for example, that you are loyal to your employer, and you have the ability to work in a team, follow workplace directions, and to juggle work and study.

## **Achievements and Extracurricular Activities**

It is good to include non-work or study activities to demonstrate that you are a well-rounded person. You could include:

- Academic, sporting, musical, or community awards
- Language skills
- Volunteer work
- Membership of professional associations
- Leadership in community organisations
- Participation in competitions
- Publications

Remember that an employer will be most interested in your current skills and experiences. Try to only include those achieved at university, as a good rule-of-thumb, unless they are particularly relevant to the position.

## **Referees**

List your referees with their job title, email address, and phone number. Ideally, you should be able to provide 2-3 professional or work-related referees. If possible, one referee should be your most recent supervisor.



# Sample Resumé

Your Name      Your region ie, **HOBART TASMANIA**  
M | Your mobile number      LI | your linkedin url      E | youremailaddress.com.au

## Career Summary/Objective

An effective career profile introduces your most relevant experience, skills and personal qualities that make you a good match for the role. About 80 words – your key selling points.

For example:

Experienced in busy roles that require... My reliable and positive attitude makes me a great teammate and employee, as I enjoy working towards team goals... Proficient in *list key skills that make you unique...*

## Education

**2022 – Current**      **Masters in/Bachelor of xxxx**  
University of Tasmania, Sandy Bay Campus

## Key Skills and Achievements

Demonstrate (provide proof of) 6-8 relevant KEY skills/achievements here, to grab the employer's attention quickly. For example:

- Highlight relevant academic projects/abilities..

## Relevant Internship/Placement/Work Experience

**Jan 2022 – April 2022**      **Intern, General Business, Hobart**

Provide short description of employer and their core business here, then list brief examples of how you're your technical skills, knowledge and employability skills. For example:

- Supportive team member, learning processes quickly and proactively seeking more tasks.
- With attention to detail, accurately documenting equipment stock orders.
- Quickly developing practical knowledge in... with enthusiasm to advance my skills.

## Other Work Experience

**Oct 2020 – Present**      **Retail Assistant, Jeans R Us, Hobart**

- Providing friendly, helpful customer service while meeting sales targets.
- Building positive relationships with team members by providing reliable and trustworthy support.
- Accurately processing customer orders, returns and complaints.

## Volunteering

**2022 Event Volunteer, Student Welcome Day, University of Tasmania**

Collaborating with a busy team of seven to assist with event set-up, communicate with attendees and pack up.

- Carefully listening to event purpose and instructions, to ensure smooth running on the day.
- Friendly and cooperative communication with co-workers and clients, especially when understanding problems and offering solutions.
- Accurately keeping record of student participation and reporting to supervisor.

**Dec 2020 – Dec 2021**      **Community Visitor, North Hobart**

Visiting an isolated older person within their home, to provide opportunity for socialising.

- Communicating in English with respect and friendliness, to develop a positive relationship.
- Reliably fulfilling requirement to visit on-time.
- Protecting participant privacy in line with organisation policies.

## Licenses and Certificates

Working with Vulnerable People TAS

Covid-19 full vaccination      Up to date

Full Tasmanian drivers licence

Barista Basics      The Hospitality School, Hobart      2020

Responsible Service of Alcohol (RSA)      Training Australia      2020

## Referees

Ref 1

Placement Supervisor  
General Business  
Tel +61- 04xxxxxxx  
email@gmail.com

Ref 2

Manager  
Jeans R Us  
Tel +91-xxxxxxxxxx  
email@gmail.com

Ref 3

Events Coordinator  
University of Tasmania  
Tel +91-xxxxxxxxxx  
email@gmail.com

# Cover Letter

A convincing cover letter accompanying your application will go a long way towards capturing an employer's attention.

If deployed well, it can show off your writing skills, while illustrating your strengths and attributes.

Cover letters provide a 'snapshot' of your resume linking your skills and experience to the employer's requirements. It should encourage a potential employer to consider your application and give you an interview.

Writing from the perspective of 'why should we interview you?' can be a good way to start.

Cover letters should be professional and written in business style format – your details on the top right, company details on the left. Ensure that you use correct spelling and grammar and keep your letter to one page. Also make sure to use a clear, professional- looking font (e.g. Times New Roman, Calibri, Arial) in a readable size (size 11 or 12 font).

Address the cover letter to the correct person and include their correct title. You should also include a heading noting the purpose of the letter (include the correct position title and, if applicable, the reference number). A good format for the body of the letter is as follows:

## **Paragraph 1: Introduction**

State the position you are applying for as a heading. Use 2-3 sentences to introduce yourself. This should mention your degree, anticipated graduation date, and an overview of who you are.

## **Paragraph 2: Purpose**

State what interests you about the job, and why you want to work for that particular firm. You can also include awards or achievements of the firm here.

## **Paragraph 3: Experience and Skills**

Summarise what you have done in your life and why it makes you the best candidate for the role. This can include examples of your academic, employment, and voluntary experiences, as well as extracurricular interests. This is not an opportunity to mention everything on your resumé, only mention a select few key examples. Remember, this is a chance for you to sell your skills - what can you contribute to the organisation? Give a few brief examples of how your skills and attributes link to the position.

#### **Paragraph 4: Closing**

Reiterate your interest in the position and the organisation. Explain what you have enclosed with your cover letter (e.g. resume, selection criteria responses, academic transcript), and reiterate how they can contact you. Also, don't forget to thank them for considering you!

#### **Tips for a Successful Cover Letter:**

- Inject your personality, but don't go overboard - make it upbeat, compelling, and interesting.
- It's important to be assertive about your achievements, but not overconfident. It's a fine line and modesty is important.
- You should include information about why you are applying to the specific firm - what attracted you to their clerkship program over other firms. The firm's website will include references to other interesting facts and figures. If you can appropriately include these in your application, it can look very impressive.
- Ensure you have proof read your letter carefully, grammatical or spelling errors will create a negative impression with a potential employer, especially if you include the name of the wrong law firm in your letter.
- After drafting, wait a day, then read your letter over and review it meticulously. One way to do this is to read your letter out aloud. Are you tripping over words or repeating yourself? If so, change it.
- Ask someone to read it for you to ensure the text flows and has a conversational tone. Keep a copy of the letter after it as complete as a record that it's been sent, and use it to develop your future cover letters.

## **Selection Criteria**

Selection criteria are the elements of a job advertisement or position description that describe the essential and desirable skills, attributes, experience, and education that an organisation is looking for in a candidate.

Most employers require you to address the criteria in your job application by explaining how your skills, experience and expertise match their needs.

ResumePLUS has an online module covering all aspects of selection criteria, so we'll briefly outline some suggested techniques for tackling selection criteria below:

### **Step 1 - Analyse :**

Like breaking down an essay question, start analysing the job advertisement to identify the selection criteria. Analyse the selection criteria and link up your experience so you can address each one.

### **Step 2 - Make A STAR:**

For each requirement identified in the previous section, brainstorm as many examples of how you have demonstrated this skill in the past. Then, using each selection criteria as a heading, underneath it, repeat the 'STAR' approach:

**Situation** – Describe the context where you used the skill or quality

**Task** – What was your role?

**Actions** – What did you do and how did you do it?

**Results** – What did you achieve? How does it relate to the job you're applying for? Be clear and to the point. If a word or page limit is set, make sure you stick to it, and edit your responses for grammar, spelling and punctuation.

### **Specific Tips for Applying for Public Service Jobs**

Applications for positions with the Australian Public Service can be very different to the process in private sectors, often with a much greater emphasis on selection criteria. The APS are statutorily required to recruit staff solely based on merit. To do this they compare the skills, experience and abilities of each candidate using a combination of written applications, interviews and/or work- sample tests. Of these, selection criteria are the most important.

The Australian Public Service Commission has published a series of 11 fact sheets available on applying for jobs in the Australian Public Service at: <http://www.apsc.gov.au/publications-and-media/currentpublications/cracking-the-code>

## **Interview Tips**

So, you have landed yourself an interview - congratulations! Now you have to get into the nitty-gritty of impressing the interviewer in person and securing your hold on the position.

This is your opportunity to market yourself because the interviewer will be assessing whether you have the qualities and qualifications that they seek for the position.

The interview is also a fact-finding mission for you as you will be assessing whether you really do want the job and whether it is right for you in terms of career opportunities, areas of law, lifestyle, values, culture, and so on.

### **Preparing for the Interview**

Although it seems far more appealing to waltz into the interview room and work it all out on the fly, a little preparation can improve your performance and assist in calming your nerves on the day. Some tips that might be helpful include:

Find out about the firm:

Talk to people you know in the industry/who have done clerkships/worked at the firm, to get an idea of the firm's culture, likely questions and things to be aware of. Explore the firm's website, especially the careers pages, to familiarise yourself with the firm, its work, and its main clients. Read newspapers and legal blogs, noting the firm's current projects. Take some time to self-assess: it's important to know your strengths and weaknesses, achievements, interests and values. Interviewers will often ask about your application, and your resume. Know them well.

Think about the questions you might be asked, especially any potential points of interest or weakness, and prepare answers for those questions. Try not to be 'staged' but be prepared. A list of some possible questions can be found below. Prepare questions for them: Interviewers love it if you use this unique opportunity to open up a dialogue with the firm, so think about the questions you might like to ask the interviewers.

Practice:

Practice interviewing with someone who will give you honest and frank feedback. You can also practice online on InterviewStream, which is accessible through ResumePLUS.

### **In the Interview Room**

Although it sounds funny now - try to relax, be yourself, and have fun! Your interviewer is trying to see your personality more than your qualifications since your application has already shown them that.

Also remember that you are interviewing them as much as they are interviewing you. You need to see whether this is the best place for you in regard to the culture, people, and type of work.

Some tips that might be helpful include:

- Arrive 10-15 minutes before your interview. It may be a good idea to scope out the building a day before so you know where to go.
- Turn off your phone.
- Make eye contact with the interviewers, and avoid fidgeting. Be mindful of your body language - your posture, expression, and body position can greatly impact your mood and how the interviewers perceive you.

### **After the Interview**

Write down any key points from the interview, especially if you have applied to multiple firms, as this might help you make a decision if you receive an offer. Also write down any further questions you might have – it might be worth calling your interviewers to follow-up, or to ask later on, if you are offered a position.

Don't beat yourself up if it went badly. You can't change the past - treat it instead as a learning experience. Remember that you have done well to get this far in the selection process, so you should be proud!

## Phone/Video Interviews

Phone and online interviews are becoming increasingly used by firms either as a precursor to, or in place of, an in person interview. In addition to the above:

Treat the phone interview just like you would an in person interview. The same level of preparation is needed if not more, as you cannot rely upon your non-verbal communication and personality to the same extent.

Suiting up as if you were attending a real interview can help place you in the right mindset, and helps ensure you make a professional impression.

## INTERVIEW PRACTICE QUESTIONS

It is important to remember that interviews with Partners rather than HR personnel tend to be less structured:

- Tell me about yourself?
- What do you have to offer the firm? Why did you choose law?
- Why have you applied for this job? What are your interests?
- What challenges you? What motivates you?
- Are you competitive?
- How do you define personal success? How have you responded to a
- confronting customer/client etc at work?
- Where have you had to exercise responsibility?
- How do you perform in a team environment? How do you perform under
- pressure? What do you see as your long-term goals? oWhat practice groups do you wish to work for?
- Are you flexible or tied to particular things?
- Where do you see the legal profession heading?
- Why should we employ you?
- Why do you want to come to our firm? What attracts you to a big/small size firm?
- What are the pros and cons of a legal career? Can you comment on your
- academic record? Can you explain your disappointing result in X subject at Uni?
- What is your greatest achievement and why?
- Did you enjoy University and why? What do you seek to gain from a
- Clerkship/Graduate position?
- What have you learnt most from your work experience?
- How would your friends describe you? o What are your expectations from this?
- What does team work mean to you?

**Watch your body language**

You want to project confidence and an image of ‘professional togetherness’. Ensure you’re aware of your space, belongings, posture, and expression. Learn to nail a strong professional handshake too.

Know yourself, your strengths, goals and aims, people rarely come looking for you and if you’re networking, you need to be able to provide value.

**If you can, prepare before networking events**

This can include researching important guests, finding some photos so you can recognise them, and learning a few points of their back story.

**Ask questions and be inquisitive.**

You never know what a person might be able to offer you, and the more you know, the more you’re able to make that assessment. Don’t take a rejection personally – everybody is busy and it might simply have been a bad time for your potential contact.

**Create a LinkedIn profile.**

It’s a unique opportunity to advertise yourself, think of it as the ‘work Facebook’. There is a wealth of information available about LinkedIn across the internet, and Google is your friend.



Other avenues exist which catalogue and promote job opportunities both within and beyond the legal sector. Have a look at these any time you're looking for a position, or even after some inspiration, and they'll hopefully give you something that'll pique your interest:

**UTAS CareerHub:** <http://careerhub.utas.edu.au/>

**SurviveLaw:** <http://survivelaw.com/index.php/jobs> Social

**Justice Opportunities:** <https://sjopps.net.au/looking-for-a-job/>

**BeyondLaw:** <http://www.beyondlaw.com.au/job-hub> Public Interest

**Graduate websites – Graduate Opportunities & Prosple Australia Law Guide**  
<https://au.prosple.com/the-law-guide-here-it-is>

Additionally, keep your eyes peeled on your UTAS email address, the TULS Facebook page, Pettifogger, and other positions throughout the law faculty, as the TULS Careers Director and the TULS team will be making a huge effort to publish as many exciting opportunities as we can throughout the year.

We'll also be running a number of networking, careers events and other interactive initiatives throughout the year so keep an eye out for these!



