

# Resume Format



## 1. Formatting and Fonts

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- Choose a professional format that is easy to read.
- Use clear headings and bullet points to organize and structure your information.
- Choose a classic and legible font (Times New Roman, Arial or Calibri) with an appropriate font size (11 or 12 points).
- Use the same font throughout the resume to maintain a uniform appearance.

## 2. Length of Resume

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- Limit your resume to two pages to effectively summarize your academic and work experience.

## 3. Clarity and Concision

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- Keep it short and sweet. It is important to showcase key information in a way that is easy to read and understand.

## 4. Proofreading

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- Reread your resume several times to correct errors (typos, grammar, syntax, spelling, etc.).
- Ask someone you know to review your resume.

# Resume Content



Highlight the skills and experience you have that are most relevant to the position. Organize your information into the following sections:

## 1. Contact Information

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- Include your contact information at the top of the first page of the resume.
- Provide your permanent address if it differs from your address during your studies.
- Provide your phone number and most frequently used email address.

## 2. Education

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- Start by listing your most recent degree, certificate or other training completed or in progress.
- Indicate the start and end dates for each entry. If the degree or training is not completed, indicate the expected completion date.
- Don't list your undergraduate law courses because that information is already in your transcript.

## 3. Work Experience

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- List your work experience in reverse chronological order.
- Indicate the start and end dates for each position.
- Be honest about your experience and how many hours per week you spend at each job.
- Describe positions you've held that are directly relevant to the practice of law as well as those where you developed skills that will be useful to your professional practice.
- For summer jobs or jobs that are less relevant to the position for which you are applying, focus on listing a few key responsibilities in one sentence.

## 4. Student Involvement

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- Describe the role and responsibilities you had in the student activities in which you were involved.
- Be honest about the number of hours you spend on each activity per week and your total weekly commitment to student involvement.

# Resume Content



## 5. Extracurricular Activities

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- List and describe your extracurricular activities, such as any volunteer work, community involvement or other activities.

## 6. Awards & Scholarships

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- List and group together any prizes or scholarships you have received.

## 7. Skills

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- List your language skills.
- List your computer skills.
- Identify the legal databases and software you are proficient in using.

## 8. Leisure and Other Activities

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- If relevant to the job application, list your recreational activities or other pastimes that demonstrate your personality, interests or skills.
- Merely listing your skills is usually less effective. It is better to highlight your skills in your cover letter.

# Cover Letter Format



## 1. Formatting and Font

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- Choose a letter format that is visually pleasing, professional-looking and easy to read (justified text, sufficient margins, etc.).
- Choose a classic and legible font (Times New Roman, Arial or Calibri) with an appropriate font size (11 or 12 points).

## 2. Length of Letter

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- Limit your cover letter to one page to ensure that the content is concise and relevant.

## 3. Language and Tone

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- Use formal and professional language.
- Start and end your letter with the appropriate salutation and complimentary close.

## 4. Clarity and Concision

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- Write a cover letter that is concise and clear. It is important to quickly communicate the main points along with your key and unique qualifications.
- Structure your letter in clear paragraphs and be succinct.

## 5. Proofreading

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- Reread your cover letter several times to correct errors (typos, grammar, syntax, spelling, etc.).
- Don't hesitate to ask a mentor or colleague to review your letter.

## 6. Signature

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- Add your signature at the end of the letter.

# Cover Letter Content



## 1. Clearly Identify Recipient

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- For a more personal and professional touch, determine the name and title of the relevant person to whom you should address your cover letter. Be sure that the person you are writing to is indeed responsible for recruiting. Verify whether the firm's name and the recipient's name are spelled correctly.
- Avoid contacting law firms directly solely for the purpose of confirming address information. Doing so could be interpreted as a lack of initiative, since this information is readily available. We recommend that you use professional tools such as LinkedIn, the firm's website, [Nalpcanada.com](http://Nalpcanada.com) or consult your university's professional development centre to obtain this information.

## 2. Personalizing the Cover Letter

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- Adapt each cover letter to the particularities of the firm, highlighting why you would especially like to join that team and why they should accept your application.
- Creativity in cover letters should be avoided as it can sometimes backfire. Don't try to be endearing, witty, etc.

## 3. Do Your Research

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- Visit [Nalpcanada.com](http://Nalpcanada.com) and [Fasken](http://Fasken) for a better understanding of the firm's business, practice areas, values and culture.
- If you had the opportunity to meet with lawyers from the firm, mention it in your cover letter and explain how this meeting influenced your choice.
- Properly researching the firm you are applying to will show your true interest in the position.

## 4. Link Between Your Profile and the Firm

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- Link your experiences and skills to the firm's specific needs by mentioning company initiatives or values that resonate with your career goals.
- Demonstrate an understanding of what makes you a good candidate for this specific position.
- Choosing articling students is not limited to academic results. If your grades are not exceptional, consider other ways to attract the attention of the recruitment committee.

# Cover Letter Content



## 4. Link Between Your Profile and the Firm (continued)

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- Showcase your strengths.
- Ensure that you stand out by highlighting your assets, your personality and what makes you unique.
- Your academic background, community involvement, varied work experience, activities and interests can reveal a lot about your personality and skills.

## 5. Complements Your Resume

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- Use the letter to delve into the elements of your resume that are particularly relevant to the position, without duplicating all the information in your resume.
- However, be sure to indicate your law school and year of study.

## 6. Specific Examples

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- Illustrate your skills by providing concrete examples of achievements or projects you have carried out that show your ability to apply your knowledge.
- Include measurable results or concrete achievements in your cover letter.
- Avoid using vague, general statements.

## 7. Practice Areas of Interest

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- Indicate any areas of law that might interest you. Note that this section is not mandatory, but the firm will try to schedule an interview with one or more people who work in the areas in which you have an interest.

## 8. Proactive Closing Statement


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- Show that you are genuinely interested in the position by inviting the recipient to discuss your qualifications further in an interview.


# Submitting an Application



For more information, see the application system via the [viLawPortal](#) or [via Fasken](#) .



Provide your current university transcript(s).



Don't miss out!  
Note the key dates for the Course aux stages.

FASKEN