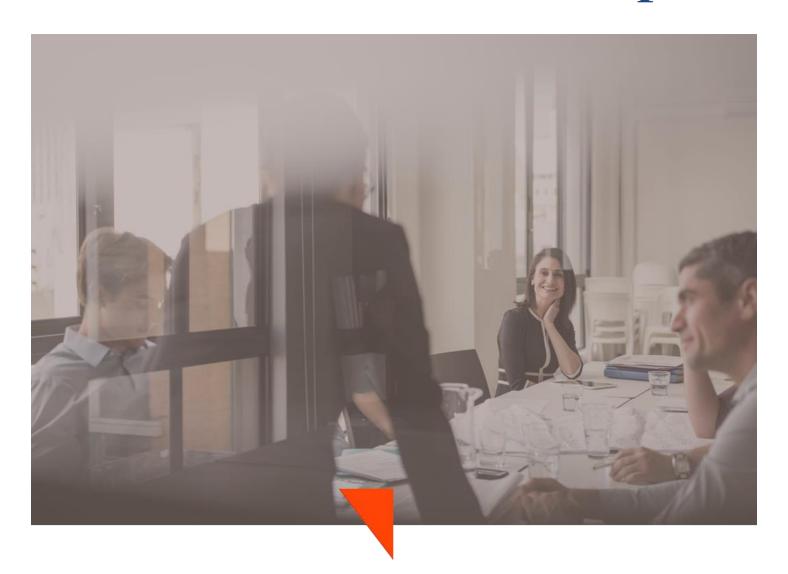
Resumé & Interview Tips



Application Tips

The following information may assist you in compiling your application.

Many firms accept applications exclusively through the viLaw Portal. The information you enter when creating your viLaw profile is used throughout the system. Ensure it is current and free from typos (including errors in capitalization).

Name

• When introducing yourself during the application process, and at the beginning of any meeting or interview, you may wish to indicate your title (e.g. Mr./Ms./Mx.) and your pronouns.

Address

- · Always include a permanent address in addition to your school address (if different). Also include the telephone number where you can be reached during Interview Week.
- Ensure your address is complete including apartment number and postal code.
- If your contact information changes during the recruitment process, be sure to advise firms as early as possible.

Telephone

- Include your area code.
- · If you provide more than one number, indicate which number you can be reached at for Call Day.
- This is be a good time to check your voicemail greeting and update it if necessary. You will also want to ensure that your account has capacity to accept new messages (that it is not full).

Email

 Provide the address you use most frequently. Most firms use email as a primary method of communication.

Cover Letter

- Proofread, proofread! Spelling or grammatical errors in your cover letter will negatively affect the reviewer's impression of your application. Have someone else review the letter as well.
- · Confirm the spelling of the firm's name and contact person. Refer to the firm's website and/or NALP's Canadian Directory of Legal Employers (www.nalpcanada.com/).

Cover Letter Contents

- · Indicate which law school you are attending and what year you are in.
- Keep it brief and be modest about what you can bring to the firm. You do not need to repeat information included in your CV.
- If you have an area of interest, identify it. This will assist the firm in arranging an interview with an individual(s) from the area(s) in which you are interested.
- · Creativity in a cover letter may backfire it won't get you an interview and may hurt you. Avoid being overly cute, funny, etc.

Resumé

- Do not go into lengthy descriptions of summer employment (such as part-time employment in the service industry) which is not directly related to the practice of law.
- Do not exaggerate your experience.
- Extra-curricular experience is particularly important for students who have relatively little work experience. Volunteer work, school activities and organization memberships indicate a well-rounded individual and may also demonstrate a student's leadership and interpersonal skills. Believe it or not, firms look for more than grades.
- List language skills.
- Keep it to no more than two pages.

Grades

- Provide copies of your official undergrad and law school transcripts. Do not send a screenshot of your grades from your law school webpage.
- You may wish to include a brief explanation of a particularly poor mark, although this may be a discussion best left to the interview stage. Hopefully, the mark will show up as an anomaly and most individuals reviewing your resumé can relate to one poor mark.

Submitting an Application

• Get your application in as early as possible. Although there are established deadlines for the submission of applications, you should not wait for until these dates to prepare and submit your application. If you are participating in the On-Campus Interview (OCI) process, there are specific deadlines for each school, which may be earlier than the main application deadline.

What Are Firms Looking For?

»	Solid academics.
»	Demonstrated skills: leadership, team player, commitment.
»	Enthusiasm.
»	Motivation.
»	Work experience (not necessarily law).
»	Business sense.
»	Varied activities and interests.
»	Ability to juggle assignments.
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Grades

- » Grades are often the first screen.
- » Grades are not the be all and end all.
- » Most firms are seeking well-rounded individuals.
- » Interests and school involvement.

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Cover Letters

- » First interaction with firm. Avoid making it the last.
- » Demonstrate interest by referring to firm specific research.
- » Mention prior interaction with firm.
- » Indicate your school, year and type of position you are seeking (i.e. summer or articling).
- » Indicate areas of interest (if you have any, but don't worry if you don't).
- » Always have someone else read over your final version.

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Cover Letters – Do's & Don'ts

»	Do		
	•	Keep presentation simple.	
		Include permanent and sessional address(es).	
		Most firms accept applications electronically. Where possible, sign your l	etter.
»	Don't		
		Use flashy paper.	
		Repeat information contained in resumé.	
		Attach writing samples, discs, etc.	
		Address the letter to "Chair" or "Hiring Committee" – personalize it.	
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Resumé Preparation

>>	Review	Fasken'	's Resumé	and	Interview	Tips.
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- » Research:
 - NALP Canadian Directory of Legal Employers: www.nalpcanada.com/
 - firm websites
- » Speak with upper years, particularly those who summered at the firms you are interested in.
- » Speak with alumni at the firm (detailed profiles are usually on websites).

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Strategies Prior To Interview

- » Get organized do your research!
- » Create law firm profiles (see next page). Take advantage of firm visits/open houses.
- » Review the Vancouver Bar Association Articling Guidelines: www.vancouverbar.ca/for-students/articling-interview-guidelines/

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Call Day Planner

MONDAY		TUESDAY		WEDNESDAY: FOLLOW-UPS	
8: am	Firm: Details:	8: am	Firm: Details	8: am	Firm: Details
10: am	Firm: Details	10: am	Firm: Details	10: am	Firm: Details
12: pm	Firm: Details	12: pm	Firm: Details	12: pm	Firm: Details
2: pm	Firm: Details	2: pm	Firm: Details	2: pm	Firm: Details
4: pm	Firm: Details	4: pm	Firm: Details	4: pm	Firm: Details
6: pm	Firm: Details	6: pm	Firm: Details	6: pm	Firm: Details
Reception		Reception		Reception	
Dinner		Dinner		Dinner	

Interview Planner

Law Firm Profile			
Law Firm:		Address:	
Telephone:		Floor:	
Date of Interview:		Interviewers:	
Time of Interview:			
Firm Profile:			
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Questions you wish to ask:			
Comments on Interviewers:			
Follow-Up Arrangements:			
Post Interview Evaluation Firm Strengths:	ation		
Firm Strengths:			
Negatives:			

Intent to Call

- » Where you receive an Intent to Call communication from a firm which you may not wish to interview with, advise that firm as early as possible of your decision. This may free up a spot for a colleague.
- » Keep in mind that not every firm sends an Intent to Call communication. This is not an indication of the firm's disinterest. Be prepared that you may receive calls on Call Day from those firm(s).

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Call Day

- » Formalize your voicemail. Ensure your voicemail has capacity to receive new messages (it is not full).
- » Return voicemail messages as promptly as possible.
- » As best as you can, draft your schedule prior to call day.
- » Schedule no more than 4-5 interviews per day.

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Interview — Questions & Topics

- » Have questions prepared, but avoid reading your notes. Know your resumé.
- » Develop questions which indicate you are interested in more than just a summer position.
- » Ask your interviewer about personal experience with the firm.
- » "What type of work/level of responsibility do you give students?"
- » "Can you tell me about the firm's approach to continuing legal education (CLE)?"
- » "What attracted you to the firm?"
- » "What type of work do you assign to students?"
- » Use discretion concerning compensation/benefit issues (use NALP website).

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Interview — Do's

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- Ensure that firms have the best phone number to reach you at.
- Out-of-towners: consider booking into a hotel (sharing the cost with another student).
- Be aware of your surroundings.
- Be courteous to the firm's staff.
- Visit the washroom (sweaty hands).
- Arrive a few minutes early.
- Call ahead if you are delayed.
- Pay equal attention to all of your interviewers (not just the senior member).

•	Be yourself.			
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Interview — Don'ts

- » Don't
 - Arrive with food/drink/gum.
 - Take notes during the interview.
 - Make inappropriate comments or jokes.

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Strategies During Interview

>>	Ability	y to relate	to it	nterviewer	is	critical	١.
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- » Make and maintain eye contact.
- » Be prepared to discuss **everything**, including any time gaps or a poor grade, on your resumé.
- » Project confidence.
- » Keep an open mind.
- » Interviews at the Firm:
 - Meet student committee members.
 - · Talk with current students.

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Strategies After Interview

- » Follow-up with a "thank you" email and express your interest.
- » Keep in touch.
- » Show interest, but avoid overselling.
- » There is a 24 hour window after receiving an offer to make your decision. However, let firms know your decision as soon as you decide as it may free up a spot for a colleague.
- » Firms can handle rejection so don't hesitate because you feel bad for saying "no".
- » No offers? Call and ask for status.
- » Status may change during the process.

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Lunches / Dinners / Receptions

- » Accept invitations as time permits.
- » Declining invitations: do not "trade" up invitations.
- » Remember your manners.
- » Don't drink too much.
- » Don't worry if you don't receive a lunch or dinner invitation.

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Wardrobe

- » Test drive your suit.
- » Conservative colours are best.
- » Get your hair cut two weeks before.
- » Break in new shoes and polish them.
- » Avoid colognes/perfumes.
- » Carry toiletries to freshen up.

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Career Fairs and Reception(s)

- » Do some advance research (maybe create a cheat sheet).
- » Ask questions that demonstrate interest in the firm, "I see on your website that ...".
- » Dress appropriately.
- » Predetermine which firms you will visit (the time goes by quickly and you don't want to miss firms you have a strong interest in).
- » Visit tables alone rather than in a group.
- » Make sure your name tag is visible.
- » Collect business cards and follow-up.
- » Maintain eye contact.

Be yourself.

» Remember your manners, avoid interrupting your peers.

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OCI Interview Process / Etiquette

- » Accept as many OCIs as you are offered.
- » OCI scheduling is handled by your Career Development/Career Services Office.
- » Evaluate and rank each OCI interview as it occurs (this will make it easier for you to determine your top firms at the end of the day).
- » Ask long term questions "I see you have a student CLE program, what do you have in place for associates?"
- » Consider post-OCI thank you emails. Some firms prefer not to receive, but unless specifically indicated you should consider sending.

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No OCIs/In-Firm Interviews?

- » Ask firm to reconsider your resumé.
- » Ask to be put on an alternate or cancellation list.

No Articling Interviews?

- » Ask firm to reconsider your resumé.
- » Ask to be put on a cancellation list.

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First Year Students

- » Go to Career Fairs and Receptions.
- » Get involved, join associations, participate.
- » Take advantage of firm visits.
- » Speak with alumni who are at the firm.

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