Resume and OCI / Interview Tips

Career Days/Coffee Chats

- Do some advance research (i.e. create Interview Planner, see Tab 4).
- Ask questions that demonstrate interest in the firm, "I see on your website that..."
- Dress appropriately; business casual is fine, but no jeans/t-shirts.
- 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.
- During discussion try to share information that will identify you when you send a followup email.
- When sending follow-up emails refer to your discussion to jog the firm representative's memory of who you are.
- Maintain eye contact.

Be yourself.

Remember your manners, don't interrupt your peers.

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.

Grades

Grades are not the "be all and end all".

•	Grades are often the first screen.							
•	Most firms seek well-rounded individuals.							
•	Interests and school involvement.							

Research/Preparation Strategies

•	Get organized – do your research!
	NALP website: www.nalpcanada.com
	> Firm websites
•	Speak with 3rd years, particularly those who have summered at firms you are interested in.
•	Speak with alumni at the firm (detailed profiles are usually on websites).
•	Create law firm profiles (see enclosed sample Interview Planner – Tab 4).
•	Take advantage of firm visits/open houses.
•	Law Society black-out period (usually posted on firm website).
•	Black-out period has little impact on students making approaches.
•	Fasken Resume and Interview Preparation Workshop.
•	Join LinkedIn and establish a profile remember firms may well access it so consider best photo to use.
•	Review your public profiles (i.e. Instagram, Facebook, Twitter, etc.) to ensure content is appropriate for prospective employers to view.

Cover Letters (see formula on next page)

•	First piece of work for firm. Don't make 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.
•	Don't directly repeat information contained in resume.
•	Don't address letter to "Chair" or "Hiring Committee" - personalize.

Cover Letters – Formula

- Review samples (see Tab 8).
- Paragraph 1 Link to firm
 - Who you met, what you know, firm-specific research.
 - Commitment to Toronto: If from out of province, don't just state you want to work in Toronto because it's the "Financial Centre" think about why you really want to work here and convey that message.
- Paragraph 2 Previous Experience
 - What you learned and how you can apply it to what the firm is looking for.
- Paragraph 3 (if necessary) Explain Any Concerns
 - Gaps in resume.

•	Grades (not recommended for cover letter).

Resume Preparation

- Review Fasken's "Application Tips" (see Tab 2).
- Review samples (see Tab 9).
- Caution re social media (blogs on resumes).
- Official Transcripts include with your application (a copy is fine). Subsequent submission may cause you to miss an opportunity if your resume has already been reviewed.
- Legible Transcripts look at scanned materials to ensure they are legible. Note: some transcripts have shading in the background which does not print well.
- Ensure your application is complete before submitting do not submit a partial application.
- Convey transferable/relevant skills in description. For example, this description does not highlight relevant transferable skills which the candidate would have acquired through this experience.

Breakaway Solutions, Ohio, USAProject Student

September-December 2016

0	Responsible for p	projects in weaving.	coating, boiling.	lamination and textile	post-production finishing
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O Project manager of capital waste water project: determined discharge streams, measured contamination

levels, contracted inspection of underground storage	e tank and performed cost analysis on treatment units

DOs & DON'Ts

		, D	311 13				
•	If using viDesktop Law Portal:						
	>	DOs					
		•	Submit application as early as possible (system usually opens mid-July).				
		•	Avoid potential last minute system overload by filing early.				
		•	Refer to school recommended deadlines regarding uploading your application materials. Firms will adhere to Law Society guidelines.				
		•	Follow instructions to ensure accuracy.				
		•	Include Permanent Address.				
	>	DON'	Гѕ				
		•	Contact firms immediately thereafter to confirm receipt – most firms will acknowledge.				
		•	Attach samples of written work, cds, etc.				

OCI Interview Process/Etiquette

- Accept as many OCIs as you are offered.
- Firms will provide a list of selected OCI students to the school's Career Development Office ("CDO").
- OCI scheduling is handled by your CDO.
- 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).
- Train for the OCI marathon! Make sure you keep your energy level and enthusiasm going from start to finish.
- Ask long term questions: "I see you have a student CLE program, what do you have in place for associates?"

•	thank you you should		prefer	not	to r	eceive,	but	unless	specifically

Call Day

- Formalize your voicemail.
- Review phone arrangements if sharing a line.
- Draft your schedule prior to Call Day (see enclosed sample Call Day Planner Tab 5).
- Schedule no more than 4-5 interviews per day.
- Try to arrange first interviews on Monday or by early Tuesday afternoon. This will give you time for call-backs.

•	Let firms know in advance if you are not accepting a November interview.

Toronto In-Firm Interview – DOs

DOs

>	Make sure the firm has a Toronto phone number for you.
>	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).
>	Tour the "PATH" system before, if possible. Check elevator banks.
>	Arrive early!
>	Call ahead if you are delayed.
>	Pay equal attention to all of your interviewers (not just the senior member).
>	Be yourself.
>	Take the initiative and ask to come back.

Interview – DON'Ts

•	DON'Ts				
	>	Arrive with food/drink/gum.			
	>	Take notes during interview (see enclosed sample Interview Planner – Tab 4).			
	>	Make inappropriate comments or jokes.			

Interview – Questions & Topics

- Have questions prepared, but don't read from your notes (doesn't apply to OCI).
- Develop questions which indicate you are interested in more than summer.
- Know your resume.
- Ask your interviewer about personal experience with the firm.
- What type of work/level of responsibility do you give students?
- Use discretion concerning compensation/benefit issues (use website www.nalpcanada.com).
- Can you tell me about the firm's approach to CLE (Continuing Legal Education)?
- What attracted/keeps you with the firm?
- What type of work do you assign to students?

Strategies During Interview

Ability to relate to interviewer is critical.

•	Make and maintain appropriate eye contact.				
•	Be prepared to discuss everything on your resume.				
•	Projec	et confidence.			
•	Be yo	urself.			
•	Keep	an open mind.			
•	Intervi	ews at the firm:			
	>	Meet Student Committee members.			
	>	Talk with current students.			
	>	Arrange a follow-up meeting.			
•	Let fire	m know you are interested but don't tell 5 firms, "You are my # 1 pick."			

Strategies After Interview

Status will change during the process.

- Follow-up with a relevant "thank you" email and express your interest. (Some firms don't encourage.)
- Keep in touch.
- Show interest, but don't oversell.
- Receiving offers: Offers will be made Wednesday at 5:00 p.m. and are open until Thursday at 5:00 p.m. (but let firms know as soon as you decide: this may free up a slot 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. Do sooner rather than later, as a lot may change between 5:15 5:45 pm. on the Wednesday.

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No OCIs/In-Firm Interviews?

•	Ask firm to reconsider your resume.			
•	Ask to be put on an alternate or cancellation list.			

Lunches/Dinners/Receptions

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•	Accept invitations as time permits (we do not offer dinners).
•	Declining invitations: do not "trade" up invitations.
•	Circulate, don't monopolize firm members.
•	Meet members of Student Committee.
•	Remember your manners.
•	Don't drink too much.
•	If you don't see your interviewer, leave a "sorry I missed you" voicemail.
•	Don't worry if you don't receive a dinner invitation.

Wardrobe

•	l est 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.

First Year Students

• Go to	Career	Days/Cof	fee Chats.
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- Get involved, join associations, participate.
- Take advantage of firm visits.
- Speak with alumni who are at the firm.

Beyond Bay Street

- If after the summer process you are still looking for summer employment consider other strategies.
- Speak with your Career Office to see if they have a list of alternate summer positions.
- Explore volunteer opportunities with legal clinics, community programs.
- Read your alumni magazine to see if you can find networking opportunities.
- Network, network, network.
- The following job search links may be helpful:
 - > www.simplyhired.ca
 - www.indeed.ca
 - > www.clearlegaljobs.com
 - www.wowjobs.ca

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