
THE UNIVERSITY OF THE SUNSHINE COAST LSA
PRESENTS



2023
CAREERS
GUIDE

Prepared by Aviendah Dwyer-Flynn and Eboni Sydes

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The USCLSA is grateful to our 2023 sponsors for contributing to our careers guide. Our sponsors are what make it possible to create this guide for all our students and the greater community. We are proud of the developing and emerging relationships we have made with our 2023 sponsors.

We would like to take this opportunity to thank the following sponsors and organisations (in alphabetical order) for their continued support of the USC Law Students' Association.

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The USC Law Students Association has published the Careers Guide as a general-purpose document for USC students to utilise at their leisure. The information contained within is to be used as a guide only; students should undertake their research regarding specific information and for surety of mind. The Association accepts no liability for any errors or omissions in the information provided in the publication.

THANKYOU TO OUR SPONSORS

A MESSAGE FROM THE EXECUTIVE

We're so excited to announce the publication of the fifth annual Careers Guide produced by the University of the Sunshine Coast's Law Students' Association.

As an association, we are incredibly proud of the educational opportunities we provide our students. This Careers Guide, combined with our Careers Night aim to educate USC students about the potential career pathways available to them after graduation.

Think of this guide as your kickstart to a legal career! It offers advice from job applications, clerkship programs and Practical Legal Training ("PLT"). We've also provided some tips on constructing and perfecting your resume and cover letter and flourishing in those tricky networking events and job interviews - we've got you covered!

We would like to make special mention of the local firms and PLT providers who have contributed to this guide. Without their invaluable knowledge and support, we would not be able to provide this publication. Their advice about what to expect from a career in the legal industry and tips for getting your foot in the door continue to help our students year after year.

We hope you find this Guide helpful and use it as a resource as you begin your legal career! If you have any questions about anything contained, feel free to reach out to publications@usclsa.com or education@usclsa.com.

Warm regards,
Eboni Sydes – President
Jenna Ryan – Vice President (Education)
Avi Dwyer-Flynn – Vice President (Publications)

BECOMING A SOLICITOR

Before we start talking about careers, here is a quick refresher on the pathway to becoming a legal practitioner in Queensland.

COMPLETING YOUR LAW DEGREE

You're already on the way to completing the first step! It will be beneficial to seek out volunteering, internship or employment opportunities to continue developing your resume while you study. Getting involved in LSA events is an easy way to build your personal and professional networks.



PRACTICAL LEGAL TRAINING

A PLT course generally covers skills like legal writing and drafting, as well as a period of work experience. Here, you'll be given the chance to implement your skills in a practical setting while being supervised by industry professionals. Completing PLT will give you a Diploma in Legal Practice.

APPLYING FOR ADMISSION

The Supreme Court, in conjunction with the Legal Practitioners Admissions Board (LPAB), assess applicants for their eligibility and suitability by establishing several requirements.

These requirements include completing all of the steps prior and in addition, satisfying the admissions board and the court that you are fit to practice. If all of these requirements are met by the applicant, the LPAB will issue a certificate of compliance.

APPLYING FOR YOUR PRACTISING CERTIFICATE

To practice law in Queensland, it is a requirement that you hold a practising certificate. To apply for a practising certificate, you will need to complete the application form and submit some documentation to the Queensland Law Society. Your practising certificate will then need to be renewed annually.



DLA Piper

Share Our Vision Shape Your Future

Our goal is simple. We want to create the future leaders of the firm. That means giving you the skills you need to become a successful lawyer, but also the experiences to discover where your true interests lie. Find out more at: [dlapipergraduates.com](https://www.dlapipergraduates.com)

Your path to a career with us

DLA Piper is a global business law firm based in the Americas, EMEA and Asia Pacific. We help clients succeed through innovative and pragmatic legal solutions.

Leading businesses across the world trust us with their most complex matters, and rely on our seamless cross-border prowess and sector knowledge. Wherever you are, and whatever your challenge, we speak your language.

In everything we do connected with our People, our Clients and our Communities, we live by four values: Be Supportive, Be Bold, Be Collaborative and Be Exceptional.

CLERKSHIP PROGRAMME

During your Clerkship, you'll experience what life is really like at DLA Piper. What's more, you'll be considered for a place on our Graduate Programme.

Throughout your programme, you will do more than just shadow our lawyers. You will be given real responsibilities. Whether you're attending a court hearing, contributing to a client meeting or expanding your professional network at social events, you'll have plenty of opportunity to discover your potential.

Visit our website www.dlapipergraduates.com to find out more about our clerkships across our Australian offices.

NATIONAL GRADUATE PROGRAMME

During your Graduate Programme, you will experience a number of rotations throughout our eight different practice groups, including Pro Bono and Business Advisory, giving you the opportunity to develop your knowledge and skills. By the end of the programme, you'll emerge with a clearer understanding of where your talents and interests lie. The experience you'll have gained, as well as the networks built will provide a strong foundation for your future career at DLA Piper.

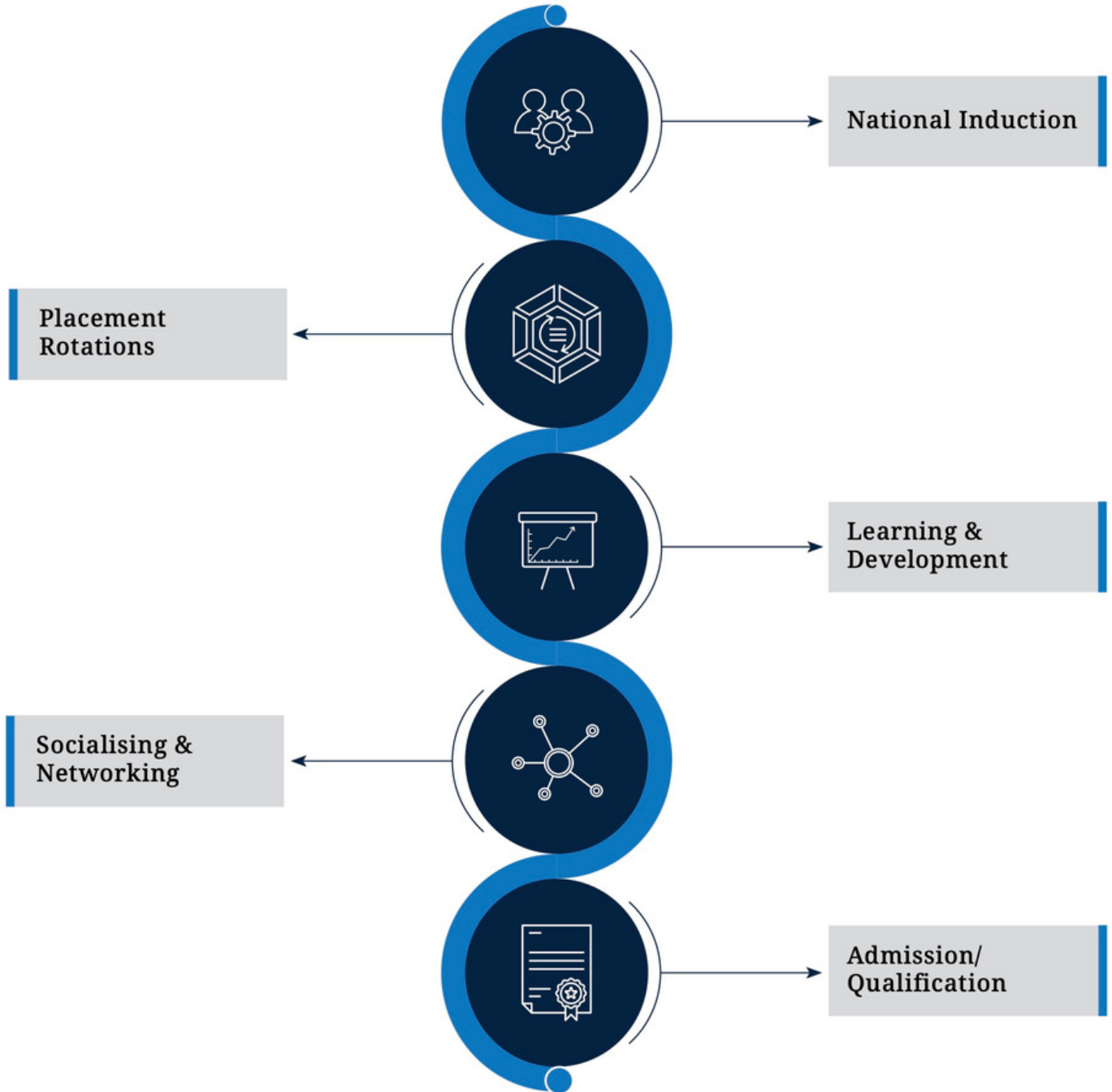


NATIONAL INDUCTION

At DLA Piper, we know that the connections you make as you build your network will stay with you for the rest of your career. At the start of your graduate programme, you will participate in a National Graduate Induction, which brings together our graduates from all 4 offices in Australia to take part in a fun, engaging and

experiential learning programme. The Graduate Induction takes place in Sydney where we bring together our National graduate cohort and is an inspirational and memorable week filled with business leaders, engaging team building activities and the networking opportunity of a lifetime. We're committed to giving our graduates an industry leading start to their careers.

You will have an opportunity to engage in dynamic work across a range of sectors



TYPES OF PRIVATE PRACTICE

Boutique

A boutique law firm is a firm with one specific, niche practice area. For example, the practitioners may specialise in employment law, criminal law, personal injury law or family law. These firms are typically smaller firms, with a handful of practitioners.

National

National law firms have offices in multiple Australian cities. National firms typically deal with larger commercial transactions and practice in many different areas; such as mergers and acquisitions, insurance litigation and competition law. These firms typically have more complex entities as clients.

General Practice

Many Sunshine Coast law firms are general practice. General practice firms act for clients in a variety of practice areas and offer a suite of services. For example, they might practice property law and commercial law and family law and litigation and criminal law. General practice firms can be a variety of sizes and each firm will have different structures.

Multi-National

Multi-national firms are similar to national law firms, except they have offices in multiple countries. They act for complex entities across different jurisdictions and operate on a large, sometimes global scale.

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Careers Outside of Private Practice

Politics

Whilst to be a parliamentarian you are not required to hold any qualifications; a strong and broad education will only serve to be advantageous in the pursuit of this career. Ex-Prime Minister Malcolm Turnbull, and politicians Bill Shorten, Julie Bishop and Nick Xenophon are all accomplished Australian politicians who hold a Bachelor of Laws. The skills of advocacy, argumentation and critical thinking, developed in Law school, are a strong foundation of character for any person wishing to become involved in politics. Furthermore, a breadth of understanding of how the legal system operates, including specifically the workings of the Commonwealth as prescribed by the Constitution, also provides candidates with a head-start as they begin their political careers.

If you are intending to be a Parliamentarian, the role requires you to:

- Present issues for debate and discussion in parliament
- Propose and debate new legislation and changes to existing legislation
- Develop a policy that best serves the interests of the public and the electorate
- Investigate matters of concern to the public or particular interest groups
- Present petitions on behalf of concerned interest groups
- Serve on parliamentary committees or enquiries
- Manage an office in their home electorate and the House of Parliament

Government

The role of a government-employed lawyer is to act on behalf of and provide legal advice for government agencies and ministers. In addition, the government sector encompasses all public service roles on both State and National levels. Some of the department agencies include:

- The Office of the Director of Public Prosecution (State and Commonwealth)
- Crown Solicitors Office
- Department of Foreign Affairs and Trade
- The Australian Competition and Consumer Commission (ACCC)
- The Australian Security and Intelligence Organisation (ASIO)
- Crime and Corruption Commission (CCC)

The majority of government institutions offer internships or graduate positions which can be the perfect gateway to finding employment in government departments and away from private practice.

Academia

Being a Professor of Law is more than just lecturing and tutoring, it is largely focused on contributing to the field by way of research and peer-reviewed articles. If you enjoy researching and writing, then becoming a lecturer may be suitable for you. Taking this path generally requires a high level of academic excellence, the completion of an honours program and strong founded relationships within the legal faculty. Once you have secured a position, you will begin building your academic portfolio by publishing articles, delivering lectures to students and engaging in extracurricular activities inside and outside of the University. Most jobs in academia will require you to hold a minimum of a master's degree or PhD.

Average Salary:

Associate Lecturer - \$92,809 - \$155,234

Lecturer - \$106,913 - \$138,807

Senior Lecturer - \$125,306 - \$148,509

Associate professor - \$148,509 - \$181,545

Professor - \$149,814 - \$189,404

Community

The Community sector of law includes a wide variety of organisations across all different sectors. The purpose of these organisations is the occupation of charitable services such as grant-making as well as the pursuit to make advancements in areas like health, justice, education, social welfare and religion. Working for a charitable organisation provides you with the opportunity to combine your legal knowledge with a passion and drive to help others in need. The type of organisation you work for will dictate the area in which your employment will make a difference to the community.

Examples of different community sectors are as follows:

Public Interest Advocacy Centre Service

Human Rights Law Centres

National Pro Bono Resource Centre

Voiceless

Community Legal Centres

Accounting

Students studying law at the University of the Sunshine Coast (USC) is able to complete double degrees in many fields, one of them being a Bachelor of Laws / Bachelor of Commerce (Accounting). This provides USC students with the capability to pursue a career path in either the legal, or accounting industries. This is important as both aforementioned industries require individuals to attain a tertiary education to practice in their respective fields.

The role of an accountant is to assist and prepare financial records for their clients. This includes assisting with tax declarations, auditing and compliance, financial management, investment advice, and providing detailed reports to both management and legal personnel.

Accountants, much like lawyers, have a broad opportunity to gain employment and can work with world-renowned and reputable industry leaders. If you are an accounting student, you have probably heard of the Big Four, and if not, they are EY, KPMG, Deloitte and PWC. These industry leaders all recruit law graduates to their respective teams where you might specialise in areas such as taxation law, consulting or financial advisory, working across both state and international lines.

To practice as an accountant you will need a Bachelor of Commerce (Accounting) or equivalent degree. Additionally, you are required to hold an active membership with either the Institute of Public Accountants (IPA), Certified Practising Accountants Australia (CPA), or Chartered Accountants Australia and New Zealand (CA).

The median salary of a chartered accountant is \$100,000.

Q

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WITH JUDGES ASSOCIATE:

Seamus Burkett

In 2022, Seamus graduated from the University of the Sunshine Coast with a Bachelor of Laws (First Class Honours) and was a recipient of the University Medal. Seamus also received the subject prizes for property law and contract law. During his studies, Seamus gained experience in criminal law (both prosecution and defence), class actions, succession law and property law. Seamus was also fortunate to undertake sessional work as a research assistant to the Associate Dean of the School of Law & Society. He is now in the process of co-authoring his first peer-reviewed publication, relating to his Honours Thesis project, and will be admitted as a legal practitioner by the Supreme Court of Queensland later this year. In January 2023, Seamus was appointed to his current role as an Associate to a Justice of the Supreme Court of Queensland.



A

What does an average work week look like?

Generally, my morning will involve any final preparation for court matters and answering email enquiries which have been sent through to Chambers. We will be in court from 10.00am and, depending on the nature and number of matters listed, may sit until 4.30pm. Otherwise, my afternoon is spent proofing judgments, undertaking research tasks, preparing for upcoming court matters or assisting his Honour with respect to extra-judicial commitments

What is your favourite part of your job?

The pace of the role – at times, you will sit across five or six jurisdictions in one day. The relationships you build with other Associates and Judges are also invaluable.

What was the associateship application process like for you?

The application process involves submitting a written application in January the year prior to your appointment. All Judges undertake their own shortlisting process – this may require you to submit copies of recent work or to complete a judgment proofing exercise. If you are successfully shortlisted, interviews are generally held in February in Chambers with you, the Judge and, depending on the Judge's practice, the Judge's current Associate.

What did you do to stand out?

Judges read hundreds of applications each year so it is important to try and set your application apart. For me, that meant imparting a professional but personal reflection of myself in the application. You will work very closely with your Judge during your associateship (which may include circuiting to other regions for weeks at a time) so it's important that you have a strong working relationship.

What did you do whilst you were at university to build your resume?

During my studies, I focused on broadening my experience with a diverse range of opportunities. This included clerkships in class actions, crime (both defence and prosecution), research assistant work through the School of Law & Society and working at a boutique firm specialising in property law and succession law.

What would you like to do with your career after your associateship?

I have thoroughly enjoyed the amount of court experience the associateship offers. In my view, there is simply no other graduate program or role that would give you such exposure to the workings of the Court. I would hope to move into a role in crime and/or public law.

CAREER TIPS

KYLIE HOWELL

CLIFFORD GOULDSON
LAWYERS

Any advice for a law student looking for their first job?

Be willing to give any area of law a go and try to find a firm that will allow you to rotate through a few areas before you decide on an area to specialise in. The reality of legal practice once you have real life clients sitting in front of you is very different to the study of it and it is not unusual for lawyers to find a passion for a particular area that they would never have originally contemplated. I know I never considered building & construction law before I started practicing in that area and now I couldn't imagine doing anything else!

Any tips for surviving the transition from student to lawyer?

Be patient. Even after gaining all of the knowledge you gain at University you will likely feel like you know nothing useful once you start practice. But rest assured there will come a day when you feel confident that the work you are doing or the advice you are giving is correct – without having to look something up or run it past a colleague first.

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Clifford Gouldson Lawyers is a leading regional provider of legal services to the business, government and not for profit sectors.

We advise in workplace, litigation & disputes, commercial law, property, structuring & estate planning, intellectual property, construction law and residential conveyancing.

“

My family relocated to the Sunshine Coast several years ago to head up the Clifford Gouldson Lawyers office. The future of legal practice on the Sunshine Coast is bright with such a vibrant and impressive group of law students studying locally. I look forward to assisting anyone within the community who may need legal advice or services.

KYLIE HOWELL Head of Legal Sunshine Coast

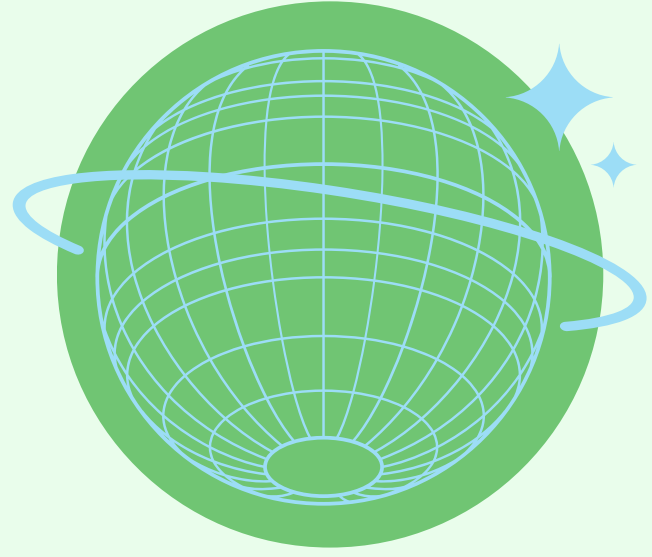
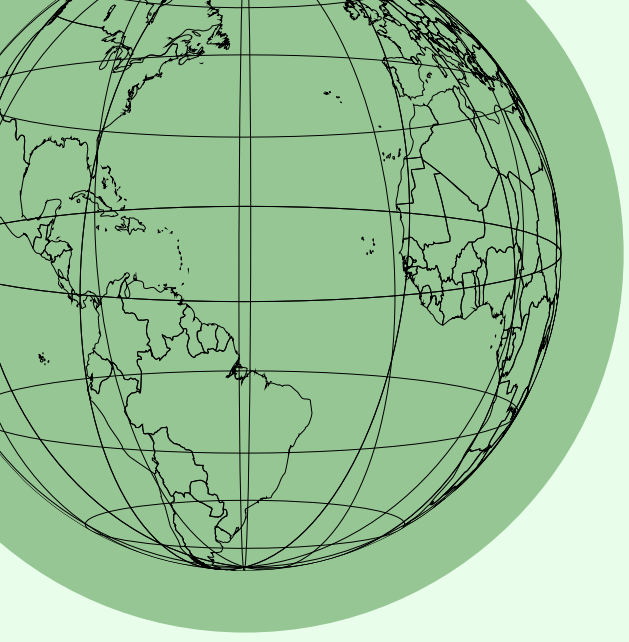
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LAWYERS



Practice Around the World



NEW ZEALAND

If you are registered to practice in Australia, you can practice in New Zealand, in accordance with the Trans-Tasman Mutual Recognition Act 1997. However, you will need to be registered by the relevant court in New Zealand.

HONG KONG

Any admitted lawyer from across the globe that wishes to seek practice in Hong Kong only requires to sit the Overseas Qualified Lawyers Examination. After passing the exam, a 3-month residency agreement needs to be entered into.

CANADA

To practice in Canada, your qualifications must be evaluated by the National Committee on Accreditation to get a Certificate of Qualification. The Committee determine an applicant's capacity to practice Canadian Law.

AMERICA

To practice in the United States of America, you will be required to pass a bar exam. Each state has a different exam similar to Australia's state practising legislation. To sit the exam, you must show that your degree is of the same capacity as an American law degree and do one year of study at an eligible law school.

SINGAPORE

To practice in Singapore, you are required to be:

- (1) A Qualified person.
- (2) A permanent resident.
- (3) You must also be in the top 70% of your in the following universities or you may apply for an exemption which takes an additional 6 months to complete.

- Australian National University - Flinders University - Monash University - Murdoch University - University of Melbourne - University of New South Wales - University of Queensland - University of Sydney - University of Tasmania - University of Western Australia -

You may practice in Singapore by passing the Singapore bar exam, undertaking 5 months of training in Singaporean Law and then a 6-month training contract with a law firm.

The alternative path is if you have 3 years of practicing experience you are only required to sit the Foreign Practitioner Exam.

UNITED KINGDOM

If you are intending to head to the United Kingdom, you will have to complete the Qualified Solicitors Training Scheme. this involves a multiple-choice test and a practice exam to assess your legal skills.

However, you must first be admitted in Australia.

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 simulate 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.

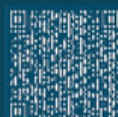
Adaptability (AQ)

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.

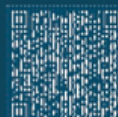
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Enrol now:



CLERKSHIP AND GRADUATE POSITIONS

Some national and multi-national firms offer clerkships and graduate positions to students. A vacation clerkship is an opportunity to experience what work is like in one of these firms for four weeks. In a graduate program, you often work on rotation through different practice areas for 12-24 months. Each firm has a different structure for its clerkship and graduate programs, so it is important to research what each firm offers.

It is important to allocate enough time and effort to prepare for clerkships or graduate positions. The application process can be demanding and time-consuming, requiring careful attention to detail. Make sure to familiarise yourself with relevant resources, such as the Queensland Law Society ("QLS") annual guide.

The QLS annual guide is specifically designed to provide students with essential tips and tricks for clerkships and graduate applications. It is a valuable resource to educate and inform aspiring legal professionals about the application process. The guide can provide insights into the expectations and requirements of potential employers, helping you tailor your application to stand out from the competition.

Additionally, the guide also highlights the Queensland Law Society Graduate Employment and Vacation Guidelines. These guidelines outline the standards and best practices that firms should follow when recruiting graduates and offering vacation programs. We recommend that you thoroughly review the QLS annual guide and ensure that the firms you are interested in adhere to the QLS Guidelines and understand what each firm has to offer. By doing so, you can make informed decisions about the firms you apply to and increase your chances of securing a clerkship or graduate position that aligns with your goals and expectations.

Remember, careful preparation, research, and attention to detail are key when applying for clerkships or graduate positions. Allocating sufficient time to familiarize yourself with relevant resources, such as the QLS guide, can greatly enhance your chances of success.

https://www.qls.com.au/Becoming_a_member/Member_benefits/Student_memberships/Graduate_Clerkship_Guidelines

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Saba Amir Goudarzi
Legal Counsel at Lendlease



KEY DATES

GRADUATE POSITION

Applying for a graduate position must be done on the 'open market' dates.

7 Aug: Offers made to current staff/ vacation clerks for graduate employment

8 Aug: Offers made to current staff/ vacation clerks must be accepted or declined by 5 PM AEST

14 Aug: Applications for graduate positions open

25 Aug: Applications for graduate positions close

28 Sep: Offers made for graduate positions

29 Sep: Offers for graduate positions must be accepted or declined by 5 pm AEST

CLERKSHIP

Applying for a clerkship needs to be done in your penultimate year. You will then do the clerkship in your final year.

17 July: Applications open for clerkships

11 Aug: Applications close for clerkships by 5 pm AEST

11 Oct: Offers made for seasonal clerkship

13 Oct: Offers for special clerkships must be accepted or declined by 5 pm AEST

For the list of participating firms: refer to the following link:

https://www.qls.com.au/Becoming_a_member/Member_benefits/z_JLuzugmD6OWEHW2DxzwTCWoqO10L-FehDNzTylhoC80UQAvD_BwE/Student_memberships/Graduate_Clerkship_Guidelines_

PRACTICAL LEGAL TRAINING

For **College of Law**, go to: www.collaw.edu/plt

For **QUTG DLP**, go to: https://www.qut.edu.au/law-plt?gclid=CjwKCAiA-vLyBRBWEiwAzOkGVJb91kUMLTg-z_JLuzugmD6OWEHW2DxzwTCWoqO10L-FehDNzTylhoC80UQAvD_BwE

For **BOND GDLP**, go to: <https://bond.edu.au/plt>

For **LEO CUSSEN CENTRE FOR LAW**, go to: <https://www.Leocussen.edu.au>

Role:	Graduate Lawyer, Commercial Litigation
Functionally Reports to:	Case Managers
Directly Reports to:	Senior Associate
Date:	May 2023

Position

Sajen Legal is a leading commercial litigation firm on the Sunshine Coast in Queensland, with a long association with the University of the Sunshine Coast. We are seeking a motivated and enthusiastic Graduate Lawyer to join our dynamic Commercial Litigation team.

Responsibilities:

- ❖ Assisting senior lawyers in all aspects of commercial litigation, including research, drafting legal documents, and preparing for court appearances
- ❖ Participating in client meetings and discussions
- ❖ Maintaining case files and databases
- ❖ Staying up-to-date with legal developments and changes in the practice area
- ❖ Participating in team meetings and contributing to the development of legal strategies
- ❖ Continuously seeking professional development opportunities to enhance skills and knowledge

Requirements:

- ❖ A degree in Law from a recognized university
- ❖ Excellent communication, research, and writing skills
- ❖ Ability to work well under pressure and meet deadlines
- ❖ Strong organizational skills and attention to detail
- ❖ Ability to work independently and as part of a team
- ❖ Enthusiasm for the legal profession and a passion for commercial litigation

We offer a supportive and inclusive work environment, opportunities for professional development, and a competitive salary package. If you are a motivated and dedicated individual with a passion for commercial litigation, we would love to hear from you.

To apply, please send your cover letter and resume to mail@sajenlegal.com.au

Starting your legal career can be an exciting and challenging time. As a new lawyer, it's important to develop the skills and attitudes that will set you up for success in your chosen field.

To help you get started, we've gathered advice from a few of the team at Sajen legal who, not too long ago, were right there in your shoes. Here are some of their insights on how to succeed in the legal profession, both as a new graduate and in private practice



"Manage your time effectively. Balancing your workload and prioritizing your tasks will help you meet deadlines, complete projects efficiently, and maintain a healthy work-life balance."

- David Atkins

problem-solver. Being able to quickly identify and address issues will demonstrate your ability to think critically and creatively, and will make you an invaluable asset to your firm."

- Sean Grierson

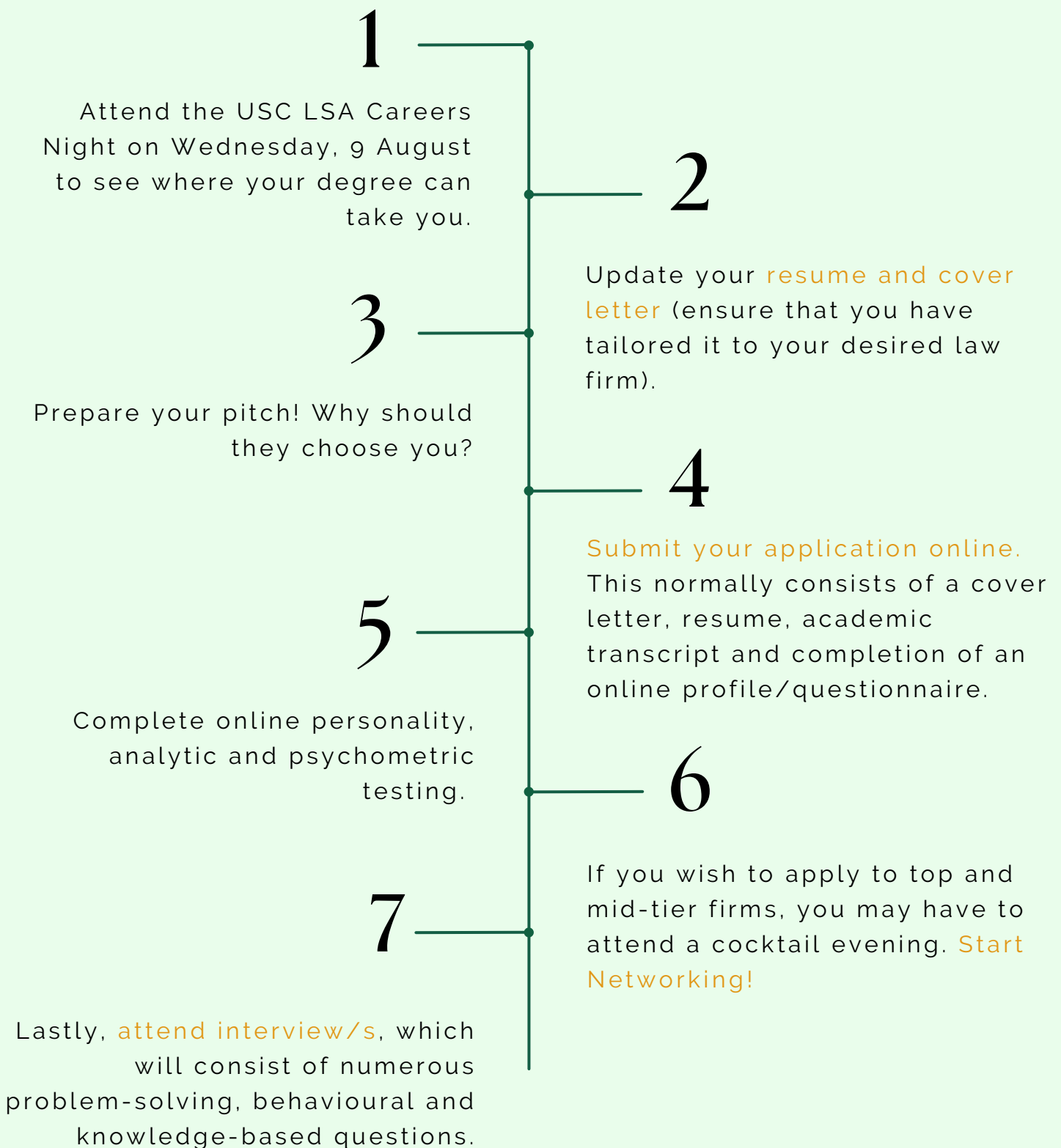


"Be a good listener. You never know what someone else's perspective might bring to a case or a situation."

- Mac Tuomi

STEP BY STEP

APPLICATION PROCESS





Luke is a proud husband and father to three daughters. He understands the pressures and constraints that sometimes come with family life. His passion for helping people through their family challenges started in 2008.

Before starting Shanahan Family Law, Luke was a family law partner and the partner responsible for insurance and injury compensation law in one of Queensland's longest running firms.

He started Shanahan Family Law to offer people a cost-effective way to resolve family law matters and acknowledge that people are not numbers.

Shanahan Family Law are committed to making sure you can move past your legal troubles leaving you with a positive outcome. They have made it their hallmark to be different and believe that their clients should not have to just "get through" their legal issues – they should move past them in a dignified manner.

When asked to share his advice to up-and-coming lawyers, Luke's advises, "Lawyers need to be tolerant. More than ever, we are placed under pressure from all sides. Clients have (oftentimes unreasonable) expectations. Your principal will have certain expectations of you. If your practice of the law requires you to appear in courts or tribunals, you will have expectations imposed upon you by the court/tribunal. Sometimes, these expectations come all at once, so it is important to be prepared and, when it does come, remind yourself that a stressed-out or irate judge, colleague or client will often have other stressors at play, and you may have received the misplaced brunt of it. Remind yourself that it is oftentimes not a reflection of you at all, but rather the stress that person is feeling from, potentially, myriad sources."

USC Careers & Employability Team

The Careers & Employability Team at USC are available to assist you in developing your understanding, skills, and confidence in career planning to set yourself up for success in your profession. They do this by supporting you throughout your university journey to enhance your employable skills, effectively articulate these skills to employers, be successful in the workplace and connect you with industry professionals for networking and skill development opportunities. Helping you transition from a student to an employable, industry-ready professional is their key mission.

Current students can access all services and resources via Student Hub. The USC Careers & Employability Team have worked with Grad Australia to produce a Law Careers Guide, which can be found here: <https://gradaustralia.com.au/library/2020/sector-guide-law>.

07 5430 1226 studentwellbeing@usc.edu.au

USC Careers & Employability Services provide advice and support for:

- Career decision-making and planning, in partnership with experienced Advisers
- Enhancing employability through a range of activities designed to make you an industry-ready professional
- Becoming industry ready with opportunities to network and learn from industry professionals
- Developing strong and effective job applications
- Gaining professional experience through work experience and volunteering
- Mapping industry trends and opportunities to provide accurate, relevant and timely information to students

SUPPORT



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Brandon & Gullo
Personal Injury Lawyers

WRITING A COVER LETTER



When you submit an application to an employer, you should always include a cover letter. As the name suggests, it 'covers' your resume and is usually read first by the recruiter. Most graduate positions will request a cover letter as part of the application process; however, having a cover letter prepared will enable you to easily tailor each application to the specific employment opportunity and firm. Cover letters win interviews, not jobs. Without including a tailored cover letter, your application may go straight to the 'no' pile.

In the competitive world of graduate recruitment, recruiters often review hundreds of applications, all applying for one role. A good cover letter can create a point of difference for you. The key, as with your resumé, is to make it easy for the recruiter to read.

A COVER LETTER SHOULD INCLUDE

1. Show the employer why you are applying for the position;
2. Capture the employer's interest – make it easy for them to see why your application is worth reading;
3. Showcase your writing skills, which is especially important for a role in the legal industry (this means no spelling or grammar mistakes!);
4. Detail your relevant experience(s) – aligned with what the employer is seeking;
5. Convince the employer you are the right candidate for the job – demonstrate you have the skills, personal attributes and knowledge to do the job.

HOW TO WRITE A COVER LETTER

123 Anywhere Street.,
Any City, State
07 1234 5678

SOME RELEVANT TIPS:

1.

Use **positive language** (experienced in...have the ability to...skilled in...)

2.

Don't start every paragraph with "I". Create a document that is interesting to read!

3.

Be **enthusiastic!** Show you are willing to learn and grow within the job.

4.

Use **headings** to break up your cover letter and make life easier for the recruiter. Plus, lawyers love headings!



DEAR SIR/MADAM

Employers will be looking for key points in your cover letter including:

- Are you positive, enthusiastic and motivated? This is crucial!
- Do you meet the key criteria listed in the advertisement?
- Will you fit in with the team/culture of the firm? What research have you completed into the firm and how familiar are you with the services they provide?
- Do you have the relevant experience or knowledge?
- Are you a good communicator?
- The way you write your application will tell an employer volume about your ability to communicate professionally.

WHAT INFORMATION SHOULD BE INCLUDED?

- Your contact details.
- Date of the application.
- The person to whom you are addressing the application and their details: Title, Role and Firm.
- A subject line (refer to the position title/job reference number for which you are applying).
- A persuasive introductory paragraph, including:
 - Your current year of study, where you found the advertisement, other relevant qualifications or experience highlighting your suitability for the role.
- Show the firm why they should consider you for the role.
- A paragraph about your relevant technical experience (education and training).
- A paragraph about your relevant skills and abilities (transferable and personal attributes)
- Show the firm how these transferable skills are relevant to the role you are applying for and how you will add value to the firm.
- A paragraph about your relevant professional experience (employment overview).
- Show the firm that you have done your research on them and ensure that you communicate how your experience, skills and knowledge are related to the role which you are applying for. Highlight your achievements and be specific about your involvement in projects.
- If you have included several attachments, a statement outlining what you have included with the cover letter (resumé, document addressing key criteria, academic transcript, etc).
- A strong, positive closing sentence.

COVER LETTER STRUCTURE

WHAT SHOULD A COVER LETTER LOOK LIKE?

1. Try to fit the cover letter on one page.
2. Use an "easy to read" font like Calibri, Verdana, or Arial or in 11 or 12 points. Use the same font across your entire application for a more professional impression.
3. If a hard copy is required, print the document for best quality. When applying for jobs online, submit a PDF version of the document. This will ensure that variations in the software will not impact the formatting of your document.
4. Your cover letter should be different for each role you apply for. Tailor it to suit the position and Firm.
5. Proofread your cover letter; Spelling, typographical and grammatical errors are not acceptable.
6. Ensure your name, contact number and email address are at the top of the letter.
7. Sign off your letter with "kind regards" or "yours faithfully"

PARAGRAPH ONE

- The role you are applying for; how did you first hear of this firm, where was the job advertised or who informed you of the opening? Show genuine enthusiasm and passion through your language.
- Your current profession/industry and an overview of relevant experience (if possible).
- Your current year of study, and level of education/qualifications.
- Your motivation for applying to this role.
- Try to show the firm at least 2-3 positives that align directly with the firm, its culture, services and/or vision.



PARAGRAPH TWO

List one or two of your best projects/accomplishments at work or university (make it relevant to the role).

- Provide detail to ensure the reader has a good grasp of the extent of your involvement in the project. Use action verbs.
- Did you work autonomously or as part of a team?
- Did you meet your key performance indicators (KPIs)?
- What was the reasoning behind this project? Why was it built/implemented? How did its completion positively influence your stakeholders?
- Who managed the change? Was there a change management strategy?
- What was the result of your work?
- Use the advertisement or job description to assist you in highlighting the relevant technical skills for the position.
- Write in the past tense for projects and accomplishments you have completed, keep to present tense for activities and projects currently underway.

PARAGRAPH THREE

- Note your key skills and strengths relevant to the position, and provide context detailing 'where' and 'how' you used these.
- If there is a real gap in your skills or experience, highlight what you are doing to address this. You can highlight areas for development and include; courses or personal development training, work experience, voluntary work, reading materials, mentoring activities and industry networking. This suggests your weaknesses are only short-term challenges that can be overcome.
- Keep it relevant!

PARAGRAPH FOUR

Finish the cover letter with a concise sentence, reaffirming your enthusiasm for the role and express your desire to expand on your skills and qualifications in an interview.



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Barrister at McPherson Chambers
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WRITING A RESUME

WRITING A RESUME



WHERE TO START?

Remember that resumes can be different for different people, you do not need to have every section which you see in a template in your resume. Ensure that you keep information in your resume relevant to the firm, and the role which you are applying for.

We recommend creating a master resume that you can tailor to each firm that you apply for. This reduces the workload for you when you are applying for positions. Recruiters spend 6-8 seconds reading a resume, so you need to make sure it applies to the firm.

Begin by listing out relevant examples of university study, volunteer work (firms like to see community engagement, paid employment and extra-curriculars). After you have done your mind dump, it is time to review your content. This part is key, because you want the information to be relevant to the role you are applying for at the time, and you want your application to stand out because of the quality of the experience you have demonstrated in your application.

Highlight the tasks and achievements which demonstrate higher levels of skill, responsibility, knowledge or value added to the business. With bullet points listing your key tasks, ensure that they align with what the employer states in the job advertisement that they require.

There is specific information on the following pages about what content you should have in each section of your resume. But for now, remember that your resume is a document to market you, it needs to be written professionally to help demonstrate your professionalism and communication skills. Now review your ideas and turn them into statements that 'demonstrate' your skills and knowledge applicable to the job. You do this by showing the employer, not telling. Provide an example for each skill listed to reinforce your point. Real-life examples will give your statements increased credibility.

ADVANCED RESUME WRITING TIPS

1 LANGUAGE

Mirror the language used by the recruiting firm. This will assist in creating a link between yourself and the organisation, making the recruiter feel you are familiar. This language may also be picked up by keyword searching software.

2 RE-WORD

Recruiters typically spend less than 30 seconds on their first view of an application to shortlist. Ensure that the language you use is concise and positive. Use professional language. For example, in place of 'job' or 'work' use 'employment'. Consider using a 'fast-paced environment' in place of a 'high stress' or 'busy' work environment. For example, 'being employed in an environment where I was managing multiple deadlines has assisted in the development of my time management and organisational skills.'

3 CONDENSE

Ensure you do not repeat yourself and that everything on your resume has a purpose. If you have experience in multiple similar roles, try to group these together. For example, you may have had multiple hospitality roles during university, these can all be grouped together

4 PROFESSIONAL

Take the time to proofread your document. Make sure it is professional in tone, avoids abbreviations and contractions and uses formal language. Make sure your resume is clear, concise and easy to read.

5 VALUE

Write a Professional Profile section, this section is the first information on your resume under your name and contact details. This section highlights how you can add value to the firm or organisation and highlights YOU as a candidate. Your resume acts like an advertisement for you. Make sure you show how your values align with the firm through examples, rather than simply stating they are. This is particularly important where the job listing shows the firm values its marketing brand. It can be both the firm's point of difference and your point of difference.

WHAT TO INCLUDE IN YOUR RESUME



CONTACT DETAILS

Have your name and phone number listed on every page of your resume (and cover letter/selection criteria) so that recruiters always know whose resume they are looking at and how to contact you.

PERSONAL DETAILS

Australian legislation prohibits employers asking for personal information such as date of birth, marital status, health and religion. Avoid providing this and other information which is not relevant to your ability to perform the role, such as, your address and photos. To avoid any bias this type of information should not be listed on your resume.

CONSISTENCY

When you are reviewing your resume ensure that you have consistent formatting throughout your document. Including font size and style, spacing between sections and before and after headings. Ensure all your headings are formatted the same way and that they stand out to make it easy for recruiters to be able to jump to the section in which they are interested.

FORMATTING

An easy trap to fall into is having large lists of bullet points identifying your skills and experience. Avoid large lists of bullets 6 – 10 for each role or experience should be ample. Also avoid large blocks of text, it is unlikely that recruiters will read long lists of bullets or large blocks of text.

PAGE BREAKS

Pay attention to where page breaks are in your document, and avoid page breaks in the middle of lists or paragraph text. Try and format your document so that page breaks are between sections. However, your resume should not be too long. You should highlight your relevant experience and skills on one to two pages.

RESUME BREAKDOWN

YOUR NAME

Do not include address details or date of birth, marital status, religion, health - this is irrelevant information

Telephone: 04 123 123 123

Email address: Make this a professional email address youname@gmail.com

LinkedIn: Provide your LinkedIn profile URL

CAREER OVERVIEW

Adjust this for every application to suit the position, think of it as the Abstract for your resume. It needs to hook the employer in, as it may be the only section a recruiter reads. It needs to be strong and show your skills, qualifications and experience relevant to the role and how you will add value to the firm. If beneficial to your application, you can add your particular area of interest or future career aspirations as well.

Example content: "A...professional, with a Bachelor of Laws from USC. I have experience in... through my employment and volunteering activities. I successfully achieved... I have an affinity for commercial law, completing an internship with Smith & Wright in their Merger and Acquisition Team. (Focus attention on a known speciality for the firm or something applicable/relatable to the role.

SKILLS AND KNOWLEDGE

- In this section, you can highlight specific skills which are relevant to the role.
- Be concise and specific with your wording.
- If you are going to list a skill, provide an example of why you are competent in this area.
- Don't go overboard with the number of skills you highlight here you only want things that will highlight how you will be able to hit the ground running in the job.

EDUCATION AND TRAINING

List in chronological order beginning with the most recent

Date	Qualification	Institution
------	---------------	-------------

Bullet other details (optional: expected completion date, majors/minors, awards)

(University Education, TAFE/Certificates, you can also add relevant professional development courses here.



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