

"Plan For Your Legal Career: Don't Stress About It"

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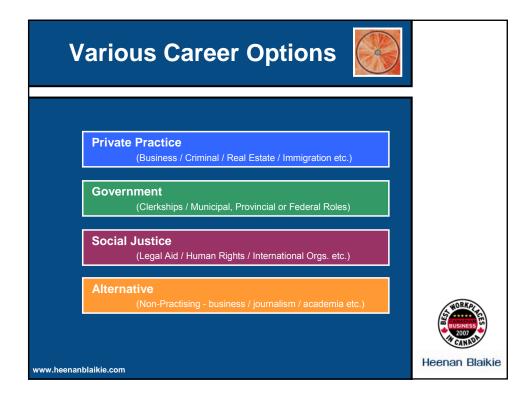
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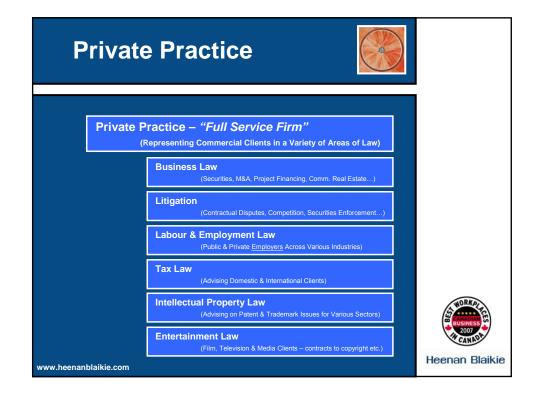
Introduction



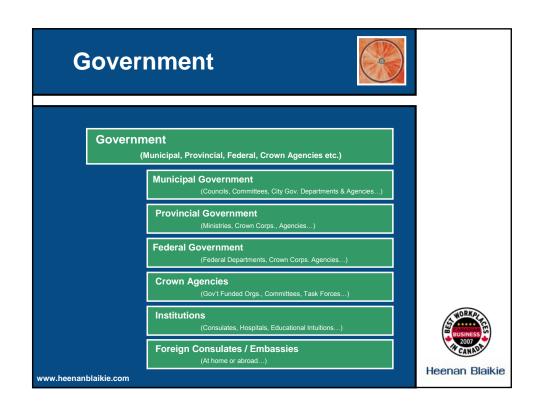
- Various Career Options
- Candidate Traits That Employers Seek
- Careers In Public Interest
- Resources
- How To Prepare Your Application Package
 - Preparing Your Resume & Cover Letter
 - References
- The Interview Process
- Your Career Development Strategy
 - Hidden Opportunities

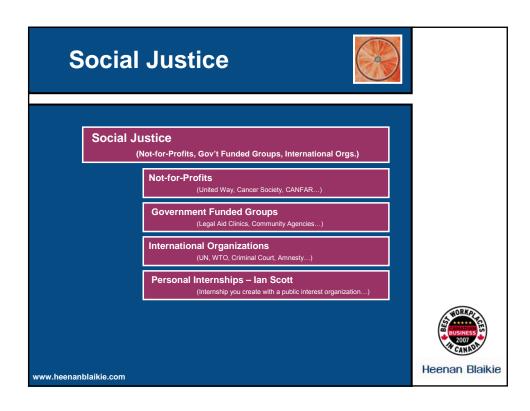
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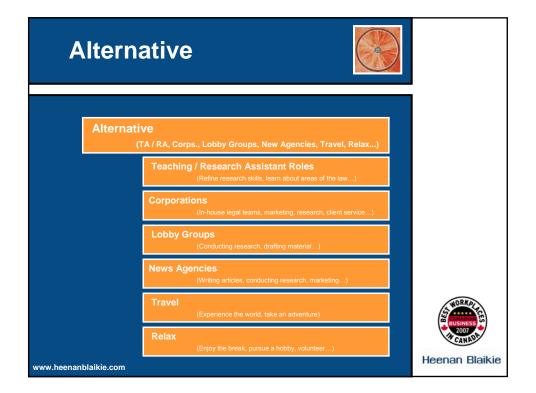




Private Practice - "Generally Speaking" (Representing Individual Clients or Businesses) Real Estate (Advising on Residential Transactions, Urban Planning...) Civil Litigation (Representing Individual Parties or Businesses) Labour & Employment Law (Representing Individual Employees, Unions...) Criminal Law (Representing Individual Parties or Businesses) Immigration (Advising Individual Parties or Businesses) Immigration (Advising Individual Parties or Commercial Clients) Family Law (Assisting With Divorces, Custody Matters, Wills & Estates...) Heenan Blaikie







Candidate Traits



- Initiative
 - Do you take it upon yourself to come up with creative solutions / ideas or do you go that "extra mile"?
- Motivation
 - Do you follow through on your commitments?
- Ownership
 - Do you take responsibility for your choices?
- · Interpersonal Skills
 - Do you communicate clearly and work well as part of a team?



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Public Interest Careers



Private Practice
(Business / Criminal / Real Estate / Immigration etc.)

Government
(Clerkships / Municipal, Provincial or Federal Roles)

Social Justice
(Legal Aid / Human Rights / International Orgs. etc.)

Alternative
(Non-Practising - business / journalism / academia etc.)



Public Interest Roles



- · Types of Candidates
 - Initiative / Committed / Strong Skills
- · Public Interest Opportunities
 - Myth's
 - Lack: \$\$\$'s; Prestige; Personal Satisfaction etc.
 - · Jobs have "set" hours & are "easy-going"
 - Getting Started
 - Know: Yourself / Your Interests / The Market
 - Hiring occurs throughout the year & differently
 - · It may take a few steps to get there



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Resources



- · Career Services Office Website
 - Job Postings
 - Resources and Links
- Government Websites
 - http://www.toronto.ca/employment/summer_employment.htm
 - http://www.edu.gov.on.ca/eng/document/brochure/summejbe.html
 - http://www.psc-cfp.gc.ca/centres/empl_e.htm
- Not-for-Profits
 - PSLawnet: www.pslawnet.org
 - Charity Village: http://www.charityvillage.com/cv/main.asp
- Create Your Own Opportunity
 - Networking (talk to friends, past employers, faculty etc.)



Application Package



- Cover Letter
 - 1 page in length
- Resume
 - 2 pages in length max.
- Transcripts
 - All Post Secondary Transcripts
- References
 - Professional
 - Academic



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Cover Letter



Format

- Use the same heading style as your resume
- Tone should be professional
- Highly organized & succinct
- Use 11 point or 12 point font
- Leave sufficient space
- Spell-check and proofread (several times)
- · Print on regular white bond paper
- Cover letter should be no more than 1 page



Cover Letter - (continued)



Content

- Contact information (name, e-mail etc.)
- Salutation & Re: Line
- Paragraph 1 discuss:
 - · Who you are
 - Why that particular firm / organization (interest)
- Paragraph 2 & 3 discuss:
 - The skills you have acquired & how you acquired them (school / work / other)
- Paragraph 4:
 - Conclude & Thank



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Cover Letter - (continued)



• Content - (continued)

- Remember to personalize the letter by discussing what attracted you to the firm / organization and why your experiences would benefit you there
- Avoid drawing conclusions about yourself without demonstrating how you acquired the particular trait
- Remember to demonstrate what makes you unique (ie. specific skills / experiences you have had)
- Demonstrate good judgement
- Be meticulous & deliberate with your words



Cover Letter - Sample



FIRSTNAME M. LASTNAME

PROTEGORELISTICS

August 23, 2005
Ms. Jannifer McJannet
Director, Professional Developm
Becauss Blakke LLP
200 Bay Street, Suite 2600
South Tower, Royal Bank Placa
Toronto, Ontario M5B 2846

r Ms. McJannet,

As a second year student at Coppole Hell Law School planes accept my application for a summer 2000 position with Hearms Blacks LEP. My interror in Hearms Blacks steam soft only from my desire to gain exposure to a broad range of areas in the corporate practice, to contribute the proper state of the contribution of the composition process, the contributional laws, particular layer and the contribution of the process finger and miles are not constitutional laws, particular layer for the contribution of the process finger and miles laws laws laws and the process and the contribution of the process for the contribution of the process for the contribution of the process of the contribution of the contr

My undergraduate research in molecular biology and genetics has trained on to be both expansion and observe, and has also provided one with the shaller to approach problems with occasivity and flexibility. But also taught one to think analytically and critically, as well as twitten all present in a clair and convision means. In addition, my experiment on a legal research moistant has further refined my writing skills, and has allowed me to develop the legal research disk constait for a succent fly practice.

Further, through my experience presenting product knowledge and research seminars, together with my voluntors work with physically and intifectually distillupted yords, I ha gained the skills censtalled to presiding exacelled contemer service. Specifically, I have developed the ability to work presentively within varied work on insmeasts and to communicate directively with distribution for different colours and obsectional.

Thank you for taking the time to consider my application. I look forward to meeting with the team from Homan Blaikie LLP this fall.

Firstname M. Lastname

Heenan Blaikie

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Resume



Format

- Professional
- Clean Layout (not cramped)
- Use 11 point or 12 point font
- Utilize bullets for job descriptions
- Use italics/bolding for headings & titles
- Print on regular white bond paper
- Resume should be no more than 2 pages



Resume - (continued)



Content

- Create Logical Sections
 - Education
 - Employment / Volunteer Experience
 - Skills & Interests etc.
- Place items in reverse chronology
- Describe your <u>duties</u> accurately & honestly
- Describe your skills and interests accurately
 - languages, memberships / activities etc.
- Resume should reinforce statements made in the cover letter



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Resume - Sample



FIRSTMAME M. LAUTMAME

TO THE TANK AND ADMINISTRATION OF THE T

| Description of Laborators Agencies | Descripti



References



- Firms generally do not ask for references when hiring students during summer process, however, some may (<u>always remember to check</u> hiring criteria)
- Have a list of 2 or 3 references with you in the event you are asked
 - Employment Related (Supervisor)
 - Academic (Professor who knows you)
- Name, Organization, Title, Telephone Number (or provide a letter if you have one)
- <u>Confirm</u> your referees agreement to continue to act as a reference particularly if you have not spoken to them recently



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Interview Process



- · Generally, conversational in nature
- · Be prepared to discuss "anything"
 - Review your application package
 - Review the job description (if one exists)
 - Review the firm's material / news releases
 - Be aware of what's happening in the news
- · Dress in business attire
- · Show up at least 5 minutes early
 - Be familiar with how to get there / park etc.
- Use professional language
- · Have insightful questions to ask



Interview Process - (cont'd)



- Government / Smaller Organizations
 - Interviews tend to be more substantive in nature
 - Questions about the area of the law they practice
 - Hypothetical scenarios
 - They are trying to gauge your "genuine" interest
- · Be prepared to discuss "anything"
 - Review your application package
 - Review the job description (if one exists)
 - Review the organization's material / news releases
 - Be aware of what's happening in the news
- · Dress in business attire
- · Show up at least 5 minutes early
- · Use professional language
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Planning For Your Career



- · Take Advantage of Your Career Services Office
 - Application Review / Coaching / Mock Interviews
- Stay Informed
 - Review advice provided by your schools / associations
 - Review any hiring guidelines / procedures (ie. LSUC)
- · Build Relevant Skills
 - Course / Academic Work / Extra Curricular Activities
 - Get Involved in Clubs & Associations
 - Volunteer Pro Bono Options / Other Opportunities
- · Be Aware of Your Strengths & Weaknesses



Hidden Opportunities



- Some Firms / Organizations may not advertise for a number of reasons, including cost or administrative concerns
- Uncover hidden opportunities
 - Networking (peers / attending events)
 - Conducting Outreach (info. meetings / telephone calls)
 - CLE events (attendee / volunteer)
 - Joining Trade Associations
 - Getting involved in Pro Bono activities
 - · Talk to past employers
 - Create your own position
 - The list goes on.......



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My Career



<u>Peer</u> - A friend mentioned it to me in a casual conversation at school

Outreach - I approached RHL about finding me another opportunity for my return to Canada

Peer - A colleague mentioned it to me in a

- Private Practice
 - Associate Securities Law In New York Fried, Frank, Harris, Shriver & Jacobson LLP
- **Non-Practicing Roles**
 - Recruiting Manager Robert Half Legal
 - **Director, Career Services Office** Osgoode Hall Law School
 - Assistant Director of Professional Development Heenan Blaikie LLP

Always be open & aware of options as they present themselves

Networking At A Trade a meeting that my term at Osgoode was coming to n end, they spoke to hers and...here I am



Questions Www.heenanblaikie.com Heenan Blaikie

