

## *Summer Clerkship Application Tips*

- 1 Start your application early, save it and read over your answers before submitting. Try to avoid the 11.59pm email on the last day of applications to avoid the stress of an IT issue. Early applications also send the message that you are keen and organised. At Bird & Bird, we print and carefully read every single application ourselves. Your application is not filtered out by an algorithm in a software application. We do this because, even as a tech focused firm, we value human interactions, we collaborate and make choices as a team. We also appreciate the efforts you have taken to prepare your application so we reciprocate that effort.
- 2 Be clear and concise in your cover letter. Link your achievements and interests back to the firm information you may have gleaned from the website, social media or other interactions with the firm.
- 3 Do thorough research about the firm. If you genuinely want to work at a firm this will shine through - don't be caught out for generalising or even worse, having the wrong firm name in your application (yes, it really happens).
- 4 Make sure you are aware of the areas of expertise and what sets the firm apart from their competitors. We value our point of difference. Show us that you are familiar with what we do and that you mirror the enthusiasm we have for what we do.
- 5 Maximise the opportunity to demonstrate your legal knowledge and commercial awareness in your communications with the firm. We don't expect you to be legal experts but the ability to call on your prior experience and apply that to a different situation is a skill you will need to develop, so start early.
- 6 Don't be put off if you do not have legal experience. All experience is valuable so focus on the skills you have learnt and how these apply to the role of a clerk or future lawyer.
- 7 Let your personality shine through (whilst keeping it professional), firms want to know what makes you tick, your likes and your passions as well as your skills.
- 8 Ask a family member or friend to proof read your application before submitting it; sometimes a fresh set of eyes helps to spot any spelling or grammar mistakes.
- 9 Always keep a copy of your application so you are able to refer back to it prior to your interviews.
- 10 If you don't get through the process with the firm of your choice, don't be disheartened. Hundreds of students will be applying for very few roles. Focus on looking for the next opportunity.



## *Summer Clerkship Interview Tips*

- 1 When your interview time and date is confirmed ensure you record that in all your calendars and set reminders.
- 2 Before the interview take time to think of examples to demonstrate the behaviours and skills that you believe will make a good lawyer. Practice saying these examples out loud or in the mirror or with a friend.
- 3 If you are told who your interviewers will be, do some research on their experience and career so you can add relatable anecdotes or examples of your skills that they will appreciate.
- 4 Always dress in professional attire, presentation is important.
- 5 Arrive slightly early for your meeting so you can prepare yourself and calm any nerves.
- 6 Greet your interviewers with a smile and repeat their names out loud when you say hello to help you remember them.
- 7 Know your CV & experience in detail. It will help you draw on examples more easily when you are under pressure in the interview
- 8 Speak clearly and concisely. Use the STAR (Situation, Task, Action, Results) when providing examples in answer to the questions asked.
- 9 Have a sip of water if you feel your mouth drying out and feel comfortable asking the interviewer to repeat the question if you didn't hear it or you didn't understand it.
- 10 Be aware of your body language and try to remain relaxed but interested. Keep eye contact but not so much that you are staring. Look between the interviewers if there is more than one so they all feel included in the conversation.
- 11 Remember a firm, friendly handshake and a smile as you depart. Leave a lasting positive impression.

