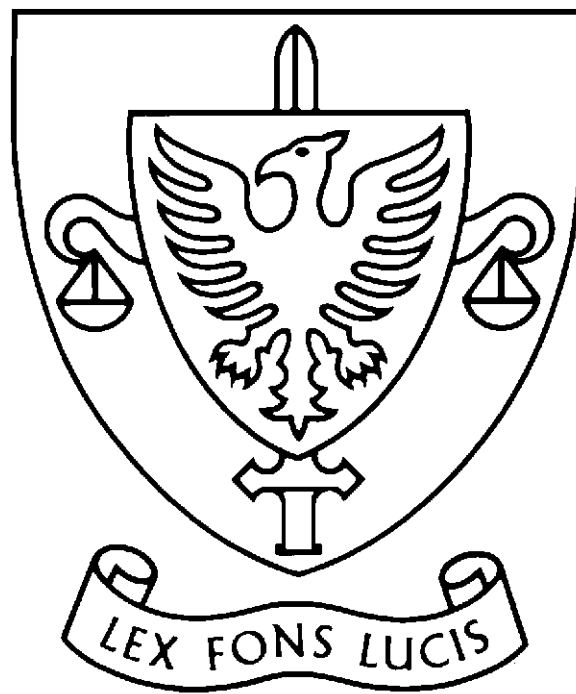


**SCHULICH SCHOOL OF LAW  
CAREER HANDBOOK  
2010-2011**



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The Career Development Office (CDO) is pleased to present the revised edition of the Schulich School of Law Career Handbook. I would like to take this opportunity to thank the Canadian Bar Association (CBA) - Nova Scotia Branch, for their generous contribution toward this publication. Special thank you to Brian Wilson ('11), and Matt Murphy ('11), student members of the Career Development Committee, for their continued interest and support. I would also like to thank Ben Frenken ('12) for his knowledge and research in updating this year's issue of the Career Development Handbook.

I hope the students at the Schulich School of Law, Dalhousie University find this to be a valuable source of information and welcome any comments or suggestions for future publications.

Sincerely,

Rose Godfrey  
Director, Career Development  
E-mail: [rose.godfrey@dal.ca](mailto:rose.godfrey@dal.ca)



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## Important Dates and Deadlines 2010

The following is a list of important dates that you may want to mark on your calendars. The CDO will send further information regarding each of these dates as they approach.

### SEPTEMBER

- 8 Internal deadline for students applying to those western province firms participating in OCIs on Sept. 28<sup>th</sup> (Vancouver & Toronto – 2<sup>nd</sup> yr & Calgary – 1<sup>st</sup> & 2<sup>nd</sup>)
- 10 In-firm application deadline for Toronto & Vancouver (2<sup>nd</sup> years)
- 28 OCIs – Toronto, Vancouver (2<sup>nd</sup> years) & Calgary (1<sup>st</sup> & 2<sup>nd</sup>)

### OCTOBER

- 5 Vancouver Call Day
- 8 In-firm application deadline for Ottawa IP firms (1<sup>st</sup> & 2<sup>nd</sup>)
- 18-22 In-firm interviews – Vancouver
- 25-28 In-firm interviews – Ottawa IP
- 21 Vancouver offers made
- 22 Toronto Call Day
- 29 Ottawa IP offers made

### NOVEMBER

- 1-3 In-firm interviews - Toronto
- 4 Toronto offers made
- 19 Career Fair with NS and NB firms (1<sup>st</sup> & 2<sup>nd</sup>)

### DECEMBER

- 10 DOJ (Atlantic) application deadline (2<sup>nd</sup> year)

### JANUARY

- 14 Internal deadline for those students applying for summer/articling positions with PE, NL & NB firms attending OCIs on Jan. 23<sup>rd</sup> (1<sup>st</sup> & 2<sup>nd</sup>)
- 14 Internal deadline for those students applying for summer/articling positions with NS firms attending OCIs on Jan. 30<sup>th</sup> (1<sup>st</sup> & 2<sup>nd</sup>)



- 14 Internal deadline for those students applying for summer positions with Toronto (1<sup>st</sup>) & Ottawa firms (2<sup>nd</sup>)
- 17 Internal deadline for Supreme Court of Canada (2<sup>nd</sup> & 3<sup>rd</sup>)
- 19 In-firm deadline for those students applying for summer positions with Toronto (1<sup>st</sup> yr)
- 21 Internal deadline for Federal Court & Federal Court of Appeals applications (2<sup>nd</sup> & 3<sup>rd</sup>)
- 21 SCC application deadline if sending on your own (2<sup>nd</sup> & 3<sup>rd</sup>)
- 22 OCIs – PE, NL & NB (Faculty Offices at the Weldon Law Building)
- 27 OCIs – Toronto (1<sup>st</sup>) & Ottawa (2<sup>nd</sup>) (Faculty Office & classrooms at the Weldon Law Building)
- 28 Career Fair (western firms) in Atrium (1<sup>st</sup> yr)
- 28 Federal Court & Federal Court of Appeal deadline if sending on your own (2<sup>nd</sup> & 3<sup>rd</sup>)
- 29 OCIs – NS (1<sup>st</sup> & 2<sup>nd</sup>) (generally referred to as ‘Super Saturday’)

## **FEBRUARY**

- 1 in-firm application deadline for Ottawa (2<sup>nd</sup>)
- 4 Halifax offers made (1<sup>st</sup> yr / 2<sup>nd</sup> yr)
- 9 Call day for Ottawa (2<sup>nd</sup> yr)
- 11 Call day for Toronto (1<sup>st</sup> yr)
- 21-25 In-firm interviews in Ottawa (2<sup>nd</sup> yr)
- 22 In-firm interviews in Toronto (1<sup>st</sup> yr)
- 24 Toronto offers made (1<sup>st</sup> yr)

## **MARCH**

- 1 Ottawa offers made (2<sup>nd</sup>)

**PLEASE NOTE:** 2<sup>nd</sup> Year students interested in articling in Halifax please note that most Halifax firms interview 2<sup>nd</sup> year students for articles with the option to summer after 2<sup>nd</sup> year. When you write your cover letters, indicate that you are applying for an articling, not summer, position.



## **GUIDE TO THE GUIDE ARTICLING & SUMMERING AT A LAW FIRM \***

This handbook was created to provide you with a guide to the recruiting process for both summer and articling positions. It was designed to provide answers to frequently asked questions regarding the job search process and to provide resources to assist you in your search. However, this handbook should not be the only resource that you use when conducting your search.

The focus of this handbook is on the traditional recruiting process for employment in private practice and government. Students will notice that there is only introductory information relating to alternative careers. This is not because we do not think there is a need for that information. There is so much information relating to that area that it was impossible to include in-depth coverage in this handbook. Detailed information relating to alternative careers will be posted on the Career Development website. Any students interested in pursuing an alternative career should consult with the Career Development Office, in person in room 206 or via e-mail at [career.development@dal.ca](mailto:career.development@dal.ca). There are also a number of resources listed in this handbook that can assist you (page 2).

The majority of the sections in this handbook are designed with second and third year students in mind; however, much of the information contained within will apply to first year students as well. As many of the sections state, the earlier you begin your job search planning the better prepared you will be. Even if you are not currently looking for a position it is best to familiarize yourself with the process as early as possible so that you do not miss out on any opportunities.

Some useful things to remember throughout the process are:

1. You are not just looking for a job; you are looking for a place that you will be happy working at. Try and find firms that are the best match with your interests and skills.
2. You will be spending a lot of time at this job. Be sure to spend enough time researching it beforehand to be sure that this is what you want or that you end up where you want.
3. The Career Development Office has more detailed information: you should check with the staff to get the most up-to-date information and to ensure that you are on the right track.



## **CAREER DEVELOPMENT OFFICE (CDO)**

The Career Development Office is located on the second floor of the Weldon Law Building in room 206. The CDO provides career and job search services to Schulich School of Law Students.

The Career Development Office is open year round from 8:30 a.m. – 4:30 p.m. Monday to Friday.

E-mail: [career.development@dal.ca](mailto:career.development@dal.ca)

Contacts:

- Rose Godfrey, Director, Career Development  
(902) 494–1018  
Room 211  
E-mail: [rose.godfrey@dal.ca](mailto:rose.godfrey@dal.ca)
- Adri Cheney, Administrative Assistant to Rose Godfrey  
(902) 494–2068  
Room 206  
E-mail: [adri.cheney@dal.ca](mailto:adri.cheney@dal.ca)

## **CAREER DEVELOPMENT OFFICE SERVICES**

- ❖ Career Counselling
- ❖ Reference Service
- ❖ Placement Days
- ❖ Employer Listings / Information
- ❖ Résumé & Cover Letter Review
- ❖ Job Hunting Workshops
- ❖ Job Postings / Application Deadlines

Rose can assist you with all aspects of the application process from where to apply to how to prepare for your interviews and everything in between.

## **RESOURCES AVAILABLE TO STUDENTS TO ASSIST WITH YOUR RESEARCH**

Students often feel overwhelmed when they begin their search for a summer or articling position. There are many resources in combination with this handbook that will help students through this process. This guide is meant to describe the application process both generally and in relation to specific areas. There is not a great deal of specific information about firms or organizations. Instead this guide tells you how to find the information relating to a specific firm or organization.

The CDO Resource Centre is located in room 206 where students can find the hardcopy resources listed below. In addition, the CDO regularly posts information about job search preparation and training sessions, OCIs, application deadlines, and available summer, articling and research positions on the bulletin boards at the entrance to room 206 in addition to circulating updates via email.



## **HARDCOPY RESOURCES**

- ❖ Articling Surveys / Questionnaires
- ❖ Legal Directories
- ❖ Alternative Legal Careers Information
- ❖ Job Hunting Reference Materials
- ❖ Graduate Studies Information
- ❖ Public Interest Position Brochures & Surveys
- ❖ Law Firm Brochures
- ❖ Employer Listings / Contacts
- ❖ Career Handbooks from other schools
- ❖ Clerkship Brochures & Surveys
- ❖ Sample Résumés and Cover Letters
- ❖ Handbooks (see below)

### **Handbooks**

In the CDO Resource Centre you will also find student handbooks from other Canadian law schools. Some of these are general handbooks that may have more information relating to specific firms and other opportunities in a particular province. Students applying out of province have found it helpful to consult these handbooks. Other handbooks are directed toward a specific area such as public interest, environmental/sustainable development or human rights law. Students can sign out these handbooks from Ms. Cheney in the CDO. If students want their own copy, they may purchase them directly from the particular law school's CDO (contact information on page 61).

### **Print Resources**

There are several books written about securing articling positions in Canada. Some of these are currently available in the Law Library, while the others are available through document delivery.

#### **Books relating to articling in Canada:**

- *Articling in Canada: A survival guide* by M. Patricia Towler [in library: KB 230 T74]
- *Full Disclosure: Do you really want to be a Lawyer?* By Susan J. Bell [in library: KB 252 F96 1992]
- *Guerrilla Tactics for Getting the Legal Job of Your Dreams* by Kimm A. Walton [not in library]
- *How to Get the Job You Want in a Law Firm* by Ann D. Turnicky [in library: KB 252 T95]
- *Law Firm Recruitment in Canada: job search advice for law students and Associates* by Wendy Griesdorf [in library: KB 252 G84]
- *On Becoming a Lawyer: The Insider's Guide to a Legal Career in Canada* by Michael G. Cochran [not in library]
- *What Colour is Your Parachute?* By Richard Bolles [not in library]

#### **Public Interest Law/ Alternative Career Handbooks:**

- *Beyond Expectations: Exploring and Creating Alternatives to Legal Practice* by Priya Bhatia (University of Ottawa)
- *Careers in Natural Resources and Environmental Law* by Percy R. Luney Jr. [in library]
- *Judgment Reversed: Alternative Careers for Lawyers* by Jeffrey Strausser [not in library]
- *Life Outside the Law Firm: Non-Traditional Careers* by Karen Treffinger [in library: KB 267 T78]
- *Opportunities in Human Rights and Sustainable Development 2002 – 2003* (McGill) [see CDO]
- *Opportunities in International Law* edited by C. Bickley (University of Toronto) [see CDO]
- *Opportunities in Social Justice and Sustainable Development 2002- 2003* (McGill) [see CDO]
-



- *Putting the pieces together... a guide to careers in public interest law 2001* (University of Toronto Faculty of Law) [see CDO]
- *University of Alberta Faculty of Law Public Interest Law Handbook 2005* [see CDO]
- *University of Alberta Faculty of Law Public Interest Law Handbook 2004* [see CDO]
- *What Can You Do with a Law Degree?* By Deborah Arron [in library: KB 252 A77 1997]

## **ELECTRONIC RESOURCES**

### **The CDO Website**

The CDO website can be found at [www.careers.law.dal.ca](http://www.careers.law.dal.ca). Students can find an online version of the CDO handbook as well as specific guides to application packages, important dates and deadlines, an alternative career guide, a directory of useful links and plenty of other career development resources.

The CDO is also in the process of developing a job bank geared specifically towards and accessible only by Schulich School of Law students. Employers will be able to post job descriptions and application deadlines to this closed forum.

### **Other Websites**

Additionally, students should consult individual province's barrister's society webpage. There is often a great deal of information relating to articling in that province as well as postings for available articling positions. These websites also have directories for all of the lawyers in the province. For example the Nova Scotia website has a Nova Scotia Legal Online Directory. These pages also often have links to the WebPages of firms in that province. The contact information for each society is found on page 55.

There are several other websites that enable students to search for law firms across Canada. If you are interested in a specific practice area you can limit your search to firms that practice in that area. These websites often post the firm's contact information and provide a link to the firm's website. Some websites also include a firm profile if they have been provided with one.

Here are the links to these websites:

- [www.nalpcanada.com](http://www.nalpcanada.com)
- [www.canadianlawlist.com](http://www.canadianlawlist.com)
- [www.lexpert.ca](http://www.lexpert.ca)
- [www.martindale.com](http://www.martindale.com)
- [www.totallegaljobs.ca/Home/Home.aspx](http://www.totallegaljobs.ca/Home/Home.aspx)

### **NALP Directory**

The NALP Directory provides a comprehensive, searchable directory of Canadian legal employers with summer, articling, and associate positions. You can access the directory at: [www.nalpcanada.com](http://www.nalpcanada.com).

There is also the American directory found at [www.nalpdirectory.com](http://www.nalpdirectory.com).



At the time this handbook was updated there was a very limited number of Atlantic Canadian or firms listed in the NALP Directory. Hopefully, this situation will change over the year, but students interested in working at Atlantic Canadian firms should remember to visit firm websites, attend the Atlantic career fair and talk to current and former summer students and articling clerks.

### **GENERAL INFORMATION ABOUT THE PROCESS**

The job search process for law students is unique in the sense that the majority of students secure an articling position before graduation. Articling serves as a required training period; completion of this period enables one to be admitted as a full member of the law society of that province. During the articling year you are supervised by a member of the bar for that province, you attend bar admission classes and must write and pass the bar exam. All law students who wish to practice must complete their articles. The exact length of the articling period and other requirements vary depending on the province where the student will be practicing (see page 55 for more information).

Some students secure their positions before Christmas of their first year while others secure theirs the week of graduation. Often students will be offered articling positions following a summer with a law firm. If not, many firms conduct articling interviews during the summer after second year. Each province has its own guidelines and procedures for the recruitment of articling students. If there is a particular province or city where you want to practice it is important to learn about their specific procedures early on so that you do not miss out on any great opportunities.

During the year there are some firms that come to the law school to do recruiting through On-Campus Interviews (OCIs). There are however, many firms that do not participate in OCIs so your search should not be limited to those firms. In this handbook commencing at page 38 there is a section explaining the recruiting procedure for various provinces. It includes the general time of year when firms from these provinces come for OCIs.

While the majority of students secure articles in private firms this is not the only option. There are also positions available with all levels of government. The type of articling experience will depend on the location of the office. There are also some opportunities available with public interest groups such as legal aid clinics, NGOs and international organizations. More information about these options is available further on in the guide, on the CDO website under ‘Career Options,’ and from the Career Development Office.

### **INFORMATION FOR FIRST YEARS**

While the majority of the jobs available are for second and third year students, there are many firms that hire first years. Whether you know what type of law you want to practice in the near future or not, it is very useful to apply for a few jobs in your first year as a practice run for when you are truly interested. This way you can identify areas of weakness before the “big day” and work on improving these areas.

First year students should note that some of the provinces hire early in the fall for first year summer positions. September can be a very busy month with orientation and getting settled into law school and these deadlines can creep up on students quite suddenly. Find out early on if the province you are interested in is in this group so that you can prepare during the summer months or come into the CDO first thing in September.



In addition to actual firm interviews there are often opportunities to attend workshops and mock interviews. Again, use your first year as training for your second and third year. Even if you do not think you will be applying for anything in your first year, the experience that you will gain from these information sessions will help you prepare for the following year. The workshops are a great time to receive tips from recruiters with major law firms so that you can avoid some of the common mistakes made during the process.

The Schulich School of Law has a variety of societies, organizations and clubs that students can join. Take advantage of this and get involved. It will not only make your law school experience more interesting, it will present a better-rounded picture of you to future employers. Firms like well-rounded individuals and anything you can do to improve that appearance will enhance your chances of achieving your employment goals. This is not meant to suggest that you should get involved in things just to improve your résumé. Find organizations and events that you are interested in, because these will help you get a better feel for the type of work done in these areas and the experience will be much more enjoyable.

### **INFORMATION FOR SECOND YEARS**

Second year is when many students secure both their summer and articling positions. It is important to start the job search early and to be organized. It is possible, and common, that most of this year will be spent in your job search. Just as in first year a great deal of the hiring takes place in the fall. It is therefore important to begin your research and preparation during the summer.

Use any feedback or experience you received from your previous experiences to ensure that you are well prepared. Take time in the summer or early in the year to have your résumé reviewed and to learn as much as possible about the firms in which you are interested.

The job search process can take up a considerable amount of time. You must decide where to apply and prepare your application packages. There are often multiple interviews per firm, receptions and dinners as well as travel time, if you are applying outside of the province. Students often underestimate the time it takes to prepare their packages and how exhausting interview week can be. Plan ahead: start early so that you do not get behind in your school work.

Remember that you are selecting a place where you will often spend over 40 hours a week. Your job search should be equally taxing and time consuming as you are looking for the best match to your abilities.

### **INFORMATION FOR THIRD YEARS**

In all likelihood you have already been through the job search process once. Although it can be discouraging not to have secured a position by the end of second year, do not lose hope. Many firms hire throughout the summer before third year and this is when many students receive their articling positions. There are also positions that come up during third year. This is particularly true of small firms who are unable to determine far in advance if they are able to hire an articling clerk. Remember to start early in the summer and consult with the CDO about the deadlines for various provinces.



You have already been through the process and should have a pretty good idea what interests you. If you applied during second year and were not successful, contact some of the firms for feedback. Although this can be intimidating, firms are generally very willing to provide feedback and may even provide you with the names of other firms. Take the time to revise your résumé and cover letters once again to ensure that they best display your skills and accomplishments and are tailored to the specific firms to which you are applying.

The CDO also has a reciprocity agreement with the other law schools in Canada. If you are in your third year, have yet to secure an articling position and are interested in working in a particular province, you may be able to take advantage of this agreement. Under this agreement you will be able to use the career development services of another law school in exchange for one of their students using our office's services. Please see page 60 for a copy of the Schulich School of Law's, which is similar to other schools' reciprocity policies, and a list of the Career Development Directors at other schools. Students who have any questions regarding this policy or who are interested in taking advantage of this service should contact Rose Godfrey.

### **GENERAL JOB SEARCH TIPS**

Early in your law school career it is important to try and determine the type of legal career that interests you. The number of options may be overwhelming to students: private practice, government, in-house counsel, or public interest among others. There are a number of decisions that must be made for students planning to enter into private practice such as the location of the firm, firm size, and whether they want a general practice as opposed to a specialized firm. Instead of simply applying to every firm that is coming for OCIs, students should take the time to evaluate what they are looking for in their legal career well in advance of any deadlines. By knowing what you want, you will be better able to focus your search on the opportunities that meet your needs.

If you are having trouble deciding in which direction you want to go, you may want to take a self-assessment test. There are many different assessment tests available. Some are administered by professional career counsellors such as at the Counselling and Psychological Services on the fourth floor of the Student Union Building. Others are available online such as the Service Canada Job Bank website: [www.jobsetc.gc.ca/eng/home.jsp](http://www.jobsetc.gc.ca/eng/home.jsp) [go to the Career Navigator hyperlink under the 'Our tools' tab]. While students may be sceptical of this approach, it is much easier to choose a career when you have a narrowed down the environment you prefer or the environment which best matches your strengths and abilities.

Firms in Atlantic Canada have provided their feedback regarding common mistakes students make with regard to their résumés, cover letters, interviews and dinners. Firms have also provided some helpful tips for students regarding various aspects of the recruiting process. These comments are placed at the end of each section to which they pertain.

The following are some things students should do when deciding where they want to apply for summer or articling positions:

- Speak with current summer students and young associates; they are the best people to comment on firm culture, workload and quality of work;
- Avoid the approach that you are willing to go to the ends of the earth: focus and do not mislead;



- Consider lifestyle and location: think longer term, think family and think career;
- Find out about the firm: they will only be interested in you if you are interested in them;
- Make sure to focus on finding a firm that will meet your expectations. For example: do not apply to a large firm if you are interested in working in a small firm. Do not apply to a small firm if you are interested in a high degree of specialization (unless it is a boutique firm); and
- Students should consider contacting a law firm before interviews and ask to meet with someone involved with recruiting. This will indicate initiative and will allow the student to make an impression with the law firm prior to the actual interview process.

### **THE APPLICATION PROCESS**

In general, firms expect you to apply directly to them. This handbook lists the general deadlines for firms across Canada as well as a description of the process for some of the major recruiting areas. Unfortunately, at the time of publication many of the exact deadlines for the upcoming year will not have been set. If a particular firm you are interested in is not listed, you can check with the CDO or even contact the firm directly for information on how to apply. Firms listed on the NALP directory list their application package requirements.

Most firms require a résumé with a cover letter and your transcripts. Many firms will also require that either the names and contact information for references or reference letters be included in your application package.

Once you know what documents to include, the real work begins. Research the firms and the type of work that you want to do. This research will help you customize your cover letters and your résumé as well as help prepare you for your interview.

### **RÉSUMÉS**

The first contact an employer will have with you is through your cover letter and your résumé. As such, you want to make sure that you present the best image of yourself. This means that a résumé is a very personal object and no one format is correct. However, there are certain qualities that all good résumés possess. During their recruiting process law firms may receive hundreds, even thousands, of résumés from across the country. It is crucial to ensure that your résumé best reflects your skills and attributes and it is just as crucial that it is void of any spelling or grammatical errors.

Below is some general information in addition to a number of possible formats to help you start preparing or changing your résumé. Included are also several sample résumés provided by your fellow students who have been successful in securing either summer or articling positions in firms across the country.

There are three formats commonly used in writing résumés:

- Chronological
- Functional
- Combined

Regardless of the format that you choose, the goal of your résumé is to highlight who you are and what you have to offer prospective employers.



The style of résumé best suited to you will depend on:

- the position for which you are applying
- your particular set of skills
- your professional work history

### **The Chronological Résumé**

Most people are familiar with the chronological format, which is characterized by education, employment and interests listed in reverse chronological order. This format is the most common one, but it does have disadvantages:

- there is often too much emphasis on the company and dates of employment and less emphasis on YOU;
- it does not necessarily highlight the skills and abilities that are most relevant to a position;
- there may be repetitiveness about responsibilities and duties.

This format may be best for you if one of the following applies to you:

- a fairly uninterrupted employment history in the same field;
- a steady advancement up the career ladder in that field;
- express interest in further employment in the same field.

### **The Functional Résumé**

This format groups your skills and employment under certain headings. The functional résumé is useful if you:

- have changed jobs frequently;
- have been in and out of the workforce;
- do not possess perfect job-related experience;
- are looking to emphasize your skills and abilities to an employer.

This format also allows you to draw on all past experiences and skills and removes the emphasis on employers, positions and dates. Work experience is listed in reverse chronological order; however, no details or duties are listed.

### **The Combined Format Résumé**

This format, a mixture of chronological and functional, is probably the most useful and flexible. It allows you to:

- consolidate your skills and experience;
- cover gaps in your job history;
- easily target your résumé to a specific employer or position.



This type of résumé is favoured by students because of gaps in employment history and lack of relevant paid work experience. It allows you to demonstrate what you have contributed to past employers and helps you sell the reader on what you can do for the firm.

### **Background Preparation**

Writing a résumé requires some preparation. You need to examine your interests as well as your skills and abilities. You may need to make several lists outlining things you have done. In many cases you will have to limit yourself to those things which are most relevant.

Employers are looking for different kinds of information. Each kind of information makes up part of your résumé. There are essentially 6 parts to a résumé:

1. Personal Information
2. Educational History
3. Work Experience
4. Awards and Scholarships
5. Interests and Activities
6. Skills

While these are only suggested categories, they work well for most people. The order can be varied and sections may be eliminated. Remember that a résumé is a personal thing that should be a reflection of you and not a “cut and paste job.” Regardless of the order that you choose, ensure that the résumé has a logical sequence so that it will catch the interest of your intended readers.

Some other categories that may be relevant to law students are:

- Articles published
- Research experience
- Conferences attended
- International Experience
- Computer skills

If you have a particular set of skills, accomplishments, or experiences that you feel are an important reflection of yourself and would help you to land the job you want, you should feel free to create different headings.

### **Personal Information**

Place personal information at the top of the first page and include the following:

- Full name (avoid using nicknames).
- Full address (including postal code).
- Telephone number (include area code): you may also list alternate numbers. This is a good time to check your answering machine message. It should sound clear and professional.
- E-mail address: this should also be professional; a comical address is great for friends, but will not send the right message to professional firms.



You are NOT required to provide the following information:

- Date of Birth
- Citizenship
- Gender
- Photograph
- Social Insurance Number
- Height / Weight
- Marital Status
- Health

### **Educational History**

Your most recent educational experience should be listed first. This section should include the following:

- LL.B. candidate expected date of graduation May 20XX
- Name of schools attended;
- Type of program or major area of concentration;
- Years over which studies were completed.

Any relevant informal education is also important such as a list of workshops, conferences or special training courses. List these in order of importance. You may feel that these items fit better somewhere else in your résumé; place them wherever you feel they make the most sense.

### **Work Experience**

In this section you should emphasize previous work that is directly related to the kind of work you are interested in obtaining. This section may include both paid and volunteer experiences. If you have spent the majority of your time in school and have little relevant work or volunteer experience, you should emphasize your recent education or training. Your schoolwork is equivalent to work in many ways; it requires self-discipline, completion of a variety of tasks and evaluation of final work-product.

Law firms recognize that many students will have either no or limited paid work experience in the legal profession. It is important to explain the experiences you have had in a way that highlights the skills and abilities you will bring to the law firm. These skills and abilities are not exclusive to the legal profession, but they will be important during your legal career. These include, but are not limited to research, writing, critical thinking and analysis, and public speaking skills as well as the ability to multitask, be a team player, and to show initiative. It is important to present legitimate activities that support your ability to do the work that you feel you can do.

If you have learned a variety of things that are directly related to doing the job you want, you should present these in a skills résumé (Functional) in the same way you might present work experiences in a chronological résumé. You should also play up the fact that you are familiar with the latest trends and techniques in your field and can apply these skills right away to the new job.



Include the following for each work experience listed:

- Position held
- Where you worked and start / end dates (month and year)
- Duties involved
- Any accomplishments achieved during that work period
- Gaps in School/ Work History

Many people have gaps in their work history. If you have a legitimate reason for major gaps such as going to school, it should be apparent from the educational history part of your résumé. Other legitimate reasons for a gap, such as having a child, may either be stated in the résumé or the cover letter. If there are several gaps in your work history (even for legitimate reasons) you should avoid using the chronological format for your résumé.

Minor gaps such as being out of work for several months do not need an explanation at all. Some gaps such as traveling abroad may even convert into positive experience. Firms are interested in well-rounded individuals and international experience is considered quite valuable. Turn any gaps that have positive spins into skills or accomplishments whenever possible. Otherwise, simply excluding a few months from your résumé should not draw too much negative attention. Nonetheless, you should always be prepared to discuss anything that can be drawn from your résumé.

### **Awards and Scholarships**

Any awards or scholarships that show achievements should be listed here. This section should emphasize past accomplishments. Be careful not to go too far back in your personal history; there should not be any reference to high school achievements or activities.

### **Interests and Activities**

A brief list of your extracurricular activities indicates something about your interests, personality and energy level. Firms want people capable of doing the work assigned, but they also look for well-rounded individuals. This section is often used during the interview process as a way for the interviewer to learn more about your personality and how you might fit with your potential colleagues. Do not repeat interests or activities that are included in another part of your résumé.

### **Skills**

In this section you should list any skills that did not come under any of the other headings. This might include such things as computer or language skills. You may also wish to highlight some of your personal strengths such as an ability to work with people, an ability to prioritize and meet deadlines or excellent communication and interpersonal skills.

### **Formatting Your Résumé**

- Font: use a standard font such as Helvetica, Geneva, Arial, Universe or Times New Roman throughout the document. Do not use a font size smaller than 10-point; it will become too difficult to read;



- Keep it clean: keep your use of lines, bullets, columns, etc to a minimum. Not only should your résumé be well written, it should be aesthetically pleasing for the reader;
- Put a header at the top of each page which includes your name and page number;
- There should be a good amount of white space on your résumé; you do not want it to look crowded;
- Use capital letters for headers where possible and limit your use of bold letters; and
- Number of pages: résumés should be 2 pages in length.

### **Common Mistakes in Law Students' Résumés:**

- Poor formatting & poorly edited;
- Runs on too long;
- Gaps in résumé unanswered regarding education or work experience;
- Too much irrelevant information; always keep in mind what you are applying for and tailor your résumé accordingly;
- Not making sure all of the most impressive and significant aspects are properly highlighted; and
- Unless the job is in a specialized field, do not include if you have other significant employment experience.

### **Common Traits of Good Résumés:**

- Demonstrates a broadness of academics and other activities to show balance;
- Succinct, but tells something about the applicant;
- Organized in such a way that highlights strengths or interesting experiences;
- Enough detail to whet reader's appetite to know more – personal interests are a good idea if they really exist; and
- It is long enough that the reviewer is aware, in advance of an interview, of the student's experiences and accomplishments which are applicable to the position. It is not so long that a reviewer may note that it requires much more time than others to review. It is formatted in a clear and concise fashion and is pleasing to the eye.

### *Further Resources:*

- The Fasken Martineau Résumé/Interview Preparation Guide available in the CDO Resource Centre (room 206)
- Sample Résumés and Cover Letters binder available in the CDO Resource Centre
- The CDO website at [www.careers.law.dal.ca/Resumes & Cover Letters](http://www.careers.law.dal.ca/Resumes_&Cover_Letters). Also check the 'useful links' tab on the CDO site.
- Service Canada offers a résumé building guide at [www.jobbank.gc.ca/Intro-eng.aspx](http://www.jobbank.gc.ca/Intro-eng.aspx). Scroll down to the 'Résumé Builder' hyperlink.
- [www.canadiancareers.com/resume.html](http://www.canadiancareers.com/resume.html) also offers a résumé building guide



## SAMPLE RÉSUMÉS

**Sample Résumé 1:** (Student secured an articling position in Calgary)

**NAME**

Contact Information: mailing address, E-mail and phone number

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### Education

Schulich School of Law, Dalhousie University - Halifax, Nova Scotia (Dates of Enrolment)

- Currently enrolled in the second year of the Bachelor of Laws program
- Article, “The Mirror has Many Faces: recognizing transgenderism in Canadian anti-discrimination law,” to be published in the Schulich School of Law Journal of Legal Studies (year).
- Schulich School of Law Laskin National Administrative and Constitutional Moot Team (years)
- Schulich School of Law Smith Shield Moot Team (years)

Memorial University of Newfoundland – Faculty of Arts, St. John’s, NL (Dates of Enrolment)

- Joint Honours Bachelor of Arts in English and French Language and Literature
- Named to the Faculty of Arts Dean’s List (years)
- Studied in St. Pierre et Miquelon and Harlow, England
- Completed Honour’s Dissertation entitled “Alternative Landscapes”: The Carnival Discourse of Jane Urquhart’s The Stone Carvers

### Awards and Distinctions

- Birks Medal and Leslie Thoms Convocation Award for unparalleled contribution to the quality of student life while achieving superior academic standing
- Memorial University English Students’ Society Award for outstanding contribution to student life and consistent academic achievement
- Inducted into the Paton College Honours Society for recognition of academic achievement and superior leadership contributions
- Douglas T. Kirkland Award for valuable leadership within both the university and larger community
- Scotiabank Scholarship for International Study for stellar academic achievement
- Dr. Edward “Ted” Russell Scholarship in English for highest achievement in first-year English

### Professional Experience

Summer Legal Research Assistant: Health Law Institute, Schulich School of Law (Dates of Employment)

- Conducting research under the direction of the Associate Director of the Institute into public and private health law information policies for use in published materials.

Summer Law Student: Martin Whalen Hennebury Stamp, St. John’s, NL (Dates of Employment)

- Researched and drafted legal memoranda on a variety of issues including, but not limited to, Labour and Employment law, Commercial law, Mental Health Law, and Insurance law
- Drafted statements of claim, statements of defense, commercial leases, quantum letters, CPP appeals, and other legal documents



## NAME

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Page 2

Student Researcher: Faculty Relations, Schulich School of Law (Dates of Employment)

- Researched and drafted reports and legal memoranda for the use of the Faculty Relations Office in the areas of Employment law and Public (Mental Disability) law
- Completed a cross-Canada research project into University Daycare policies and procedures

Peter Gzowski Intern: Canadian Broadcasting Corporation (Dates of Employment)

- Assistant and chase producer of regular programming such as Radio Noon and Weekend AM
- Produced news pieces, paks, and sound montages for News and Current Affairs programming
- Planned a community programming event celebrating the anniversary of the Ode to Newfoundland which involved the participation of the Lieutenant-Governor and other provincial dignitaries

Bilingual Guide: Newfoundland War Memorial, Beaumont-Hamel, France (Dates of Employment)

- Provided educational tours in both English and French of the World War I Newfoundland Memorial Park to students, veterans, and the general public

Academic Support Coordinator, Paton College (Dates of Employment)

- Acted as a resource person for over 900 residents in Bowater House, providing academic support and counseling for residents while developing training programs for future staff.

## University Involvement

President: Schulich School of Law Student's Society (LSS) (Dates)

- Voting member of Faculty Council, the Schulich School of Law Alumni Board of Director's, and the Dean's Strategic Planning Committee.
- Coordinator of student committee placements, the operations of the LSS Board of Directors and Executive, and all other law student initiatives within the university and broader community.

Vice-President Academic: Schulich School of Law Students' Society (LSS) (Dates)

- Voting member of Dean Search Committee, the Faculty Academic Committee, Teaching Evaluations Committee, and chair of the Alumni Teaching Awards Committee.

First-Year Representative: Schulich School of Law Students' Society (Dates)

Coordinator of the 23<sup>rd</sup> Annual Atlantic Undergraduate English Conference (Dates)

- Oversaw a 10 member team that organized, promoted, and implemented an event which hosted professors, authors, publishers, and students from Atlantic Canada and New England
- Obtained and managed over \$40,000 in funding from the University community and the Atlantic business community to support the conference.

## Other Experience

- President, Memorial University English Students' Society (Dates)
- Co-founder and Producer, Building a Mystery Productions (theatre)
- Chair, Bowater House Charity and Volunteer Board (Dates)
- Canadian delegate: International Association for Volunteer Effort (IAVE) Biennial Conference (Dates)
- Ambassador, Tree Canada Foundation: Let's Root for Canada/En vert et pour tous (Dates)



**Sample Résumé 2:** (Student secured a first year position with a Halifax firm.)

**Name**

CONTACT INFORMATION: MAILING ADDRESS, E-MAIL, PHONE NUMBER

**EDUCATION**

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(Dates) Schulich School of Law Halifax, Nova Scotia  
Pursuing LLB

- Currently enrolled in block format first year courses

(Dates) Mount Royal College Calgary, Alberta  
Adult Education

- Completion of Adult Educator Certificate. Lectures included teaching techniques, classroom presentation, designing learning outcomes and assessing learning.

(Dates) University of Calgary Calgary, Alberta  
Exercise Physiology

- Completion of Bachelor of Science Degree in the faculty of Kinesiology majoring in Exercise Physiology.

**EMPLOYMENT**

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(Dates of Employment) Mount Royal College Calgary, Alberta  
Sectional Professor

- Instructed a course in the Personal Fitness Trainer Certificate Program as part of the Department of Continuing Education. Responsibilities included preparation of materials, classroom presentation and grading for both the in-class and distance education portions of the program. Topics included legal issues, liability, professionalism, certifications and ethics.

(Dates of Employment) Elevation Fitness Consulting Calgary, Alberta  
Entrepreneur/Business Owner

- As a sole proprietor I provided personal fitness training and core conditioning in a wide range of settings. I specialized in corporate yoga and Pilates programs. I managed all aspects of the business attaining a small sub-contracting staff in my final year and securing key contracts with high profile clients including Shell Canada, Imperial Oil, Bankers Hall Club and EnCana.

(Dates of Employment) Kendrith Bentley and Associates Calgary, Alberta  
Active Living Centre Consultant/Personal Training Director

- Co-management position with the main responsibilities lying in programming, customer service and the research, initiation, development and implementation of the personal training department. Also responsible for hiring, marketing, payroll and some administrative duties.



(Dates of Employment) Bankers Hall Club  
Fitness Consultant

Calgary, Alberta

- Entry level position requiring individual fitness program design, postural assessments, fitness testing, monthly goal setting and evaluation as well as public education and in-house presentation.

#### PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS

- Student Member of the Canadian Bar Association
- Schulich School of Law Pro Bono Program
- Dalhousie Women and the Law
- Active member of the Canadian Society of Exercise Physiologists maintaining Professional Fitness and Lifestyle Consultant certification
- Active Stott Pilates Instructor maintaining an Intermediate Mat Plus certification
- Active member of The Physical Mind Institute with Mat I and Transition Pilates certifications

#### ACCOMPLISHMENTS

- Completed the Calgary Stampede Marathon
- Awarded Improved Student in a Cardiovascular Fitness Course at the University of Calgary
- Attained standing on the Dean's List at the University of Calgary
- Member of the Manitoba Provincial Figure Skating Team
- Manitoba Provincial Figure Skating Pre-Novice Champion

#### INTERESTS AND ACTIVITIES

- Reading
- Coffee, wine, cooking and food
- Slo-pitch, yoga, golf and working out
- Travelling and learning history



**SAMPLE RÉSUMÉ 3:** (Student secured a first year position in Newfoundland.)

Name

Permanent Address:

University Address:

E-mail:

**EDUCATION**

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(Dates) Schulich School of Law, Halifax, Nova Scotia  
Bachelor of Laws (LL.B.)

(Dates) Memorial University, St. John’s, Newfoundland  
Major: Bachelor of Commerce (Co-operative)

(Dates) Memorial University, St. John’s, Newfoundland  
Major: Bachelor of Arts (Political Science)

(Dates) Cégep de Jonquière, Jonquière, Québec  
Summer Bursary Program

**EMPLOYMENT EXPERIENCE**

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(Dates) Dept. Fisheries & Oceans, Canadian Coast Guard, St. John’s, NL – Commerce Work Terms

- Conduct an analysis of the impact that travel rate increases and contractual benefits have on the department
- Analyze the impact of duty to accommodate policies; evaluate internal claims management process; determine regional costs of workers’ compensation
- Conduct salary review to determine the contributing factors and cost drivers associated with fleet salary expenditures

(Dates) Dept. of Youth Services & Post Secondary Education, St. John’s, NL

- Compose directory of all programs/services that the provincial government offers to youth - for print and web
- Conduct meetings/interviews to gather data
- Organizing member of “Youth Advisory Committee”

(Dates) House of Assembly, Forty Fourth Assembly, Second Session, St. John’s, NL

- Deliver the Hansard and Order Bills
- Relay messages for Premier and Members



Name

## EXTRA CURRICULUM

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- (Dates) Pro Bono Students Canada, Schulich School of Law, Wings of Hope, Halifax, Nova Scotia
- Work with Director to register Wings of Hope as a Society and a Charitable Organization
  - Provide research how to register as a society in Sudan, and whether this will affect the Canadian status
- (Dates) Canadian Imperial Bank of Commerce Run for the Cure, St. John's, NL
- Administrative Volunteer
- (Dates) Big Brothers, Big Sisters, Bowl for Kids' Sake, St. John's, NL
- Fundraiser
- (Dates) Public Speaking, St. John's, NL
- First Place Regional St. John's Lions Club
  - First Place Avalon French Speak-off
- (Dates) Debating, St. John's, NL
- City Youth Parliament
  - Regional Youth Parliament

## INTERESTS

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- Familiarity with Quicklaw, Westlaw, and Carswell
- Familiarity with Microsoft Office software
- Travel experience includes: Canada, United Kingdom, South Africa, Spain, United States, and Caribbean
- Intermediate language proficiency in French
- Advanced English writing skills
- Various Athletics: Tennis, Soccer, Figure Skating, Basketball, and Softball

## REFERENCES

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Reference #1

Reference #2



**SAMPLE RÉSUMÉ #4:** (Student secured a 2<sup>nd</sup> year summer position with a Toronto firm.)

# NAME

~ Mailing address, phone number and E-mail address ~

## Education

(Dates) LLB Candidate Halifax, NS  
▪ Schulich School of Law – Dalhousie University

(Dates) Masters of Science - Epidemiology Toronto, ON  
▪ University of Toronto – Faculty of Medicine  
▪ Defended Thesis: Diet, Supplement Use & Breast Cancer: The Role of Vitamin D

(Dates) Honours Bachelor of Science Kingston, ON  
▪ Queen’s University – Faculty of Arts & Science  
▪ Major in Life Sciences, Minor in Psychology

## EMPLOYMENT EXPERIENCE

(Dates) Mount Sinai Hospital: Research Dept. Toronto, ON  
Epidemiologist  
▪ Statistical and Epidemiological research in the area of Breast Cancer research  
▪ Preparation of research article to be submitted for publication in a major medical journal

(Dates) Toronto Acquired Brain Injury Network Toronto, ON  
Conference Coordinator  
▪ The ABI network provides leadership in furthering equitable & accessible services and support for persons living with the effects of an acquired brain injury in Toronto  
▪ Responsible for the coordination of all aspects regarding a 2-day research and practice based Brain Injury Conference for approx. 350 delegates

(Dates) Transport Canada (Contract) Toronto, ON  
Research Assistant  
▪ Conducted a literature review and critical appraisal on causes of traffic collisions, specifically medical conditions



(Dates) Royal College of Surgeons Dublin, Ireland  
Alumni Relations Representative

- Fundraising and alumni related event organization
- Verification and re-organization of Raiser's Edge, an electronic fundraising and marketing database

(Dates) Trinity University Dublin, Ireland  
Research Assistant

- Child psychology interview transcriptions

(Dates) Peel Health Department Toronto, ON  
Health Promotion Assistant

- Special Projects and Expanded Influenza Teams
- Development of health related communications material, mandatory program design and evaluation
- Statistical and financial tracking for projects involving the Regional Municipality of Peel (Approx. 1 million people)

(Dates) Queen's University Kingston, ON  
Assistant Manager – Student Constables

- Staff payroll and billings for all on-campus events
- Conducted evaluations for 45 staff as well as ongoing staff/community education
- Project planning and implementation
- Security at large scale events including orientation week, 2 on-campus pubs, concerts and football games

(Dates) School Voyageurs Toronto, ON  
Tour Guide

- Tour management for large groups to Ottawa, Montreal and Quebec City
- Hotel and activity confirmation/registration
- Group account payments

(Dates) YMCA Mississauga, ON  
Part-Time Children's Program Staff

- Supervision of volunteer staff
- Planning and development of program content
- Focus on positive physical/mental development of children 1½-12 years



## AWARDS / achievements

- Canada Life Assurance Company Graduate Fellowship in Medical Research (2003)
- Samuel Lunenfeld Research Institute Fellowship (2002-2003)
- Selected presenter at the American Association for Cancer Research Frontiers in Cancer Prevention Research Conference (October 2003)
- Innovation Award - Layout and design of Daycare Health Manual (2000)

## Community Involvement / hobbies

### Committee Membership

- Dalhousie Student Advocacy Service –Policy Development Committee (2003-current)
- Schulich School of Law Career Centre Student Committee (2003-current)
- Schulich School of Law Student Liaison Committee – 1<sup>st</sup>/2<sup>nd</sup> Year Representative (2003-current)
- U of T Epidemiology Executive Committee – MSc. Representative (2002-2003)
- U of T Epidemiology Revised Foundation Courses Committee – MSc. Representative (2002-2003)

### Volunteer Experience

- Dalhousie Student Advocacy Service – Student Advocate
- Pro Bono Students Canada –Vote out Loud Project (2003-2004), Legal Info. Society of N.S. call centre (2004-current)
- U of T Student Health Outreach – Healthy Sexuality Division (2001-2003)
- Research Association of Toronto Epidemiology Students – MSc. Representative (2001-2003)
- Mount Sinai Hospital – Critical Care Research (2002-2003)
- Hart House Drama Society – Assistant Stage Director for ‘The Crucible’ by Arthur Miller (2001-2002)
- International Conference on Equity and Health (2002)
- Peel Memorial and Kingston General Hospitals – pre-natal tour guide of Labour and Delivery and coordinator of social activities on a long term care floor (1997-1999)
- Tour guide at Queen’s University (1996-2000)

## INTERESTS

- Travel: 25 countries to date - most recently in Thailand and Japan (June 10 - July 10, 2004)
- Dragon Boat Rowing
- Trumpet
- Rock Climbing
- Running – currently training for first 10k run
- Murder-Mystery Novels
- Baking – I make a killer 12 layer Chocolate Skor cake!



SAMPLE RÉSUMÉ 5: (Student secured a 2<sup>nd</sup> year summer position with the Federal Department of Justice.)

Mailing Address

Phone number  
E-mail address

## Student's Name

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### EDUCATION

- (Dates) Schulich School of Law, Dalhousie University  
Second year law student
- (Dates) University of British Columbia, Bachelor of Arts  
Major in English Literature, Minor in Human Geography
- (Dates) Sir Winston Churchill Secondary  
International Baccalaureate Program – Diploma Student

### AWARDS & SCHOLARSHIPS

- (Dates) Schulich School of Law Entrance Scholarship
- (Dates) University of B.C. – First Class Honours
- (Dates) Golden Key Honours Society Member

### WORK EXPERIENCE

- (Dates) Ng & Ariss Barristers and Solicitors  
Summer Student, Legal Researcher
- Legal research, various projects including taking witness statements and case management of teacher discipline files
  - Research work on a casual basis throughout the academic term
- (Dates) Megan Ellis & Company Barristers and Solicitors  
Administrative Assistant
- Reception/office administration: answered telephones, handled incoming/outgoing correspondence, banking and office filing
  - Junior legal assisting: letter writing, compiling briefs and binders, research, preparation and filing of court documents
- (Dates) Edinburgh City Council – Arts Development Office  
Administrative Assistant
- Performed general administrative tasks, researched arts programs of various international cities, maintained a catalogue of arts media clippings and information



- (Dates) Munro Parfitt Lawyers  
Administrative Assistant
- General reception/administrative duties, some junior legal assisting work including preparation of briefs and binders, library research
- (Dates) Starbucks Coffee Company  
Barista
- Prepared specialty coffee drinks, worked cash register, performed cleaning duties throughout the store
- (Dates) The Book Company  
Bookseller
- Assisted customers with book searches and special orders, maintained various sections of the inventory

#### VOLUNTEER WORK & COMMUNITY INVOLVMENT

- (Dates) Schulich School of Law Pro Bono Students Canada
- Conducted research for an organization called reachAbility on issues concerning disabled people and the law
- (Dates) Vancouver Wildcats Minor Softball Association
- Currently coaching a Squirt A team of eleven year old girls
  - Approximately 600 hours of time has been spent running tryout camps, winter training camps, and coaching at regular season games and tournaments
- (Dates) Munro Parfitt Lawyers
- Attended several B.C. Human Rights Tribunals and took notes for counsel; assisted and interacted with clients
  - Conducted some library research

#### EXTRA CURRICULAR ACTIVITIES & INTERESTS

- Competitive Fast pitch Softball
- I have played softball for most of my life and have played in a competitive arena since 1993. I currently play for a team in the Vancouver Women's Fast pitch League
- Pilates
- Attended classes from 2003 to the present
- Literature
- Travel
- Traveled around western Europe and the United Kingdom and lived in Edinburgh, Scotland for 3 months
- Traveled to Australia – visited Sydney, Perth and the west coast.



## **COVER LETTERS**

The cover letter plays an important role in the job search process – if done properly it can substantially improve your ability to compete for positions and generate interviews. It adds a personal touch to your application and shows firms that you are a serious, professional candidate. Firms have noted that there are often many errors made in cover letters. Students should pay close attention to the details and allow sufficient time to properly prepare and edit their letters.

Always enclose a covering letter when you mail out a résumé. The purpose of the covering letter is to introduce yourself and to get a firm or employer to read your résumé. A well-written cover letter demonstrates your communication and organizational skills and provides the firm with more information about you.

Here are six key rules of cover letter writing:

### **1. Salutation**

Do not address the letter in either of the following ways: “To Whom it May Concern” or “Dear Sir or Madam”. Instead take the time to find out who the Chair of their recruiting committee is or who is in charge of hiring law students. This information is normally available on the firm’s website. If it is not, take the time to contact the firm and find out the correct person to whom your letter should be addressed. Ensure that you have the correct spelling of the person’s name.

Students should also be cautious if the recruiter has a gender neutral name or a name that you do not recognize; you do not want to offend anyone. Consult the website to see if you can determine whether the recruiter is male or female (a call to the firm will also do the trick). Someone in the CDO may know the person or have contact information that can help clarify the uncertainty. Always use ‘Ms.’ unless you know that the woman you are addressing prefers Miss or Mrs.

### **2. Customize**

Make sure you take the time to customize your cover letter to fit the firm’s requirements. Before you start the writing process, do research into the firm and the type of student they hire. Make a list of the criteria the firm is looking for; this might include a certain education background, transferable skills, and personality traits. Incorporate these items into your letter demonstrating, by your accomplishments, that you have the desired qualifications.

Firms can generally tell when a student uses a standard form letter for all of their applications; the lack of effort will make a negative impression. If all of your letters say that you are particularly interested in the firm’s family law practice and a firm that receives your letter does not practice family law, you will make a very bad impression. In some cases, it may be enough to move your application to the “no” pile. Conversely, if your cover letter discusses your interest in a particular case the firm has just won, then it shows you have done some research into this particular firm.



### **3. Meet Their Needs**

Write the cover letter with the employer's needs in mind, and not your own. Do not describe what you want, but explain what you can do for the employer. Do not assume that the employer will read between the lines of your application and dig out the relevant information. In order to get your reader's attention you will have to describe exactly how you can meet their needs. What you convey should interest them enough to interview you.

It is also helpful to explain what you feel you can gain from an experience with this firm. That can be done at several points in your letter.

### **4. Actively Sell Yourself**

Tell them why they should hire you. Be assertive about your qualifications without being egotistical. Use your past accomplishments to demonstrate the skills and abilities you will bring to the firm, but do not simply recite your résumé. The tone of your letter should be professional, but not pretentious or too formal. One way to judge your letter is to read it out loud. Do you trip over the words? If so, work on it until it flows naturally and has a conversational tone.

### **5. Keep It Simple**

Use a 1-inch margin all around and use the same font as you did for your résumé. Again the font size should not be smaller than 10-point. A cover letter should follow the business format for a letter and should not be longer than one page. Staple your cover letter to your résumé and sign with a ballpoint pen. Do not use flashy paper.

### **6. Be Honest and Acknowledge Any Problems**

Anything in your cover letter is fair game during the interview and it is often a source for many of the interviewer's questions. Do not state that you are interested in a particular practice area if you are not; it will be readily apparent in your discussion.

The cover letter is also an opportunity for you to explain any problems or gaps in your application package. This could be a gap in your education or work experience or a particularly poor grade. The majority of recruiters from the law firms surveyed recommend that students address any deficiencies in their cover letters. You should not try to make excuses; instead acknowledge that there is an issue. This demonstrates to the employer that you are not trying to hide anything and are willing to address the issue. You can follow it up by highlighting some of your greatest strengths and aptitudes. You may be asked to expand on this issue during the interview.



## Cover Letter Format

Your mailing address goes here

Insert current date

Person's Name

Title (if they have one)

Firm Name

Street Address

City, Province, Postal Code (2 spaces after province)

(Dear Mr./Mrs./Ms. Last name):

1<sup>st</sup> paragraph: An opening statement of your interest in being considered for a job. Identify the specific position you are applying for (summer/articling and 1<sup>st</sup>/ 2<sup>nd</sup> year).

Indicate which law school you are attending and what year you are in.

2<sup>nd</sup> paragraph: Here you should take the opportunity to demonstrate your knowledge of the firm. If you have met with members of the firm on previous occasions you can mention it here. This is also a good time to discuss any particular interests you have regarding the firm and its practice areas.

3<sup>rd</sup> paragraph: Outline your strongest qualifications in detail and show how they match the position requirements. Provide evidence of your related work, academic experiences and accomplishments. The best cover letters include examples of accomplishments and results.

4<sup>th</sup> paragraph: Optional. Convince the employer you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the firm.

This is also a good place to illustrate what you feel you could gain from working with this particular firm. If there is anything in your record (gap in employment, poor grade) that you feel needs explanation, this can be done here.

5<sup>th</sup> paragraph: Request an interview and indicate how you can be contacted. Thank the reader for his/her consideration.

Sincerely,

(Handwritten signature)

Your name, typed

Enclosure (s)



### **Common Mistakes Found in Cover Letters**

- Grammatical and spelling errors are a sign of sloppiness: have the résumé peer-reviewed to ensure that such errors are caught;
- Not individualized so as to make the candidate stand out;
- Not specifically tailored to firm/generic cover letters; sometimes it is obvious that material which was “cut and pasted” was not edited on critical points;
- Students should be aware of where they are applying and why they chose that particular firm;
- Directed to another firm/Misspelled firm name;
- “over the top” remarks – you can be too enthusiastic/overstate your qualities, to the point where the letter is insincere;
- A letter that does not say anything;
- Front page should include complete contact information, i.e., address, telephone, E-mail address; and
- It is common to see cover letters which are not formatted in the proper form for a business letter.

### **Common Traits of Good Cover Letters**

- Personalized with a view to expressing interest in the firm you are applying for rather than a general statement of interest in law;
- Well written (proper grammar); reflective of position you are applying for, a blend of confidence and modesty, with no mistakes;
- Concise and succinct; and
- Highlights the particular strengths and attributes of the candidate.



## SAMPLE COVER LETTERS

### Sample Cover Letter #1:

NAME

Contact information: E-mail, mailing address and phone number

Current Date

Ms. Karen Chown  
MacLeod Dixon LLP  
3700 Canterra Tower, 400 – 3<sup>rd</sup> Avenue S.W.  
Calgary, Alberta T2P 4H2

Dear Ms. Chown,

I am currently in my second year of studies at the Schulich School of Law in the Bachelor of Laws program. I am interested in an articling position at MacLeod Dixon LLP in Calgary, both because of the diversity of your practice and your commitment to professional and personal development. I have had the pleasure to spend time in Calgary on a number of occasions and, in recent years, more and more of my family and friends have settled there. Personally, I look forward to embarking on my own career in Western Canada.

Studying law at Dalhousie has given me a tremendous opportunity to both immerse myself in the study of the law and become a contributing member of a larger community. As Vice-President (Academic) and President of the Law Students' Society, I have had the privilege to serve the Schulich School of Law community and with faculty and alumni to shape the school's future. These experiences have allowed me to perfect my own analytical communication skills, while strengthening my own commitment to personal development.

My past experiences would also prove positive additions to the MacLeod Dixon team environment. Throughout my undergraduate degree I studied, traveled, and worked in St. Pierre et Miquelon, the United Kingdom, and France. At Memorial University of Newfoundland, I was active in student leadership and campus life, heading a number of student organizations and committees. As a result, I am independent and hardworking, positive and outgoing. I also maintain a written and oral fluency in the French language.

I have found my course work over the past three semesters both challenging and engaging. In the coming year, I will be representing the Schulich School of Law in the Laskin Constitutional and Administrative Law Moot and will be participating in the annual Smith Shield Moot at the Schulich School of Law in the fall. To that end, I have a passion for advocacy which I would like to develop further in the field of litigation and dispute resolution. That being said, I approach the study and practice of law with an open and curious mind, such that I am eager to gain experiences in a variety of practice areas so as to determine the possible direction of my career.

Ms. Chown, I believe the balance I have achieved in the academic, professional, and personal facets of my life would be an asset to the position of articling clerk at MacLeod Dixon LLP. I would certainly appreciate the opportunity to meet you at your firm to discuss my application. I have enclosed my résumé, transcripts, and reference contacts for you to review. My updated official transcripts will be forwarded as soon as they are available. I may be reached at the address and telephone number above, should you have any questions or wish to schedule an interview. I look forward to hearing from you.

Regards,  
Student's Name.



**Sample Cover Letter #2:**

Name  
Mailing Address  
Phone Number

Laleh Moshiri, Director of Recruitment  
Borden Ladner Gervais LLP  
Scotia Plaza  
40 King Street West  
Toronto, ON M5H 3Y4

Dear Ms. Moshiri,  
Re: 20XX Summer Student Position

Please accept the enclosed résumé and transcripts as my application for a summer position at Borden Ladner Gervais. I am in second year law at the Schulich School of Law, Dalhousie University with a Bachelor's degree in Life Sciences and a Masters of Science in Epidemiology.

I was intrigued by Borden Ladner Gervais after reading through your Toronto student and general websites. I was also pleasantly surprised to discover a consistent message of your firm's dedication to fostering student involvement in all areas of the practice of law while encouraging individuality. The summer program at Borden Ladner Gervais is of particular interest to me because of your strong Health Law practice group. With that said, my interests are still quite diverse and I would welcome the opportunity to explore other areas of the law through your summer program.

While visiting your firm in July for a tour I was extremely impressed with the personal experiences of your 20XX summer students: A—S--, W—W-- and H—P--. They were very positive in their remarks about the student program and the firm in general and successfully confirmed my impression of BLG as a progressive, supportive and dynamic environment.

While attending the Schulich School of Law I have made a strong commitment to being actively involved in the university community. As a volunteer for Dalhousie Student Advocacy Service I have strengthened my advocacy skills by representing students in academic appeals and discipline hearings before the University Senate. I have also participated in several student committees and volunteer with Pro Bono Students Canada. I believe these experiences, coupled with my academic background, would enable me to make a valuable contribution to Borden Ladner Gervais.

Thank you for your kind consideration of my application. I look forward to seeing you again when you visit the Schulich School of Law in October.

Sincerely,

Name



### Sample Cover Letter #3:

Student's Info  
Address and Phone Number

Current Date

Department of Justice  
Vancouver Regional Office  
900 - 840 Howe Street  
Vancouver, B.C. V6Z 2S9

Attention: Ms. Cheryl Tobias  
Legal Excellence Program Manager

Dear Ms. Tobias:

#### Re: Summer 20XX Position

I am currently in my second year of studies at the Schulich School of Law, Dalhousie University. I am writing to express my interest in obtaining summer 20XX employment with the Department of Justice. I am a native of Vancouver and upon the completion of my studies I will be returning home to pursue my legal career.

I am especially interested in working for the Department of Justice because of the unique and meaningful opportunities that are available as a Government of Canada employee. I am interested in administrative law, business law and policy development and I would welcome the opportunity to learn from and contribute to the DOJ's expertise in these areas. I feel that the range of practice groups at the Department of Justice would provide a stimulating atmosphere in which I could develop my skills as a young lawyer.

I am confident that my academic background and my experience working in small law firms will make me an asset to the Department of Justice. The hands-on experience I gained as a first year summer student and legal researcher has honed my analytical and problem solving skills in research, writing, and case management. I have experience dealing with clients and I look forward to developing this skill and others in a larger, more diversified setting such as the DOJ. Likewise, my extra-curricular activities have allowed me to develop superior teamwork, leadership, and interpersonal skills, which I feel will make me a valuable contributor to the Department of Justice.

Please find enclosed my résumé and academic transcripts for your review. Thank you for considering my application and I welcome the opportunity to meet with you. Please contact me at your convenience. My home telephone number is ---- and my E-mail address is -----.

Sincerely,

Student's Name  
Encl.



## REFERENCES

There are many different schools of thought on whether references should be included in your application package. Many law firms will state whether they should be included and whether they want the names of people they can contact or whether they want reference letters. It is best to contact the firm directly to determine what their preference is. Even if a firm does not require that you include the names of referees in your package you should be prepared to provide this information.

You should have between two and four references. The purpose of asking for references is to determine the candidate's work ethic and level of commitment to various endeavours. You should therefore seek out individuals who know you both professionally as well as personally. Many firms recommend that students use previous employers or people from volunteer organizations. Professors can also be great references provided that the professor knows the student well. Ideally the people you choose for your references should be able to speak to the characteristics the firms are looking for.

Consult the people you choose as references before you use their names. Ask them if they are prepared to give you a good recommendation. Tell them about the jobs for which you are applying. You may want to provide your referee with a copy of your résumé and cover letter so that they can speak to a variety of your experiences and accomplishments. If you are not including the names of references in your application package you can state "References available upon request" on your résumé. You should bring a copy of your references with you to your interviews.

### CDO'S REFERENCE SERVICE

To supplement your résumé when applying for articles, students might want to consider using the Reference Service. The feedback from both students and law firms regarding this service has been positive.

The CDO will collect your reference letters and send them with a covering letter to the destinations of your choice. This service is available to all Schulich School of Law students who require reference letters whether it is for an articling job, volunteer position, grad school application or other such endeavour. Please note that this service is only available for reference letters from Schulich School of Law professors. The CDO will supply the envelopes and postage. Students interested in taking advantage of this service should supply the CDO with the following:

- A list of the firms, organizations or other institutions to which he/she is applying
- Names of the referees who will be forwarding letters to the CDO.
- Date when the letters should be sent.
- Advise referees that the format of the letter should be as follows:
  - Addressed "To Whom It May Concern"
  - Letters should be on Schulich School of Law letterhead

Make sure to include the address and name of the person to whom the letter should be directed. It is preferable that this list be sent to Ms. Cheney in the CDO via E-mail: [adri.cheney@dal.ca](mailto:adri.cheney@dal.ca) or [career.development@dal.ca](mailto:career.development@dal.ca).



The reference letters are to be given to Ms. Cheney, the Career Development Administrative Assistant.

The onus is on the student to make sure the reference letters have been received by the CDO. Please check with the CDO to ensure your reference letters have been received.

## TRANSCRIPTS

You must include your law school transcripts in your application package. The majority of the firms will also want to see transcripts from any undergraduate and graduate work you have done. If the firm has requested unofficial transcripts you may obtain Schulich School of Law, Dalhousie University transcripts from the web at: [www.dal.ca/online](http://www.dal.ca/online). This is the same website that you used to register for classes. As when registering, you will need your Dalhousie student number (B00-----) and password. Most other universities also allow students and former students to download or print out transcripts directly from their websites.

If the firm requests official transcripts you may contact a University's Registrar's Office, to have them sent. They can fax them, send them directly to the firm or give them to you in a sealed envelope. Students may usually obtain up to five official transcripts at one time for free. Additional transcripts are \$5 a piece (at Dalhousie). Students should allow seven to ten days for **internal** processing.\*

First year Schulich School of Law students applying for summer positions will not have any law marks available online or at the Registrar's Office. Final grades for first years are not submitted until after final exams in April. Since firms hiring first years will interview and make offers before that, they will want to see your marks as soon as possible. In January, you will receive your marks from your Christmas exams; you should prepare a list of them and submit them to the firms as soon as possible.

## INTERVIEWS

You have been invited to interview with the firm; all the work you have put into writing your résumé and conducting your job search has been worth it. The interview is an opportunity to meet with the potential employer face-to-face and really impress them. It is also an opportunity for you to learn more about the firm and determine if it is a good fit for you.

The interview is the most important aspect of the job search. It is a process that may take many different forms and may vary in duration. The competition is likely to be stiff. You must be well-prepared to demonstrate your abilities to the firm and convince the employer that you are the best person for the job.

When you go for your interview, you should have two main purposes in mind:

- communicate convincingly to the interviewer your qualifications for the position; and
- assess whether the particular job and work environment will be satisfying and appropriate for you.

\* A two-day rush service is offered for a fee of \$15 for the first copy and \$5 for each additional copy. If the request is received by 3:00 pm it will be mailed or available for pickup by 3:00 pm, in two working days. A copy of your record can be faxed for an additional Charge; \$5 for local, \$10 for long distance and \$15 for overseas. If students wish to avoid these extra costs, they should leave themselves sufficient time when applying.



### *CDO Resources for Interview Preparation:*

- The Fasken Martineau Résumé/Interview Preparation Guide available in the CDO Resource Centre
- The CDO posts notices of upcoming interview workshops around campus

### **On-Campus Interviews (OCIs)**

Some firms will conduct on-campus interviews at designated times during the year. These interviews are a great opportunity to meet with many different firms, sometimes from several areas of the country. The interviews are approximately 20 minutes long and they are conducted all in one day. Some students can have as many as 20 interviews in one day! While this is an efficient way to meet with many firms, it can also be a very exhausting process. Along with the interviews, many firms host dinners and/or receptions during the weekend. Given the short duration of the interview, it is crucial that students are well-prepared to promote themselves effectively. The firms will be seeing many other students during the day and you want to leave a favourable impression with them. Students should talk to upper-year students who have participated in OCIs or Rose Godfrey to find out what to expect. It is common that after the OCIs firms will invite select students to their firm for second interviews.

### **Off-Campus Interviews**

Off campus interviews may be used in conjunction with OCIs, or a firm may conduct both their screening and second interviews at the firm's office.

If the interview is a first interview, it will be structured similarly to the on-campus interview in the sense that it will last approximately 20 minutes. Second interviews are often more in-depth and are held with other members of the recruitment committee. You may either be interviewed by a panel or taken around to have several interviews with different people. If you are not told the structure of the interview when contacted, do not hesitate to ask. You can better prepare by knowing the length of the interview and the names and the number of interviewers; this information is not always available, but where it is you should take advantage.

When you are interviewing at the firm it is always a possibility that you may be taken on a tour of the firm and introduced to several of the articled clerks, associates and partners. This is a great time to meet with other members of the firm and to get a better sense of the firm's culture and work environment. Try to relax when speaking with everyone, and remember that it is still part of the interview.

### **INTERVIEW SCENARIOS**

#### a) Single Interview

Some firms make the decision as to whether or not to hire the applicant based on the results of only one interview. This is typical of firms from New Brunswick, Prince Edward Island and Newfoundland. Students must ensure that they make the best first impression, because they will not be given a second opportunity. The interviewer will usually ask general questions about your background, as well as



detailed questions concerning your knowledge of the firm, the type of experience you are seeking and your relevant work and volunteer experiences.

b) Screening Interview

More commonly, firms will conduct a first screening interview and then a second follow-up interview. The initial screening interview is used to ascertain whether the applicant should be further considered for the job. Questions tend to be general in nature and relate to basic qualifications and employment goals. In most circumstances, there will be more than one lawyer from a firm conducting the interview. They will likely have to report back to a committee who will review both your application and the interviewers' notes. It is at this point that they will decide whether or not you will be contacted for a second interview.

Firms also use the screening interview as an opportunity to provide you with more information. Do not be surprised if the firm's representatives spend more time talking than they do asking questions. Firms will often use this as a chance to see how you react to what they are saying. There is also an opportunity for you to ask the interviewers questions about the firm. Asking questions demonstrates that you have put some thought into where you want to end up, have researched the firm and are interested in learning more. Interviewers often caution against asking questions that you should already know the answer to such as, "what type of law do you practice?" because it shows a lack of preparation. They also caution against asking questions because you feel obligated.

c) Second Interview

The second interview will typically be held at the firm's office and will usually involve a few of the committee members, often some that you have not interviewed with before. Subsequent interviews tend to be longer and may be more intensive than the screening interview. You may be asked in-depth questions about your educational and employment background, skills and abilities, and job/company knowledge.

**Firms have noted some of the most common Interview mistakes and problems to avoid:**

- The biggest mistake is failing to demonstrate knowledge of the firm or failing to seize the opportunity to learn more about the firm. For example, a student might indicate that he or she would prefer to work for a small law firm when they are interviewing with a law firm that is above average in size;
- The exchange should not be one way – the firm and the student should be assessing one another and each promoting themselves to the other;
- Failure to make an impression;
- Avoid general statements such as "I would be a great asset to your firm" or "I think working at your firm would be very challenging". Do your research on the firm to which you are applying, be specific as to what interests you, and do not forget to indicate your most beneficial personal attributes;
- Avoid being ill prepared / showing a lack of confidence;
- Be honest. Do not state that you know exactly what sort of law you want to practice after only a few months at law school; and
- Do not chew gum.



### **Tips for preparing for interviews:**

- Rank the firms in order of preference;
- Speak with current students at the firm about their experience;
- Review materials on the firm and the people interviewing you and then relax: try to go beyond just memorizing what is on the website: knowledge obtained through research is best conveyed by a relaxed individual;
- Be able to explain why the firm is of interest to you and how it fits in well with your area of interest; and
- Prepare so you can present yourself positively and in a manner that allows the employer to make the determination that you are the one they are looking for. Stress what you can do for the employer.

### **Some additional words of wisdom from firm recruiters:**

- Firms appreciate that students, especially 1<sup>st</sup> years, have limited knowledge of legal matters;
- Also they realize that students may have limited work experience; it is more important that you can carry on an engaging conversation about whatever work you have done or extracurricular activities in which you have been involved; and
- Students should give careful attention to ensure that they are dressed appropriately for the interview: neatly and professionally. Check that all tags have been removed and pants/skirts/jackets are properly hemmed [seriously]. Preferably, a student should dress in the same fashion that they would for work.

### **Things to Remember during the Interview:**

- Go alone: employers have selected you for the interview so leave your friends at home;
- Arrive early, approximately 15 minutes before your scheduled interview. Make sure to take this, along with travel time, into consideration when booking multiple interviews in one day;
- Be friendly and courteous to all of the individuals at the firm; never dismiss someone because you do not think they will have a say in who is hired;
- Smile and shake hands firmly with the employer. Greet the interviewer by name;
- Do not sit until you are invited to do so. Do not slouch; instead sit forward and look alert;
- Listen carefully to the questions you are asked and take a moment to think about your answers. Ask for clarification, if you are not sure of the question;
- Be a good listener;
- Be calm and poised and try to keep your nervous habits under control;
- Respond to questions with brief and direct answers. Be specific and keep to the point;
- Eye contact and body language are important so make sure to look the interviewer in the eye when answering;
- Speak clearly and distinctly. Avoid 'er,' 'ah,' 'um' or any other annoying voice habits; it is always better to pause and take a moment to collect your thoughts;



- Do not criticize any previous job, boss or professor: it will sound unprofessional;
- Do not discuss politics, religion or other controversial subjects;
- Do not ask about salary or benefits unless you have been offered the position;
- When the interview appears to be ending summarize your interest in the job, but do not be insincere;
- Thank the employer when the interview is over; and
- Do not forget to say good-bye to the receptionist.

### **Sample Interview Questions:**

While it is impossible to prepare for the exact questions you are going to be asked, many of the same questions come up at each interview. Preparing for those questions may help you answer them, as well as give you material to answer unexpected questions. Remember that anything in your résumé and cover letter is fair game.

Although a well-prepared answer sounds much better than a pause, you should not sound like you are reading from a script. Be well-prepared, but do not memorize specific answers.

1. Why do you want to work for us?
2. What do you know about our firm?
3. Why do you feel qualified for this position?
4. In what ways do you believe you can make a contribution to our firm?
5. What skills have you acquired in a recent job and how do they relate to the position?
6. What are your short and long-term career goals?
7. Why did you choose to go to law school?
8. What type of work environment do you prefer?
9. What did you like best/least about your last job?
10. What would you describe as your greatest achievement to date?
11. Describe occasions when you have demonstrated initiative?
12. What motivates you?
13. What are your thoughts on routine work?
14. What is your greatest strength? What is your greatest weakness?
15. Could you explain this grade (a bad one)?
16. Have you applied to other firms?

Questions you may want to pose to your interviewer:

1. Questions which demonstrate your knowledge of the firm and its practice including clients.
2. What is included in their student program?
3. How will the articling clerks be evaluated?
4. How is work allocated within the firm?
5. What kind of responsibilities can you expect as an articling clerk?
6. Can you describe a typical day in your practice?



## DINNERS AND RECEPTIONS

Many firms will hold receptions for students at the firm either prior to the commencement of interviews or during the interview process. These receptions are a great opportunity to meet many different people at the firm and to leave an impression with members of the recruitment committee. Prior to the reception you may want to e-mail current articling students with questions about the firm. This will help you with your résumé and interview preparation. Articling students are on hand at the receptions so you can arrange to meet up with them there as well. They can then introduce you to some members of the firm. It may also help you to relax if you already know someone.

Prior to the reception you should find out who the main members of the recruitment committee are. It is important to meet as many of them as possible. While concentrating on meeting these individuals try not to ignore the other lawyers and representatives of the firm. Many of the lawyers may not be interviewing you, but they can still have significant hiring input.

Many firms select a group of students to take out to dinner. This is another opportunity for the firm to get to know you and vice versa. Firms often interview more people than they take out to dinner, so if you have not been offered a dinner, you should not be concerned.

If you have been offered a dinner, relax and be yourself. This is an opportunity for the firm to see more of your personality and observe you in a social situation. Dinners are usually formal and will often involve drinks. While being yourself is important, try to remember that you are in an informal interview session. Avoid ordering food that may present problems (ex: ribs), watch the number of drinks you have and do not forget your manners. Also, the firms are not only interested in how you interact with members of the firm, but with the other students as well.

**Some of the most common mistakes that firms have noted in relation to dinners/receptions are as follows:**

- Lack of social graces displayed by the student during the course of the evening;
- Students should be careful not to become too familiar with lawyers they meet from various firms. Often, students attend various functions and take advantage of the "more social" atmosphere. Despite the circumstances, ensure that a sense of professionalism is kept at all times;
- Being too quiet/shy or not engaging;
- At Receptions, not taking the time to talk to as many people from the firm as possible; and
- Drinking too much alcohol.

## PROCESS IN ATLANTIC CANADA

The hiring process for articling positions in this area occurs earlier than for other parts of the country. Some of the bigger, regional firms hire first-year students, but there are not many positions. However in second year the majority of the bigger firms hire students for their articles after graduation with the option of working with them during the summer after second year. The Law School hosts OCIs in January. ***Students must understand that they are committing to article with these firms and it is inappropriate subsequently to seek articles elsewhere.***



## **Halifax**

Many of the larger firms hiring in Halifax will participate in the OCIs. The hiring process for first and second year students takes place in January. If a firm discovers that they have additional articling needs after this process then they may conduct interviews during October for students in third year. Students should note that most of the bigger firms have filled their needs by this point.

Firms will hold their first round of interviews during OCIs and then invite selected students to the firm for second, longer interviews where they will have the opportunity to meet with more lawyers. Selected students may also get invited out to dinner with firms during the week.

Not all firms hiring during this time will choose to participate in OCIs; some will conduct all their interviews at the firm. Those firms tend to conduct their interviews around the same time as the OCIs. The CDO will notify students of all the deadlines that are brought to its attention. However, not all the firms choose to communicate with students through the CDO. **Students must therefore do their research and check with the firms directly to verify their deadlines.**

Students should also note that at least some firms in Halifax accept online applications. When researching firms, students should search out this possibility, especially if the firm does not regularly attend OCIs.

At the end of this handbook, there is a list of firms that tend to hire articling students. Please remember that these are not the only firms that may hire students and your search should not be limited to them.

## **New Brunswick and PEI**

OCIs for the articling positions with firms in PEI and New Brunswick are conducted in January of the student's second year. Firms may also recruit first year students at this time. Generally the firms that participate in OCIs do not conduct second interviews (although it occasionally happens).

The processes outlined above are applicable to the majority of the larger firms in the area. A list of the firms that participated in OCIs last year, their contact information and their website addresses may be found at the back of this handbook. There are also several firms in the area that do not participate in this process. If you are interested in practicing at one of those firms you should contact them directly. You can contact the CDO for information about that firm, or contact Dal/Schulich alumni who work there and ask whether the firm has hired articling students in the recent past.

## **Newfoundland**

The process in Newfoundland is similar to that of New Brunswick and PEI. OCIs are held in January for the purposes of hiring primarily first and second year students. Many first year students have had success finding summer positions in Newfoundland. After the summer, students are typically offered a second-year summer and articling position with the firm. Students should be aware that the time they spend as second year summer students fulfills some of their articling requirements.



The majority of the firms do not conduct second interviews. However students may be invited to come by the firm during the Christmas break to meet more of the lawyers. Some firms do not extend offers to the students until after this meet-and-greet has taken place.

## **PROCESS IN ONTARIO**

The Law Society of Upper Canada (LSUC) sets guidelines each year for when different parts of the province may conduct recruiting. Although many firms adhere to the guidelines, they are not mandatory and firms may recruit at any time. Below there is a description of the process for Toronto and Ottawa. If you are interested in working in a different part of Ontario please contact the LSUC or the firm directly to determine the recruiting procedures. Visit the LSUC website at [www.lsuc.on.ca](http://www.lsuc.on.ca).

Beginning in August 2010, at least 50 Ontario firms will be accepting online applications from students via viDesktop, [http://host.videsktop.com/\\_viPortal/Default.htm](http://host.videsktop.com/_viPortal/Default.htm). The site includes pdf and video step-by-step instructions on the how to make applications. Participating firms can be found on the site itself under the 'Search for Jobs' tab. This year, the deadline for online applications from Schulich School of Law students will be September 10<sup>th</sup>.

**Toronto** [<http://rc.lsuc.on.ca/pdf/licensingprocesslawyer/articling/ar31polRecruitSumStudent.pdf>]

Toronto firms who hire first year students will do so in January. Some of the firms may come to the Schulich School of Law to conduct OCIs. There are very few jobs available for first year students in Toronto. The majority of firm recruiting is done through second year summer jobs.

The majority of the firms in Toronto follow the LSUC's guidelines for hiring summer students and articling clerks. The guidelines for hiring second year summer students generally stipulate that hiring occurs in October of the student's second year. Every summer a law firm in Toronto publishes a book which contains the articling surveys of many of the firms who will be hiring through this process. Please note that not all of these firms will be conducting OCIs in Halifax and they are not the only firms that hire summer students. The names of those firms that will be participating in OCIs are made available to students later in the summer. This book is a great resource to use to start your research. Applications for both OCI and non-OCI firms are due in early to mid September - students must begin their research early. The firms that do participate in OCIs typically conduct their interviews in early October. Selected students will then be invited to Toronto for second interviews in early November.

While many students secure their articles in Toronto by summering with a firm, this is not the only route. Firms may hire additional clerks during the summer after second year. Again this process is governed by the LSUC's guidelines. Applications are generally due by mid-July with interviews taking place during the first or second week of August. During the summer months students will receive postings from the CDO about firms hiring articling students. Students should also continuously check the NALP and the LSUC websites for articling positions.

## **Ottawa**

Ottawa is also governed by the LSUC's guidelines however the dates differ from Toronto. In Ottawa there are two sets of deadlines: those in October and those in February.



Ottawa has many full-service firms that hire both summer students and articling clerks. The deadline for both first and second year positions is generally around the mid to end of January. As with Toronto, this is the major method of recruiting articling clerks for many firms. However, many firms will also take on additional articling clerks after this initial process. There are also other firms who do not take summer students but who do hire articling clerks. The articling recruitment process takes place in the early spring following second year. The deadline to submit applications is generally mid-May with interviews taking place in early June. This process is governed by LSUC guidelines.

Ottawa is also home to several Intellectual Property (IP) boutique firms. Many IP firms hire both first and second year students for summer positions. Applications are generally due in September and interviews take place in early October. Students interested in such positions are encouraged to begin their research in the summer and have their résumés prepared and reviewed in September. These firms may conduct second interviews during the December break or in January. IP firms may also hire articling students during the spring following second year. This recruitment process is the same as outlined above for other firms and is governed by the same LSUC guidelines.

Since there are two possible recruiting dates in Ottawa, students should start their research early. Confirm the recruiting process with the firms in which you are interested so that you do not miss any deadlines. The CDO will send out lists of the firms participating in OCIs, both in September and January, but remember that these are not the only firms that hire. **Do your own research as well.**

## **PROCESS IN ALBERTA**

The information in this section is based on the process for Calgary law firms. If students are interested in a different part of Alberta, they should check to see if there are different deadlines. Calgary firms are well-represented at OCIs in September with nine firms participating in 2009/2010; however, as with other out of region provinces, students should conduct their own research in order to become aware of the firms that do not come to Halifax. Students should consult NALP or the Canadian Law List website for the names of firms in Alberta.

The interview process and dates are the same for first\* and second year students. OCIs for any participating firms will take place early in the fall (the same time as Toronto and Vancouver OCIs for second year summer positions).

Second year students may be offered positions based on OCI interviews, while some may be invited to the firm for second interviews.

The process for applying for articling positions takes place during the months of May and June following second year.

\* That Alberta firms interview Schulich School of Law first year students in first term is an exclusive arrangement with the Schulich School of Law based on the location of the law school and the difficulty of arranging these interviews early second term in Halifax. Only first year students



attending the Schulich School of Law will be interviewed at the Schulich School of Law at this time.

## **PROCESS IN VANCOUVER**

The Vancouver Bar Association (VBA) has established guidelines for both the articling and summer position recruiting processes. It is not mandatory that firms adhere to the guidelines; students must check with individual firms to confirm their deadlines. The majority of British Columbia firms do not participate in Halifax OCIs. With the exception of the large firms in Vancouver, there are no specific dates governing when firms may conduct their recruiting. Students should contact any firms they are interested in early to ensure that they do not miss any deadlines. Although the majority of the large firms do not hire first year students, students have been more successful at finding work in smaller firms or outside of Vancouver.

Recruiting for second year summer positions is done in the fall of second year. Since the majority of the firms do not participate in OCIs, all of the interviews are conducted in BC. The applications are due around the middle of September. The interviews usually take place around the end of October/first of November and often coincide with the second round of interviews for Toronto firms.

First interviews are generally scheduled on Monday and Tuesday. Students should plan on being in Vancouver until at least Thursday, because there may be follow-up interviews or lunches on Wednesday. There may also be dinners or receptions in the evenings. The first interviews run about forty minutes to an hour long. They are often followed by a tour of the firm. It is recommended that students schedule their interviews 1 1/2 to 2 hours apart. Students should not wait until the deadline to send their application packages in, because unlike in Toronto there is no specific call day for interviews. Instead, some interviews are scheduled as applications come in. This is the general structure of the interview week for both summer and articling positions.

According to the VBA's guidelines, recruiting for articling students will take place during a week in August. Again, this week will usually coincide with that of the Toronto interviews. The guidelines do not stipulate a deadline for submitting application packages, therefore students must consult with the individual firms. Students should review an up-to-date version of the VBA's guidelines for more information. The guidelines are published on the VBA's website at: [www.vancouverbar.ca](http://www.vancouverbar.ca) under the 'news' tab. There is also a copy available in the CDO.

The VBA website ([www.vancouverbar.ca](http://www.vancouverbar.ca)) was undergoing an overhaul at the time this handbook was being updated, but you can expect to find a list of Vancouver firms with links to their websites as soon as the changes are complete. This has been a great resource in the past, and one that students should take advantage of when conducting their research.

## **APPLYING TO SMALL FIRMS**

The process described above is not the recruiting method used by all firms, particularly smaller firms. If students are not successful during this time or are not interested in working for a larger firm they may feel that there are not any other options. This is not true. The information in this section is based on students' experiences in applying to small firms in the Halifax area. The same approach can be used for applying to smaller firms in other areas as well.



If you are interested in a small firm, the first thing to know is that they do not do their hiring as early as the larger firms. They are unable to determine that far in advance if they will be capable of taking on a clerk. Also, they probably do not have a structured recruiting process. You will need to be very proactive in contacting these firms and will have to invest a great deal of time in your search.

Students often express frustration when trying to obtain information about smaller firms in Halifax. The CDO has attempted to update its information by sending out information surveys to firms in Atlantic Canada and asking for brochures from the firms. On the CDO website you will find a brief description of many of the smaller firms including the number of lawyers and their main practice areas, and hopefully when the proposed 'job bank' is up and running on the CDO site, many smaller firms will take advantage of the opportunity to gain exposure to students.

In the past students have found it helpful to contact the firm directly and ask to come in and chat about the firm. If there is a firm that you are interested in, you may contact Rose Godfrey to find out if there are any alumni there who may be interested in meeting with a student. Students have found this approach much more effective than simply cold-calling the firm and speaking to the office manager.

Once you have learned about the firm you must submit an application. Your application should include a résumé, cover letter, the names of your referees and your law school transcripts. In your cover letter be sure to mention: your contact at the firm; that you visited the firm; and why you want to article there. One of the common mistakes students make is that after they have sent in their applications to the firms, they simply wait to hear back from the firm. This can lead to lost opportunities. Instead, students should follow up approximately two weeks after their résumé should have been received.

Although smaller firms will not know as far in advance if they can take a clerk, it is still best to contact the firms early. If you know that you want to work in a smaller firm you should contact them during your second year. It is better to be told to follow up in a few months than to find out that you missed an opportunity. If you have gone through the bigger recruiting processes during the summer after your second year and were unsuccessful, you should start this other process immediately. Although it is not uncommon for students to secure positions with smaller firms during the spring and summer following graduation, you do not want to wait that long.

### **ALTERNATIVES TO THE PRIVATE PRACTICE CAREER PATH**

The majority of law students begin their careers by articling with a private law firm. Some students know before they begin law school that this is not the right choice for them; others discover it after spending some time in private practice. The good news is that your law degree will not go to waste if you do not opt for private practice. There are many alternative careers available that can be very challenging and rewarding. Some, but not all of those options, will require that you have passed the bar exam and are a licensed practicing lawyer. Some of these options include: working for a corporation; a bank; an insurance company; a branch of government; a public interest law; or a non-governmental organization. Although this section will provide some examples of the type of work available after law school, they are not the only options. Students are encouraged to consult the CDO website, resources listed in this handbook or an organization directly to determine if there are any opportunities available.



## **GOVERNMENT**

There are many opportunities available to students at various levels of government. The type of opportunity available will depend on the area. Generally the larger the urban area the greater number of government jobs that will be available. Students have had great articling experiences working in municipal, provincial and federal legal departments.

### **Federal Government**

As the largest single legal organization in the country, the Department of Justice employs more than 2000 lawyers from all over Canada, whose backgrounds are as varied as the country itself. Located in Ottawa, the Department's headquarters are close to Parliament Hill and across the street from the Supreme Court of Canada. Their lawyers are also employed in legal services units attached to more than 40 federal departments and agencies in the National Capital Region. Across Canada, the Department also maintains regional offices in Halifax, Montreal, Toronto, Winnipeg, Saskatoon, Edmonton, Vancouver, Whitehorse, Yellowknife, Iqaluit and Inuvik.

A career at Justice offers a range of opportunities, including the chance to work in criminal, civil and tax litigation, policy development, human rights law and international law. Justice in-house corporate counsel work for a wide variety of federal departments and agencies. Their lawyers also have responsibility for drafting legislation that the federal government introduces for debate and passage in Parliament. The Canadian Charter of Rights and Freedoms, gun control legislation, and the North American Free Trade Agreement are some examples of legislation that Justice lawyers have played an important role in preparing.

Lawyers entering the Department of Justice may specialize in a particular area of law, or take advantage of the excellent opportunities offered for rotation through several specialties in the course of a career. DOJ offices across the country hire summer and articling students. The main DOJ website provides the application deadlines for each region and information about each regional office. The information in this section was taken from the DOJ website: [www.canada.justice.gc.ca](http://www.canada.justice.gc.ca).

For more information on Department of Justice Offices across the country, please refer to the Alternative Career WebPages: [www.careers.law.dal.ca](http://www.careers.law.dal.ca).

### **Provincial Government**

Another interesting alternative to working in a private firm is articling with one of the provincial justice departments. The type of work that you will be exposed to will depend on the size of the department. Generally, students will spend part of their articles working with the civil and criminal branches. Many of the programs allow students to spend part of their articles within a branch/department of their choice. Below students will find a list of which provincial offices have an articling program and links to more detailed information.



## **NOVA SCOTIA**

Department of Justice – Legal Services Division  
4<sup>th</sup> Floor, 5151 Terminal Road  
PO Box 7  
Halifax, NS B3J 2L6  
Karen A. Fitzner  
Tel: (902) 424-5214  
E-mail: [fitzneka@gov.ns.ca](mailto:fitzneka@gov.ns.ca)

## **NEW BRUNSWICK**

New Brunswick Public Service  
Internship and Rejuvenation Programs  
Office of Human Resources  
PO Box 6000  
Fredericton, NB, E3B 5H1  
Tel: (506) 453-2264  
Fax: (506) 453-4225

Articling with New Brunswick's department of justice is done through their Internship Program. Details about the internship program can be found on the website along with a list of current internship availabilities. They do not anticipate having a position for this year but interested students should check the website for the most up-to-date information. Website: [www.gnb.ca/0163/intern/intern-e.asp](http://www.gnb.ca/0163/intern/intern-e.asp).

## **PRINCE EDWARD ISLAND**

Deborah Gillespie  
Office Manager  
Office of the Attorney General  
95-105 Rochford Street  
Charlottetown PEI C1A 7N8  
Tel: (902) 368-4594  
Fax: (902) 368-4563  
E-mail: [dlgillespie@gov.pe.ca](mailto:dlgillespie@gov.pe.ca)

PEI's Department of Justice used to have an articling program. Unfortunately it has not been offered in recent years because of budget cuts and the Office of the AG does not expect any change for the 2012-2013 articling year.

It is unclear at the time whether it will be offered in the future. The program lasted for 12 months and was broken down as follows:

4 months with Supreme Court Judges, 4 months with Civil Legal Services and 4 months with either the Crown Attorney or Legal Aid.



Students should contact Deborah Gillespie if they have any questions and to determine if the program is being offered.

## NEWFOUNDLAND

The Department of Justice does have an Articling Program for 2<sup>nd</sup> and 3<sup>rd</sup> year students. Students are hired for both the Public Prosecutions Division and the Civil Division. Interviews are normally held just before Christmas of each year.

Anne Marie Rose QC  
Manager, Central Agencies and Justice Policy Unit  
Civil Division  
Department of Justice  
4th Floor, East Block  
Confederation Building  
PO Box 8700  
St. John's, NL A1B 4J6  
Tel: (709) 729-3354  
Facsimile: (709) 729-2129  
E-mail: [annemari@gov.nl.ca](mailto:annemari@gov.nl.ca)

## ONTARIO

Dan L. Goldberg  
Chair Articling & Summer Law Student Committee  
Tel: (416) 314-8090  
Fax: (416) 314-8050  
E-mail: [dan.goldberg@jus.gov.on.ca](mailto:dan.goldberg@jus.gov.on.ca)

Website: [www.attorneygeneral.jus.gov.on.ca/english/about/artcl](http://www.attorneygeneral.jus.gov.on.ca/english/about/artcl)

The Government of Ontario employs more than 1300 lawyers, approximately 100 articling students and 30 to 40 summer law students. They specialize in almost every area of substantive law including constitutional, criminal, health, environmental, family, tax, corporate, commercial, labour and employment law. Being a student with the Ministry of the Attorney General offers exposure to the workings of government and the process of law reform.

The Ministry publishes a comprehensive brochure which is available on the web ([www.attorneygeneral.jus.gov.on.ca/english/about/artcl/2008-9/artcl2008-9-EN.pdf](http://www.attorneygeneral.jus.gov.on.ca/english/about/artcl/2008-9/artcl2008-9-EN.pdf)). This brochure outlines each of the departments that hires students and provides contact information and application deadlines. Students should note that they must apply to each department separately and that the deadlines may vary between departments. Although the majority of the offices are located in Toronto, there are some positions throughout Ontario.



## MANITOBA

S. Guy Tavener  
Manager, Human Resource Services  
405 Broadway  
Winnipeg MB R3C 3L6  
204-945-0915  
E-mail: [guy.tavener@gov.mb.ca](mailto:guy.tavener@gov.mb.ca)

Manitoba Justice does hire articling students. This is basically a one year, contract type of employment. Articling students may work in Prosecutions, Legal Aid and Civil Legal Services.

Prosecutions:

Contact Person: Jo-Anne Natuik  
Director of Regional Prosecution and Legal Education  
[Jo-Anne.Natuik@gov.mb.ca](mailto:Jo-Anne.Natuik@gov.mb.ca)  
Prosecutions, Manitoba Justice  
405 Broadway  
Winnipeg MB R3C 3L6

Civil Legal Services:

Contact Person: Lynn Romeo, Director  
[Lynn.Romeo@gov.mb.ca](mailto:Lynn.Romeo@gov.mb.ca)  
405 Broadway  
Winnipeg MB R3C 3L6

Legal Aid Manitoba

Legal Aid Manitoba has opportunities in several offices. Information is available on the Legal Aid Manitoba website at: <http://www.legalaid.mb.ca>

## SASKATCHEWAN

Executive Assistant to the  
Deputy Minister of Justice and  
Deputy Attorney General  
1000-1874 Scarth Street  
Regina SK S4P 4B3  
Tel: (306) 787-5660

In the past few years they have hired 3 clerks per year. Students rotate through the Public Prosecutions, Civil Law and Public Law divisions during their articling period.



The deadline for articling applications is generally the second Friday in May, while interviews for the same articling year are conducted the last Thursday and Friday in May. The Department follows the Saskatchewan hiring guidelines, and up to date deadlines are published online by the University of Saskatchewan College of Law at:

[www.usask.ca/law/career\\_services/recruitment/documents/SaskatchewanArticlingInterviewGuidelines2011-2012.pdf](http://www.usask.ca/law/career_services/recruitment/documents/SaskatchewanArticlingInterviewGuidelines2011-2012.pdf)

For further information about their program please visit their website at <http://www.justice.gov.sk.ca/articling>.

## **ALBERTA**

Human Resource Services  
Alberta Justice  
1<sup>st</sup> Floor, Bowker Building  
9833 - 109 Street  
Edmonton AB T5K 2E8  
Tel: 780-427-4978  
Fax: 780-422-1330

In previous years they have hired 9 students (6 for Edmonton and 3 for Calgary).

Students will rotate through four main branches: civil, criminal, public trustee, and family. They will also have the option of completing a fifth rotation with one of these branches or with another part of the government.

The articling deadline for positions for the following year will be in early May. The deadline for positions for next year will be available in early 2010. For more information about the program and application process, please visit: [www.articlingatjustice.gov.ab.ca](http://www.articlingatjustice.gov.ab.ca). Or view their brochure at: [www.justice.gov.ab.ca/employment/downloads/articling\\_brochure\\_infosheet\\_sm.pdf](http://www.justice.gov.ab.ca/employment/downloads/articling_brochure_infosheet_sm.pdf). Deadlines are updated at [www.justice.gov.ab.ca/employment/Pages/studentatlaw.aspx](http://www.justice.gov.ab.ca/employment/Pages/studentatlaw.aspx).

## **BRITISH COLUMBIA**

Monica Hammond, Articling Coordinator  
Legal Services Branch  
PO Box 9280 STN PROV GOVT  
Victoria BC V8W 9J7  
Tel: 250 356-6451  
Fax: 250 356-0001  
E-mail: [monica.hammond@gov.bc.ca](mailto:monica.hammond@gov.bc.ca)

The BC Ministry of the Attorney-General typically hires four students for Victoria and one for Vancouver. The program exposes students to several different branches of government. Some of the possible rotations include: Health and Social Services, Aboriginal, Finance, Legislative Counsel, Crown



Counsel, Justice and Education and Employment Group and a Barristers' Rotation.

Students should visit the AG's website, [www.ag.gov.bc.ca/articling-program](http://www.ag.gov.bc.ca/articling-program), for information on the articling program.

The deadline for applications for 2011-2012 articling year was January, 2010. You can download an application questionnaire and notice of articles the January before your desired articling year from the above website. Notice of articles is posted each January.

Students should consult the website below for the most current information regarding the articling program and the application process. [www.ag.gov.bc.ca/articling-program/faqs/index.htm](http://www.ag.gov.bc.ca/articling-program/faqs/index.htm).

## **YUKON**

Contact Person: Stephen Horn  
Andrew Philipsen Law Centre  
2130 Second Avenue  
PO Box 2703  
Whitehorse YT Y1A 2C6  
Tel: 867-667-5764  
Fax: 867-393-6272  
E-mail: [jus.msb@gov.yk.ca](mailto:jus.msb@gov.yk.ca)

The Department of Justice in the Yukon hires both summer and articling students. For summer students they primarily hire students from the Yukon. For articling students preference is given to students with disabilities. The program does not have formal rotations, but students will typically gain exposure to the following areas: prosecutions, solicitor's work, land claims and legislation drafting. Phone interviews will be offered to students who are unable to travel for the interviews. Hiring is typically conducted in November.

## **Municipal Governments**

Large urban areas may also have articling opportunities available with their municipal governments.

## **HALIFAX REGIONAL MUNICIPALITY**

HRM has hired articling students in the past, but does so only occasionally. Interested students should consult HRM's legal services department - contact information at [www.halifax.ca/legal/index.html](http://www.halifax.ca/legal/index.html).

## **TORONTO LEGAL SERVICES DIVISION**

City Solicitor's Office  
City of Toronto, Legal Services  
55 John Street, Metro Hall  
Stn. 1260, 26th Floor  
Toronto, ON M5V 3C6



[www.city.toronto.on.ca/legal/](http://www.city.toronto.on.ca/legal/)

Students receive a varied, fast-paced articling experience working for the City of Toronto. During their articling year students will work in the following areas; Litigation, Municipal Law, Labour and Employment Law, Prosecutions, Planning and Administrative Law and Real Estate Law. The City of Toronto does not hire summer students and follows the LSUC's guidelines for hiring articling clerks.

### **OTTAWA – Legal Services Branch**

Contact: Caroll Edwards

Phone: (613) 580-2424 ext. 21664

E-mail: [caroll.edwards@ottawa.ca](mailto:caroll.edwards@ottawa.ca)

3<sup>rd</sup> Floor, 110 Laurier Avenue West

Ottawa, ON K1P 1J1

[http://ottawa.ca/city\\_hall/corporate\\_plan/2008\\_review/branch\\_profiles/legal\\_services\\_en.html](http://ottawa.ca/city_hall/corporate_plan/2008_review/branch_profiles/legal_services_en.html)

The Legal Services Branch of the City of Ottawa hires two articling students per year. The students are exposed to all the areas of the law practiced by the Branch. The program is designed to expose students to the day-to-day practice of the Branch and to teach the students the professional responsibilities of a lawyer. The legal services branch practices in the following areas; real estate, wills and estates, administrative, construction, criminal, environmental, health, insurance, labour and employment, municipal, personal injury, police, social welfare and planning and development.

### **WINNIPEG**

Does not currently hire articling students and does not have any plans to do so in the near future.

### **REGINA**

Darlyn Walker

Law Office Administrator City Solicitor's Office

PO Box 1790

Regina SK S4P 3C8

[dwalker@regina.ca](mailto:dwalker@regina.ca)

The City of Regina does not hire articling students every year. They hire articling students occasionally if there is a need and the budget permits. The student would be exposed to various aspects of municipal law including prosecutions, planning, real estate and labour.

### **CALGARY**

Contact: June Wall, Office Administrator

The City of Calgary Law Department (#8053)

Calgary Municipal Building

12th Floor, 800 Macleod Tr. S.E.

Calgary AB T2G 2M3

Tel: (403)268-2441

Fax: (403)268-4634



E-mail: [june.wall@calgary.ca](mailto:june.wall@calgary.ca)

There is a formal rotation of articling students through the Litigation, Corporate Services and Real Estate Expropriation sections. As well, in order to provide the students with as wide an exposure as possible, there is the opportunity to do expropriation and regulatory work. The lawyers from the City's Law Department also advise various commissions such as the Boxing and Wrestling Commission and the Taxi Commission, and students are encouraged to attend the meetings of these commissions. Applications are due on the 29<sup>th</sup> of May and interviews take place over two weeks in June. There are also summer positions available; these are posted on the Human Resources webpage during the last week of March.

Website:

[http://www.calgary.ca/portal/server.pt/gateway/PTARGS\\_0\\_0\\_104\\_0\\_0\\_35/http:/content.calgary.ca/CCA/City+Hall/Business+Units/Law+Department/Articling+and+Summer+Student+Program.htm](http://www.calgary.ca/portal/server.pt/gateway/PTARGS_0_0_104_0_0_35/http:/content.calgary.ca/CCA/City+Hall/Business+Units/Law+Department/Articling+and+Summer+Student+Program.htm)

### **EDMONTON**

[www.edmonton.ca/city\\_government/city\\_organization/articling-with-the-city-of-edm.aspx](http://www.edmonton.ca/city_government/city_organization/articling-with-the-city-of-edm.aspx)

Tel: (780) 496-7200  
Chancery Hall  
3 Sir Winston Churchill Square  
Edmonton, AB T5J 2C3

### **VANCOUVER**

Does not currently hire articling students.

[vancouver.ca/law/index.htm](http://vancouver.ca/law/index.htm)

### **PUBLIC INTEREST LAW**

There are many different definitions of public interest law; generally it is considered to be legal work done on behalf of individuals, groups and causes that are underrepresented, and the promotion of social, economic and political justice. Public Interest Law encompasses a variety of options, including: legal aid clinics, advocacy organizations, boards and commissions, and internships. Although information regarding public interest law positions is not always readily accessible, there are many options out there for students who want to pursue a career in this area.

Broadly speaking, the two main options available to students are either articling with a legal aid clinic or completing an internship with either an NGO, international or a government organization. Many organizations will want to see strong commitment, often in the form of volunteer work, to their cause before they hire you. These organizations have finite resources and cannot afford to hire someone who is not willing to be around long-term.

Students interested in this area will quickly realize that it does not always have the same linear structure that you find in private practice. It is often not possible to article with the organization of your choice. If



this is the case then you may have to article in a private firm or in the public sector before trying to secure a position with them. During your articling year you will have to maintain your commitment to the organization so they see your dedication. If you cannot article with an organization because of a lack of funding you may propose to raise the funds yourself. If there is an organization or clinic that you are particularly interested in, you should contact them directly to find out what opportunities they may have.

In April 2008, the Law Foundation of Ontario awarded six Articling Fellowships annually at public interest organizations throughout Ontario for a period of four years. The project provides organizations that previously could not hire students to do so, and it provides students with more exposure to the public interest law sector. There are also articling positions available at many legal aid clinics across the country. Some of these clinics handle a large variety of cases while others focus on a specific marginalized group.

Unfortunately, it is beyond the scope of this handbook to explore these opportunities in-depth. Thorough research has been conducted in this area and is posted on the CDO website. Students are also welcome to come to the CDO office to discuss their options and to plan out their approach. In the CDO Resource Centre students will find a number of books, brochures, and handbooks that will assist them in conducting their research. Some of the handbooks, such as the McGill public interest guide, have detailed descriptions of available internships and articling opportunities available.

## **IN-HOUSE COUNSEL**

Lawyers who work as in-house counsel are part of a larger team who are all working for the same interest. In-house counsel may work in a variety of settings including universities, corporations, unions, hospitals, and government departments. These lawyers target their legal skills to a constantly changing group of legal issues while only working for one client. This eliminates such issues as balancing the needs of multiple clients or worrying about recruiting future clients for the firm.

The nature of their work varies with the nature of the setting, but may include representing their client before courts and tribunals, providing legal advice to various people or departments, drafting policies, and running the general legal affairs of the organization. Due to the permanent nature of their relationship with the organization, in-house counsel focuses not only on handling immediate issues but also on the long term objectives of the organization.

In-house counsel's work is challenging and interesting; they are given a high-level of responsibility and involvement with the daily work of the organization. The broad range of issues that in-house counsel needs to be prepared to handle generally means that they are not specialized in a particular area. In-house counsel usually move to their position after having spent several years in private practice developing solid legal skills. It is recommended that students interested in such a career article with a reputable firm that has a variety of rotations. Some larger firms offer the option of a secondment with one of their corporate clients so that students can gain exposure to the daily operations of a business. Some larger operations may even take on their own summer and/or articling students. If there is a particular organization that you are interested in it never hurts to make inquiries directly to them.

## **CORPORATIONS**

Working as in-house counsel is the most common example of lawyers working for a corporation;



however, more lawyers are working in non-legal capacities for corporations. A legal education provides students with versatile skills such as critical thinking, analytical writing, negotiating, as well as the ability to understand complex policies and regulations efficiently. These are all very valuable skills for the business world. Some of the departments where a law degree is proving to be valuable are tax, employee relations, finance, marketing and insurance.

Because of the wide variety of possibilities, interested students should do some research into the type of work they would like to do, the type of business or industry and what they need to do to get there. Students must decide whether they are going to article even if they ultimately want a job as a non-practicing lawyer.

### **OTHER OPTIONS IN BUSINESS SECTOR**

There are many other options available to students looking in the business sector. Students should be aware that certain industries will require either a specific background or additional training in order to work there. Listed below are some other industries where a legal education can be a useful resource when seeking a career within them.

- ❖ Banks
- ❖ Publishing
- ❖ Accounting Firms
- ❖ Insurance
- ❖ Real Estate
- ❖ Engineering
- ❖ Pharmaceutical companies
- ❖ High tech companies

### **LIBRARIANS AND LEGAL RESEARCHERS**

Competent and thorough researchers are crucial to the legal profession. They provide access to pertinent case law, statutes, and other resources. This type of work requires the lawyer to engage with a multitude of subjects on a daily basis. Librarians and researchers are essentially trying to narrow the scope of research problems in order to access particular information. They need to be proficient in using legal research tools and possess strong analytical skills. Students looking to become law librarians will need to obtain a Master's in Library Science (MLS) which is one of the degrees offered as part of the Schulich School of Law's combined programme. Law libraries can be found in courthouses, law firms, universities and government buildings.

### **MEDIA / JOURNALISM**

Some law graduates have made a career for themselves in the media or as journalists. Their jobs range from newscasters, TV hosts, to legal affairs columnists. Students interested in such a career should realize that it is a very competitive market and can be difficult to break into. Although a journalism degree may not be necessary for all positions, it would be useful. For students interested in this area who do not have such a background it is important to hone your writing skills now. Students should seek opportunities to write for the Weldon Times, the Gazette, other university newspapers, and law journals. If your interest lies in television broadcasting you should consult the local networks for information on entering the profession and potential volunteer/employment opportunities.



## JUDICIAL CLERKSHIPS

Judicial clerkships are another alternative to completing all of your articles in the law firm setting. Clerkships can count for either all or part of your articles. Some but not all courts will take lawyers after they have been called to the bar. Clerking is an excellent way to enhance your legal research and writing skills, observe how law and policy intersect, and gain a better understanding of how the court system works.

Clerkships can be very competitive and solid academic records are expected. Depending on the court a clerkship may include legal research and writing, drafting judgments, as well as observing jury selection, sentencing hearings, case conference and other proceedings. Most provincial court of appeals, along with the Supreme Court of Canada and the federal courts, have clerkships available for students. Following is a list of the courts in Canada that have clerkships, their contact info, and the general time of year when they do their hiring.

<b>COURT</b>	<b>Website Address</b>	<b>Number of Clerkships available Each Year</b>	<b>Application Deadline</b>
Supreme Court of Canada	<a href="http://www.scc-csc.gc.ca">www.scc-csc.gc.ca</a>	27	End of January, in 2 <sup>nd</sup> or 3 <sup>rd</sup> year*
Federal Court of Canada	<a href="http://www.fct-cf.gc.ca">www.fct-cf.gc.ca</a>	31	End of January, in 2 <sup>nd</sup> or 3 <sup>rd</sup> year*
Federal Court of Appeal	<a href="http://www.fca-caf.gc.ca">www.fca-caf.gc.ca</a>	12	End of January, in 2 <sup>nd</sup> or 3 <sup>rd</sup> year*
Tax Court of Canada	<a href="http://www.tcc-cci.gc.ca">www.tcc-cci.gc.ca</a>	12	End of December, in 3 <sup>rd</sup> year
British Columbia Court of Appeal	<a href="http://www.courts.gov.bc.ca">www.courts.gov.bc.ca</a>	11	Mid-January, in 2 <sup>nd</sup> year**
British Columbia Supreme Court	<a href="http://www.courts.gov.bc.ca">www.courts.gov.bc.ca</a>	18	Mid-January in 2 <sup>nd</sup> year**
Alberta Court of Queen's Bench and Court of Appeal	<a href="http://www.albertacourts.ab.ca">www.albertacourts.ab.ca</a>	Determined year to year	Dates posted each Fall
Saskatchewan Court of Appeal	<a href="http://www.sasklawcourts.ca/default.asp?pg=ca_articling">www.sasklawcourts.ca/default.asp?pg=ca_articling</a>	3	October 31
Ontario Court of Appeal	<a href="http://www.ontariocourts.on.ca/coa/en/law_clerkprogram/">www.ontariocourts.on.ca/coa/en/law_clerkprogram/</a>	17	End of January, 2 <sup>nd</sup> or 3 <sup>rd</sup> year
Ontario Superior Court of Justice	<a href="http://www.ontariocourts.on.ca/scj/en/law_clerkprogram/">www.ontariocourts.on.ca/scj/en/law_clerkprogram/</a>	22	End of January, 2 <sup>nd</sup> or 3 <sup>rd</sup> year
New Brunswick Court of Appeal	<a href="http://www.gnb.ca/cour/03COA1/articlingprogram-e.asp">www.gnb.ca/cour/03COA1/articlingprogram-e.asp</a>	2	End of January, 2 <sup>nd</sup> year
Nova Scotia Court of Appeal	<a href="http://www.courts.ns.ca">www.courts.ns.ca</a>	1 or 3	End of March, 3 <sup>rd</sup> year

\* Students who apply in 3<sup>rd</sup> year would not be clerking until after their articles are completed.

\*\* Third year students may apply but cannot have completed articles prior to commencing their clerkship.



## PROVINCIAL BAR REQUIREMENTS AND COURSE OVERVIEW

Here is a list of the bar societies across the country, their contact information and a brief overview of their articling and admission requirements. Students will find more detailed information on the societies' websites. More detailed information has also been compiled and is available from the CDO.

Jurisdiction	Articles	Required/Recommended Courses	Bar Course Work	Exams
<p><b>The Law Society of Alberta</b> Calgary Office (Main) 500, 919 - 11th Avenue S.W. Calgary, AB T2R 1P3 Tel: 403-229-4700 <a href="http://www.lawsocietyalberta.com/">http://www.lawsocietyalberta.com/</a></p> <p>[see site for Edmonton offices contact information]</p>	12 months Articles do not need to be secured before taking the Bar Course.		2 sessions per year August - February November - May CPLED Program: 3 in class modules and 6 online to be completed over 6 months.	Students must successfully complete all parts of the CPLED program
<p><b>The Law Society of British Columbia</b> 845 Cambie Street Vancouver, BC V6B 4Z9 Tel: (604) 669-2533 For admission information E-mail: <a href="mailto:memberinfo@lsbc.org">memberinfo@lsbc.org</a> <a href="http://www.lawsociety.bc.ca">www.lawsociety.bc.ca</a></p>	9 months Articles must be secured before taking the PLTC	No required courses	9 months of articles; 10-week Professional Legal Training Course (PLTC) ; and 2 qualification exams based on the PLTC Practice Material and course work.	2 qualification exams
<p><b>The Law Society of Manitoba</b> 219 Kennedy Street Winnipeg, MB R3C 1S8 Tel: 204-942-5571 E-mail: <a href="mailto:admin@lawsociety.mb.ca">admin@lawsociety.mb.ca</a> <a href="http://www.lawsociety.mb.ca">www.lawsociety.mb.ca</a></p>	12 months Do not need to have articles secured before enrolling in CPLED	No required courses	CPLED program 7 month program consisting of 8 modules. 3 in class and five online	Must successfully complete all aspects of the CPLED program.
<p><b>Law Society of New Brunswick</b> 206 - 1133 Regent Street Fredericton, NB E3B 3Z2 Tel: (506) 458-8540 E-mail: <a href="mailto:general@lawsociety-barreau.nb.ca">general@lawsociety-barreau.nb.ca</a> <a href="http://www.lawsociety.nb.ca">www.lawsociety.nb.ca</a></p>	44 weeks	No required courses but a reasonable knowledge in not less than four of the following: Real Estate Civil Litigation Criminal Law Family Law Business Law Wills & Estates Administrative Law Labour & Employment Law	4 2-week courses spread out over the 12 months.	Bar Exam which consists of 2 Parts: A. Civil procedure B. Statutes of NB Students must pass both parts



<p><b>Law Society of Newfoundland</b> 196-198 Water Street, 4<sup>th</sup> Fl PO Box 1028 St. John's, NL A1C 1A9 Tel: (709) 722-4740 Director of Legal Education: Francis P O'Brien E-mail: <a href="mailto:francis.obrien@lawsociety.nf.ca">francis.obrien@lawsociety.nf.ca</a> <a href="http://www.lawsociety.nf.ca">www.lawsociety.nf.ca</a></p>	<p>3 months after 2<sup>nd</sup> year and minimum of 9 continuous months after graduation</p>	<p>Required courses: Cdn, constitutional, civil procedure, contracts, administrative, personal property, real property, torts, criminal law. Students should also include any one or more of the following: commercial, corporate, evidence, family, wills and trusts, criminal procedure</p>	<p>7-8 week course from October through to November each year</p>	<p>Bar exams are written during the course, typically there is a total of 6</p>
<p><b>The Law Society of the Northwest Territories</b> 5004 - 50th Avenue P.O. Box 1298 Yellowknife, NT X1A 2N9 Tel: (867) 873-3828 <a href="http://www.lawsociety.nt.ca">http://www.lawsociety.nt.ca</a></p>	<p>12 Months</p>		<p>They do not offer a bar course. Often students complete the Alberta CPLED course but another province's bar course may meet the requirements.</p>	<p>Successful completion of the CPLED or other province's bar course.</p>
<p><b>Nova Scotia Barristers' Society</b> Admissions &amp; Professional Development 1101-1645 Granville Street Halifax, NS B3J 1X3 Tel: (902) 422-1491 <a href="http://www.nsbs.ns.ca">www.nsbs.ns.ca</a></p>	<p>12 months</p>	<p>The following courses are recommended: Administrative law Business Organization Commercial Transactions Evidence Family Real Estate Trial Procedure Wills and Probate Constitutional Contracts Criminal Torts Professional Responsibility</p>	<p>BAC has 3 components: - Articling Orientation (2 days in July) - Skills Course (5 wks long – offered 4 times per year) - Bar Exam (written twice per year – January and July – two dates each time)</p>	<p>The Bar Exam is written in either January or July</p>
<p><b>Law Society of Nunavut</b> Bldg. 917, 3rd Floor, Unit B PO Box 149 Iqaluit, NU X0A 0H0 Tel: (867) 979-2330 General inquiries: <a href="mailto:lawsoc@nunanet.com">lawsoc@nunanet.com</a> <a href="http://lawsociety.nu.ca">http://lawsociety.nu.ca</a></p>	<p>12 Months</p>		<p>Bar Admissions Course of any Canadian Province</p>	<p>Bar Examination of any Canadian Province &amp; The Law Society of Nunavut Transfer Examination</p>



<p><b>Law Society of Upper Canada</b> Education Support Services (ESS) Osgoode Hall 130 Queen Street West Toronto, Ontario, M5H 2N6 Inquiries regarding Toronto, London and Windsor: Tel: (416) 947-3315 Ottawa: 44 Eccles Street Ottawa, ON K1R 6S4 Tel: (613) 233-3046 <a href="http://www.lsuc.on.ca">http://www.lsuc.on.ca</a></p>	<p>10 months Must complete Professional Responsibility &amp; Practice course.</p>		<p>3 week Solicitor (Real Estate) Module, a two-week Barrister (Criminal Law) Module and a three-week Barrister (Civil Litigation) Module</p>	<p>Students must successfully complete licensing examinations for each module &amp; in the following: Public Law, Family Law, Professional Responsibility Estate Planning, &amp; Business Law.</p>
<p><b>Law Society of Prince Edward Island</b> Susan Robinson Secretary – Treasurer Barbara Smith bsmith@smss.com Chair of Articling/Admissions 49 Water Street PO Box 128 Charlottetown, PE C1A 7K2 Tel: (902) 566-1666 E-mail: <a href="mailto:srobinson@lspei.pe.ca">srobinson@lspei.pe.ca</a> <a href="http://www.lspei.pe.ca">http://www.lspei.pe.ca</a></p>	<p>12 Months</p>	<p>Required Courses: Cdn. Constitutional Law Civil Procedure Contracts Criminal Law Ethics &amp; Prof. Responsibility Property Law Torts and 4 of: Criminal Procedure Commercial Law Corporate Law Wills/Trusts Evidence Family Law Administrative Law</p>	<p>Students are required to successfully complete both the PEI BAC (2-week course) and the Nova Scotia BAC (7 weeks). The PEI BAC focuses on the aspects of a law practice that are unique to PEI.</p>	<p>7 written examinations on Supreme Court Practice, Criminal Court Practice, Family, Real Property, Commercial and Corporate, Estates, and Administrative Tribunals.</p>
<p><b>The Law Society of Saskatchewan</b> 1100-2500 Victoria Ave. Regina, SK S4P 3X2 Tel: (306) 569-8242 <a href="http://www.lawsociety.sk.ca">www.lawsociety.sk.ca</a></p>	<p>12 Months</p>	<p>No required courses</p>	<p>CPLED program: 3 in-class and five online modules</p>	<p>Successful completion of all components of CPLED</p>
<p><b>The Law Society of Yukon</b> Suite 202 - 302 Steele Street Whitehorse, Yukon Y1A 2C5 Tel: (867) 668-4231 E-mail: <a href="mailto:lsy@yknet.yk.ca">lsy@yknet.yk.ca</a> <a href="http://www.lawsocietyyukon.com">www.lawsocietyyukon.com</a></p>	<p>12 Months</p>			



## NOVA SCOTIA FIRMS THAT ATTENDED OCIS LAST YEAR

### **Blois Nickerson Bryson**

1568 Hollis St., Suite 500  
PO Box 2147  
Halifax NS B3J 3B7  
Attn: Ms. Angela Swantee  
[www.bloisnickerson.com](http://www.bloisnickerson.com)

### **Burchell Hayman Parish**

1801 Hollis St., Ste 1800  
Halifax NS B3J 3N4  
Attn: Ms. Ann Smith  
[www.burchells.ca](http://www.burchells.ca)

### **Cox & Palmer**

1100 – 1959 Upper Water St  
PO Box 2380  
Halifax NS B3J 3E5  
Attn: Ms. Karen Hughes  
[www.coxandpalmer.com](http://www.coxandpalmer.com)

### **NS Dept. of Justice – Legal Services Division**

4<sup>th</sup> Floor, 5151 Terminal Road  
PO Box 7  
Halifax, NS B3J 2L6  
Attn: Ms. Karen A. Fitzner  
<http://www.gov.ns.ca/just>

### **Patterson Law**

1718 Argyle St, Suite 510  
Halifax NS B3J 3N6  
Attn: Ms. Adriana Meloni  
[www.pattersonlaw.ca](http://www.pattersonlaw.ca)

### **Boyne Clarke**

PO Box 876 Dart. Main  
Halifax NS B2Y 3Z5  
Attn: Ms. Diane C. Norris, Executive Director  
[www.boyneclarke.ns.ca](http://www.boyneclarke.ns.ca)

### **Burchell MacDougall**

710 Prince St  
PO Box 1128  
Truro NS B2N 5H1  
Attn: Mr. Vernon Hearn  
[www.burchellmacdougall.com](http://www.burchellmacdougall.com)

### **MacIntosh MacDonnell & MacDonald**

610 East River Rd., Suite 260  
PO Box 368  
New Glasgow NS B2H 5E5  
Attn: Mr. Gerald Green  
[www.macmacmac.ns.ca](http://www.macmacmac.ns.ca)

### **Nova Scotia Legal Aid Commission**

102 – 137 Chain Lake Dr  
Halifax NS B3S 1B3  
Attn: Ms. Lisa Stokkeskog

### **Stewart McKelvey**

1959 Upper Water St, Ste 900  
Halifax NS B3J 3N2  
Attn: Ms. Eva Lechpammer  
[www.smss.com](http://www.smss.com)

## PEI FIRMS THAT ATTENDED OCIS LAST YEAR

### **Campbell Lea**

Attn: Mr. Brandon Forbes  
15 Queen St  
Charlottetown PE C1A 7X7  
[www.campbelllea.com](http://www.campbelllea.com)

### **Matheson & Murray**

Attn: Ms. Sophie MacDonald  
Suite 202 – 119 Queen St  
Charlottetown PE C1A 7L9  
[www.mathesonandmurray.com](http://www.mathesonandmurray.com)

### **Cox & Palmer**

20 Great George St  
Charlottetown PE C1A 4J6  
Attn: Ms. Pamela Williams  
[www.coxandpalmerlaw.com](http://www.coxandpalmerlaw.com)

### **Stewart McKelvey**

Attn: Ms. Janet Clarke  
65 Grafton St  
PO Box 2140  
Charlottetown PE C1A 8B9  
[www.smss.com](http://www.smss.com)

## NEW BRUNSWICK FIRMS THAT ATTENDED OCIS LAST YEAR



**Stewart McKelvey**

Attn: Mr. Christopher Stewart  
Box 7289, "A"  
St. John NB E2L 4S6  
[www.smss.com](http://www.smss.com)

**Barry Spalding Law**

Attn: Mr. Peter T. Zed, Q.C.  
PO Box 6010, Sta. A  
Saint John NB E2L 4R5  
[www.barryspalding.com](http://www.barryspalding.com)

**NEWFOUNDLAND FIRMS THAT ATTENDED OCIS IN LAST YEAR**

**Benson Myles**

Attn: Mr. Jeffery Benson  
215 Water St.  
Atlantic Place, Suite 900  
St. John's NL A1C 5N8  
[www.bensonmyles.com](http://www.bensonmyles.com)

**Cox & Palmer**

Attn: Ms. Leanne O'Leary  
Suite 1000, Scotia Centre  
235 Water Street  
St. John's NL A1C 1B6  
[www.coxandpalmer.com](http://www.coxandpalmer.com)

**Curtis Dawe**

Attn: Ms. Amy M. Crosbie  
139 Water St., 11<sup>th</sup> Fl., Fortis Bldg  
St. John's NL A1B 5J9  
[www.curtisdawe.nf.ca](http://www.curtisdawe.nf.ca)

**Newfoundland and Labrador Legal  
Aid Commission**

2 Steer's Cove  
PO Box 399 Stn C  
St. John's NL A1C 5J9  
Attn: Mr. John Duggan  
[www.gov.nf.ca/services/legal.stm](http://www.gov.nf.ca/services/legal.stm)

**O'Dea Earle**

Attn: Mr. Tom Johnson  
PO Box 5955  
St John's NL A1C 5X4  
[www.odeaearle.nf.ca](http://www.odeaearle.nf.ca)

**Ottenheimer Baker**

Baine Johnston Centre, 6<sup>th</sup> Fl  
PO Box 5457  
St. John's NL A1C 5W4  
[www.ottenheimerbaker.com](http://www.ottenheimerbaker.com)

**Poole Althouse**

Attn: Ms. Hilda Clarke  
49-51 Park St  
PO Box 812  
Corner Brook NL A2H 6H7  
[www.poolealthouse.ca](http://www.poolealthouse.ca)

**Stewart McKelvey**

Attn: Mr. Stephen Penney  
100 New Gower St.  
PO Box 5038  
St. John's NL A1C 5V3  
[www.smss.com](http://www.smss.com)

**White Ottenheimer & Baker**

Attn: Ms. Trudy Button  
Baine Johnston Centre  
10 Fort William Pl  
St. John's NL A1C 5W4  
[www.wob.nf.ca](http://www.wob.nf.ca)

A number of firms from Toronto, Ottawa, Calgary and Vancouver also attend OCIs each year.



## POLICY OF RECIPROCITY

The Schulich School of Law's Career Development Office is pleased to provide reasonable access of resources to students and graduates of law schools outside the province of Nova Scotia.

- 1) SERVICES are available only on a one-to-one basis. We will allow one non-Schulich School of Law student or graduate to use our office for every Schulich School of Law student or graduate who uses another school's career development/placement office. The student must be in his/her 3<sup>rd</sup> year of legal studies.
- 2) RECIPROCITY is granted for a period of six months and includes access to the Career Development Office library, E-mail distribution list for Atlantic Province positions only, and a meeting with the director of career development.
- 3) REQUESTS for reciprocity services must be made in writing by a career development/placement official.
- 4) Please provide an address for the student or graduate. Individuals appearing in our office without a request letter in hand will not be granted services.
- 5) VISITORS are requested to bring their grant of reciprocity letter and check in with the Career Development Office upon arrival.
- 6) ON CAMPUS INTERVIEWS: In no case will a student from another school be permitted to schedule on-campus interviews or participate in our résumé referral service.

### ***Reciprocity Requests should be directed to:***

*Rose Godfrey,  
Director, Career Development,  
Schulich School of Law, Dalhousie University  
6061 University Avenue  
Halifax NS B3H 4H9*

*E-mail: [rose.godfrey@dal.ca](mailto:rose.godfrey@dal.ca)  
Phone: 902-494-1018*

### **CAREER DEVELOPMENT OFFICE CONTACTS AT LAW SCHOOLS ACROSS CANADA**

#### **McGILL UNIVERSITY**

Catherine Bleau  
Director, Career Development Office  
Tel.: (514) 398-6618  
E-mail: [catherine.bleau@mcgill.ca](mailto:catherine.bleau@mcgill.ca)

#### **QUEEN'S UNIVERSITY**

Leeann Beggs  
Director of Career Services  
Tel.: (613) 533-6611  
E-mail: [leeann.beggs@queensu.ca](mailto:leeann.beggs@queensu.ca)

#### **UNIVERSITY OF ALBERTA**

#### **UNIVERSITY OF BRITISH COLUMBIA**



Patricia Neil  
Career Services Officer  
Tel.: (780) 492-7305  
E-mail: [pneil@law.ualberta.ca](mailto:pneil@law.ualberta.ca)

**UNIVERSITY OF CALGARY**

Maryanne Forrayi  
Career Advisor  
Tel.: (403) 220-2177  
E-mail: [forrayim@ucalgary.ca](mailto:forrayim@ucalgary.ca)

**UNIVERSITY OF NEW BRUNSWICK**

Sarah Price  
Acting Director of Career Development  
and External Relations  
Tel. (506) 453-4678  
E-mail: [saprice@unb.ca](mailto:saprice@unb.ca)

**UNIVERSITY OF SASKATCHEWAN**

Terri Lynn Karpish  
Career Officer  
Phone: (306) 966-1924  
E-mail: [terri.karpish@usask.ca](mailto:terri.karpish@usask.ca)

**UNIVERSITY OF TORONTO**

Suzanne Bambrick  
Recruitment Coordinator  
Tel. (416) 978-2756  
E-mail: [suzanne.bambrick@utoronto.ca](mailto:suzanne.bambrick@utoronto.ca)

**UNIVERSITY OF WESTERN ONTARIO**

Robyn Marttila  
Director of Career Services and  
Professional Development  
Tel.: (519) 661-2071  
E-mail: [rmarttil@uwo.ca](mailto:rmarttil@uwo.ca)

**OSGOODE HALL LAW SCHOOL of  
YORK UNIVERSITY**

Chantal Morton  
Director, Career Services  
Tel.: (416) 736-5482  
E-mail: [cmorton@osgoode.yorku.ca](mailto:cmorton@osgoode.yorku.ca)

Pamela Cyr  
Acting Director of Career Services  
Tel.: (604) 827-3604  
E-mail: [cyr@law.ubc.ca](mailto:cyr@law.ubc.ca)

**UNIVERSITY OF MANITOBA**

Monique St. Germain  
Director, Career Development Office  
Tel. : (204) 474-7932  
E-mail : [monique\\_stgermain@umanitoba.ca](mailto:monique_stgermain@umanitoba.ca)

**UNIVERSITY OF OTTAWA**

Lisa Blair  
Manager, Student Services  
Tel.: (613) 562-5800  
E-mail: [lblair@uottawa.ca](mailto:lblair@uottawa.ca)

**UNIVERSITY OF TORONTO**

Leah Daniels  
Assistant Dean, Career Services  
Tel.: (416) 976-3033  
E-mail: [leah.daniels@utoronto.ca](mailto:leah.daniels@utoronto.ca)

**UNIVERSITY OF VICTORIA**

Alison Cowan  
Acting Law Careers Officer  
Tel.: (250) 472-4719  
E-mail: [lco@uvic.ca](mailto:lco@uvic.ca)

**UNIVERSITY OF WINDSOR**

Anna DeCia-Gualtieri  
Career Services Officer  
Tel.: (519) 973-7064  
E-mail: [adecia@uwindsor.ca](mailto:adecia@uwindsor.ca)