

Clerkship Guide

*Your Ultimate
Guide to Australia's
Legal Clerkship
Process*



Western Sydney
LAW STUDENTS' ASSOCIATION INC.

2026

ACKNOWLEDGEMENTS

The 2026 edition of the WLSA Clerkship Guide builds on the incredible efforts of the volunteers who generously contributed their time and insight to previous editions. We extend our sincere thanks to our sponsors for their continued support, and in particular to the Western Sydney University law clerks who shared their clerkship experiences, as well as the talent and HR representatives who connected with our students. We are also deeply grateful to the Western Sydney University School of Law for their ongoing support and guidance.

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ACKNOWLEDGMENT OF COUNTRY

The Western Sydney Law Students' Association (WLSA) acknowledges the Traditional Owners throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to Elders past, present and emerging.

We acknowledge that this was and always will be Aboriginal Land. We respect the knowledge that traditional elders and Indigenous Australians hold and pass on from generation to generation, and acknowledge the continuous fight for constitutional reform and treaty recognition to this day.

DISCLAIMER

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Presidential Welcome



Ahmed Yar Khan | President
2026

Dear students,

On behalf of the Western Sydney Law Students' Association, it is my pleasure to warmly welcome you to the 2026 Clerkship Guide.

This year marks a significant milestone for the Association as we proudly celebrate our 30th anniversary, having been established in 1996.

Over the past three decades, the Association has remained committed to supporting, representing, and advocating for law students at Western Sydney University, and this Guide is a reflection of that enduring commitment.

The Clerkship Guide has been carefully developed to support and empower Western Sydney University law students as they navigate the clerkship process with clarity and confidence. We recognise that applying for clerkships can at times feel both exciting and challenging. As such, this Guide aims to demystify the process by providing practical insights, guidance, and perspectives from both students and industry professionals. Securing a clerkship is a meaningful step in your legal career, offering not only invaluable hands on experience but also a deeper understanding of the legal profession and the diverse pathways it presents.

I encourage all students to approach the clerkship process with both confidence and curiosity. Take the time to reflect on your interests, values, and long term goals, and seek out opportunities that genuinely align with your aspirations. Remember that every application, interview, and interaction is an opportunity to learn, grow, and refine your understanding of where you see yourself within the legal profession. Whether your path leads to commercial law, public interest work, or alternative legal careers, the experiences you gain throughout this process will be instrumental in shaping your journey.

It is also important to acknowledge that each student's journey is unique. Comparisons can be easy to make, particularly during competitive application periods, but your individual experiences, perspectives, and strengths are what set you apart. Embrace them. Be authentic in your applications and conversations, and trust in the value that you bring.

I would like to extend my sincere gratitude to all of our sponsors for their continued and generous support of Western Sydney University law students and the Western Sydney Law Students' Association. Your contributions play a vital role in enabling us to deliver initiatives such as this Guide, host professional development opportunities, and create meaningful platforms for students to engage with the legal profession. Your ongoing investment in our students is deeply appreciated.

I would also like to acknowledge the dedicated members of the Association who have contributed their time and effort to the creation of this Guide. Their commitment ensures that future cohorts of students are equipped with the knowledge and resources needed to succeed.

Finally, I wish all students the very best in their clerkship applications. Approach the process with determination, resilience, and authenticity. Take pride in how far you have come, remain open to new opportunities, and make the most of the experiences ahead. No matter the outcome, the effort you invest in this process will contribute meaningfully to your growth, both professionally and personally.

Dean's Welcome

There are lots of different ways you can build an outstanding career in law. The first female Chief Justice of the High Court of Australia, Susan Keifel, left school at fifteen, worked as a legal secretary, studied law part-time, and went straight to practicing law as a barrister.

Former High Court judge Virginia Bell, who spoke at our School of Law 30 Year anniversary celebration last year, started her career at Redfern Legal Centre.

So - there is no single entry point to a brilliant career in law. You might begin your career at a small law firm, in a community legal centre or public interest organisation, with government, at the Bar, or in a role that do not yet exist but will by the time you graduate.

Great lawyers are not defined by how they enter the profession, but what they bring to it - integrity, genuine care for the people they serve, and a willingness to keep learning.

If your marks are solid, a clerkship is definitely something worth pursuing. It is an opportunity to experience a particular kind of legal practice and see if it is right for you. It is a very tough application process, and if you are successful, you will have achieved something remarkable, and something which will set you apart in the future regardless of what path you eventually take. Just by going through the application process, you will grow as a person and as a lawyer. If you are successful, you will meet people you can learn from and who can help you. You will also have some great times.

I was a Summer Clerk at Allens thirty years ago. I loved working alongside amazing lawyers on real cases and experiencing the pace and culture of a large firm firsthand. It gave me a perspective on the profession that no amount of study could replicate. I got a better understanding of not just what lawyers do, but how they think, how they work together, and what it actually feels like to serve a client when something is genuinely at stake. I am still friends with the summer clerks I was with all that time ago.

In terms of advice about applying, it is true that your marks matter. But so does showing evidence of your ability to juggle multiple responsibilities (like being on the Students Law Society or working part time as you study). The friends I was at Uni with are now partners of law firms, and they tell me they want to hire people who know how to work as part of a team, who are confident and intelligent, who are prepared to work hard, who ask questions when they don't know how to do things, and who are adaptable to new situations and technologies. So, you need to find a way to demonstrate these things. Think creatively about everything you have done and tell your story in a way that shows you are what the firms are looking for.

This is a good moment for Western Sydney University Law School, because employers are realising that the kinds of students we have here are exceptional and hard-working and very well-suited to what a rapidly changing legal profession needs. You should approach the clerkship process with confidence (but not arrogance!) You should draw on all the resources in this book, the resources that are available through the NSW Law Society, and the resources available through our library, to prepare your application and resume.

Good luck. All your professors and lecturers are right behind you.

Catherine Renshaw
Dean, School of Law



Catherine Renshaw | Dean,
WSU School of Law

Editors' Note



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It is with the greatest pleasure and excitement that we present to you the 2026 Clerkship Guide. Marking a monumental milestone in a law student's degree, it is easy to see how many consider this the moment that makes or breaks them in the field. Not to worry: the experience is a worthwhile opportunity and exposes everyone to the legal field in one way or another. Much in the sense that readers can expect to be placed in the centre of a rapidly changing and highly adaptive industry, the Guide is especially designed to welcome penultimate and final year students, prospective law clerks overall, into the next chapter of their professional life. Whether you've carefully listed every possible firm to apply to, or are overwhelmed by all of the change, we are here to support you every step of the way: one page at a time.

As a representative institution of one of Sydney's most future-focused cohorts, our goal is to support you as you take on and make the most of the opportunities afforded to you during Clerkship Season.

An immense thank you to all contributors. It is our greatest hope that readers will stand to benefit from the insights provided and that they see this Guide as a valuable tool employed every step along the way. We wish you all the best and beyond success as you commence your clerkship journey.

Note from the WSLSA

How do I choose which firm to apply to?

Research different firms across social media, promotional material and guides and their websites. Be sure to look out for firms whose values align with yours, have a work environment suited to you and offer services in your desired practice.

How many firms should I apply to?

Broaden your horizons. Apply to as many firms in your desired practice and avoid the trap of reaching out to just one firm. Still unsure? Aim for three or four firms and see where the process takes you after that.

When should I start preparing for clerkships?

Clerkships are advertised to penultimate and final year students, so the third, fourth or fifth year would be a great place to start. Students who are inclined to get ahead might even be conducting research on firms as early as their second year.

What makes a strong clerkship application?

A strong application is tailored and specific. Your CV and cover letter should clearly show experience, leadership and skills. Generic applications are the most common reason students get rejected.

Do I need legal experience to get a clerkship?

No. Legal experience helps, but it is not essential. Firms also value customer service roles. Think retail, tutoring, volunteering or any job that shows professionalism, communication and responsibility.

How do I prepare for clerkship interviews?

Clerkship interviews are a great way to show off your personality and ability to answer questions in an articulated way. I would recommend making a list of answers relating to specific examples where you used interpersonal skills (i.e. communication) to improve performance.

What should I include in my CV for clerkship applications?

I would stress the inclusion of hobbies, interests and experiences that enrich your personality and the skills you bring to firms. Focus on the things that set you apart.

What should I ask at the end of a clerkship interview?

Ask thoughtful, specific questions and avoid questions that can easily be found at the firm's website. Questions like "What qualities make a successful clerk at your firm?" are simple, yet insightful.

How important are grades in securing a clerkship?

Grades are important as an initial screening tool, but most firms assess candidates holistically, meaning strong experience, skills, and personality can offset less-than-perfect marks.

What is the biggest mistake students make in clerkship applications?

The biggest mistake is not applying! Similarly, students who are submitting generic, copy-paste applications fail to meaningfully engage with the specific firm and its work.

What is commercial awareness and how do I show it?

Commercial awareness is an understanding of how legal issues affect businesses, which you can demonstrate by following sources like the Australian Financial Review and linking legal work to real-world business impacts.



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INTRODUCTION TO CLERKSHIPS



Ashurst



We're recruiting for a motivated clerk. And that person is you.

At Ashurst, we know that the brightest legal minds of tomorrow thrive in challenging situations and stay true to their unique selves. We want the whole you: your potential as a legal professional, and the combination of interests, ideas, beliefs and achievements that are part of what makes you, **uniquely you**.

By joining us, you'll become part a global team located in 32 offices across 19 countries, working together to tackle our clients' most complex problems.

Embrace the opportunity to grow, innovate and make a difference. Come and join us at Ashurst to be part of something extraordinary.

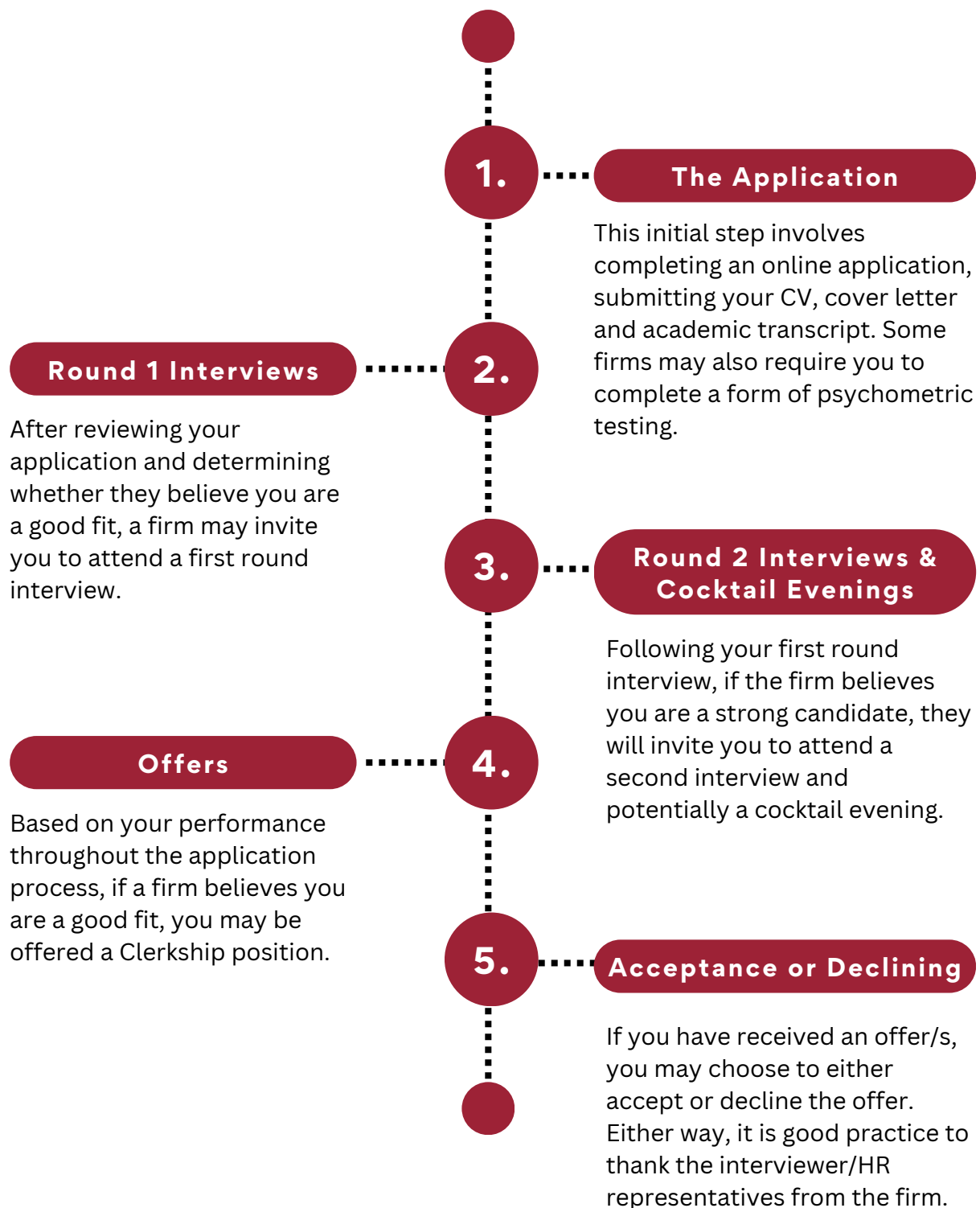


Find out more at
[ashurst.com/students](https://www.ashurst.com/students)



Outpacing change

Clerkship Process



2026 Clerkship Timeline



Applications for Summer Clerkships
Open at 9:00am.

Have your CV, cover letters and academic transcripts ready!



Applications for summer clerkships
close at 11:59pm.

Make sure you have diarised these dates so you know when you need to have completed your applications!



Offers for summer clerkships can be
made from 9:00am.

If you received an offer/s, congratulations!



Offers for summer clerkships must
be accepted or declined by 1:00pm.

Evaluate your options and decide whether to accept or decline your offer/s!




LAUNCH YOUR CAREER WITH IMPACT

At ClaytonUtz, you'll be part of a team that thrives on tackling complex and high-profile matters that make a real impact.

From day one, you'll be immersed in challenging work, supported by some of the sharpest legal minds in the country, and encouraged to bring your unique perspective to the table.

We set high standards because we know you're capable of achieving them. The hard work you put in will be rewarded with exceptional learning opportunities, exposure to cutting-edge legal technology, and the chance to build the skills and relationships that will set you up for a successful career.

Are you ready?



When was the moment you felt like you really belonged in the legal profession?

“In my first rotation, one of the Partners asked for my opinion on a client matter. The fact that I had been asked meant that my opinion counted, I could give legal advice, and I could be trusted with that level of responsibility.”

Jessica Harris

2024 Summer Clerk & 2025 Graduate
University of Sydney, JD BMedSc

YOUR QUESTIONS, ANSWERED BY OUR 2026 GRADUATES

CLAYTON UTZ

GRADUATE
ACADEMY

What did you enjoy most about the clerkship?

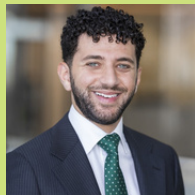


"I liked that we were well supported, and we weren't expected to know everything. I just felt so valued and that was really important to me."

Antonia Odegaro

2025 Summer Clerk & 2026 Graduate
University of Sydney, JD BCom

Why did you choose Clayton Utz?



"Despite everyone taking their work seriously, nobody takes themselves too seriously, so I feel comfortable bringing my whole self to work every day."

Musa Musa

2025 Summer Clerk & 2026 Graduate
UNSW, LLB BActSt

What areas of practice would you like to work in?



"As a top-tier independent law firm, there are a huge range of practice areas I'm excited to try, including projects, disputes, and government."

Maiysha Moin

2025 Winter Clerk & 2026 Graduate
Monash University, LLB(Hons) BPPE

Learn more and apply at graduates.claytonutz.com

Common Practice Areas

Below is a non-exhaustive list of common practice areas (based on the areas of law primarily practiced by participating firms)

Commercial disputes: *A commercial dispute is a disagreement between business entities, often arising from contract breaches or intellectual property issues.*

Dispute resolution: *A process whereby a dispute resolution practitioner assists the parties to a dispute to identify issues, generate options and reach an agreement or outcome.*

Public Law: *An area of law that governs the relationships between individuals, corporations and the government.*

Employment, workplace and safety: *An area of law dealing with matters including but not limited to; unfair dismissal, contracts, occupational health and safety, discrimination and equal opportunity.*

Banking and finance: *An area of law dealing with transactions and regulation in the financial markets.*

Financial services: *An area of law regulating and governing corporations and individuals who provide financial services and participate in financial markets.*

Competition: *Governed by the Competition and Consumer Act 2010 (Cth), competition law regulates how companies and people do business in Australia.*

Insolvency: *An area of law dealing with businesses that fail, and individuals who cannot pay their debts.*

Insurance: *Insurance Law relates to the regulation of the insurance industry.*

Corporate, mergers and acquisitions: *Corporate law deals with the establishment, functioning, merging and acquiring of companies. Mergers and Acquisition is a branch of corporate law dealing with companies that are purchasing/merging with one another.*

Commercial: *An area of law governing trade, commerce and sales, as well as the businesses and individuals involved in these activities.*

Construction, property, real estate and projects: *An area of law focusing on advisory, transactional and litigious matters pertaining to construction projects and/or the buying, selling, leasing and developing of property or land.*

Environment and planning: *An area of law relating to environmental prosecution, as well as conducting civil litigation based upon environment, health and safety claims.*

Intellectual property: *An area of law relating to the governance, registration and commercialisation of intellectual property.*

Technology, media and telecommunications: *encompasses the regulation of communication channels across various platforms, advising on licensing, outsourcing, and emerging technologies.*

Taxation: *An area dealing with taxation advisory and dispute matters. for individuals and businesses.*

Pro bono: *Pro bono refers to work undertaken for 'public benefit', either for free or for a reduced rate.*

2026 Clerkship Employers

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Maddocks

 HARMERS
WORKPLACE LAWYERS

 DLA PIPER

Allens 

K&L GATES

 Morgan⁺
English



Communities and Justice

 NORTON ROSE FULBRIGHT



A Culture Grounded in Collaboration, Excellence, and Genuine Support.

AT HWLE, YOU'RE A PART OF SOMETHING BIGGER.

ABOUT US

We invest in our people from the very beginning of their careers.

As a dynamic and forward-thinking firm, we are committed to creating an environment where our people can thrive professionally and personally. Our merit-based structure provides clear pathways for growth, enabling talented individuals to progress from graduate level through to partnership.

With more than 1,700 people, including over 280 partners, across offices in every Australian state and territory, we offer a truly national platform. Our diverse client base - from small businesses to ASX-listed companies - ensures that junior lawyers gain unparalleled exposure to complex and varied matters, building confidence and capability early in their careers.

We foster a culture that values excellence, collaboration and balance, ensuring our people are supported to succeed, connected across teams and inspired to achieve their full potential.

"The culture [at HWLE] was down-

approachable and supportive.. I liked that clerks and grads were given real work from the start,, with direct access to senior lawyers,, rather than just

observing from the sidelines."

- Gabriella Katz,, 2025 Graduate

CLERKSHIP PROGRAM

HWLE's Clerkship Program is designed to give you hands-on experience and practical training to build your legal skills and knowledge, while also providing opportunities to network with practitioners across the firm. You'll gain exposure to a diverse range of work within your allocated Practice Group(s), and we'll take the time to get to know you - both professionally and personally.

At the start of your Clerkship, you'll be paired with a Supervising Partner and a mentor who will guide and support you throughout your placement. They'll help you develop your skills and provide detailed feedback at the end of your time with us. You'll also take part in a tailored induction program designed to familiarise you with our systems, people, and values, ensuring you feel welcomed as a valued member of our national team.

At HWLE, we encourage a way of working that helps our people deliver great outcomes, grow their careers, and enjoy life beyond the office. During your Clerkship, you will experience what it is like to be an employee of HWLE, and you will have the opportunity to attend a variety of social and networking events hosted by the firm.

BENEFITS

' Clear career progression pathways, supported by the lowest solicitor-to-partner

' Early responsibility through exposure to

' Culture of collaboration through networking opportunities, social events and

' Merit-based structure that rewards performance and ensures you are inspired

' Comprehensive induction and ongoing

' Pathway to Graduate Program: almost all of our graduate roles for 2028 are filled



APPLY NOW

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AI - A Hindrance or a Help?

Navigating Resume and Cover Letter Tools in the Clerkship Process

With the rise of generative AI tools like ChatGPT and resume builders powered by machine learning, law students are increasingly turning to technology to help craft their application documents. While these tools offer clear advantages, their use is not without drawbacks, especially in clerkship recruitment where authenticity and attention to detail are critical.

Efficiency and Structure

AI can be a helpful starting point. For students unsure of how to begin, AI can generate cover letter templates, suggest professional language, and help format CVs in a clean, recruiter-friendly way. They can also assist with proofreading and flag grammatical errors quickly.



Finding the Balance?

AI should be used as a support tool, not a replacement. You can use it to brainstorm ideas, refine structure or improve clarity, but make sure the final version reflects your personality and experience. Every application should be tailored and reviewed carefully. Some firms may view overreliance on AI as a sign of a lack of initiative.

Generic and Impersonal?

Relying too heavily on AI can result in generic, impersonal content. Law firms receive hundreds of applications, and it is often recognisable when a cover letter or resume has been written entirely by AI. AI lacks a unique voice and may miss the specific reasons you are genuinely interested in a firm or role. It can even produce inaccurate information or awkward phrasing.



Wellbeing & Support

Support

“

Navigating the clerkship application process can be an incredibly stressful and demanding process. It's a time rife with stress and overwhelm. Amidst the flurry of resumes, cover letters, and interviews, it's easy to lose sight of your well-being and health. However, it's crucial to remember that your health is non-negotiable.

It is important to prioritise self-care amidst the chaos as this is not only essential for your mental and physical health, but also for your success in the process.

Take breaks, seek support when needed, and remember that your worth is not solely determined by your application's outcome. Your well-being matters, always.

”

Feeling overwhelmed by the demands of the clerkship application process? You're not alone. Remember, if you're struggling to cope with the stress, there's support available both within and outside the university. Don't hesitate to reach out for assistance, help is always at hand to guide you through this challenging time.

There are a number of support services provided by Western Sydney University including:

Counselling Service

The Counselling Service is a team of qualified social workers and psychologists who provide free, confidential counselling services as early as possible before studies are affected. You can use the free Counselling Service for telephone or Zoom sessions, or contact us via our online eCounselling service.

Student Welfare Service

The Student Welfare Service offers advice and support on a range of financial issues, including tax help, textbook vouchers and emergency grants, as well as accommodation and health related issues. They can also assist with student advocacy needs. . Services are available over the telephone, on Zoom or via email welfare@uws.edu.au. You can also access our online Ask Welfare service.

Mental Health and Wellbeing site

The Mental Health and Wellbeing site offers a number of resources which may help you maintain positive mental health and wellbeing. You may also use them if you are concerned about mental health changes for yourself, a family member, friend or colleague. You will also find details of training which is available to staff and students to support others.

If you require immediate support, please see below contact numbers of mental health services:

Beyond Blue

1300 22 4636

NSW Mental Health Line

1800 011 511

Lifeline

13 11 14

Uniquely

ME



There has never been a more exciting time to begin a career in law or consulting. And there has never been a better time to do it at MinterEllison.

We've built something genuinely different. Legal excellence enhanced by specialist consulting. Where diversity of thought isn't just a talking point – it's actually how we solve complex problems for our clients. And we're not just keeping up with disruption. We're creating it, intentionally.

AI is at the heart of our strategy because AI is no longer hypothetical. It's well and truly here. We made a decision to be at the leading edge. From day one, you'll use AI tools to increase your productivity, lift the quality of your work and be creative – to actually do different things and deliver real value for our clients.

We believe the future legal and consulting workforce blends legal, digital, and commercial skills. That's the workforce we're building, and that's the career we want to offer you.

An award winning start to your career



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– Large Programs
Australian Association
of Graduate Employers
Awards 2025 and 2026



#1 Top Intern Employer
– Large Programs
Australian Association
of Graduate Employers
Awards 2025



Winner, Outstanding
Internship Program –
Intakes over 50
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Awards 2025



Finalist, Most Popular
Clerkship Employer
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What makes MinterEllison Uniquely ME?

1. Collaborate with the best: work with the best minds in the Business

Work with the best minds in the business and experience the power of purposeful connection. Co-design solutions with high-calibre clients facing today's most complex challenges, bringing together legal and consulting, digital, and commercial thinking to solve problems in new ways.

2. Embody excellence: great roles in great matters

Deliver excellence in everything we do – both for our clients and how we work together every day. Personify our purpose and values and deliver sustainable value to our clients, our people and communities.

3. Ignite your curiosity: dive into a culture of innovation

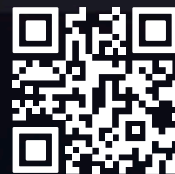
Dive into our culture of innovation, where new ideas are fostered and AI is fundamental to how we work. From day one, you'll work with AI tools that amplify your productivity, elevate quality, and unlock creativity to deliver breakthrough value to clients.

4. Achieve your ambitions: develop the skills for tomorrow

Feed your passion for personal and professional achievement by working on truly significant matters with high-calibre clients. Grow your career in new and exciting directions, solving problems that haven't been solved before by bringing together legal and consulting expertise with commercial acumen and digital capability.

5. Belong and be valued: bring your whole self to work

Bring your whole self to work and feel empowered to perform at your best. We've built a culture of curiosity, experimentation, and continuous learning – and that's what attracts and retains top talent.



Explore our Seasonal Clerkship Program

Smarter

starts

here

Come thrive with us



Hall & Wilcox
smarter law

CVMail

cvMail is an online application system for graduate and summer/vacation positions representing law firms globally.

When you apply or partially complete an application to any firm, common information is automatically stored for future application.

Using cvMail for the first time

- (1) Navigate to the website and register as a first-time user.
- (2) Click on the 'Personal Profile' button and fill in your personal details as prompted.
- (3) Click on the 'Academic Profile' and enter your educational details as prompted.
- (4) Navigate to the 'Application Manager' section to apply to firms. Search for the firm you want to apply for and click 'Apply Here'
- (5) When applying to each firm select the applicable state, territory or country that you are applying to and select the type of application you are submitting (seasonal or graduate).



You should apply as early as possible, as cvMail has been known to crash and succumb to internet traffic close to the application deadline. Be prudent and make sure it is completed days before it is due.

Before you submit your application, make sure that you have saved a backup copy of your responses to your computer;

Once you have submitted your application, you are given a unique receipt number and are sent an automated email confirming that your submission has been successful.

As cvMail can only store a work-in-progress application form, you can only work on one application at a time;

Partially completed applications can be saved, allowing you to continue at a later time;

When completing the application form, CVMail only allows you 90 minutes to answer the questions and fill in your details before it automatically logs out;

Cover Letters

A clerkship cover letter is a concise, one-page document that outlines your suitability for the specific clerkship opportunity that you are applying for. You should tailor your cover letter to each firm that you apply to; this demonstrates that you have a genuine interest in the firm and have taken the time to research and tailor your cover letter to the firm - a detail that will not be lost on the reader!

____ Create a Letter Head and Address the Reader ____

Begin with your full name and contact details at the top of the page. Next, date the letter using numbers and unabbreviated words to demonstrate professionalism, a valued trait in the legal sector. Following this, write the firm's name and address the letter to the hiring manager by name, if possible, to personalise your application.

____ Address the Role You're Applying for and Your Suitability ____

Start your letter by clearly stating your enthusiasm for the role and specifying that you are applying for a clerkship. Explain why you are interested in this particular clerkship, drawing parallels between the firms' practice areas and your interests and skills, linking your personality and values with those of the employer. You should also give examples to certify any assertions made (i.e. if you indicate an interest in a firm's charitable work, link this to any volunteering work you have done).

____ Identify How This Role Relates to Your Career Goals ____

Outline your objectives and reasons for applying for this clerkship, such as gaining experience in specific areas of legal practice. If you aim to secure a full-time position with the firm at the conclusion of the clerkship program, mention this as an objective and elaborate on how you are a stand-out candidate for a long-term position within the firm.

____ Highlight Key Accomplishments and Achievements ____

Outline your key accomplishments and academic achievements. Start with any unique accomplishments, such as an outstanding result in a law unit or an award for academic excellence. If you have a recommendation from an academic, reference it here and be prepared to discuss it during your interview. Indicate if you are planning to pursue further studies, like a Master of Laws (LLM), to show your commitment to advancing your legal education.

____ Provide Examples of Your Suitability for the Role ____

Cite specific university or practical experiences and technical skills you possess, such as legal research and communication skills and elaborate on how these skills align with the requirements of the role.

In the final paragraph, express gratitude for the hiring manager's time in reviewing your application. Reaffirm your key strengths, targeting the job description's requirements as a final act of self-promotion. End with a polite call to action, encouraging the employer to contact you for an interview.



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Psychometric Testing

Large numbers of employers and now using psychometric assessments as part of their recruitment process.

Having to do an assessment may be a daunting prospect, especially if you've never done one before. But knowing what's expected of you can help you improve your chances of success

In theory, psychometric tests allow employers to look beyond skills and experience. While a candidate's skills and experience are important, they don't show everything about a person. Psychometric tests help employers understand hidden qualities that aren't obvious from a CV, such as how well someone understands and manages their emotions or their approach to problem-solving.

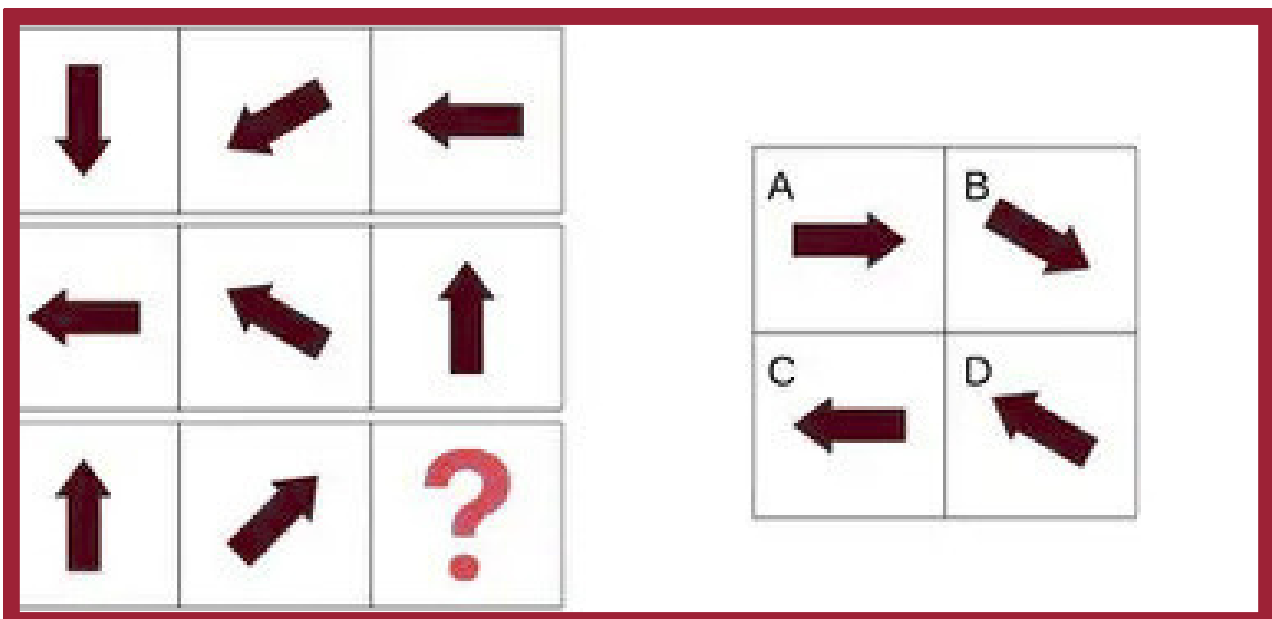
What are psychometric tests and why are they used?

Psychometric tests are like quizzes that give recruiters insights into your personality, how you think, and how you might behave in different situations.

The psychometric tests you'll encounter will most often take the form of a timed, online test where you might:

- Answer questions about your personality.
- Choose the right word to complete a sentence.
- Spot the pattern in a group of shapes.

The questions you might see in psychometric tests can be thought of as brain-teaser type questions. For example, if you see a couple of rows of shapes that follow a pattern, could you figure out what the next shape should be?





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together we master,
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Key contacts



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mallesons.com

Meet Blayze, 2024/25 Summer Clerk



Blayze Wood

Areas of rotation: Rotation 1 - Mergers and Acquisitions
Rotation 2 - Banking and Finance
University: Western Sydney University
Degree: Bachelor of Laws (Honours)



mallesons.com

What is your top tip for navigating the clerkship application process?

Be authentic and original in your application. While it is tempting to want to showcase all your achievements and experience (which are no doubt important), it is equally important to showcase other interests and how they contribute to your personal growth. I found that this also helped to make interviews more relaxed and conversational!

What helped you prepare for interviews?

I found it incredibly helpful to speak with my Mallesons buddy before interviews to ask for their advice about what to expect. I also consulted online sites like GradConnection and Prosple to review frequently asked interview questions and then prepare skeleton responses based on my experiences and achievements.

What made you decide to clerk with Mallesons?

I decided to clerk with Mallesons because throughout the recruitment process, I experienced a genuine warmth and level of support that set Mallesons apart from other firms. It became clear that by joining Mallesons, I would be joining a firm of lawyers who are not only dedicated to their work, but also genuinely interested in the development and growth of their junior team members.

How would you describe the social aspect of the clerkship?

The social aspect of the clerkship was fantastic, our cohort became (and remains) a very close-knit group, and the camaraderie made the overall experience even more rewarding. Our social coordinators organised many wonderful social events for us, including lawn bowls, trivia night, clerk cruise, and many after work activities.

What kind of work did you complete during your clerkship?

I was able to get involved in a diverse range of meaningful and engaging tasks, including the drafting, amendment and review of documents and conducting various types of searches. During my time in Private Capital M&A, I conducted detailed research into directors' duties and fiduciary duties, and during my time in Banking & Finance, I had the opportunity to draft a memorandum on the reliability of ACNC searches as a means of determining the identity of a director of a company.

How would you describe the Mallesons culture based on your clerkship experience?

Mallesons fosters a supportive and collaborative culture, with a clear emphasis on learning, development, and knowledge sharing. Both of my teams went above and beyond to assist my growth and development by providing numerous opportunities for me to get involved in diverse tasks and to develop my skills by encouraging me to ask questions, seek feedback and understand how my work fits into broader projects.

What was the application and interview process like?

The application and interview process at Mallesons immediately set them apart from other firms. The interviews were conducted in a very relaxed and conversational manner, with an emphasis on my hobbies and interests. Even when behavioural questions were asked, they were seamlessly integrated into the conversation. The networking events were also a wonderful opportunity to get to know Mallesons lawyers and learn about the work in each of the practice areas.

What was the highlight of your clerkship?

During my time in Securitisation, Structured Finance, & Capital Markets, I had the opportunity to independently attend a meeting with the CEO of one of our clients, to witness their signature on key documents. This experience was a highlight for me not only because it pushed me out of my comfort zone, but it was also incredibly rewarding to know that the team trusted me to act as a representative of the team and of Mallesons in direct contact with a client.

Do you have any advice to give prospective clerks?

Stay curious and embrace the unknown. The clerkship experience is completely unique and new, and it's important to remember that you are not expected to have all the answers right away. Instead of feeling overwhelmed by uncertainty, enjoy the process of discovery and learning. Ask as many questions as you can and take advantage of every opportunity to learn and grow. Your clerkship is an opportunity for growth, so approach your clerkship with enthusiasm and a genuine willingness to learn!



Inside the Mallesons RECE Practice

Learn. Master. Lead.

Mallesons lawyers Naren, Kyra and Annie share insights and experience on what it's like to work in the Mallesons RECE team

What is RECE?

The RECE Practice Group at Mallesons covers a broad range of teams: Real Estate; Energy, Resources, Infrastructure and Construction; and Environment, Planning and Native Title. At a high level, we deal with the 'tangible things' – the sale or acquisition of a building in the CBD, the construction of public transport infrastructure, the development, financing and trading of energy assets, and the establishment of a new wind or solar farm in one of the new Renewable Energy Zones.

Our practice group provides end to end support across the entire transaction and development life cycle. This includes project structuring, approvals, planning and environment, development arrangements, construction, procurement and operational arrangements, financing, risk management and project implementation, together with acquisitions, divestments and investments.

Why we think RECE is a great group to work in

The Environment and Planning (E&P) team has a very diverse workload, ranging from advisory, transactional and litigious. This makes every day different, keeps you on your toes and keeps things interesting! Why?

- The environment and planning legal framework is always changing and evolving. There is constantly new legislation, regulations, guidelines and case law being published that we must be across to advise our clients and internal Mallesons teams.
- Environment and planning issues cover all sectors, so we get to work with a lot of different teams in the RECE Practice Group such as the Energy and Real Estate teams, other Mallesons teams such as Mergers & Acquisitions (M&A), Banking & Finance (B&F) and Dispute Resolution (DR), as well as our own clients (e.g. property developers and managers).

The work of the Real Estate (RE) team is similarly broad. When you think of real estate, you might think of the conveyancing and leasing you come across in your personal life, but the work we do in the RE practice at Mallesons encompasses so much more than that!

Not only does our team advise on 'traditional' real estate workstreams such as acquisitions and divestments of established assets and due diligence, we also take the lead on large-scale capital and debt transactions involving real property. This ranges from setting up joint ventures between investors, helping developers acquire and build a site through property financing, and providing complex titling and corporate/trust structuring advice.

The RE team also deals with a wide range of property types. Think residential apartments, commercial office towers, industrial warehouses, metro stations, university campuses, solar farms – and more! In the RE team, lawyers can build competency in many areas of law in addition to property law and often work on multi-million dollar projects involving assets across the country that you can see, touch and sometimes even use yourself.

A rotation in the Energy, Resources, Infrastructure and Construction (ERI) teams offers unparalleled exposure to a sector that is undergoing rapid transformation, marked by significant growth in renewable energy, technological innovations, and evolving regulatory landscapes. Energy and Construction Projects are a vital pillar of the global economy and play a pivotal role in addressing climate change and advancing sustainability. The work we undertake in the ERI team is profoundly impactful, directly influencing both society and the environment.

The ERI team is involved in a solid mix of transactional and regulatory work, providing a comprehensive view of this dynamic industry. As a junior, you will have the opportunity to engage in the full lifecycle of M&A deals and project financing transactions within the energy sector. On the regulatory front, juniors will have the chance to draft complex legal advice on energy regulation, often involving issues of competition law! Working in the ERI team will offer countless opportunities to develop transactional and regulatory expertise within a field that is constantly evolving.

What Juniors get involved in day to day

There is always hands-on work that our Seasonal Clerks and Graduates can get involved with. The juniors in the E&P, RE and ERI teams often assist with:

- Preparing first drafts of correspondence, transaction documents, land dealings, Court documents and briefs to barristers.
- Preparing draft advice on complex energy regulatory issues.
- Conducting and coordinating due diligence on various energy projects.
- Attending deal strategy meetings with clients to discuss approach on a particular transaction.
- Attending meetings with clients, experts / technical advisors and barristers (as applicable) to discuss strategy.
- Legal research that feeds into complex advices, for a client alert on a recent legislative change or for an internal team presentation to lift our collective knowledge base!
- Conducting due diligence on property and environment and planning issues as part of a broader transaction and assisting in managing client documents and data rooms.
- Assisting senior lawyers with the signing and completion of a live transaction for various energy and infrastructure assets.

Why you should consider a RECE rotation

You should choose an E&P rotation if you want to get exposure to lots of different deals, clients and legal issues. There are very few teams across the firm that do a combination of advisory, transactional and litigious work, so it is an amazing opportunity that would be hard to pass up! As a junior, it is really valuable gaining skills and training from all three areas.

A RE rotation offers a rare opportunity to become exposed to multiple areas of law, including property, construction, planning, equity and trusts, tax, corporations, and foreign acquisitions and takeovers law, as well as develop your skills in legal drafting, transaction management and problem solving. There will be many opportunities to work on live deals and contribute to the development of projects that shape the Australian skyline.

Embarking on a rotation within the RECE practice group offers an exceptional opportunity to immerse yourself in both transactional and regulatory work across a diverse array of complex and technical sectors. This rotation promises countless opportunities to tackle intricate legal questions and navigate challenging contractual issues in specialised areas, enhancing your professional growth and broadening your skill set.

Meet the authors



Kyra Lee

Solicitor, Sydney



Naren Iyer

Solicitor, Sydney



Annie Zou

Solicitor, Sydney

Join the conversation



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This publication is prepared by Mallesons for general information only. It does not constitute legal or other professional advice. You should seek specific legal advice from a Mallesons legal professional before acting on any information contained in this publication.

mallesons.com

Creating a Stand-Out Resume

Formatting your resume effectively is incredibly important. Research has shown that recruiters only look at a resume for seven seconds on average before deciding whether they want to learn more about a candidate!

Your resume should be formatted in a way that is functional and emphasises your marketable skills and educational achievements.

Top Tips!

Know Your Audience

Make sure you have researched the values and culture of the firm you are applying to and have integrated these into your resume.

Tailor Your Resume

Customise your interests, work experience, skills and accomplishments in a way that exemplifies your suitability for the role and incorporates key words that indicate you have researched the firm.

LinkedIn

Ensure that your resume is consistent with your LinkedIn profile (i.e. ensure that your work history, achievements and skills are uniform across your resume and LinkedIn profile).

Your Resume Should Include

Your Personal Details

At the top of your resume include your full name, contact number, email address and LinkedIn profile URL. Ensure that your email address is appropriate and professional (i.e. it does not contain any nicknames or inappropriate words). Do not include a photo of yourself on your resume - save this for your LinkedIn profile!

Career History

You should outline your recent and relevant experience. All experience is important, however, your legal experience is most important and should have its own section, higher up in your resume!

Each entry should include the name of the organisation, location, your job title and a date range of your employment.

Include three to four bullet points outlining your responsibilities and duties. Use first person and action verbs to describe your contributions. Use specific metrics and examples where possible.

Education

List any previously attained qualifications as well as any tertiary education you are currently undertaking - including dates and the name of the institution/s. You may also want to specify any majors and/or minors, outstanding grades and your GPA where relevant to the role.

Professional Association Memberships

Include any professional association memberships you are part of (i.e. Law Society of New South Wales Student Membership) - this demonstrates a practical interest in the profession and shows that you take a proactive approach to the industry.

Volunteering and Extra-Curriculars

Volunteer work and extra-curricular activities are highly regarded by employers. It not only shows that you are socially aware and have a broad skill set, expanding beyond academic capability but also demonstrates that you are a well-rounded person with interests and passions beyond the academic sphere. This section should also be used to highlight skills that are transferable to the role (i.e. volunteering work demonstrates compassion and a genuine interest in contributing to the community which may align with a firm that undertakes pro bono work).

Referees

List two to three people you have worked with in a professional or academic environment with no personal relationship to you. Managers, supervisors and university lecturers are good options.

List their name, organisation, job title and contact details. Before you list anyone as a referee, ask their permission and inform them if you reach the interview stage for the role.

Back Up Your Skills

When you list a skill, back it up by providing a brief example of how you have demonstrated this!

Highlight Your Achievements

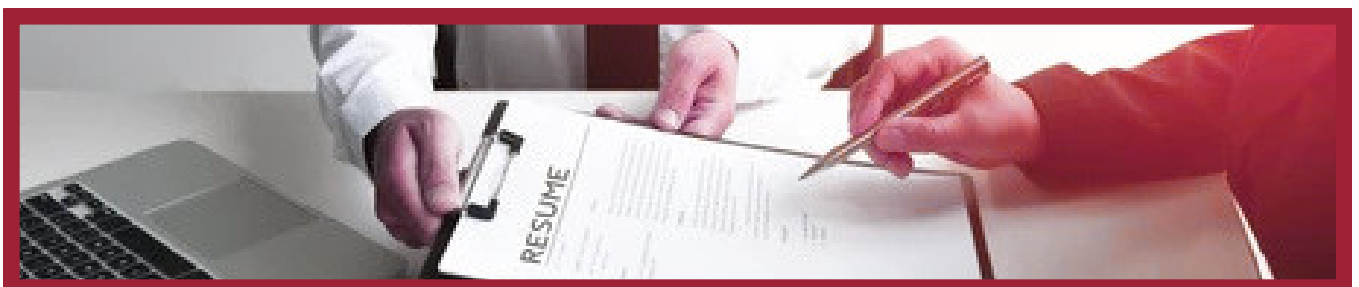
Wherever possible, emphasis your achievements and accomplishments, providing specific metrics.

Identify Transferable Skills

In outlining your work history, education and interests draw attention to any transferable skills that would be attractive to the employer!

Select an Appropriate Font

Use an easy to read and modern font such as Arial in size 11 or 12 point.



Interview Skills

Congratulations! You've just received a call informing you that your clerkship application has progressed to the interview stage. After the excitement dies down, you may find the nerves kicking in. *What do I do now?*

Research the firm

- **Know the Firm:** Be prepared to answer why you are interested in the specific firm you are interviewing with. This question is a common way for interviewers to gauge your genuine interest.
- **Use Available Resources:** Research using the firm's official website, LinkedIn posts, professional newsletters, and by attending career fairs or events. These sources provide insights into the firm's recent work, clients, practice areas, and extracurricular activities.
- **Understand the Culture:** This research helps you determine if the firm's culture and values align with your career goals.

Be Punctual and Professional

- **First Impressions Matter:** Ensure punctuality, dress appropriately in business attire, and get a good night's sleep before the interview.
- **Bring Necessary Documents:** Have copies of your application, resume, and academic transcript ready, even if the interviewers already have them.

Be Yourself

- **Authenticity is Key:** Be honest and genuine throughout the interview. Share your true career aspirations, hobbies, and interests.
- **Relax and Enjoy:** Try to relax and enjoy the process. If you've made it to the interview stage, the firm is interested in you. Now, it's your chance to show that you're a good match for them.

Prepare Thoughtful Questions

- **Engage with Interviewers:** Prepare questions that show your interest in the firm and its work. Ask about specific practice areas, the firm's culture, and opportunities for professional development.
- **Show Genuine Interest:** Always ask at least one question at the end of an interview. However, to stand out, ensure that the questions you ask are related to the company, their function or how they can support you in your career development.

Know Your Application

- **Review Your Submission:** Make a copy of your application before submitting it and review it thoroughly. Interviewers will have a copy, so you should be able to discuss any part of it confidently.
- **Mock Interviews:** Conduct mock interviews with friends or mentors. This helps you practice articulating your experiences and receiving constructive feedback.
- **Reflect on Experiences:** For each part of your application, consider what you learned from those experiences and how they make you a better candidate. Focus on your strengths, such as academic achievements, work experience, or extracurricular activities.

DISCLAIMER: The interview skills and tips provided in this section are intended for general informational purposes only. While we strive to offer accurate and up-to-date advice, the information herein is not exhaustive and may not cover all possible scenarios or specific individual needs. The content does not guarantee success in any interview or clerkship application process. Readers should use their own judgment and consider seeking additional resources or professional advice tailored to their unique circumstances. We assume no responsibility or liability for any errors or omissions in the content or for any actions taken based on the information provided. By using this guide, you acknowledge and agree that any reliance on the material contained in this section is at your own risk.

During the Interview

- First impressions are key - try to connect with your interviewer from the outset.
- Greet the interviewer with a friendly and confident demeanour.
- Relax, be polite and professional.
- Body language is important - ensure you have open body language, good posture, maintain eye contact and smile. Avoid fidgeting, crossing your arms and slumping or swivelling in your chair.
- Speak slowly, confidently and clearly. Avoid using slang words, colloquialisms, or improper grammar.
- Demonstrate active listening and engage with the interviewer. Listen carefully to each question and answer the question comprehensively, ensuring to address all components of the question.

After the Interview

- Following your interview, take notes on what was discussed so you can refer back to it later.
- Within 48 hours of your interview, send a thank you letter to your interviewer/s expressing your appreciation for the interview and the opportunity to learn more about the company and the role, reiterating your interest in the position and thanking them for their time.
- If you receive an offer, ensure that you take the time to inform and thank everyone who assisted you during the recruitment process.
- If you do *not* receive an offer, reach out to the interviewer/s and ask them to share any feedback they might have on your interview and thank them for taking the time to review your application.

Types of Questions you May be Asked

Skills Based Questions

Demonstrate that you have strong technical capabilities that are directly applicable to the role. Use specific examples to strengthen your answer.

- *“Why do you believe you are qualified for this position?”*

Company Specific Questions

These questions are designed to test whether you have done your research on the firm and are aware of their practices. Use this as an opportunity to emphasise your genuine interest in the firm.

- *“Why do you want to work for our firm?”*

Career Orientation Questions

These questions are intended to determine whether your career goals and interests align with the firm. Use this as an opportunity to show that your career goals align with those of the firm.

- *“Why did you leave your last position?”*

Introductory Questions

Summarise your educational and professional background, highlighting your skills and strengths and emphasising why you are a good fit for the role.

- *“Tell me about yourself”*

Resume/ Application Questions

Link your previous professional experience and qualifications to the role you are applying for.

- *“On your resume, you have stated that you have experience in XXX, can you elaborate on that?”*

Academic/ Education Questions

Demonstrate how your university studies link to your success in the role and how it has assisted in your development as a professional.

- *“Tell me about your degree and how your university education will benefit your future career?”*

Cocktail Evenings

Most firms hold a cocktail night as part of their interview process to observe their prospective clerks in a social environment. Recruiters use these events to gauge applicants' soft skills such as interpersonal skills and emotional intelligence. The ability to network is very important in a commercial law practice because relationships with colleagues and clients are a major aspect. Cocktail evenings are also an excellent opportunity for applicants to learn more about the firm and potential career opportunities.

RSVP Etiquette

If you are invited to attend a pre-offer cocktail evening, ensure that you promptly and **politely RSVP**. If you have more than one cocktail evening on the same night, ensure that you email the HR representative to advise them that you will be running late.

Politely Entering a Conversation

When initiating a conversation, ensure that you are **polite** and **approachable**. Maintain open body language and smile. For **one-on-one** conversations, introduce yourself, make eye contact, smile and firmly shake hands. In group conversations, without interrupting anyone, politely contribute to the discussion or ask to join the conversation.

Working the Room

Take advantage of the opportunity to **network** with your potential future colleagues. Do not limit yourself to friends or people you know, expand your horizons and make new **connections**.

Exiting

As you leave the event, it is good form to **thank** the HR representative/s for the event and the **invitation**.

Conversation

Have some conversation starters prepared to help you feel more **confident** and **relaxed** at the event. Be **engaging**, approachable, and friendly and integrate humour within the bounds of **professionalism**.

Exiting a Conversation

Be mindful of when you choose to exit a conversation and ensure that you do so in a **polite manner**. Wait for a break in the conversation and excuse yourself, expressing your **appreciation** for meeting them. It is always a good idea to integrate another person into the conversation so that you are not alienating the person.

Hold your Drink in Your Left Hand

Ensure that you hold your drink in your left hand - no one wants to shake a cold and wet hand.



2026 Seasonal Clerkship Launch events

Thursday 28 May 2026

6.00pm-8.00pm AEST

(in-person, NSW only)

Tuesday 2 June 2026

5.00pm-6.00pm AEST (online)



Register by 15 May 2026

TESTIMONIALS

From Successful Clerks





Blayze Wood

Blayze is a Law Clerk at Mallesons in the Private Capital and Competition DR teams. She was a Summer Clerk at Mallesons in the 2024/25 Program, where she did rotations in Private Capital M&A, as well as Securitisation, Structured Finance and Capital Markets. She is currently clerking in Private Capital M&A and Competition DR.

Why did you choose this law firm?

Choosing Mallesons was a very easy decision for me. Throughout the recruitment process, I had the opportunity to speak with people from Mallesons at all levels of experience, all of whom were genuinely passionate about both their work and the firm, and this made a lasting impression. Everyone I met was extremely generous with their time and insights and went above and beyond to support me through the process. That level of openness and encouragement immediately set Mallesons apart from other firms for me.

Ultimately, it became clear that, by joining Mallesons, I would be joining a team of lawyers who are not only committed to excellence in legal work, but who are also genuinely invested in the development and growth of their junior team members.

What do you think made your application stand out?

In my application I emphasised not only that I was genuinely interested in Mallesons and the work the firm does, but also who I am as a person beyond law. I specifically identified what attracted me to the firm, including particular matters Mallesons had worked on that interested me, and the practice areas I was interested in (and why!).

I also wanted my application to reflect my broader interests and personal attributes, rather than focusing only on academic or legal experience. By highlighting my interests outside of law and linking them to qualities that are important within the role, such as discipline, commitment and curiosity, I was able to present a more complete picture of who I am and what drives me. I feel that balance between a genuine interest in Mallesons and an authentic sense of my personality is what helped my application stand out.

How did you tailor your cover letter and resume to each law firm?

When tailoring my cover letter and resume to each law firm, I made a point of researching each firm carefully, including the firm's values, matters that lawyers from the firm had worked on and the practice areas the firm was known for. I also took the time to genuinely reflect on why certain aspects of the firm appealed to me and why its values resonated with me/how they aligned with my own. That way, I was able to tailor my cover letter and resume to reflect a genuine interest in, and alignment with, each firm and communicate my interest in a way that was specific and considered, rather than generic, and demonstrate a real understanding of what made each firm distinct.



Divyam Loomba

Divyam is a Solicitor at HWL Ebsworth in the Corporate and Commercial Practice.

He was previously an intern as part of WSU's Legal Internship unit, where he completed rotations in both Corporate and Commercial as well as Statutory Insurance, solidifying his interest in the area.

Why did you choose this law firm?

I come from a commercial background, particularly in the franchise and hospitality industry, so I had a clear interest in practicing in the Corporate & Commercial space. HWLE has a strong reputation in this area, which aligned closely with my career goals. I've always believed that having a clear direction makes it easier to pursue meaningful opportunities, and HWLE was a natural fit for the type of work I wanted to do.

What do you think made your application stand out?

I believe my prior commercial experience was a key differentiator. The feedback I received from Partners and other peers always noted that the thing they appreciate is, me having an overall commercial experience and know-how and not just the law. In reality law is a combination of various skills, as a lawyer one would have to wear various caps: trusted advisor, counsellor, legal expert (of course), negotiator and so on.

How did you tailor your cover letter and resume to each law firm?

I predominantly applied for HWLE as I knew the space firm predominantly worked in. However, I have always followed an approach that your resume, and cover letter should be short and straight to the point. When drafting cover letter and/or resume, know your target audience and precisely provide as to how you can enhance the business and/or be an addition to the team. I understand, other might have an approach that apply for 10 and get into 1, however, I prefer quality over quantity, apply for 2-3 and at best 4 but be personalised, share genuine experiences and be clear as to what you bring to the table.

List some of the questions asked in the interview.

I would say the questions are always usual, what matters is as to how genuine your response is. Are the experiences you are sharing, genuine or provided by AI. However, for specifics: What do you know about the practice area? What can you bring to the team? Why this particular firm?

What was the most challenging question in the interview? How did you respond?

I would say it's always that share your experience and/or a problem that you solved and there is no off the shelf response for it, no AI, no learnt/guided answers but sharing real, genuine experience. I strongly believe that if you haven't done what you claim to have done, you wouldn't be able to answer what is genuinely required.

“Overall, my biggest advice is to be clear about your goals, stay authentic in your applications and interviews, and focus on demonstrating practical value, not just legal knowledge”

Ali Jaffery

Ali completed a one-month clerkship at Hall & Wilcox in the Defendant Insurance team.

During this time, he was exposed to a range of insurance and litigation matters, particularly within personal injury. This primarily involved legal research, reviewing evidence and medical material, drafting correspondence and observing how matters progress through litigation and settlement processes



What was it about your firm that drew you to it in the first place?

What initially drew me to Hall & Wilcox was the firm's strong reputation in litigation and insurance law. I was also interested in the firm's broad range of practice areas and the opportunity to gain hands-on exposure to real matters early on in my legal career.

What subjects and skills have been useful for you in your role?

The subjects that have been particularly useful for me have been Administrative Law, Remedies and Torts. Those subjects helped develop my understanding of legal principles relating to liability, judicial review, damages and decision-making processes, which are all highly relevant in litigation and insurance matters. In terms of skills, legal research, written communication, attention to detail and the ability to analyse complex factual scenarios have been especially important.

What does a typical day in your (corporate) life look like?

A typical day mainly involves drafting advices and legal submissions, reviewing evidence and correspondence, conducting legal research and communicating with case managers, and occasionally the other side. Depending on the matter, there can also be meetings, strategy discussions, and preparations for mediations or court-related processes.

Do you have any advice for interested applicants?

My main advice would be to spend time reading up on the firm and its different practice areas before applying or interviewing. Having a genuine understanding of the firm's work and culture helps you tailor your application. I'd also recommend staying engaged with your studies, building strong written communication skills and being open to learning from every task and experience.



Sample Resume

JANE DOE

Middle Park, VIC 3206
M: 0417 285 669
E: janedoe@gmail.com
linkedin.com/in/jane-doe

EDUCATION & QUALIFICATIONS

March 2021 - present

Bachelor of Laws, Western Sydney University

- Distinction average
- Student award for highest results in Commercial law and Contracts
- Deans Merit List Student in 2022, 2023 and 2024.
- 6.1 GPA

2015 - 2020

VCE, High School

- Captain of the Debating Team
- Member of Senior Performing School Band

LEGAL EXPERIENCE

Jul 2020 - Feb 2022

Legal intern, SNB Lawyers, Richmond

SNB lawyers offers a range of business specific legal services including business and corporate advisory matters, conveyancing, retail and commercial leases.

- Assisted with the preparation of Contracts of Sales, Purchase Agreements and lease documentation
- Opened, closed and maintained client files
- Liaised with clients to resolve queries

Apr 2018 - Nov 2019

Writer, Law Journal, Deakin University Law Student Society • Sourced, edited and updated content for the university law journal

- Researched source materials and liaised with academics and practitioners in the legal profession.

PROFESSIONAL/STUDENT MEMBERSHIPS

Law Society of New South Wales Student Member

Deakin Law Student Society (2021 - 2024)

OTHER EMPLOYMENT HISTORY

2017 - 2020

Sales Assistant (Casual), Nike Store, Chadstone

- Served customers and promoted instore specials
- Learned about new products and key selling points/features
- Maintained store in order and ensured OH&S standards are upheld

Key Achievements:

- Nominated for Employee of the Month for outstanding customer service - August 2017, October backgrounds.

EXTRACURRICULAR ACTIVITIES

Nov 2019 - Jan 2020

Edmund Rice Community Refugee Services

- Welcomed Melbourne's refugee community to Australia and assisted them to feel integrated.
- Provided English homework support to school-aged children every Sunday.
- Developed excellent skills to communicate with people from linguistically and culturally diverse

INTERESTS

International travel and foreign languages (French and Spanish), current affairs, politics and music. AFL fanatic - both watching (Go the Bulldogs!) and playing. Embracing competition when playing socially with my local club every weekend.

REFEREES

Harvey Specter, Partner, Pearson
Specter Litt
harvey.specter@psl.com.au
0413 006 778

Dr John Doe, Law Lecturer,
Western Sydney University
University
JohnDoe@westrnsydney.net.au
0478 916 772

Example Cover Letter

[Your Name]
[Phone Number]
[Email Address]
[Location]

[Date: 18 May 2024]

[Ms. Jane Smith]
[Hiring Manager]
[Name of Firm]
[Firm Postal Address]

Dear Ms Smith,

Personalise your cover letter to each firm you apply to and include the name of the firm throughout the letter

Draw attention to your key accomplishments and achievements in the first paragraph of your cover letter

Show an interest in the areas of practice of the firm you are applying to

I am writing to express my keen interest in applying for a clerkship position at [Firm Name]. I am currently in my penultimate/final year of an LLB (Honours) at [University Name], where I have maintained a high distinction average and received the Dean's Award for Academic Excellence. My accomplishments include achieving the highest overall grade in [unit name], participating in a summer research scholarship program supervised by [Supervising Professor name] and working as a [title] at [Previous Law Firm], where I gained valuable insights into [area of law] law practice.

Show your genuine interest in the firm by indicating that you have researched the firm and identified recent matters they have worked on, linking this back to your interest in the firm

Link examples to your interests and skills

As an aspiring commercial lawyer, I am particularly drawn to your firm's reputation for excellence in mergers and acquisitions and your commitment to providing innovative legal solutions. I have been particularly interested in your firm's role in the high-profile merger between XYZ Corporation and ABC Inc., a complex transaction that showcased your expertise in navigating regulatory approvals and structuring innovative deal terms. Additionally, your work on the landmark defence of Global Tech in their recent antitrust litigation highlights your firm's innovative and unique approach to legal matters, which resonates with my interest in corporate law and litigation. I believe that my academic achievements, passion for commercial law, and long-term career aspirations align closely with the values and opportunities offered by your esteemed firm.

Link back to your skills and why you are a stand out candidate!

Outline your experience and what skills this helped you develop

During my internship at [Previous Law Firm], I gained practical experience in legal research, drafting documents, and attending client meetings. This experience, combined with my academic background, has equipped me with a solid understanding of legal principles and the ability to apply them effectively in a commercial context. I am particularly adept at conducting thorough legal research and presenting findings clearly and concisely, this was demonstrated in my work in the matter of XYZ where I was required to ABC.

Link back to why this example is relevant and how it exemplifies your suitability

Referring to specific examples where you demonstrated certain skills builds your credibility!

Thank you for considering my application. I am enthusiastic about the possibility of contributing to [Firm Name] and further developing my legal expertise through this clerkship. I look forward to hearing from you to discuss how I can be an asset to your firm.

End with expressing your appreciation to the hiring manager for taking the time to read your application and warmly invite them to contact you for an interview!

Please feel free to contact me at [Phone Number] or [Email Address] to schedule an interview.

Yours sincerely,

[Your Name]

CLERKSHIP FAQ'S



What is a Clerkship?

A legal clerkship is a paid employment program that typically takes place over the summer break (though some private practice firms offer alternative seasonal placements), that provides a practical experience of working within a commercial law firm. Lasting approximately 10 weeks, Clerkships offer penultimate year law students a valuable glimpse into the daily workings of professional legal practice, aiding students in making informed decisions about their future career paths.



What if I don't get a Clerkship?

If you don't get a clerkship, it's not the end of the road. Use the experience to your advantage for future applications. There are various paths to a legal career, such as reapplying for clerkships, seeking part-time work, or considering alternative opportunities. Stay positive and keep searching for the right fit – your law degree is valuable, and opportunities will come.



Where can I do a Clerkship?

The majority of mid and top tier law firms offer formal seasonal clerkship programs.



What is the process of Clerkship applications?

As a general overview the application process encompasses the following components:

- (1) Online written application
- (2) Psychometric and aptitude tests
- (3) Interviews & video interviews
- (4) Cocktail Evening & Networking



Why should I do a Clerkship?

A clerkship is a vital step for those aspiring to enter private practice, often serving as the preferred route for recruitment by firms. It provides practical training, networking opportunities, and a pathway to permanent positions. The clerkship experience commences with a thorough orientation phase, fostering connections among participants and facilitating introductions to supervisors and rotation groups. Subsequently, participants delve into specialized departmental training, equipping them with essential tools for professional advancement. Overall, a clerkship offers invaluable experience and sets a strong foundation for a successful career in law.



Who is eligible to apply?

Penultimate and Final-year law students are eligible to apply for Clerkships.

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Start your career at Gadens

Be part of a firm that backs fresh thinking and values you for who you are. We're looking for independent minds ready to make an impact from day one. At Gadens, you won't fit a mould. You'll help shape what comes next.

Tharushi Perera
2022 Graduate



Scan the QR code to explore our Early Careers Programs, key dates, and how you can grow with us.

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CLERKSHIP GUIDE

2026

