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INTRODUCTION:

UVIC LAW CAREERS GUIDE

The UVic Law Careers Office (LCO) is pleased to provide the 2018-2019 UVic Law Careers Guide.

We hope that this guide will help you define and achieve your short- and long-term career-related goals. This guide includes career resources and suggested readings to help you with each step of your career search. It sets out how to research legal careers and includes information about traditional and alternative career paths available to law school graduates, including practice profiles of UVic law graduates working as lawyers in different fields. This guide also explains how to apply for summer student positions, legal internships, judicial clerkships, and articles.

We recommend that you use this guide as you formulate your job search strategy and embark upon your career path. This guide is only one of the many career resources available to you. There are many more resources in the LCO’s library and on the LCO website. The LCO also holds numerous career-related information sessions and events throughout the year and provides individual career counselling by appointment with the Law Careers Officer.

Thank you for using the UVic Law Careers Guide. We wish you all the best in your job search and future careers!

Sincerely,

The UVic Law Careers Office

Law Careers Officer
Phone: (250) 472-4719
Email: lco@uvic.ca

Law Careers Assistant
Phone: (250) 721-8790
Email: careerof@uvic.ca
FIRST YEAR LAW (1L) STUDENTS

Welcome to the UVic Faculty of Law! The first year of law school can be challenging and you might find that it will take you a while to get acquainted with the study of law. Although you may be anxious to start your career search immediately, it’s a good idea to focus on your studies as much as possible during your first year.

Whether you have come to law school with a particular legal career in mind or are unsure about what you would like to do post-graduation, this guide will help you with your search for employment. There are a wide range of legal careers available and everyone follows a unique career path. A law graduate can work as a lawyer with the government, with small, mid-sized, and large private firms, as in-house counsel for corporations, unions, or other organizations, or for public interest organizations. Law graduates may also pursue graduate studies in law. Career goals can evolve and change during law school. Be open to the possibilities!

In order to become better acquainted with the legal career opportunities available to law school graduates, we recommend that first year students start by reading through the “Part Two: Career Planning” section of this guide, which will help you gain insight into what types of legal careers exist. If you are eager to begin the summer job search and application process, “Part Three: Summers”, “Part Six: Researching Job Opportunities”, “Part Seven: Applications”, and “Part Eight: Interviews” will help you to prepare for the application process for summer positions. “Part Three: Summers” will also be useful if you are interested in the 1L summer student recruitment process for large Vancouver, Calgary and Toronto firms.

SECOND YEAR LAW (2L) STUDENTS

Second year starts like a whirlwind for many students. Recruitment for many second year summer student positions, including large Vancouver, Calgary and Toronto firms, the Department of Justice and the B.C. Ministry of Justice, begins very early in September. Recruitment continues throughout the fall term and into the spring term as application deadlines approach for summer student positions in small and mid-sized firms, judicial clerkships and articling positions with the B.C. Ministry of Justice. Furthermore, students planning to article outside of the large recruitment processes must begin submitting their applications for articling positions to individual firms at the same time.

Second year can become very busy! Academic requirements, extracurricular activities and other commitments may make it difficult to maintain a healthy work-life balance. We strongly recommend that students entering second year take some time to identify their desired career path and to prepare their resumes and cover letters prior to returning to school in the fall. The LCO is open throughout the summer months and encourages students to submit their resumes and cover letters for feedback during this time.

THIRD YEAR LAW (3L) STUDENTS

Whether you have already secured an articling position or are just starting to send out applications – this guide has useful information for you.

Third year students will find the “Part Four: Articles” and “Part Nine: Bar Requirements” sections of this guide particularly useful, as they contain information about how to gain admission to and complete the Licensing Process for each of the Canadian Provincial Bar Associations. “Part Four: Articles”, “Part Seven: Applications” and “Part Eight: Interviews” include strategies about how to increase your chances of obtaining an articling position with a law firm or legal organization. If a clerkship interests you, please see “Part Five: Clerkships”.

Introduction: UVic Law Careers Guide
If you are a 3L student searching for an articling position, take advantage of the Law Careers Office resources, including:

- This Law Careers Guide
- LCO handouts and other documents
- The LCO website
- Appointments with the Law Careers Officer to review your application package or participate in a mock interview
- LCO information sessions

**CO-OP STUDENTS**

Participating in the Law Co-op Program offers students the opportunity to combine their study of law with practical work experience. It gives students the opportunity to determine what types of careers and workplaces align with their career goals. It can also broaden students’ employment experiences. Diversified practical work experience makes graduating Co-op students very appealing to many employers.

Many Co-op students express concern about meeting various recruitment timelines while completing their law degree following a different academic schedule. Yet, hiring statistics of graduating Co-op students show that this anxiety is largely unjustified. Co-op students are well placed to participate in the articling recruitment process after their second year and may also submit applications to small and mid-sized firms during the course of their third year. Some Co-op students have been hired back to article at a firm where they have completed a Co-op term.

Co-op students are encouraged to use this guide to help with their research when searching for Co-op and articling positions, as well as for application and interview tips. In “Part 1: Career Resources” in this guide, there is also a “Law Co-op Program” subsection, which provides information about the program.
PART ONE:

CAREER RESOURCES

UVIC LAW CAREERS OFFICE (LCO)

The UVic Law Careers Office (LCO) is staffed by professionals who are dedicated to ensuring that UVic Law students achieve their short and long-term career goals. The LCO can help students successfully apply for:

- summer student positions
- legal internships
- judicial clerkships
- articling positions
- alternative legal careers

The LCO aims to utilize your past employment and volunteer experience, interests, goals and aspirations to help you begin your legal career.

APPOINTMENTS

You can meet with the Law Careers Officer for individual career coaching, job search advice, one-on-one resume and cover letter counselling, job application reviews and mock interviews. Prior to scheduling an appointment, please see the LCO Appointments & FAQs webpage (under “Getting Started” on the LCO website home page) for a list of common appointment types and the associated resources that you will need to review prior to scheduling an appointment. To book an appointment with the Law Careers Officer, please email the Law Careers Assistant at careerof@uvic.ca, specifying the purpose of your meeting request, as well as your availability. You may also contact the Law Careers Assistant by phone at (250) 721-8790 or drop by the LCO in person.

LCO WEBSITE AND WEEKLY EMAILS

The LCO maintains a careers website at www.uvic.ca/law/jd/lawcareersoffice. It is a comprehensive source of career-related information for all UVic Law students. It contains an online version of this guide and all of the LCO resources, including handouts about job search strategies, job application processes, how to prepare for interviews and how to be called and admitted to the bar. You can access all of the LCO job postings through the website. The website also provides up-to-date information on LCO sessions and events. Most of this website is password protected – use your NetLink ID and password to access it.

The LCO also sends out a weekly email to every UVic Law student. It contains important information about new job postings, including volunteer positions, summer student positions, legal internships, judicial clerkships, articling positions and alternative legal careers. It also provides information on upcoming LCO information sessions and events.

LCO INFORMATION SESSIONS AND EVENTS

The LCO holds a number of career-related information sessions and events throughout the year. They are designed to help you learn about the wide range of legal and alternative legal career opportunities available to you. They draw upon a wide range of guests, including judges, legal practitioners, government employees and career experts. You can find all of the LCO information sessions and events on the LCO Events webpage (under “Getting Started” on the LCO website home page), which is updated regularly.
The UVic Faculty of Law, the Law Students’ Society (LSS), and various student clubs also hold information sessions and events which may be career-related. When there is overlap, the LCO attempts to collaborate as much as possible to avoid over-scheduling students. If you are involved in hosting an information session or event with a career-related component, please contact the LCO to work together on scheduling and resources.

**CONTACT INFORMATION**

The Law Careers Officer can be reached by phone at (250) 472-4719 or by email at lco@uvic.ca.

The Law Careers Assistant can be reached by phone at (250) 721-8790 or by email at careerof@uvic.ca.

The Law Careers Office (LCO) is located in room 140 of the Murray and Anne Fraser Building across from the student lounge.

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**LAW CO-OP PROGRAM**

The Law Co-op Program is Canada’s only common law co-operative education program. It provides UVic Law students with the exciting opportunity to work in a variety of legal settings before graduating.

**BENEFITS TO STUDENTS**

The Law Co-op Program allows students to combine the knowledge that they have gained in the classroom with a wide range of practical experience in the workplace. Many Co-op students graduate with a better sense of what they want to do with their law degree. Some employers even use Co-op work terms as a four-month interview and training period in which to recruit articling students and permanent employees. Co-op students graduate with a minimum of two work terms with at least two different employers, a strong repertoire of practical legal skills, an impressive resume and an invaluable network of legal contacts.

**ADMISSION**

As of the fall of 2017, admission to the Law Co-op Program will be guaranteed to all incoming first-year law students. Students must remain in good academic standing to be eligible to apply for Law Co-op work terms.

**THE CO-OP COURSE**

Students admitted into the Law Co-op Program must attend the mandatory Co-op Course that takes place in the fall and spring semesters during their first year of legal studies. This course provides students with the information necessary to participate successfully in the recruitment and placement process. It covers topics such as how to research employers, resume and cover letter preparation and professional responsibility. Students must also participate in a mock interview with a senior Co-op student.

**CO-OP SCHEDULES**

After completing their first year of legal studies, students in the Law Co-op Program alternate between study terms and work terms. A work term consists of at least 12 weeks of full-time employment. Work terms typically start in January, May and September. Law Co-op students are required to complete a minimum of two work terms, with the option of additional work terms. Students are encouraged to seek work terms with different types of employers such as the government, law firms and public interest organizations. There are positions available within British Columbia, across Canada and abroad.

Law Co-op students are generally required to follow one of the following three Co-op schedules. Any schedule changes must be approved by both the Law Co-op Coordinator and the Associate Dean, Academic and Student Relations, and approval will be granted only in exceptional circumstances.
Part One: Career Resources

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### HOW TO SECURE A CO-OP PLACEMENT

Recruitment takes place during the semester preceding the anticipated start date of the work term. Most positions are posted electronically through the Learning in Motion website: [https://learninginmotion.uvic.ca/home.htm](https://learninginmotion.uvic.ca/home.htm). Students can also set up their own Co-op placements, but please note that these placements must be pre-approved by the Law Co-op Coordinator.

It is common for students to have to apply for several positions before obtaining a job offer. The more flexible a student is in terms of type of job and location of placement, the easier it is to secure a Co-op placement. Students are encouraged to work closely with the Law Co-op Coordinator.

### EVALUATION

Half-way through the work term, the Law Co-op Coordinator visits the workplace to meet with the student and the employer. The purpose of this visit is to ensure that the work term is benefitting both the student and the employer and to deal with any issues that may have arisen. At the end of the work term, both the Law Co-op Coordinator and the employer will evaluate the student. They evaluate the work-term performance and the work-term report (a written piece of work that was completed while on the work term). Students are evaluated on a pass/fail basis. All students who successfully complete the Law Co-op Program earn a Co-op designation on their J.D. degrees.

### CO-OP STUDENT TESTIMONIALS

**LEILA HURST (CLASS OF 2018)**

After my first year of law school, I didn’t see myself in most of the dominant career narratives, and considered dropping out. Being in the Co-op Program has allowed me to have a completely different perspective on what a legal career can look like. Through my placement, I connected with the community and with amazing people doing interesting, alternative legal work. For the first time I feel like I have a concrete sense of what a life in law could look like for me, and I’ve been able to make connections that will (hopefully!) make that path easier. I’m very grateful for the opportunity to be in Co-op, and for the flexibility and support of the Co-op Program and staff.

**SAMSON RAPLEY (CLASS OF 2018)**

I came to UVic specifically because of the law co-op program. The opportunity to be placed in a full-time law related job in the summer following 1L played a major role in my decision making. This experience is invaluable and allows students to not only have the experience necessary for a competitive resume in the upcoming 2L OCI process, but it provides the students with an idea of what working in the legal profession is really like.
**BEN MARTIN (CLASS OF 2019)**

Co-op was the highlight of my undergrad degree, and was the main reason I decided to go to law school. I spent my first co-op term at the Ministry of Finance, where the aftermath of a tumultuous election provided a unique experience and a great introduction to the inner workings of the provincial government. The variety of jobs advertised through co-op allows you to try placements in different areas of law without having to make a long-term commitment. Co-op has allowed me to work with some fantastic people, receive great career advice, and make a bit of money during school. I’d recommend it to anyone who hasn’t decided what they want their career in law to look like.

**MIKE HARRISON (CLASS OF 2018)**

I saw the co-op program as an opportunity to get work experience before graduating from law school. My co-op with the Yukon Human Rights Commission was a great experience. The Commission is responsible for promoting equality and diversity in Yukon through research and enforcement of the Yukon Human Rights Act. The Commission allowed me to work on diverse projects, and they were great at providing feedback. My role at the Commission was largely split between researching assignments from the Director or counsel, and supporting members of the public in navigating the Act. This included writing memos, providing general information, interviewing witnesses and assisting counsel in their hearings. I really enjoyed my co-op term with the Commission. Every day brought a different set of issues for me to work through, and I was empowered by Commission staff to tackle problems I likely would not have been exposed to on other co-ops, never mind at school.

**RESOURCES FOR CO-OP STUDENTS**


For more general information, please visit the UVic Co-op Program’s website at: [www.uvic.ca/coopandcareer/studentsalumni/coop/programs/law/index.php](http://www.uvic.ca/coopandcareer/studentsalumni/coop/programs/law/index.php).

**CONTACT INFORMATION**

Interested students are encouraged to visit the Law Co-op Office located in Room 140 of the Murray and Anne Fraser Building to arrange an appointment.

Contact Francine Proctor, Co-op Coordinator at (250) 721-8196 or via email at fproctor@uvic.ca.

Contact Co-op Assistant Laura Dryburgh at (250) 721-8195 or via email at lawcoop@uvic.ca.

**CANADIAN LAW SCHOOL CAREERS OFFICES**

Some law schools across Canada have reciprocity agreements, which allow them to offer careers information to UVic Law students. Reciprocity does not allow students access to the job postings of the participating school. In most circumstances, the Career Development Office at the participating school will provide the student with a one-on-one meeting to learn about the Legal Market in the province where the school is located.

Please note that in order to take advantage of this reciprocity policy, the LCO must submit a formal request to the careers office at the law school that interests you. For more information, please email the Law Careers Assistant at careero@uvic.ca to schedule an appointment with the Law Careers Officer.
WEB RESOURCES

Below, please find web links to major legal employment databases, directories, recruitment firm/organizations, law magazines, law news and law reform information websites. You will find many other web links to specific law firms, government and organization websites within subsequent sections of this Law Careers Guide.

CANADIAN LEGAL EMPLOYMENT DATABASES

| **UVic Law Careers Office Job Posting Website**  | The LCO maintains a searchable database of job opportunities for current law students. Please note that this does not constitute a comprehensive list of all available job postings. Rather, use the job posting website as an additional tool in your legal job search. Make sure to take advantage of the archived jobs search function as well. This option will provide you with lots of firms who have posted with UVic Law in the past. It will also provide you with the deadline dates of their job postings in past years. **Postings on this website include:** Summer, Articling, Clerkships, Internships, Volunteer & Other Jobs. **Search Tips:** The easiest way to search is to select the type of position you are looking for and the location. You can also include 'Archived Jobs' to see which Firms / Organizations have posted opportunities in the past. |
| **http://law.uvic.ca/lco/job_postings.php**  | |

| **The National Association for Law Placement (NALP) Canadian Directory of Legal Employers**  | The NALP website provides a searchable directory of Canadian legal employers with summer student, articling and associate positions. Information available for each employer includes practice areas, recruitment methods, hiring criteria, and compensation and benefits offered. You can search by employer type, practice area, firm size and geographical location. It also allows you to create and save a custom list of employers and positions that interest you. |
| **www.nalpcanada.com/**  | |

| **ViLawPortal**  | The ViLawPortal contains job postings for 1L Summer, 2L Summer, and Articling Positions for law firms who have chosen to participate in a set timeline recruitment process. Please note that law firms may post elsewhere if: 1. they have chosen to post jobs outside of the recruitment period; or 2. they prefer applications are sent via a different method. You must create an account in order to access these job postings. For detailed instructions on how to create an account, please see the “ViLawPortal Instructions” subsection in "Part Three: Summers" of this guide. |
| **https://recruitcdn.viglobalcloud.com/**  | |

| **Canadian Bar Association (BC Branch) Job Board**  | This job board posts both articling positions and positions for lawyers. |
| **http://cbabc.org/Publications-and-Resources/Job-Board**  | |

| **CBA BC Rural Education and Access to Lawyers (REAL)**  | The Rural Education and Access to Lawyers Initiative (REAL) is delivered by the BC Branch of the Canadian Bar Association. Its mandate is to increase access to justice by encouraging lawyers to work in rural communities that are facing a shortage of lawyers. REAL funds summer positions for 2Ls, with the goal of placing the student in the community long-term. When students receive an offer for a summer position, they are expected to accept an articling offer if the firm decides to extend one after the summer. While 3Ls cannot apply for any funded positions, they can benefit from advice and guidance about articling and practicing law in rural communities from REAL’s dedicated CBABC Regional Legal Careers Officer. You can contact the Legal Careers Officer by email |
At this time, the REAL Facebook page has the most up-to-date information about the program: www.facebook.com/realcbabc. Students can keep an eye on this page for job postings, information about high needs communities, and more.

You can also attend the LCO’s REAL Initiative information session. Please see the LCO Events webpage for a list of upcoming information sessions. If you would like to receive regular updates on the REAL initiative through their student listserv, contact the CBABC Regional Legal Careers Officer by email at realbc@cbabc.org

### ADDITIONAL CANADIAN DATABASES, DIRECTORIES & RECRUITMENT FIRMS/ORGANIZATIONS

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<th><strong>Charity Village</strong></th>
<th><a href="http://www.charityvillage.com">www.charityvillage.com</a></th>
<th>Database of miscellaneous employment opportunities in the non-profit sector</th>
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<td><strong>Canadian Law List</strong></td>
<td><a href="http://www.canadianlawlist.com">www.canadianlawlist.com</a></td>
<td>A comprehensive directory of law firms and lawyers in Canada</td>
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<td><strong>Counsel Network</strong></td>
<td><a href="http://www.thecounselnetwork.com">www.thecounselnetwork.com</a></td>
<td>Canada’s oldest legal recruitment firm</td>
</tr>
<tr>
<td><strong>Environmental Careers Organization (ECO Canada)</strong></td>
<td><a href="http://www.eco.ca/">http://www.eco.ca/</a></td>
<td>Offers environmental internship opportunities and hosts Canada’s largest environmental job board</td>
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<tr>
<td><strong>HG Legal Resources</strong></td>
<td><a href="http://www.hg.org/attorneys/canada.html">http://www.hg.org/attorneys/canada.html</a></td>
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<td><strong>Lexpert</strong></td>
<td><a href="http://www.lexpert.ca">www.lexpert.ca</a></td>
<td>Identifies leading law firms and lawyers in 35 practice areas</td>
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<td><strong>Life After Law</strong></td>
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<td><strong>ZSA</strong></td>
<td><a href="http://www.zsa.ca">www.zsa.ca</a></td>
<td>A national legal recruitment firm</td>
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### CANADIAN LAW MAGAZINES, LAW NEWS & LAW REFORM WEBSITES

These resources can help you become familiar with the practice of law in BC and in Canada.

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<thead>
<tr>
<th><strong>British Columbia Law Institute</strong></th>
<th><a href="http://www.bcli.org">www.bcli.org</a></th>
<th>Provides information on law reforms and legal research</th>
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<tr>
<td><strong>Canadian Bar Association Bar Talk</strong></td>
<td><a href="http://cbabc.org/BarTalk/home">http://cbabc.org/BarTalk/home</a></td>
<td>The CBA BC Branch’s magazine</td>
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### Part One: Career Resources

<table>
<thead>
<tr>
<th>National Magazine</th>
<th>The CBA national magazine</th>
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<tr>
<td><a href="http://www.nationalmagazine.ca/">http://www.nationalmagazine.ca/</a></td>
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<tr>
<th>Canadian Bar Review</th>
<th>The CBA’s official periodical</th>
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<tr>
<th>Canadian Council for International Cooperation</th>
<th>A coalition of Canadian voluntary sector organizations working globally to achieve sustainable human development</th>
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<tr>
<td><a href="http://www.ccic.ca">www.ccic.ca</a></td>
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<tr>
<th>Canadian Institute for the Administration of Justice</th>
<th>A not-for-profit organization dedicated to improving the quality of justice for all Canadians</th>
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<td><a href="https://ciaj-icaj.ca/en/">https://ciaj-icaj.ca/en/</a></td>
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<tr>
<th>Canadian Lawyer Magazine</th>
<th>Delivers news on the practice of law and the legal profession</th>
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<td><a href="http://www.canadianlawymag.com">www.canadianlawymag.com</a></td>
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<tr>
<th>Lawyers Weekly</th>
<th>News relevant to the Canadian legal community</th>
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<tr>
<td><a href="http://www.lawyersweekly.ca">www.lawyersweekly.ca</a></td>
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<tr>
<th>Lexpert</th>
<th>Features legal news and publications</th>
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<td><a href="http://www.lexpert.ca">www.lexpert.ca</a></td>
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### INTERNATIONAL RESOURCES

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<tr>
<th>All Law</th>
<th>US-based site with links to legal organizations and information</th>
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<tr>
<th>Barbri</th>
<th>Information about passing the bar in the US</th>
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<tr>
<th>Canadian Lawyers Association for International Human Rights (CLAIHR)</th>
<th>A not-for-profit organization that promotes human rights within Canada and abroad</th>
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<tr>
<td><a href="http://claihr.ca/">http://claihr.ca/</a></td>
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<tr>
<th>Career Jet</th>
<th>Employment search engine for the UK</th>
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<td><a href="http://www.careerjet.co.uk/">http://www.careerjet.co.uk/</a></td>
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<tr>
<th>EuroBrussels</th>
<th>International job opportunities</th>
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<td><a href="http://www.eurobrussels.com">www.eurobrussels.com</a></td>
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<tr>
<th>FindLaw</th>
<th>A US website providing legal information and lawyer profiles to the general public</th>
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<td><a href="http://www.findlaw.com">www.findlaw.com</a></td>
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<tr>
<th>Global Citizens for Change</th>
<th>Overseas volunteer opportunities and international development work</th>
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<tr>
<td><a href="https://www.cintl.org/volunteer/opportunities">https://www.cintl.org/volunteer/opportunities</a></td>
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<tr>
<th>Go In House</th>
<th>Job board for US in-house counsel jobs</th>
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<tr>
<th>HG Legal Resources</th>
<th>List of US Law Firms and US job postings</th>
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<td><a href="http://www.hg.org/">http://www.hg.org/</a></td>
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<tr>
<th>Human Rights Watch</th>
<th>An organization dedicated to protecting human rights</th>
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<tr>
<td><a href="https://careers.hrw.org/">https://careers.hrw.org/</a></td>
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</table>
| **Idealist**  
| **Justice Works**  
| [www.equaljusticeworks.org](http://www.equaljusticeworks.org) | A US based, non-profit organization interested in access to justice issues |
| **NALP (National Association for Law Placement) US**  
| **United Nations Careers**  
PART TWO:
CAREER PLANNING

This section of the guide will introduce you to the different kinds of careers you might pursue after law school. It introduces types of firms you may work for during and after law school and the areas of law you may practice. It includes practice profiles of lawyers working in different firms and in different areas of the law. It also provides an idea of some alternative careers available to you.

PRIVATE PRACTICE: TYPES OF LAW FIRMS

LARGE FIRMS

For the purposes of this guide, a large law firm is a firm with 51 or more lawyers. Some large law firm profiles can also be found on the NALP Canadian directory website: www.nalpcanada.com. For a list of Canada’s largest law firms and the largest law firms in each city, search Lexpert’s Canadian Legal Directory: www.lexpert.ca/directory/canadas-largest-law-firms/. You can also browse the BC Law Firms Spreadsheet on the Law Careers website.

Below is a list of large Vancouver firms, national firms with smaller offices in Vancouver, and smaller firms that consistently participate in the OCI hiring process.

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<th>Firm Name</th>
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<tr>
<td>Gowling WLG (Canada) LLP</td>
<td><a href="https://gowlingwlg.com/en/canada/">https://gowlingwlg.com/en/canada/</a></td>
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Other national firms with smaller offices in Vancouver, and local firms that consistently participate in the OCI Hiring Track:

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<th>Firm Name</th>
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<tr>
<td>Bennett Jones LLP</td>
<td><a href="https://www.bennetttjoneses.com/">https://www.bennetttjoneses.com/</a></td>
<td>Kornfeld LLP</td>
<td><a href="https://www.kornfeldllp.com">https://www.kornfeldllp.com</a></td>
<td></td>
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<tr>
<td>Cassels Brock &amp; Blackwell LLP</td>
<td><a href="http://www.casselsbrock.com/">http://www.casselsbrock.com/</a></td>
<td>Lindsay Kenney LLP</td>
<td><a href="https://lklaw.ca/">https://lklaw.ca/</a></td>
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12
FEATURES OF LARGE LAW FIRMS

STRUCTURE: Most large firms have structured and organized student programs. Large firms often have a formal mentorship program that pairs summer students, articling students and junior associates with senior lawyer mentors.

BREADTH OF EXPERIENCE: Large firms have many different practice areas and areas of expertise. They also tend to have diverse clientele. Rotations give summer and articling students, as well as junior associates, the opportunity to engage in and learn about many different practice areas. This is a great way to assess your areas of interest before deciding upon a specific career path. Rotations are particularly beneficial and valuable to those who are unsure of exactly what kind of law they would like to practice.

RESOURCES: Most large firms have excellent resources, including on-site libraries and knowledgeable support staff.

REMUNERATION: Large firms usually provide excellent salaries and benefit packages. Many firms also make a contribution towards your third year tuition and most firms pay the cost of your bar admission course and pay you a salary during the course.

STUDENT COLLEAGUES: Large firms often hire many summer and articling students. As a result, you are likely to have a number of colleagues who are undergoing the same process, with whom you can share your experiences and informally discuss questions and concerns.

MOBILITY: Students and junior associates who start their practice in a large firm may find that more options are available to them in the event that they later decide to make a career change. It is generally easier to move from a large firm to a mid-sized or small firm than it is to move in the opposite direction.

ATMOSPHERE: Students and junior associates often feel anonymous when they first start working at a large firm which can make them feel underappreciated. It is important to take initiative to meet other students, associates, senior lawyers, partners and support staff. Fortunately, many firms offer regular social events and opportunities to build relationships within the firm.

DIVERSITY AND EXPOSURE: Large firms often have clients and long-term relationships in both the public and private sector. The firms may engage in complex legal matters and complicated transactions on behalf of their clients. Students and junior associates gain exposure to challenging files, which enables their continued learning.

DEPTH OF EXPERIENCE: Due to the nature of their assigned files, students and junior associates often work on small portions of large files. Moreover, most students and junior associates rarely see files through from beginning to end as a result of the rotation system used by large firms. Accordingly, some students find this reduces how meaningful they find their work.

LACK OF CLIENT CONTACT AND COURT TIME: Students and junior associates may find that a large portion of their work involves legal research and writing. This means that they are often not afforded opportunities to interact directly with clients (often large institutional or corporate clients) or to go to court. Taking on pro bono work is a good way for students and junior associates to get to work with smaller clients, to get some client contact, and to gain experience in the courtroom.
THE BUSINESS OF LAW: Large firms have support staff to deal with the business aspects of running a law firm, including staffing, billing and retainers, file management and marketing. Accordingly, students and junior associates tend not to learn about the business of law.

WORKLOAD AND HOURS: Hours at large firms tend to be extremely long, averaging from 55-75 hours per week. Assignments are often given with short turnarounds and students and junior associates may find that they need to work evenings and weekends in order to complete assigned tasks.

BILLABLE HOUR TARGETS: Many people dread billable hours. Billable hour targets may range from 1200 to 1900 per year. At large law firms, there is constant pressure to meet your billable hour target as it is one of the main measures of success.

HIRE BACKS: Hire back rates of summer and articling students and the retention of junior associates vary depending on the firm. The size of a large firm can sometimes work against students and junior associates with respect to hire backs and retention as it is hard to showcase your work to other lawyers and to be noticed by those lawyers who make hire back and retention decisions.

TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN WORKING AT A LARGE FIRM

Employers in private practice, particularly large firms, typically recruit students well in advance of placements. Recruitment timelines vary regionally so be mindful of fast-approaching deadlines when putting applications together. For detailed information, please consult the “Part Three: Summers” and “Part Four: Articles” in this guide.

Large firms tend to receive an overwhelming number of applications; however, do not screen yourself out before even applying to large firms just because other students are also applying there. Although large firms do tend to look at law school marks to narrow down the pool of possible candidates, they are also interested in your work experience, volunteer work, and extracurricular activities. Do not let your marks deter you from applying.

Every large firm strives to develop a unique “culture”. Accordingly, after the initial screening, large firms look to see which candidates would be a good fit for the firm. Whether or not a candidate is a good fit is determined by their personality and work habits, among other things. A good fit is important for both the firm and the candidate, as being able to work effectively in a team is essential to the success of both the firm and the employee.

Network with lawyers who work at the large firms you are interested in. Conduct information interviews to get a better idea of whether working at a large firm is a good fit for you. For more about information interviews, see the “Networking” and “Information Interviewing” subsections found in “Part Six: Researching Job Opportunities” in this guide.

Make an appointment with the LCO to discuss any questions or concerns you might have about large firms and their application process. Email careerof@uvic.ca to make an appointment.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE AT LARGE FIRMS

PRACTICE PROFILE: SARAH KLEIN

Sarah Klein is a UVic law grad (2007, called to the Bar in 2008) now working as a lawyer at a large firm. Her profile is current to 2016.

1. HER CAREER PATH

During my time at UVic, I participated in the Law Co-op Program and completed three work terms: one with the BC government, one with a national law firm in Calgary and one with an international energy company in Calgary. I then clerked at the Court of Appeal of Alberta. After I finished my articles, I practiced for a year at a national law firm in energy and banking. I received my LL.M. at the University of Toronto as a fellow of the Canadian Institutes of Health Research (CIHR). Since then I’ve been a research and knowledge management lawyer at Dentons Canada LLP in Calgary.

2. A “DAY IN THE LIFE” OF A RESEARCH AND KNOWLEDGE MANAGEMENT LAWYER AT A LARGE FIRM

As a research lawyer, I research and write memos, which then turn into briefs or facta for the assigning lawyer. I also meet with students to work on their research strategy and writing skills as they prepare their memos. I spend a lot of time working with my colleagues in other offices to discuss and implement knowledge management initiatives – this includes our intranet,
Part Two: Career Planning

precedent documents, or assessing technological developments designed to make practice more effective. I was also recently involved with a complex arbitration file and took on the role of project manager, which included liaising with the key client contact on a regular basis, attending meetings between our lawyers and experts, and ensuring that our work product was proceeding on schedule.

3. THE PROS & CONS OF WORKING AT A LARGE FIRM

I really enjoy working in a large firm. The lawyers are smart, motivated, and fun to be around. I also like the energy that a big group of students brings to the firm every spring. The resources available to practicing lawyers at a large firm are incredible: from hands-on training with leaders in every area of law, to state of the art technology, to dedicated professional development lawyers. Although the expectations are high, every resource possible is available to the lawyers to help them succeed.

I don’t have any cons for working at a large firm or being a non-traditional lawyer. I think that one commonly identified “con” of working at a large firm is long hours. Although this may be the case for students and junior associates, it is also an excellent opportunity to develop a strategy for work-life balance and productive work habits. Some practice areas may be more or less flexible, and it’s important that junior lawyers find a practice area that works for them on both a substantive level and in terms of lifestyle.

4. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN / HOPING TO WORK AT A LARGE FIRM

Do well in law school and be sure to include some extra-curricular activities in your life. Although academic aptitude is a threshold to get into a big firm, you must also have a personality that fits with the firm culture. Speak to people from the different firms you are considering to get a sense of the firm culture and the types of people they are looking for. Keep an open mind about your future practice area; a lot can change in the years between your first interviews and your call to the bar.

5. WHAT SHE WISHES SHE HAD KNOWN WHEN SHE WAS A LAW STUDENT

Your achievements in law school will follow you for many years, so put enough effort in now to keep doors open in the future. Your colleagues at law school are also going to be your colleagues throughout your career, so build relationships while you are in law school and keep them up once you graduate. Develop strong communication skills, especially written communication. If you struggle with writing, law school is a great opportunity to work on this. No matter what practice area you end up in, you will need to be able to communicate effectively with other lawyers and your clients.

Finally, find strong mentors – either in your field or another. This will motivate you to achieve professional success and will create opportunities for career advancement.

MID-SIZE FIRMS

For the purposes of this guide, a mid-sized law firm is a firm with 11 to 50 lawyers. According to the Federation of Law Societies of Canada, as of 2014, there were approximately 90 mid-sized law firms in BC.

FEATURES OF MID-SIZE FIRMS

STRUCTURE: Summer and articling programs at these firms may be significantly less structured and organized than those found at large firms. Accordingly, students and junior associates might not receive as much formal training at mid-sized firms. However, most mid-sized firms have formal mentorship programs for summer and articling students as well as for junior associates. Students tend to be paired with senior lawyer mentors.

RENUMERATION: Salaries and benefit packages differ significantly across the province. Some firms may make a contribution towards your third-year tuition, but others may not. Most firms pay the cost of your bar admission course and pay your salary during the course.

SPECIALIZATION: Many mid-sized firms specialize in specific practice areas of law. Students and junior associates interested in those areas of practice have the opportunity to explore them in depth, focus their experience, and develop specialized expertise (while also developing transferable skills).
**HANDS-ON EXPERIENCE**: Students and junior associates have more opportunities to engage in hands-on work than they would at large firms, although this varies from firm-to-firm.

**CLIENT CONTACT AND COURT TIME**: Students and junior associates may find they are often afforded more opportunities to interact directly with clients or go to court than those who work at large firms.

**ATMOSPHERE**: The atmosphere at a mid-sized firm is often more relaxed and less bureaucratic than at large firms.

**BREADTH OF EXPERIENCE**: Some firms may not practice in as many areas as large firms do. Accordingly, some firms may not have expertise in all of the practice areas that interest you.

**THE BUSINESS OF LAW**: Mid-sized firms have support staff to deal with the business aspects of running a law firm, including staffing, billing and retainers, file management and marketing. Accordingly, students and junior associates may not learn about the business of law.

**WORKLOAD AND HOURS**: Hours at mid-sized firms tend to be quite long. Assignments are often given with short turnarounds and students and junior associates may find that they need to work evenings and weekends in order to complete assigned tasks.

**BILLABLE HOUR TARGETS**: Like large firms, billable hour targets may range from 1200 to 1900 per year. There may be constant pressure to meet your billable hour target as it is one of the main measures of success.

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**TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN WORKING AT A MID-SIZED FIRM**

Network with lawyers who work at the mid-sized firms you are interested in. Conduct information interviews to get a better idea of whether working at a mid-sized firm is a good fit for you. For more information, see the “Networking” and “Information Interviewing” subsections found in “Part Six: Researching Job Opportunities” in this guide. Interested students should also establish contacts early on in their legal studies and well before they intend to apply for articles. Make an appointment with the LCO to discuss any questions or concerns you might have about mid-sized firms and their application process.

To begin researching law firms, you can read profiles of law firms on NALP Canada’s website: [www.nalpcanada.com](http://www.nalpcanada.com). Read Canadian Lawyer Magazine’s section on leading firms by region: [http://www.canadianlawyermag.com/special-reports/regional-law-firm-rankings.html](http://www.canadianlawyermag.com/special-reports/regional-law-firm-rankings.html). You can also browse through firms in the BC Firm Spreadsheet and the AB Firm Spreadsheet on the Law Careers website. These spreadsheets are found on the Career Resources & Job Search Strategies webpage under “Job Search Strategy Handouts”. On the spreadsheets, you can view the approximate size of each firm in various regions and cities throughout BC and AB.

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**LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE AT MID-SIZED FIRMS**

**PRACTICE PROFILE: MICHAEL DROUILLARD**

Michael Drouillard is a UVic law grad (graduated in 2011, called to the Bar in 2012) working at Harper Grey LLP which is a mid-sized regional law firm based in downtown Vancouver. His profile is current to 2016.

1. **HIS CAREER PATH**

I started at a mid-sized corporate law firm based in downtown Vancouver. That firm wasn’t able to hire back any of its articling students due to a lack of work. I found a new job downtown at a boutique litigation firm and worked there for a number of years. I began to develop my own commercial real estate practice which took off significantly and I had to join a firm that had the infrastructure that could support my solicitor practice. Because I developed litigation skills at the same time, I provide both barrister and solicitor legal services to my clients.

2. **A TYPICAL “DAY IN THE LIFE” AS A LITIGATOR AT A MID-SIZED FIRM**

It is very unusual for someone to engage in both barrister and solicitor work at a mid-sized downtown law firm in Vancouver because of the pressure to specialize. I feel fortunate to have such a practice. I believe I am able to practice both as a barrister and solicitor because I have chosen to focus on a specific area of law – real estate.
Some of the work I’ve done in the past two weeks includes: acting for a half dozen buyers or sellers for residential conveyances, appearing in court for a residential landlord to resist a residential tenant’s application for judicial review of an eviction order issued by the Residential Tenancy Branch of BC, helping a client perform due diligence for his purchase of a mixed use retail and office commercial building by reviewing all of the leases for the building and reporting on their contents, and reviewing and advising upon a complex construction contract. The work is varied and usually interesting to me because the stakes in real estate are usually high.

3. THE PROS & CONS OF WORKING AT A MID-SIZED FIRM

The pros are that the work is varied and very interesting. I am given a great deal of real responsibility, which is refreshing. I continue to learn a lot and I am learning rapidly.

The cons are that, as a result of that increased responsibility, it can be stressful at times. Furthermore, the hours are long. The salary is good, but money doesn’t always compensate well for stress and long hours.

4. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN / HOPING TO WORK AT A MID-SIZED FIRM

Apply broadly and aggressively. Do not worry if you do not get articles at a mid-sized firm. There will be opportunities to move laterally later on.

Work hard. Private practice is not a 9 to 5 job. If you develop your skills early on by working hard then it will pay off. You will eventually develop a reputation of your own and clients will come to you, or senior lawyers will trust you with greater responsibility and with more interesting work.

5. WHAT HE WISHES HE HAD KNOWN WHEN HE WAS A LAW STUDENT

Take lots of black letter law courses. You will be surprised to know how helpful that knowledge can be down the road. I respect the goals of the Law Centre greatly, but you have an entire lifetime ahead of you to practice law.

Moot. Apply for a clerkship. Apply broadly to any law firm you can find that does what you’re interested in. You never know which one will offer you a job.

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**BOUTIQUE LAW FIRMS**

Boutique firms specialize in particular areas of law (as opposed to full service law firms which service a wide range of legal issues for clients). Boutique firms may range in size from sole practitioners or small single offices to large, multi-national firms.

These firms are found in most rural and urban markets. The legal focus of such firms can be criminal law, taxation, intellectual property, real estate, family law, non-profit organizations, litigation, etc. When looking to hire students, boutique firms value demonstrated interest in their particular field of practice, which may be shown through course selection, extracurricular and volunteer experience, previous employment, or the specialization of your undergraduate degree.

**FEATURES OF BOUTIQUE LAW FIRMS**

**NO ROTATIONS:** Because the firm generally only practices in one or a few areas of law, students will likely not have the opportunity to rotate through different practice areas. However, boutiques may have different practice groups related to the various aspects of their particular field and students may still have the opportunity to deal with a number of lawyers, clients and legal issues throughout the firm.

**STRUCTURE:** There may not be specific mentoring or structured student programs in boutique firms, especially smaller firms. However, as the firm will likely not be very large, students may develop informal mentorship relationships with the lawyers they work most closely with.

**ATMOSPHERE:** A major feature of boutique firms is that the lawyers are generally interested in or practicing in similar areas of the law. As such, there tends to be less division in the firm between different practice groups. Since boutiques are often mid-sized or small firms, they may have a more comfortable and social atmosphere than large firms. Some of these firms have regular, informal social events and provide opportunities to get to know most of the lawyers, partners and support staff.
**Lack of Exposure:** If the firm only practices in one or a few areas of the law, students may become highly specialized, which may limit their ability to change practice areas in the future.

**Resources, Remuneration and Hirebacks:** This will vary considerably from firm to firm.

### Tips and Advice

Students considering employment opportunities with boutique firms may find the “Main Areas of Practice” subsection in this section of the guide useful, as it provides information on the varied specialty areas of the law, strategies for developing familiarity and skills associated with a particular practice area, and information on contacting employers. For information on boutique firm rankings across legal fields and different regions, visit: [http://www.canadianlawyermag.com/special-reports/boutique-firm-rankings.html](http://www.canadianlawyermag.com/special-reports/boutique-firm-rankings.html).

### Law Practice Profiles of UVic Law Graduates with Work Experience at Boutique Firms

#### Practice Profile: Lou Poskitt

Lou Poskitt is a UVic law grad (graduated in 2009, called to the Bar in 2010) working at Miller & Titerle Law Corporation, a boutique labour firm. Her profile is current to 2016.

1. **Her Career Path**

   Before I went to law school, I worked as a pastry chef for a number of years. I was 26 when I finally started law school at UVic and I was incredibly anxious about not having gone from high school to undergrad to law school. I was very concerned that my previous career and the fact that I was older than some of my classmates would make me a less attractive candidate for a summering position or for an articling position.

   After the end of first year, I wasn’t sure what kind of law I wanted to practice and I wasn’t sure if I wanted to stay on the island or move to Vancouver. Because I didn’t know what I wanted to do, I opted out of the summering application process. I wanted to have time to take more classes in second year to really figure out what I wanted to do and what kind of law I wanted to practice. While this was stressful at the time, it was the best career decision I could have made (aside from choosing to go to UVic for law school).

   In second year, I fell in love with labour and employment law. Most big firms have a labour and employment department, but those departments are often small and aren’t the main focus of the practice at those big firms. I found a few labour and employment law boutiques and really focused on making myself a good candidate for articles and one of those boutiques.

   I articulated at a boutique labour and employment law firm in 2009/2010 and worked there as an associate until very recently. I am moving to another boutique law firm to continue building my labour and employment law practice.

2. **A Typical “Day in the Life” As an Associate at a Boutique Firm**

   In a boutique firm, there is no typical day. Drawing on my experience, I have worked with every single partner at my firm and on any given day, I receive work from a number of different partners, touching on a number of different subject areas under the umbrella of workplace law. Some days, I spend a fair amount of time doing legal research, drafting submissions and responding to letters. When I’m in the office and grappling with a tough issue, there are a number of other lawyers I can go to for help and there are two or three associates off of whom I am constantly bouncing ideas.

   Once a week, I’m typically out of the office providing coaching to a firm client and there are other days when I am out of the office at the Labour Relations Board, at an arbitration, in court or at the BC Human Rights Tribunal.

3. **The Pros & Cons of Working at a Boutique Firm**

   For me, the biggest draw of working at a boutique firm is the fact that you’re surrounded by industry experts. Everyone at my firm focuses on labour and employment law; there is so much knowledge and expertise within the walls of my firm for me to draw upon. I’ve had the ability to observe how numerous partners grapple with similar issues and how they present themselves at hearings. This has given me a lot of insight into how I handle my own files and how I structure my own practice. This also means that there are a lot of people who can answer my questions, so I’ve never felt like I’m pester ing one person too much.
Another great thing about boutique firms is that you get to practice the kind of law you’re interested in. At full service firms, you get exposure to a lot of different areas of the law, which is great if you don’t know what kind of law you want to practice. For those of you who know in law school that you want to practice a specific kind of law, having to spend a two month rotation practicing in an area that doesn’t interest you isn’t great.

I think the biggest con of working at a boutique firm is that boutiques hire fewer summering and articling students and it can be more stressful knowing that you’re vying for one or two positions instead of several positions.

When I started my articles at a boutique firm, I was worried that I might be limiting my career options because I wouldn’t be getting the same kind of exposure to legal issues as you might get in a full service firm. This concern turned out to be unfounded. You get a really broad experience articling at a boutique firm. I’ve been head hunted several times by full service firms and have not felt like my decision to article and work at a boutique firm has limited my career in any way.

4. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN / HOPING TO WORK AT A BOUTIQUE FIRM

Take all of the courses that you can which touch on subject matter practiced at the boutique firm. In my work on the student committee, I see a ton of applications where people say they’re interested in labour and employment law, but they haven’t taken the courses and they don’t explain how or why they’re interested in what we do.

Make contact with the student committee representatives at the firm events hosted by UVic and follow up with an email. I find I’m always keen to interview students who I’ve met in person at networking events.

5. WHAT SHE WISHES SHE HAD KNOWN WHEN SHE WAS A LAW STUDENT

I am so thankful that I didn’t get caught up in the law school stress of applying for second year summers. At the time, I was really worried it wasn’t the right decision, but I just didn’t feel ready to commit to summering and articling at any firm when I didn’t have a sense of what kind of law I wanted to practice. I wish someone had told me that it was okay not to apply for a summering position, because it really is okay.

It’s also okay if you apply for summering positions and don’t get your dream job. Follow up with the firm and ask what you can do to be a stronger candidate when it comes time for articling applications.

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**SMALL FIRMS**

For the purposes of this guide, a small law firm is defined as a firm with 1 to 10 lawyers. Small firms are often referred to as the backbone of the legal profession: they are essential to the provision of legal services. In fact, the majority of law practiced outside of urban centres is conducted by lawyers working in small firms. These lawyers predominantly provide legal services to individual clients.

According to the Federation of Law Societies of Canada, as of 2014, there were approximately 830 small firms in BC and over 2600 firms run by sole practitioners.

There are many small firms in rural and urban markets throughout BC. These include areas such as Greater Vancouver, the Victoria Regional District, Nanaimo, Kamloops, Kelowna, Abbotsford, Chilliwack and Prince George. Often, small firms in these areas only hire articling students as they do not have the resources to fund summer positions.

**FEATURES OF SMALL FIRMS**

**INDEPENDENCE:** Students and junior associates are usually given more independence in small firms than their counterparts who practice in large and mid-sized firms. This means that they need to have a disciplined work ethic and feel comfortable managing their time and workload effectively to meet deadlines.

**VARIED WORK:** Students and junior associates who work at small firms do highly varied work. Tasks can include: legal research and writing, drafting documents, advocacy work and administrative work. However, due to the specialization of many small firms, students and junior associates can become pigeonholed in one area of practice. Students and junior associates at small firms should make an extra effort to develop transferable skills. Articling students can also ask the firm if they would consider shared articles or secondments so that they can get a well-rounded articling experience.
HANDS-ON EXPERIENCE: Students and junior associates tend to have far more opportunities to gain hands-on experience than they would at large or mid-sized firms. Because students and junior associates are generally given more responsibilities in small firms, there are usually more opportunities for them to interact directly with clients and to go to court. Such work is usually reserved for more senior lawyers at large and mid-sized firms.

ATMOSPHERE: The atmosphere at smaller firms tends to be less structured, more relaxed and less bureaucratic than at large and mid-sized firms. As a result of the firm’s size, it is easy to get to know everyone.

ISOLATION: Due to the size or location of the firm, students and junior associates can feel isolated socially and professionally from their law school colleagues or other young lawyers. However, the extent of this depends largely on personal initiatives concerning networking. Getting involved with a local CBA branch is a great way to stay connected to the legal community.

THE BUSINESS OF LAW: Because there is often a lack of support staff to deal with the business aspects of running a law firm, students and junior associates will learn about the business of law, including staffing, billing and retainers, file management and marketing. Although administrative tasks might not be part of a traditional lawyer’s job description, the skills can be very useful, especially if you plan to eventually start your own law firm or become a sole practitioner.

LACK OF RESOURCES: Due to a lack of resources, most small firms lack on-site libraries and knowledgeable support staff. However, they are supported by resources provided by the Canadian Bar Association and Law Societies, among others. Salaries and benefit packages are usually less generous than those offered by large and mid-sized firms and they rarely contribute towards third year tuition. Policies vary regarding paying the cost of PLTC and salary during the course.

INTERNAL ADVANCEMENT OPPORTUNITIES: Because there are fewer lawyers in small firms, there are more advancement opportunities available. Junior associates in small firms generally do not have to wait as long as their counterparts in large and mid-sized firms to advance within the firm and to take on more responsibilities.

WORKLOAD AND HOURS: Small firms may be flexible in terms of workload and hours, but lawyers may still work long hours.

TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN WORKING AT A SMALL FIRM

Small firms generally do not participate in any formal recruiting process. Application deadlines vary so be mindful of fast-approaching deadlines when putting together applications. For more detailed information, please consult “Part Three: Summers” and “Part Four: Articles” in this guide. Keep in mind that the vast majority of small firms never advertise their positions; they rely on students to approach them.

Students should establish contacts early on in their legal studies and well before they intend to apply for articles. Be proactive in your search for a position in a small firm. Research broadly and apply widely.

RESOURCES


Search for law firms in smaller cities throughout BC by browsing the BC Firm Worksheet. You can find the worksheet on the LCO website on the Career Resources & Job Search Strategies webpage under “Job Search Strategy Handouts”.

To learn more about the issues faced by small firm practitioners, read the Law Society of BC’s “Report of the Small Firm Task Force” which can be found at: [https://www.lawsociety.bc.ca/Website/media/Shared/docs/publications/reports/SmallFirmTF.pdf](https://www.lawsociety.bc.ca/Website/media/Shared/docs/publications/reports/SmallFirmTF.pdf)

If you are interested in eventually opening up your own law firm or becoming a sole practitioner, take a look at the CBA website at [www.cbabc.org/BarTalk/Columns/Dave-s-Tech-Tips/What-online-resources-are-available-if-you-want-to](http://www.cbabc.org/BarTalk/Columns/Dave-s-Tech-Tips/What-online-resources-are-available-if-you-want-to) or Canadian Lawyer Magazine’s article, “10 Tips for Starting Your Own Firm” ([http://www.canadianlawyermag.com/4294/10-tips-for-starting-your-own-firm.html](http://www.canadianlawyermag.com/4294/10-tips-for-starting-your-own-firm.html)). You may also want to visit the Law Society of Ontario’s Guide to Opening Your Practice for Lawyers ([http://www.lsuc.on.ca/with.aspx?id=2147499495&langtype=1033](http://www.lsuc.on.ca/with.aspx?id=2147499495&langtype=1033)).
**LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE AT SMALL FIRMS**

**PRACTICE PROFILE: MICHAEL S. JAKEMAN**

MICHAEL S. JAKEMAN: UVic law grad (2005, called to the BC and Alberta Bars in 2006), now works as a sole practitioner at his own firm subsequent to this profile, which is current to 2012.

1. **HIS CAREER PATH**

I opened my own practice in my first year called to the bar. I gained extensive experience working as a lawyer and business person in a small firm setting. In the beginning, my covered legal areas of practice included criminal law, family law, real estate and corporate law. In the more recent years of my practice, I have focused on criminal law and family law work.

2. **A TYPICAL “DAY IN THE LIFE” RUNNING A SMALL FIRM**

I now advise others, students and lawyers alike, about business planning, practice management, recruitment and hiring and trends in the legal profession. However, I recall fondly the “day in the life” experiences of my past and these have ranged from splitting my time between legal work and business management and between my day time work in the courts and my evening work with clients in my office.

Ultimately, I have always considered the “day in the life” as a necessary labour of love, where each morning when you wake up, you need to follow that which inspires you. For me this has always been working closely with others to add value in their lives.

3. **THE PROS & CONS OF BEING A SOLE PRACTITIONER**

All lawyers are hard workers and we all seem to share this, pro or con – depending on your view. My comments here are certainly more in a general nature for the profession since we all share, at a larger degree, the same pros and cons.

Currently in my work, I have a significantly lowered level of stress and demands on my time compared to the time when I was running both a very busy legal practice and a very busy and growing business. Thankfully, the business growth that I experienced was factored into my original plan and I was able to plan clearly for it as it evolved.

The biggest pro I have always had in my career is that I know how inspiring it is to work closely with other people on matters that are important to them, to gain people's trust and confidence and to work hard with them to achieve the best results possible.

Choosing to have more than one practice area needs careful planning and consideration. While I was practicing criminal law and real estate as my two main areas, I spent the days at court and the evenings from 5 until about 9 pm meeting with real estate clients to sign up purchases and sales of residential homes. (In a shift work town, the evening appointments were easier to have filled.)

When I transitioned to a criminal law and family law practice, I found conflicts in my time arising much more as the court time for criminal files greatly exceeds the court time for family files and this lead to busier days and more delays.

4. **TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN SMALL FIRM WORK**

You learn the theory of law in school and the practice of law at work. It is your distinct ability to understand the practice of law at an early stage in your career that will make you a successful small firm owner.

For instance, the practice of law is about: personal relationships, organization, scheduling, keeping up on changes in the law, exceeding clients’ needs in the face of hard advice, understanding your abilities to perform at a standard that will build your reputation and strengthen your credibility in the eyes of the profession and the courts, and managing to stay healthy and happy in your life away from the office.
While the majority of the population of BC and practicing lawyers are concentrated in the lower mainland and the Capital Regional District, there are desirable and viable career opportunities for law students and new lawyers to gain valuable practice experience in some of the other regions throughout the province.

BC is roughly broken down into seven regions, each offering unique career and recreational opportunities:

- **Skeena-North Coast** (Prince Rupert, Smithers)
- **Northeast** (Fort St. John, Dawson Creek)
- **Cariboo** (Prince George, Williams Lake)
- **Thompson-Okanagan** (Kamloops, Kelowna)
- **Kootenay** (Cranbrook, Nelson)
- **Lower Mainland-Southwest** (Metro Vancouver)
- **Vancouver Island-Coast** (Victoria, Nanaimo)

Many of these areas of the province are rural locations in need of new lawyers to make up for the aging and retiring population of the rural legal community. There are active bar associations in many of these regions, offering new lawyers ample opportunity to network and continue their legal education. Many rural locations also offer exciting and lucrative work experience due to the considerable imbalance in the client-to-lawyer ratio. These same characteristics appear in rural communities throughout Canada, as many law students fail to recognize the viability of beginning a career in a rural community, choosing instead to pursue the competitive market of large urban centres.

**CAREERS IN RURAL MUNICIPALITIES**

Many law students go to law school hoping to eventually work in a large law firm in a large urban centre. Often they go through law school without ever thinking about working in rural communities. This section describes the benefits of working in small communities and rural areas and provides advice for law students interested in working ruraly.

**BENEFITS OF WORKING IN RURAL CANADA**

There are many benefits of working in a small community or rural area:

- Articling students and junior lawyers are usually given more independence and gain more hands-on experience in law firms in small communities than they would be given if they worked elsewhere.
- Junior lawyers are able to interact directly with clients early on in their careers and are better able to develop meaningful relationships with their clients.
- As junior lawyers are generally given more responsibilities in small communities, there are usually more opportunities for them to develop courtroom experience.
- It may be easier to develop good working relationships with your colleagues in smaller regions.
- Lawyers in small communities usually aim to cultivate a community atmosphere and rural legal communities tend to be more collegial than their urban counterparts.
- Lawyers practicing in small communities are very good at integrating law students and new lawyers into the community.
- It is often easier to achieve and maintain a work-life balance working at a law firm in a small community than it is working in a large law firm in Vancouver, Calgary or Toronto.
- There is often little or no commute to work and little or no rush hour traffic.
TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN WORKING IN RURAL COMMUNITIES

- Interested students should network with lawyers who work in rural Canada and conduct information interviews to get a better idea of whether working in a small community is a good fit for them. (For more information, see “Part Six: Researching Job Opportunities” in this guide).
- Interested students should also seek to establish contacts early - well before they intend to apply for articles.
- If you are hoping to work in a small community, be aware that many of the opportunities are not posted online. You have to be proactive in your career search and make the first contact with the firms that interest you.
- Research. Read the profiles of the law firms you are interested in on NALP Canada’s website: www.nalpcanada.com.
- Search firms throughout particular regions and cities in BC using the “BC Firm Spreadsheet” on the LCO website. If you are interested in Alberta, please see our “AB Firm sheet” on the LCO website. These spreadsheets are found on the Career Resources & Job Search Strategies webpage under “Job Search Strategy Handouts”.
- Firms in rural Canada often look for law students and legal graduates with a connection to the small community or rural area. They will most likely want to know why you are interested in working in a particular community or area.
- You can also contact the CBABC Regional Legal Careers Officer by email at realbc@cbabc.org. The Officer is available to provide advice, information, and resources concerning practicing in rural BC.

CONSIDERATIONS REGARDING WORKING IN RURAL COMMUNITIES

1. CAREER OPPORTUNITIES FOR NEW LAWYERS IN RURAL CANADA

- Demand for legal services in rural Canada has always been steady.
- Most lawyers currently practicing in small communities and rural areas are older than the average lawyer province-wide. In 2009, the average lawyer age in Castlegar, BC was 62. Many of these lawyers will be retiring in the coming years. According to the Vice-President of the Nova Scotia Barristers’ Society in 2012, approximately half of the practicing bar in Nova Scotia is going to retire over the next few years. As a result, there is going to be a shortage of lawyers and significantly more work for new lawyers serving small communities and rural areas.

2. LEGAL WORK IN RURAL CANADA

- Law firms in rural Canada are usually general practice law firms. As a student, you will likely be exposed to many different areas of practice.
- Lawyers in rural Canada also do varied work. In a single day they might go to court, draft documents, do legal research and writing, and perform administrative tasks, among other things.
- New lawyers get challenging work from day one, including meaningful client contact and courtroom appearances. In law firms in bigger cities, new lawyers often do not gain such experience until years down the road.

3. BUSINESS EXPERIENCE AVAILABLE TO RURAL LAWYERS

- Lawyers in rural Canada may find that they are engaged in more practice management and administrative tasks than they would be if they practiced at a large firm in a large urban centre.
- Although dealing with the business aspects of running a law firm might not be part of a traditional lawyer’s job description, the skills you learn can be very useful.

4. OTHER RELEVANT CONSIDERATIONS

- Try to travel to the rural community you are interested in prior to accepting a position. Although lawyers in rural Canada generally have lower salaries than those in urban centres, the cost of living rurally versus urban is also lower.
- Continuing legal education societies across Canada (e.g., The Continuing Legal Education Society of BC: www.cle.bc.ca) and the CBA (https://cbapd.org/search_en.aspx and www.cba.org/Professional-Development-Resources), among others, allow you to continue your education and develop professionally regardless of where you decide to practice.
RURAL EDUCATION AND ACCESS TO LAWYERS (REAL)

The Rural Education and Access to Lawyers Initiative (REAL) is delivered by the BC Branch of the Canadian Bar Association. Its mandate is to increase access to justice by encouraging lawyers to work in rural communities facing a shortage of lawyers.

REAL funds summer positions for 2Ls, with the goal of placing the student in the community long-term. When students receive an offer for a summer position, they are expected to accept an articling offer if the firm decides to extend one after the summer.

While 3Ls cannot apply for any funded positions, they can benefit from advice and guidance about articling and practicing law in rural communities from REAL’s dedicated CBA BC Regional Legal Careers Officer. You can contact the Legal Careers Officer by email at realbc@cbabc.org.

At this time, the REAL Facebook page has the most up-to-date information about the program: www.facebook.com/realcbabc. Students can keep an eye on this page for job postings, information about high needs communities, and more.

You can also keep an eye on their website here: http://www.cbabc.org/Our-Work/Initiatives/REAL/Law-Students

You can also attend the LCO’s REAL Initiative information session. Check the LCO Events Page on the LCO website for a list of upcoming information sessions.

PROFILES OF LAWYERS WORKING IN RURAL CANADA

To read the profiles of four lawyers who have practiced in small communities or rural areas in BC, check out: http://cbabc.org/CBAMediaLibrary/cba_bc/pdf/Advocacy/REAL/cba_national_10_09.pdf.

MAIN AREAS OF PRACTICE

This section of the guide describes different areas of legal practice and tips for becoming involved in different practice areas while you are still in law school. Joining a club is a great way to gain exposure to different practice areas. Check out the list of clubs here: http://www.uviclss.ca/blog/clubs/club-directory and attend the Club information day early in the fall term.

ABORIGINAL LAW

Aboriginal law informs the very fabric of the law in Canada. Its study and practice offer unique perspectives and diverse problems that intrigue and challenge many law students and legal graduates. Specifically, Aboriginal Law lawyers represent First Nations, Inuit, and Métis peoples in Canada and are exposed to a variety of matters such as Aboriginal rights and title claims; consultation and accommodation issues; treaty negotiations; and economic, social and environmental development issues.

Law students at UVic have many opportunities to engage in this fascinating field of study, including through coursework, involvement in student clubs, participation in the annual Aboriginal Awareness Camp, and volunteer work with related local organizations. Law students interested in pursuing a career in Aboriginal law can work to gain relevant exposure and experience throughout their legal studies.

EMPLOYMENT OPPORTUNITIES

There are many employment opportunities in the field of Aboriginal law. Summer and articling positions are available in private practice (large, mid-sized and small/boutique firms) as well as in government (for more information on government placements, please see the “Government Organizations” subsection of “Part Two: Career Planning”, as well as “Part Three: Summers” and “Part Four: Articles” in this guide). Positions are available in large urban centres and in small communities and rural areas.

Here are some of the law firms which practice Aboriginal law in Victoria and Vancouver:

- Arbutus Law Group LLP (http://arbutuslaw.ca/)
- Arvay Finlay LLP (https://arvayfinlay.ca/)
- Cedar Law Corporation (https://cedarlaw.ca/)
- Donovan & Company (www.aboriginal-law.com)
- JFK Law Corporation (www.jfklaw.ca)
- DGW Law Corporation (http://www.dgwlaw.ca/)
Kelliher & Turner Law Corporation (www.kelliher-turner.com)
Knoll & Co. Law Corporation (www.knollandco.com)
Mandell Pinder LLP (www.mandellpinder.com)
Morgan & Associates (www.morganandassociates.ca)

Pape Salter Teillet LLP (www.pstlaw.ca)
Grant Huberman (www.grantnativelaw.com)
Ratcliff & Company LLP (www.ratcliff.com)
White Raven Law Corporation (www.whiteravenlaw.ca)
Woodward & Company (www.woodwardandcompany.com)

The Indigenous Bar Association is also a useful resource: (http://www.indigenousbar.ca/main_e.html)
Additional Aboriginal Law firms throughout Canada:
Aboriginal Legal Services (http://www.aboriginallegal.ca/)
Eagle Law Group (http://eaglelaw.ca/)
First People’s law (http://www.firstpeopleslaw.com/)
Hensel Barristers (http://henselbarristers.com/)
Hutchins Legal Inc. (http://www.hutchinslegal.ca/)
Jerch Law (http://www.jerchlaw.com/)
Nahwegahbow Corbiere (http://www.nncfirm.ca/)
Oltshuis Kleer Townshend (OKT) Law (http://www.oktlaw.com/)
Rana Law (http://www.ranalaw.com/)
Semaganis Worme (No Website)
Willier & Company (http://willierandco.com/)
Willms & Shier Environmental Lawyers LLP (http://www.willmsshier.com/practice-areas)

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN ABORIGINAL LAW

**PRACTICE PROFILE: HANNAH MCDONALD**

Hannah McDonald (graduated in 2010, called to the BC Bar in 2011) is a lawyer with First Nations heritage practicing Aboriginal law in North Vancouver at Ratcliff & Company. Her profile is current to 2017.

1. **HER CAREER PATH**

I wanted to work in business but retain a focus on Aboriginal law if possible. My practice is now mostly centered on First Nations economic development. One of the barriers I came across in my career path was trying to find a work environment that had the standards of excellence I wanted and the level of business sophistication, but also had a representation of First Nations lawyers as well. Fortunately I found that at Ratcliff & Company.

2. **A TYPICAL “DAY IN THE LIFE” AS AN ABORIGINAL LAW LAWYER**

I do a lot of drafting agreements and corporate documents, editing and reviewing agreements and self-governing legislation, etc. However, senior lawyers often bring me to participate in client meetings and negotiations.

3. **THE PROS & CONS OF BEING AN ABORIGINAL LAW LAWYER**

Pros include client interaction, travel (to various First Nations communities in BC and the Yukon) and constant learning from senior lawyers. Cons include strict deadlines and long hours.

4. **TIPS AND ADVICE FOR LAW STUDENTS HOPING TO WORK IN ABORIGINAL LAW**

Get involved. Even if you think you are not going down a path to practice Aboriginal law, networking with lawyers that are practicing Aboriginal law can be rewarding in surprising ways. Network, network, network. Be open-minded to other areas of law; very few lawyers are currently practicing in the field they originally intended. Gain experience and try volunteering. Firms WILL look at this and it could set you apart from someone with the same grades.

**CIVIL LITIGATION**

Civil litigation is a diverse and challenging area of the law. It is generally defined as the process by which legal disputes between two or more private parties are resolved. Civil litigators can be involved in each of the following stages of civil litigation: the investigation, the pleadings, the discovery, the pre-trial, the settlement, the trial and the appeal.
EMPLOYMENT OPPORTUNITIES

There are many summer and articling employment opportunities for students interested in civil litigation. See the “Web Resources” subsection in “Part One: Career Resources” for links to employer search databases and follow the links for large, mid-size and small private law firms listed under the descriptions earlier in this section of the guide. You can also search the “BC Firm Spreadsheet” and “Alberta Firm Spreadsheet” on the LCO website. These spreadsheets are found on the Career Resources & Job Search Strategies webpage under the “Job Search Strategy Handouts” accordion.

TIPS FOR LAW STUDENTS INTERESTED IN CIVIL LITIGATION

Join the CBA Civil Litigation Section (http://www.cba.org/Sections/Civil-Litigation or one of the various Regional Civil Litigation Sections listed at http://www.cbabc.org/Sections-and-Community/About-Sections) to learn about the practice of civil litigation, including rules and procedures in civil litigation, cases relevant to civil litigation and the role of counsel in the civil litigation system.

Join the Trial Lawyers Association of British Columbia (TLABC) (www.tlabc.org/) to meet civil litigators in BC and to learn more about civil litigation.

Learn about recent developments in civil litigation. For example, read the CBA Civil Litigation Section “Civil Writes” articles at http://www.cba.org/Sections/Civil-Litigation/Articles.

Join the CBA’s Mentorship Program and get matched with a lawyer mentor who specializes in civil litigation. See the “CBA Mentorship Program” subsection in “Part Six: Researching Job Opportunities” of this guide for more information on the CBA Mentorship Program.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN CIVIL LITIGATION

PRACTICE PROFILE: SARAH KLINGER

Sarah Klinger is a UVic Law grad (graduated in 2000, called to the BC Bar in 2001). She works at a small firm in Victoria and is currently a civil litigation lawyer at her own practice. Her profile is current to 2016.

1. HER CAREER PATH

I have been practicing civil litigation since day one. I articled at a small firm doing administrative reviews and property based claims. In my first few years of practice, I did some Workers’ Compensation Board (WCB) cases, some residential tenancy cases and some family law. (I decided that this last area was not for me). I then continued on with some ICBC insurance defence work, employment law and general civil litigation matters, and became more interested in pursuing plaintiff’s personal injury claims. I then moved to a firm that would allow me to focus more on that area. In December of 2012, I opened my own office – the Law Office of Sarah L. Klinger. I share office space with two other lawyers and their staff, bring my dog to work, and absolutely love the freedom to make all of my own decisions. I practice plaintiff’s personal injury law, employment law, and estate litigation.

2. A TYPICAL “DAY IN THE LIFE” AS A CIVIL LITIGATION LAWYER

On my personal injury files, my days are spent advancing my clients’ claims at the various stages of the litigation process. This includes meeting with first-time clients to collect information and explain the process, and meeting with existing clients to address concerns or to prepare them for examinations for discovery or trial, or to discuss making an offer to settle their claim and how to calculate it. I make and receive a lot of telephone calls with updates on how my personal injury clients are doing, and if they need further rehabilitative benefits that the insurance company is refusing to provide.

I am also collecting evidence: from prescription receipts to expert reports on my clients’ injuries and the effect of those injuries on their ability to work and do daily activities. I am exchanging this evidence with counsel for the defence, analyzing any evidence I receive from the defendants, and demanding further documents that I think might support my clients’ case. I contact witnesses to record their evidence and to get a fuller picture of how the accident has affected my client.

If negotiations to settle claims are not successful, or if the time limitation is coming up before my client is ready to settle, then I draft pleadings and lists of documents. Occasionally, if I cannot agree with opposing counsel on an interim step in the proceeding, I will go to Masters Chambers to argue my position.
If a client is ready to settle their claim, I will prepare a demand letter setting out our position in detail. Often, I will have several telephone calls or emails with the opposing party in quick succession, exchanging offers and counter offers and advising my client whether the amount is fair, or what our next counter offer should be and why. Even more occasionally, I will go to trial, but this does not happen very often – perhaps once or twice a year.

For my employment and estate litigation files, after meeting the client, I draft a detailed demand letter. Most of the time this leads to negotiations and a quick settlement of the claim, particularly with employment law matters.

3. THE PROS & CONS OF BEING A CIVIL LITIGATION LAWYER

One of the pros for me is contact with the clients. I like being able to help people with their legal problems, and I enjoy educating them about their rights and how the legal process works, and developing a good lawyer/client relationship. I also really enjoy the negotiation process because it forces me to think about the strengths and weaknesses of my case and to figure out how I am going to persuade opposing counsel of the strengths to reach the best solution for my client without facing the uncertainty of a trial.

The cons for me are difficult and demanding clients and opposing counsel who are rude and unreasonable. Luckily, this only makes up a small percentage of interactions.

4. TIPS AND ADVICE FOR LAW STUDENTS HOPING TO WORK IN CIVIL LITIGATION

I would not say there are any law school courses that I would suggest – it is best to keep it broad to keep your options open when you get into practice. I did not take employment law in law school, I learned it on the job, so do not worry about missing a particular class.

It can take 4 to 5 years to build up a steady stream of clients, so in the meantime, talk to everyone (because clients most often will go to a lawyer they already know), treat your existing clients (and those of your firm) really well, keep in touch with your colleagues (they can be a really good sources of referrals if they practice in a different area) and meet new ones – getting involved in sections of the Canadian Bar Association is a great way to do this.

CORPORATE/COMMERCIAL LAW

Corporate/commercial lawyers provide ongoing legal advice and services to their clients. These clients may range from small to large businesses and represent any number of industries. Tasks in a corporate and commercial lawyer’s typical day can include:

- Helping businesses set up corporations and/or restructuring their corporate and board governance
- Developing/implementing policies and procedures to ensure that the businesses are complying with laws and regulations
- Drafting agreements between businesses and their key partners (e.g., suppliers, distributors, contractors, franchisers, customers, etc.)
- Facilitating domestic, cross-border, and international transactions
- Performing private and public mergers, acquisitions, and divestitures.

The diverse range of content makes corporate/commercial law appealing to many law students and legal graduates.

EMPLOYMENT OPPORTUNITIES

Positions are typically available in large law firms in urban centres. You can find the list of large firms in BC at the beginning of this section of the Career Guide, under the heading “Private Practice: Large Firms.” Also, check out the “Web Resources” subsection in “Part One: Career Resources” to find links to search for available articling and summering positions at firms throughout Canada.

Keep in mind that there are also many smaller firms that practice this kind of law across BC.
### Tips for Law Students Interested in Corporate/Commercial Law


Read as much as you can on corporate and commercial law to make sure that this area of law will be a good fit for you. You can start by reading the CBA National Business Law Section’s articles: [http://www.cba.org/Sections/Business-Law/Articles](http://www.cba.org/Sections/Business-Law/Articles).

You can also join the CBA’s Mentorship Program and get matched with a lawyer mentor who has a corporate/commercial law practice. See “Part Six: Researching Job Opportunities” of this guide for more information on the CBA Mentorship Program.

### Law Practice Profiles of UVic Law Graduates with Work Experience in Commercial Law

#### Practice Profile: Steven McKoen

Steven McKoen is a UVic Law Grad (1997, called to BC Bar in 1998 and NY State Bar ‘02), who is now a partner at Blakes in Vancouver. His profile is current to 2016.

1. **His Career Path**

I summered and articled at Bull, Housser & Tupper LLP in 1996 and 1997. When I started my articles I suspected I would end up in litigation and I had the chance to work with some great litigators at BHT. Instead, doing a small corporate reorganization showed me that corporate law was just that much more interesting to me and I chose a solicitor’s path instead. I worked in the corporate group at BHT until the end of 2000. A few months earlier a friend had called and indicated that the firm she was working for in New York was looking to hire people of my vintage for their capital markets group and she thought I would be a good candidate. I ended up working in the capital markets group at Shearman & Sterling LLP for just short of five years. The “Wall Street lawyer” life was definitely interesting, but my wife and I missed our families and Vancouver, and eventually decided to come home. We left New York in September of 2005 and I started at Borden Ladner Gervais LLP in October. After two years there I moved to Blakes, and for eight years I have been a partner in the securities group in our Vancouver office.

At Blakes I have a solicitor’s practice that focuses on mergers & acquisitions, securities law, reorganizations, public company finance and corporate governance. I am also an adjunct professor at UBC where I teach a class on public company mergers & acquisitions and I have also taught at UVic a class on corporate transactions. As well, in 2015 I was elected as a bencher for Vancouver county for the 2016-2017 term.

2. **A Typical “Day in the Life” as a Corporate/Commercial Law Lawyer**

Usually there are two or three larger transactions that I am involved in and my days are mainly occupied with whatever issue is at the fore in those transactions. So I may have a meeting to discuss the closing mechanics for a debt restructuring or a negotiation session to hammer out the terms of an acquisition agreement that will take up to two or three hours. As well, I will usually have a number of documents that are awaiting my review, a number of colleagues I will want to meet with and preparation will be needed for whatever the next steps are in the transactions I am working on. Those tasks usually take three or four hours. The remainder of my day is typically filled with calls from clients on normal course legal issues.

3. **The Pros & Cons of Being a Corporate/Commercial Lawyer**

Pros: A transactional practice fits my personality. I enjoy getting to know my client’s business so well that I can, for example, draft a prospectus that accurately describes all of the business’ material features but at the same time I also enjoy moving on to the next client and the next transaction when I’m done. Each transaction is a refresh of the facts before me and provides a new set of issues to work on. I enjoy the cut and thrust of negotiation but I also like the fact that in corporate transactions, the participants are present because they want to complete the deal, so animosity isn’t usually an issue.

The final “pro” I will highlight is that I enjoy the academic side of it. Your job when crafting an agreement is to be aware of all the potential legal pitfalls and try to prepare for each of them, which requires you to be constantly updating your knowledge of the law in your field and lets you exercise the academic part of your brain that got you to law school in the first place.

Cons: While not unique to my practice, law is a time consuming profession. Lawyers are – in a way – crisis managers and crises don’t tend to give you a lot of time to relax. As well, large scale public company transactions tend to come in waves. It can take a while to get used to the ebb and flow of work; it also makes it hard to plan vacations.
4. **TIPS AND ADVICE FOR LAW STUDENTS HOPING TO WORK IN CORPORATE/COMMERCIAL LAW**

In my practice, courses on Business Associations and Securities Regulation would definitely be useful. A course on Evidence is also good: it helps to know the rules that govern the interpretation of what you spend all day drafting. Courses that cover equity/trusts, fiduciary duties, tax and conflict of laws are all useful as these are all topics that are harder to learn on your own.

5. **WHAT HE WISHES HE HAD KNOWN WHEN HE WAS A LAW STUDENT**

Law is a great profession but as I said earlier, it takes a lot of time to do well. Try to find your spot in the profession where your inherent interest in the work you are doing provides its own reward for the time you spend doing it.

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**CRIMINAL LAW**

Whether defending accused persons or conducting prosecutions on behalf of the Crown (the Ministry of Justice or the Department of Justice), there are many exciting career opportunities in criminal law. Students interested in developing a practice in this area of law should tailor their courses accordingly and should make every effort to gain relevant exposure and experience through student clubs and volunteer opportunities.

**EMPLOYMENT OPPORTUNITIES**

There are summer and articling positions available in the field of criminal law. Positions are available in private practice (large, mid-sized, and small/boutique criminal defence firms) as well as in government (the Ministry of Justice and the Department of Justice). Positions are available in large urban centres and in small communities and rural areas.

Use the LCO Job Postings Website to search for available summer and articling positions related to criminal law.

**TIPS FOR LAW STUDENTS INTERESTED IN CRIMINAL LAW**

Join the CBA Criminal Justice Section ([http://www.cba.org/Sections/Criminal-Justice](http://www.cba.org/Sections/Criminal-Justice)) or one of the various Regional Criminal Litigation Sections listed at [http://www.cbabc.org/Sections-and-Community/About-Sections](http://www.cbabc.org/Sections-and-Community/About-Sections) to gain familiarity with criminal law, including law enforcement and the administration of the criminal justice system.

Join the Criminal Lawyers’ Association ([www.criminallawyers.ca/](http://www.criminallawyers.ca/)) to meet criminal defence lawyers and Crown prosecutors and to learn more about criminal law.

Learn about recent developments in the law and the policy implications by reading the CBA National Criminal Justice Section’s Voir Dire articles: [http://www.cba.org/Sections/Criminal-Justice/Articles](http://www.cba.org/Sections/Criminal-Justice/Articles)

Join the CBA’s Mentorship Program and get matched with a lawyer mentor who is a criminal defence lawyer or Crown prosecutor. See “Part Six: Researching Job Opportunities” in this guide for more information on the CBA Mentorship Program.

**LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN CRIMINAL LAW**

**PRACTICE PROFILE: CARRIE NG**

Carrie Ng is a UVic Law grad (2010, called to the BC Bar in 2011) and a criminal defence lawyer with Begbie Court Law. Her profile is current to 2012.

1. **HER CAREER PATH**

I wasn’t originally interested in criminal law, but I got into the intensive “Criminal Law Term” during my second semester of my second year of law school, and that focus into the various components of criminal law piqued my interest. I then articulated with the Provincial Crown Counsel in Prince George, and after being called, I decided to set up my own practice in the lower mainland. Therefore, I’m currently a sole practitioner and have the good fortune of sharing office space with 5 other senior criminal lawyers. I also occasionally work as an ad-hoc prosecutor with the Provincial Crown Counsel.
2. A TYPICAL “DAY IN THE LIFE” AS A CRIMINAL DEFENCE LAWYER

Typically, I would start off the day by going to various court appearances that I have lined up. Many days, that would mean that I am travelling to multiple courthouses to conduct bail hearings, sentencing hearings, and simple adjournments. When I have a client in custody, I try to leave for court earlier so I am able to meet with them and review their file one final time prior to court commencing. Depending on the crown counsel, I may attend the crown counsel’s office prior to court in order to finalize negotiations. When driving from courthouse to courthouse, it wouldn’t be unusual for me to take work calls from clients or from my office. After I deal with my court appearances, I usually head back to my office to prepare for other court hearings or trials.

Due to the nature of criminal work, there are many occasions where court appearances arise unexpectedly, requiring you to be flexible in re-arranging your schedule, for example, when a client is back in custody and needs you to argue for bail on their behalf.

3. THE PROS & CONS OF BEING A CRIMINAL DEFENCE LAWYER

I think that one universal con from anyone working as a sole practitioner in the area of criminal law is that the pay is unstable. There are months that are slower than others, and the unpredictability can be quite unnerving. For example, I sometimes look at my calendar and get quite worried due to the lack of work scheduled in the upcoming months, but before I know it, my schedule fills up. On the other hand, you may think that your next months are looking good, with steady trials filling up your calendar, but if a few lengthier trials collapse (due to Crown staying the file, adjournments, shortened length due to new admissions, etc.), then you are looking at an empty period of time where you don’t get paid. Another con is one that I’m sure all sole practitioners have to deal with, which is the fact that there are no retirement plans, benefit packages, nor paid vacation.

However, in terms of pros, there is nothing that can beat working as your own boss. Again, as I had mentioned before, I am lucky enough to be in an office where I have 5 other mentors, so I am able to get the guidance I need. As long as I can make my rent, no one is going to tell me what files I have to take or not take. I dictate my own hours and the work I do on my files is all mine. I don’t have to worry that after doing all the legal research and preparation for a file, my boss will hand it over to another associate due to reasons beyond my control. If I feel that it’s necessary for me to spend more time working on a file than I would bill, than I do so and I write off those hours myself without having to justify it to anyone else. Due to the fact that I am a new call, I need to spend more time in order to do a good job and the work that I do now can be catalogued and applied to a future file; I consider this as an investment in my business. Therefore, while I am not salaried, I get to keep 100% of my billings, which helps me decide how I want to run my practice.

4. TIPS AND ADVICE FOR LAW STUDENTS HOPING TO PURSUE A CAREER IN CRIMINAL LAW

I suggest taking criminal procedure. However, as everyone says, most of what you’ll learn will be on the job.

I did my articling away from where I eventually set up my practice, so I personally did not do a lot of networking. However, I would recommend joining CBA and attending the criminal law section meetings. Not only is the information useful, it’ll provide you with more of the practical concerns that practitioners face, and connect you with the criminal bar. People may not be very receptive to begin with, but once you go to more events/ meetings, and you become a familiar face, then people are much more willing to spend the time to chat with you.

ENVIRONMENTAL LAW

Environmental law works to safeguard the environment through law and policy. Lawyers who practice environmental law are concerned with conserving natural resources; ethical resource management; learning about the use of market mechanisms for environmental protection; fostering human-animal relations and protecting endangered species; advocating for the remediation of contaminated sites; and teaching society about sustainable development, green energy and the cumulative impact of pollution.

Students entering second or third year who are interested in environmental law may consider enrolling in the Concentration in Environmental Law and Sustainability offered by UVic Law.
EMPLOYMENT OPPORTUNITIES

Legal graduates can practice environmental law in a law firm with an active environmental law practice group or with a public interest organization. Law students interested in public interest environmental law may find it difficult to find a summer or articling position because of a lack of funding; these students must be proactive in their job searches. Here is a list of some public interest organizations that practice environmental law and that periodically take on summer and articling students. Please note that this is not meant to be an exhaustive list.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
</tr>
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<tbody>
<tr>
<td>Environmental Law Centre (UVic)</td>
<td><a href="http://www.elc.uvic.ca">www.elc.uvic.ca</a></td>
</tr>
<tr>
<td>Environmental Law Centre (Alberta)</td>
<td><a href="http://www.elc.ab.ca">www.elc.ab.ca</a></td>
</tr>
<tr>
<td>West Coast Environmental Law</td>
<td><a href="http://www.wcel.org">www.wcel.org</a></td>
</tr>
<tr>
<td>East Coast Environmental Law</td>
<td><a href="http://www.eCELaw.ca">www.eCELaw.ca</a></td>
</tr>
<tr>
<td>Ecojustice</td>
<td><a href="http://www.ecojustice.ca">www.ecojustice.ca</a></td>
</tr>
<tr>
<td>Canadian Environmental Law Association</td>
<td><a href="http://www.cela.ca">www.cela.ca</a></td>
</tr>
</tbody>
</table>

Law students might also be interested in browsing these online job search databases which focus on environmental positions:
- Environmental Careers Organization (ECO Canada): www.eco.ca
- Environmental Career Opportunities (ECO US): www.ecojobs.com

TIPS FOR LAW STUDENTS INTERESTED IN ENVIRONMENTAL LAW

To learn about environmental issues and environmental law reform and to network with environmental law lawyers, join the CBA Environmental, Energy and Resources Law Section (http://www.cba.org/Sections/Environmental,-Energy-and-Resources-Law or http://www.cbabc.org/Sections-and-Community/Environmental-Law).

There are so many different areas of practice within environmental law. To learn more about the various areas of environmental law practice, check out the CBA National Environmental, Energy and Resources Law Section’s Eco Bulletin articles: http://www.cba.org/Sections/Environmental,-Energy-and-Resources-Law/Articles. You can also check out the UVic Environmental Law Centre’s publications: http://www.elc.uvic.ca/publications/.

You can also join the CBA’s Mentorship Program and get matched with a lawyer mentor who is an environmental lawyer in private practice or with a public interest organization. See “Part Six: Researching Job Opportunities” in this guide for more information on the CBA Mentorship Program.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN ENVIRONMENTAL LAW

PRACTICE PROFILE: DEBORAH CURRAN

Deborah Curran is a UVic Law grad (1996, called to the BC Bar in 1997) and the Acting Executive Director of the Environmental Law Centre. To learn more about her and to follow her on Twitter, go to www.uvic.ca/law/facultystaff/facultydirectory/curran.php. Her profile is current to 2012.

1. HER CAREER PATH

I articled with the Department of Justice in the Yukon. I was then a research manager for the Eco-Research Chair in Environmental Law & Policy at UVic. I completed my Masters in Law from the University of California (Berkeley). I practiced public interest environmental law and municipal law for non-profit organizations and as a sole practitioner. I am currently the Hakai Professor in Environmental Law and Sustainability at UVic Law.

2. A TYPICAL “DAY IN THE LIFE” IN HER CURRENT ROLE

I get up at 5:00 a.m. and work for 2 hours before seeing my kids off to school. A typical “day in the life” looks like this, I:
- meet individually with students working on environmental law issues for non-profit organizations or First Nations
- supervise the students and oversee the projects
- teach a class on municipal law, real property transactions, water law or environmental law
- provide summary advice to a community member on a local government issue
- review materials for a provincial government meeting on water law reform
- provide feedback on a chapter of a master’s thesis
- meet with Environmental Law Centre colleagues to discuss cases and upcoming events
- accept an invitation to Halifax to speak on urban growth boundaries and local government land use regulation for a non-profit organization
- have a telecom with First Nations staff in the Central Coast to discuss participation in the Law 384 - Hakai Field Course in Environmental Law and Sustainability and future projects
- notarize a student application for temporary articles
- meet a group of local government lawyers for a beer after work

3. THE PROS & CONS OF HER CURRENT ROLE

Pros: My work is diverse, interesting, forward-looking and inspiring. I get to work with community organizations. I have flexible work hours.

Cons: It is challenging to be a professor and have community-influenced responsibilities (but that is what makes the work interesting).

4. TIPS AND ADVICE FOR LAW STUDENTS HOPING TO WORK IN ENVIRONMENTAL LAW

You should take the following law school courses: administrative law, business associations, environmental law and municipal law.

Be sure to be involved in activities at law school and take opportunities (i.e., clinical programs, field courses, aboriginal awareness camp, etc.) to see law in context.

Apply to work for a public interest environmental law organization for the summer or for articles.

5. WHAT SHE WISHES SHE HAD KNOWN WHEN SHE WAS A LAW STUDENT

Be sure to have a life outside of law because it is that life outside of law that makes you a better lawyer. You appreciate the context of law much more when you see it from different perspectives.

### FAMILY LAW

Family law governs marriage, common law relationships, separation, divorce, matrimonial property division, child custody, guardianship and access, child and spousal support, adoption, child protection, etc. Family law can be challenging as lawyers deal with highly emotional clients and it can also be incredibly rewarding.

### EMPLOYMENT OPPORTUNITIES

Summer and articling positions are typically available in mid-sized and small/boutique law firms and in legal aid clinics. Positions are available in large urban centres and in small communities and rural areas.

### TIPS FOR LAW STUDENTS INTERESTED IN FAMILY LAW

Join the CBA Family Law Section ([http://www.cba.org/Sections/Family-Law](http://www.cba.org/Sections/Family-Law)) or one of the various Regional Family Law Sections listed at [http://www.cbabc.org/Sections-and-Community/About-Sections](http://www.cbabc.org/Sections-and-Community/About-Sections).

Check out the CBA National Family Law Section’s The Family Way articles ([http://www.cba.org/Sections/Family-Law/Articles](http://www.cba.org/Sections/Family-Law/Articles)) to keep on top of family law developments.

Consider joining the CBA’s mentorship program and request a family law lawyer as your mentor. See “Part Six: Researching Job Opportunities” in this guide for more information on the CBA Mentorship Program.

### LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN FAMILY LAW

**PRACTICE PROFILE: KAREN TSE**

Karen Tse is a UVic law grad (2011, called to the BC Bar in 2012), a family law lawyer at Rockies Law Corporation in Fernie, BC. Her profile is current to 2016.
## HER CAREER PATH

Prior to moving to Fernie, I was an associate at a criminal law firm and a family law firm in Vancouver. I articled both with Richard Peck, Q.C. and the Surrey Crown Counsel. Currently, my practice includes family law, civil litigation and criminal law.

## A TYPICAL “DAY IN THE LIFE” AS A FAMILY LAW LAWYER

I am involved in many aspects of family law. On any particular day, I may be in court or at a meeting assisting my clients with issues surrounding guardianship, custody, access or property. Back at the office, I may be drafting separation agreements and pleadings. My firm is also dedicated to providing legal aid services in the interest of making justice widely available to the public, so I have conduct of a number of legal aid files.

## THE PROS & CONS OF BEING A FAMILY LAW LAWYER

Working with families can be extremely rewarding. Family lawyers have a great deal of client interaction and hands-on court work. The work of a family law lawyer can also be demanding at times. Managing client expectations can be a constant challenge.

## TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN / HOPING TO WORK IN FAMILY LAW

If you are interested in family or criminal law, you should definitely try a semester at The Law Centre. I had a fantastic experience in the program. I completed my first divorce file and ran my first criminal trial during my time at The Law Centre and it absolutely affirmed my interest in these areas of practice.

## WHAT SHE WISHES SHE HAD KNOWN WHEN SHE WAS A LAW STUDENT

Apply broadly for articles. Many small firms do not follow the downtown hiring schedules, so you may need to make some inquiries and show your initiative and enthusiasm. One way to do this is to attend the CBA Criminal or Family Section meetings and introduce yourself to the articling students and lawyers.

Enjoy your law school experience. Join clubs, go to Law Games, travel in the summer, try the LSS events – the friends I made during orientation are now my trusted colleagues and great sources of practice support. UVic has such a wonderful community. I hope you will have a fantastic time at Fraser!

## INTELLECTUAL PROPERTY LAW

In recent years, there has been a growing demand for intellectual property (IP) lawyers. Accordingly, IP law has become an increasingly popular practice area for legal graduates. IP law covers a range of practices including patents, trademarks, and copyrights. Each of these areas is divided into prosecution (the process of obtaining a patent, trademark, or copyright on behalf of your clients) and litigation (the process of enforcing or defending a patent, trademark, or copyright in court). This area of law is often highly complex and employers tend to look for applicants with hard science or engineering backgrounds.

### EMPLOYMENT OPPORTUNITIES

Legal graduates can find work in law firms of every size. A general practice law firm is often stronger in copyright law, whereas boutique law firms are often focused on patent and trademark prosecution and litigation.

Law students might also be interested in browsing the following websites for registered patent and trademark agents:


### TIPS FOR LAW STUDENTS INTERESTED IN INTELLECTUAL PROPERTY LAW


IP law is one of the more challenging areas of the law. To gain exposure to it, read the CBA National Intellectual Property Section’s news: [http://www.cba.org/Sections/Intellectual-Property/News](http://www.cba.org/Sections/Intellectual-Property/News) and resources:
Join the CBABC Mentorship program and request a lawyer practicing in intellectual property as a mentor. See “Part Six: Researching Job Opportunities” in this guide for more information on the CBA Mentorship Program.

**LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN INTELLECTUAL PROPERTY LAW**

**PRACTICE PROFILE: ROCH RIPLEY**

Roch Ripley is a UVic Law grad (2006, called to the BC Bar in 2007) and is the head of Gowling WLG’s IP department in Vancouver. His profile is current to 2012.

1. **HIS CAREER PATH**

I summered with Gowlings in Vancouver in 2005, articled there from 2006 to 2007, and have been an associate there since the end of my articles. I passed my Canadian patent agent’s exams in 2009.

2. **A TYPICAL “DAY IN THE LIFE” AS AN IP LAW LAWYER**

I am an intellectual property law lawyer and patent agent with a solicitor’s practice that includes both patent agency work and traditional legal work. A typical day includes any combination of the following:

- **Working in my office:** Typical work includes drafting and prosecuting patent applications; drafting, reviewing, and negotiating technology contracts; assisting business lawyers with IP law aspects of transactions they are working on; and intellectual property opinion work.

- **Talking with clients:** I either meet with clients in person or conference with them on the phone on matters I am helping them with.

- **Business development:** This includes attending networking and social events, sometimes in the evenings, and participating in firm sponsored events such as judging the Deloitte Fast 50.

3. **THE PROS & CONS OF BEING AN IP LAW LAWYER**

**Pro:** My undergraduate degree is in electrical engineering and as a patent agent I get to learn about new technologies and inventions, which I find very interesting. It’s also nice to be able to use technical skills I spent several years acquiring.

**Con:** Patent work is often fee sensitive, which can be difficult to reconcile with the traditional hourly billing business model. The billable hour generally is a big con to private practice, regardless of what field you practice in.

**Con** for those wanting to practice as a **patent agent:** The Canadian patent agent’s exams are notoriously difficult with very low pass rates. They are a significant barrier to entry into the Canadian patent bar. (See www.ic.gc.ca/eic/site/cippinternet-internetopic.nsf/eng/h_wr02066.html#exams for statistical information such as pass rates for several years of past exams.)

4. **TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN / HOPING TO WORK IN IP LAW**

The most relevant courses to my area of practice are all of the black letter law courses and IP law courses.

It’s very tough, although not impossible, to practice as a patent agent without a technical background such as an undergraduate degree in the sciences or applied sciences.

Vancouver has relatively few pure IP law litigators. If you want to be an IP law litigator, consider moving to Ottawa or Toronto.

There are relatively few firms in which you can realistically succeed as a patent agent. However, if you’re interested in other aspects of IP, such as technology contracting, you’ll expand the number of firms where you’ll realistically be able practice.

5. **WHAT HE WISHES HE HAD KNOWN WHEN HE WAS A LAW STUDENT**

I was born and raised in Vancouver and enjoy practicing there. However, if you aren’t tied to a particular city, consider practicing in either Calgary, whose economy is buoyed by the oil and gas sector, or Toronto, which is Canada’s business capital. Consider also relocating to the United States. There is still a very significant compensation differential favouring associates at top tier US firms compared to their Canadian counterparts.

“Fit” is an amorphous and ambiguous concept that you hear referenced during interview week. I never understood it as a student but it’s real and important. I’m fortunate to work with people who are friendly and easygoing, but who at the same time take their jobs seriously and work hard. Make sure your personality fits with wherever you want to work – you don’t need personality clashes making your job harder than it already is.
Labour and employment lawyers deal in the law governing the relationships between employers and employees. Labour lawyers advise on the law that governs the relationship between unions and their members and their employers. Employment lawyers advise on the law that governs the relationship between employers and non-unionized employees. Both labour and employment lawyers give their clients legal advice on a broad range of issues, such as employment contracts, compensation packages, pensions and benefits, human rights, the duty to accommodate, workplace harassment, constructive and wrongful dismissal claims, severance packages, and disciplinary matters. In BC, they can represent their clients before all levels of court, as well as before a number of administrative tribunals including the BC Labour Relations Board, the BC Employment Standards Tribunal, the BC Human Rights Tribunal, and the BC Privacy Commissioner. They can also do mediation and arbitration and other forms of alternative dispute resolution to help their clients resolve labour law issues.

EMPLOYMENT OPPORTUNITIES

Summer and articling positions are available in large, mid-sized, and small/boutique law firms, legal aid clinics, and the government. See the information on these types of jobs found throughout the “Career Planning” section of this guide and search for available positions via the links posted in the “Web Resources” subsection in “Part One: Career Resources” in this guide.

TIPS FOR LAW STUDENTS INTERESTED IN LABOUR AND EMPLOYMENT LAW


To learn about different lawyers’ perspectives on various labour and employment law issues, read the CBA National Labour and Employment Law Section’s Perspective articles: [http://www.cba.org/Sections/Labour-Employment/Articles].

Join the CBABC Mentorship program and request a lawyer practicing in labour or employment law as a mentor. See “Part Six: Researching Job Opportunities of this guide for more information on the CBA Mentorship Program.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN LABOUR & EMPLOYMENT LAW

**PRACTICE PROFILE: STEPHANIE DRAKE**

Stephanie Drake is a UVic Law grad (2006, called to the BC Bar in 2008) and labour law lawyer with Victory Square Law Office LLP in Vancouver. Her profile is current to 2016.

1. HER CAREER PATH

   As I got into the course work of my second year of law school, I found I was very interested in labour, employment and human rights law. I got into the UVic Law co-op program off of the waiting list, and took the opportunity to focus in on those fields in my work placements. My first co-op term was at the Workers’ Compensation Appeals Tribunal, and I also completed co-op placements at two large, public sector trade unions in BC. After graduation, I articled at Victory Square Law Office LLP (“VSLO”), a Vancouver firm that practices primarily in the area of union side labour law, as well as employment law, administrative law, civil litigation and pension law. I continue to work at VSLO as an associate.

2. A TYPICAL “DAY IN THE LIFE” AS A LABOUR LAW LAWYER

   A union side labour law practice touches on some diverse areas of law, more than might be expected for such a seemingly narrow practice area. For example, VSLO pursues Charter cases that engage workers’ rights on behalf of unions, such as freedom of expression and freedom of association claims. We also have bankruptcy and insolvency law files that arise when an employer goes into bankruptcy protection and the union representing the employer’s workers has to go to court to try to protect wages and other entitlements.

   Each lawyer’s practice at VSLO is somewhat different, and I find that my areas of focus have changed over time. At the moment, I have an interesting blend of labour arbitration and labour board proceedings on behalf of unions, professional
conduc files (where I represent professionals in complaint investigations or disciplinary proceedings), and employment-related civil litigation files. I also represent claimants in human rights complaints and other administrative proceedings. Some of these proceedings involve oral advocacy, and others are resolved through written submissions alone. I have regular opportunities to engage in alternative dispute resolution, ranging from informal negotiations to formal mediation with third-party assistance.

3. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN / HOPING TO WORK IN LABOUR LAW

For students who are interested in this practice area, it can be difficult to secure an articling position without some kind of demonstrated interest in workers’ rights, such as work with trade unions or trade union activism. For students in the co-op program, there are positions available at trade unions and union side firms that can provide this type of experience. Students not in co-op who do not have a union background may wish to try and secure a similar position outside of co-op, or a position such as a research assistant for a labour law professor. I would also encourage students to contact junior lawyers working in this field if they have specific questions or would like to learn more about a union side labour law practice area.

Courses in labour law, employment law, administrative law, human rights, pensions and trusts are useful academic background for this kind of work. A major paper in a related course or as a stand-alone research project can also be helpful.

MEDIATION / ALTERNATIVE DISPUTE RESOLUTION (ADR)

Mediation and other forms of alternative dispute resolution are increasingly being used to solve disputes outside of court. Becoming a mediator requires extensive education and training. Some lawyers specialize in advocacy in mediation and ADR. Most lawyers only become mediators after they are well-established and respected in the legal community.

EMPLOYMENT OPPORTUNITIES

Some lawyers focus their practice solely on mediation and other forms of alternative dispute resolution. Other lawyers simply incorporate them into their practice. Mediation and ADR are becoming increasingly popular. Regardless of your practice area, you will likely be involved in this type of work in your legal career.

Becoming a successful mediator or alternative dispute resolution expert requires more education and training. Here are some education and training opportunities for legal graduates in BC. Please note that this list is not exhaustive.

- Canadian Bar Association Professional Development Resources: [http://cbapd.org](http://cbapd.org)
- Justice Institute of British Columbia: [www.jibc.ca/courses](http://www.jibc.ca/courses)
- ADR Institute of Canada: [http://adric.ca](http://adric.ca)

TIPS FOR LAW STUDENTS INTERESTED IN MEDIATION / ALTERNATIVE DISPUTE RESOLUTION

To learn about mediation and ADR and to network with mediators and lawyers who have incorporated ADR into their practices, join the CBA Alternative Dispute Resolution Section ([http://www.cba.org/Sections/Alternative-Dispute-Resolution](http://www.cba.org/Sections/Alternative-Dispute-Resolution)) or one of the various Regional ADR Sections listed at [http://www.cbabc.org/Sections-and-Community](http://www.cbabc.org/Sections-and-Community).

To learn about different lawyers’ perspectives on various Alternative Dispute Resolution law issues, read the CBA National ADR Section’s Bulletin articles: [http://www.cba.org/Sections/Alternative-Dispute-Resolution/Articles](http://www.cba.org/Sections/Alternative-Dispute-Resolution/Articles).

You might also be interested in reading the ADR Institute of Canada’s online journal: [http://adric.ca/resources/journal-articles](http://adric.ca/resources/journal-articles/)
**LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN MEDIATION/ADR**

**PRACTICE PROFILE: MICHAEL LOMAX**

Michael Lomax is a UVic law grad (graduated in 1993, called to the BC Bar in 1994) who is now a lawyer and mediator in Victoria. He is currently working as the Conflict Management Lead with the BC Public Service Agency, where he is leading the development and implementation of an interest-based conflict management framework to assist in dealing with workplace conflict in the BC Public Service. This has included introducing the use of mediation to resolve workplace conflict and complaints. He maintains a private mediation practice and regularly delivers conflict resolution skills workshops. His profile is current to 2016.

1. **HIS CAREER PATH**

After law school I articled with a large law firm, and then moved to practicing civil litigation and family law with a small law firm on Vancouver Island. I had no inclination of wanting to be a mediator until I participated for the first time as counsel in mediation, and realized this is what I wanted to do. I then took as much mediation training as I could find, sought out opportunities to mediate (even unpaid) and be mentored by senior mediators. It still took me about eight years to build my mediation practice to where I could be assured of making a living at it. I also became interested in teaching conflict resolution courses, and this has also become an important part of my work. I am also very interested in the design of systems to promote efficient and healthy ways of resolving disputes and so I have recently started work leading the design and implementation of a framework for resolving workplace conflict for the BC Public Service. This includes using processes like mediation to resolve workplace conflict and complaints.

2. **A TYPICAL “DAY IN THE LIFE” AS A MEDIATOR**

A typical day for a mediator is spent conducting a mediation, preparing for or concluding one. Preparation involves meeting with the individual parties to understand the issues they want to resolve, and talking to them about how the mediation process works. Mediation can be as simple as a morning or afternoon session with a separating couple without lawyers. I give them some legal information, but mostly I guide them through a process to help them communicate effectively and work out agreements that meet their interests. A more complex mediation can be long sessions, working with the parties and their lawyers to assist them in negotiating complex legal and financial agreements. The conclusion to mediation usually involves writing up a document summarizing the parties’ agreement. It doesn’t matter what kind of mediation I am doing, it is the people who make it interesting and it is always a learning experience.

3. **THE PROS & CONS OF BEING A MEDIATOR**

The field of mediation has many positive aspects. I think many lawyers are drawn to mediation as it offers a unique opportunity to see all sides of a conflict, to connect with the people involved and to be directly engaged in helping to bring about a resolution to the conflict. As a mediator I work in conflict situations every day and yet my experience is I enjoy coming to work virtually every day and find mediating to be a very positive experience. When I was a litigator, I found it very stressful and I often did not enjoy coming to work.

One of the biggest challenges in becoming a mediator in private practice is gaining experience and getting enough work to make a living. There are many fields of law where one can decide to practice and be reasonably assured of making a good living. With mediation, I have seen many professionals commit to becoming mediators and unfortunately be unable to grow it beyond a small part of their practice. If you want to be a busy and professional mediator, one must be willing to take significant training after law school and make a commitment to marketing yourself to grow your mediation practice.

4. **TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN MEDIATION**

If you are considering becoming a mediator, I would still suggest getting exposure to other traditional areas of law, such as litigation and solicitor’s work. Having a well-rounded set of professional and life experiences is essential to working with people in conflict. Also, I suggest taking conflict resolution courses and mediation training as early as possible, as one can incorporate these skills into any legal practice. Finally, I would seek out a senior mediator who can offer advice and tips, and possibly act as a mentor.

5. **WHAT HE WISHES HE HAD KNOWN WHEN HE WAS A LAW STUDENT**

Deciding what field of law to practice in very often is a dilemma. I had no idea I wanted to be a mediator when I was in law school, until I participated in my first mediation. My best advice is to get as many varied experiences as possible early in your career, so that you can pick an area that you will find satisfying for years to come.
**PUBLIC AND PRIVATE INTERNATIONAL LAW**

Public and private international law are vast areas of law. International criminal, humanitarian, human rights, ocean, economic and trade law are just a few of the areas in which legal graduates can become experts. However, since many international law employers are looking to hire lawyers with multiple years of experience rather than summer or articling students, it takes a lot of work on law students’ parts to secure a position.

**EMPLOYMENT OPPORTUNITIES**

There are limited summer and articling employment opportunities for students interested in public or private international law. Positions are typically available in large law firms in Vancouver, Calgary, and Toronto as well as with the Government of Canada and the United Nations. Because positions are so competitive for public and private international law firms, you might want to consider doing an internship during your legal studies to gain experience. See the “Internships” subsection of “Part Three: Summers” in this guide for more information about internships.

**TIPS FOR LAW STUDENTS INTERESTED IN PUBLIC AND PRIVATE INTERNATIONAL LAW**


To learn about different lawyers’ perspectives on various international law issues, read the CBA National International Law Section’s Bulletin articles: http://www.cba.org/Sections/International-Law/Articles.

Join the CBA’s Mentorship Program and request to be matched with a lawyer mentor who practices public or private international law. See “Part Six” Researching Job Opportunities” in this guide for more information on the CBA Mentorship Program.

**LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN PUBLIC & PRIVATE INTERNATIONAL LAW**

**PRACTICE PROFILE: ELISE CURRIE-ROBERTS**

Elise Currie-Roberts is a UVic Law grad (graduated in 2007, called to the Alberta and Ontario Bars in 2009). At the time of the profile, she is working as an Integrity Officer at the headquarters of the United Nations High Commissioner for Refugees (UNHCR) in Geneva, Switzerland. Her profile is current to 2016.

1. **HER CAREER PATH**

   Even prior to law school I had a fondness for travelling and international work. I had already lived abroad a few times and spent my last semester of law school on exchange at the University of Hong Kong. After graduation, I clerked at the Federal Court of Canada, where I got abundant exposure to refugee law, and then completed a work term in Kingston, Jamaica on the CBA Young Lawyers International Program. After getting called to the bar, I decided to hang up my travelling shoes and settled down to do more traditional work, mostly civil litigation, at Davis LLP (now DLA Piper) in Edmonton. It was a positive experience, but after almost two years I left the firm; I had no job on the horizon but a determination to work abroad again. After a few months, in early 2011, I was happy to obtain a yearlong contract working with UNHCR in Damascus, Syria, arriving only a few weeks before the conflict in Syria began.

   Despite my year in Syria being more eventful than I anticipated, I was hooked on refugee work and have continued to work in UNHCR in various capacities ever since: in Baghdad, Iraq (2012-13), Erbil, Iraq (2013-14) and, since 2014, in various positions in the UNHCR headquarters in Geneva, Switzerland. While my job responsibilities have changed with each position, I have worked primarily in the areas of refugee status determination and on the prevention, detection and response to fraud committed by persons of concern to UNHCR (such as asylum-seekers and refugees) in UNHCR assistance and protection programs.
2. **A TYPICAL “DAY IN THE LIFE” AT UNHCR**

I am not sure there is a typical day in the life for someone that works for UNHCR. Each country operation is different and each position varies as well. For example, in Syria I conducted interviews with asylum-seekers/ refugees to determine whether they met the legal test for refugee status, specializing on whether they had committed certain acts, such as war crimes, that would exclude them from refugee status. In Baghdad, I also conducted interviews with asylum seekers, however, my work was more varied, and included reviewing work done by others, conducting training, developing processing methodologies and registration of asylum seekers, among other things. In Erbil, my work was less legal and I worked more in refugee camps.

Working in these countries may sound exciting but a typical day might include many frustrations: conducting interviews in 45 degree heat when the power goes off; spending hours stuck at a checkpoint in an armoured car wearing a bulletproof vest; killing time in the compound where you live with very little privacy from your colleagues. Additionally, I spent a lot of time on the mundane tasks like answering emails, writing case assessments, developing policies and providing different types of operational and legal guidance.

A typical day in Geneva has fewer extremes and resembles a government policy job, although the environment is international, the legal framework is different and I am frequently in contact with colleagues from around the globe. I draft a lot, conduct consultations, provide guidance to field operations, attend meetings and provide input on various UNHCR initiatives.

Every once in a while, I am lucky enough to be able to sneak off on a mission to one of our field operations to assist them in improving their processes, to conduct an assessment of a difficult case or participate in meetings. Since January I have been on missions to Romania, Denmark, Hungary, Cameroon and Pakistan. These missions are high points, although they require a lot of work.

3. **THE PROS & CONS OF WORKING AT UNHCR**

The pros of my work are clear: I have been touched by human stories that I could never have dreamed about and exposed to places, people and cultures that have enriched my life. Although I do have frustrations about bureaucracy and faults of the UN, I can feel good about what we are working for and the role we are filling.

In addition to the frustrations mentioned above, a large downside is the instability. I have jumped from contract to contract a lot, and, while I love living in new places, it can be very isolating. Moving inevitably means leaving people behind and so this type of life takes a toll on relationships of all kinds, including family, friends and community.

4. **TIPS AND ADVICE FOR LAW STUDENTS HOPING TO WORK INTERNATIONALLY**

Try to take advantage of any opportunity that would introduce you to people that work in the field and/or would expose you to living abroad. It is not always easy working in an international environment and the best way to see if it works for you is to try it. UVic has a number of exchange programs, which are excellent opportunities to learn different types of law and be exposed to new cultures.

The biggest challenge with the UN is getting your foot in the door. My first contract in Syria did not have great terms, however, it was the launching point for me to gain UN experience and everything else has flowed from there. Funnily enough, it was a fellow-UVic law grad who was working with UNHCR Syria that contacted me when I was jobless and asked me if I would be interested in coming to Syria, so you never know which of your contacts will be the one that helps you.

Finally, learn a second, third or fourth language! If you want to work in the UN, try to get to an upper intermediate level in at least one other UN language besides English. I grew up unilingual but that is not acceptable in an environment where most people speak multiple languages. French is now my second language but I still am working at it.

5. **WHAT SHE WISHES SHE HAD KNOWN WHEN SHE WAS A LAW STUDENT**

That networking can take many forms and is absolutely essential. I still do not like traditional networking events but I take the time to build relationships whenever I can, ask questions of interesting people and demonstrate my interest in their work. You never know when you will meet that person again!!
TAX LAW

Tax lawyers’ clients range from individuals to small businesses to large corporations. These clients can be Canadian or foreign and can have Canadian source income and/or foreign source income. There are many opportunities for legal graduates to specialize in particular areas related to tax law.

EMPLOYMENT OPPORTUNITIES

Summer and articling positions are available in large, mid-sized and small/boutique law firms, legal aid clinics, and the government. Most of the large law firms in Canada have tax law practice groups. Here is a list of some of the law firms in BC with a taxation speciality:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook Roberts LLP</td>
<td><a href="http://www.cookroberts.bc.ca/">http://www.cookroberts.bc.ca/</a></td>
</tr>
<tr>
<td>Hunter Law Corp</td>
<td><a href="http://www.hunterlawcorp.com">www.hunterlawcorp.com</a></td>
</tr>
<tr>
<td>Laird &amp; Company</td>
<td><a href="http://www.lairdlaw.ca">www.lairdlaw.ca</a></td>
</tr>
<tr>
<td>Deloitte Tax Law LLP</td>
<td><a href="http://www.deloittetaxlaw.ca/">http://www.deloittetaxlaw.ca/</a></td>
</tr>
<tr>
<td>Jones Emery Hargreaves Swan LLP</td>
<td><a href="http://www.jonesemery.com">www.jonesemery.com</a></td>
</tr>
<tr>
<td>Legacy Tax + Trust Lawyers</td>
<td><a href="http://www.legacylawyers.com">www.legacylawyers.com</a></td>
</tr>
<tr>
<td>Dwyer Tax Lawyers</td>
<td><a href="http://www.dwyertaxlaw.com">www.dwyertaxlaw.com</a></td>
</tr>
<tr>
<td>Jawl Bundon LLP</td>
<td><a href="http://www.jawlbundon.com/">http://www.jawlbundon.com/</a></td>
</tr>
<tr>
<td>Gill Tax Law</td>
<td><a href="http://www.gilltaxlaw.com">http://www.gilltaxlaw.com</a></td>
</tr>
<tr>
<td>Koffman Kalef LLP</td>
<td><a href="http://www.kkbl.com/">http://www.kkbl.com/</a></td>
</tr>
</tbody>
</table>

TIPS FOR LAW STUDENTS INTERESTED IN TAX LAW

Join the CBA Taxation Law Section (http://www.cba.org/Sections/Taxation-Law or http://www.cbabc.org/Sections-and-Community/Taxation-Law) to become familiar with the practice of tax law.

To learn about different lawyers’ perspectives on various tax law issues, read the CBA National Tax Law Section’s National Tax Insights articles: http://www.cba.org/Sections/Taxation-Law/Articles.

Join the CBA’s Mentorship Program and get matched with a lawyer mentor who is a tax lawyer. See “Part Six: Researching Job Opportunities” in this guide for more information on the CBA Mentorship Program.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN TAX LAW

**PRACTICE PROFILE: JEFFREY GLASNER**

Jeffrey Glasner is a UVic law grad (2004, called to the BC Bar in 2005), who is a tax law lawyer at a large firm in Vancouver. His profile is current to 2016.

1. **HIS CAREER PATH**

I am one of the rare few who--over 13 years later--is still with the firm I started with. I summered with Boughton Law Corporation in 2003 and became a shareholder (equivalent to becoming a partner at a traditional partnership) in January of 2011.

Approximately 95% of my practice is in tax litigation. I represent individuals and corporations in their tax disputes with the Canada Revenue Agency (“CRA”). This involves dealing with auditors, appeals officers and collections officers as well as representatives of the Department of Justice if matters progress to the Tax Court stage. The remainder of my practice is in tax and business structuring for First Nations in BC and the Yukon.

2. **A TYPICAL “DAY IN THE LIFE” AS A TAX LAWYER**

As my tax litigation practice deals with a high volume of files, a typical day will have me spending the morning on small procedural matters or correspondence with clients and accountants on anywhere from 5 to 10 files. I try to reserve my afternoons for more in depth work on one or two files, which most often involves drafting pleadings or developing written submissions for the purpose of furthering my clients’ cases with the CRA or the Department of Justice.
Thrown into my days are many client meetings, visits to client worksites and businesses, settlement conferences and marketing to accountants and other persons who may be a good source of future client referrals.

On the First Nation structuring side I will, a number of times a year, attend meetings or make presentations in my clients’ communities, many of which are in the Yukon.

3. THE PROS & CONS OF WORKING AT BEING A TAX LAWYER

There is a high volume of challenging work available to a tax litigator. You get to know the inner workings of your clients’ businesses in great detail – be it restaurants, professionals, artists, trades people or others. Your critical reasoning skills get put to the test each day as you analyze the assumptions made by CRA auditors and attempt to make the best case possible on behalf of your client.

4. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN TAX LAW

Tax law courses are obviously a good starting point. I would also suggest an Advanced Legal Research and Writing course as concise and persuasive writing skills are crucial in this and many other areas of law.

You will need to know which legal employers in town have lawyers that regularly work in the area of tax litigation. There are a relatively small number of practitioners in this area in the BC legal community. A good start may be attending one of the regular tax subsection meetings of the BC Branch of the Canadian Bar Association. I am just finishing my two year term as Chair of the subsection.

5. WHAT YOU WISH YOU HAD KNOWN WHEN YOU WERE A LAW STUDENT

Do not assume you know which area you want to practice in until you have had some real experience either in a clinic environment or at the firm you article with.

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GOVERNMENT ORGANIZATIONS

Many government departments and agencies employ legal graduates and offer many traditional and non-traditional legal careers. Summer student positions and articling positions are available in federal departments and agencies, provincial ministries, boards and commissions, and municipalities. Other positions in the public sector include ombudspersons, policy analysts, foreign-service workers, legal translators, privacy officers, legislative drafters, compliance officers, and investigators.

FEATURES OF GOVERNMENT ORGANIZATIONS

**HANDS-ON EXPERIENCE:** Students have the opportunity to gain experience with the practical application of law and legislation and are often given considerable responsibility which leads to valuable skill development.

**WORKLOAD:** Government positions often come with regular hours that are less intensive than large private firms and you do not have to worry about billable hour targets. This makes it easier to achieve a good work-life balance.

**ADVANCEMENT OPPORTUNITIES:** Many public sector positions are only advertised internally, which provides opportunities for career mobility and advancement within the public sector.

**JOB SECURITY:** Employment in government generally offers greater job security than private practice when considering the effects of the prevailing economic climate. However, these positions are subject to government hiring freezes and cuts.

**STRUCTURE:** Depending on the government organization, student summer and articling programs may lack structure and provide limited variety in students’ work. However, Department of Justice (Federal) and Ministry of Justice (Provincial) articling positions are usually highly structured.

**REMUERATION:** Government positions often do not pay as well as large and mid-sized law firms, but often have a pension plan with significant benefits and generous maternity and parental leave packages.
ADVICE FOR LAW STUDENTS INTERESTED IN WORKING FOR THE GOVERNMENT

Traditional summer and articling positions with the Department of Justice and Ministry of Justice are often advertised in the same manner and have deadlines at similar times as large law firms. Contact the LCO or the government organization that you are interested in directly to find out exact deadlines.

Government employers—like many private firms—expect applicants to have a proven interest in their area of law through their course selections or volunteer and employment experience. When applying to government jobs, make sure to become familiar with the relevant legislation and leading cases as interviews often include discussion of substantive legal issues.

Consider joining the CBA’s Public Sector Lawyers Forum (http://www.cba.org/Sections/Public-Sector-Lawyers-Forum) and/or the Public Sector Lawyers Section (http://www.cbabc.org/Sections-and-Community/Public-Sector-Lawyers).

To learn about different lawyers’ perspectives on various public sector law issues, read the CBA National Public Sector Law Section’s Digest articles: http://www.cba.org/Sections/Public-Sector-Lawyers-Forum/Articles.

Browse government websites listed in this section and the LCO job postings website for information on available employment opportunities.

EMPLOYMENT OPPORTUNITIES

While government lawyers work primarily as counsel for the government or regulatory agencies, there are opportunities to practice law in virtually any field of legal study you might be interested in. Below are some positions with government that may be of interest for students:

DEPARTMENT OF JUSTICE

The Department of Justice (DOJ) provides legal services to the federal government and all its departments and agencies. This may include legal advising, litigation, and legislative and regulatory drafting services as well as developing new policies, programs, and services to help ensure the administration of justice in Canada. While practicing law with the DOJ offers legal experience in a variety of areas, different offices have different specialties. For example, the BC Regional Office has a clear emphasis on Aboriginal law and litigation. Regional Offices for the Department of Justice include:

<table>
<thead>
<tr>
<th>Regional Office</th>
<th>Location(s)</th>
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<tbody>
<tr>
<td>Quebec</td>
<td>Montréal, Quebec</td>
</tr>
<tr>
<td>Ontario</td>
<td>Toronto, Ontario</td>
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<tr>
<td>Manitoba</td>
<td>Winnipeg, Manitoba</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>Saskatoon, Saskatchewan</td>
</tr>
<tr>
<td>Alberta</td>
<td>Calgary, Alberta &amp; Edmonton, Alberta</td>
</tr>
<tr>
<td>British Columbia</td>
<td>Vancouver, British Columbia</td>
</tr>
<tr>
<td>Yukon</td>
<td>Whitehorse, Yukon</td>
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<tr>
<td>Northwest Territories</td>
<td>Yellowknife, Northwest Territories</td>
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<tr>
<td>Nunavut</td>
<td>Iqaluit, Nunavut</td>
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For more information on the DOJ, visit their website at www.justice.gc.ca and see “Part Three: Summers” and “Part Four: Articles” in this guide for information on the specific process of applying to the government.

MINISTRY OF JUSTICE

Provincial and territorial ministries of justice are responsible for ensuring that the administration of public affairs is in accordance with the law. They are also responsible for justice system reform, police and correctional services, crime prevention and victim services, and family law.
The BC Ministry of Justice (MOJ) employs approximately 400 lawyers. The main articling student positions are offered by the Legal Services Branch and the Criminal Justice Branch. There may be opportunities for students to work in other branches or offices as well.

For more information on the provincial and territorial ministries of justice and their articling programs, visit:

<table>
<thead>
<tr>
<th>Ministry/Department</th>
<th>Website</th>
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<tbody>
<tr>
<td>British Columbia Ministry of Justice</td>
<td><a href="http://www.gov.bc.ca/justice/">www.gov.bc.ca/justice/</a></td>
</tr>
<tr>
<td>Alberta Justice and Solicitor General</td>
<td><a href="http://justice.alberta.ca/Pages/home.aspx">http://justice.alberta.ca/Pages/home.aspx</a></td>
</tr>
<tr>
<td>Ontario Ministry of the Attorney General</td>
<td><a href="http://www.attorneygeneral.jus.gov.on.ca/english/justice-ont">www.attorneygeneral.jus.gov.on.ca/english/justice-ont</a></td>
</tr>
<tr>
<td>New Brunswick Justice and Attorney General</td>
<td><a href="http://www2.gnb.ca/content/gnb/en/departments/attorney_general.html">http://www2.gnb.ca/content/gnb/en/departments/attorney_general.html</a></td>
</tr>
<tr>
<td>Nova Scotia Department of Justice</td>
<td><a href="http://novascotia.ca/just/">http://novascotia.ca/just/</a></td>
</tr>
<tr>
<td>PEI Department of Environment, Labour and Justice</td>
<td><a href="http://www.gov.pe.ca/jps">www.gov.pe.ca/jps</a></td>
</tr>
<tr>
<td>Newfoundland &amp; Labrador Department of Justice</td>
<td><a href="http://www.justice.gov.nl.ca/just">www.justice.gov.nl.ca/just</a></td>
</tr>
<tr>
<td>Yukon Department of Justice</td>
<td><a href="http://www.justice.gov.yk.ca">www.justice.gov.yk.ca</a></td>
</tr>
<tr>
<td>Northwest Territories Department of Justice</td>
<td><a href="http://www.justice.gov.nt.ca">www.justice.gov.nt.ca</a></td>
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See the “Part Three: Summers”, “Part Four: Articles”, “Part Seven: Applications” and “Part Eight: Interviews” in this guide for specific information about the unique approach to applying and interviewing for government jobs with the Legal Services and Criminal Justice Branches of the MOJ and for application deadlines for BC, Alberta and Ontario.

OFFICE OF THE OMBUDSPERSON

Student positions with the BC Office of the Ombudsperson are usually made available through the Co-op program. However, student positions may become available outside of this program and it is recommended that you research this department thoroughly if you are interested in working for them ([https://www.bcombudsperson.ca/](https://www.bcombudsperson.ca/)). For links to other provincial and federal offices of the ombudsperson, visit [http://www.ombudsmanforum.ca/en/?page_id=176](http://www.ombudsmanforum.ca/en/?page_id=176).

BOARDS, TRIBUNALS AND COMMISSIONS

A quasi-governmental organization like a human rights tribunal or securities commission may also provide students with valuable work experience and an opportunity to obtain articles. The following non-exhaustive list sets out a number of organizations that may offer student employment for summer positions or articles. The LCO will post these positions on the job postings website when they become available but it is recommended that students be proactive in contacting these organizations directly if they have an interest in working for any of them:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
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<tbody>
<tr>
<td>Association of Professional Engineers and Geoscientists of BC</td>
<td><a href="http://www.apeg.bc.ca">www.apeg.bc.ca</a></td>
</tr>
<tr>
<td>BC Ferry Commission</td>
<td><a href="http://www.bcferrycommission.com">www.bcferrycommission.com</a></td>
</tr>
<tr>
<td>BC Human Rights Tribunal</td>
<td><a href="http://www.bchrt.bc.ca">www.bchrt.bc.ca</a></td>
</tr>
<tr>
<td>BC Hydro and Power Authority</td>
<td><a href="http://www.bchydro.ca">www.bchydro.ca</a></td>
</tr>
<tr>
<td>BC Securities Commission</td>
<td><a href="http://www.bcsc.bc.ca">www.bcsc.bc.ca</a></td>
</tr>
<tr>
<td>BC Treaty Commission</td>
<td><a href="http://www.bctreaty.net">www.bctreaty.net</a></td>
</tr>
</tbody>
</table>
Across Canada, students may seek employment at organizations in other provinces such as the Alberta Labour Relations Board (www.alrb.gov.ab.ca) or the Ontario Securities Commission (www.osc.gov.on.ca).

Further assistance for students searching for employment with government may be found on the following websites:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Justice – Legal Excellence Program</td>
<td><a href="http://www.justice.gc.ca/eng/abt-apd/recru/lep-pea/">http://www.justice.gc.ca/eng/abt-apd/recru/lep-pea/</a></td>
</tr>
<tr>
<td>Department of Justice – Summer Programs for Law Students</td>
<td><a href="http://www.justice.gc.ca/eng/abt-apd/recru/spls-peed.html">http://www.justice.gc.ca/eng/abt-apd/recru/spls-peed.html</a></td>
</tr>
<tr>
<td>Employment and Social Development Canada</td>
<td><a href="http://www.esdc.gc.ca/eng/home.shtml">http://www.esdc.gc.ca/eng/home.shtml</a></td>
</tr>
<tr>
<td>Federal Public Service</td>
<td><a href="https://www.canada.ca/en/services/jobs/opportunities/governmen">https://www.canada.ca/en/services/jobs/opportunities/governmen</a> t.html</td>
</tr>
<tr>
<td>Job Bank - Service Canada</td>
<td><a href="https://www.jobsetc.gc.ca/eng/">https://www.jobsetc.gc.ca/eng/</a></td>
</tr>
</tbody>
</table>

**MUNICIPAL GOVERNMENTS**

Legal graduates may find employment opportunities with local government as well. These are often not posted through the LCO job postings system so students should be proactive about seeking these opportunities on their own:

<table>
<thead>
<tr>
<th>City</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burnaby (City)</td>
<td><a href="http://www.burnaby.ca">www.burnaby.ca</a></td>
</tr>
<tr>
<td>Campbell River (City)</td>
<td><a href="http://www.campbellriver.ca">www.campbellriver.ca</a></td>
</tr>
<tr>
<td>Chilliwack (City)</td>
<td><a href="http://www.chilliwack.com/main/home.cfm">www.chilliwack.com/main/home.cfm</a></td>
</tr>
<tr>
<td>Coquitlam (City)</td>
<td><a href="http://www.coquitlam.ca">www.coquitlam.ca</a></td>
</tr>
<tr>
<td>Pitt Meadows (City)</td>
<td><a href="http://www.pittmeadows.bc.ca">www.pittmeadows.bc.ca</a></td>
</tr>
<tr>
<td>Port Alberni (City)</td>
<td><a href="http://www.portalberni.ca">www.portalberni.ca</a></td>
</tr>
<tr>
<td>Port Coquitlam (City)</td>
<td><a href="http://www.portcoquitlam.ca">http://www.portcoquitlam.ca</a></td>
</tr>
<tr>
<td>Port Hardy (District)</td>
<td><a href="http://www.porthardy.ca">www.porthardy.ca</a></td>
</tr>
</tbody>
</table>
**OTHER GOVERNMENT POSITIONS**

Other career opportunities with the government include the following:

<table>
<thead>
<tr>
<th>Career Opportunity</th>
<th>Program / Department Example*</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Analysts</td>
<td>Advanced Policy Analyst Program</td>
<td><a href="https://apap.gc.ca/130">https://apap.gc.ca/130</a> Note: Geared toward those with a master’s degree</td>
</tr>
<tr>
<td>Legal Translators</td>
<td>Service Canada: Translators, Terminologists and Interpreters</td>
<td><a href="http://www.cttic.org/mission.asp">http://www.cttic.org/mission.asp</a></td>
</tr>
<tr>
<td>Privacy Officers</td>
<td>Office of the Privacy Commissioner of Canada</td>
<td><a href="https://www.priv.gc.ca/index_e.asp">https://www.priv.gc.ca/index_e.asp</a></td>
</tr>
<tr>
<td>Legislative Counsel</td>
<td>(various roles for lawyers)</td>
<td></td>
</tr>
<tr>
<td>Legal Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Litigator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compliance Officers</td>
<td>Export Development Canada Student Programs</td>
<td><a href="http://www.edc.ca/EN/About-Us/Student-Programs/Pages/default.aspx">http://www.edc.ca/EN/About-Us/Student-Programs/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Environmental Specialists</td>
<td>Environment and Climate Change Canada</td>
<td><a href="http://www.ec.gc.ca/emplois-jobs/">http://www.ec.gc.ca/emplois-jobs/</a></td>
</tr>
</tbody>
</table>

**LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN GOVERNMENT ORGANIZATIONS**

**PRACTICE PROFILE: CORY BARGEN**

Cory Bargen is a UVic law grad (2007, called to the BC Bar in 2008) and lawyer in civil litigation at the BC Ministry of Justice. His profile is current to 2016.

1. **HIS CAREER PATH**

I did an undergraduate degree at the University of the Fraser Valley in criminology/criminal justice with a minor in applied ethical and political thought. At law school, I completed the UVic Law co-op program doing two government policy jobs and
Part Two: Career Planning

one term with a private firm. I also worked as a research assistant at UVic Law during my time there. I articled at the BC Attorney General’s office and was hired as a lawyer in civil litigation when my articles completed. I focused my practice in civil forfeiture for the first three years of my practice. I now practice general civil litigation on behalf of the BC Government.

2. A TYPICAL “DAY IN THE LIFE” AS A CIVIL LITIGATION LAWYER

My work life is balanced between the office and the courtroom. I have frequent opportunities to appear in court in chambers and I have been both junior and lead counsel on trials in the BC Provincial and Supreme courts.

Much of my time is spent in negotiation with and correspondence to and from opposing counsel and self-represented litigants. As I have conduct of most of my files, I deal with all aspects of litigation including file assessment and initial advice, drafting pleadings, dealing with document and oral discovery, interlocutory applications and preparation for and conduct of trials.

3. THE PROS & CONS OF BEING A CIVIL LITIGATION LAWYER

The main advantages of my job include autonomy, responsibility, interesting and challenging work, and a supportive and collegial environment within which to practice. I am able to take on as much control and complexity in my files as I am comfortable with. I have several mentors who I can go to when I have questions or need guidance. My supervisors and clients usually have realistic expectations regarding the volume and complexity of work I can accomplish.

The main challenges of my job surround managing work volume in the context of litigation. Work as a barrister requires flexibility and the ability to work long and hard when files require it, sometimes on short notice. That can be a challenge because of my commitments and responsibilities outside of work.

4. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN CIVIL LITIGATION

As I have gone through articles and the first couple of years of practice the courses that worked on practical skill development have been the courses that I am most thankful that I took. Opportunities like advocacy, moots, law centre and co-op were highlights for me and very useful when it came to hitting the ground running as smoothly as possible.

I believe that my choices regarding co-op work terms were also important in allowing me to land the job I wanted after law school. It is crucial that students balance the need to explore options with the need to demonstrate long term interest in a particular area.

I also believe that informal opportunities to network with the local bar are incredibly valuable, especially if you will be seeking to practice in Victoria. Take advantage of opportunities to volunteer, join the CBA and attend the meetings, and participate in law school activities that bring you into contact with practitioners from Victoria’s legal community.

5. WHAT YOU WISH YOU HAD KNOWN WHEN YOU WERE A LAW STUDENT

My general advice to students is to work at law school in the same way you intend to work at your job as an articled student or newly called lawyer. Law school provides you some additional flexibility that your legal practice may not, but if you can set patterns regarding discipline, goal setting, and time management at law school they will assist you in the work you are preparing for.

Take time to invest in relationships and volunteer opportunities inside and outside the school. The way you undertake your law school years should be consistent with your worldview and the same holds true when you begin your career after law school.

PRACTICE PROFILE: CHRISTINA GODLEWSKA

Christina Godlewska is a UVic Law grad (2006, called to the BC Bar in 2007), who is now Crown Counsel for BC’s prosecution service, the Criminal Justice Branch of the BC Ministry of Justice. Her profile is current to 2016.

1. HER CAREER PATH

I am a Crown prosecutor for the Attorney General of BC and I love my job! I had really enjoyed all my academic classes at UVic, particularly constitutional law. However, I hadn’t found a practical focus. Despite award-winning grades, I was one of the last people in my class to find articles because I insisted on holding out for a position that really sounded inspiring. Thankfully, that was the year that the B.C. Civil Liberties Association (BCCLA) got around to hiring their first articled student (me). I would say one of the biggest factors in my getting hired at the BCCLA was that I had forgone standard summer law jobs in favour of being a research assistant for Professor Webber, signalling the strength of my interest in constitutional law. By landing interesting articles, I got to meet lots of marvellous people who shared my values and motivations. It was on their advice that I applied for a position with the Crown.
2. THE PROS & CONS OF BEING A CROWN COUNSEL FOR THE PROVINCIAL GOVERNMENT

There are many reasons I love the Crown. It is challenging, intellectually stimulating, and personally rewarding because I constantly get to do what I think is the right thing. It is also full of human stories, interactions and drama; although it is not like Law and Order exactly, there is a good reason why there are so many shows based on the criminal justice system. Every file I open is another real story that actually happened to people I will likely meet. And every trial I run involves a fresh set of facts, a new legal issue or two to hastily research, and often at least one tough call which draws on my discretion and sense of ethics.

Of course, as the uncle of a certain web-spinning hero once said, with great power comes great responsibility. If you follow me down this road you should be prepared for periods of very high stress where you may not get to speak your mind because to do so would be inappropriate (e.g., in court, as you watch things go completely sideways). You also can expect to be tasked with maintaining your professionalism in highly charged and combative situations. You will regularly find yourself alone in a small office interviewing and managing victims of crime who sometimes have very strong opinions and interests that do not match the realities of the criminal justice system, of which you are the public face. I should also warn you that the working environment, being a taxpayer-footed affair, is a far cry from glamorous.

However, I get a regular paycheque (the amount of which can be Googled if you are curious), great vacation, great benefits, no billable hours, and no billing of any kind. My one client is either Lady Justice or the Queen of England depending on your school of thought, which makes client management pretty easy. I also have great colleagues and actual, real, for-serious work-life balance. Overall, despite the periods of high stress and high stakes, I am having a lot of fun!

3. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN A CAREER IN CRIMINAL LAW

In terms of tips regarding what you should do if you think you might like to apply at the Crown, I am sure it would be useful to take Criminal Procedure and do a semester in the law clinic, but I did not do either of those things myself so I guess it is not required.

Definitely focus on finding and making an impression on mentors who are practicing lawyers and can give you a leg up and help match your individual skill sets and interests to what is actually out there in the legal profession. Also, take a couple of Crowns out for a beer – a more recent hire will help you with the interview process, and a more senior Crown will be able to impart a deeper sense of whether this career is right for you.

PUBLIC INTEREST ORGANIZATIONS

Public interest law promotes equal access to justice for all members of society. Positions with public interest and social justice organizations vary, depending on the issues that they deal with.

When it comes to articling, be aware of the difference between public interest law and public interest advocacy. There may be advocacy positions available that may not provide the legal experience that will meet the standards for articling in Canada. For information on public interest and advocacy positions that do not require admission to a Provincial Law Society as a prerequisite for employment, see the “Alternative Legal Careers” subsection of this section of the guide.

Public interest lawyers, social justice lawyers, and legal advocates (who are not always called to the bar) may work in legal clinics, non-governmental organizations, or in private practices serving marginalized or disadvantaged clients. They promote access to justice by providing high-quality legal support and advocacy to low income individuals and groups.

Public interest law and social justice positions are often very rewarding. These are very popular positions and are often not highly compensated.

FEATURES OF PUBLIC INTEREST AND SOCIAL JUSTICE LAW ORGANIZATIONS

Please keep in mind that student positions with Public Interest Organizations will vary to a large extent, especially when comparing local positions to those offered by international organizations.

REMUNERATION: Often students must develop, propose, and even find funding for articling positions with public interest organizations. Summering positions might be in the form of unpaid internships. Paid positions often offer less than large and mid-sized firms.
EXPERIENCE: Students may not receive the same level of legal training experience as in private practice but public interest placements allow students to interact with a variety of people from different backgrounds. Where a lack of resources is an issue, students may have an opportunity to take on considerable responsibility and see real practical value result from their work.

STRUCTURE: There will generally be less structure offered by a student position with a public interest organization than that offered by a private firm or government position. However, students may seek out their own mentors and find they are surrounded by passionate people that can offer significant career support.

SPECIALIZATION: Public Interest organizations might focus solely on one or a few legal issues that provide students the opportunity to gain expertise in an area of law that interests them. Furthermore, when dealing with social justice issues, many students find that their work offers personal satisfaction and contributes to a healthy lifestyle.

EMPLOYMENT OPPORTUNITIES

Note: Keep in mind that to meet articling requirements you must secure a qualified principal at an organization at which you can work for all or part of your articles and you must have Law Society approval.

For more information on articling requirements, see “Part Four: Articles” in this guide. Summering with a public interest organization may provide valuable experience leading to a future articling position.

GOVERNMENT

See the subsection on government organizations in this section of the guide for international public interest opportunities with the federal government, including Global Affairs Canada.

INTERNATIONAL PUBLIC INTEREST POSITIONS

Public Service Job Database -- This website contains tips and information for students applying for internships overseas, including with the United Nations: http://www.psjd.org/Tips_for_U.S._&_Canadian_Students_Applying_for_Internships_Abroad.

Lawyers Without Borders – This is another possible source of jobs and internships for students interested in working in public interest positions overseas: http://www.lwob.org/

LOCAL PUBLIC INTEREST ORGANIZATIONS

Here is a list of public interest law and social justice organizations. This list is by no means exhaustive. It is only meant to give you an idea of some of the potential employers and opportunities available to you.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS Vancouver Island</td>
<td><a href="http://www.avi.org">www.avi.org</a></td>
</tr>
<tr>
<td>BC Civil Liberties Association</td>
<td><a href="http://www.bccla.org">www.bccla.org</a></td>
</tr>
<tr>
<td>BC Health Coalition</td>
<td><a href="http://www.bchealthcoalition.ca">www.bchealthcoalition.ca</a></td>
</tr>
<tr>
<td>BC Public Interest Advocacy Centre</td>
<td><a href="http://www.bcpiac.com">www.bcpiac.com</a></td>
</tr>
<tr>
<td>BC SPCA</td>
<td><a href="http://www.spca.bc.ca/branches/victoria">www.spca.bc.ca/branches/victoria</a></td>
</tr>
<tr>
<td>BC SPCA Wild ARC</td>
<td><a href="http://www.spca.bc.ca/branches/wild-arc">www.spca.bc.ca/branches/wild-arc</a></td>
</tr>
<tr>
<td>Bridges For Women Society</td>
<td><a href="http://www.bridgesforwomen.ca">www.bridgesforwomen.ca</a></td>
</tr>
<tr>
<td>Canadian CED Network</td>
<td><a href="http://www.ccednet-rcdec.ca/">www.ccednet-rcdec.ca/</a></td>
</tr>
<tr>
<td>Child Find BC</td>
<td><a href="http://www.childfindbc.com">www.childfindbc.com</a></td>
</tr>
<tr>
<td>Community Legal Assistance Society</td>
<td><a href="http://www.clasbc.net">www.clasbc.net</a></td>
</tr>
<tr>
<td>Ecojustice</td>
<td><a href="http://www.ecojustice.ca">www.ecojustice.ca</a></td>
</tr>
<tr>
<td>John Howard Society of Victoria</td>
<td><a href="http://www.johnhowardbc.ca/regions/victoria/wELCOME/">http://www.johnhowardbc.ca/regions/victoria/wELCOME/</a></td>
</tr>
<tr>
<td>Legal Services Society</td>
<td><a href="http://www.lss.bc.ca">www.lss.bc.ca</a></td>
</tr>
<tr>
<td>People’s Law School</td>
<td><a href="http://www.publiclegaled.bc.ca">www.publiclegaled.bc.ca</a></td>
</tr>
<tr>
<td>Pivot Legal Society</td>
<td><a href="http://www.pivotlegal.org">www.pivotlegal.org</a></td>
</tr>
<tr>
<td>Together Against Poverty Society</td>
<td><a href="http://www.tapsbc.ca/">http://www.tapsbc.ca/</a></td>
</tr>
</tbody>
</table>
### TIPS FOR STUDENTS INTERESTED IN WORKING FOR A PUBLIC INTEREST ORGANIZATION

Public Interest Employers value a commitment to community service, genuine interest, experience in their specific area of expertise, and legal research, writing, and advocacy skills. To demonstrate your interest, you might:

- Take law school courses that improve your knowledge and skills concerning access to justice issues
- Participate in a student club on campus or volunteer with a relevant organization
- Volunteer with Pro Bono Students Canada

### TIPS FOR SECURING A POSITION WITH AN INTERNATIONAL PUBLIC INTEREST ORGANIZATION:

- Apply to be a UN Volunteer: [www.unv.org/](http://www.unv.org/) (for which you receive a basic living stipend that is typically sufficient).
- Apply for internships and clerkships at the international tribunals and courts.
- Research paid and unpaid opportunities for junior professionals with other organizations. For example, the Danish Refugee Council, the Norwegian Refugee Council, and Irish Aid do not restrict their programs and opportunities to nationals and occasionally list junior/entry level positions on their website.
- If you plan to pursue a career in humanitarian work, gain experience interviewing people through local volunteer organizations. This is often a skill that applicants for entry-level positions do not have.
- Apply for funding from UVic or the government: [http://www.uvic.ca/international/faculty-staff/home/funding/uvic-students/index.php](http://www.uvic.ca/international/faculty-staff/home/funding/uvic-students/index.php).

### LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN PUBLIC INTEREST ORGANIZATIONS

#### PRACTICE PROFILE: JOSHUA PROWSE

Joshua Prowse is a UVic Law grad (2011, called to the Bar in 2012) now working as a lawyer with the Community Legal Assistance Society in Vancouver. His profile is current to 2016.

1. **HIS CAREER PATH**

I entered law school attracted to social justice-related legal work. But also with a real skepticism about whether I even wanted to practice law upon graduation. The Law Co-op program allowed me to explore my interests: I did placements and summered with the Government of the Northwest Territories, legal aid in Nunavut, and the Government of Ontario’s Ministry of Environment in Toronto. I articled with a large BC public sector labour union and practiced labour law with them for my first couple of years of call. I then joined the Community Legal Assistance Society (CLAS) in 2014.

2. **A TYPICAL “DAY IN THE LIFE” WORKING IN THE COMMUNITY LAW PROGRAM AT CLAS**

As a lawyer with the Community Law Program at CLAS, I provide legal advice to low income people in BC in areas that aren’t covered by other legal aid programs. This means helping people in BC with housing issues, with access to government income support programs (welfare, CPP, etc.), with workers’ rights issues, and human rights issues. People from across the province call into our organization asking for legal assistance. I work with a team of five lawyers; once a week it’s my turn to take all of the calls and meet clients who walk into our office. I will speak with clients on the phone or sit down with them in person, review their documents, and provide them with a range of services: from advice, to preparing documents for them to represent themselves in court, to fully representing clients throughout their legal process, including going to court to speak to a judicial review or at a trial.
### 3. THE PROS & CONS OF WORKING AS A PUBLIC INTEREST LAWYER

- You will have the opportunity to interact with clients on a daily basis and engage in litigation on their behalf. This involves dealing with clients who are facing trying circumstances, including the inherent amount of conflict that litigation involves.
- You will be able to have a varied practice where you tackle a breadth of interesting issues. No two days will ever be quite the same. Some people prefer having more specialization, as this can provide an easier path to becoming an expert in a particular area of law.
- You will be able to learn in a hands-on way, with a significant amount of autonomy. You will go to court more frequently and sooner, but you won’t often be junioring on a file for senior counsel. This affects how much hands-on coaching and mentorship you may have.

### 4. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN PUBLIC INTEREST WORK

One thing that has stood out for me in applications is where students have significant experience with clinical work, including by volunteering with an organization that does work similar to ours. This may be self-evident, but reference letters from people or organizations that we know are also quite persuasive.

### 5. WHAT YOU WISH YOU HAD KNOWN WHEN YOU WERE A LAW STUDENT

I am happy that I was involved in clubs, a variety of legal jobs through the co-op program, and a negotiation competition/moot. It’s worth reminding oneself not to take the hiring and recruitment processes personally – there is a real element of chance to how such processes work out. In general, don’t talk yourself out of jobs – apply. I don’t think I realized how broadly similar most people’s grades are when I was in law school. Also, the people you go to school with will be people that you keep calling up and chatting with throughout your career.

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### BRIEF PRACTICE PROFILES: PUBLIC INTEREST LAWYERS

**KASARI GOVENDER -- West Coast LEAF**

Ms. Govender is the Executive Director of West Coast LEAF (Women’s Legal Education and Action Fund), which works to achieve equality by changing historic patterns of discrimination against women through public legal education, litigation and law reform. In addition, she represents the organization in interventions in equality rights litigation such as the Polygamy Reference and was the co-author of the 2010 report entitled Rights Based Legal Aid: Rebuilding BC’s Broken System. Before joining West Coast LEAF, Ms. Govender practiced constitutional, equality and aboriginal law. She earned her degree in law from the University of Victoria, and her Master’s Degree in International Human Rights Law from the University of Oxford. She has sat on the Board of Pivot Legal Society, the Coalition for Public Legal Services, and the Society for Children and Youth.

**DOUGLAS KING – Pivot Legal Society**

Mr. King entered law school focused on a career in international human rights. However, as he spent more time in Vancouver, he became deeply aware of the complicated human rights issues in his own community. After graduating, Mr. King worked as an advocate for the Downtown Eastside Residents’ Association. He articled with the Appeals Section of the Legal Services Society, a non-profit organization that provides legal aid in BC. Mr. King is now a lawyer with Pivot Legal Society, a Vancouver-based public interest organization that aims to use the law to address the root causes of poverty and social exclusion. He is a police accountability campaigner.

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### IN-HOUSE COUNSEL

In-house counsel work in the legal departments of organizations and corporations. They act as the primary lawyers for the organization. In-house counsel’s work varies dramatically, depending on the type of industry, nature of the organization or business in which a corporation is involved, and the organization’s in-house culture.

In general, in-house counsel focus on what the corporation does on a daily basis. They must be flexible and prepared to deal with a broad range of issues. Here are some examples of what they may do:
Part Two: Career Planning

- Draft, analyze, and implement organization policies
- Advise HR officers and oversee employee relations
- Corporate governance
- Manage and reduce risk for their organization
- Restructuring, mergers and acquisitions
- Ensure their organization is complying with sector rules and regulations
- Negotiate and draft contracts with customers/partners

When matters exceed their office’s mandate, in-house counsel may retain a private practice law firm and instruct counsel. Corporations primarily hire lawyers with multiple years of experience in traditional law firms. Accordingly, summer student positions, articling opportunities, and even first year associate positions with corporations’ legal departments are rare. Many lawyers make lateral transitions into a corporation’s legal department later in their careers. Furthermore, some larger law firms sometimes second their summer students, articling students, or associates to provide in-house counsel assistance to their clients. Students may also find Co-op positions with in-house counsel are available. Other in-house options include unions and public interest organizations.

WORKING AS IN-HOUSE COUNSEL

Please keep in mind that the following characteristics are generalizations. Every legal department is unique.

INDEPENDENCE: In-house counsel are usually given more independence than lawyers working in traditional law firms. This means that they need to have a disciplined work ethic and feel comfortable managing their time and workload.

JOB SECURITY: In-house counsel report greater susceptibility to job loss during economic downturns, likely because lawyers who work in-house can be considered expenses rather than profit generators.

INTERNAL ADVANCEMENT OPPORTUNITIES: Depending on where you are working, you might find that in-house counsel have limited opportunities for advancement.

WORKLOAD AND HOURS: In-house lawyers typically work fewer hours than their counterparts in private practice. Employers also tend to be more flexible in terms of alternative work arrangements.

REMUNERATION: In-house counsel salaries are similar to those offered by large and mid-sized law firms. Benefits such as stock options and pensions are also usually included in employment packages.

MOBILITY: It can be difficult for in-house lawyers to transition into or to return to private practice. However, with enough motivation, commitment, and resiliency, it is possible to transition into or to return to a legal career in a traditional law firm.

TIPS AND ADVICE ON HOW TO SECURE A POSITION AS IN-HOUSE COUNSEL WITH A CORPORATION

The best way to find in-house counsel positions is to network in both the legal and business communities. More information about networking can be found in the “Networking” subsection of the “Part Six: Researching Job Opportunities” section in this guide.

Students can also browse legal recruiters’ websites to get an idea of who has and who is hiring in-house legal counsel. Examples of legal recruiters include The Counsel Network: (www.thecounselnetwork.com/); ZSA Legal Recruitment Agency: (www.zsa.ca); Rainmaker Group (www.rainmakergroup.ca/); and Arlyn Recruiting (www.arlynrecruiting.com/). Generally, these recruiters do not advertise for student or articling positions.

The recruitment and hiring process for in-house legal departments is different than the traditional law firm recruitment. Some companies have established recruitment and hiring procedures. Other companies will post positions as they become available. The LCO encourages you to diligently research the companies you are interested in working with and learn about their recruitment and hiring procedures and timelines.

ORGANIZATIONS IN BC THAT HAVE HIRED ARTICLING STUDENTS

Below is a non-exhaustive list of organizations with in-house legal departments that have hired articling students in the past. The LCO suggests that you research the organizations that interest you and inquire directly about any available positions.
### Part Two: Career Planning

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of Professional Engineers and Geoscientists of BC (APEG)</td>
<td><a href="https://www.apeg.bc.ca/Careers/Careers-at-APEGBC">https://www.apeg.bc.ca/Careers/Careers-at-APEGBC</a></td>
</tr>
<tr>
<td>BC Hydro and Power Authority</td>
<td><a href="http://www.bchydro.com/careers">www.bchydro.com/careers</a></td>
</tr>
<tr>
<td>Coast Capital Savings</td>
<td><a href="http://www.coastcapitalsavings.com/About_Coast_Capital_Savings/Careers/">www.coastcapitalsavings.com/About_Coast_Capital_Savings/Careers/</a></td>
</tr>
<tr>
<td>Cominco Ltd. (Teck Cominco)</td>
<td><a href="http://www.teck.com/">www.teck.com/</a></td>
</tr>
<tr>
<td>Terasen Gas / Fortis BC – Corporate Office</td>
<td><a href="http://www.fortisbc.com/Careers/Pages/default.aspx">www.fortisbc.com/Careers/Pages/default.aspx</a></td>
</tr>
</tbody>
</table>

### OTHER IN-HOUSE COUNSEL OPPORTUNITIES

Here is a list of other organizations that have legal departments and in-house counsel. This list is by no means exhaustive. It is only meant to give you an idea of some of the potential in-house counsel employers and opportunities available to you after you have completed your articling year.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC Government and Service Employees’ Union</td>
<td><a href="http://www.bcgeu.ca">www.bcgeu.ca</a></td>
</tr>
<tr>
<td>BC Nurses Union</td>
<td><a href="http://www.bcnu.org">www.bcnu.org</a></td>
</tr>
<tr>
<td>BC Real Estate Association</td>
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<td>BC Investment Management Corp.</td>
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<td>Royal Bank of Canada</td>
<td><a href="http://www.rbcroyalbank.com">www.rbcroyalbank.com</a></td>
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<td>BC Liquor Distribution Branch</td>
<td><a href="http://www.bcliquorstores.com">www.bcliquorstores.com</a></td>
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<td>BHP Billiton World Exploration Inc.</td>
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<td>Xenon Pharmaceuticals Inc.</td>
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**IN-HOUSE COUNSEL CAREER RESOURCES & SUGGESTED READINGS**

To learn more about whether being in-house counsel is a good fit for you, you can read this article about becoming an In-House lawyer: [http://www.cba.org/Publications-Resources/CBA-Practice-Link/Young-Lawyers/2015/Becoming-an-in-house-lawyer](http://www.cba.org/Publications-Resources/CBA-Practice-Link/Young-Lawyers/2015/Becoming-an-in-house-lawyer).


Read the Canadian Corporate Counsel Association Magazine ([http://www.ccca-accje.org/Publications-Resources/CCCA-Magazine](http://www.ccca-accje.org/Publications-Resources/CCCA-Magazine)), which is dedicated to advancing the interests of in-house lawyers across Canada. The magazine contains interviews with leading in-house counsel about critical issues. It explores legal topics from the perspective of in-house lawyers.

For general in-house counsel information, browse the following websites:

- **Canadian Corporate Counsel Association: [http://www.ccca-accje.org/](http://www.ccca-accje.org/)**
  - The CCCA was established as a conference of the CBA. It is the national voice and forum for in-house counsel in Canada. Members include corporate counsel employed in every industry in Canada.

- **Association of Corporate Counsel (ACC): [www.acc.com](http://www.acc.com)**
  - The ACC is a global bar association that promotes the common interests of in-house counsel who work for corporations. It does so through information, education and networking opportunities.
NANCY PECK -- In-House Counsel

At the time of this profile, Ms. Peck worked as an in-house lawyer at BC Assessment. She was a “legal help desk” for BC Assessment staff across the province. She provided legal advice on matters as diverse as the application of assessment legislation and regulations, interpretation of zoning bylaws, how properties may be exempt from property tax, requirements of the Freedom of Information and Protection of Privacy Act, and environmental contamination issues. Ms. Peck supported staff during assessment appeals, providing legal research, advice and written submissions. She also drafted and reviewed agreements for BC Assessment, including data sharing agreements, assessment services agreements for First Nations and memoranda of understanding with other public sector entities. She worked extensively with BC Assessment staff, the provincial government and treaty First Nations to ensure the successful implementation of property assessment and taxation post-treaty. She also taught courses on assessment legislation and case law to staff and represented BC Assessment at legal and assessment conferences.

KERRY SHEPPARD -- In-House Counsel, Recruitment & Professional Development

Mr. Sheppard began his legal career as an associate at Davis LLP in Vancouver. Since then, he has worked as in-house counsel for the Law Society of British Columbia (Lawyers Insurance Fund) and the Office of the Public Guardian and Trustee of British Columbia. Mr. Sheppard is currently the Director of Student Programs for DLA Piper Canada LLP in Vancouver. He is responsible for the recruitment and professional development of articling and summer students for the firm’s Vancouver office. Mr. Sheppard also coordinates student programs at other DLA Piper offices.

ALTERNATIVE AND NON-TRADITIONAL LEGAL CAREERS

Alternative and non-traditional legal careers are those that fall outside of the typical lawyering career that many law students envision when they enter law school. Your law degree opens doors to a wide-range of careers, not just those with the job title “Lawyer”.

COMMON FEATURES OF ALTERNATIVE LEGAL CAREERS

PERSONAL AND PROFESSIONAL SATISFACTION: For those who feel that a career practicing private law in a traditional setting will not provide them with personal and professional satisfaction and happiness, working in a field that they do enjoy can be immensely rewarding.

WORKLOAD AND HOURS: Alternative legal career employers are often more flexible in terms of workload and hours than large, mid-sized, or even small firms. There is also no concern with having to meet billable hour targets.

WORK-LIFE BALANCE: There are many people whose personal circumstances, family commitments, and parental responsibilities require them to balance work and life. Because many jobs outside of the legal profession allow employees to work less demanding hours than jobs within the legal profession, it is often easier to achieve and maintain a work-life balance.

COMMUNITY INVOLVEMENT: Many non-traditional legal careers allow legal graduates to immerse themselves more in the local community and engage with clients directly, although some may find they miss out to some extent on the collegiality of involvement in the legal professional community.

REMUNERATION: Salaries and benefit packages are usually not as lucrative as those offered by private law firms.

MOBILITY: Legal graduates that do not start their careers in a traditional law firm may find that it is hard to move into private practice if they decide to make a career change later on. It is generally easier to move from a law firm to an alternative legal career than it is to move in the opposite direction. However, with enough motivation, commitment, and resiliency, it is possible to transition back into private practice.
CONSIDERATIONS WHEN PURSUING AN ALTERNATIVE LEGAL CAREER

1. YOUR LAW DEGREE IS AN ASSET

It is important to realize that your degree can be used in many ways to pursue a variety of career opportunities and interests. Your law degree is a valuable credential that any potential employer will recognize as representing a unique and important set of legal and transferable skills that will improve your professional qualifications. No matter how you use your law degree, your time spent at law school will have allowed you to develop skills that translate across numerous professional fields.

2. NON-TRADITIONAL LEGAL CAREERS ARE A Viable OPTION

Law degrees are not intended to simply shuttle students down the line to a career with a large private firm. While it may appear that large firms are everywhere due to the resources they are able to expend on recruitment, the opportunities with such firms only make up a portion of the available jobs and career paths for law students. Many students do not have the opportunity or the desire to work for large firms and the corporate world is not the right fit for every individual.

3. FINANCIAL CONSIDERATIONS

Before heading down any career path, you should honestly assess your current financial situation and your financial goals. Research the salaries in the industries you are interested in and do not forget to look into their benefit packages. Dollar for dollar, many alternative legal careers will not pay as well as private practice. However, there are a number of alternative legal careers that pay similar salaries or that have great benefit packages to make up for a lower salary. Keep in mind that many skills you develop in the early years of your legal career are transferable and, therefore, if finances are an issue now, you can still pursue your preferred career opportunity in the near future.

4. THERE WILL BE OPPORTUNITIES TO TRANSITION INTO A TRADITIONAL LEGAL CAREER

Continuing legal education societies across Canada, such as the Continuing Legal Education Society of BC (www.cle.bc.ca) and the CBA (https://cbapd.org/search_en.aspx), allow you to continue your legal education and professional development, regardless of your career path. This provides you the opportunity to remain on the same level as your peers in traditional legal careers and will facilitate future employment mobility.

HOW TO FIND AN ALTERNATIVE LEGAL CAREER

Finding the right legal career requires a great deal of initiative and hard work. Because some careers are by their very nature non-traditional, students must seek out information and contacts in the fields that have caught their imagination. The best way to do this is to network and to conduct information interviews. For more information about networking and information interviews, see “Part Six: Researching Job Opportunities” in this guide.

Attend LCO information sessions and events that deal with alternative legal careers. Check out the LCO Events webpage for upcoming information sessions and events.

The LCO also maintains a contact list of UVic Law Alumni who are working in alternative legal careers. If you are interested in reaching out to a UVic Law graduate who has worked in an alternative legal career, please contact careerof@uvic.ca specifying which city, region, or organization you are interested in.

Sign up for the LCO Alternative Careers Listserv. By sharing a variety of non-profit, educational and other alternative job postings, the Alternative Careers Listserv helps you explore potential non-firm options. While many of the postings on the Alternative Legal Careers Listserv are not open to students, the Listserv helps to give an idea of the types of alternative legal employment opportunities available. If you would like to join this listserv, please email careerof@uvic.ca to sign up.

APPLICATION AND INTERVIEW TIPS

COVER LETTERS AND RESUMES

Legal graduates applying for alternative legal careers must amend their cover letters and resumes accordingly to make them appropriate for alternative legal career employers. As a legal graduate, you will have acquired a broad set of transferable skills. These skills are useful for many alternative legal careers. Accordingly, you should highlight them in your cover letter and resume. Some examples of transferable skills you will acquire during law school include:

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<th>The ability to synthesize information</th>
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<tr>
<td>The ability to think logically and analytically</td>
<td>The capacity to thrive in an intensely stressful atmosphere</td>
<td>The ability to apply rules to varying factual situations</td>
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<td>Attention to detail</td>
<td>Interviewing skills</td>
<td>Advising skills</td>
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Professional behaviour | Personal ethics: the ability to act with honesty, integrity | The ability to work on multiple tasks or projects simultaneously
---|---|---
The ability to meet deadlines | Time management | Ability to argue persuasively

**A NOTE ABOUT INTERVIEWS**

During an interview for an alternative legal career position, legal graduates might be asked some tough questions, such as:

1. Why don’t you want to become a traditional lawyer?
2. Why do you want to commit to this career path?
3. Why is a law degree an asset for this particular position?

Be honest. State your motivations for pursuing an alternative legal career. State your interests, your values, and your passions. Articulate your vision for the future. Focus on your transferable skills.

Before an interview, you may wish to make an appointment with the LCO to discuss any interview questions or concerns you might have. Email careerof@uvic.ca to make an appointment.

**ALTERNATIVE CAREER SUGGESTED READINGS**

Read this link about Career Alternatives for Lawyers: https://www.cba.org/Publications-Resources/CBA-Practice-Link/Young-Lawyers/2014/Career-Alternatives-for-Lawyers, or read the following Article entitled “Yes, You Can Do That With a Law Degree”: http://www.cba.org/Publications-Resources/CBA-Practice-Link/Young-Lawyers/2015/Yes,-you-can-do-that-with-a-law-degree

You can also read the following Article entitled “The Road Less Travelled: Canada’s Foreign Service as a Career Option”: http://www.cba.org/Publications-Resources/CBA-Practice-Link/Young-Lawyers/2015/The-road-less-travelled-Canada%E2%80%99s-foreign-service-a

**ACADEMIA**

A career in academia can be very rewarding for many people. Academics develop a deep understanding of particular areas of the law. They also contribute to the development of the law through research and writing and by teaching.

**TEACHING**

Legal graduates can teach at various educational institutions, including community colleges, universities, bar associations, and for law societies’ continuing legal education.

An academic vocation provides a legal graduate with the opportunity to research, to write, and to work with other academics and students. At this point, most Canadian law schools are looking for new professors to have a doctoral degree in law. It can be difficult to find a position at a Canadian law school, unless the graduate has focused on an underserved teaching area.

**GRADUATE SCHOOL**

Some legal graduates decide to pursue an LL.M. in law or a Ph.D. in law. These programs may involve course work, a thesis, or both. They are great ways to explore the law at an advanced level and to analyze legal issues in depth. They also provide opportunities for advanced legal research and writing. To get a better idea about what you can do as a graduate student, read about some of UVic Law’s current LL.M. and Ph.D. students here: http://www.uvic.ca/law/graduate/people/students/index.php. You should also consult with faculty members who teach in the fields in which you would like to do graduate work.

Here is a list of the Canadian universities offering graduate programs in law:

- University of Victoria http://www.uvic.ca/law/graduate/
- University of British Columbia http://www.allard.ubc.ca/admissions/graduate-degree-programs
- University of Alberta https://www.ualberta.ca/law/admissions/graduate
- University of Calgary https://www.law.ualberta.ca/future-students/future-graduate-students
- University of Saskatchewan https://grad.usask.ca/programs/law.php
- University of Manitoba http://umanitoba.ca/faculties/graduate_studies/admissions/programs/law.html
- Osgoode Hall Law School https://www.osgoode.yorku.ca/programs/graduate-program/llm-degrees/
- Queen’s University http://law.queensu.ca/graduate-program
FEATURES OF A CAREER IN ACADEMIA

Please keep in mind that the following characteristics of academic careers are generalizations. Each graduate program and university is unique and every individual’s experiences will vary.

**FLEXIBILITY:** Academics usually enjoy a significant amount of control over the direction of their legal research and writing and their work schedules.

**SPECIALIZATION:** Legal graduates with a particular interest in one practice area of law have the opportunity to explore that area of interest in depth and develop unmatched specialized expertise.

**COLLABORATION:** Academics tend to work in collaborative work environments. Graduate students and faculty supervisors are like-minded people who work together to learn about and develop the law.

**LIFE-LONG LEARNING:** More than in most professions, a career in academia allows for life-long academic engagement and learning. Academics are afforded the opportunity to take a sabbatical to focus on their legal research and writing.

**REMUNERATION:** Salaries and benefit packages are usually less generous than those offered by law firms.

**ADMINISTRATIVE RESPONSIBILITIES:** Some academics may find that their administrative obligations (such as serving on committees) can detract from their legal research and writing.

**COMPETITION:** Competition for positions in graduate programs in law and for teaching and professor positions is fierce as there are very few spots in graduate programs and not many faculty positions available upon graduation.

### BUSINESS

Legal graduates may find work consulting with organizations to proactively assess and mitigate any legal liabilities for their planned actions. This kind of position requires a motivated self-starter who is not afraid to go through periods without much work and periods with a lot of work.

**PRACTICE PROFILE: MICHAEL LITCHFIELD**

Michael Litchfield is a law school grad (2004, called to the BC Bar in 2006) who has pursued a non-traditional legal career as a consultant. His profile is current to 2012.

1. **HIS CAREER PATH**

   I clerked with the BC Supreme Court and then articled and practiced for a short time with Fasken Martineau DuMoulin LLP before moving to the Okanagan and establishing Redwood Law Corporation in Kelowna, BC. In 2008, I founded a management-consulting firm. I currently split my time between consulting, acting as the director of the Business Law Clinic at UVic, and other business interests.

2. **A TYPICAL “DAY IN THE LIFE” AS A CONSULTANT**

   There is no typical day as every day is different, depending on my current consulting project and teaching load at UVic. As a general statement, I have much more control over my daily activities than I did when I had a traditional law career and I now have more time to pursue other business and leisure activities.

3. **THE PROS & CONS OF BEING A CONSULTANT**

   As for the pros, I have no boss and therefore I have freedom and control over my day. I can take on a variety of work and projects and have the ability to pursue other business activities and teaching activities. Because I do not have a traditional law career, I do not have a billable hour target. As a consultant, I am constantly learning new things.

   As for the cons, there is no built-in career path and there is a lack of built-in mentorship. I also feel isolated from my peer group. The unknown involved in being a consultant can also be stressful.
4. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN A NON-TRADITIONAL LEGAL CAREER

Know yourself. Running a business is not for everyone. Get interested in the people and businesses in your community.

Be brave. Law is a conservative profession and you will often be discouraged from deviating from the traditional path. Seek guidance and mentorship early and often.

Have an attitude of realistic optimism. You should expect to succeed but also have a plan in place in case you do not.

CORPORATE WORK

Large corporations often hire legal graduates for non-traditional legal roles. Corporations value a legal education when recruiting personnel for many of their departments, including corporate policy, marketing and communications, labour and human resources, financial and accounting, and asset management. A great resource to find this sort of position is the website, Life After Law: www.lifeafterlaw.com/. It is dedicated to placing law school graduates in careers outside of the traditional law firm practice.

ENTREPRENEURIAL VENTURES

A law degree allows students to understand the legal terminology and the legal implications of business decisions. This background can be indispensable for legal graduates who seek to start their own business. Legal graduates gain a measure of credibility negotiating in the business world and benefit from their ability to assess contracts and legal liabilities in their day-to-day work. This kind of position requires a highly-motivated person who is willing to take risks.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN BUSINESS

BRIEF PRACTICE PROFILE: DOUG JASINSKI

DOUG JASINSKI – Entrepreneur

Mr. Jasinski is the owner and principal of a boutique professional services marketing agency in Vancouver. He is an experienced brand strategist and copywriter and his past projects include law firm branding assignments and annual report creation for Nasdaq and TSX-listed corporations. He has also had speaking engagements at the Canadian Bar Association and the Legal Marketing Association.

LAW SCHOOL ADMINISTRATION

Many law school administration staff at law schools across the country have a background in law. Law schools hire legal graduates to fill positions in administration, admissions, financial aid, student relations, fundraising, alumni and external relations, and career services.

To read about what each of these positions entails and to learn more about becoming a law school administration staff member, check out this 2006 NALP handbook on law school administration: www.nalp.org/assets/222_fromlawyertoadministrator.pdf.

LEGAL RESEARCH, WRITING, EDITING, PUBLICATION & BROADCASTING

Legal graduates can pursue a career in legal research and writing outside of a traditional law firm setting. They may work for various organizations, legal research companies, legal periodicals or journals, or online legal databases. Legal graduates may focus their efforts on recent cases, providing up-to-date summaries, and analyses of specific areas of the law and writing expert analysis on law reform.

This job can be quite flexible for graduates who only want to work part-time or from home. However, in that case, it requires a motivated person who can find research contracts and follow through on tasks without a lot of feedback.
NON-GOVERNMENTAL ORGANIZATIONS – NGOS

Charitable and non-profit organizations receive funding for projects that assist in social development, environmental awareness, community involvement, advocacy, justice initiatives and action committees, etc. Some NGOs hire legal professionals as they require legal advice on polices, legislation, lobbying and other legal aspects of their operations. Experience in management and fundraising are important assets for many of these positions.

Students interested in working for an NGO should consult that NGO’s website directly. This website provides a list of Canadian non-profit organizations listed by area of focus: https://charityvillage.com/cms/organizations.

POLICY ANALYSIS

Policy analysis is a common alternative career for legal graduates. Private and public sectors require skilled individuals to develop and review policies. A legal education provides the knowledge and skills to research, write, and analyze policies and to advise management on legislative processes. Policy Analysts are often expected to have a graduate degree or relevant work experience.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE AS A POLICY ANALYST

PRACTICE PROFILE: RUSSELL GETZ

RUSSELL GETZ -- Policy Analysis

RUSSELL GETZ is a UBC law school graduate and counsel for civil policy and legislative reform in the BC Ministry of Justice. His profile is current to 2017.

1. HIS CAREER PATH

During law school, I became increasingly interested in legislative matters: First, in questions of statutory interpretation, then legislative drafting, and ultimately, in the substantive composition of statutes. My interest was focused by a senior seminar on legal policy in which we studied the research and analysis carried on by law reform bodies and developed legislative law reform initiatives on selected subjects.

An opportunity to work in legal policy and legislation arose after a few years in private practice, principally in civil litigation, which I enjoyed and which proved a very useful background.

2. HIS POSITION

I work in the Civil Law Policy Office of the BC Ministry of Justice with a small group of colleagues overseeing the ongoing process of law reform in the areas of law for which the minister of justice and attorney general has responsibility. The minister is responsible for approximately one third of BC statutes. The work is principally in areas of civil, private law, including trust law, succession law, family law, the law of dependent persons, commercial law, tort law and private international law.

3. A TYPICAL “DAY IN THE LIFE” OF A POLICY COUNSEL

Policy counsel work is concerned with identifying and studying issues and potential problems in statute or case law or in emerging issues on the frontiers of law (for example, issues of access to digital assets), researching and analyzing the law and cognate fields of inquiry, formulating potential legal policy options, making recommendations for legislation and carrying those through to enactment.

A typical day might include researching and writing policy papers and submissions to cabinet, consulting with experts such as the BC Law Institute or members of the public, meeting with legislative drafters, providing oral and written briefings through the legislative approval process and assisting the minister in committee debate.

My own principal areas of responsibility are trust law, commercial law, and private international law. I also work on inter-jurisdictional law reform and harmonization, and collaborate with people in other jurisdictions by participating in the Uniform Law Conference of Canada and the federal Advisory Group on Private International Law. Contributing to the work of bodies ensures that BC perspectives are represented in emerging legal issues, and enables a broad expertise to be brought to bear on shared issues in an economical and efficient way.

4. THE PROS & CONS OF WORKING AS A POLICY COUNSEL IN GOVERNMENT

I really enjoy my work and the principled, intelligent and dedicated people with whom I work, both in and outside BC. The scope of legal policy and legislative reform is extraordinarily varied, and the challenges mean that you are always learning – about the law, public policy, and society. You get to deal with the law both in its technical, or ‘black letter’ character, and in its larger role in people’s lives.
Part Two: Career Planning

The work requires you to like learning quickly about a very wide variety of areas, and assessing the most appropriate courses of action. It requires judgment and an ability to work with people. The legislative cycle is busy and time can be compressed, so it is important to be able to work under pressure of time.

Policy counsel work is unique in that you are advising your client, the minister, on what the law ought to be, as distinct from advising on what the law is and its particular application to a given fact pattern. You have to want to do this kind of work, and to think in terms of a law’s general application and its relation to other statutory regimes.

5. TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN A NON-TRADITIONAL LEGAL CAREER

An academic, scholarly orientation is a helpful sign that policy counsel work may appeal to you. Just as importantly, you should also have a liking for and ability to tackle a wide variety of subjects and issues. Take a broad range of courses and indulge as broad a scope for your interests as possible. Meet and get to know people with different perspectives.

Speak to people working in policy to get a sense of whether the work and environment seem to be a fit for you. Experience in either litigation or solicitor’s practice can also provide you with a very useful perspective.

PROFESSIONAL INVESTIGATION

Any organization that deals with complaints will likely have investigators on staff or will work with investigators in some way. There is great potential for legal graduates to be employed in this field because of the transferable skills that a legal education provides; investigators have to be aware of law, policies, and principles such as procedural fairness.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN PROFESSIONAL INVESTIGATION

**BRIEF PRACTICE PROFILE: MARCIE MORIARTY**

**MARCIE MORIARTY -- Public Interest Investigations**

Ms. Moriarty worked in private practice in both a big firm and a boutique firm. She is now the general manager of the Cruelty Investigations Department for the BC SPCA. Ms. Moriarty manages the constables in BC who investigate animal cruelty and decides when to seize animals and whether or not to return them. She believes she has her dream job.

PUBLIC OFFICE

Many politicians and public office holders have law degrees and use the skills they developed in law school to represent Canadian citizens. Careers in public office can range from elected government positions to hospital administration and school board positions to working as a lobbyist or as a campaign manager.

LAW PRACTICE PROFILES OF UVIC LAW GRADUATES WITH WORK EXPERIENCE IN PUBLIC OFFICE

**BRIEF PRACTICE PROFILES: PUBLIC OFFICE**

**BARRY PENNER -- Public Office & Politics**

Mr. Penner was elected as an MLA in 1996 and has served as BC’s Attorney General, Minister of Environment and Minister of Aboriginal Relations and Reconciliation. Some of his achievements include leading the successful charge against the SE2 power plant, promoting the use of Canada’s DNA database to help identify and catch convicted criminals, and introducing a motion for the BC government to introduce the Amber Alert System.

PUBLIC INTEREST ADVOCACY

Public interest advocates differ from public interest lawyers in the sense that they may work in public interest areas while not having completed articles or being called to the bar. At many of the organizations where you can practice law as a public interest lawyer, you can also work in a different capacity as an advocate, using your legal knowledge and skills to benefit the organization in a variety of areas, without actually practicing law.
### PRACTICE PROFILE: GWEN BRODSKY

GWEN BRODSKY is a UVic law grad (1982, called to the BC Bar in 1983) and an equality rights advocate. Her profile is current to 2012.

#### 1. HER CAREER PATH

I received my law degree from UVic Law, obtained my LL.M. from Harvard Law School and received my PhD in law from Osgoode Hall Law School. I practice, write and teach in the areas of human rights law and constitutional law. I have extensive experience arguing equality rights cases before tribunals and courts, acting as counsel in the Supreme Court of Canada on numerous equality rights cases, including Andrews, Swain, Mossop, Thibaudeau, Gould, Vriend, Meiorin, Gosselin, Honda, and Moore, several of which are leading disability rights precedents.

As an academic I have written extensively about equality rights theory, human rights law, and the Charter. I have taught at UBC Law and in the Akitsiraq Law Program in Iqaluit. I was also the first Litigation Director of the Women's Legal Education and Action Fund, in Toronto. In addition to my ongoing work as an equality rights litigator, I am a director of the Poverty and Human Rights Centre, in Vancouver. I have a strong commitment to the advancement of rights for persons with disabilities and am a member of the human rights Committee of the Council of Canadians with Disabilities.

#### 2. THE PROS & CONS OF BEING AN EQUALITY RIGHTS ADVOCATE

I have been fortunate in my many opportunities to work in the disability rights field with lawyers and others involved in the disability rights movement. I am passionate about working with advocacy organizations like the Council of Canadians with Disabilities for whom I have acted in various courts (including the Supreme Court of Canada) and in leading test cases such as Moore v. BC, which concerns the rights of students with learning disabilities. I believe that strong community-based organizations—what we call NGO's (non-governmental organizations)—are absolutely crucial to social change.

#### 3. WHAT YOU WISH YOU HAD KNOWN WHEN YOU WERE A LAW STUDENT

As a law student my awareness of opportunities for human rights advocacy work with organizations was very slim. But then again the opportunities have expanded during the course of my career. I hope that today students with disabilities and students without disabilities know that the social justice advocacy organizations really need them and that together we can work to build a strong human rights culture. I also hope we can rebuild some of the institutions we have lost, like the Court Challenge Program, civil legal aid, and the British Columbia Human Rights Commission.
PART THREE:
SUMMERS

As there are limited opportunities for students to find work in the legal field during their summers at law school, students often need to be creative about finding ways to use their law school summers to increase their legal knowledge and to improve their skills. Law firms are aware of the limited opportunities available to law students and therefore do not always require that a student has worked in a law firm during their previous law school summer in order to obtain a summering or articling position at their firm. However, due to the competitive nature of positions at law firms and legal organizations, using your summers to gain related experience, even if it is not through a paid position, can be very beneficial to your future applications.

YOUR 1L SUMMER

The immediate goal for your 1L summer is simply to do something that either increases your legal knowledge or that improves the skills you will use during your career. By the end of the summer, the aim is to be able to articulate what you have learned and how you are more prepared for a legal career. Keep in mind that many, if not most, law students spend their 1L summers working outside of the legal sphere. Many students spend this summer travelling or working at a job they had before law school.

You may consider volunteering with an organization that operates in a field of interest to you so that you can learn more about that field and the paid opportunities that may be available down the road. In addition, by doing some volunteer work with related organizations, you can build your contacts in a field of interest and develop references. You will also later be able to signal your interest in an area of law to future employers by discussing your experience. Even if you only have a few hours or one day a week to volunteer, this can still help build your legal knowledge and skills and can be a benefit to the organization and your resume.

1L EMPLOYMENT OPPORTUNITIES

The main opportunities to work in a law firm during the summer after your first year of law school are provided by large firms in Toronto and Calgary. The interview process for many of these positions takes place in second semester of first year. However, there are other opportunities that may become available throughout the year. The following are just a sample list of some first-year employment opportunities that UVic students have pursued in the past:

- **Private Firms:**
  - **Alberta**
    - Calgary/Edmonton 1L summer student positions may be posted as early as December, with applications due in January and interviews in February of a student’s first year.
  - **Ontario**
    - Toronto 1L summer student job applications are usually due in January, with interviews in February of a student’s first year. For specific dates of the recruitment process, review section D of the LSUC rules here: [https://www.lsuc.on.ca/licensingprocess.aspx?id=2147504311](https://www.lsuc.on.ca/licensingprocess.aspx?id=2147504311)
    - Ottawa has a 1L summer student recruitment process for firms that practice Intellectual Property (IP) law. Applications are usually due in October of a student’s first year. These firms generally hire students with hard science/engineering backgrounds.
  - **BC**
    - Very few law firms hire 1L summer students in BC, but opportunities do arise and get posted to the Job Board throughout the year.
Part Three: Summers

- The international law firm, Dentons, offers a Summer Fellowship each year to a UVic law student. The position involves working half the summer at the Dentons office in Vancouver and half the summer doing legal research for a UVic law professor. Applications for the fellowship are usually due in February.

- Other Law-Related Opportunities:
  - Summer Research Assistant to a UVic Law professor. Applications due in February.
  - Federal Student Work Experience Program.
  - Legal Internships with BC Civil Liberties Association. Applications usually due in October of a student’s first year.
  - Pro Bono Students Canada (PBSC) Program Coordinator. Applications usually due in February.
  - For students in the Co-op program, jobs with various organizations are posted on the Co-op job board starting in January of a student’s first year.

1L SUMMER SEARCH STRATEGIES

Keep an eye out for job postings throughout the year on the LCO Job Board. You can also make an appointment to meet with the Law Careers Officer to discuss your 1L summer options.

If you are unable to volunteer with an organization of interest during your summer, you may consider working towards the goals of increasing your legal knowledge and improving your skills during your 2L year by participating in clinical courses (such as the Business Law Clinic, the Environmental Law Clinic, and the Law Centre) or by volunteering with Pro Bono Students Canada (PBSC) or the Access Pro Bono Student Clinic. Volunteering with PBSC in your first year of law school is a great way to gain practical, law-related experience prior to your 1L summer as well.

Beyond volunteering, your 1L summer is a great time to explore your career goals and how they have changed during your first year of law school. Was there a subject that particularly grabbed your attention? Have you heard about employment opportunities that you may be interested in pursuing in the future, including opportunities for articling? It is a good idea to start familiarizing yourself with the various employment recruitment timelines and procedures early so that you can be ready to make applications early in second year when many recruitment processes take place.

Take advantage of networking opportunities. Consider becoming a member of the Canadian Bar Association and enrolling in one of the local sections. These sections sometimes have events during the summer that can provide you with the opportunity to meet potential future employers and learn more about areas of the law you may be interested in from those who are currently practicing.

YOUR 2L SUMMER

Most law students work their first law-related job in the summer after their second year of legal studies. Many law firms, and some other legal employers, hire 2L students for the summer, and then make articling offers before the summer is over. Other employers view the 2L summer as a way for students to demonstrate an interest in or commitment to a particular kind of work. For example, many public interest or government employers look favourably on graduates who have spent their summers doing public interest or government work.

Summering can provide law students with an introduction to the practice of law and a taste of what is involved in articling. Duties of a summer student are often similar to those of an articling student and usually involve assisting and working with lawyers on files by performing tasks such as the following: legal research and writing; meeting with and/or corresponding with clients; attending court; working on incorporations of companies; drafting wills; assisting in estate administration and other solicitor’s work; and drafting pleadings and other litigation work.

GAINING PRACTICAL EXPERIENCE

If you do not have paid work in the legal field, consider trying to do some volunteer work with a firm or organization that works in an area you are considering pursuing. For example, if you are interested in public interest work, it is a good idea to volunteer
with a public interest organization during your 2L summer so that you can demonstrate your commitment to that work. If you want to work in criminal law, try to find a small firm or sole practitioner who may benefit from having some assistance from a student during the summer. Even a few hours weekly can be good experience and beneficial to your resume.

If you are unable to volunteer with an organization of interest during your summer, you can gain valuable practical legal skills during the school year by participating in clinical and skills courses such as the Business Law Clinic, the Environmental Law Clinic, the Law Centre, Advocacy, Legal Skills, Advanced Legal Research and Writing, or participating in a moot. You can also volunteer with Pro Bono Students Canada or the Access Pro Bono student clinic.

**SUMMER EMPLOYMENT SEARCH TIPS**

- Think about what has been most rewarding for you so far in law school. Have you enjoyed particular courses? Did you find the research or writing tasks stimulating? Did you have fun in the Legal Research and Writing moot? What did you like about your volunteer or extracurricular activities? Think about jobs that would provide similar experiences.
- Research your career options. You can make more informed choices about your summer job and possible career paths by attending LCO information sessions and events. Check out the LCO Events webpage for upcoming information sessions and events.
- Ask upper year students about their experiences. The LCO maintains a contact list of UVic Law students who have summered at law firms. If you would like contact information for students at a particular firm, please email lco@uvic.ca or careerof@uvic.ca.
- Remember that it’s your responsibility to develop your career goals and find employment. Follow your interests and explore job options that spark your curiosity.
- If you are interested in private practice and specific legal fields, do some research. More information about the legal employers who hire students for summer positions can be found in the following resources:
  - BC Firm Spreadsheet, found on the LCO Website on the Career Resources & Job Search Strategies webpage under “Job Search Strategy Handouts”;
  - CBA Directory, the hard copy of which is available in the LCO;
- If you are not attracted to private practice, be sure to learn about the range of other career options available.
- Be proactive and persistent. Finding a summer position can be a lot of work and you may need to be patient. The process can be competitive and sometimes arbitrary. It may be the first time you face rejection in your career.
- Make an appointment with the LCO to discuss your options and any questions you might have about your cover letters, resumes or upcoming interviews. The door is always open. Email careerof@uvic.ca to make an appointment.

**SUMMERING WITH A LARGE LAW FIRM**

Students who hope to summer with a large firm in a particular Canadian city must apply for these positions prior to the set deadline. For second year positions, that deadline is almost a full year before the position takes place with applications due late in August or the first week of September at the start of a student’s second year.

**THE RECRUITMENT PROCESS AND ON-CAMPUS INTERVIEWS (OCIs)**

**WHAT ARE OCIs?**

OCIs (or “On-Campus Interviews”) are a day of interviews which take place annually in Victoria with large firms attending from three large cities in Canada: Vancouver, Calgary and Toronto. UVic hosts the OCIs for firms so that students do not have to travel to these firms for a first interview. They usually take place at a hotel or conference centre in Victoria and not actually on the UVic campus, despite their name.
Part Three: Summers

Most of the law schools across Canada hold OCI days with these big firms. The firm representatives travel across Canada in the months of September and October, interviewing hundreds of students for the second-year summer positions available at their firms. The process is competitive and can seem daunting to students. It is important to prepare well for these interviews.

1. Students apply directly to the law firms by regular mail, by fax, by email or through ViLawPortal. The ViLawPortal is generally the preferred process for most firms. The LCO will send out updated documents throughout the summer with exact dates and specifications for OCI applications. If applying by email, make sure you save your application as a pdf and send it to law firms as one document. See the ViLawPortal Instructions below for more information on preparing and submitting your applications.

2. The firms then give the Careers Office a shortlist of who they would like to interview and the LCO creates a full OCI interview schedule. Students are informed via email if they have been offered one or more OCIs about a week before the OCI day and are given their interview schedule at that time.

3. An OCI interview is 17 minutes long and takes place in tented booths. On the day of the interviews, students show up at the on-campus interview location and attend the interview booth of each firm according to their schedules. There will be an information session in early September to provide you with more information about the OCI day and procedures should you choose to apply for these positions.

It is important to remember that many students apply for summer positions and that they are very difficult to obtain. Firms receive applications from students from across Canada and even outside the country. To give some context, for the Summer 2014 recruitment period, large Vancouver firms received almost 6000 applications for student positions, granted 1015 interviews and hired 106 students. Nonetheless, students who have interest are encouraged to apply and to not “self-select” themselves out of the process.

A number of students also choose to look for summering positions at small or mid-sized firms or at legal organizations that do not formally recruit law students. While these positions can require more effort on the student’s part to locate, they can offer rewarding experiences for students that often turn into articling positions.

### 2019 2L SUMMER APPLICATION DEADLINES

*Note: Call times are based on the city that the firm is located in.*

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<thead>
<tr>
<th>City</th>
<th>Application Deadline</th>
<th>Interviews</th>
<th>Offer Date</th>
<th>Websites</th>
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<tr>
<td>Victoria &amp; Other BC</td>
<td>No set deadline - Students should be ready to apply by early fall of 2018 and/or after January 2019</td>
<td>No set interview week</td>
<td>No set offer date</td>
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<tr>
<td>Vancouver</td>
<td>Applications for firms participating in OCIs are due by September 5, 2018. Many firms ask that students apply through ViLawPortal.</td>
<td>OCI: September 20, 2018 Intent to Call Emails: May be sent between October 2, 2018 at 8:00am until October 3, 2018 at 8:00pm.</td>
<td>Call day for offers: October 18, 2018 (8:00 am PST) Offers shall remain open for 24 hours</td>
<td><a href="http://vancouverbar.ca/student-guidelines/">http://vancouverbar.ca/student-guidelines/</a></td>
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| Calgary | Many firms are now asking that students apply through ViLawPortal. Applications for firms participating in UVic OCIs are due **August 20, 2018**. OCIs: **September 25, 2018**  
No set Interview Call Day  
Usually interviews arranged for the week following Thanksgiving.  
Call day for offers: **October 18, 2018** (9:00 am MST) More information can be found here: [https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/student-recruitment/](https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/student-recruitment/) |
| Toronto | Applications are due through ViLawPortal by **August 20, 2018** (5:00 pm EST) OCIs: **September 25, 2018**  
Interview Call Day: **October 26, 2018** (8:00 am EST)  
Interview Week: **November 5-7, 2018**  
Call day for offers: **November 7, 2017** (5:00 pm EST)  
Offers shall remain open for 24 hours [https://www.lsuc.on.ca/licensingprocess.aspx?id=2147504311](https://www.lsuc.on.ca/licensingprocess.aspx?id=2147504311) |
| Ottawa | Intellectual Property Law Firms: Applications are due in **October 9, 2018** OCIs: **January 24 – February 8, 2019**  
Interview Call Day: **January 21, 2019 – February 15, 2019**  
Interview Period in Ottawa: **February 19-28, 2019**  
Call day for offers: **October 26, 2018** (8:00 am EST)  
| | Applications to all other Ottawa Law Firms are due in **January 18, 2019** OCIs: **January 24 – February 8, 2019**  
Interview Call Day: **January 21, 2019 – February 15, 2019**  
Interview Period in Ottawa: **February 19-28, 2019**  
Call day for offers: **March 1, 2019** (8:00 am EST) |

**VILAW PORTAL INSTRUCTIONS**

Many large firms require students to apply through the ViLaw Portal, which is managed by viDesktop Inc., a talent management software company. It is important to read these instructions carefully prior to applying. Also, please see “Part Seven: Applications” in this guide for detailed information of what to include in your application and how to format your cover letter and resume.

The student login for the ViLaw Portal can be found at: [https://recruitcdn.viglobalcloud.com/LoginApplicant.aspx?Site=1](https://recruitcdn.viglobalcloud.com/LoginApplicant.aspx?Site=1)

**APPLICANT PROFILE:**

- When creating your ViLaw Portal account, please ensure that your contact information is identical to the contact information on your cover letter and resume.

**DOCUMENTS (GENERALLY):**

- Only MS Word and PDF documents can be uploaded. However, we strongly recommend that you convert all your documents to PDF before uploading them to ViLaw Portal. By submitting documents as PDF documents, your content and formatting will not change.
- Before submitting applications, double check all application documents to ensure all formatting (pagination, fonts, no blank pages, etc.) is correct.

**SCANNING DOCUMENTS:**

- All scanned documents should be black and white as colour or grayscale documents will increase the size of the file.
- We recommend that scanned documents have a maximum resolution of 300 “dots per inch” (dpi).
- Do not use fancy font or water marks in your documents as they do not scan well.
- When scanning documents, ensure they are right side up for portrait and left side up for landscape documents.

**UPLOADED DOCUMENTS:**

- Each individual component of your application must be uploaded as a separate document.
- Each document must be less than 4 MB in size.
- Try printing out your documents on your printer before uploading them to the portal. Scanned copies of your transcripts should neither be too light nor too dark. If you are scanning an unofficial transcript which has the word “void” printed in the background, make sure that your courses and grades can be read easily after being scanned.

**COVER LETTERS AND RESUMES:**

- The portal allows you to upload as many versions of your cover letter and resume as you would like. We recommend saving each cover letter and resume using a document name that matches the name of the employer to which you will be sending it to (i.e. “Cover Letter - Stikeman”), both for ease of reference and because employers will be able to see the names you attribute to your documents (remember: be professional!).
- Address your cover letter to the employer’s primary contact as listed on the ViLaw Portal posting. If no contact is listed there, check the NALP Canadian Directory of Legal Employers (www.nalpcanada.com) and the LCO Job Board for more information.
- You may insert an electronic signature in your cover letter however, signatures are NOT required. Please note that adding an e-signature may significantly increase the MB size of your document.

**TRANSCRIPTS:**

- Use official law school transcripts for applications. To order your law school official transcript, please visit http://www.uvic.ca/current-students/home/academics/transcripts/. You can then scan your official transcript and upload it to the portal.
- Do not scan the backside of law transcripts. The LCO will provide a copy of UVic Law’s Grading Policy to each employer.
- For undergraduate transcripts, exercise judgment and only include the grading policy once. You do not need to include the reverse side of every page of your transcript.
- Remember: All scanned documents should be black and white and must have a maximum resolution of 300 dpi.
Part Three: Summers

- Transcripts printed on coloured or protected paper MUST be photocopied before scanning/uploading to the portal to decrease the file size.
- Each transcript should be scanned and uploaded as a separate PDF document.

ADDITIONAL DOCUMENTS:

- **Writing Samples**: Do not include a writing sample unless the employer has specifically requested one. Unless otherwise indicated by the employer, a 5-page writing sample is sufficient.
- **Reference Letters**: Reference letters are not required unless an employer specifically requests them. Reference letters should be from former supervisors and should speak to the skills you gained in that position. References from law professors should not be requested unless you have worked for that professor or have volunteered with the professor outside of class. Do not include the names of references on your resume if an employer has not asked for them.

SUBMITTING YOUR APPLICATION:

- Do not click submit unless the entire application is complete. Once submitted, you usually CANNOT edit or change an application as they are no longer accessible once viewed by the employer.

TIMING AND DEADLINES:

- Employers may begin retrieving “submitted” applications once the portal has been opened to students and may continue to do so on a rolling basis until all submitted applications have been retrieved.
- You must submit all applications through the portal by the Application Deadline.
- Consider all applications you have submitted to be final and received. You might not hear from the employer but that doesn’t mean that they did not receive your application.

GPA CALCULATION:

- Employers may expect or ask for your GPA in your ViLaw application. When inputting your GPA, do not convert it to a traditional 4.0 or 4.33 scale
- Use your 9.0 UVic GPA, and in the ‘comments’ field, note that UVic uses the 9.0 scale.

OCIS: TO APPLY OR NOT TO APPLY

The OCIs are meant to facilitate the hiring process for students who hope to summer, and usually article, at one of the larger firms in Vancouver, Calgary or Toronto. The summering process has become the main way that larger firms now recruit their articling students and it can be more difficult to find an articling position at one of these big firms if you have not summered there. A typical big firm in Vancouver, for example, may hire five to six summer students and then in the first month of the summering term, may offer all of these students the opportunity to return as articling students the following year. The firm may then look to hire an additional one to two articling students who have not summered with the firm. If you are considering articling at one of these big firms, it is a good idea to apply for a summer position. While firms do still hire articling students that do not summer at their firm, there are far fewer opportunities. For example, in the 2014-15 articling hiring period for large Vancouver firms, approximately 40 students were hired with large Vancouver firms who had not articulated, as opposed to 108 returning summer students for those same firms.

However, summer positions at large firms are not for everyone. Summering and articling at a big firm require long hours, a lot of hard work, and an interest in the areas of law that the particular firm practices. There are many great opportunities with mid-sized and small firms in other communities as well as in Vancouver, Calgary and Toronto. Some students feel that they have to apply for a summer position at a large firm because there are no other jobs out there or because that is the only path to being a successful lawyer, but this is not true. Mid-sized and small firms do not always post available positions with law school careers offices and often require students be proactive about approaching firms to create positions and connections for themselves. For more information about mid-sized and small firms, please read the “Private Practice” subsection in the “Part Two: Career Planning” section of this guide.
Choosing whether or not to apply for OCIs can be a difficult decision. The early hiring timeline can create some pressure for students. You will have to decide soon whether or not you want to jump in that pool, although other job opportunities (such as internships and fellowships, other firm jobs, more government opportunities, in-house positions, and research assistant jobs) may not come up until later in the school year. If you are not sure about whether you would like to apply, you can make an appointment with the LCO to discuss your options.

Please keep in mind that many students who are not ultimately successful with their OCI applications find that the experience of applying to and interviewing with large firms is great practice and good preparation for other applications throughout the year.

**OCI APPLICATIONS**

If you decide that you would like to apply for OCI positions in Vancouver, Calgary or Toronto, you should begin work on your applications as early as you can after the end of the school year. The application process involves researching the firms to which you would like to apply and creating an application tailored to each individual firm.

A law firm application should typically include:

1. **Cover Letter** - tailored to the firm
2. **Resume**
3. **Transcripts** - Photocopies of official transcripts from all post-secondary institutions attended

Often Optional Enclosures:
- Reference Letters: Copies of one or two reference letters from past employers would be best. These are only mandatory if specifically requested. Reference letters from professors are not encouraged, unless you worked for the professor as a Research Assistant. Please see the “References” subsection of this guide in “Part Seven: Applications” for more information on how to request and obtain proper reference letters.
- List of Anticipated Upper-Year courses

See “Part Seven: Applications” in this guide and the Sample Cover Letters and Resumes in “Appendix 1” and “Appendix 2” for help with your applications. Once you have created a law resume and a sample cover letter, you are welcome to make an appointment with the LCO to have these documents reviewed. If you are out of town during the summer, you can send the documents to the LCO via email and then discuss them over the phone.

**THE OCI INTERVIEW DAY**

The OCI day involves a series of 17-minute interviews with different firms in booths within the same room. Depending upon the number of interviews you are offered and the number you choose to accept, this can make for a very busy day. Some students who are offered many interviews choose to decline interview offers from a couple of their least favourite firms in order to have some breaks during the day and be in better form for their top interviews.

It is important to prepare well for the interviews prior to the day. You can start by reading “Part Eight: Interviews” in this guide and the LCO’s “Preparing for a Law Firm Interview” handout posted on the “Interviews” webpage of the LCO website. In addition, the LCO can provide mock interviews for students. To book a mock interview, please email careerof@uvic.ca. You will need to bring your resume and cover letter to the interview. Be aware that the LCO is very busy in September, so it is best to book your appointment well in advance.

**AFTER OCIS**

The fall OCI recruitment process has four key elements:

1. OCI screening interviews, usually conducted off-campus on specific dates, lasting 17 minutes each, with students interviewing only once with any one employer;
2. “Interview Call day” when students are contacted to be offered in-firm interviews;
3. Longer interviews during Interview Week at the employers’ offices (in-firm interviews); and
4. “Offer Day”, a specified day at the end of Interview Week when offers of employment are communicated to students.

Following OCIs, you normally have to wait a couple of weeks before Interview Call Day. Be aware if you are contacted by employers on this day, you may also be invited to a firm reception or dinner during Interview Week. Each city has its own “Interview Call Day” date. On the set Interview Call Day, students should wait by their phones at 8:00 am, or the equivalent to 8:00 am in the city they are waiting to hear from. Firms begin calling at exactly the specified time to let you know whether they would like to offer you a second interview.

**INTENT TO CALL E-MAILS**

Most bar associations throughout Canada have a series of established guidelines for how firms can notify candidates that they have secured an interview. One of the most common guidelines is a requirement that no offers for interviews be sent out prior to an agreed-upon date, “Call Day” (see below). However, students are sometimes in a position where they are hoping for or expecting multiple interviews on Call Day. To assist in scheduling these interviews, most bar associations allow ‘intent to call’ e-mails to be sent out. These are not formal offers for an interview, but a notice of intention from the firm. This allows students to pre-emptively create a schedule and prioritize interviews in a less stressful situation prior to Call Day. Note that not every employer will provide an intent to call e-mail, and that if they do, they are typically prohibited from providing further details. The rules and requirements surrounding intent to call e-mails will vary depending on the Province. Below are the rules for Vancouver, and Toronto, firms as well as links to their respective websites.

- Vancouver: Intent to call e-mails can be sent out 48 hours before call day, but cannot suggest a date or time of the interview, and students are not permitted to suggest a time in a response e-mail.
- Toronto: Firms cannot communicate an intention to interview and subsequently fail to do so.
  - [https://www.lsuc.on.ca/licensingprocess.aspx?id=2147504311](https://www.lsuc.on.ca/licensingprocess.aspx?id=2147504311)

Please note that if you receive an intent to call e-mail from a firm, but no longer wish to interview with that firm, it is important to notify the firm as soon as possible, so that they can extend an interview to another student.

**CALL DAY AND IN-FIRM INTERVIEWS**

Second interviews take place at the law firms, so students who are offered second interviews are expected to travel to that city to attend interviews. These interviews are typically one hour long and can take place over a period of three days. Prior to Interview Call Day, create an Interview Week schedule for yourself with 1.5 to 2-hour time slots available on the Monday, Tuesday, and Wednesday of Interview Week. Should firms call you on Interview Call Day, you can fill in the schedule as you go.

**SAMPLE INTERVIEW WEEK PLANNER**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Interview with A Firm</td>
<td>Interview with D Firm</td>
<td>Interviews on this day will likely be</td>
</tr>
<tr>
<td>9:30</td>
<td></td>
<td></td>
<td>2nd and 3rd interviews with firms</td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td></td>
<td>that you already interviewed with</td>
</tr>
<tr>
<td>10:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>Interview with B Firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td></td>
<td></td>
<td>Lunch with F Firm (Meet @ Firm)</td>
</tr>
<tr>
<td>12:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td>Lunch with A Firm (Meet @ Firm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Keep your phone call with a firm short on Interview Call Day, as they have a number of students to call and you may be receiving other interview offers. Usually, you will just say yes or no to the interview and then find a time that works for both of you.

There is some strategy to arranging the times of your interviews. While firms are willing to interview students for all three of the days during Interview Week, they will take the time of when you place them in your schedule as a signal of your interest level in their firm. For example, if you offer someone your 9:00am interview slot on Monday morning, this signals a strong interest in the firm. If you offer someone else a time slot on Wednesday morning, you may be signalling that the firm is not one of your top choices. Spend some time listing different firms according to your preference and keep this list beside you on Interview Call Day.

### OFFER DATE

A similar process for calls takes place following Interview Week. Following the three days of interviews, there is a set call day and time for each city when firms will call applicants to offer them a position. Firms in most cities are required to keep their offers open for 24 hours, so it is usually acceptable for you to take time to consider a firm’s offer and then call them back within 24 hours to accept or decline. This is particularly helpful if you are waiting for a call from another firm. For more specific information about procedures in each city, read the interview guidelines that are published by the applicable bar association. The LCO can provide you with links to this information.

**PLEASE NOTE:** For students applying to Calgary, each firm varies in terms of how closely it follows the above procedures. The only rule that they are bound to follow is the date and time of Offer Call Day. Other than this, however, each firm seems to take their own approach. Some firms participate in OCIs, but then do not do second interviews, others do formally offer second interviews during the set week, and still others invite OCI students out to “firm tours” or similar events in October, but do not make it clear until Offer Call Day whether they intend to offer the student a position.

### OTHER 2L SUMMERING OPTIONS

There are a number of other summer positions you can apply for at the same time as the OCIs and later in the year, including positions that are posted on the LCO Job Board on the LCO website and those that you find yourself. Keep in mind that a very large number of law students apply to the firms participating in OCIs but applications to other private firms will likely have less competition. In many cases, you may only be competing against yourself and the firm’s resources. Firms who do not participate in the OCI process often require that students submit a list of references or reference letters with their application. See “Part Seven: Applications” in this guide for more information about creating your application package.

To find potential firms that you can contact about summer work, check out the BC Firm Spreadsheet posted on the LCO website. The spreadsheet can be found on the Career Resources & Job Search Strategies webpage under “Job Search Strategy Handouts”.

These are a few of the summer positions UVic law students have attained for 2L summers outside of the OCI process:
Part Three: Summers

- Private Law – non OCI
- Regional Firm Southern Alberta
- BC law firms in Victoria, Vancouver and smaller cities
- Boutique law firms in Alberta and BC

Public Interest Organizations, such as:
- Ecojustice
- Public Interest Work Placement Program
- United Nations Internship

Other positions, including:
- Ontario Crown Attorney Office
- Ontario Securities Commission
- Research Assistant
- UVic Law Careers Office
- UVic Summer Research Student
- Poverty Law Advocacy
- REALBC placement – Powell River, Revelstoke

INTERNSHIPS

Internships are great opportunities for students interested in public interest law. They offer opportunities to demonstrate a commitment to public interest causes. They also offer opportunities to connect with advocacy organizations and serve as a primary networking opportunity for future employment in the public interest field.

Beyond public interest employers, all kinds of legal employers, including law firms, view summer fellowships and internships as great experience and evidence of relevant legal skills.

Internship opportunities are often competitive despite the fact that many are non-paying. In many cases, students must be proactive in establishing their own connections with potential organizations. Be sure to give yourself enough time to contact organizations, discuss possible projects, draft proposals, and prepare your applications.

The following section will help you search for internship opportunities, prepare your applications for internships, and find funding to off-set the costs associated with internships.

INTERNSHIP OPPORTUNITIES

There are a number of domestic and international internships available to Canadian law students, many of which have a legal focus.

Types of work you could do on an internship include

- Human Rights
- Arms Control
- Intelligence & Defense
- Economic Development
- Immigration & Refugees
- International Trade
- Religious Freedom
- Financial
- Constitutional Law
- Criminal Law
- Food & Crisis Relief
- Labour
- Children
- Women’s Rights
- Environmental
- Rule of Law & Election Monitoring
- United Nations

Types of Public Interest Organizations

- Domestic
- International
- Government
- Courts & Related Organizations
- United Nations
- Non-Profit and/or Non-Governmental Organizations

Consider potential local and international organizations you could do an internship with. There are a number of local organizations listed in the Government and Public Interest Organizations subsections in the “Part Two: Career Planning” section of this guide. Below are a number of organizations that may offer or have offered international internship opportunities (paid and unpaid) which may be of interest to law students and legal graduates. Please note that the web links below are a tool to help you in your internship search. This is not a complete list of available resources, nor does the LCO advocate for the job opportunities offered. It is your responsibility to research all aspects of internships (pay, accommodation, VISA documents, etc.) before accepting a position.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Internship Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC Civil Liberties Association</td>
<td><a href="https://bccla.org/">https://bccla.org/</a></td>
</tr>
<tr>
<td>CBA’s Young Lawyers International Program</td>
<td><a href="http://www.cba.org/CBA-International-Initiatives/Young-Lawyers-International-Program">http://www.cba.org/CBA-International-Initiatives/Young-Lawyers-International-Program</a></td>
</tr>
<tr>
<td>Canadian Centre for International Justice</td>
<td><a href="http://www.cciaj.ca/">http://www.cciaj.ca/</a></td>
</tr>
<tr>
<td>Canadian Institute for the Administration of Justice</td>
<td><a href="https://ciaj-icaj.ca/fr/">https://ciaj-icaj.ca/fr/</a></td>
</tr>
<tr>
<td>Centre for Asia-Pacific Initiatives (CAPI)</td>
<td><a href="http://www.uvic.ca/research/centres/capi/intern-scholar/home/internships/index.php">http://www.uvic.ca/research/centres/capi/intern-scholar/home/internships/index.php</a></td>
</tr>
<tr>
<td>Centre for International Students and Cooperation (CECI)</td>
<td><a href="http://www.ceci.ca/en/international-volunteering">http://www.ceci.ca/en/international-volunteering</a></td>
</tr>
<tr>
<td>ECPAT International</td>
<td><a href="http://www.ecpat.org/">http://www.ecpat.org/</a></td>
</tr>
<tr>
<td>Embassy of Canada in Washington</td>
<td>Contact <a href="mailto:internship@canadianembassy.org">internship@canadianembassy.org</a></td>
</tr>
<tr>
<td>Freshfield Bruckhaus Deringer</td>
<td><a href="http://www.freshfields.com/en-gb/">http://www.freshfields.com/en-gb/</a></td>
</tr>
<tr>
<td>EuroBrussels</td>
<td><a href="http://www.eurobrussels.com/job_search.php">www.eurobrussels.com/job_search.php</a></td>
</tr>
<tr>
<td>The Fisheries Law Centre</td>
<td><a href="http://fishlaw.org/">http://fishlaw.org/</a></td>
</tr>
<tr>
<td>Go Abroad – Law Internships Abroad</td>
<td><a href="https://www.goabroad.com/intern-abroad/search/law/internships-abroad-1">https://www.goabroad.com/intern-abroad/search/law/internships-abroad-1</a></td>
</tr>
<tr>
<td>Hague Justice</td>
<td><a href="http://www.iccnow.org/?mod=employment">http://www.iccnow.org/?mod=employment</a> and</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.haguejusticeportal.net/index.php?id=8797">http://www.haguejusticeportal.net/index.php?id=8797</a></td>
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<td>Human Rights Internet</td>
<td><a href="http://hri.ca/human-rights-job/">http://hri.ca/human-rights-job/</a></td>
</tr>
<tr>
<td>International Court of Justice</td>
<td><a href="http://www.icj-cij.org/en/internships">http://www.icj-cij.org/en/internships</a></td>
</tr>
<tr>
<td>Organization</td>
<td>Website</td>
</tr>
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<td>-----------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ivanhoe Cambridge</td>
<td><a href="http://www.ivanhoe.cambridge.com/en">http://www.ivanhoe.cambridge.com/en</a></td>
</tr>
<tr>
<td>International Law Students Association Internship Page</td>
<td><a href="https://www.ilsa.org/membership/member-resources/15-resources/51-jobs-a-internship-home">https://www.ilsa.org/membership/member-resources/15-resources/51-jobs-a-internship-home</a></td>
</tr>
<tr>
<td>Iran Human Rights Documentation Centre</td>
<td><a href="http://www.iranhrdc.org/english/">http://www.iranhrdc.org/english/</a></td>
</tr>
<tr>
<td>The Centre for Law and Democracy</td>
<td><a href="https://www.law-democracy.org/live/">https://www.law-democracy.org/live/</a></td>
</tr>
<tr>
<td>PIVOT Legal</td>
<td><a href="http://www.pivotlegal.org/">http://www.pivotlegal.org/</a></td>
</tr>
<tr>
<td>Parliamentary Internship Programme</td>
<td><a href="https://pip-psp.org/">https://pip-psp.org/</a></td>
</tr>
<tr>
<td>Permanent Court of Arbitration</td>
<td><a href="https://pca-cpa.org/en/about/employment/internship-program/">https://pca-cpa.org/en/about/employment/internship-program/</a></td>
</tr>
<tr>
<td>Rooftops Canada</td>
<td><a href="http://www.rooftops.ca/">http://www.rooftops.ca/</a></td>
</tr>
<tr>
<td>Shastri Indo-Canadian Institute</td>
<td><a href="http://www.shastriinstitute.org/">http://www.shastriinstitute.org/</a></td>
</tr>
<tr>
<td>Uniterra</td>
<td><a href="http://uniterra.ca/en/volunteering">http://uniterra.ca/en/volunteering</a></td>
</tr>
<tr>
<td>West-Coast Domestic Workers’ Association</td>
<td><a href="http://www.wcdwa.ca/">http://www.wcdwa.ca/</a></td>
</tr>
<tr>
<td>West Coast Environmental Law</td>
<td><a href="http://www.wcel.org/">http://www.wcel.org/</a></td>
</tr>
<tr>
<td>Work-Able Internship Program</td>
<td><a href="http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/internship-co-op-opportunities/work-able">http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/internship-co-op-opportunities/work-able</a></td>
</tr>
<tr>
<td>World University Service of Canada (WUSC)</td>
<td><a href="http://www.wusc.ca/en">http://www.wusc.ca/en</a></td>
</tr>
</tbody>
</table>

For more information, check out the:

- **UVic Career Services website** ([http://www.uvic.ca/coopandcareer/career/international/working-abroad/index.php](http://www.uvic.ca/coopandcareer/career/international/working-abroad/index.php))
- **UVic Career Services job board** ([https://learninginmotion.uvic.ca/home.htm](https://learninginmotion.uvic.ca/home.htm))
**PROFILES OF LAW STUDENTS AND GRADUATES WHO HAVE COMPLETED INTERNSHIPS**

A great way to learn more about specific organizations and internship opportunities is to speak to law students and graduates who have done internships in the past. The LCO maintains a **contact list** of past UVic Law interns who are willing to speak about their experiences.

You can read profiles of young lawyers who have completed internships through the Canadian Bar Association’s Young Lawyers International Program here: [http://www.cba.org/CBA-International-Initiatives/Young-Lawyers-International-Program](http://www.cba.org/CBA-International-Initiatives/Young-Lawyers-International-Program). You can read Articles from the International Initiatives Section here: [http://www.cba.org/Sections/International-Initiatives/Articles](http://www.cba.org/Sections/International-Initiatives/Articles).

You can read about the experiences of law students who have completed CAPI internships here: [http://capiblog.ca/](http://capiblog.ca/)

**INTERNSHIP APPLICATIONS**

You generally do not need to make major changes to your cover letter and resume when applying for internships. However, some of the following modifications will be beneficial:

- Dates should not be abbreviated. (April 1, 20YY, not 4/1/YY)
- Spell out the names of provinces (British Columbia, not BC)
- Do not use acronyms because they may not be understood (Bachelor of Arts, not BA)
- If you spent a semester or longer living and studying in a country, include this information under “Education”
- If you focused your studies or have done major research in a relevant area, include this information under “Education”
- When referring to a teaching position, include both grade and age because school systems vary overseas (“Taught 7th grade English to students ages 12 to 13”)
- Include a section on languages (but not dialects, unless relevant). Indicate your level of proficiency (bilingual, fluent, proficient, working knowledge or basic) and your type of skill (conversational, reading, and /or written). Mention language certificates or degrees you may have. *Do not overstate your abilities!* Employers will rely on this information in the selection process and when assigning work, which could include interviewing clients in their native language.
- Include a section about travel if you have traveled extensively. This will indicate your familiarity with living abroad.

You should also highlight the following skills in your cover letter and/or resume, as they apply to you:

<table>
<thead>
<tr>
<th>Research skills</th>
<th>Able to set and achieve goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral and written communication skills</td>
<td>Interest and/or experience in specific legal issues</td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td>Adaptable cross-culturally</td>
</tr>
<tr>
<td>Advocacy skills</td>
<td>Internet and website skills</td>
</tr>
<tr>
<td>Professional behaviour</td>
<td>Fundraising skills</td>
</tr>
<tr>
<td>Extremely motivated, committed and resilient</td>
<td>Workshop experience</td>
</tr>
</tbody>
</table>

**INTERNSHIP FUNDING**

While there are some paid internships available to law students, the majority of internships are unpaid. Most students who apply for internships will also want to apply for funding. Because of the length of the application process, students are often required to apply for funding before knowing whether they have been successful in securing an internship.

There are a number of ways you can raise funds to cover your travel and living expenses associated with your internship. The following list contains some examples of who you might want to approach for funding. This list is not exhaustive and students may find further funding opportunities through their own research.

- **BC Government** – The BC government offers the Irving K. Barber British Columbia International Scholarship ([http://www.ikbbc.ca/](http://www.ikbbc.ca/)). It is open to eligible students who participate in internships and other approved opportunities abroad. Applicants must clearly demonstrate academic merit, as well as links between their internship and their educational goals. For information on other funding opportunities from the BC government, visit
Part Three: Summers

http://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/international-education/study-abroad/financial-help


- **Rotary Clubs** – Victoria and/or your home community clubs sometimes offer scholarships to students for public service experience. Search your home community club website or contact them directly for more information.

- **Law Firms & Local Businesses** – Large law firms from the cities you are planning to article in and/or law firms from your home community are sometimes willing to fund an internship, especially if you have already made it clear that you will be articling with them or staying on as an associate in the future. Check the firm website or contact the firm directly for information.

To learn about the advantages of doing an internship, read this article from the Canadian Lawyers magazine: http://www.canadianlawyermag.com/1038/Going-abroad.html

**VOLUNTEER OPPORTUNITIES**

Students are encouraged to get involved in the community during their law school summers as this is a great way to increase legal knowledge and improve practical skills. You may consider volunteering with an organization in an area that interests you. Volunteering helps build contacts in a field of interest, develop references, and highlight your interests on your resume. For volunteer opportunities, please consider the following searches, as well as your own broader search parameters:

- search the “Volunteer & Other Jobs” category of the LCO job posting website: http://law.uvic.ca/lco/job_postings.php
- look at the following list of BC Justice and Legal Organizations that you may wish to contact regarding volunteer opportunities: http://www.canadian-universities.net/Volunteer/Justice_and_Legal-British_Columbia.html
- look at the opportunities on the Volunteer Victoria website: http://volunteervictoria.bc.ca/
PART FOUR:
ARTICLES

ARTICLING

Articling is the final stage of the formal training required to qualify to practice as a lawyer with one of the provincial or territorial law societies. It is essentially an internship that exposes you to the practical application of the law under the guidance of a qualified lawyer or “principal.” If you want to practice law in Canada, you must article.

Articling requirements are governed by the provincial and territorial law societies. The length of articles and the structure of the bar admissions courses differ between the provinces and territories. Generally, the articling term and the bar admissions process combined take one year to complete. See “Part Nine: Bar Requirements” in this guide for more information. Once you finish your articling term and complete the bar admissions process, you are called to the bar and qualified to practice law in that particular province or territory.

WHERE TO APPLY?

The first step in the articling process is determining where you want to apply. If you are unsure of where to begin when it comes to considering articling applications, you may want to check out “Part Two: Career Planning” in this guide.

For some students, the decision of where they might wish to article is made clearer when they summer with a firm or intern with an organization. However, many law students enter the summer before third year still uncertain of what area of law they want to work in or even where they want to begin their career. Wherever you fall on the spectrum, this portion of the guide is intended to help prepare you for the articling application process.

SELF-ASSESSMENT

Self-assessment can be useful at any stage of your career for helping clarify personal objectives, goals, and interests. This can be especially useful when determining where to apply for articles. Consider which cities or towns you would like to work in, what type of office environment suits you best, and what type of law you would ultimately like to practice. The answers to these questions will help you figure out which organizations will be the best fit for your articles and your subsequent career. For more information, see the “Self-Assessment” subsection in the “Part Six: Researching Job Opportunities” section of this guide.

As it is always best to apply broadly, you should also consider which organizations or firms you would be willing to work at, even if they are not your first choice. Consider applying to these places as well.

RESEARCH & CONNECT WITH FIRMS

A large number of law firms provide the Law Careers Office with information about articling positions, which the LCO then distributes via the LCO Job Board and the Articling Listserv.

However, remember that there may be many articling positions which are never advertised. Sometimes students must meet in person the lawyers in mid-sized and small firms to find articling positions. While the LCO attempts to post any and all job opportunities available to students, those who seek out positions with law firms on their own will likely have less competition for those positions and may impress firms with their initiative. The LCO has a lot of useful information available for students to assist them in this process, including the BC Regional Pamphlet, BC Firm Spreadsheet, and Alberta Firm Spreadsheet, which provide
specific information on certain locations and the potential career options that they may offer. These resources can be found on the LCO website. Feel free to contact the LCO about any assistance you require in your job search.

Whether a position is advertised or not, the best applications are ones that are well-thought out, express an understanding of the organization or firm to which you are applying, and that describe how you would provide value to that organization as a professional there.

Start researching the firms in your region(s) of interest early and if possible, get in touch with articling students, junior associates, or those on the recruitment committee prior to making your applications.

Below is a list of career resources to help you research and connect with firms:

- **LCO Job Board:**
  - Use the LCO Job Board to search for available articling positions by firm size or geographical location.

- **BC Firm Spreadsheet and Alberta Firm Spreadsheet:**
  - On the LCO website, these Worksheets include a list of Law firms and Sole Practitioners throughout BC and Alberta. Organized by Region and City, the Worksheet includes information such as the approximate size of the firm, firm website links, and information about whether they have posted job searches with the UVic Law Careers Office in the past.

- **LCO Articles Listserv:**
  - The LCO maintains an articles listserv for law students who are currently looking for articles. Any postings the LCO receives for articling positions are sent out to this listserv. Email careerof@uvic.ca to be added to this listserv after your second year.

- **LCO Weekly Emails:**
  - Watch out for the LCO weekly emails every Friday, as they may contain important recruitment information.

- **CBA BC Law Firm and Lawyers’ Directory:**
  - Using this directory, you can search for law firms and lawyers by practice area and geographic location. To access it, click here: http://www.cbabc.org/LegalDirectory/Home. A print copy is also available in the LCO.

- **CBA BC Job Board:**
  - This job board posts both articling positions, and positions for lawyers. See: http://www.cbabc.org/Publications-and-Resources/Job-Board

- **NALP Canadian Directory of Legal Employers:**
  - NALP provides a searchable directory of Canadian legal employers with articling positions. You can search by employer type, practice area, firm size, and geographical location. It allows you to create and save a custom list of employers and articling positions that interest you. The directory may be accessed at www.nalpcanada.com.

### APPLICATION PREPARATION

The LCO is always willing to discuss your job search strategies with you. The Office also provides cover letter and resume review and can give you feedback on your applications. You may also schedule a mock interview with the Law Careers Officer.

**Be Proactive, Persistent, and Positive**

Finding an articling job can be a lot of work and you may need to be patient before ultimately receiving an offer. The process can be competitive and at other times seem arbitrary, which can cause many students to feel discouraged. Remember, however, that over half of your class will not line up articles until they are in third year, especially those who are interested in mid-sized and small firms, who tend to hire later. Be proactive, persistent, and stay positive! Talk to as many people as you can and visit the LCO if you would like feedback on your approach or just a pep talk!
Keep in Touch With the LCO
Don’t hesitate to come see the LCO when you have questions or when you just need some reassurance in preparing job applications or for a job interview. Please contact (careerof@uvic.ca) to schedule an appointment.

The LCO works to keep track of potential employers and hiring rates, but can only do so with your help, so please also let us know if you accept a position somewhere. Any identifying information given to the LCO will not be shared without your permission. Plus, the LCO loves great news, so let us celebrate with you!

ARTICLING APPLICATIONS

For information regarding what to include in your articling application, please see “Part Seven: Applications” in this guide.

It is a good idea to submit your applications to firms early as firms often review applications as they receive them on a rolling basis. For larger firms with set deadlines, this may be as soon as you receive your marks in May. As you will see in the Application Deadlines chart attached below, some of the application deadlines are early in May, so it is a good idea to prepare your application (cover letter, resume, and reference letters) in advance and send it as soon as transcripts are available. If you would like help with your application or would like it reviewed by the LCO in advance of submission, please set up an appointment by emailing careerof@uvic.ca. Please keep in mind the LCO can get very busy, so the earlier you set up an appointment, the better. Also, remember that it is the LCO’s policy to only review one application for each student during their time at UVic Law.

For mid-sized and small firms that do not have set deadlines, it is also a good idea to apply to firms early. If they tell you they are not yet looking to hire a student, follow up with the firm in a few months. With smaller firms, it is also always best if you have met someone at the firm prior to applying. If you know you would like to apply for articles at mid-sized or small firms, try to set up coffee dates or other chances to meet lawyers at your firms of interest in the spring/summer prior to 3L and follow up with your application after you have met. For more information on this approach, please see the “Information Interviews” subsection in “Part Six: Researching Job Opportunities” of this guide and/or set up an appointment with the LCO to discuss your best approach. Also refer to the “Searching for Unposted Jobs” handout on the Career Resources & Job Search Strategies webpage of the LCO website, under the “Job Search Strategy Handouts” accordion. More information on preparing your articling applications can be found in “Part Seven: Applications” in this guide.

2020-2021 ARTICLING APPLICATION DEADLINES

The application deadlines are not yet set for the 2020-21 articling year. Check the LCO website in January for the finalized application deadlines.

<table>
<thead>
<tr>
<th>City</th>
<th>Application Deadline</th>
<th>Interviews</th>
<th>Offer Date</th>
<th>Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria &amp; Other BC</td>
<td>No set deadline</td>
<td>No set interview week</td>
<td>No set offer date</td>
<td>More information can be found on firm websites</td>
</tr>
<tr>
<td></td>
<td>Most recruitment will happen during <strong>Summer 2019</strong> and into the Fall and/or after <strong>January 2018</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver</td>
<td><strong>End of June 2019</strong></td>
<td>Interview Call Day: Middle of July 2019</td>
<td><strong>Middle of August 2019</strong></td>
<td>More information can be found here: <a href="https://vancouverbar.ca/student-guidelines/">https://vancouverbar.ca/student-guidelines/</a></td>
</tr>
<tr>
<td></td>
<td>The LCO suggests that students submit their applications in the middle of <strong>May 2019</strong>, once law school transcripts are available.</td>
<td>Interview Week: Middle of August 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Firms often ask students apply through ViLawPortal. The LCO will</td>
<td></td>
<td>Offers must remain open until 8:00 am PST on the day following Offer Day</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Application Deadline Periods</td>
<td>Interview Periods</td>
<td>Offers Must Remain Open Until</td>
<td>More Information Can Be Found Here</td>
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<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Calgary &amp; Edmonton</td>
<td>Application deadlines are set by individual firms. The LCO suggests that students submit their applications between the end of April and the middle of May 2019. Firms often ask students to apply through ViLawPortal. The LCO will provide application preference information well before deadlines.</td>
<td>Interview Week: Beginning of June 2019</td>
<td>Middle of June 2019 Offers must remain open until 12:00 pm MST on day following Offer Day</td>
<td>More information can be found here: <a href="https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/student-recruitment/">https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/student-recruitment/</a></td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>Middle of May 2019 (likely the 2nd Friday in May)</td>
<td>Interviews: End of May 2019</td>
<td>End of May 2018 Offers must remain open for 24 hours</td>
<td>More information can be found here: <a href="http://www.lawsociety.sk.ca/for-lawyers-and-students/becoming-a-lawyer-in-saskatchewan/students/articling-in-saskatchewan.aspx">http://www.lawsociety.sk.ca/for-lawyers-and-students/becoming-a-lawyer-in-saskatchewan/students/articling-in-saskatchewan.aspx</a></td>
</tr>
<tr>
<td>Manitoba</td>
<td>Middle of May 2019</td>
<td>Interview Call Day: End of May 2019</td>
<td>Beginning of June 2019 Offers must remain open for 24 hours</td>
<td>More information can be found here: <a href="http://www.lawsociety.mb.ca/education/pre-call-education/articling">http://www.lawsociety.mb.ca/education/pre-call-education/articling</a></td>
</tr>
<tr>
<td>Toronto</td>
<td>Beginning of July 2019</td>
<td>Interview Call Day: Middle of July 2019</td>
<td>Middle of August 2019 Offers must remain open until 12:00 pm EST the day following Offer Day</td>
<td>More information can be found here: <a href="http://www.lsuc.on.ca/articling/">http://www.lsuc.on.ca/articling/</a></td>
</tr>
<tr>
<td>Ottawa</td>
<td>Mid May 2019</td>
<td>Interview Call Day: End of May 2019</td>
<td>Mid June Offers must remain open until 8:00 am EST the day following Offer Day</td>
<td>More information can be found here: <a href="http://www.lsuc.on.ca/articling/">http://www.lsuc.on.ca/articling/</a></td>
</tr>
<tr>
<td>Other Ontario</td>
<td>Beginning of May 2019</td>
<td>No set interview week</td>
<td>Middle of May 2019 Offers must remain open until 9:00 am EST the day following Offer Day</td>
<td>More information can be found here: <a href="http://www.lsuc.on.ca/articling/">http://www.lsuc.on.ca/articling/</a></td>
</tr>
</tbody>
</table>
*Watch for updates to these deadlines from the LCO early in the spring term as the information becomes available.

**INTENT TO CALL E-MAILS**

Most bar associations throughout Canada have a series of established guidelines for how firms can notify candidates that they have secured an interview. One of the most common guidelines is a requirement that no offers for interviews be sent out prior to an agreed-upon date, “Call Day” (see below). However, students are sometimes in a position where they are hoping or expecting multiple interviews on Call Day. To assist in scheduling these interviews, most bar associations allow ‘intent to call’ e-mails to be sent out. These are not formal offers for an interview, but a notice of intention from the firm. This allows students to preemptively create a schedule and prioritize interviews in a less stressful situation prior to Call Day. Note that not every employer will provide an intent to call e-mail, and that if they do, they are typically prohibited from providing further details. The rules and requirements surrounding intent to call e-mails will vary depending on the Province. Below are the rules for Vancouver, and Toronto, firms as well as links to their respective websites.

- **Vancouver:** Intent to call e-mails can be sent out 48 hours before call day, but cannot suggest a date or time of the interview, and students are not permitted to suggest a time in a response e-mail.

- **Toronto:** Firms cannot communicate an intention to interview and subsequently fail to do so.
  - [https://www.lsuc.on.ca/licensingprocess.aspx?id=2147504311](https://www.lsuc.on.ca/licensingprocess.aspx?id=2147504311)

Please note that if you receive an intent to call e-mail from a firm, but no longer wish to interview with that firm, it is important to notify the firm as soon as possible, so that they can extend an interview offer to another student.

**CALL DAY**

Articling Call Day is a scheduled day organized by local Bar Associations in large cities throughout Canada that comply with formal recruitment guidelines. It is the day when firms call students to arrange interviews. Be prepared: it is important to be organized when scheduling interviews with these firms.

**BEFORE THE ARTICLING CALL DAY:**

- Draw up a list of the firms you applied to and rank your preferences. You will be able to quickly refer to this list as you arrange interview times on Call Day.

- Draw up a physical schedule of Interview Week. It should divide your day into 1.5 or 2-hour blocks. For a sample Interview Week planner, see below. You can easily refer to your schedule throughout the morning on Call Day and fill in the blocks as firms offer you interviews and invite you to lunches or dinners.

- You may want to call your service provider and have your call waiting and voicemail turned off for the day. If a firm gets a busy signal, it will keep trying until it reaches you. With voicemail off, you do not waste time checking it.

- Make sure you know exactly what time firms are allowed to begin calling and remember that call times are set to the firms’ local times. For example, if Call Day begins at 8:00am EST in Toronto, the equivalent will be 5:00am PST in BC.

**ON ARTICLING CALL DAY:**

- Be ready by your phone at the start time.

- Keep your phone conversations with the firms short so that you can take other calls.

- There is some strategy to arranging interview times. While firms are willing to interview students all three days during Interview Week, they may take the time of when you place them in your schedule as a signal of your interest level in their firm. For example, if you offer someone your 9:00am Monday slot, that signals a strong interest in the firm. Offering a firm a Wednesday morning slot signals you are interested, but that the firm is not one of your top choices.
• Generally, give yourself two hours for each interview. The interview will last about one hour and then there may be a firm tour. That should leave you enough time to get to your next interview.

• You may ask the firm how long the interview is scheduled for, as well as who will be interviewing you, if that information is available.

• Firms may invite you for lunch or dinner. If you have a choice, it may be better to accept a dinner because going for lunch with a firm may take up another interview slot. Also, as dinners tend to be longer, you will have more time to meet with the firm representatives and make a positive, lasting impression.

• You may schedule a dinner on the same night as a reception or two receptions on the same night. For instance, if there is a reception from 6:00pm – 8:00pm, you can schedule a dinner for 7:00pm. The firms do not expect you to stay at the reception for the entire time, as they know you have other commitments. It would be a good idea to thank the student coordinator and your interviewers when you leave.

• Be polite and accommodating, but do not overbook yourself. Be realistic about how much you can pack into each day. If you end up taking an interview and later realize you have overbooked yourself, call the firm immediately to cancel.

• You may say no to a firm on Call Day if you are no longer interested in interviewing with that firm.

**SAMPLE INTERVIEW WEEK PLANNER**

Here is a sample Interview Week planner:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Interview with A Firm</td>
<td>Interview with D Firm</td>
<td>Interviews on this day will likely be</td>
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<td>9:30</td>
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<td>2nd and 3rd interviews with firms</td>
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<td>10:00</td>
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<tr>
<td>10:30</td>
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<tr>
<td>11:00</td>
<td>Interview with B Firm</td>
<td>Interview with E Firm</td>
<td>Lunch with F Firm (Meet @ Firm)</td>
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<tr>
<td>11:30</td>
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<td></td>
<td></td>
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<tr>
<td>12:00</td>
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<td></td>
<td></td>
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<tr>
<td>12:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td>Lunch with A Firm (Meet @ Firm)</td>
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<td>1:30</td>
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<tr>
<td>2:00</td>
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<td></td>
<td>Interview with F Firm</td>
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<td>2:30</td>
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<tr>
<td>3:00</td>
<td>Interview with C Firm</td>
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<td>3:30</td>
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<td>5:00</td>
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<td>5:30</td>
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<td></td>
<td></td>
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<tr>
<td>6:00</td>
<td>Dinner with B Firm (Meet @ Firm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30</td>
<td></td>
<td></td>
<td>Dinner with D Firm (Meet @ Firm)</td>
</tr>
<tr>
<td>7:00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7:30</td>
<td>Reception with C Firm (Meet @ Firm)</td>
<td>Reception with E Firm(Meet @ Firm)</td>
<td></td>
</tr>
<tr>
<td>8:00</td>
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</tbody>
</table>

**ARTICLING REQUIREMENTS**

As previously stated, student requirements for admission to the Bar, including the duration of the articling period, may vary from province to province. It is best to research the requirements for the law society in the province where you intend to begin your
practice. Find more information on these requirements on the relevant law society’s website and in the “Part Nine: Bar Requirements” section of this guide.

However, there are some features of articling that are common to all Canadian jurisdictions. These include:

- having a qualified principal;
- working full-time in the office of the principal for the duration of the articles portion of the relevant law society admission program; and
- completing the tasks that fulfill the competency requirements for articling students as laid out by the governing law society.

To determine if your employer is eligible to act as a principal, see the relevant law society rules. In BC, these are found at: https://www.lawsociety.bc.ca/support-and-resources-for-lawyers/act-rules-and-code/law-society-rules/part-2-%E2%80%93-membership-and-authority-to-practise-law/#57

The requirement to work full-time for your articling principal for the full duration of your articles may be affected by Clerking (see “Part Five: Judicial Clerkships”, an Assignment of Articles (see Shared Articles, below), Secondment (see below) or by application for Part-Time Articles (see the relevant law society website, listed in the table below).

The parameters for the competency requirements for articling students differ slightly from province to province. See the table below for a list of websites and relevant documents which provide information on the tasks students must complete and the experience students must gain to fulfill the articling portion of the law society entrance requirements.

Information specific to the articling requirements for specific provinces can be found here:

<table>
<thead>
<tr>
<th>Province</th>
<th>Website</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>British Columbia</td>
<td><a href="https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/articling-centre/articling-guidelines-for-students/">https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/articling-centre/articling-guidelines-for-students/</a></td>
<td>Complete all “Lawyering Skills” and gain experience in at least one “Practice Area” listed on the “Articling Skills and Practice Checklist”, among other responsibilities.</td>
</tr>
<tr>
<td>Alberta</td>
<td><a href="https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/articling/">https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/articling/</a></td>
<td>Review the “Articling Manual” to learn about the specific requirements you must fulfill during your articling period.</td>
</tr>
<tr>
<td>Ontario</td>
<td><a href="http://www.lsuc.on.ca/articling/">http://www.lsuc.on.ca/articling/</a></td>
<td>See specifically the “Experiential Training Competencies” at:</td>
</tr>
<tr>
<td>Manitoba</td>
<td><a href="http://www.lawsociety.mb.ca/education/pre-call-education/articling">http://www.lawsociety.mb.ca/education/pre-call-education/articling</a></td>
<td></td>
</tr>
</tbody>
</table>
NEGOTIATING A SALARY

ARTICLING SALARY AND NEGOTIATION

Salaries for articling students vary by region, city, and firm size. Research the salaries offered by similar firms in the same region to determine whether an offer for articles is reasonable. Generally, you will be able to develop a range of salary options that you deem reasonable, considering other factors such as living expenses and expected increases you may have when hired as an associate. Nevertheless, be aware that most clerkships, government positions, and large law firms have set salaries that are non-negotiable.

If you receive an articling offer from an employer who does not have a set salary for their articling students, it may be wise to negotiate your salary to put yourself in the best position possible. Employers will not offer more than they think necessary, unless you give them a good reason to spend it on you. If you would like more information about reasonable salaries at law firms, schedule an appointment with the LCO by emailing careerof@uvic.ca.

By the time law students finish their degrees and finally find the right law firm, many just want to breathe a big sigh of relief and start working no matter what kind of salary they are offered. But even in a tough legal market, there is often room for a bit of movement in salary when receiving an offer from a smaller firm or law office that does not have fixed salary scales. If young lawyers take the time and effort to negotiate even a small raise, it can establish their reputation and lead to hundreds of thousands of dollars down the road.

The Money Difference

Consider this: two students (Student A and Student B) are offered a salary of $60,000 for the first year of their legal careers. Student A gratefully accepts, relieved to have finally found a position. Student B politely negotiates a 5% raise and starts earning a salary of $63,000. It doesn’t sound like a big difference, but it adds up over the course of their careers. If they both receive a 3% raise each year, but Student B invests the difference in earnings in a savings account with 3% interest, Student B will have a nest egg of more than $240,000 when planning to retire 30 years later.

Or, how about this: Student B accepts a starting salary of $100,000. This time, Student A negotiates a 5% raise to earn $105,000. Again, assuming they both receive 3% raises every year and Student A now invests the difference, Student A will come out more than $400,000 ahead after 30 years. That’s a lot of money for just a little negotiation.

Why It’s Important to Negotiate

Learning to negotiate isn’t just about the money. Consider a few other reasons why it is important to negotiate. Employers tend not to offer more than they think necessary. No extra money, no extra vacation, no extra benefits. The firm would rather save that money, unless you give them a good reason to spend it on you.

Negotiating for your salary, with respect and good will, also sets the tone for your professional reputation. Some law students may worry that negotiating could negatively affect their relationship with their employer. In fact, it is just the opposite: the employer will respect your professional abilities more if you show you are not a pushover. Note: This presumes the employer is not a large law firm or government organization that offers fixed entry-level salaries. Attempts to negotiate with such an employer will be seen as evidence that you have not taken the time to research the market. Many small firm or organization employers may, however, expect a degree of negotiation. The LCO can help you understand when negotiation is, or is not, appropriate.

The employer can’t read your mind. However, if the employer has chosen you, they want to know what you want. After all, if you get what you want, and it isn’t too expensive for the firm, you will most likely stay at the firm as a happy and productive employee. Finally, the best reason to negotiate is because it works. If you don’t ask for more, you simply won’t get more.

Preparing to Negotiate

First and most importantly, be prepared. Research the market to find out what you are worth. Look up salary ranges on the Internet and check with headhunting companies and professional organizations. Ask your friends in the same field for a range of
what they believe the job should be paid. Remember to check with the LCO for current information about salary ranges in specific areas.

Once you have a realistic sense of what you should be paid, set your goals and your bottom line. Your goals may not only be about making money, but also about balancing your professional and private life (e.g. vacation time, gym membership, etc.). Your bottom line is the number below which you will walk away. A student may be so grateful for the job that they are willing to work for very little, but if a firm isn’t willing to pay a fair wage at the start, how much will you ever be valued in that workplace?

Your goal should be a number you know is fair from all the salary research you have done. Remember, setting a higher, but still reasonable, goal leads to better results. After all, you don’t want to concede as soon as the employer names a number close to your bottom line when you could have negotiated a salary much closer to your goal.

As you prepare to negotiate for your salary, start practicing your negotiation skills in everyday life. If you buy a new suit for that job interview, ask the store to throw in the belt or the shirt. If you see an imperfect, but still edible piece of fruit at the grocery store, ask for a discount. The more you practice negotiating, the more confident you will be when it really counts.

**During the Negotiation**

Now that you have done your research and you have been offered a position, it is time to negotiate. Remember to enter the negotiation with a positive attitude: show enthusiasm for the job and confidence in your abilities. Hopefully, the other side will “catch” your positive attitude and you will have a respectful dialogue that leads to a good solution for both of you. Always remember your mutual interests: you both want a happy, productive, and long-term employee.

Whenever possible, let the employer make the first offer. This “sets the goal post” of the least amount the employer is willing to pay you. When you counter, you set the goal post for the most you could be paid. You and the employer then negotiate within those goal posts. If you set the first goal post, you risk setting it lower than the employer might have been willing to go.

If the employer is pushing you to name the first amount and asks what you are expecting, you could try to stall by asking to go over your role and by saying you don’t have all the information to assess salary expectations. Negotiation expert Delee Fromm also suggests asking these two questions:

- “What are you planning to pay for this position?”
- “Is that the most you would pay?”

When you do tell the employer the number you are looking for, always give a range. This gives you room to move up or down and still save face.

Don’t be afraid of silence during the negotiation. We can feel compelled to rush in to qualify ourselves when there is an uncomfortable silence. Count in your head or think pleasant thoughts and let the employer fill the silence. Chances are, she might feel compelled to speak, thus giving you more information or even another number closer to your goal.

Of course, you should always trust your social instincts and experience in your interactions with an employer. However, make sure you don’t back down just because fear or shyness has overrun your sense of what is fair. In their book, *Women Don’t Ask*, Linda Babcock and Sara Laschever suggest a good line to use instead of conceding: “That’s what the market is telling me I can get right now.”

Remember to assume that all things are negotiable. If the employer really can’t pay you more, she might be able to pay your law society fees, your parking pass, or your membership at the local club.

At the end of the negotiation, congratulate yourself. Even if you only came out with a little more than you were initially offered, it adds up to a big difference in the long run. Just imagine what you will get the next time you negotiate!

**Sources**

- Delee Fromm, “Negotiate and communicate with confidence: how to put your best foot forward and be effective in workplace negotiations,” University of Toronto Faculty of Law’s “Women in Transition: Returning to Legal Practice or Considering an Alternative Career in Law” Conference, 2010.
OTHER ARTICLING INFORMATION

THE LAW PRACTICE PROGRAM

The Law Practice Program (LPP) is a pilot program created by the Law Society of Ontario designed to address the shortage of articling positions within Ontario. The program has run since 2014, and is designed for individuals who were unable to secure articling positions and is an alternative path to fulfilling the required training competencies established by the Law Society. The program is hosted by Ryerson University in English (http://www.lpp.ryerson.ca/), and the University of Ottawa in French (https://commonlaw.uottawa.ca/en/lawpractice).

The program runs for eight months, typically from the end of August or Early September until April. The first four months of the program are spent in a training program at the University, where web models, simulations, and other tools are used to train individuals in being a lawyer. The final four months are spent in a work placement, which is provided to students by the school. While the work placements are provided, students can also present a qualified lawyer or business that has offered them a work placement, and must undergo interviews to be placed in a specific placement. Compared to the typical articling path, unpaid placements are much more common in the LPP program.

The program is currently a pilot project, and may not be permanent. It currently has approval to run until the 2018/2019 articling year, and no further. As the 2018/2019 articling year is approaching, the Law Society of Ontario is in the process of evaluating whether or not the program will be renewed for additional years, or made a permanent staple of the Ontario training system.

The program currently costs $2,800 to enroll in and there are some financial aid opportunities present, though as a practical training course required for professional licensure, the LPP program is not covered by federal or provincial student loans.

According to Ryerson University, 75% of LPP graduates find work in a legal, or legal-related field within a year of completing their bar requirements. Graduates of the program have typically found it to be holistic, teaching not only legal skills, but the skills required to run your own practice such as billing and managing staff. Since the program is meant as an equivalent of an articling position, if a student finds an articling placement during the LPP program, they can transfer into the articling position without penalty.

For more information on the LPP program and the universities that host it, and for updates on the future of the program, please see the Law Society of Ontario’s website at http://www.lsuc.on.ca/licensingprocess.aspx?id=2147497057

ARTICLING WITH A PUBLIC INTEREST ORGANIZATION OR A NON-TRADITIONAL LEGAL EMPLOYER

As mentioned above, to complete your articling requirements, you must be able to work under the supervision of a qualified principal as defined by the law society rules for the province in which you intend to practice. For BC, these can be found at: https://www.lawsociety.bc.ca/support-and-resources-for-lawyers/act-rules-and-code/law-society-rules/part-2-%E2%80%93-membership-and-authority-to-practise-law/.

Make sure when you apply for a position with a public interest organization that they will provide the diverse experience and proper supervision necessary to fulfill your articling requirements. For more information on public interest organizations that may hire articling students, see the “Public Interest Organizations” subsection of this guide. Keep in mind that if a public interest organization is unable to offer students a complete articling experience, you may still be able to create a position through the use of shared articles, or gain experience via a secondment. Approximately 17 of 129 graduates from the class of 2014 found articling positions with public interest organizations as did approximately 10 out of 125 graduates in 2015.
ARTICLING WITH THE GOVERNMENT

The Federal Department of Justice (DOJ) and Provincial Ministries of Justice (MOJs) offer students opportunities to complete their articling requirements with the government. For the Department of Justice, articling application and interview deadlines follow the guidelines listed above for each city. For instance, the Department of Justice office in Vancouver follows the Vancouver Bar Association guidelines for applications, call day, interviews and offers. Information regarding the DOJ’s Legal Excellence Program and articling with any of the nine offices of the Department of Justice across Canada can be found here: http://www.justice.gc.ca/eng/abt-apd/recru/lep-pea/

Deadlines for articling applications for the Ministry of Justice are generally much earlier in the year than those of the DOJ or private firms. The application information for articling is usually posted online in January of a student’s second year of law school and applications are due in February. Students articling with the MOJ in BC will complete a minimum of five (4-10 week) rotations. Articled students with the Criminal Justice Branch of the Ministry of Justice will generally spend approximately 2/3 of their articling period working on criminal law matters and may have the opportunity for a secondment with a private law firm in the region to complete their articling requirements. Approximately 17 of 129 grads in 2014 found articling positions with the government (Provincial and Federal) across Canada. In 2015, 8 of 125 grads found articling positions with the government. See “Part Eight: Interviews” in this guide for more information about interviewing with the Federal and Provincial Governments.

SHARED ARTICLES (OR “ASSIGNMENT OF ARTICLES”)

Many small or boutique firms may not be able to offer students enough work or enough variety of work to complete the articling requirements for the law society. To remedy this, a student may be able to coordinate shared articles between two or more firms or organizations so that collectively the practical experience requirements of admission to the bar for the province will be met.

This can be done by assigning articles from one principal to the next, according to the relevant law society rules (for BC, see https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/articling-centre/assigning-articles-(changing-principals)/).

While it may be difficult to coordinate shared articles with potential employers, shared articles make it possible to create an articling position where there might not otherwise be one at all. The Law Society of BC has attempted to promote the concept of shared articles by establishing the “Shared Articles Registry” in coordination with the CBA. As interest and awareness increases, this registry will likely become more useful to both students and employers alike (See: https://www.cbabc.org/Our-Work/Initiatives/Shared-Articles-Registry for more information).

SECONDMENT OF ARTICLES

Similar to shared articles, an articling secondment allows an articling student to gain experience with more than one firm or organization during their articling year. For instance, if you intend to article at a firm that will fulfill your articling requirements but does not offer a practice area that you are interested in, you may arrange with them to set up a secondment to another firm or organization that will provide such experience.

Secondments are generally for a period of a couple weeks, up to a general maximum of eight weeks of your articling period. However, according to the Law Society of BC, you may be able to extend a secondment for a period longer than eight weeks. There is no prescribed form that must be submitted to carry out such a secondment, but the Law Society should be informed by letter of the period during which you will be working in another office.

Unlike shared articles, a secondment does not involve having a second or additional practitioner serve as your principal. Rather, your principal remains the same and continues to be responsible for the work you do, even while you completed your work and gain experience outside of your principal’s office. Nevertheless, your secondment must be under the supervision of a lawyer who would be qualified to act as a principal, even though you do not transfer or assign your articles to this second lawyer. For more information, read the relevant law society rules, such as those set for the Law Society of BC: https://www.lawsociety.bc.ca/support-and-resources-for-lawyers/act-rules-and-code/law-society-rules/part-2-%E2%80%93-membership-and-authority-to-practise-law/#67
YOUR ARTICLING YEAR

It is not easy to transition from law school into a law firm. Accordingly, the articling year can be stressful for recent legal graduates. Here are some tips and advice on how to have a successful articling year and to maximize your chances of being offered a job after your articles:

• Remember that you play a big role in shaping your articling experience. Take responsibility. Have fun and get the most out of it that you can.
• Know your employer. Learn the firm’s culture and its priorities. If you are hoping to be hired back, demonstrate that you are a good fit with the firm.
• Sit down with your principal and make sure you understand exactly what is expected of you during your articling year. If your firm has a formal feedback program, make sure you know its evaluation criteria.
• Expect your articling year to be challenging. Talk to past articling students about the challenges that they faced and how they overcame them. Do not be afraid to ask questions.
• Regardless of your background, you are going to experience a steep learning curve. Take advantage of this opportunity to be exposed to as many areas of the law as you can, to increase your legal knowledge, and to improve the legal skills that you will use during your career.
• Develop good working relationships with all members of your firm including partners, associates and support staff. Become a member of the team. You should also get to know members of the legal community outside of your firm.
• Develop a support network with the other articling students at your firm.
• Be enthusiastic. Show interest in and engagement with your assignments and demonstrate your passion for and dedication to the firm.
• Have an open mind. Be flexible in terms of your assignments. Accepting different assignments from different departments allows you to gain experience in different areas of practice and to interact and develop relationships with different lawyers.
• If you want to work on a particular assignment or with a particular lawyer, take some initiative. Do not be afraid to make this known. Knock on their door and tell them what you are interested in.
• Always do your best work. You want to instil confidence in the lawyers you are working with. Maintain a high standard of integrity. Your reputation is everything, all the way across Canada.
• If you need further directions or help, ask for it. Remember that all of the lawyers with whom you are working were once articling students themselves. At the same time, try to solve as many problems by yourself as you can.
• It is important to follow up on assignments. Ask for formal or informal feedback from the lawyers with whom you are working. Ask what the lawyers particularly liked about your work and ask how you can improve your work for next time. This is important for your professional development.
• Be organized and manage your time wisely. Make sure you are meeting assignment deadlines.
• Take advantage of every professional development and continuing legal education opportunity your workplace has to offer.
• If your firm offers a formal mentor program, take advantage of it. If it does not, be proactive and seek out an informal mentor.
• Attend as many workplace networking events as you can. This is a great way to showcase yourself to partners, associates, and other employees at your workplace. It is also a great way to create a sense of community and collegiality.
• Make sure you take time for yourself. If you start to feel overwhelmed, do not wait to talk to your principal. They want you to succeed as much as you do.
ARTICLING RESOURCES & SUGGESTED READINGS

- Browse the LCO’s Resources webpage for more information on articles.
- Attend LCO information sessions and events related to articles. Check out the LCO Events Page for upcoming sessions.
- Read these tips for a positive articling experience: https://www.cba.org/Publications-Resources/CBA-Practice-Link/2015/2014/How-a-well-developed-articling-plan-contributes-to.
- To learn how to rebound after failing to get hired back, read this article from the Canadian Lawyer 4 Students Magazine: www.canadianlawyermag.com/4170/how-to-rebound-after-failing-to-get-hired-back.html
PART FIVE:
JUDICIAL CLERKSHIPS

THE CLERKING EXPERIENCE

Clerkships are one means of satisfying some or all of your articling requirements. They also offer the unique opportunity to gain exposure to the processes and challenges involved in judicial decision-making. If you clerk, you will benefit from having a judge act as your principal.

Law clerks provide assistance to judges by conducting legal research, preparing written memoranda, discussing matters, and editing and proof reading judgments. Clerks are encouraged to observe court proceedings, including trials, appeals, and chambers hearings. They have the unique opportunity to engage in discussion with judges about cases they are hearing, developments in the law, aspects of the trial or appellate process, and the judicial process in general.

If you are interested in a particular clerkship, please visit the websites listed in the table below for each court, which have very useful information concerning the specifics of each program, terms and conditions, salary, application and contact information, FAQs, and more.

Deadlines will approach quickly and preparing your application can involve a lot of work. Although the LCO is here to help and will provide you with up-to-date information as it becomes available, it is ultimately your responsibility to know the deadlines, requirements, and processes for each clerkship program to which you intend to apply. Remember that you will be starting to study for exams during the time that applications are due, so begin preparing your application(s) early.

In the fall semester, the LCO will hold a clerkship information session. This session will discuss the clerkship process more thoroughly and will lay out the sessions and panels that the LCO has arranged to guide you through the clerkship process.

BRIEF ANSWERS TO COMMON QUESTIONS

Does clerking count towards my articles?

Yes, generally, but the amount of credit that you receive will vary by jurisdiction. Check the relevant law society rules so that you can plan accurately. For BC, see https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/articling-centre/articling-reductions-and-exemptions-from-pltc/. This generally equates to a maximum reduction of five months to your articling period due to a clerkship. In Ontario, clerking generally fulfills the entire articling requirement. See “Part Nine: Bar Requirements” of this guide for the Bar entrance requirements for each province and links to each province’s law society website. Ontario, Saskatchewan, and New Brunswick are the three Canadian jurisdictions which allow clerkships to fulfill the entire articling requirement (in addition to the specific licencing exam or program).

Will clerking help me obtain a job or gain entrance into graduate school?

Employers and graduate schools tend to look favourably upon applicants who have had clerkship experience. Firms view clerking as a signal of accomplishment as well as a valuable experience that gives students insight into litigation and the way the judicial system operates. Graduate schools generally see clerking as an indication of good legal research, writing, and analytical skills.

There has been feedback in the past indicating that some Ontario law firms may not view a clerkship experience in the same valuable light as employers in other provinces. The issue is a structural one; given that clerking has counted 100% towards articles in Ontario, firms worry about hiring students as a first year associate without having the opportunity to get to know them.
as an articling student. Nevertheless, there have been many students who have clerked in Ontario who have subsequently gone on to work in the law firms of their choice. You can speak with either the Faculty Clerkship Advisor or the Law Careers Officer if you wish to discuss this further.

**Should I apply to more than one court?**

Many students apply to more than one court. The clerkship process is quite competitive and it makes sense to give yourself as many “kicks at the can” as is reasonably possible. You should not, however, apply to a court for which you would not be willing to work.

**Should I apply to a trial or appellate court? What is the difference?**

The experience of clerking at a trial court compared to an appellate court can be quite different. Clerking at a trial court gives one a clear view of the ins and outs of litigation and the immediacy of legal issues as they arise to be determined during trial. At a trial court, you will see a broader range of advocacy skills at work, will likely clerk for more than one judge, and the turn-around for work will generally be shorter.

Clerking at an appellate court is in some ways more of an “academic” experience. You will spend more time with the issues that appear on your desk with substantial time dedicated to research, writing, and generally working out the complexities of legal issues. You are likely to clerk for only one judge and will spend less time in the courtroom, but more time with secondary sources and engaging broader questions of law and public policy.

Students often overlook the Federal Court and Federal Court of Appeal. In years past, these courts had narrow jurisdictions that often seemed somewhat marginal and idiosyncratic, but these courts have undergone dramatic changes in recent years. The Federal Court in particular is growing rapidly and both courts are dealing with interesting issues such as immigration, taxation, administrative law, intellectual property, and national security issues.

**If I don’t get a clerkship this year, can I apply again?**

Yes. A fair number of students clerk after they have completed their articles. Some even clerk for another court, like the Supreme Court of Canada, after they have clerked for a lower court. Caution: Some clerkship programs impose a rule that you must not yet be called to the bar and/or must not yet have completed your articles in order to be eligible for a clerkship. For example, the BC clerkship program requires that you have not completed your articles before commencing a clerkship while the Ontario Superior Court allows students who have already articulated to take on a clerkship. The Supreme Court of Canada does not impose such a rule, but the general understanding is that clerkship opportunities are for people who have not yet begun their “legal careers.” If you are unsure about the program to which you are applying, you should check the relevant law society and clerkship program rules.

**Do I have to be bilingual to apply for a clerkship?**

Although bilingualism is an asset, particularly at the Supreme Court of Canada, Federal Court, Federal Court of Appeal and, to a lesser extent, the Ontario Courts, it is not a pre-requisite except if you are applying to the Quebec Courts. More information on how to communicate your status as a bilingual applicant in your clerkship applications can be found below.

### APPLICATIONS

Please see the “Application Packages: Clerkships” subsection in this section of this guide. Also ensure that you review the Clerkship webpage on the LCO website for additional handouts and information. If you still have questions after reviewing all of these documents, please feel free to contact the LCO at careerof@uvic.ca.

### APPLICATION DEADLINES

The deadlines for submitting clerkship applications cover a broad time range. The Alberta courts, for example, have a deadline in December, whereas most other courts have deadlines early in the year. Be absolutely certain that you know what the deadlines for your applications are. Aim to have your application received more than one week in advance. Be sure to address and send
your application to the right place. The BC courts, for example, require applications to be sent to the law clerk program, while the Supreme Court of Canada requires that you submit internally to the dean of your law school by a certain date.

### 2020-21 APPLICATION DEADLINES

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<tr>
<th>Court</th>
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<tr>
<td><strong>Federal</strong></td>
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<tr>
<td>Supreme Court of Canada</td>
<td>Beginning of January 2019</td>
<td><a href="https://www.scc-csc.ca/empl/lc-aj-eng.aspx">https://www.scc-csc.ca/empl/lc-aj-eng.aspx</a> Applications are to be submitted to Katharine Waring, Assistant to the Dean.</td>
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<td>Tax Court of Canada</td>
<td>January 2019</td>
<td><a href="http://cas-cdc-www02.cas-satj.gc.ca/portal/page/portal/tcc-cci_Eng/About/Law_Clerk">http://cas-cdc-www02.cas-satj.gc.ca/portal/page/portal/tcc-cci_Eng/About/Law_Clerk</a></td>
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<td>British Columbia</td>
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<td>British Columbia Judicial Law Clerk Program</td>
<td>Middle of January 2019</td>
<td><a href="http://www.courts.gov.bc.ca/supreme_court/about_the_supreme_court/judicial_law_clerk_program.aspx">http://www.courts.gov.bc.ca/supreme_court/about_the_supreme_court/judicial_law_clerk_program.aspx</a></td>
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<td><strong>Alberta</strong></td>
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<td>Provincial Court</td>
<td>End of November/Early December 2018</td>
<td><a href="https://albertacourts.ca/provincial-court/articling-program">https://albertacourts.ca/provincial-court/articling-program</a></td>
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<td>Court of Queen’s Bench</td>
<td>End of November 2018</td>
<td><a href="https://albertacourts.ca/court-of-queens-bench/articling-program">https://albertacourts.ca/court-of-queens-bench/articling-program</a></td>
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<td>Apply to Edmonton and Calgary separately.</td>
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<td>Court of Appeal</td>
<td>Early December 2018</td>
<td><a href="https://albertacourts.ca/court-of-appeal/articling-program">https://albertacourts.ca/court-of-appeal/articling-program</a></td>
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<td><strong>New Brunswick</strong></td>
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<tr>
<td>Court of Appeal</td>
<td>February-March 2019</td>
<td><a href="http://www.gnb.ca/cour/03COA1/articlingprogram-e.asp">http://www.gnb.ca/cour/03COA1/articlingprogram-e.asp</a></td>
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<td><strong>Nova Scotia</strong></td>
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<tr>
<td>Court of Appeal</td>
<td>March 2019</td>
<td><a href="http://www.courts.ns.ca/Appeal_Court/NSCA_clerkship_program.htm">http://www.courts.ns.ca/Appeal_Court/NSCA_clerkship_program.htm</a></td>
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<td><strong>Ontario</strong></td>
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CLERKSHIP INTERVIEWS

As with OCIs and large-firm articling recruitment, clerkships have very formal timelines for interviews and offer dates. Courts generally do not pay for travel expenses to interviews, but check the websites for each of the clerkship programs to determine if they may reimburse travel receipts. In some cases, courts will make arrangements to have the interview via conference call but it is generally recommended that students attend interviews in person.

Interviews generally take place the month after applications are due. For example, in BC, first interviews are usually in February, with short-listed candidates undergoing a second interview in March.

Clerkship interviews are fairly structured. Substantive law questions may arise in a second interview, but usually not in a first interview. Interview durations range from approximately half an hour for provincial courts up to 3 hours including a written portion in the case of the Tax Court of Canada. See the relevant Court’s website, listed above, for more details.

For more information on the particular details of different clerkship interviews, see the “Clerkship Interviews” subsection in Part Eight: Interviews section of this guide.

TERMS, CONDITIONS, AND SALARY

Clerkships commence at various dates depending on jurisdiction. These may be rigid timelines or flexible to your schedule, with most commencing either in June (most provinces), August (Federal) or September (BC). The term for a judicial clerkship is generally a full 12 months, although the BC Court of Appeal clerkship may be 10-12 months and Ontario and Alberta court clerkships may only be 10 months in duration. Salaries for clerkships vary by jurisdiction. These range from approximately $33,000 at the Nova Scotia Court of Appeal, to approximately $50,000 for clerkships in BC and up to $67,000 for a clerkship with the Tax Court of Canada. Visit the websites listed above to find out terms and conditions specific to each clerkship.

ADDITIONAL INFORMATION ABOUT THE APPLICATION PROCESS

FEDERAL COURT OF CANADA AND FEDERAL COURT OF APPEAL: Once applications have been submitted, judges select the candidates they are interested in for interviews. Following the interviews, there is a pre-determined day, which is not communicated to applicants, where the judges submit their choices and clerks are subsequently assigned to judges based on seniority. Despite these timelines, judges may interview applicants for clerkships outside of these dates. Students are generally not expected to travel to Ontario for these interviews. Judges may conduct interviews while they are visiting Vancouver or Victoria; otherwise, the interviews will likely be conducted via Skype.

BC SUPREME COURT AND COURT OF APPEAL: Applicants from UVic selected for a first interview will be interviewed either on campus at the University of Victoria or via telephone by a Law Officer of the Court. For second interviews, students will be interviewed by a panel of judges with the interviews taking place in Vancouver.

ONTARIO SUPERIOR COURT OF JUSTICE: If candidates indicate in their applications that they are willing to clerk in multiple regions, they may be invited to interview in more than one region. Applications are considered separately for each region and each region conducts interviews on a different date. Interviews are typically conducted by at least one judge and a counsel from the Office of the Chief Justice. While in-person interviews are ideal, some interviews have been held over Skype or telephone. Each candidate’s circumstances are considered individually.
ONTARIO COURT OF APPEAL: Each interview is conducted by two judges, while a staff lawyer and a law clerk also attend each interview. The ONCA pays up to $200 for travel expenses outside Ontario, upon submission of travel receipts. Offers for clerkships with the ONCA are not made until the Supreme Court of Canada has completed its hiring process.

JUDICIAL CLERKSHIP RESOURCES & SUGGESTED READINGS

To learn more about judicial clerkships:

- Attend LCO information sessions and events that deal with judicial clerkships:
  - judicial clerkship information session and panel discussion
  - clerking at the BC courts
  - visit from the Federal Court
- Talk to people who have clerked at a court. The LCO maintains a contact list of UVic Law grads who have clerked
- Read the LCO clerkship resources on the Clerkship webpage
- For clerkship application tips, click here: [www.judicialclerkships.com/students.htm](http://www.judicialclerkships.com/students.htm)

For more information about Clerkships available to UVic Law students and details regarding qualifications for clerking with each individual court, read the LCO Judicial Clerkship Information Pamphlet, which can be found on the LCO website under the “Clerkship” webpage.
PART SIX:
RESEARCHING JOB OPPORTUNITIES

RESEARCHING JOB OPENINGS

When you begin researching different legal careers and different employers, you should have a job search notebook ready to keep track of all the information you are pulling together and learning. You may be applying to many different jobs and it can be difficult to manage all of the due dates and application requirements.

GENERAL RESEARCH

You can do some general legal career research by:

1. Reviewing the LCO website, specifically handouts and web links provided
2. Attending LCO information sessions and events

Examples of sessions and events held by the LCO include:

- Summering, Judicial Clerkships, and Articling info sessions
- The BC Ministry of Justice info session
- The Federal Court of Canada visit
- Career Options Night
- Victoria and Vancouver Public Interest tours
- Vancouver firm tours
- The REAL Initiative Info session and Networking event

Check out the LCO Events webpage for upcoming information sessions and events.

SPECIFIC RESEARCH

Understanding the objectives and priorities of a potential employer enables you to put together an application package that will stand out. It will also help you explain to the potential employer during the interview why you are the best candidate for the position.

You can start doing specific career research by searching firm websites online and browsing the resources on the Law Careers Office website. Also see the “Part One: Career Resources” section of this guide for online career-related resources like legal employment databases. Many law firms have a website with information about their office, their main practice areas and areas of expertise, and profiles of their lawyers and articling students. The BC Firm Spreadsheet posted on the LCO website lists law firms throughout BC and includes links firm websites where applicable.

Another way to do specific research on legal and alternative legal careers is to attend Firm Receptions. There is a Calgary and Toronto Firm Reception held at a downtown hotel in September and a BC Firm Reception held at a downtown hotel in February. By attending these receptions, you are given the opportunity to do your own specific research on the law firms that interest you by visiting individual booths and asking questions to specific lawyers and other employees. Handouts with information on the participating law firms and organizations are typically prepared in advance by the LCO. Use these to help you decide which booths you would like to visit and which lawyers you would like to speak to. You should also attend the LCO’s Firm Reception preparation info session to learn more about how you can make the best impression at these receptions.
MEMBERSHIP IN ORGANIZATIONS AND MENTORS

THE CANADIAN BAR ASSOCIATION

One of the best ways to learn about the various practice areas of law and different career paths that may interest you is to join the Canadian Bar Association (CBA). Law students can join the CBA for only $20 per year.

Membership with the CBA gives you access to the topical sections of your choice. These sections are made up of groups of lawyers who practice in or are interested in that specific area of law. You can attend monthly meetings to share ideas and discuss developments in that field or read their newsletters and browse their websites.

Examples of CBA BC Sections include:

- Aboriginal Law
- Administrative Law
- Alternative Dispute Resolution
- Animal Law
- Business Law
- Charities and Not-for-Profit Law
- Civil Litigation
- Commercial and Real Estate Law
- Construction Law
- Criminal Justice
- Elder Law
- Employment Law
- Environmental Law
- Family Law
- Human Rights Law
- Immigration Law
- Insurance Law
- Intellectual Property & Technology Law
- Labour Law
- Maritime Law
- Municipal Law
- Pensions & Benefits Law
- Social Justice
- Taxation Law
- Wills & Trusts
- Women Lawyers Forum
- Young Lawyers

For a complete list of CBA BC Sections, please see: https://www.cbabc.org/Sections-and-Community/About-Sections.

For a complete list of CBA National Sections, please see: http://www.cba.org/Sections/About-Sections.

CBA MENTORSHIP PROGRAM

Membership with the CBA also gives you access to the CBA’s mentorship program, a program that provides an excellent opportunity for networking within the legal community. Every year, law students that sign up are matched with BC lawyers who volunteer to mentor them. These BC lawyers have offered to share their legal experiences and insight into the practice of law. They range from first year associates to partners, from sole practitioners to lawyers at large downtown law firms, and they practice in many different areas of law. The mentorship matching takes place every September. Students and their mentors can meet for the first time at the CBA BC Mentorship Reception, which is held every year in late October/early November. If you have any questions about this program, check out http://www.cbabc.org/Professional-Development/Mentorship/Student-Mentorship-Program.

To join the CBA, look for the CBA table during Club Days at the UVic Faculty of Law in September or complete the online form at https://www.cba.org/Membership/Join-Renew.

More information about the CBA, the CBA BC Branch, and the programs that they offer can be found online at www.cba.org and www.cbabc.org, with a list of CBA branches throughout Canada found at http://www.cba.org/Who-We-Are/Branches.

LOCAL BAR ASSOCIATIONS

If you plan to practice in BC, you should also consider joining the Victoria or Vancouver local bar associations.
The Victoria Bar Association acts as a liaison between Victoria lawyers and other institutions, such as the courts, the government, the Canadian Bar Association, and the Law Society of British Columbia. It organizes a number of social events each year. Membership is open to all lawyers, articled students, and law students. For more information, check out the website at www.vicbar.com. The Vancouver Bar Association fosters collegiality at the bar and harmonious relations among its members. It holds various events each year, including a social, a wine tasting, a golf tournament, and a ski race. For more information, please go to: www.vancouverbar.ca.

### NETWORKING

1. **WHY SHOULD I NETWORK?**
   - By networking with practicing lawyers and law school graduates, you can gain an understanding of the different practice areas of law and other careers available to you.
   - Through networking, you can speak to employees at workplaces that interest you and learn about their experiences. Getting to know what a workplace’s culture is really like can help you determine if it would be a good fit.
   - Many summer and articling positions are never posted. Most people hear about job opportunities or get jobs through the people they know, not through the formalized hiring processes. In order to tap into hidden job opportunities, it is important that you connect with people in the areas or fields in which you want to practice during law school.
   - Networking is also a way of getting your job applications noticed. Employers get hundreds of summer and articling applications every year. Networking with lawyers from firms to which you are applying can help the firm put a face to the application and positively differentiate your application from others. If you make a real connection with a lawyer at a firm, mention that in your cover letter, but don’t mention everyone you meet. If you mention someone in your cover letter, make sure they will positively remember who you are since a recruiter will likely ask them about you.

You should also continue to network once you secure a summer or articling position. Networking is a great way to get referrals from other lawyers and professionals and it is important if you are looking to move to another law firm or are considering if you should pursue an alternative career.

2. **WHERE AND WITH WHOM SHOULD I NETWORK?**
   - You can begin to build your contact base by developing networking lists. Write down names of people you know well (i.e. family, friends, law school classmates, and UVic Law faculty or staff): this is your “A List”. Make a point of asking your “A List” if they know anyone who practices in the area or field that interests you. Record any information or names of contacts you receive.
   - You should also create a “B List” of people who you know and feel comfortable calling and asking questions. This list will be people to whom you will only have one or two opportunities to speak, so think about the best way to contact these people and what you want to say to them.
   - Next, format a “C List” of people whom you do not actually know (i.e., friends of family and friends) who work in the area or field you are interested in or may have information relevant to your job search. You can contact these people as well, but you should plan your approach to these people carefully as you want to make a good impression with them.

You can also network with lawyers and other professionals at LCO information sessions and events, including the firm tours, the firm receptions, and the Career Options night. If you are a member of the CBA or the Victoria or Vancouver Bar Association and have signed up for any of its sections, be sure to attend meetings and events. These are great opportunities to network in the areas in which you are interested.

3. **HOW SHOULD I PREPARE TO NETWORK?**
   - If you are nervous about networking, remember that it is really just about having a conversation.
DO YOUR RESEARCH: Prior to the event, find out who will be in attendance. Read their biographies and research their firms. Think about what you want to learn from specific people. Think about questions you might want to ask.

BE INFORMED: Keep up to date on current events and recent updates in the law. Read newspapers and publications geared towards law students and lawyers. Examples include CBA’s Bar Talk (http://cbabc.org/BarTalk/home); Lawyers Weekly (www.lawyersweekly.ca); Lexpert (www.lexpert.ca/); and Canadian Lawyer Magazine (www.canadianlawyermag.com/).

MAKE A PLAN: Set goals. For example, “I will meet at least three people tonight”. Think about how you will approach the people whom you are interested in meeting. This will make you more confident at the actual event.

PRACTICE: Many people find it difficult to approach strangers and engage them in conversation. If you are uncomfortable with networking, consider practicing conversation skills with family or friends.

4. WHAT SHOULD I DO AT AN ACTUAL NETWORKING EVENT?

- Wear a nametag on your right lapel and make sure it is visible.
- Do not be shy. Attendees expect to meet new people at networking events. Introduce yourself to someone you learned about during your pre-event research and planning. Otherwise, look for someone “approachable” who is standing alone.
- Make eye contact and smile. Offer a firm handshake and introduce yourself. Say “Excuse me, my name is ___ and I am a ___ year law student at UVic.” Try to remember their name. A good trick is to repeat it three times to yourself or out loud during your conversation with them. If you forget their name, simply apologize and politely ask for it again.
- Speak briefly about the event itself and their connection to the event. If it is a CBA event, ask how they got involved in the CBA, if they are members of any sections and if their sections are planning any upcoming events; this is a great conversation starter. If it is a UVic event, thank them for taking the time to come out and participate and to support UVic Law.
- Try to find common ground (i.e. Are you from the same city or do you have an undergraduate degree from the same university? etc.). This is a great way to establish rapport.
- Remember to keep the conversation focused on the person to whom you are speaking. Ask them some of the questions you prepared beforehand. Open-ended questions are good for keeping the conversation going. Some examples include:
  - Why did you decide to become a lawyer and practice in a particular area?
  - What career path did you follow to get to your current position?
  - What is a typical day at work like for you?
  - What do you like about your firm/job?
  - What kinds of skills do you think are important for your field?
- If someone you know approaches a conversation you are a part of, be sure to introduce that person to the group. This will make that person feel more comfortable and demonstrate your social skills. Say something like this: “Mr. /Ms. ___, may I introduce ___. State your connection with the person (i.e. we are in the same class together, we worked on a project together, we are both in the same club together, etc.). Introduce the person you are talking with: _____, this is Mr. /Ms. ______. He/She works at _____.”
- Relax. Remember to be yourself. Potential employers and colleagues want to know who you really are.
- When the conversation starts winding down, thank the person for their time. Some exit statements include: “It was a pleasure to meet you, Mr. /Ms. ______. If you’ll excuse me…” or “It was nice chatting with you, Mr. /Ms. ______. I see others are waiting to speak with you…” Be sure to shake their hand, make eye contact and smile as you exit the conversation. This is a good time to ask them for their business card or contact information.
5. WHAT SHOULD I DO AFTER A NETWORKING EVENT?

Create a networking database. Keep a record of all the networking events you attend. Jot down the names and contact information of everyone you meet. Write down something specific about your conversation that you can use to remember that person and that you can use in any follow-up communications with them to remind him or her about yourself.

Follow-up with the contacts you meet. You should try to do this within 24 to 48 hours after the event. This is essential to the networking process. Writing a thank you note, either by email or regular mail, will increase your chances of being remembered. In your thank you note, include a brief statement about the networking event, something to remind them about you and a specific thank you (e.g. “Thank you for the insight you provided me about your practice area, firm, etc.”). Remember, the purpose of networking is to create and maintain relationships. Ask them if you could meet with them again in the near future.

NETWORKING RESOURCES & SUGGESTED READINGS

- Networking to build and maintain a client base: http://www.cba.org/Publications-Resources/CBA-Practice-Link/solo/2014/Network-News
- Podcast: networking tips for law students – listen to https://player.fm/series/law-school-podcaster-1036960/networking-101
- Civic Participation as a great networking tool: http://www.cba.org/Publications-Resources/CBA-Practice-Link/Young-Lawyers/2014/For-networking-opportunities,-civic-participation

INFORMATION INTERVIEWS

WHAT IS AN INFORMATION INTERVIEW?

Information interviews are another great networking tool. Law students conduct interviews with lawyers or other professionals to find out about what it’s like to be a lawyer in their practice area. These interviews can also be a helpful way to make contacts. This is not a job interview in disguise, although students should behave in a professional manner.

Generally, students meet with a lawyer working in the field they are interested in for a quick meeting at their firm. You can invite the lawyer out for coffee or lunch, but this takes the lawyer away from their work for a significant amount of time. The student sits down with the lawyer and asks them questions about how they got into their line of work, their work life, and what they think about their job. Interviews range from 15-30 minutes and sometimes up to 1 hour.

WHY SHOULD I DO INFORMATION INTERVIEWS?

Information interviews allow you to learn more about your chosen field. You will sound much more informed in job interviews if you have actually spoken to people in the profession about what the work involves. Furthermore, you have the opportunity to make an impression on a member of the legal community. Hopefully, it will be a good impression and the lawyer will recommend you to a colleague or other connection.

HOW SHOULD I APPROACH PEOPLE FOR INFORMATION INTERVIEWS?

The best way to find people to interview is to ask the people you already know. Tell them what kind of professionals you are hoping to meet and ask if they know anyone. Make sure you tell them that you are not asking these contacts to give you a job, rather you are hoping to meet with them to get advice and information. Another way to find people to meet for information interviews is to use the alumni contact list. The Law Careers Office maintains a list of alumni across Canada who are willing to speak with current law students.

You may either phone or email the lawyer you would like to interview. In either case, when first contacting them:
- Introduce yourself as a UVic Law student who is interested in their field of work
- Mention how you found them (through family, a friend, or the alumni contact list, etc.)
- Note that they are probably very busy and ask whether they might have time to meet you for an information interview to discuss their area of law, their position, etc.

Most lawyers will be happy to meet with you, although some will be too busy. Do not take it personally if a lawyer declines to speak with you. If you are in a different city, you may also conduct an information interview over the phone. However, in-person is best. Asking questions over email is not recommended. The lawyer does not have time to write you long emails and meeting a new person is a primary reason for an information interview in the first place.

**HOW SHOULD I PREPARE FOR AN INFORMATION INTERVIEW?**

To prepare for an information interview, do some preliminary research. Find out about the firm where the lawyer works by reading their employer’s website or checking any other readily available material.

Think about what you would like to learn from the interview and which questions you should ask. Make sure you do not ask questions that are already answered on the firm website. For a sample list of questions you might ask a lawyer, see the “Networking” subsection above.

Finally, think about how you want to present yourself, and be prepared to answer questions from the lawyer about the kind of position you are hoping to find.

**HOW SHOULD I CONDUCT AN INFORMATION INTERVIEW?**

Wear appropriate business clothing and bring a pen and paper for taking notes. Arrive early and turn your phone off. Introduce yourself and greet the lawyer with a handshake. Give a brief overview about yourself and explain why you would like to find out more about this kind of career. Spend 15 to 30 minutes talking and discussing your questions. It is a good idea to finish the information interview by asking if there is anyone else the lawyer recommends you speak to. Thank the lawyer for taking the time to meet with you.

**WHAT SHOULD I DO AFTER AN INFORMATION INTERVIEW?**

Within one or two days, send the lawyer an email or a thank you card in the mail. Note whether you have followed up with any contacts the lawyer recommended. Follow up with any new contacts the lawyer suggested and do more information interviews. Keep a detailed record of your information interviews, including contact information.

*And there you have it: you are well on your way to building a professional network!*
SelF-Assessment

This section of the guide includes self-assessment questions to help you determine what type of career is right for you and to evaluate and establish personal and professional goals.

Self-assessment is useful for students preparing for interviews as many law firms will ask questions that require self-awareness and reflection. For more information on interviews, see “Part Eight: Interviews” in this guide.

Considerations & Self-Assessment

Students should ask themselves what they like and dislike about the practice of law and what is drawing them towards a certain traditional or non-traditional legal career. They should take the time to analyze their reasons for wanting to work in private practice and/or their reasons for wanting to pursue an alternative legal career.

It is important for students to understand that the practice of law is incredibly varied – there are many law firms and practice areas for you to choose from. You just have to find a position that is a good fit for you. Any lawyer will tell you that the practice of law is not anything like law school.

For students who decide to pursue an alternative legal career, it is important to know that making the transition from law school into a non-traditional legal career is no easier than obtaining work within the law and can be more difficult in some ways. It requires you to put in additional effort to actually find a suitable position. It also requires you to be able to acquaint potential employers with the value that your legal education and transferable skills can provide.

Self-Assessment Introduction:

While there are no hard and fast rules to assessing yourself, this section of the guide sets out some useful questions, exercises, career resources, and suggested readings for you to consider.

Start by asking yourself the following questions as they will reveal a lot about who you are. As Richard Nelson Bolles, author of *What Color is Your Parachute?* explains, “Most job-hunters fail to find their dream not because they lack information about the job-market, but because they lack information about themselves.”

Make sure you write your answers down in a notebook. Some of these answers might be useful to you when putting together your resume and cover letters as well as when you are asked to describe yourself and your skills in a job interview.

Questions About Yourself:

- What are your interests? How can you realize your interests through your career choices?
- What do you value? What is most important to you? What gives you an overall sense of purpose? If your work incorporates these core values, you are more likely to feel fulfilled in your legal or alternative career.
- Evaluate your strengths and weaknesses and think about what careers allow you to utilize your strengths.
- What are your natural talents and abilities? Finding a job that fits these talents and abilities is crucial to career success.
- What are the personal and professional accomplishments you are most proud of? Why? The answers to these questions can shed light on your interests, values, passions, skills, talents, and abilities. Look for any common underlying themes.
- What type of personality do you have? The dynamics of legal practice are such that it does not fit all personalities. It is easier to find the right career path for you if you know your personality type.
EDUCATION QUESTIONS:

- How did you decide what to study during your undergraduate degree?
- When did you first entertain the notion of studying law? When did you decide you wanted to go to law school?
- Why did you decide to go to law school? Did anyone influence you to go to law school?
- On your first day of law school, what were your hopes upon graduation and your career goals?
- What were your experiences during your first, second, and/or third year of law school? Were they positive or negative?
- What courses, clubs, or extracurricular activities do you/did you find the most interesting in law school?
- If you have ever seriously considered stopping out or dropping out of law school, what caused these considerations? What made you change your mind?
- Have your summer student positions or volunteer positions affected your desired career path? How?

CAREER QUESTIONS:

- What does success mean to you? The answer to this question can change before law school, during law school, and even after law school. Remember to define success in your own terms.
- What do you want in terms of work and life? Do not look to others to tell you what you want.
- What are your career-related needs and priorities? Why?
- What kind of environments do you enjoy working in? Why?
- What kind of people do you enjoy working with? Why?
- Forget about the practicalities and fantasize about your dream job. Think about what it is about that dream job that captures your attention and excites you. Be creative and think big. Write down ten things you would enjoy in your dream job. This question often yields good insight about your passions and career paths that would be a good fit for you.
- Is becoming a lawyer or pursuing an alternative legal career the best way to achieve your career goals?

Now that you have completed the self-assessment and fully explored who you are, the LCO suggests that you get external feedback. Email careerof@uvic.ca to make an appointment with the Law Careers Officer to discuss your answers and possible career paths. You should also talk with people who know you well and whom you trust, as they can often provide objective advice about your self-assessment results and career options.
PART SEVEN: APPLICATIONS

APPLICATION PACKAGES

Some students may come to law school with years of work experience and a professional cover letter and resume that might only require some fine-tuning. Others may be starting from scratch. Whatever stage you are at, a cover letter and resume are vital parts of your application package for any legal employment. Your cover letter and resume should succinctly capture your experience, skills, and notable achievements. The following guide is a tool to help you create your application package.

HOW TO START

An important first step in putting together an application for any type of legal employment is to consider what the employer is looking for and what you have to offer. This requires three steps:

1) Know the organization

2) Know the position you are applying for

3) Know yourself

Ultimately, you should tailor applications to the specific job you apply to. For example, if you apply for a clerkship, highlight your legal research and writing capabilities; if you are applying to a non-profit environmental organization, you may want to emphasize your involvement in the Environmental Law Centre. If this is your first time preparing a cover letter and resume, make a rough outline of all the experience and skills you have acquired; then you can decide what to include for each employer.

WHAT TO INCLUDE IN AN APPLICATION PACKAGE TO A LEGAL EMPLOYER

What to include in an application package varies depending on employer. Generally, applications to legal employers include:

REQUIRED

1) 1-page cover letter;

2) 2-page resume;

3) Undergraduate, graduate (if applicable), and law school transcripts;

REQUIRED OR OPTIONAL (DEPENDING ON THE EMPLOYMENT TYPE)

4) References (usually optional; often required for clerkships and not required for many OCI applications);

5) Writing samples (only include if specifically requested);

6) Anticipated Upper-Year Courses (usually only include if requested).

To double-check what each employer would like to see in an application package, review the job posting, the employer’s promotional materials (brochures, website), or contact the firm directly.

To help you in your application process, this section of the Career Guide is divided into two application categories:

1) Application Packages for summer positions, internship positions, research positions and articling positions; and

2) Application Packages for clerkships.
**APPLICATION PACKAGES: SUMMERS, INTERNSHIPS, RESEARCH POSITIONS & ARTICLES**

**COVER LETTERS**

The cover letter is just as important as the resume. Many legal employers look to the cover letter as a sample of your writing ability but more importantly, it tells a story about you. What is unique about who you are, why you are applying for this job, and what will you be able to contribute? A good cover letter will tell the employer all of the skills and attributes that will make you a good fit for the job. A great cover letter will tell a story about who you are, the skills you have, and how you will be a good fit with the firm/organization and help them to be even more successful at what they do.

**COVER LETTER FORMAT – 4 SECTIONS**

Cover letters can be painstaking to write, but there is a simple format you can use to get started:

1) Introduction
2) Why you chose to apply to this firm/organization
3) What you have to offer (two to three skills/attributes)
4) Conclusion

**INTRODUCTION**

The first paragraph of your letter should be a simple opening sentence that states the position you are applying for and who you are. Include where you attend law school and your current level of schooling (i.e. “I have recently completed my second year of studies at the University of Victoria, Faculty of Law).

Do NOT start your letter with, “My name is …”. If you are a Co-op student, you may want to indicate your anticipated date of graduation, especially if you seem “out-of-sync” from other law students and if the employer is not familiar with UVic Law’s Co-op program. You may also want to address why you are applying to a particular geographic location in your introductory paragraph and explain your connection to that location.

**WHY YOU CHOSE TO APPLY FOR THIS JOB**

The second paragraph of your letter should address why you are applying to this particular firm/organization and how work at the organization fits with your career goals. This is where you should do some research on the employer. Make sure your research is accurate. Do not say you are interested in family law when the firm does not practice it. Your reason for applying to the organization may be very specific: it is an intellectual property boutique firm and that is your area of interest. Or, your reason could be broad: you are interested in the firm’s rotation system and exposure to a number of different practice areas. This is the paragraph that you should customize for each specific application. Explain how you would fit in with their particular firm/organization. Indicate your interests without coming across as demanding or difficult.

**WHAT YOU HAVE TO OFFER**

The third paragraph of your cover letter should connect your past work experience and skills to what the employer is looking for. Focus on two or three skills/attributes and tell the employer what you have to offer without repeating the content of your resume. If possible, highlight relevant experience and skills that are related to the work of the organization. For example, if you are applying to a litigation boutique firm, draw attention to your mooting experience. If you find it hard to do this, draw out any transferable skills you feel you have acquired from past work, volunteer, or extra-curricular activities.
CONCLUSION

Provide a short concluding paragraph thanking the reader and asking for an interview. You may want to indicate any enclosures you have included with your application. If you are going to be in the area during the interview period, include this and any relevant contact information. You do not have to repeat your phone number if it is included in a header at the top of your document.

COVER LETTER TIPS

- Create a header at the top of your cover letter that displays your name, address, phone number, and email address. Make your name large enough that it stands out.

- Remember to address the cover letter to the appropriate person. Don’t address it to “To Whom It May Concern.” Take the time to find out who the contact person is for the position. You can find this in the job posting, on the employer’s website, through the LCO, or by calling the firm directly to ask.

- Personalize your letter to the specific employer. You may have a template for all your applications, but try to find something to change for each letter and tailor it to that specific employer. Make the employer feel special! If you do use a similar letter for numerous applications, make sure you proofread your letters and don’t mix up firm names and contact information.

- Keep your letter short and simple. Remember the employer may be reading hundreds of applications. You do not want to repeat all of the information that is in your resume. You want your cover letter to make a great first impression, but not to bore the reader.

- Include your reasons for applying to that particular geographical area. This is especially important if your resume does not indicate any work experience or ties to that area.

- Proofread both your cover letter and resume several times. Use the spelling and grammar check in your word processing program, but know that you can’t always rely on it. Print out your documents and proofread them again; it’s harder to see mistakes on the screen. Get a friend to read it over, too. Remember that the firm will consider this a sample of your writing abilities.

- Remember to sign your letter if it will be submitted as a hard copy. You do not need to sign it if you submit an application electronically.

SAMPLE COVER LETTERS

Under “Appendix 1: Sample Cover Letters” you will find a number of sample cover letters from former and current UVic law students. Please remember to use these only as examples. In NO WAY are you allowed to plagiarise sentences or paragraphs from these examples. Employers can tell when you are simply changing a few names and dates to make someone else’s cover letter your own. In the cover letter examples, any specific information including student information and law firm information has either been removed or changed to a generic form.

RESUMES

Resume formats differ greatly depending on the field of employment. Generally, legal employers tend to be conservative and prefer a resume that is neat and logically organized by section in a reverse-chronological format. Ideally, your resume should only be two pages in length, especially if you are applying to larger law firms that will be reviewing hundreds of applications. A three-page resume may be acceptable for a clerkship or internship where more detail about some of your experience is warranted. US law firms generally prefer a one-page format. If printed, resumes should be on plain white paper as legal employers will likely be photocopying your application for an articling committee or interview panel.
The appearance of your resume is more important than you think. A sloppy resume can signal to an employer that you have not bothered to put much time into your application. A resume that is visually pleasing to the eye with plenty of white space is easy for employers to read.

**SUGGESTED HEADINGS**

Generally, your resume should be organized in reverse-chronological order starting with education followed by work experience. The remaining categories will differ for each student and should be organized in a way that suits your own personal strengths. However you choose to organize your resume and list your experience, you should be consistent throughout.

**NAME & CONTACT INFORMATION**

Start with your name, address, phone number, and e-mail address in a heading at the top of the first page of your resume. Create a “letterhead” with this information that you can also use for your cover letter. Make sure the information is accurate. You can include both a school and home/permanent address if it is important for where you are applying. For example, if you are applying to law firms in Calgary and you are originally from Calgary, you could include a home address where you will stay during the interview period. Make sure to include an email address. Many law firms will communicate with applicants by email. Make sure your email address is an appropriate and professional one and that you check it regularly for correspondence from potential employers.

**EDUCATION**

The education section should list your degree(s), date(s) obtained, and name and location of the conferring institution. List your education in reverse-chronological order with law school first. Indicate if you are in the Co-op program and the month and year of your anticipated graduation (i.e. April 2017). Do not include your high school education.

**AWARDS/ACHIEVEMENTS (IF APPLICABLE)**

If you have any academic awards, list them in reverse-chronological order. Offer a brief explanation for any awards that may not be apparent from the title. You may also list this information under Education to save space.

**WORK EXPERIENCE**

List your work experience in reverse-chronological order. If you have a lengthy job history, you may only want to go back to your most recent and relevant job experience. Make sure you include a job title, a place of employment (including city and province), and dates of employment for each job. Provide a short description of each job that gives the reader a picture of the tasks you performed in that position. Include summer jobs you held throughout your undergraduate studies or part-time employment. Legal employers are interested in the diversity of experience you have and what you did before law school. Point-form format is usually recommended as it is easier to read than a paragraph. Try not to provide overly lengthy descriptions – remember you want to provide the reader with a quick “snapshot” of your past positions and what duties you performed in that role. Try not to list tasks that are obvious from the job title. For example, if your job title was “Customer Service Supervisor” you do not need to say in a job description “served customers,” but instead, you might want to highlight significant responsibility you had, i.e., “supervised staff of 20 and helped manage the store.” It is best to start each bullet point with a verb, using past tense for positions you have completed and present tense for those positions that are ongoing.

**SKILLS/LANGUAGES/ADDITIONAL TRAINING (OPTIONAL HEADINGS)**

These are optional headings and generally not necessary with applications to legal employers. Legal employers will expect that you have basic computer skills and that you have received some training in the major legal databases. If you are fluent in any languages, you should include them. You may also include any additional training or courses that you have taken outside of law school that would be relevant to the position you are applying for (such as dispute resolution, mediation, etc.).
EXTRACURRICULAR ACTIVITIES/VOLUNTEER INVOLVEMENT/VOLUNTEER EXPERIENCE

The title of this heading can vary. Some students have lots of community involvement with organizations outside of school, while others may be involved in student government or other university clubs and activities. It is important not to “pad” your resume. If you put an activity on your resume, be prepared to talk about your involvement in that activity and how you contributed. Provide a short description for significant volunteer or extra-curricular activities. Format this section in the same way as your Work Experience section. Remember, be consistent.

INTERESTS

Include your interests and hobbies. Legal employers want to know who you are. You may find that if you have a unique interest or hobby on your resume, the employer will ask you more questions about it in an interview than your Master’s thesis in English Literature. You never know, the person interviewing you may have also trained for a marathon and it will be a starting point for conversation. If you do include interests on your resume, be prepared to talk about them in an interview. If reading is listed as one of your interests, think about what you would say about that interest if you are asked. Be specific. For example, instead of simply writing “Travelling,” include a list of places you have been or your favourite travel destination.

REFERENCES

Listing references is not necessary unless the employer specifically requests them. Most legal employers do not contact references and would prefer you to attach one or two reference letters instead. For more information, read the “References” subsection in this section of this guide.

RESUME TIPS

• Emphasize the most important tasks you performed at a job by listing these first in each description. Try not to repeat yourself if you have similar work experience from a number of positions. Instead, include descriptions of different duties unique to each position wherever possible.
• Use action verbs to begin brief statements rather than entire sentences or paragraphs.

WHAT NOT TO INCLUDE IN A RESUME

• Typographical, spelling, or grammatical errors
• Small fonts: try to use a 12-point font
• Time gaps that may leave questions for the reader
• A title of “Resume or Curriculum Vitae” at the top of your page
• An objective line. It is not necessary in a legal resume
• Age, marital status, citizenship, LSAT Score
• Your law school courses under education as the employer can get this information from your transcript
• The use of the pronoun “I”
• Acronyms that are hard to understand (i.e., those hiring for an internship with the UN in The Hague may not know what “UVic” means)

SAMPLE RESUMES

Under “Appendix 2: Sample Resumes” you will find a number of sample resumes from former and current UVic law students. Please remember to use these only as examples. In NO WAY are you allowed to plagiarise sentences or paragraphs from these examples. In the resume examples, any specific information including student information and law firm information has either been removed or changed to a generic form.
TRANSCRIPTS

Most employers require transcripts to be included in your application package. Transcripts give employers an idea of your academic achievement and provide them with a list of the courses you have taken and are/will be taking. Unless an employer specifically requests an original of your official transcript, copies or a scanned pdf of your official transcript are sufficient. Do not use unofficial or administrative transcripts.

To obtain an official law school transcript from the University of Victoria, go to http://www.uvic.ca/current-students/home/academics/transcripts/ and choose your preferred ordering method. Regular transcript orders are $10.00 per copy and are processed within 5 business days. Priority transcript orders are $17.00 per copy and are processed within 1 business day or within 30 minutes for in-person requests at UVic’s Office of the Registrar. You can pick up your official transcript at UVic’s Undergraduate Admissions and Records in the Office of the Registrar on the main floor of the University Centre. You can also request that it be sent to you or the employer via regular mail, courier, or fax. You can access your unofficial law school transcript through MyPage: https://www.uvic.ca/mypage/render.userLayoutRootNode.uP?uP_fname=student-services#banuvic.pkg_transcript_web.StuViewTrans. Final grades are usually posted in January, May, and August.

It is a good idea to request copies of your undergraduate transcripts, including your transcripts from foreign universities if you studied abroad, early so that you have them when you are applying for jobs. You may have to wait a few days to receive a transcript after you have requested it. You do not want to be left scrambling to put together your application package.

REFERENCES

References are a source of anxiety and confusion for many students when it comes to their job applications. Whether or not to include references with your application is entirely dependent on where you are applying to work. Different employers have different hiring practices. The best way to find out whether references are required is by checking the job posting, reading the employer profile available on the NALP Canadian Directory of Legal Employers: www.nalpcanada.com/, or by contacting the employer directly.

References are tricky as they can sometimes hurt you more than they can help you. Since everyone writes differently, the writing style of your referee may portray you more or less positively. For this reason, it is a good idea to operate under a “don’t ask, don’t include” policy when it comes to references. In general, unless an employer specifically asks for references, it is not necessary to include them.

Unsolicited reference letters should only be included with an application if the letter is extraordinary or is directly relevant to where you are applying. For example, you might have a wonderful letter from ABC Review Counsel extolling your virtues as an up and coming criminal lawyer. This would be great for your criminal law articling applications, but it does not need to be included in applications to full-service firms, especially if they do not do criminal law.

REFERENCE TIPS

- There is a distinct difference between a list of references and a reference letter. If a firm explicitly asks for a list of references, include these either at the bottom of your resume or attached with your application, using the same format and header from your cover letter and resume. Include the name and title of your referee, their relationship to you if it needs clarifying, their place of business, and their contact information (phone, email, address, etc.).

- Include only two or three references. Only include more than two references if they are exceptional.

- Select referees who know you in a work or academic capacity and who will speak positively about how you function in that environment and about the skills you developed in the position.

- Only request a reference letter from a law professor if you have worked for him or her directly; for example, as a research assistant. An exception to this rule is that professors will provide reference letters for clerkship applications upon request. Check with the LCO if you are unsure about whether to ask a professor for a letter or not.
Part Seven: Applications

- Select referees who know you well. Employers have read many reference letters so it is obvious when a referee has simply written a pro forma reference letter.
- Always check with your referees first, even if they are not giving you a written reference.
- Avoid the phrase ‘References available upon request’. It takes up resume space, states the obvious, and adds nothing.
- Some employers will only request references at the interview (e.g., most government offices). Have your references ready or offer to email, fax, or drop them off as soon as possible.

REFERENCE REQUEST PROCESS

You should begin contacting potential referees and collecting reference letters at the start of the summer. Ask politely. Asking someone to be a referee for you is a serious request and should not be done in passing at a social event. Call or email your potential referee to ask for a time when you can meet to discuss the possibility of a reference.

At the time of the request, be prepared to provide your potential referee with the following:

- An updated, polished copy of your resume
- A copy of your cover letter
- A current list of grades. Most faculty members are satisfied with a typed list, but you should confirm whether copies of your transcripts are required
- A list of the place(s) to which you are applying
- Information about the type of position (e.g., summer job, internship, judicial clerkship, articling, etc.) and some idea of the type of work (e.g., civil litigation, criminal law, family law, etc.)
- The date the employer may contact him or her or the date the letter must be received by the employer

A NOTE ABOUT TIMING:

Please ensure that your referee has at least 7-10 days to complete a letter. If you are asking your referee to forward the letter directly, add at least 3 days for delivery time. If your referee prepares a “to whom it may concern” letter, be mindful of the date. Stale-dated letters look unprofessional, so avoid using anything that is dated before the previous semester. With appropriate notice, most of your referees will be happy to provide you with freshly dated letters as necessary.

FOLLOW UP

Ask your referee if he/she would like to know the outcome of your application. This is a simple courtesy. Your referees invest a lot of time in the reference process and they often appreciate knowing the outcome.

THANKING YOUR REFEREE

When you pick up your reference letter, give your referee a thank you card. If you do not receive the reference letter directly (e.g., you pick it up from an assistant or it is sent to the employer directly) or if the employer contacted your referee by phone, send your referee a thank you card or email thanking him/her. Even if you do not get the job, you still need to thank the people that offered to act as your referees. Your referee will be much happier to help you out again if you follow up with some form of thanks. Thank you cards and emails also provide an opportunity for you to make a good impression and show that you are courteous and professional.
WRITING SAMPLES

Some employers request that students submit a writing sample along with their application package. Students should treat such opportunities seriously. A writing sample is more than simply a sample of your written communication skills, it also enables you and the employer to discuss a specific legal topic during the interview.

Depending on the employer, consider submitting a legal memorandum or an academic paper. The legal memorandum should demonstrate your abilities to set out the facts of a particular legal situation and the relevant issues, to consider the relevant case law and/or legislation, and to apply the law to the facts using your legal analysis skills. The academic paper should deal with a substantive legal topic in depth.

When choosing a sample to submit, it is preferable to choose a fairly short sample. If your only option is a lengthy legal paper, submit a 3-5 page excerpt from the paper. If the job posting states a length for the writing sample, stay within the limits of what they are asking for. If you do not have an appropriate writing sample, consider creating one from scratch. Talk to a professor or the Law Careers Office for advice on how to craft a quality writing sample.

ANTICIPATED UPPER-YEAR COURSES

Some law firms request that students submit a list of anticipated upper-year courses along with their job application. These can be in the same format and style as your cover letter and resume. Students entering second year of law school should include a list of anticipated 2L and 3L courses, while students entering third year need only to include the 3L courses they are planning on taking.

Do not stress about the fact that you may not be able to register for the courses that you list in your anticipated upper-year course section. Law firms are aware that students entering second year have no idea what courses will be offered in their third year. Law firms request the list because it indicates where your interests lie and may be used to show whether you have properly researched the type of law that the firm practices. For example, if you are applying to a boutique criminal defence firm, they will likely be interested in seeing if you are planning to take courses that relate to criminal law.

If you have no idea which courses you might be interested in taking in your upper years, consider the compulsory courses required for graduation as a starting point. Find out more about course registration and planning at http://www.uvic.ca/law/jd/courseregistration/index.php and read the “Upper year planning and course selection guide” to get a better idea of what courses might align with your interests.

SUBMITTING APPLICATION PACKAGES

Check the job posting or the employer’s website to determine their preferred method of receiving applications. If you submit your application by email, use an appropriate email address. Also, make sure you send your application as a single pdf document. If you submit your application by regular mail, make sure you send it well before the application deadline. If you have to send it close to the deadline, you should use express post or a courier to ensure that it is received on time.

You may have to submit your applications to large law firms using the ViLawPortal. For more information, including a link to a step-by-step guide on how to use the ViLawPortal, please see the “ViLawPortal Instructions” subsection in “Part Three: Summers” in this guide.

COVER LETTER AND RESUME RESOURCES & SUGGESTED READINGS

The UVic Career Services has a cover letter and resume tool kit. It teaches you how to read and understand job postings and how to tailor your applications to the specific employer. It can be found here:

http://www.uvic.ca/coopandcareer/career/applications/resumes/index.php
Part Seven: Applications

The UVic Career Services also has some cover letter and resume advice from employers: http://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/resumes/Resume_advice_from_employers.pdf

When you are applying to a firm, read the student section on their website as many of them will have cover letter and resume tips. For example, see Blakes website (a national firm with multiple regional offices): http://joinblakes.com/resume/.

APPLICATION PACKAGES: CLERKSHIPS

COVER LETTERS

Cover letters for clerkships should look fairly different than those written to law firms. It is quite common for law firm cover letters to address what you find interesting about the firm, how you think you would fit in, and why you are interested in working there. These matters should be obvious when applying for a clerkship and therefore add little to a cover letter. In general, the less said in your cover letter, the better. A cover letter will not get you a clerkship, but it could lose one for you if you say something inappropriate or inaccurate.

Things to avoid in a cover letter: Do not write about “how much you can contribute to the court’s work” or how much you are looking forward to working “with” the judges. You are not working with the judges, you are working for the judges. Although the working relationship may be collegial, they are your principal and you are their student. You should not write about what you think is wrong with the court’s jurisprudence nor should you ask if they will pay for travel costs to attend interviews.

Things to include in a cover letter: Treat the cover letter as purely informational. If there are important aspects of your background that will not come through adequately in your resume, highlight these in your letter. If the court has a particular topical mandate, reflecting on your interest or background in those areas is helpful. The cover letter is also a good place to clarify your bilingual status. Remember, however, that if there is something the judges or clerkship committee really want to know about you, they will ask you in your interview.

Be sure to include in your cover letter information that the court has specifically asked for. For example, for the BC clerkship program, applicants are permitted to indicate the level of court with which they would prefer to clerk.

SAMPLE COVER LETTERS

Under “Appendix 1: Sample Cover Letters” you will find a number of sample cover letters for clerkship positions from former and current UVic law students. Please remember to use these only as examples. In NO WAY are you allowed to plagiarise sentences or paragraphs for these examples. Employers can tell when you are simply changing a few names and dates to make someone else’s cover letter your own. In the cover letter examples, any specific information including student information and law firm information has either been removed or changed to a generic form.

RESUMES

Given the nature of the work that you are applying to do, it is wise to emphasize any particular experience in research and writing (i.e. significant papers with titles, publications, research assistantships, etc.) as well as any academic honours or awards you have received. This does not mean that you should excise sections about work experience as this information is also important. Just ensure that anyone reading your resume will know of any special background or skills that you have in research and writing.

When applying to law firms, it is important to keep your resume to two pages. When applying for clerkships, you should be as concise as possible, but you may go over two pages if that is necessary to include all relevant information.

SAMPLE RESUMES

Under “Appendix 2: Sample Resumes” you will find a number of sample resumes for clerkship positions from former and current UVic law students. Please remember to use these only as examples. In NO WAY are you allowed to plagiarise sentences or
paragraphs for these examples. In the resume examples, any specific information including student information and law firm information has either been removed or changed to a generic form.

**CLERKSHIP REFERENCES**

**WHOM YOU MIGHT WANT TO SEEK AS REFERENCES:**

You must first check the application requirements to see if the court specifies the “type” of reference that it is seeking (e.g., “academic”, “character”, “employment”). Be careful to comply with these guidelines.

In general, the courts are looking for academic references. They are interested in knowing more about your legal analytical abilities and whether or not you are a good student, researcher, and writer. References are most useful where they can make comparisons between you and the general pool of applicants, and law professors are particularly well-placed to do just this. Try to collect solid references from members of the faculty.

Remember, however, that a lukewarm or neutral reference is sometimes worse than no reference at all. If you are having trouble finding references, speak to the Faculty Clerkship Advisor or the Law Careers Officer to canvass your options. Sometimes a strong employment or personal reference will work instead.

**HOW TO APPROACH PROSPECTIVE REFEREES:**

Consider the timeliness of your request for a reference. Many professors write multiple references and clerkship references take some time to prepare. Do not request a reference with only a few days until the letter is due. It is strongly suggested that you request your reference letters at least three weeks before the deadline and earlier if possible. In order to get a good reference on time, make the process as easy as possible for your referees.

**CHECKLIST FOR CLERKSHIP REFERENCES**

**Six to eight weeks before the reference is due:**

- Approach your referee about the possibility of writing a reference
  - If you need help choosing references, speak to the Faculty Clerkship Advisor or the Law Careers Officer

**Once your referee has agreed to write you a reference:**

- Ask your referee whether they would like information and instructions provided by e-mail or in paper form
- Provide your referee with a document listing:
  - The court(s) to which you’re applying and for which you require a reference
  - The date the reference letter is due
  - The addressee and address for each letter
  - Whether the reference letter for each court should be submitted electronically or on paper
  - Whether the letter should be signed and sealed across the flap
  - Whether the reference letter should be returned to you for mailing with the rest of your application or sent to the court directly
  - Whether the court asks for the referee to address any particular issues

- To help your referee, also provide:
  - A draft of your cover letter
  - A copy of your resume
  - A transcript, an unofficial transcript or, if a transcript is not available, a list of grades
  - A copy of a writing sample, if relevant
Any other relevant information about yourself and your application

Two weeks before the due date for the letter, you may check in with your referee:

- Thank them again for agreeing to give you a reference
- Remind them of the deadline, acknowledging that the referee may have already sent the reference and thanking them for doing so if that is the case

Once your referee has completed your reference:

- Thank them properly with a letter or a card
- Keep them informed through each stage of the process. Let them know when you get a first interview, second interview, and, (fingers crossed!) clerkship

TRANSCRIPTS

Make sure that you have ordered sufficient official copies of your transcripts from all post-secondary institutions that you have attended well in advance of any deadlines. You must include the original official transcripts (not photocopies) for all hard-copy (mail-in or faxed) applications. It is always a good idea to “over-order” so that you have a couple extras on hand.

WRITING SAMPLES

Some employers request that students submit a writing sample along with their application package. Students should treat such opportunities seriously. A writing sample is more than simply a sample of your written communication skills; it also enables you and the employer to discuss a specific legal topic during the interview.

Depending on the employer, consider submitting a legal memorandum or an academic paper. The legal memorandum should demonstrate your abilities to set out the facts and the relevant issues of a particular legal situation, to consider the relevant case law and/or legislation, and to apply the law to the facts using your legal analysis skills. The academic paper should deal with a substantive legal topic in depth.

When choosing a sample to submit, it is preferable to choose a fairly short sample. If your only option is a lengthy legal memo or paper, submit a 3-5 page excerpt of the paper. If the job posting states a length for the writing sample, stay within the limits of what they are asking for. If you do not have an appropriate writing sample, consider creating one from scratch. Talk to a professor or the Law Careers Office for advice on how to craft a quality writing sample.

BILINGUALISM

Some courts, such as the Supreme Court of Canada, the Federal Court, and the Federal Court of Appeal, will ask about your French language skills. Courts may ask you to include this information in your cover letter or will ask you on the application form.

Most students from UVic will have English as their primary working language. If you have some proficiency in French, be sure that the information you provide about your ability is accurate. If you indicate having a “working knowledge in French,” this means that you are able to read facta in French, listen to and understand legal arguments in French, draft memoranda in French, and generally assist in French legal work. Do not embellish your abilities.

One way of making sure you have been completely forthcoming and transparent with respect to your language abilities is to indicate in a cover letter or on your application form precisely what work you are able to do in French. You might indicate on a form that you have a “working knowledge of French” but qualify this statement by saying something like the following: “I have indicated that I have a working knowledge of French. By this I mean, in particular, that I am comfortable reading and listening to legal arguments in French, but I would not be comfortable writing a memorandum in French.” Alternatively, you could indicate that you do not have a working knowledge of French and indicate what skills you do possess.
INTERVIEW PREPARATION TIPS

This section of the guide explains the interview process, how to prepare for an interview and what employers are looking for in candidates during the interview. It also has information about different interview styles and sets out sample questions that the interviewers may ask you or that you may wish to ask them. While this guide attempts to prepare you for all sorts of interview situations, keep in mind that the interview process will vary significantly depending on the position, the potential employer, the interviewers, and you! Remember that an interview should also help you decide if a position is right for you, so take advantage of this opportunity to learn more about your potential future employer. In general, remember the following: research the employer, be enthusiastic, dress appropriately, prepare answers; do not lie.

INTERVIEW PREPARATION TIPS

If you have been offered an interview, it means that you already have made it over the first hurdle on the way to getting the position. To turn that interview into a job offer, you need to prepare.

1. One of the best ways to prepare for your interview is to consider what questions the interviewers may ask you and format questions you might like to ask them (see the “Sample Questions” subsection below). You should also practice with someone beforehand. This gives you a chance to answer questions out loud and also, hopefully, to get some feedback regarding your interviewing strengths and weaknesses in person.

2. Know the position you are applying for. This will help you tailor your answers to questions and to highlight competencies the employer is looking for. Research both the employer as well as those who will be interviewing you. It is not necessary to memorize details about the interviewer’s history or learn details about their personal lives, as this may cause more alarm than approval. You should have a general sense of the firm’s age, size, office locations, main practice areas, and possibly major clients or recent cases. It may be useful to know if the interviewers graduated from the same university or are from the same town as you as these connections make great conversation starters. Also, find out the interviewer’s title, position in the firm (i.e. managing partner or student recruiter), and main practice areas so you can tailor your questions about the firm to their personal experience. Many firms include lawyer profiles on the firm websites as well as recent cases or blogs about relevant laws, so check these out prior to your interview.

3. Know your resume thoroughly. Be sure that you are able to discuss and elaborate upon your work and volunteer experience and any extracurricular involvement. Consider what you liked and disliked about each of your experiences. Think about what you learned in each position.

4. You should plan answers for the “tough” questions that you may be asked during the interview. For example, if you had a number of bad grades one semester, you may be asked why that semester’s marks are lower. It is best to answer the question concisely without going into a lengthy and overly-detailed explanation. Another “tough” question you may be asked is to explain what you did during a period of unemployment. You should prepare an answer that shows that you have a strong work ethic, positive attitude, or unique interests. This could include time spent doing pro bono work or research, travel, etc.

5. If you did not attend law school in the city in which you are interviewing, you can expect the interviewer to ask why you want to work there. Consider any connection you have to the city in advance, whether it is through friends, family,
recreational interests, or the environment. They may be concerned that you are only interested short-term, so any connection to the city is valuable. If you do not have a connection to the city, you should consider doing some online research about the community so that you can answer questions about why it is a good place for you to work and live.

6. **Look polished and professional for your interview.** Be sure to try out your suit and shoes ahead of time. Get your hair cut or trimmed a couple of weeks in advance. Avoid colognes or perfumes and think about carrying toiletries to freshen up between interviews.

7. Plan your travel route to your interviews in advance. **Give yourself extra time to commute** to them. Arrive 10 minutes early and ensure you call if you are delayed. Do not arrive with food, drink, or gum.

8. **Bring a brief case, folder, or a purse with a copy of your application package** (cover letter, resume, and supporting documents: transcripts, references, writing samples). Pack paper and a pen to take notes prior to or after the interview.

9. **Practice stress-management techniques** to help manage your interview stress and anxiety. Visualize success, take deep breaths, and remember to keep things in perspective.

### TELEPHONE AND VIDEO CONFERENCE INTERVIEWS

Although telephone and video conference interviews are not ideal, they are sometimes inevitable, especially if you are interviewing with an employer in a different city. Particularly in a telephone interview, it is often difficult to gauge the interviewers’ thoughts without the benefit of eye contact, facial expressions, and body language. They can also become a little awkward if you cannot tell whether the interviewers’ silence indicates that they are still writing notes or if they want you to elaborate upon an answer. You may also be unable to adequately convey your personality over the phone or through a computer screen.

Here are a few tips and advice on how to have a successful telephone and video conference interviews:

- For telephone interviews, use a landline phone (if possible) as opposed to a cell phone to get the best reception possible and to avoid dropped calls.
- Be ready 15 minutes before the scheduled interview time in case the interviewers call you early or want to do a test of the video conferencing connection.
- Formalize the process as much as possible to help you look and sound professional: wear a suit and sit at a desk.
- Answer the call professionally. For example, answer the phone by saying: “Hello. This is Rebekah Lee speaking…”
- Write down the names of the interviewers when they introduce themselves so that you can easily remember them throughout the interview and when thanking them at the end.
- Ask the interviewers whether they can hear and see you properly. Make sure that you can hear them properly. It is much better to re-make a phone call at the start of an interview than to not be able to hear each other properly during the interview.
- For video conference interviews, avoid watching yourself on the screen. Move your eyes naturally between looking at the interviewers on screen and looking directly at the camera.
- Ensure that you are in a quiet space where you will not be disturbed.
- Follow proper phone etiquette (e.g. do not answer your call waiting, etc.).
- Speak naturally and take deep breaths when you need to. Allow time for lag between questions and answers. Silences are okay.
- Review phone arrangements if you share a phone line with someone else.
- Speak to the LCO if an employer requests a video conference interview and you do not have the proper equipment.
Part Eight: Interviews

DURING THE INTERVIEW

BE YOURSELF: You are much more likely to be relaxed during the interview if you are being yourself. Being yourself during the interview is also a good way to determine if you and the firm are a good match. Remember that the goal of an interview is not simply to get a job, it is to begin your legal career.

REMEMBER NAMES: It is important to know the names of your interviewers. Try to use their names throughout the interview and when thanking them at the end of the interview. Ask the interviewers for their business cards or their names and contact information at the beginning or at the end of the interview.

ESTABLISH RAPPORT: Relating to the interviewer is helpful. Before the interview, try to find out who will be interviewing you and think of a few ways you might be able to connect with them. Do some research to see if there is any connection you can bring up as a conversation starter (same law school, same area of practice interest, etc.). If you do not know of a connection, just be open and genuine: open body language, head nodding, not crossing your arms when speaking, etc. When you first meet, make sure you introduce yourself and give a firm handshake to each interviewer. In the interview, strive for a professional but conversational approach. Make and maintain an appropriate level of eye contact throughout.

BE DIRECT, THOUGHTFUL, AND HONEST: Keep answers short. Let the interviewer ask questions and talk as well. When it is your turn to ask questions, keep your questions relevant to the interview (see the “Sample Questions” subsection in this section of this guide, below). Avoid asking questions that you can find the answers to easily online or that were answered in the job posting description. Again, law firms generally want to see that you are confident, relaxed and genuine.

BE PROACTIVE: While the style of the interview may be conversational, make sure to still convey your interest in the firm and the skills you have that are relevant to the position. Do not leave out important information assuming the interviewers will remember it from your application package. Prior to the interview, think of three things you want to highlight about yourself in the interview (for example, your written communication skills, your interest in civil litigation, and your ability to work as part of a team). Make sure to discuss all three things before leaving the interview.

BE HONEST: If you tell an employer that they are your “top choice,” this means that you would immediately accept an offer should they extend one to you. If you decline an employer’s offer after telling them that they are your “top choice,” this could damage your reputation within the legal community. Accordingly, it is very important that students do not tell (either directly or indirectly) more than one employer that they are in fact their “top choice.” It is okay to tell a few employers that they are “one of your top choices” and that you are interested in them, but be careful not to mislead them (either intentionally or unintentionally). The interviewers may talk to the student recruiters from other firms and will know if you have been dishonest.

CONCLUDING THE INTERVIEW: At the end of the interview, thank the interviewers for their time. If they have not already told you and if the information is not readily available on their website, ask what their process is over the remaining hiring period. Find out whether they will be offering selected candidates second interviews or law firm tours. Ask who can be contacted if you have further questions.

WHAT EMPLOYERS LOOK FOR IN CANDIDATES DURING THE INTERVIEW

As you prepare for an interview, keep in mind the qualities the firm is looking for. Grades provide firms with initial screening, but they are not the only thing considered. Employers seek well-rounded individuals and they are generally looking for work experience (not necessarily in the law), demonstrated achievements, interpersonal skills, and varied interests.

During the interview, the interviewers will also notice and evaluate you on the following:

- Timeliness
- Professionalism
- Preparation
- Posture
- Eye Contact / Facial Expression / Handshake
- Level of Confidence
- Courtesy
- Communication Skills and Clarity
- Enthusiasm
- Demonstrated desire to work for the employer
- Expressing appreciation for the interviewer’s time
NOTES

After the interview, take a moment to think about your impressions. Ask yourself the following questions and take some time to jot down your answers.

- Do I want to work for this firm?
- Can I see myself spending a considerable amount of time at this firm?
- Do I like the firm culture?
- What do I like about the firm? What do I not like about the firm?

You should also write down any follow-up arrangements that you have made with the firm.

FOLLOW-UP

After the interview, it is always a good idea to thank the employer by sending a thank you email that evening. While it is not required, it is courteous and also allows you to make one last contact with the employer.

If you were interviewed by more than one person, you may send one thank you email to the group. You can end by saying something like, “If you have any other questions, please feel free to contact me.” Make sure you double and triple check your email for typos before sending it.

APPROPRIATE INTERVIEW AND HIRING PRACTICES

The Law Society of BC has published model policies for proper recruiting, interviewing, and hiring practices for law firms regarding student recruitment. These model policies reiterate that it is unethical for any employer to discriminate against a candidate based on age, race, sexual orientation, marital status, or religious beliefs and they should not ask students any questions regarding these traits in an interview. This reflects the law as laid out in the Human Rights Code, which forbids discrimination on these and other grounds.

If you find yourself in a situation where an interviewer asks you a question that is inappropriate, it is your choice whether you choose to answer and how you will frame your response. The Law Society of British Columbia has a formal complaints process wherein you may file a complaint against a lawyer for misconduct (https://www.lawsociety.bc.ca/complaints-lawyer-discipline-and-public-hearings/complaints/how-to-file-a-complaint/). You may also speak in confidence to the Law Careers Office about the situation and what options may be available moving forward. If you feel that you are being subjected to discriminatory practices by an individual within a firm, it may be advisable to communicate your concerns to the law firm directly regarding the conduct of their representative.

For more information on the Law Society’s Model Policies, visit:
https://www.lawsociety.bc.ca/Website/media/Shared/docs/practice/resources/policy-hiring.pdf.

INTERVIEW STYLES

Interviews with legal career employers will vary depending on the particular employer and the position. Please continue reading this section to learn more about private practice interviews and government interviews.

NON-TRADITIONAL INTERVIEWS

Students interviewing for a position in a non-traditional setting should consider making an appointment with the Law Careers Office to discuss the interview. See “Alternative and Non-Traditional Career Options” subsection in “Part Two: Career Planning” of this guide for more information about alternative career paths that are available to students with a law degree. Also, read the Sample Questions in the various subsections of this “Interviews” section. These will help you gain a better understanding of the range of questions that potential employers may ask and how to best frame your answers to achieve success in your job search.
PRIVATE PRACTICE INTERVIEWS

PRIVATE PRACTICE – LARGE LAW FIRM INTERVIEWS

If you have been granted an interview, you will have passed the initial screening process and the interviewers will presume that you have sufficient legal knowledge and entry-level competence necessary to practice law. During the interview, the interviewers will focus primarily on finding applicants who are well-rounded and who will be a good fit for the firm. Accordingly, an interview with a large firm will often be informal and conversational in nature. It is very rare for an applicant to be asked a substantive law question during an interview with a large firm. Some law firms are moving towards asking behavioural interview questions.

Students participating in a formal recruitment process for Vancouver, Calgary, or Toronto firms should be aware that many firms follow up their interviews with lunch, dinner, and reception invitations. Students should ensure that they do not make any other plans during the interview week to ensure that they are able to participate.

PRIVATE PRACTICE – MID-SIZED & SMALL LAW FIRM INTERVIEWS

Mid-sized and small firm interviews are similar to large firm interviews. However, if the firm specializes in particular areas of the law, they may ask substantive law questions about these areas during the interview. They also tend to be interested in hiring individuals who display a genuine interest in their practice areas so they will expect you to demonstrate this interest during the interview.

Firms in smaller cities or regions may be interested in why you want to work in their particular city, especially if you did not go to law school or grow up there. For many of these firms, a summer or articling student is a significant investment and they may want to ensure that the student they hire will remain with their firm for the long-term.

PRIVATE PRACTICE – SAMPLE QUESTIONS

Here is a list of sample questions that interviewers may ask you. When reading through the following sample questions, think about how you would answer each question. Take the time to practice answering these questions out loud in front of someone else or in front of a mirror. Your answers will become more natural with practice.

CHOICES

- Why did you decide to go to law school? Why did you choose UVic Law?
- Why did you choose to take a particular course or become involved with a particular club?
- Why did you choose to become a lawyer/apply for an alternative legal career?
- Why did you apply to this particular firm? Why do you want to work for this firm?
- What factors are likely to determine your choice of a firm?

THE EMPLOYER

- What do you know about our firm?
- What is your understanding about the nature of the job under consideration?
- Why would you like to live in the community where our firm is located?
- How have law school and your work and volunteer experience prepared you to work here?
- Why should we hire you?

GOALS

- What are your hopes upon graduation from UVic Law?
- What are your long-term career goals?
- How are you preparing yourself to achieve these goals?
- What goals, other than those related to your career, have you established for yourself for the next ten years?
- Tell me about a time when you set a goal and failed to attain it. What did you learn from the experience?
SUMMERING/ARTICLING
- What are your goals for your summer/articling year?
- What are your greatest concerns about your summer/articling year?
- What criteria will you use to measure your own performance over the summer/articling year?

PRACTICE
- Do you have an interest in a particular area of law at this stage?
- What types of law would you like to eventually specialize in? Why?
- Describe your work habits. Do you like working alone or in groups? Why?
- In what kind of environment are you most comfortable and enjoy working in?
- How do you plan to establish a client base?
- How do you set priorities for your time? How would you attempt to sort out priorities when faced with competing and incompatible demands from lawyers within the firm and/or from clients?
- In what ways can you make a contribution to our firm?
- What qualifications and qualities do you possess that will help you to become a successful lawyer?
- What factors are most important to you in determining job satisfaction?

LAW SCHOOL
- What law school subjects/courses have you enjoyed the most/least? Why?
- What did you like about a certain law school club? Why?
- Do you think your grades reflect your academic achievement?
- What have you learned from participating in moots/negotiation challenges/clinical programs/law school clubs/extracurricular activities, etc.?
- What has been your most rewarding law school experience?

WORK EXPERIENCE
- What was your favourite/worst job? Why?
- What factors are most important to you in a job?
- What have you learned from the jobs you have held?
- Tell me about the skills you acquired in a particular job/task?
- Tell me about a recent work experience you found particularly challenging. What obstacles did you overcome? What results did you achieve? How did you achieve those results?
- Tell me about a time when you failed to meet a deadline. What did you learn from the experience?

PERSONAL
- Tell me about yourself.
- What are your interests? What are your passions?
- What are your interests outside of work?
- What do you do with your leisure or vacation time?
- What are your greatest strengths and weaknesses?
- What are your most noteworthy personal accomplishments?
- How would you describe your ideal job?
- What factors are most important to you in determining job satisfaction? What parts of this job do you think you would find most/least satisfying?
- What motivates you to put forth your best effort?
- How do you deal with stress, tension and boredom?

MISCELLANEOUS
- What was the last non-legal book you read?
Tell me about a recent news article you read.

How would you describe yourself to a stranger? How would your friends describe you?

What is something that you have accomplished that is not listed on your resume?

(Questions taken from the CBA Handbook “Articling: How to Begin Your Search” on reserve in the Priestly Law Library and McMillan Binch’s “Student Interview Handbook”)

QUESTIONS YOU MAY WANT TO ASK IN AN INTERVIEW

It is always a good idea to have a couple of questions prepared to ask your potential employer. This shows the interviewers that you have invested time in thinking about your career and that you are interested in working for them. Remember, your questions should be appropriate to the situation. A question asked at a career event may be different than one asked at the end of a second interview.

Generally, you should not ask about salary or benefits at your initial interview with a firm. You can do some research on this type of information on firm websites, on the NALP Canadian Directory of Legal Employers (www.nalpcanada.com) or by speaking with current articling students and alumni. See also the “Negotiating a Salary” subsection in “Part Four: Articles” of this guide.

The sample questions below are just that, samples. Students should create their own questions, write them down, and bring them to the interview. Carrying a professional looking portfolio or clipboard with a copy of your application package, information about the firm, and your questions is a good idea.

Pull out your portfolio and a pen before the interview starts in case you need to jot something down. You should memorize the questions you would like to ask the firm, but if necessary, you may refer to notes you have already made. Make sure you don’t ask about any information that is readily available on the firm’s website.

THE EMPLOYER

How would you describe the firm atmosphere?

Could you describe a typical day/week of work?

What distinguishes this firm from your competitors?

How is the firm structured or governed? How are decisions made within the firm?

Who are the firms’ leaders? Why are they the leaders?

Which of the firm’s practice areas are growing the fastest?

If you could change anything about your job, what would it be?

Why do you choose to practice here? Is working at the firm what you expected when you started?

What is the process and method of communication used within the firm?

Can you tell me about the firm’s approach to professional development and continuing legal education?

How is the firm involved in the community?

SUMMERING/ARTICLING

What are some characteristics that are critical for a student to excel at your firm?

How will my principal be chosen?

How is work assigned to students/associates?

What would a typical day be like for me?

How are summer/articling students evaluated? Do you conduct performance reviews? How do the lawyers at your firm feel about giving informal feedback?

What role do mentors play in student development?

What processes are in place to integrate new employees into the firm?

What is the firm’s hiring policy and its previous record in terms of hiring back students?

BEYOND ARTICLES

What opportunities for advancement exist after articling?
Part Eight: Interviews

- What are the current target billable hours?* How are they set?* How do the actuals compare to the target?*
- What factors would influence the compensation of the associates?*

* Not appropriate for an initial or first interview

(Questions taken from law school articling handbooks and panel discussions with law career offices and recruitment committees)

INTERVIEW RESOURCES & SUGGESTED READINGS

- Read Guerrilla Tactics for Getting the Legal Job of Your Dreams, by Kimm A. Walton. This book is available in the Law Careers Office and contains great tips and examples for every stage of your application and job search process with an especially helpful section on interview preparation and strategies. Please contact careerof@uvic.ca to make sure the book is available.
- The UVic Career Services’ Tool Kit has information about how to prepare for an interview and sample interview questions: http://www.uvic.ca/coopandcareer/career/applications/framework/index.php.
- Quintessential Careers has a job interview questions database with sample answers: https://www.livecareer.com/quintessential/interview-question-database.
- Read the LCO’s green interview tips binder for information about how to stand out in a law firm interview. It is available for law students in the LCO Resources Library.
- Global Legal Resources provides information about how to excel in a law firm interview: www.hg.org/empresume.html#inter.
- Practice and improve your interview skills by scheduling a mock interview with the LCO in the Law Careers Office.

GOVERNMENT INTERVIEWS

Government interviews are generally more structured and formal than private practice interviews. The interviewers ask the same set of questions of each applicant. During the course of the interview, it is common for the interviewers not to make eye contact with the applicants or to make conversation with them as they often take detailed notes of the applicants’ responses. They evaluate the applicants on the accuracy and completeness of their responses.

Many government interviews are based in large part on behavioural interview questions. Government interviewers look for specific qualities in summering and articling candidates. For the Department of Justice, these are referred to as the DOJ’s “Statement of Merit Criteria”. For the Ministry of Justice, these are known as “Competencies”.

BEHAVIOURAL INTERVIEWS

For years, government organizations and public bodies have conducted behavioural interviews as a way to decide which employees will do the best work for them. Now, more firms and private companies are using behavioural interviews in this way. Behavioural interviews are based on the belief that your past behaviour is the best predictor of your future behaviour in the workplace.

When an interviewer asks a question in a behavioural interview, he or she is looking for four key elements:

1. **Situation** Describe the specific situation you were in. Be detailed (who, what, where, when, why) but concise. The situation can be from a previous job, volunteer experience, or extracurricular activity. Try to use a recent situation that is relatively fresh in your mind.

2. **Task** Describe the specific task you faced. What did you want to accomplish?

3. **Action** What were the actions you could have taken? Describe the action you actually took. Tell the interviewer why you took the action that you did. Keep the focus on yourself and use “I” statements. How did you feel when taking the action and how did others feel about the action that you took?
Part Eight: Interviews

4. Results

Describe what happened. What were the results of your action? How did you feel afterwards and how did others respond? Tell the employer what you learned.

The above is referred to as the STAR technique: Situation, Task, Action, Results. The STAR technique allows you to structure your answers and highlight the behaviours that the employer is seeking. Make sure you address each of these elements when you’re responding to behavioural interview questions. Remember that it is okay to pause to collect your thoughts and think about your answers before responding. The interviewers will appreciate an organized STAR answer.

Here are some of the behaviours that legal and alternative legal career employers generally look for in a behavioural interview. By reading the job description, you can generally get a sense of which behaviours specific employers will be looking for.

<table>
<thead>
<tr>
<th>Communication Skills</th>
<th>Interpersonal Skills</th>
<th>Customer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Relationship Management</td>
<td>Attention to Detail</td>
<td>Time Management</td>
</tr>
<tr>
<td>Creativity</td>
<td>Flexibility</td>
<td>Problem-Solving</td>
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<tr>
<td>Independence</td>
<td>Teamwork</td>
<td>Leadership</td>
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<tr>
<td>Professionalism</td>
<td>Decision-Making</td>
<td>Judgment</td>
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<tr>
<td>Honesty, Integrity and Personal Ethics</td>
<td>Initiative</td>
<td>Motivation</td>
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<tr>
<td>Commitment</td>
<td>Resilience</td>
<td>Ability to Set and Achieve Goals</td>
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</tbody>
</table>

Preparation and practice are especially important for behavioural interviews because the interviewers want you to give specific examples of situations you were in. It is helpful for students to think of five to ten personal anecdotes that can be adapted and applied to a variety of questions. Once you’ve decided which anecdotes you will use, it is a great idea to practice with a variety of behavioural interview questions.

Below, you will find a list of behavioural questions that a potential employer might ask you. For more sample behavioural interview questions and information on how to focus your answers on specific behaviours, go here: [www.best-job-interview.com/behavioral-interview.html](http://www.best-job-interview.com/behavioral-interview.html) and click on the links at the bottom of the page.

**WORK-RELATED BEHAVIOURAL QUESTIONS**

- Tell me about a stressful situation at work and how it demonstrated your coping skills.
- Tell me about a time when you had a co-worker that you didn’t get along with.
- Describe a time when you’ve juggled multiple projects at work. How did you meet all of the deadlines?
- Describe a time when you failed to meet a deadline.
- Describe a time when you had to deal with competing demands or conflicting priorities at work.
- Tell me about a time when you were in a workplace that had values that conflicted with your own.
- Describe a time when you had to conform to a policy that you didn’t agree with.
- Describe a time when you demonstrated flexibility.
- Tell me about a time when you set a goal and were able to meet it.
- Describe a time when you tried to accomplish something, but ended up failing.
- Tell me about a time when you took initiative and went “above and beyond” at work.
- Tell me about a time when you set your sights too high (or low).
- Describe a time when you were motivated to put forth your best effort and do your best work.
- Tell me about an important written document you had to complete or an important presentation you had to make.
- Tell me about a time when you received negative feedback from a supervisor.
- Have you ever been in a situation at work where the instructions or guidelines weren’t clear?
- Tell me about a time when you felt you weren’t given enough information to complete a task at work.
- Tell me about a time when you had to make a decision without all the information required. What did you do?
• Describe a time when you had to make a decision very quickly.
• Describe a time when you were forced to make an unpopular decision.
• Give me an example of a time when you spoke up in a group to express your minority opinion.
• Tell me about a time when you used persuasion to convince someone to see something or do something your way.
• Describe a time when you had to explain something complicated to someone. How did you ensure they understood?
• Describe a time when you used positive communication and team collaboration on a work project.
• Have you ever had to deal with an upset client? What did you do?
• How would your co-workers describe you in terms of work skills?

PERSONAL BEHAVIOURAL QUESTIONS

• Tell me about yourself.
• What is your proudest personal achievement or most noteworthy personal accomplishment?
• Tell me about a personal goal you set and how you went about achieving it.
• Tell me about a personal goal you set and are still working towards.
• Have you ever failed to meet a personal commitment or goal?
• Describe a time when you had to take responsibility for a personal failure.
• Describe a time when you had to deal with challenging people outside of work.
• Tell me about a time when you had to adapt to a high-conflict situation with a stranger.
• What do you do with your leisure or vacation time?
• Tell me about a time when you demonstrated your greatest strengths or weaknesses.
• Describe a situation when your honesty, integrity, or personal ethics were tested.
• Tell me about a time when you were competitive with your friends or family.
• Tell me about a time when you lost interest or motivation in an activity outside of work.
• Tell me about a time when you successfully motivated others to do something.
• Tell me about an event where you did not know anyone and had to meet people.
• Describe a relationship with a friend you have maintained for years. How have you approached maintaining it?
• Have you ever joined a team (sports team, hobby group, etc.) that was already established?
• How would your friends and family describe your personality?

DEPARTMENT OF JUSTICE INTERVIEWS

FIRST INTERVIEW

Candidates selected for a first interview will be notified on Interview Call Day in accordance with the compliance requirements designated by the Vancouver Bar Association or by the Law Society of Ontario for the Toronto office. Articling interviews will take place during the set Interview Week, in mid-August. Summering interviews will take place during OCIs. The DOJ will be looking for answers that demonstrate qualities which are in accordance with the Department of Justice’s Statement of Merit Criteria, found at: http://www.justice.gc.ca/eng/abt-apd/recru/lep-pea/bca09-scb09.html (for Articles) and http://www.justice.gc.ca/eng/abt-apd/recru/lep-pea/merit1.html (for Summer).

The following describes the interview process for Articling interviews. For more information regarding OCI interviews, see “Part Three: Summers” in this guide.

Two members of the DOJ Articling Committee will ask you questions for about 20-30 minutes. After that, there is time for you to ask them questions. This is a structured interview, where every candidate will be asked the same questions in the same order. Most questions are situational or behavioural and there may be a question asking you about a case you discussed at school.

After a first interview during Articling Interview Week, the DOJ will select candidates to invite to a second interview. On the first day, some second interviews may immediately follow first interviews. Otherwise, candidates will get a phone call to schedule a second interview either later in the day on Monday, Tuesday, or possibly Wednesday morning.

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SECOND INTERVIEW

For the second interview, a panel of senior directors at the Department of Justice and the Coordinator of Law Practice Management will ask you questions for 20-25 minutes. After that, there is a small amount of time for you to ask them questions. However, you should get most of your questions answered in the first interview. It is fine to thank them and say you had your questions answered in the first interview. This is not the time to ask the interviewers what they do and why they like it.

This interview will be structured as well and may include more behavioural questions and substantive law questions. The interviewers take detailed notes and may not be very interactive.

There is a pad of paper and pen for you in the interview room. Especially when you are answering the substantive law question, do not be afraid to take time and be silent to write out a skeleton outline for your answer.

INTERVIEW PREPARATION

The interviewers in both the first and second interviews are looking for students who speak articulately, think on their feet, give organized answers, get the law right, and would present well in front of a judge.

When you are preparing for the situational/behavioural questions, think about workplace scenarios and what you would do in them. Try to answer these questions in such a way that shows your judgment and infuses your personality into the response. Be articulate and try not to ramble. See the sample behavioural interview questions above for more information on how to prepare for these types of interviews.

Be prepared to articulate why you are interested in public law, specifically, as opposed to private law. If they ask you to discuss a case you enjoyed or find significant, choose a case that is simple. The more complicated the case, the higher the chance you may make a mistake. Know it well.

STATEMENT OF MERIT CRITERIA

Look at the competencies listed in the Department of Justice’s Statement of Merit Criteria prior to your interview. They include: education, communication skills, thinking skills, judgment, interpersonal skills, teamwork and initiative. Think about situations in the past that illustrate how you have used these skills to assist you in crafting your responses to interview questions. These can be found online:


RESOURCES

For more information on the summering and articling application and interview process with the Department of Justice, contact the Law Careers Office at careerof@uvic.ca. You can also visit the Department of Justice website: www.justice.gc.ca/eng/index.html and the Legal Excellence Program website: http://www.justice.gc.ca/eng/abt-apd/recru/lep-pea/index.html.

SAMPLE QUESTIONS FROM DEPARTMENT OF JUSTICE INTERVIEWS

The following are a list of questions that represent what a student may be asked during the different stages of the application process for a position with the Department of Justice.

2L SUMMER POSITION – FIRST INTERVIEW

- Describe a life experience that has shaped who you are as a person.
- What section of the DOJ are you most interested in working and why?
- Why do you want to work in the public service?
- What are three qualities that you would bring to the DOJ?
2L SUMMER POSITION – SECOND INTERVIEW

- If you had 6 months to do anything and money was not an issue, what would you do?
- Tell us about a time you took initiative.
- Describe your first year moot.
- Scenario: You are representing the Crown in a criminal proceeding. Halfway through the trial you discover an authoritative case that goes against the position you are advancing. Defence counsel has not referred to the case in their submissions and you do not think they are aware of it. What do you do?
- Tell us about a case you studied in one of your courses. Please include a description of the key facts, issues, legal analysis, and conclusions, and whether you agreed or disagreed with the judgment.
- Scenario: You are sharing an office with another student who constantly likes to ask questions and talk about various issues (work and non-work related). You are finding it difficult to focus on your work with all of the interruptions. How do you handle the situation?

ARTICLING INTERVIEW

- Tell us about a case you are passionate about and explain why you are passionate about it. Please include a description of the key facts, issues, legal analysis, and conclusions, and whether you agreed or disagreed with the judgment.
- Tell us about a time that you had to build rapport with someone who was difficult to work with.
- Scenario: You are at a team meeting with two lawyers who are arguing passionately about trial strategy. You have done research on the file and think that you have information that could be useful to the discussion. How do you handle the situation?
- Tell us about a file that you worked on this summer, what you did on the file, and how you communicated with the supervising lawyer on the file.
- Scenario: The section you are working in has been very busy and you have taken on a number of projects from different lawyers. As you work through your tasks, however, it becomes apparent that you will not be able to finish all of the projects you have been assigned by the requested deadlines. How do you handle this situation?

MINISTRY OF JUSTICE INTERVIEWS

This section of the guide provides information for BC Ministry of Justice interviews.

INTERVIEW PREPARATION

- Start preparing early. Contact current articling students and speak with them about working with the BC MOJ and the interview process. The Law Careers Office may be able to help put you in touch with current articling students.
- Browse the Ministry of Justice website: [http://www2.gov.bc.ca/gov/content/justice/for-legal-professionals/articled-student-program](http://www2.gov.bc.ca/gov/content/justice/for-legal-professionals/articled-student-program).
- Inform yourself about informational interviews by perusing the “Behavioural Interviews” subsection of this guide above and practice the STAR approach (Situation, Task, Action, Results).
- Look at the BC Public Service Competencies: [http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies](http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies)
- Look at the BC Prosecution Service Information Sheets: [http://www2.gov.bc.ca/gov/content/justice/criminal-justice/bc-prosecution-service](http://www2.gov.bc.ca/gov/content/justice/criminal-justice/bc-prosecution-service)
- Anticipate possible questions. Think about why you want to work for the BC MOJ and why you would be a good fit.
• Prepare answers for all the questions. This will help you to simply and efficiently communicate your answers to the specific questions you are asked in the written interview.
• Re-read materials from your first-year Criminal Law Process and the Criminal Procedure class (if you have taken it) relevant to Crown duties and ethics, especially if the interview is for a position with the Criminal Justice Branch.

**LEGAL SERVICES BRANCH – SUMMERING INTERVIEWS**

Whether or not the MOJ will hire summer students for a given year depends on available funding. If the Ministry is hiring, the application process will coincide with the Large Vancouver Firm OCI recruitment process. Interviews will take place during OCI interview week, with call days, second interviews, and offer days all following the strict schedule set out by the Vancouver Bar Association each year.

Interviews are scored so that candidates can be compared. The interviewers may take written notes during your interview. You are typically permitted to return to a question later in the interview if you would like to add additional information to your answers. On-Campus Interviews typically consist of 5-7 questions and are a mix of general questions, situational examples, and substantive law questions.

It is important to remember that lawyers with the Ministry of Justice are both members of the legal profession as well as public servants. As a result, candidates should be prepared to talk about the underlying values of practicing law in the public service.

**INTERVIEW TIPS:**

• Be prepared to answer an open-ended substantive question about the law, British Columbia, or public service.
• Be prepared to give examples from your previous work and volunteer experiences in order to demonstrate the required competencies.
• Research the values of the British Columbia Public Service and the role of the Attorney General in the legal system.

In-firm interviews typically consist of an oral interview and a written component. In the past, the oral questions have consisted of two questions which are provided to you when you arrive and you are given 15 minutes independently to prepare to answer these. After those two questions, you will be asked several more questions. In the past, the written component has been to write a legal advice memo in approximately 45 minutes. Topics have included statutory interpretation.

**SAMPLE QUESTIONS FROM MINISTRY OF JUSTICE (LEGAL SERVICES BRANCH) SUMMERING INTERVIEWS**

• Why do you want to work for the Ministry of Justice? What areas of law interest you?
• Describe a situation where you had to manage multiple projects and deadlines.
• Describe a situation where you had to deal with a conflict with a co-worker.
• Describe a situation where you had to make a difficult decision and how you came to resolve it.
• Describe a situation where you had a conflict with the instructions of a supervisor and how you dealt with it.
• How have your previous experiences prepared you for this job?
• Describe a case or a piece of legislation and how it relates to/affects British Columbia.
• Describe the unique role of the Attorney General in our legal system.
• What does public service mean to you?

**LEGAL SERVICES BRANCH – ARTICLING INTERVIEWS**

**FIRST INTERVIEW**

Those applicants who are selected for an initial interview will meet with a panel of approximately 3 lawyers for a 15-20 minute oral interview. The oral interview, like most government interviews, is quite structured, but may be slightly more conversational than typical behavioural interviews. Each candidate will be asked the same set of questions. See the “Behavioural Interviews” subsection in “Part Eight: Interviews” of this guide for more information on how to prepare for these types of interviews.
Students report that the panel members are quite friendly, although they may not be that talkative. The interviewers will take detailed notes of your answers. It may be useful to take a deep breath and relax while they are taking notes.

SECOND INTERVIEW

The second interview will be a combination of an oral and a written interview. Some of the questions will be framed around the BC Public Service competencies which will be communicated to you prior to the interview. The written portion will likely be based, at least in part, on a substantive law question and test your ability to identify legal issues.

STUDENT ADVICE

- Stay calm and use the opportunity they give you to think about the answer before you say it. Sitting and thinking shows you are taking the question seriously. Show you are a critical thinker and ask substantive questions about the changing role of lawyers in society, the differences between private and public law, etc.
- Approach the written part of the interview like any law school exam fact pattern. Read it a few times, make some notes, draft your answer, and leave time to revise.
- Show your personality: It’s all about convincing the interviewers that you can fit in as part of the team. Be confident and know that you can answer any question they may ask you.

CONTACT INFORMATION

For more information on the summering and articling application and interview process with the Legal Services Branch of the Ministry of Justice, contact the Law Careers Office at careerof@uvic.ca, or email Ms. Monica Hammond, Manager, Articling and Professional Development at the Ministry of Justice, at Monica.Hammond@gov.bc.ca.

SAMPLE QUESTIONS FROM MINISTRY OF JUSTICE (LEGAL SERVICES BRANCH) ARTICLING INTERVIEWS

- Describe a recent non-criminal case that you think will have an effect on civil procedure or the legal system in BC and explain that effect.
- Tell us about your background and what brought you to law school. What about your background will help you in law?
- What is the role of the Attorney General? How is a government lawyer’s practice different from a private practitioner’s?
- What brought you to law school? Why will you be a good lawyer?
- A “fact pattern” question given to you prior to the interview about a tricky interpersonal situation where you think a senior lawyer has given misleading advice to a client while you were sitting in on a client meeting. You will be given approximately 15 minutes to prepare your answer to the question: what would you do?
- Time management question: Describe a time when you had multiple tasks to accomplish. How did you go about completing them? Did you get them all done on time?

CRIMINAL JUSTICE BRANCH – ARTICLING INTERVIEWS

FIRST INTERVIEW (WRITTEN INTERVIEW)

The first stage of the interview process for articling with the Criminal Justice Branch of the Ministry of Justice is a written interview. Those applicants selected for a written interview will be informed by email a few weeks after the application deadline. The initial written interview will likely consist of three questions that must be completed on a Word document within ninety minutes, generally conducted at the University of Victoria under the supervision of a lawyer from the Ministry of Justice.

One question will relate to the role and responsibilities of Crown Counsel. The other two questions will be based on behavioural skills or competencies. For the latter two questions, you will be asked about an event or situation where you played a key role and utilized a certain skill. In your email, you will be given a list of the competencies which are essential to perform the duties of Crown Counsel. These include: Decisive Insight, Flexibility, Self-Development, Organizational Commitment, Impact and Influence, Listening, Understanding and Responding, Relationship Building, and Teamwork and Cooperation.
More information about the roles and responsibilities of Crown Counsel can be found at:
http://www2.gov.bc.ca/gov/content/justice/criminal-justice/bc-prosecution-service.

SECOND INTERVIEW (ORAL INTERVIEW)

Those selected for a second interview will be informed within approximately two weeks of their written interview and will be
invited to meet a panel of three lawyers approximately three weeks to a month later. This interview consists of three questions,
two of which are questions regarding the core competencies essential for Crown Counsel as mentioned above and referred to in
the written interview. The third question is intended to assess your knowledge of substantive criminal law issues. It may be in the
form of a simple fact pattern, where you will be evaluated on your ability to spot legal issues and to recall relevant legal
principles. The first 15 minutes of the hour-long interview will be dedicated to preparing answers to the three questions, while
the lawyers sit quietly in the same room. You will then be given the remaining 45 minutes to communicate your answers, as well
as to ask the panel questions about articling with the Ministry of Justice. The panel may ask you more pre-selected questions or
they may only re-iterate the designated three questions for the interview. They may also ask you questions about your interests
or make reference to portions of your application materials. It is most likely that the panel will simply listen to your answers
without much interaction (they will be busy writing), so be prepared to keep speaking.

Once the interview has concluded, there will be a few weeks before the candidates chosen to article with the MOJ will be
contacted with a phone call, while the remaining applicants will be informed of the panel’s decision by email.

STUDENT ADVICE

- Prepare well-written, thoughtful answers before the written interview, where many candidates are screened out. One
  hour is often not enough time to write good answers from scratch. Instead, use that hour to refine answers you have
  already prepared.

- For more information, please see the Ministry of Justice Articled Student Program website:
  http://www2.gov.bc.ca/gov/content/justice/for-legal-professionals/articled-student-program and the BC Prosecution
  Service website: http://www2.gov.bc.ca/gov/content/justice/criminal-justice/bc-prosecution-service.

CLERKSHIP INTERVIEWS

CLERKSHIP INTERVIEW PROCESS

As with OCIs and large-firm articling recruitment, clerkships have very formal timelines for both interviews and offer dates.
Courts generally do not pay for travel expenses to interviews, but check the websites for each of the clerkships to determine if
they may reimburse travel receipts. In some cases, courts can make arrangements to have the interview via conference call but it
is recommended that students attend interviews in person.

Interviews generally take place the month after applications are due. For example, in BC, first interviews are usually in February,
with short-listed candidates undergoing a second interview in March.

Interview durations range from approximately half an hour for provincial courts to up to 3 hours, which may include a written
portion for courts such as the Tax Court of Canada. See the relevant court’s website for more details.

Below you will find a number of questions that UVic law students have recently been asked in clerkship interviews. While the
questions and format of the interviews will vary depending on province and level of court, these questions are included to give
you an idea of what may be asked of you in a clerkship interview.
SAMPLE INTERVIEW QUESTIONS

FEDERAL COURT OF CANADA AND THE FEDERAL COURT OF APPEAL

There will likely only be one or two questions about substantive law. The student was asked about their opinion of an SCC decision in Patent Law as they had shown an interest in Intellectual Property. There was also a question related to an introductory tax course from a judge who had been a member of the Tax Court of Canada.

All other questions were relatively conversational, similar to an OCI interview, as the judges want to get to know you as a person to determine what it would be like to work with you for a year.

BRITISH COLUMBIA SUPREME COURT

- What was the last non-legal book you read?
- Why did you do so well in (a particular class)?
- What was it about that course that interested you?
- Why did you apply to this court?
- I can see from your transcript that you have taken ________ class. Describe a case you have studied in it and why you think it is important.
- I can see from your transcript that you have taken ________ class. What about that type of law frustrates or challenges you?
- I can see from your resume/reference letter that you wrote a paper on ______. Why did you choose that topic?
- What are your plans for after your clerkship?
- Describe a situation wherein you experience a conflict (of interest). How did you deal with that conflict?
- Describe a situation where you had to manage multiple projects and deadlines.
- Describe a situation where you had to make a difficult decision and how you came to resolve it.
- Describe a situation where you had a conflict with the instructions of a supervisor and how you dealt with it.
- Describe a situation when you were in a difficult ethical dilemma, how did you deal with it?

BRITISH COLUMBIA COURT OF APPEAL

The first interview included a list of approximately ten questions and the lawyer interviewing the candidate wrote down the student’s answers. Typical questions may include:

- How do you handle stress?
- What is your researching strategy?
- Why must a law clerk refrain from being a part of any other organization while clerking?
- Why do you want to work at the BC Court of Appeal?

Although less structured than the first interview, the second interview has a strict 15-minute time limit and is conducted by four judges of the BC Court of Appeal. Typical questions may be similar to the following:

- Why do you want to clerk at the BCCA if you intended to practice in (a certain area of) law?
- What is your favourite class?
- Why was (a particular class) your worst mark?
- What classes do you plan on taking next year?
- What is your favourite case and why?
ONTARIO SUPERIOR COURT OF JUSTICE

The student was given brief facts concerning a fictional scenario and asked to identify the legal issues. The student was then asked how they would conduct legal research relevant to this legal issue considering the scenario. Another question concerned the student’s ethics as they were asked “What would you do if a judge gave you a partially-completed judgment and asked you to finish it?”

ONTARIO COURT OF APPEAL

Questions tend to focus on a particular case. Prior to the interview, students will be given one or two cases to read and must be prepared to discuss these cases at length. Questions may concern any aspect of the case and students may be asked to comment on the judge’s reasons for the decision and their personal opinion regarding the case.

JOB OFFERS

This section of the guide sets out some frequently asked questions regarding job offers.

FAQS

WHEN CAN I EXPECT TO HEAR BACK FROM POTENTIAL EMPLOYERS?

Job offers can be extended during the initial interview or during a second interview, lunch, dinner, or reception. However, most job offers are extended over the phone a few weeks after an employer has interviewed everyone and after they have had time to consult with all of the decision-makers. If you participate in a formal recruitment process, there is usually a set offer date. Please see the “Summering” and “Articles” sections of this guide to learn about the relevant upcoming dates.

HOW LONG DO I HAVE TO ACCEPT OR DECLINE AN OFFER?

In most cases, the employer will let you know how long the offer will remain open when they extend the offer. If you participate in a formal recruitment process, offers usually must remain open for 24 hours. For example, for summer positions with firms who comply with the VBA guidelines and articling positions with firms in downtown Vancouver, offers must remain open until 8:00 am PST the following day. For other cities, see the “Part Three: Summers” and “Part Four: Articles” sections of this guide, above. For more information, you should also read the interview guidelines published by the governing bar association or law society.

It is okay for you to take some time within those 24 hours to think about your options before accepting or declining an offer. However, it is important to make your decision as soon as possible so that the employer can start making final arrangements with you or so they can offer the position to someone else. If you have communicated to a firm that they are your number one choice, it is expected that you will not need additional time to accept an offer. If your offer is extended outside of formal offer dates, you may be able to request additional time to consider your options or even to complete other interviews. Make sure to communicate clearly with the employer in every situation so you do not end up missing out on a position that you are offered.

WHAT IF I GET MORE THAN ONE JOB OFFER?

Students should not hold numerous offers at a given time. Weigh your options carefully. When you decide to accept an offer, do it in person or over the phone. Make sure you contact all other employers who offered you a job. Thank them for the opportunity and politely decline. Do this as soon as possible so that the employer can contact another student on their offer list. Remain on good terms with the employers whose offers you decline. You never know when your paths will cross again.
WHAT IF I RECEIVE AN OFFER FROM ONE EMPLOYER, BUT THEY ARE NOT MY TOP CHOICE?

If you receive an offer from employer A, but are hoping to work for employer B, contact employer B as soon as possible and let them know the situation. Ask for your status with them. They should be able to give you an idea of where you stand. This should help make your decision clearer.

WHAT IF I ACCEPT AN OFFER AND THEN RECEIVE AN OFFER FROM ANOTHER EMPLOYER I PREFER?

It is not advisable to accept an offer and later decline it because you receive another offer. This will put your reputation at stake in the legal community where your word and reputation are extremely important. Once you accept an offer, you must follow through with it. Note: Some Law Societies have strict rules regarding the acceptance and subsequent withdrawal of commitment to an articling offer. For example, the Law Society of Ontario Articling Procedures and Policies state: “The offer and acceptance of an articling placement constitutes a binding contract between the Principal and the articling candidate; termination of which by either party without good cause is a serious matter”.

WHAT HAPPENS AFTER I VERBALLY ACCEPT AN OFFER?

Most firms will extend a verbal offer and then follow up with a written offer letter at a later date. Ask the employer what their procedures are in moving forward. If you have any questions between the time you are offered a position and your start date, feel free to contact them. Let the LCO know when you accept an offer by emailing careerof@uvic.ca.
Bar admission requirements vary between provinces and territories across Canada. In this chapter, we provide you with a quick reference guide to bar admissions, as well as a more in-depth look at a select number of provinces and territories.

## BAR ADMISSION REQUIREMENTS – CANADA - QUICK REFERENCE GUIDE

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Bar Admissions Course / Articling length</th>
<th>Exam Info</th>
<th>Important Dates</th>
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</thead>
<tbody>
<tr>
<td>British Columbia</td>
<td>Professional Legal Training Course (PLTC) is a 10-week in-person course. 9 months (does not include time spent completing PLTC)</td>
<td>PLTC includes four skills assessments and two written exams.</td>
<td>PLTC is offered once per year in Victoria and Kamloops (start in May) and 3 times per year in Vancouver (February, May and September). Applications due 6 months before the starting date. <a href="https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/new-lawyers-students/">https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/new-lawyers-students/</a></td>
</tr>
</tbody>
</table>
| Alberta, Saskatchewan, Manitoba  | Canadian Centre for Professional Legal Education (CPLED) 12 months | CPLED consists of 3 one-week in-person modules, six self-directed online modules, and an online Trust Accounting course. There may also be province-specific requirements. | Alberta offers in-person modules twice per year. All other modules in all provinces are offered once per year. [http://www.cpled.ca/about-cpled/the-cpled-program/](http://www.cpled.ca/about-cpled/the-cpled-program/)  
[https://www.lawsociety.ab.ca/lawyers-and-students/membership-services/how-to-become-a-member-in-alberta/](https://www.lawsociety.ab.ca/lawyers-and-students/membership-services/how-to-become-a-member-in-alberta/)  
[www.lawsociety.sk.ca/for-lawyers-and-students/becoming-a-lawyer-in-saskatchewan/students/](www.lawsociety.sk.ca/for-lawyers-and-students/becoming-a-lawyer-in-saskatchewan/students/)  
[www.lawsociety.mb.ca/education/pre-call-education](www.lawsociety.mb.ca/education/pre-call-education) |
| Ontario                           | Completion of an online Professional Responsibility and Practice Course during articling. 10 months (Clerking counts toward Articling) | Self-study for a Barrister and a Solicitor Exam. Both exams are open-book.                 | The exams are offered three times per year, in March, June and November. Applications for the licensing process are due in early December. [www.lsuc.on.ca/with.aspx?id=11367&langtype=1033](www.lsuc.on.ca/with.aspx?id=11367&langtype=1033) |
| Quebec                            | L’École du Barreau, a 4- or 8-month course                      | Placement exam prior to starting the bar course.                                           | The École du Barreau program runs twice annually. Sessions commence in August and January. [www.ecoledubarreau.qc.ca/](www.ecoledubarreau.qc.ca/)                                                                 |

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<thead>
<tr>
<th>Province/Region</th>
<th>Bar Admission Course Duration</th>
<th>Course Description</th>
<th>Additional Information</th>
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</thead>
<tbody>
<tr>
<td><strong>New Brunswick</strong>&lt;br&gt;The Law Society of New Brunswick</td>
<td>12 months</td>
<td>New Brunswick Bar Admissions Course&lt;br&gt;6 month articling term after completion of the course</td>
<td>A one-day orientation session is held in June and two 2-week classroom sessions are held in the fall and in the spring. Applications are due at the start of June. <a href="http://lawsociety-barreau.nb.ca/en/becoming-a-lawyer/bar-admission-course">http://lawsociety-barreau.nb.ca/en/becoming-a-lawyer/bar-admission-course</a></td>
</tr>
<tr>
<td><strong>Nova Scotia</strong>&lt;br&gt;Nova Scotia Barristers’ Society</td>
<td>12 months</td>
<td>Nova Scotia Bar Admissions Course&lt;br&gt;Four weeks (split into two 2-week sessions)</td>
<td>The in-person skills course is offered three times annually (in September, October and November) and the bar examination is offered twice annually (in January and July). One online skills course is generally offered twice in August, one is offered three times in January and February, and the other three times in February and March. <a href="http://nsbs.org/become_a_lawyer/bar_admissions">http://nsbs.org/become_a_lawyer/bar_admissions</a></td>
</tr>
<tr>
<td><strong>Prince Edward Island</strong>&lt;br&gt;The Law Society of Prince Edward Island</td>
<td>12 months</td>
<td>Students must successfully complete the PEI Bar Admissions Course and the Nova Scotia Skills Training Course</td>
<td>The PEI bar admissions course is offered in the fall (typically in October).&lt;br&gt;The NS bar in-person skills course is offered three times annually (in September, October and November). One online skills course is generally offered twice in August, one is offered three times in January and February, and the other three times in February and March. <a href="http://lawsoocietypei.ca/articling">http://lawsoocietypei.ca/articling</a> and <a href="http://lawsoocietypei.ca/bar-courses">http://lawsoocietypei.ca/bar-courses</a></td>
</tr>
<tr>
<td><strong>Newfoundland &amp; Labrador</strong>&lt;br&gt;The Law Society of Newfoundland &amp; Labrador</td>
<td>12 months</td>
<td>Newfoundland &amp; Labrador Bar Admissions Course&lt;br&gt;7 weeks, which includes Bar Admission Course Examinations</td>
<td>It is administered in October of each year. <a href="http://www.lawsociety.nf.ca/admission-to-profession/bar-admission/">http://www.lawsociety.nf.ca/admission-to-profession/bar-admission/</a></td>
</tr>
<tr>
<td><strong>Yukon</strong>&lt;br&gt;The Law Society of Yukon</td>
<td>12 months</td>
<td>The Law Society of Yukon Rules states that students must attend all bar admission lectures and complete all bar admission examinations as prescribed by the Executive. Students typically enroll in BC’s PLTC, a 10-week in-person course.</td>
<td>PLTC includes four skills assessments and two written exams. Students must also complete the Statutes Exam.&lt;br&gt;PLTC is offered once per year in Victoria and Kamloops (start in May) and 3 times per year in Vancouver (February, May and September). Applications due 6 months before the starting date. <a href="http://www.lawsocietyyukon.com/forms.php">www.lawsocietyyukon.com/forms.php</a> <a href="https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/new-lawyers-students/">https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/new-lawyers-students/</a></td>
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<tr>
<td><strong>The Northwest Territories</strong>&lt;br&gt;Students are required to complete a bar admissions course in a</td>
<td>CPLED consists of 3 one-week in-person modules, six self-</td>
<td>Alberta offers in-person CPLED modules twice per year. All other modules are offered once per year.</td>
<td></td>
</tr>
<tr>
<td>Law Society of the Northwest Territories</td>
<td>neighbouring jurisdiction. The Law Society recommends CPLED in Alberta. 12 months</td>
<td>directed online modules, and an online Trust Accounting course. Students may also be required to complete a bar admission examination at the end of their articles.</td>
<td><a href="http://www.lawsocty.nt.ca/lawyers/lsnt-membership">http://www.lawsocty.nt.ca/lawyers/lsnt-membership</a> <a href="http://www.cpled.ca/about-cpled/the-cpled-program/">http://www.cpled.ca/about-cpled/the-cpled-program/</a> <a href="https://www.lawsociety.ab.ca/lawyers-and-students/membership-services/how-to-become-a-member-in-alberta/">https://www.lawsociety.ab.ca/lawyers-and-students/membership-services/how-to-become-a-member-in-alberta/</a></td>
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<tr>
<td>Nunavut Law Society of Nunavut</td>
<td>Students are required to be called to the Bar in another province first, or to complete CPLED in Manitoba. 12 months</td>
<td>CPLED consists of 3 one-week in-person modules, six self-directed online modules, and an online Trust Accounting course. Students may also be required also complete a bar admission examination.</td>
<td>Manitoba offers CPLED once per year. <a href="http://lawsociety.nu.ca/">http://lawsociety.nu.ca/</a> <a href="http://www.cpled.ca/about-cpled/the-cpled-program/">http://www.cpled.ca/about-cpled/the-cpled-program/</a> <a href="http://www.lawsociety.mb.ca/education/pre-call-education">www.lawsociety.mb.ca/education/pre-call-education</a></td>
</tr>
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## BRITISH COLUMBIA - THE LAW SOCIETY ADMISSION PROGRAM (LSAP)

In order to be called to the bar in BC, applicants must complete the 12-month Law Society Admission Program (LSAP) ([https://www.lawsocty.bc.ca/becoming-a-lawyer-in-bc/admission-program/](https://www.lawsocty.bc.ca/becoming-a-lawyer-in-bc/admission-program/)). It is supervised and administered by the Law Society of BC’s Credentials Committee and includes:

1. Nine months of articles in a law firm or other legal workplace with a qualified principal
2. The 10-week Professional Legal Training Course (PLTC)
3. Two qualification examinations based on the PLTC practice material and course work

### HOW TO ENROL

Application packages can be submitted at any time, but must be submitted at least 30 days before your LSAP enrolment start date. Note: enrollment in LSAP does not enrol you in PLTC. The application package consists of:

1. LSAP Enrolment Application ([https://www.lawsocty.bc.ca/Website/media/Shared/docs/forms/MS-admissions/admission-app.pdf](https://www.lawsocty.bc.ca/Website/media/Shared/docs/forms/MS-admissions/admission-app.pdf))
2. Articling Agreement ([https://www.lawsocty.bc.ca/Website/media/Shared/docs/forms/MS-admissions/articling-agmt.pdf](https://www.lawsocty.bc.ca/Website/media/Shared/docs/forms/MS-admissions/articling-agmt.pdf))
3. Articling Skills and Practice Checklist ([https://www.lawsocty.bc.ca/Website/media/Shared/docs/forms/MS-admissions/articling-check.pdf](https://www.lawsocty.bc.ca/Website/media/Shared/docs/forms/MS-admissions/articling-check.pdf))

For the above three links, please look under the Application forms section of the webpage.

4. Official transcript sent directly from UVic showing the actual granting of the J.D. degree and grades. Please see the following website for information on obtaining official transcripts: [http://www.uvic.ca/current-students/home/academics/transcripts/](http://www.uvic.ca/current-students/home/academics/transcripts/)
5. A non-refundable application fee (cheque payable to the Law Society of BC)
THE PROFESSIONAL LEGAL TRAINING COURSE (PLTC)

OVERVIEW

PLTC (https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/professional-legal-training-course/) is the Law Society of BC’s bar admissions course. PLTC helps legal graduates reach the entry-level standards of competence necessary to practice law. PLTC emphasizes practical skills training, ethics, practice management, and legal practice and procedure to help legal graduates bridge the gap between law school and the practice of law. Successful completion of PLTC is one of the requirements for being called to the bar and becoming a lawyer in BC.

The PLTC program is a 10-week course. There are 7 weeks of full-time, in-class instruction and 3 weeks of skills assessments and qualification exams. The course typically runs from 9:00 am – 3:30 pm, Monday to Friday.

The PLTC class size is typically 20-24 students and there is one instructor per class. The instructors have many years of both teaching and practice experience. Guest speakers attend to instruct certain substantive law and procedural components.

EVALUATION

Evaluation is based on six components: four skills assessments and two qualification exams.

<table>
<thead>
<tr>
<th>Skills Assessments</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Advocacy</td>
<td>Students must prepare and present a written outline and oral argument for a contested chambers application for a civil dispute in the BC Supreme Court. One student is the applicant, one student is the respondent, and the instructor is the judge.</td>
</tr>
<tr>
<td>Writing</td>
<td>Students must write an opinion letter to a client based on a memorandum of instructions.</td>
</tr>
<tr>
<td>Drafting</td>
<td>Students must draft an agreement for a client based on a memorandum of instructions.</td>
</tr>
<tr>
<td>Interviewing</td>
<td>Students must interview and advise a new client. During the interview, one student is the lawyer and another student is the client.</td>
</tr>
</tbody>
</table>

More information can be found here: https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/professional-legal-training-course/pltc-skills-assessments/

<table>
<thead>
<tr>
<th>Qualification Exams</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I</td>
<td>Part II</td>
</tr>
<tr>
<td>Business (including Corporate and Commercial practice)</td>
<td>Civil Procedure (including Collections)</td>
</tr>
<tr>
<td>Wills</td>
<td>Criminal Procedure</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Family Practice</td>
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<tr>
<td>Practice Management</td>
<td>Practice Management</td>
</tr>
</tbody>
</table>

Each qualification exam takes 3 hours to complete. They are primarily based on the PLTC practice material (https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/professional-legal-training-course/pltc-practice-material/) and course work as well as the Legal Profession Act, the Law Society Rules, and the Professional Conduct Handbook. They are both open-book exams and consist mostly of short-answer questions, with some true/false questions and some multiple-choice questions.

Students who register in the PLTC program are automatically registered to write the exams at the end of the course. However, students may choose to defer the exams and complete them at another time during their articling year. Students can also arrange to write the exams in a different city than where they complete their PLTC coursework.

More information about the qualification exams can be found here: https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/professional-legal-training-course/qualification-examinations/.
For the skills assessments, the passing mark is 70%. For the qualification exams, the passing mark is 60%.

**HOW TO ENROL IN PLTC**

*Enrolment in LSAP does not enroll you in PLTC.* A separate registration form for PLTC must be submitted. Registration information can be found here: [https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/professional-legal-training-course/applying-to-pltc/](https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/professional-legal-training-course/applying-to-pltc/)

Due to high demand, the LCO strongly recommends that students register for PLTC at least six months in advance. There is no guarantee that you will be admitted to your first choice. Confirmation of acceptance into a PLTC session is sent approximately six weeks after the registration deadline.

**UPCOMING PLTC SESSIONS**

In consultation with your principal, you must choose when you will attend PLTC and when you will article. Students may take PLTC at the beginning, in the middle, or at the end of their articles.

PLTC is offered once per year in Victoria and Kamloops (commencing in May) and three times per year in Vancouver (commencing in February, May, and September). Here is a list of upcoming PLTC sessions:

<table>
<thead>
<tr>
<th>PLTC Session Dates</th>
<th>Location</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 12 – April 19 2019</td>
<td>Vancouver</td>
<td>October 15th 2018</td>
</tr>
<tr>
<td>May 27 – August 2 2019</td>
<td>Vancouver, Victoria and Kamloops</td>
<td>December 14th 2018</td>
</tr>
<tr>
<td>September 9 – November 15 2019</td>
<td>Vancouver</td>
<td>March 1st 2019</td>
</tr>
</tbody>
</table>

**ACCOMMODATION FOR LAW STUDENTS WITH DISABILITIES, ACADEMIC ASSISTANCE AND PART-TIME OPTIONS**

PLTC is committed to ensuring that law students with disabilities receive reasonable accommodation to minimize the effect of their disability on their performance as much as possible during PLTC. Students with disabilities must **apply in writing** to PLTC 30 days before the commencement of the course for accommodation in any part of the course, including skills assessments and qualification exams. Students may be asked to provide documentation on their disability. More information can be found here on page 11: [https://www.lawsociety.bc.ca/Website/media/Shared/docs/forms/MS-admissions/admission-info.pdf](https://www.lawsociety.bc.ca/Website/media/Shared/docs/forms/MS-admissions/admission-info.pdf).

**ACADEMIC ASSISTANCE** is available to assist law students who are having difficulty with PLTC. An academic support instructor will give students extra lessons and assignments with feedback; give advice on study techniques and exam-writing strategies; and discuss failed exams. More information can be found here on page 12: [https://www.lawsociety.bc.ca/Website/media/Shared/docs/forms/MS-admissions/admission-info.pdf](https://www.lawsociety.bc.ca/Website/media/Shared/docs/forms/MS-admissions/admission-info.pdf).

**PART-TIME:** The Law Society of BC also offers law students a part-time option. Because there is no part-time schedule for PLTC, students generally spread the content of PLTC over two sessions. Interested students must contact PLTC and submit a written request stating the reasons for attending part-time at least six months in advance of the session they wish to attend. More information can be found here on page 7: [https://www.lawsociety.bc.ca/Website/media/Shared/docs/forms/MS-admissions/admission-info.pdf](https://www.lawsociety.bc.ca/Website/media/Shared/docs/forms/MS-admissions/admission-info.pdf).

**CONTACT INFORMATION**

The above information is sourced from the Law Society of BC’s website: [www.lawsociety.bc.ca](http://www.lawsociety.bc.ca).

**More information about LSAP and PLTC** can be found at [https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/](https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/) and [https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/professional-legal-training-course/](https://www.lawsociety.bc.ca/becoming-a-lawyer-in-bc/admission-program/professional-legal-training-course/).

If you have any questions about LSAP, contact:
Member Services

If you have any questions about PLTC, contact:
Amity Chow, Program Coordinator, PLTC
Alberta, Saskatchewan & Manitoba

In order to be called to the bar and practice law in Alberta, Saskatchewan or Manitoba, applicants must comply with their respective law society’s requirements and successfully complete:

1. Twelve months of articles in a law firm or other legal workplace with a qualified principal, **AND**
2. The **Canadian Centre for Professional Legal Education** (CPLED) Bar Admissions Program

The Canadian Centre for Professional Legal Education (CPLED) Bar Admissions Program

Overview

The CPLED Program ([www.cpled.ca/](http://www.cpled.ca/)) is the professional licensing and credentialing program of the Law Society of Alberta, the Law Society of Saskatchewan, and the Law Society of Manitoba. It is delivered through three provincial organizations: the Legal Education Society of Alberta, the Law Society of Saskatchewan’s Bar Admissions Office, and the Law Society of Manitoba.

The CPLED Program helps legal graduates reach the entry-level competence necessary to practice law in Alberta, Saskatchewan, and Manitoba.

CPLED uses a blended learning environment. The program consists of three components:

1. **Face-to-Face Modules**: These sessions run for three to four days, and are scheduled over three separate weeks
   - Oral Advocacy & Professional Responsibility
   - Interviewing & Advising
   - Negotiations & Practice Fundamentals

2. **Online Modules**: All modules are three weeks long, except Ethics & Professionalism, which runs for one week
   - Legal Research & Writing
   - Drafting Contracts
   - Written Advice & Advocacy
   - Ethics & Professionalism
   - Drafting Pleadings
   - Practice Management
   - Client Relationship Management
   - Practice Management

3. **Other Requirements**: Students must also complete a Trust Accounting Fundamentals online self-study course during the CPLED year.

Evaluation

The CPLED Program uses a competency-based evaluation system. To ensure consistent standards across the three provinces, it is based on a competency profile for a newly called lawyer ([http://www.cpled.ca/current-students/competency-profile/](http://www.cpled.ca/current-students/competency-profile/)). Specifically, students participating in the CPLED Program must demonstrate competency in the following three areas:

<table>
<thead>
<tr>
<th>Substantive Legal Knowledge:</th>
<th>Skills (demonstrate possession of):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Canadian Legal System</td>
<td>• Ethics and Professionalism Skills</td>
</tr>
<tr>
<td>• Canadian Substantive Law</td>
<td>• Oral and Written Communication Skills</td>
</tr>
<tr>
<td>• Ethics and Professionalism</td>
<td>• Analytical Skills</td>
</tr>
<tr>
<td>• Practice Management</td>
<td>• Research Skills</td>
</tr>
<tr>
<td></td>
<td>• Client Relationship Management Skills</td>
</tr>
<tr>
<td></td>
<td>• Practice Management Skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tasks (demonstrate ability to perform):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• General Tasks:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
The CPLED Program has ten competency evaluations. Students are required to successfully complete all ten competency evaluations and achieve a mark of “competency demonstrated” in each one. Students must achieve a grade of at least 60% to achieve “competency demonstrated”.

### UPCOMING CPLED SESSIONS

Students generally complete the CPLED program while articling.

The in-person modules of the CPLED Program are offered twice annually in Alberta (Calgary and Edmonton). For important documents, including dates, please see: [https://www.lesaonline.org/cpled/students/](https://www.lesaonline.org/cpled/students/) and find links to: Student Guide, Program Key Dates, Program Agreement, and Professional Integrity.

It is offered once per year in Saskatchewan (part of the program is offered in Regina and part of the program is offered in Saskatoon), commencing in August. For important documents, include schedule and admissions calendar, please see: [http://www.lawsociety.sk.ca/for-lawyers-and-students/becoming-a-lawyer-in-saskatchewan/students/cpled-bar-admission/cpled-bar-admission-important-documents.aspx](http://www.lawsociety.sk.ca/for-lawyers-and-students/becoming-a-lawyer-in-saskatchewan/students/cpled-bar-admission/cpled-bar-admission-important-documents.aspx).

It is offered once per year in Manitoba (Winnipeg), commencing in August. For a tentative schedule, go here: [www.lawsociety.mb.ca/education/pre-call-education/manitoba-cpled-program](www.lawsociety.mb.ca/education/pre-call-education/manitoba-cpled-program) and click on “Program Schedule.”

Students must successfully complete all modules within one CPLED year (July 1, 2017 – June 30, 2018).

CPLED strongly advises students to consult with their principal and articling firm, whenever possible, prior to choosing which session to enrol in.

### HOW TO ENROL

To enrol in the CPLED Program, students must complete an application form. Application forms can be completed and submitted online:

- **Alberta:** [www.lesa.org/cpled](http://www.lesa.org/cpled)
  The deadline for applications is May following your third year of law school.

- **Saskatchewan:** [www.lawsociety.sk.ca/for-lawyers-and-students/becoming-a-lawyer-in-saskatchewan/students/cpled-bar-admission/#1](http://www.lawsociety.sk.ca/for-lawyers-and-students/becoming-a-lawyer-in-saskatchewan/students/cpled-bar-admission/#1)
  The deadline for applications is June following your third year of law school.

- **Manitoba:** [www.lawsociety.mb.ca/education/pre-call-education/manitoba-cpled-program](http://www.lawsociety.mb.ca/education/pre-call-education/manitoba-cpled-program)
  The deadline for applications is May following your third year of law school.

Please note that registration is on a first-come, first-served basis.
ACCOMMODATION FOR LAW STUDENTS WITH DISABILITIES

The Law Society of Alberta, the Law Society of Saskatchewan, the Law Society of Manitoba, and CPLED are “committed to ensuring that students with disabilities receive accommodation to assist them during the CPLED Program.”

CONTACT INFORMATION

The information in this section is taken from the Canadian Centre for Professional Legal Education’s website: www.cpled.ca/.

If you have any questions about CPLED, contact:

<table>
<thead>
<tr>
<th>Alberta</th>
<th>Saskatchewan</th>
<th>Manitoba</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Legal Education Society of Alberta</td>
<td>The Law Society of Saskatchewan’s Bar Admissions Office</td>
<td>The Law Society of Manitoba Education and Competence Department</td>
</tr>
<tr>
<td>2610, 10104-103 Avenue</td>
<td>1100-2002 Victoria Ave.</td>
<td>219 Kennedy Street</td>
</tr>
<tr>
<td>Edmonton, AB T5J 0H8</td>
<td>Regina, SK S4P 0R7</td>
<td>Winnipeg, MB R3C 1S8</td>
</tr>
<tr>
<td>Phone: (780) 420-1987</td>
<td>Phone: (306) 569-8242</td>
<td>Phone: (204) 942-5571</td>
</tr>
<tr>
<td>Email: <a href="mailto:lesa@lesa.org">lesa@lesa.org</a></td>
<td>Email: <a href="mailto:melissa@lawsociety.sk.ca">melissa@lawsociety.sk.ca</a></td>
<td>E-mail: <a href="mailto:jholmstrom@lawsociety.mb.ca">jholmstrom@lawsociety.mb.ca</a></td>
</tr>
<tr>
<td>Website: <a href="http://www.cpled.ca/">www.cpled.ca/</a> OR</td>
<td>Website: <a href="http://www.cpled.ca/">www.cpled.ca/</a> OR</td>
<td>Website: <a href="http://www.cpled.ca/">www.cpled.ca/</a> OR</td>
</tr>
<tr>
<td><a href="https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/">https://www.lawsociety.ab.ca/lawyers-and-students/services-for-students/</a></td>
<td></td>
<td>OR <a href="http://www.lawsociety.mb.ca/education/pre-call-education/manitoba-cpled-program">www.lawsociety.mb.ca/education/pre-call-education/manitoba-cpled-program</a></td>
</tr>
</tbody>
</table>

ONTARIO

THE LAW SOCIETY OF ONTARIO’S LAWYER LICENSING PROCESS

The admission process to the Ontario bar is regulated by the Law Society of Ontario. Students seeking to be called to the bar and practice law in Ontario must satisfy the following licensing process requirements:

1. Complete ten months of articles in a law firm or other legal workplace with a qualified principal OR complete the Law Practice Program
2. Complete the online Professional Responsibility and Practice Course
3. Pass the barrister and the solicitor licensing examinations

THE LAW PRACTICE PROGRAM

As an alternative to the “articles” requirement, students intending to practice in Ontario have the choice of fulfilling the articling requirements of admission to the Law Society through enrolment in and completion of the Law Practice Program at Ryerson University. This program had its first session in Fall 2014. It consists of a training course and work placement component.

Candidates interested in registering for the LPP for 2017-18, must first apply for and be registered in the Law Society of Ontario Licensing Process, as described below, and must complete the barrister and solicitor licensing examinations. The first four months (late August to December) consist of online training and experiential learning through a variety of innovative methods with participants only having to attend Ryerson University on a few particular dates. This is then followed by a four-month work term.

For more information on the LPP, see the “Law Practice Program” subsection in the “Part Four: Articles” section of this guide and visit the Law Practice Program website at http://www.ryerson.ca/lpp/, or contact the LPP at lpp@ryerson.ca or phone 416-979-5000 ext. 3024.

HOW TO ENROL IN THE LAWYER LICENSING PROCESS

To enrol, click here: https://licensingprocess.lsuc.on.ca/laws2/home/home.lsuc?lang=en and complete the application form. Candidates can do so starting at the beginning of October. The deadline is at the beginning of December.
THE PROFESSIONAL RESPONSIBILITY AND PRACTICE COURSE

Students complete the online professional responsibility and practice course during the articling term. It requires completion of an assessment with your principal. The questions will be provided to your principal to administer.

THE LICENSING EXAMINATIONS

The licensing examinations consist of a self-study open-book Barrister Examination and a self-study open-book Solicitor Examination. The necessary study materials for these licensing examinations are provided by The Law Society of Ontario. The licensing examinations are based on validated entry-level competencies. Their focus is to ensure that applicants possess the required competencies in order to provide legal services effectively and in accordance with the public interest.

<table>
<thead>
<tr>
<th>The Barrister Examination will assess competencies in the following categories:</th>
<th>The Solicitor Examination will assess competencies in the following categories:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ethics and Professional Responsibilities</td>
<td>• Ethics and Professional Responsibilities</td>
</tr>
<tr>
<td>• Knowledge of the law</td>
<td>• Knowledge of the Law</td>
</tr>
<tr>
<td>o Jurisdiction and Fundamentals</td>
<td>o Knowledge of General Statutes, Common Law, Policy, Procedures, and Forms</td>
</tr>
<tr>
<td>o Limitation Periods</td>
<td>o Real Estate</td>
</tr>
<tr>
<td>o Evidence</td>
<td>o Wills, Trusts, and Estate Administration and Planning</td>
</tr>
<tr>
<td>o Principles of Statutory Interpretation</td>
<td>o Business Law</td>
</tr>
<tr>
<td>o Public Law</td>
<td>• Establishing and Maintaining the Solicitor-Client Relationship</td>
</tr>
<tr>
<td>o Criminal Procedure</td>
<td>• Fulfilling the Retainer</td>
</tr>
<tr>
<td>o Family Law</td>
<td>• Practice Management Issues</td>
</tr>
<tr>
<td>o Civil Litigation</td>
<td></td>
</tr>
<tr>
<td>• Establishing and Maintaining the Barrister-Client Relationship</td>
<td></td>
</tr>
<tr>
<td>• Problem/Issue Identification, Analysis, and Assessment</td>
<td></td>
</tr>
<tr>
<td>• Alternative Dispute Resolution</td>
<td></td>
</tr>
<tr>
<td>• Litigation Process</td>
<td></td>
</tr>
<tr>
<td>• Practice Management Issues</td>
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</tbody>
</table>

Each examination will be approximately seven hours in length. For more information, read the “Guide to the Barrister and Solicitor Licensing Examinations”: [http://www.lsuc.on.ca/LawyerExaminationGuide/](http://www.lsuc.on.ca/LawyerExaminationGuide/).

UPCOMING EXAMINATIONS

Each examination is offered three times a year, in March, June and November. For the 2017 exam dates for Toronto, Ottawa, London, and Windsor, keep an eye on this page: [http://www.lsuc.on.ca/LawyerExamDatesAndLocations/](http://www.lsuc.on.ca/LawyerExamDatesAndLocations/).

HOW TO REGISTER

To register for the licensing examinations, fill out the online registration form, available here: [https://licensingprocess.lsuc.on.ca/laws2/home/home.lsuc](https://licensingprocess.lsuc.on.ca/laws2/home/home.lsuc). Registration is due 30 business days prior to the examination date.

POLICY AND PROCEDURES FOR ACCOMMODATIONS

As the governing body of a profession concerned with justice, the Law Society of Ontario has a strong public interest in promoting equality. The legal approach to equality recognizes that treating people identically is not synonymous with treating them equally. Visit [http://www.lsuc.on.ca/licensingprocess.aspx?id=2147497612](http://www.lsuc.on.ca/licensingprocess.aspx?id=2147497612) for more information.
CONTACT INFORMATION

The information in this section is from the Law Society of Ontario website: [www.lsuc.on.ca/licensingprocesslawyer/](http://www.lsuc.on.ca/licensingprocesslawyer/). If you have any questions, read the FAQs page at [www.lsuc.on.ca/FAQs/](http://www.lsuc.on.ca/FAQs/). If you require further information, contact the Office of the Registrar at the Law Society of Ontario by phone at 1-800-668-7380 or by email at lawsociety@lsuc.on.ca.

NORTHERN CANADA

BENEFITS OF WORKING IN NORTHERN CANADA

There are many benefits of working in the Yukon, the Northwest Territories, and Nunavut. Many of these are similar to the benefits listed previously concerning rural Canada. The following are characteristics unique to northern Canada:

- As a junior lawyer working in a remote community, you get to work with diverse clientele and on interesting files.
- You have the opportunity to travel throughout northern Canada on circuit courts and to appear in Territorial Courts, Supreme Courts, and Courts of Appeal early in your legal career.
- Because of the small number of lawyers working in the Yukon, the Northwest Territories, and Nunavut, it is easy to build relationships with members of the legal community. It is also easy to immerse yourself in the local community.
- Many lawyers working in the Yukon, the Northwest Territories, and Nunavut have said that it is easier to achieve and maintain a work-life balance in northern Canada than elsewhere.
- You get to experience a part of Canada that many Canadians never get to see.
- The outdoor activities abound, from kayaking to cross-country skiing. Recreational opportunities are endless.

TIPS AND ADVICE FOR LAW STUDENTS INTERESTED IN WORKING IN NORTHERN CANADA

- Interested students should try to establish contacts early on in their legal studies and well before they intend to apply for articles. For more information, see the “Networking” and “Information Interviewing” subsections in “Part Six: Researching Job Opportunities” in this guide.
- The LCO strongly suggests that law students hoping to article and practice in the Yukon, the Northwest Territories, or Nunavut find a mentor who is currently practicing in northern Canada.
- If you are hoping to work in northern Canada, be aware that many of the opportunities are not posted online. You have to be proactive in your career search and be the one who makes the first contact with the firms that interest you.
  - Ask the LCO for contact information for UVic graduates or law firms in northern Canada.

BAR REQUIREMENTS IN NORTHERN CANADA

THE YUKON

Those students seeking to be called to the bar in the Yukon usually participate in the Professional Legal Training Course (PLTC) offered in British Columbia and are evaluated on four skills assessments and two qualification exams. The Law Society of the Yukon will accept other recognized bar admission courses (i.e. outside of BC), but you must make a request upon applying for admission to the bar as an articling student. Please note that students must also write the Statutes Exam. Furthermore, students must complete a **12-month articling term** under the supervision of an approved principal in the Yukon.

Further detailed information about the requirements specific to the Yukon bar may be obtained by:

   - The Legal Profession Act
   - The Rules of the Law Society of Yukon

**THE NORTHWEST TERRITORIES AND NUNAVUT**

**CPLED:** Students seeking to be admitted to the bar of the Northwest Territories or Nunavut typically participate in the Canadian Centre for Professional Legal Education (CPLED) program. More information can be found in the “Articling in Alberta, Saskatchewan, and Manitoba” subsection of this guide, above. Please note that students must also write a Statutes and Rules Exam. Furthermore, students must complete a 12-month articling term under the supervision of an approved principal in the Northwest Territories or Nunavut to satisfy their respective bar society requirements.

**NORTHWEST TERRITORIES**

More information about the requirements specific to the Northwest Territories bar can be found by:

- Emailing the Law Society of the Northwest Territories: [info@lawsociety.nt.ca](mailto:info@lawsociety.nt.ca)
- Reviewing the Law Society of the Northwest Territories Students & Articling webpage and associated documents: [http://www.lawsociety.nt.ca/lawyers/students-articling](http://www.lawsociety.nt.ca/lawyers/students-articling)
- Reading the Law Society of the Northwest Territories’ memo on becoming a member: [https://www.lawsociety.nt.ca/data/public/forms/lsnt-memo-fullmembership.pdf](https://www.lawsociety.nt.ca/data/public/forms/lsnt-memo-fullmembership.pdf) (see “Memo: Application for Membership”)
- All of the required forms are available through the Law Society of the Northwest Territories website: [http://www.lawsociety.nt.ca/membership/applications/](http://www.lawsociety.nt.ca/membership/applications/)

**NUNAVUT**

Further information about the requirements specific to the Nunavut bar can be found by:

- Emailing the Law Society of Nunavut at [administrator@lawsociety.nu.ca](mailto:administrator@lawsociety.nu.ca)
- Visiting the Law Society of Nunavut website: [http://lawsociety.nu.ca/](http://lawsociety.nu.ca/)

**PROFILES OF LAWYERS WORKING IN NORTHERN CANADA**


**CONTACT INFORMATION**

Here is the contact information for the local law societies and CBA branches in northern Canada:

**The Law Society of Yukon**

Phone: (867) 668-4231
Email: [http://www.lawsocietyyukon.com/contact.php](http://www.lawsocietyyukon.com/contact.php)
Website: [www.lawsocietyyukon.com](http://www.lawsocietyyukon.com)

**The Law Society of the Northwest Territories**

Phone: (867) 873-3828
Contact: [info@lawsociety.nt.ca](mailto:info@lawsociety.nt.ca)
Website: [www.lawsociety.nt.ca](http://www.lawsociety.nt.ca)

**CBA – Yukon Branch:**

[http://yt-cba.org/Main/home/](http://yt-cba.org/Main/home/)

**CBA – Northwest Territories Branch:**

[http://cbant.org/](http://cbant.org/)
The Law Society of Nunavut
Phone: (867) 979-2330
Email: administrator@lawociety.nu.ca
Website: www.lawsociety.nu.ca

CBA – Nunavut Branch:
http://nunavut-cba.org/main/home/
On the following pages are included a number of sample cover letters from current and former UVic law students. Use these only as examples, do not simply copy them. In the following examples, any specific information including student information and law firm information has either been removed or changed to a generic form.
The following is a cover letter from a 1L student for an application with a Large IP firm:

Firstname Lastname

Address, Province, Postal Code

Phone Number - email

Date

Mr./Ms. Contact Person

National Head of Professional Recruiting
Firm Name
Building name
Address
Office Number
City, Province Postal Code

Dear Mr./Ms. Contact Person:

RE: 2017 Summer Position

I am currently a first year law student at the University of Victoria, Faculty of Law. I am writing to apply for a 2017 summer student position at [Firm], and feel that I am an excellent candidate for this position. I am originally from [Province of Firm], and intend to return following my graduation from law school.

I am interested in [Firm] because of your longstanding reputation as a leading IP law firm in Canada. I entered law school hoping to be able to integrate my education and experience as an organic and analytical chemist into my future law career. The possibility of being paired with a mentor with a similar background is extremely attractive. Your firm’s commitment to student training and the opportunity to be immersed in different areas of IP law will provide me with an ideal summer learning experience for my career goals.

My education, employment, and extracurricular participation have provided me with a wide variety of personal interactions and learning environments, as well as a unique skill set that I feel will be an asset to your firm. I have worked in individual and group laboratory settings, performing research and routine analysis. My graduate studies in organic chemistry piqued my interest in IP law, particularly that of pharmaceutical patents. I have had the opportunity to present my work at international conferences and publish journal articles as a result of my scholarly and professional research. Working with sensitive information and illicit substances as a drug analyst at Health Canada gave me a strong understanding of professional responsibility. My experience as a method development analyst at the University of Guelph required me to be creative in solving problems and planning experiments while developing new analytical methods for use by the Ontario Ministry of Agriculture, Food, and Rural Affairs. I look forward to further developing my analytical skills and creativity in my legal career.

Please find enclosed my resume, copies of my undergraduate and graduate transcripts, and my tentative upper year course selections. Thank you for considering my application, I look forward to hearing back from you.

Sincerely,

Firstname Lastname
First Name Last Name

September 15, 20YY

Mr. /Ms. Contact Person
Position
Firm AAA LLP
Street Address
City, Province, Postal Code

Dear Mr. /Ms. Contact Person:

RE: 20YY Summer Position

Please accept my application for a 20YY summer position with AAA LLP. I am a first-year law student at the University of Victoria, Faculty of Law. As I am originally from Vancouver, I am looking forward to returning to establish my career in Vancouver following my graduation from law school.

I am particularly interested in a summer position with AAA LLP because of your firm’s reputation as one of the leading aboriginal law firms in the Vancouver area. I aspire to work as a litigator with a specialty representing First Nations communities and believe your firm would offer the best training and platform to achieve my goal.

My work and life experiences have given me a unique and valuable set of skills that I am confident would make me an asset to your firm. In 20YY, I graduated from the University of British Columbia with a Bachelor’s Degree in Anthropology. In my final year, I wrote a thesis entitled Indigenous Rights in Northwestern BC. This project developed my research skills and my ability to critically analyze information. As an English instructor with the Japan Exchange and Teaching Program (JET) this past year, I became adept at synthesizing and communicating complex information. Working in a professional environment also made me comfortable with responsibility and taught me the importance of managing my workload efficiently and meeting deadlines. Finally, my work this year with the UVic Legal Information Clinic has given me greater understanding of clients’ needs and has allowed me to apply my professional skills in a legal context.

Please find enclosed a copy of my resume, copies of my undergraduate and law school transcripts and reference letters. Thank you for considering my application. I would welcome the opportunity to interview with your firm.

Sincerely,

FirstName LastName
Firstname Lastname  
Address • City, Province • Postal Code  
Phone Number • email

Recruiter  
Director of Associate and Student Programs  
Firm  
Address  
City, Province, Postal Code

Dear Ms./Mr. Recruiter,

Re: 2017 Summer Articling Position

I am writing to express my interest in a 2017 summer articling position with [Firm]. I was raised in the Lower Mainland and look forward to practicing in Vancouver following my graduation from the University of Victoria Faculty of Law in 2018.

It was wonderful to meet you at the BC Firms Reception and to see you again during a firm tour this past February. Everyone I met during the firm tour exhibited enthusiasm for your firm, interest in ensuring the best possible experience for students in your student program, and commitment to providing high quality legal services for your clients. Starting my legal career at a full-service, regional firm with a strong litigation practice really appeals to me. I have since spoken about the firm with [Associate] and [Classmate], a classmate of mine, both of whom confirmed my positive impression of [firm].

I believe my academic, professional, and life experience would make me an ideal fit at [firm]. In my current position as a Review Officer at WorkSafeBC I have strengthened my writing, document review, and independent decision making skills while improving my knowledge of administrative law. Further, I have had the opportunity to work as part of a cohesive and effective team. I have extensive experience in similar environments, as I managed and worked in a large team as a lifeguard and swim instructor, I was a residence assistant, and I have played on sports teams throughout my life. I succeeded academically this past year while continuing to work part-time and to participate in extracurricular activities by multitasking, managing my time, and handling competing priorities. In my spare time, I enjoy seeking out new challenges in my cooking by mastering unfamiliar dishes, which has made me more comfortable with taking on new projects and executing them successfully.

I welcome the opportunity to discuss the 2017 Summer Articling Program further. Please find enclosed a copy of my resume, transcripts, and reference letters. Thank you for your consideration of my application.

Sincerely,

First Name Lastname
December 15, 20YY

Mr. /Ms. Contact Person
Position
Firm BBB LLP
Street Address
City, Province, Postal Code

Dear Mr./Ms. Contact Person:

RE: 20YY Summer Position

I am currently a second-year law student at the University of Victoria, Faculty of Law. I am writing to you to express my interest in a 20YY summer position with BBB LLP’s Saskatoon office. I am originally from Saskatoon and plan to return home after graduation to article and be called to the Saskatchewan bar.

I am interested in BBB LLP because of your superior employment and labour law practice. I am also intrigued by your mentorship program and the professional development courses and continuing legal education you provide to students. I am certain that your firm’s commitment to its summer students will help me meet my career goals.

My academic background and extracurricular involvement have provided me with diverse skills that will enable me to positively contribute to your firm. My undergraduate degree in English and my law degree have honed my research and writing skills. My involvement in the UVic Labour Law Club demonstrates my interest in this area of law. I organized three discussion panels with members of the legal community and it gave me the opportunity to take part in interesting policy discussions with leading employment and labour law lawyers.

I would very much welcome the opportunity to discuss the possibility of summering with your firm. Please find enclosed my resume and copies of my undergraduate, graduate and law school transcripts. Thank you for taking the time to consider my application.

Yours truly,

FirstNameLastName
The following is a cover letter from a 2L student for a summering position with a large Vancouver firm:

Ms. FirstName A. LastName
Manager, Professional Development
LawFirm LLP
Street Address

Dear Ms. LastName:

Re: 20YY Summer Student Position with LawFirm LLP

Please accept the enclosed transcripts, resume, reference letter and course list in support of my application for the 20YY LawFirm LLP Summer Student Programme.

I enjoyed the opportunity to meet you, Lawyer Name and Lawyer Name for dinner in Victoria last February. You and your colleagues were clearly interested in engaging students, excited about your legal careers, and demonstrated a balance between personal commitments and the demands of work. I was left with the impression that LawFirm provides an enjoyable and motivating environment. This impression was corroborated by the comments of my classmates, Student Name and Student Name, who emphasized LawFirm LLP’s collegial work environment and collaborative approach to student development. Visiting your offices in July, it was evident these prior experiences reflected LawFirm LLP’s culture and professional values.

During my second year summer I hope to develop new skills in a range of practice areas that will serve me throughout my legal career. The LawFirm LLP Summer Student Programme would provide comprehensive training as I transition from law school to legal practice. I am particularly interested in the variety of assignments delegated to students and the opportunity to complete a major project throughout the summer. The secondment program provides further opportunity for a well-rounded summer experience. I value dynamic work environments that support individual initiative and responsibility as well as teamwork and strong professional relationships. LawFirm LLP’s approach to student training and development reflects these values and is consistent with my personal and professional goals.

At the (Current Summer Employment), I conduct legal research, draft legislation and interpret statutes. I write legal briefings and policy assessments and provide recommendations to senior management. My work requires that I synthesize complex information with clarity, efficiency and attention to detail. The work environment is collaborative and requires creativity, strong communication skills and respect for the views of others. While managing a working group comprised of public and private stakeholders, I developed my analytical skills and capacity to identify and balance competing interests. I have enhanced my understanding of administrative law, with emphasis on government and industry priorities. My continued interest in extra-curricular and community involvement has further strengthened my interpersonal and time management skills. As Secretary of (Local Sports Organization), I am a voting member of the Executive, participate in strategic decision making and assist with club operations.

I believe my academic and professional experience will help me thrive at LawFirm LLP. I welcome the opportunity to further discuss the 20YY Summer Student Programme.

Sincerely,

FirstNameLastName
February 15, 20YY

Mr. /Ms. Contact Person
Position
ABC International Internship Organization
Street Address
City, Province, Country
Postal Code

Dear Mr. /Ms. Contact Person:

**Re: Summer 20YY International Internship Application**

Please accept my application for an international internship with ABC Organization during the summer of 20YY. I am a second year law student at the University of Victoria, Faculty of Law in Victoria, Canada. I believe my work and volunteer experience, academic standing, and dedication to human rights and international law make me an excellent candidate for this position.

I am interested in ABC Organization because of its work in international criminal courts and tribunals. International criminal courts and tribunals provide individuals and groups who are victims of crimes with the necessary framework to bring about justice. I have a strong desire to play a role in monitoring the process of these international institutions to ensure that they are properly serving the needs of those who need recourse to justice.

As you will see from my resume, I am very interested in and dedicated to protecting human rights. I currently sit on the board of directors for the British Columbia branch of Lawyers Human Right Watch, a non-profit organization that promotes human rights education and assists people with filing human rights claims. At the University of Victoria, Faculty of Law, I am the president of the International and Human Rights Law Association. I submit pieces for its online blog and have presented multiple lectures on various human rights topics. In terms of course selection, I will have completed international human rights and dispute resolution, refugee law, immigration and citizenship law and public international law by the end of this academic year.

Please find enclosed my resume, undergraduate and law school transcripts. Thank you for your consideration of my application. I look forward to hearing from you.

Sincerely,

FirstNameLastName
First Name Last Name

Street Address – City, Province – Postal Code

Phone Number – Email Address

June 15, 20YY

Mr. /Ms. Contact Person
Position
Firm CCC LLP
Street Address
City, Province, Postal Code

Dear Mr. /Ms. Contact Person,

RE: 20YY-20YY Articling Position

I am a second year student at the University of Victoria, Faculty of Law and I wish to apply for a 20YY-20YY articling position with CCC LLP.

My first encounter with your firm was through the CBA’s mentorship program. I was paired with Mr. Samuel Campbell, a lawyer within your firm’s corporate commercial litigation group. Mr. Campbell’s enthusiasm for his practice at your firm initially inspired me to apply. My positive vision of your firm was reinforced by the other lawyers and articling students I met at the BC Employers Wine & Cheese reception in January and during the Vancouver firm tours this spring. I am particularly interested in working for your firm because of its commitment to developing young lawyers through teamwork and formal feedback, as well as the unmatched opportunity to work with Canada’s leading lawyers in business law and litigation.

I believe my work experience and my involvement in extracurricular activities have provided me with the skills necessary to build a successful legal career at CCC LLP. Through my work as a research assistant for Ms. Margo Bauchet, a UVic business law professor, I have strengthened my abilities to find, analyze and synthesize large amounts of information. I also became accustomed to organizing and managing my work independently and in consultation with my supervisor. As a co-editor-in-chief for Appeal, UVic’s student-run law journal, I demonstrated my ability to manage multiple projects concurrently, to work collaboratively and to excel under the challenges of a fast-paced environment.

I have enclosed my resume, academic transcripts and a reference letter for your review. Thank you for considering my application. I look forward to hearing from you.

Best regards,

FirstNameLastName
The following is a cover letter from a 2L student for an articling position with the Department of Justice in Vancouver:

FirstNameLastName
Street Address
City, Province Postal Code

Phone Number
Email Address

June 15, 20YY

Mr. /Ms. Contact Person
Position
Government Department
Street Address
City, Province, Postal Code

Dear Mr. /Ms. Contact Person,

RE: 20YY-20YY Articling Position

I am a second year student at the University of Victoria and I write to apply for a 20YY-20YY articling position with the British Columbia Regional Office of the Department of Justice (DOJ).

I became particularly interested in working for the DOJ upon speaking with one of your lawyers who specializes in litigation and who has been involved in many precedent setting cases. She expressed enthusiasm for her job and working for the DOJ. After attending the DOJ open house in Vancouver in February and learning about the diverse career opportunities available at the DOJ, I knew that working for the DOJ would be an exciting opportunity and a good career path for me.

My work experience and involvement in student clubs have made me a well-rounded candidate for an articling position. For example, this past year, I completed a term in UVic’s Law Centre where I got to work on client files, hone my written and oral communication skills and gain considerable litigation and advocacy experience. I also participated in the Wilson Moot and gained experience drafting written and oral arguments and presenting arguments in a courtroom setting. My excellent academic standing, particularly in constitutional law, administration law and criminal law, show that I have a high level of legal knowledge.

I appreciate your time in considering my application. I look forward to hearing from you.

Sincerely,

FirstNameLastName
The following is a cover letter from a student who obtained an articling position with local government:

May DD, 20YY
Name
Job Title
Legal Department
Address

Dear Ms.xxxx:

Re: Articling Position 20YY-20YY

Please accept my application to the […] Articling Program for the 20YY-20YY articling term. I am a third year law co-op student at the University of Victoria. I am originally from [city] and after graduation I plan to return home to article and start my career.

I am very interested in the opportunity to article with the [city legal department name] team because I am attracted to the idea of working on a wide variety of files. I would enjoy being part of a group with such a diversity of expertise, from land use development and environmental law, to bylaw prosecutions, to police law, to commercial transactions and contracts. Having lived in [city] until very recently, I am also familiar with some of the challenges the city faces – especially in the areas of land use and infill, as well as transit (including the light rail project). I would find this work engaging because I am interested in understanding how it shapes the City of [city]. I would also value the chance to article with a program that draws on a range of skills, including research, drafting, and oral and written advocacy.

My legal education at the University of Victoria has been extremely varied and practical, which would benefit me as an articling student with the City of [city]. Although initially my focus was on environmental law, I realized in the latter part of law school that I prefer to be exposed to a broader range of legal issues. I have just completed a term at the University of Victoria’s Law Centre, where I had the opportunity to prepare for and appear in court on a number of occasions, strengthening my oral advocacy skills. As a result of my term at the Law Centre, I have discovered that I thrive in a busy, changing, team-oriented work environment, and I enjoy responding to clients’ needs. I also have extensive experience working within the public sector, honing my research and writing abilities at two law co-op terms with the [x] provincial government and one with the federal government in [x].

Please find enclosed my resume, undergraduate and law school transcripts, and two letters of reference. Thank you for considering my application.

Sincerely,

Name
The following is a cover letter from a student who obtained an articling position with the Yukon government:

FirstNameLastName
Street Address
City, Territory, Postal Code

March 28, 20YY

Mr./Ms. Contact Person
Legal Services Branch
Department of Justice, Government of Yukon
Street Address
City, YT
Postal Code

Dear FirstNameLastName:

Please accept my application for an Articling position with Yukon Government. A lifelong Yukoner and Tr’ondëkHwëch’in citizen, I am presently attending the University of Victoria, where I am a second year law student. I now look forward to returning home to begin to serve the community.

My engagement with the Environment Law Centre, as well as courses in water law heightened my interest in Environmental Law. I was a proud member of University of Victoria’s team that competed at the 20YY Willms & Shier Environmental Law Moot and took third place and the factum award. I am motivated to continue building advocacy skills through work in the litigation branch, and environmental law. As Chair of the Indigenous Law Students Association, my involvement with other students’ issues increased my ongoing passion to work towards a just reconciliation of conflicts between Aboriginal and Non-Aboriginal Canadians. I believe that articling with Yukon government, in particular the Aboriginal law group, will enhance the skills and experience I gained through my studies and previous employment. In addition, the experience will broaden my understanding and perspective in ways that will enable me to move forward in a fair and balanced manner.

The in-depth and broad-based experiences under the excellent mentorship of lawyers whose professionalism and abilities promoted great respect during negotiation interactions will encourage me to develop strong legal skills. Given that my three primary areas of interest and experience will form half of the articling term, I feel this would be a mutually beneficial articling experience.

Thank you for the time and consideration you have given to my application.

Sincerely,

FirstNameLastName
The following is a cover letter from a 2L student who obtained a clerkship position with the BC Supreme Court:

FirstNameLastName
address•phone number •email

January 24, 20YY
Ms. FirstNameLastName
Judicial Secretary, BC Courts, Judicial Clerkship Program
Street Address
City, BC, Postal Code

Dear Ms. LastName:

RE: 20YY – 20YY Judicial Clerkship Position

Please accept my application for the 20YY-20YY clerkship term. I am a second year student in the Faculty of Law at the University of Victoria. I would value the experience from either Judicial Law Clerks Program; however, I am particularly interested in a position with the British Columbia Supreme Court.

I am interested in a judicial clerkship position in part for its reputable educational opportunities. I enjoy the research process and would appreciate the chance to delve into a variety of procedural and substantive legal issues. I am particularly interested in a position with the BC Supreme Court because I would like to observe the trial process and be exposed to a wider variety of written and oral advocacy.

My legal education and work experience demonstrate that I would be able to meet the expectations of the Judicial Clerkship Program. I have refined my research and writing skills throughout my education. This past semester, I completed a clinic course with the Faculty of Law’s Environmental Legal Centre. Through communication with a law firm, I completed two memorandums that touched upon legal issues and questions of policy. This semester I will be building upon my research skills by writing a paper in the Advanced Legal Research and Writing course. I will also be completing a research paper through the Contaminated Sites and Environmental Remediation course. In the summer of 20YY, I received the Law Firm LLP first year Fellowship. The Fellowship allowed me to spend half the summer working as a research assistant for Professor FirstNameLastName at the Faculty of Law. This led to an opportunity to continue working as Professor LastName’s research assistant through my second year of law school. As a research assistant, I am primarily tasked with updating and managing the content for Professor LastName’s website, which is used as a resource by legal scholars, professionals and the public.

For the other half of my summer in 20YY, I worked as a temporary articling student at Law Firm LLP’s Vancouver office. This experience enhanced my ability to complete research in a timely and efficient manner. I communicated with and assisted lawyers at the firm in a professional manner. For the upcoming summer of 20YY, I will be returning to Law Firm LLP as a temporary articling student. I will actively seek out assignments at the firm that will help me gain additional experience in legal research and writing.

Please find enclosed my curriculum vitae and transcripts. Thank you for considering my application, I would welcome the opportunity to interview for a clerkship position.

Sincerely,
FirstNameLastName
The following is a cover letter from a 3L student for a clerkship with the Federal Court of Canada:

**First Name Last Name**

Street Address  
City, Province, Postal Code  
Phone Number  
Email Address

Month Day, 20YY

Mr. /Ms. Contact Person  
Position, Federal Court, Judicial Clerkship Program  
Street Address  
City, Province, Postal Code

Dear Mr. /Ms. Contact Person:

**RE: 20YY-20YY Judicial Clerkship Program**

I am a third year law student at the University of Victoria, Faculty of Law. I am writing to apply for the 20YY-20YY judicial clerkship program with the Federal Court. A clerkship would be a great honour and an invaluable opportunity for me to engage with complex legal issues while I prepare for a legal career in litigation and legal advocacy.

I became interested in your judicial clerkship program while working for the British Columbia Regional Office of the Department of Justice. I was a summer student in their Public Safety, Defence and Immigration section and worked on many federal court files. I drafted memoranda of argument opposing applications for leave and judicial review of decisions made by administrative tribunals. I also had the opportunity to help the defence of a federal court simplified action and motions for a stay of the execution of a removal order. I especially enjoyed the opportunity to put my theoretical knowledge of administrative law into practice. A clerkship with the Federal Court would allow me to deepen my understanding of this area of law and learn about recent developments in this area of the law.

I am confident that I have the skills and abilities to excel as a law clerk. In addition to taking a variety of foundational courses during law school, I was chosen to represent UVic Law at the Harold G. Fox Intellectual Property Moot. I was given the opportunity to interact with jurists of the Supreme Court of Canada and the Federal Court. I received extensive coaching from experienced practitioners and honed my legal research, analysis and writing skills. At the competition, my team’s legal facta placed second out of thirty-four. I also summered at WorkSafeBC, where I reviewed my colleagues’ drafts and adjudicated contested compensation matters. I successfully managed a large case load and met strict deadlines.

I have enclosed my resume, transcripts and a writing sample. Thank you for considering my application.

Sincerely,

FirstNameLastName
APPENDIX 2:
SAMPLE RESUMES

On the following pages are included a number of sample resumes from current and former UVic law students. Use these only as examples, do not simply copy them. In the following examples, any specific information including student information and law firm information has either been removed or changed to a generic form.
The following is a resume from a student still in their first year of law school:

First Name Last Name

Street Address – City, Province – Postal Code
Phone Number – Email Address

EDUCATION

Juris Doctor
University of Victoria, Faculty of Law
- Anticipated date of graduation: April 20YY

Bachelor of Science
University of British Columbia, Faculty of Science
- Biology Major, English Minor

AWARDS
- 20YY - Henning Faust Memorial Entrance Scholarship for outstanding academic achievement and accomplishment in athletic pursuits
- 20YY - Murray & Anne Fraser Scholarship for academic merit and demonstrated leadership ability
- 20YY - George Peters Scholarship for exceptional research contribution to biology
- 20YY - UBC Scholar Award for involvement in community activities and participation in sports

EMPLOYMENT HISTORY

Research Assistant
Berger LLP, Victoria, BC
- Researched and wrote memoranda to assist counsel with personal injury cases
- Collected evidence, including witness statements and medical reports
- Drafted opinion letters to clients on their potential liability and the quantum of the claim

Support Worker
Vancouver Immigration and Refugee Centre, Vancouver, BC
- Provided support to immigrant and refugee-seeking individuals and families
- Helped newcomers to Canada with their job search, applications and interviews
- Created and delivered community development projects that strengthened the network of support for newcomers encountering housing problems

Volunteer Coordinator
Refugee Council, Vancouver, BC
- Recruited and trained over 25 volunteers for a refugee networking event
- Coordinator a mentoring program for refugees
- Developed partnerships with similar organizations and created an online database to easily share resources
VOLUNTEER HISTORY

Board Member
BC Organization for Human Rights, Victoria, BC
- Provide support and legal information to the organization
- Write and edit articles for the bi-monthly newsletter “Human Rights and You”
- Research and write funding proposals to raise money for human rights awareness activities
Sept 20YY – Present

Executive Member
Social Justice Action Network, Victoria, BC
- Promote and plan social justice and human rights events for UVic Law students in conjunction with external organizations and professionals
Sept 20YY – Present

Researcher
West Coast LEAF, Victoria, BC
- Drafted a summary of human rights law for youth
- Completed research and authored speeches on the issues of gender equality and the rights of single mothers receiving social assistance in BC
Summer 20YY

EXTRACURRICULAR ACTIVITIES

President
Lawability Club, University of Victoria, Faculty of Law, Victoria, BC
- Developed a support network for students who identify as having a disability
Sept 20YY – Present

Team Leader
Running Club, University of British Columbia, Vancouver, BC
- Organized weekly runs for science students
Sept 20YY – April 20YY

LANGUAGES

Working knowledge of French
Appendix 2: Sample Resumes

The following is a resume from a student in their first year of law, used for 1L summering applications at large firms:

Firstname Lastname

Address, Province, Postal Code
Phone Number - email

Education

Sept 2016 - Present
University of Victoria Victoria, BC
Juris Doctor (Anticipated graduation: April 2019)

Sept 2010 -
University of Guelph Guelph, ON
Aug 2012 Master of Science (Organic Chemistry)

Sept 2006 -
University of Guelph Guelph, ON
Apr 2010 Bachelor of Science (Honours) Mathematics & Chemistry

Awards

2016 Faculty of Law Access Scholarship University of Victoria
2006 Earl B. MacNaughton Entrance Scholarship University of Guelph
2006 Honours Mathematics Entrance Scholarship University of Guelph

Employment History

July 2014 – Method Development Analyst Guelph, ON
Nov 2015 University of Guelph Laboratory Services
- Undertook de novo method development for the analysis of vet drugs in animal tissues
- Maintained LC-MS/MS laboratory equipment
- Supervised co-op students and part-time employees in the execution of experiments

Apr 2013 – Construction Landscaper Guelph, ON
July 2014 Elements Hardscaping
- Installed backyard landscapes including patios, decks, kitchens
- Led small crews in installations of front entranceways and interlock patios
- Assisted in ordering materials and job planning

Nov 2012 – Drug Analyst Scarborough, ON
Mar 2013 Health Canada Drug Analysis Service
- Analyzed drugs listed in the Controlled Drugs and Substances Act, namely cannabis marijuana and resin, cocaine acid and base.
- Maintained proper continuity of evidence protocol while handling samples
- Installed and validated analytical method for the quantification of THC in hemp

Sept 2010 – Teaching Assistant Guelph, ON
Appendix 2: Sample Resumes

Apr 2012  
*University of Guelph Chemistry Department*
- Supervised groups of 16-24 students
- Led laboratory experiments
- Taught review sessions for 1st and 2nd year chemistry classes

**Volunteer Experience**

Sept 2016 – *Pro Bono Students Canada Volunteer*  
Present  
Victoria, BC

*Musicians’ Association of Victoria & the Islands*
- Currently involved in team development of a logic diagram connecting the relationships between different music industry entities, for use by musicians

Sept 2016 – *In-School Mentor*  
Present  
Victoria, BC

*Big Brothers Big Sisters Victoria*
- Meet weekly with a fourth grade student at his school to play games and act as a role model

Feb 2016 – *Mathematics Teacher*  
Moshi, Tanzania

*Give a Heart to Africa*
- Taught functional math to disadvantaged women seeking business skills

Sept 2015 – *Game On Program Mentor*  
Guelph, ON

Nov 2015  
*Big Brothers Big Sisters Guelph*
- Played games and talked about social issues pertaining to middle school boys such as healthy lifestyles, peer pressure, and social media

May 2015 – *Boys U12 Soccer Coach*  
Guelph, ON

Sept 2015  
*Guelph Soccer*
- Led practices and coached games for U12 boys house league

Sept 2011 – *Delegate Board Member*  
Guelph, ON

Aug 2012  
*University of Guelph Graduate Student Association*
- Brought the concerns of my colleagues in the Chemistry Department to the Graduate Student Association and voted at monthly meetings

**Publications & Presentations**

- [Student]; Martos, P.; McCormick, H.; Samoluk, J. (March, 2015). *Storage Stability Considerations for Vet Drugs Analyzed by LC-ESI-MS/MS (poster presentation)*. *Pittcon, New Orleans, LA.*
- [Student]; Haner, J.; Carlson, E.; Tam, W. Type 2 Ring-Opening Reactions of Cyclopropanated 7-Oxabenzonorbornadienes under Acid Catalysis. *Synlett, 2014*
- [Student]; Tam, W.; (June, 2011). *Metal-Catalyzed Intramolecular [4+2] Cycloadditions of Alkynyl Halides (poster presentation)*. *Canadian Chemistry Conference, Montreal, QC.*

**Interests**

- **Playing music** – I have played in bands since I was a child. My Dad is a musician and we regularly record and play live together. I recorded bass tracks on his last three studio projects, and in 2011 I recorded and pressed a record to vinyl with my own band.
- **Playing sports** – I have played competitive soccer my entire life, and recently I have started doing sprint triathlons. I hope to do an Olympic length triathlon in the future.
- **Travel** – I recently returned from six months of traveling with my fiancée. We visited Europe, Africa, and Asia, exploring new countries, experiencing other cultures, and volunteering.
The following is a resume from a student entering second year of law, used for 2L summering applications:

Firstname Lastname
Address • City, Province • Postal Code
Phone Number • email

EDUCATION

Juris Doctor
University of Victoria, Faculty of Law, Victoria, BC
• Anticipated date of graduation: May 2018

Bachelor of Arts
Dalhousie University, Halifax, NS
• Major: International Development Studies
• Minor: Law and Society
• Graduated with First Class Honours

Certificate in Intercultural Communication
Dalhousie University, Halifax, NS

ACHEIVEMENTS

• Dalhousie In-Course Scholarship: Spanish 2013
• Dalhousie In-Course Scholarship: Religious Studies 2012
• Ruth Skaling Murray Scholarship 2011
• ICBC Silver Scholarship 2011

EMPLOYMENT EXPERIENCE

Review Officer
WorkSafeBC, Richmond, BC
• Adjudicated over 50 requests for review submitted by workers and employers
• Drafted clear, concise decisions by weighing evidence and applying relevant law and policies
• Met weekly productivity quotas while managing a full caseload

Family Coordination Assistant
Private Family, Victoria, BC
• Worked eight hours per week during the academic year for a family with five children
• Managed household tasks by driving the children to various after-school activities, buying groceries, running errands, cooking dinner, and helping with homework

Lead Proctor
Advising and Access Services, Dalhousie University, Halifax, NS
• Supervised up to 15 staff per shift who administered exams to students with accessibility issues
• Ensured confidentiality and academic integrity of the exam writing
• Communicated effectively about sensitive matters with staff, students, and professors

Outbound Student Exchange Assistant
International Centre, Dalhousie University, Halifax, NS
• Assisted the Outbound Exchange Coordinator by managing emails, running social media accounts, and giving presentations at various events
• Advised undergraduate students interested in participating in an international exchange
• Drafted reports regarding program growth and created content for the Centre
Convener, Sept 2013 – April 2015
Intramural Department, Dalhousie University, Halifax, NS
- Coordinated play and paperwork for intramural leagues
- Managed conflict between teams, players, and referees

Head Coach and Head Lifeguard, June – Sept 2013, 2014
Crescent Beach Swimming Club, Surrey, BC
- Managed, trained, supervised, and evaluated thirty-five staff
- Ran an athletics compound that served 600 participants per day as the most senior coach
- Liaised with a Board of Directors, coaches, parents, and students daily
- Wrote regular reports regarding program growth, staff evaluations, and payroll

Residence Assistant, Sept 2012 – April 2013
Residence Life, Dalhousie University, Halifax, NS
- Worked with a team of twenty to promote safety, independence, and healthy habits for undergraduate students in residence
- Wrote monthly general reports and weekly incident reports regarding the functioning of the residence

COMMUNITY INVOLVEMENT

Student Volunteer, Fall 2015 – April 2015
Pro Bono Students Canada, University of Victoria, Faculty of Law
- Interviewed family lawyers and mediators to compile a report on best practices for Communica, a non-profit dispute resolution organisation in Colwood, BC

Student Researcher, Fall 2015 – April 2015
International Commission of Jurists (ICJ) Club, University of Victoria, Faculty of Law
- Contributed research regarding Australian judicial appointment processes

Front of House Manager: The Importance of Being Earnest, Aug 2015
Beach House Theatre, Surrey, BC
- Coordinated a team of 25 volunteer ushers, ticket takers, and concession workers to ensure an outdoor community theatre production ran smoothly

Brownies Troupe Leader, Sept 2014 – April 2015
Girl Guides of Canada, Halifax, NS
- Facilitated a weekly meeting for a group of 7 and 8 year old girls to help them build confidence, friendships, and life skills

EXTRACURRICULARES

Elected Student Representative: UVic Law Curriculum Committee, April 2016 – present
Participant: Dentons First-Year Law Negotiation Competition, Oct 2015
Intramural Basketball and Volleyball Player, Sept 2015 – April 2015
General Member: FemLaw Club, University of Victoria, Faculty of Law, Sept 2015 - present

INTERESTS

Travel: I have been to 25 countries and am headed to Japan next
Cooking: I once set my kitchen on fire while cooking beef bourguignon (but managed to save the food)
Modern Contract Dance
The following is a resume from a student entering second year of law, used for 2L summering applications:

**FirstNameLastName**

**Education**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Institution</th>
<th>City, BC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 20YY –</td>
<td>University of Victoria</td>
<td>Victoria, BC</td>
</tr>
<tr>
<td>Present</td>
<td>Juris Doctor (April 20YY)</td>
<td></td>
</tr>
<tr>
<td>Sept 20YY –</td>
<td>Carleton University</td>
<td>Ottawa, ON</td>
</tr>
<tr>
<td>Apr 20YY</td>
<td>Bachelor of Arts, Honors; Criminology</td>
<td></td>
</tr>
</tbody>
</table>

**Professional Experience**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Organization</th>
<th>City, BC</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20YY –</td>
<td>BC Ministry of Justice; Liquor Control and Licensing Branch</td>
<td>Victoria, BC</td>
</tr>
<tr>
<td>September 20YY</td>
<td>Policy Analyst</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Drafted legislation and interpreted statutes for amendment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Wrote legal memos, briefing notes and project implementation plans for senior management</td>
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<tr>
<td></td>
<td>- Managed consultations with government and industry stakeholders</td>
<td></td>
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<tr>
<td></td>
<td>- Conducted legal research and attended regulatory hearings</td>
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<tr>
<td></td>
<td>- Developed provincially implemented “Last Drink” program in consultation with BC Association of Chiefs of Police</td>
<td></td>
</tr>
<tr>
<td>Apr 20YY –</td>
<td>Correctional Service of Canada; National Headquarters</td>
<td>Ottawa, ON</td>
</tr>
<tr>
<td>Aug 20YY</td>
<td>Research Assistant, Correctional Programming Research</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Managed research projects: delegated tasks, conducted literature reviews, designed methodology, collected data, conducted interviews, wrote research reports, submitted recommendations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Participated in research working groups and team decision making</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Developed strong knowledge of statistical analysis software</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Additional roles: Treasurer – Social Committee; Sector Representative – Young Professionals Network</td>
<td></td>
</tr>
<tr>
<td>Sept 20YY –</td>
<td>Carleton University</td>
<td>Ottawa, ON</td>
</tr>
<tr>
<td>Apr 20YY</td>
<td>Teaching Assistant, Department of Law</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Instructed, graded and provided feedback for 60 students</td>
<td></td>
</tr>
<tr>
<td>Apr 20YY –</td>
<td>Correctional Service of Canada; National Headquarters</td>
<td>Ottawa, ON</td>
</tr>
<tr>
<td>Apr 20YY</td>
<td>Project Assistant, Offender Programs and Reintegration Division</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Conducted policy and financial assessments for national project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Liaison between regional, correctional facility and headquarters staff</td>
<td></td>
</tr>
</tbody>
</table>

**Volunteer Experience**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Organization</th>
<th>City, BC</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20YY –</td>
<td>Canadian International Council</td>
<td>Victoria, BC</td>
</tr>
<tr>
<td>Present</td>
<td>Executive Board – UVic Representative</td>
<td></td>
</tr>
<tr>
<td>May 20YY –</td>
<td>Bays United FC (Football Club)</td>
<td>Victoria, BC</td>
</tr>
<tr>
<td>Present</td>
<td>Executive Board – Secretary</td>
<td></td>
</tr>
<tr>
<td>Sept 20YY –</td>
<td>Vancouver Island Human Rights Coalition</td>
<td>Victoria, BC</td>
</tr>
<tr>
<td>Apr 20YY</td>
<td>Pro-Bono Students Association Volunteer</td>
<td></td>
</tr>
<tr>
<td>Mar 20YY –</td>
<td>Canadian Centre for International Justice</td>
<td>Ottawa, ON</td>
</tr>
<tr>
<td>July 20YY</td>
<td>Working Group Liaison</td>
<td></td>
</tr>
<tr>
<td>Sept 20YY –</td>
<td>Catholic Immigration Centre</td>
<td>Ottawa, ON</td>
</tr>
<tr>
<td>Apr 20YY</td>
<td>Settlement Services - Newcomer Host</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2: Sample Resumes

FirstNameLastName

Awards / Certifications

February 20YY Dentons First-Year Law Negotiation Competition First Place Victoria, BC

June 20YY Canadian Centre for International Justice Cle: Criminal and Civil Liability for War Crimes, Genocide and Torture Ottawa, ON

Selected Publications (Note: Author names redacted, cited in proper APA format).


Conferences/Presentations


LastName, Initial. (20YY, August). Prevalence and Outcomes for Federally Sentenced Offenders with Cognitive Deficits Measured by the Cognistat. Oral presentation given at the annual International Conference on Special Needs Offenders, Ottawa, Ontario.

Extracurricular

20YY - Present Law Students Society Constitutional Reform Working Group University of Victoria Victoria, BC

20YY - Present Sport/Entertainment Law Club University of Victoria Victoria, BC

20YY - Present Intramural Soccer and Rugby University of Victoria Victoria, BC

20YY – 20YY Kickboxing 100% Martial Arts Ottawa, ON

20YY – 20YY Soccer; Assistant Captain Gloucester Hornets Ottawa, ON

‘YY, ‘YY, ‘YY Travelling Israel, Mexico, Spain, France, Italy

Interesting Facts

• I am a big fan of Theodore Roosevelt;
• I have crossed the border separating Israel and Gaza;
• I bungee jumped off of the tallest bungee platform in North America;
• I enjoy attending music festivals for free by volunteering as a beer server;
• I have lived in Edmonton, Ottawa, Gatineau and Victoria and driven from coast to coast
The following is a resume from a student who is in their second year of law school:

First Name Last Name
Street Address -- City, Province -- Postal Code -- Phone Number -- Email Address

EDUCATION

20YY – Present  Juris Doctor
University of Victoria, Faculty of Law, Victoria, BC
Anticipated date of graduation April 20YY

20YY – 20YY  Bachelor of Education
University of Alberta, Faculty of Education, Edmonton, AB

ACHIEVEMENTS

- 20YY Fasken Martineau DuMoulin Scholarship for outstanding academic achievement in first-year law
- 20YY Alexander Holburn Beaudin & Lang Entrance Scholarship
- 20YY Bonnie Bryan Memorial Scholarship for being active in social justice issues related to women
- 20YY Melissa Cadham Memorial Scholarship for my commitment to social justice

EMPLOYMENT EXPERIENCE

Summer 20YY  Research Assistant
University of Victoria, Faculty of Law, Victoria, BC
- Researched legislation and case law pertaining to child protection in BC
- Edited an article examining the application of Canadian human rights law to children
- Selected and compiled courts materials on various children and the law topics

Summer 20YY  Customer Service Representative
Royal Bank of Canada, Edmonton, AB
- Performed financial transactions for personal customers in an efficient and accurate manner
- Drafted branch policies on customer service and client relations management

Sept 20YY – April 20YY  Teaching Assistant
University of Alberta, Faculty of Arts, Edmonton, AB
- Taught English to 100 first year students
- Prepared assignments and exams to assess students’ knowledge of course materials
- Graded assignments and exams
Appendix 2: Sample Resumes

Summer 20YY  **Policy Advisor**
Ministry of Agriculture and Rural Development, Edmonton, AB
- Reviewed and summarized legislation and case law
- Interviewed local farmers and others whose interests would be affected by any policy change
- Researched, evaluated and recommended policy options

Sept 20YY – April 20YY  **Youth Worker**
First Leaders, Edmonton, AB
- Developed and implemented leadership and recreation programs for youth in Aboriginal communities
- Maintained program statistics
- Drafted final reports for our sponsors

Summer 20YY  **Sales Associate**
Poppy’s Retail, Edmonton, AB
- Sold women and children’s clothing at a local clothing store
- Used my customer service skills to meet my monthly sales targets
- Received several customer commendations for excellent customer service

**VOLUNTEER EXPERIENCE**

Sept 20YY – Present  **Interviewer and Researcher**
UVic Legal Information Clinic, Victoria, BC
- Interview clients to determine facts and issues
- Help clients fill out social assistance requests

Sept 20YY – Present  **Student Ambassador**
University of Victoria, Faculty of Law, Victoria, BC
- Provide prospective and incoming UVic Law students with faculty tours and student life information
- Write articles for and monitor UVic Law’s online discussion forum for its prospective and incoming students

Summer 20YY  **Support Worker**
Youth BC, Victoria, BC
- Developed and led training sessions on how to prepare cover letters and resumes
- Organized mock interview sessions for youth with members of the local community
- Assisted youth in obtaining employment
Appendix 2: Sample Resumes

The following is a resume from a 2L student who successfully obtained a summer position with a large Vancouver firm:

FirstNameLastName
Street Address • City BC • Postal Code
###.###.#### • email@email.com

Education

20YY- Present
Juris Doctor—University of Victoria, Faculty of Law
Anticipated graduation April 20YY

20YY- 20YY
Bachelor of Fine Arts—University of Saskatchewan, Faculty of Drama
Graduated with great distinction 20YY

Awards

20YY  McMillan LLP Vancouver Award University of Victoria, Faculty of Law
20YY  Kenneth H. Crook Memorial University of Victoria, Faculty of Law
20YY  John & Dora Wight Scholarship University of Victoria, Faculty of Law
20YY  Faculty of Law Access Scholarship University of Victoria, Faculty of Law
20YY  Honourable J.G. Ruttan Award University of Victoria, Faculty of Law
20YY  Walter Mills Award University of Saskatchewan, Faculty of Drama
20YY  Lee Oakenfold Memorial Award University of Saskatchewan, Faculty of Drama
20YY  Naomi Ruth Arps Scholarship University of Saskatchewan, Faculty of Drama

Work Experience

October 20YY- April 20YY
Library Assistant Technician
University of Victoria Law Library—Victoria, BC
- Edited library research guides and updated citations
- Provided computer help to students

Summer
20YY, 20YY, 20YY
Actress
Shakespeare on the Saskatchewan—Saskatoon, SK
- Demonstrated considerable work ethic with seven or eight performances per week in July and August
- Researched and prepared in a limited two week rehearsal period
- Communicated with poise, clarity and confidence in a 300 seat venue

20YY- 20YY
Producer/Actress
Thigh High Theatre—Saskatoon, SK
- Responsible for all marketing, budgeting, hiring of artists, scheduling, sourcing materials as well as acting in three productions
- Utilized highly developed organization and time management skills
- Demonstrated intelligent, concise writing skills for grant applications
20YY-20YY  **Server/Bartender: Shift Supervisor**  
**O’Shea’s Irish Pub—Saskatoon, SK**  
- Instigated team work and co-operation between staff to ensure efficient and effective customer service  
- Resolved customer complaints and occasional conflicts in a professional, friendly manner  
- Interviewed, hired and trained new staff

### Community Involvement

**Fall 20YY- April 20YY**  
**Presenter and Tutor**  
**Law4all—Victoria, BC**  
- Presented the path to law school to high school students to facilitate access for diverse groups of people  
- Assisted special access law school applicants with LSAT preparation

**20YY-20YY**  
**Marketing/Organizer/Usher**  
**Live Five Independent Theatre Festival—Saskatoon, SK**  
- Developed corporate relationships with season sponsors  
- Promoted and sold season passes  
- Ensured smooth front of house operations during performances

**Fall 20YY and Fall 20YY**  
**Volleyball Coach**  
**North Park Wilson School—Saskatoon, SK**  
- Coached grade seven and eight students

### Interests

**Sports:**  
Volleyball, Yoga

**Travel:**  
Passionate world-traveler:  
- Participated in a University of Saskatchewan academic exchange to Brno, Czech Republic  
- Self-initiated semester studying classical performance at the London Academy of Music and Dramatic Arts in London, England  
- Spent one year on a working holiday visa in the Republic of Ireland after completing high-school  
- Many other self-funded trips to different parts of the world, such as Japan and Thailand, and future plans to explore South America

**Theatre:**  
All things theatrical with a particular interest in Shakespeare and classical performance
Name
Personal info redacted

EDUCATION

20YY-20YY Present
Juris Doctor – University of Victoria, Faculty of Law
Anticipated date of graduation May 20YY

20YY
Bachelor of Arts – University of Victoria
Major: English
Graduated with distinction

AWARDS

McCarthy Tétrault Prize in Contracts (20YY)
- University of Victoria, Faculty of Law
Blakes Scholars Scholarship Award (20YY)
- University of Victoria, Faculty of Law
Nash & Company Scholarship in Torts (20YY)
- University of Victoria, Faculty of Law
Annie Cadby Memorial Scholarship (Constitutional Law) (20YY)
- University of Victoria, Faculty of Law
Continuing Legal Education Society of BC Award in Criminal Law Honouring Mr. Justice J. Bouck (20YY)
- University of Victoria, Faculty of Law
Law Foundation Entrance Scholarship (20YY)
- University of Victoria, Faculty of Law
Emily Goodbrand Memorial Scholarship (20YY)
- University of Victoria, Faculty of Law
Irene Lee Book Prize in Latin (20YY)
- University of Victoria, Faculty of Humanities

WORK EXPERIENCE

May 20YY-Aug 20YY
Public Interest Law Student
Golden Women’s Resource Centre – Golden, BC
- Conducted client interviews for Centre clients with legal issues
- Maintained client files; acted as advocate for clients
- Assisted clients in filling out court forms, residential tenancy applications, legal forms
- Consulted with supervising lawyer to better assist clients
- Created legal resources for the Centre’s staff and clients
July 20YY - **Cashier**
Aug 20YY **Thrifty Foods** – *Fairfield, BC*
June 20YY - **Thrifty Foods** – *Central Saanich, BC*
Aug 20YY - Provided excellent customer service
- Resolved customer complaints

April 20YY - **Data Entry Operator**
July 20YY **élan Data Makers** – *Victoria, BC*
- Transcribed confidential documents

**VOLUNTEER EXPERIENCE AND EXTRACURRICULAR ACTIVITIES**

May 20YY - **Researcher** – Sentencing Chart Project
July 20YY **SPCA and Crown Counsel**

Sept 20YY - **Communications Officer**
Present **UVic Law Student Animal Legal Defence Fund Chapter**

Feb 20YY - **Volunteer** - Dog Walker
Present **B.C. Society for the Prevention of Cruelty to Animals** – *Victoria, BC*

**INTERESTS**

- **Writing:** Working (slowly) on writing a novel
- **Latin:** Studied Latin for two years at university; enjoy reading children’s books in Latin (such as *Harry Potter et Philosophi Lapis*)
- **Baking:** Working on mastering the art of pies and cakes
- **Running:** Ran on the UVic Law Team for the 20YY Run for the Cure

**REFERENCES**

(Had 3)
First name Last name

Education

**Juris Doctor** -- University of Victoria, Faculty of Law, Victoria BC  Sept 20YY-
Present
*Anticipated date of graduation: April 20YY*

Notable courses include:
- Civil Procedure
- Evidence
- Administrative Law

**Law Exchange Program** – Vrije Universiteit, Faculty of Law, Amsterdam NL
Feb- June 20YY

Courses:
- Multinational Corporations and International Crimes
- International Labour Law: Multinational Corporations in a Globalizing World
- Private International Commercial Law
- Women, Crime and Justice
- Philosophy of International Law

**Bachelor of Arts** -- University of xxxx, City, Province  August 20YY
International Relations, Latin American Studies
- Courses in Political Science, Geography, Economics, and History

Relevant Work Experience

**Co-op student**
**Civil Policy and Legislation Office, Ministry of Justice** - Victoria, BC  Sept 20YY- April 20YY
- Focus on Family Law
- Researching and comparing different legislative schemes from different provinces and international jurisdictions
- Writing sections of policy papers
- Writing short and to-the-point memoranda on specific legal questions

**Co-op student**  Sept- Dec 20YY
**BC Government and Employees’ Union, Advocacy** - Burnaby, BC
- Conducted legal research and wrote clear and informative memoranda on labour law issues
- Contacted and interviewed witnesses and grievors
- Provided support to advocates at hearings and in mediation
- File work- reading through files, sorting out relevant information, writing summaries and timelines, giving my opinion on cases and their possible outcomes
- Developed a presentation for the 20YY CLE BC Human Rights Conference in Vancouver
Web writer

Law firm name– Victoria, BC
- Wrote articles about Administrative Law and BC’s Workers Compensation Act

Volunteer Experience

Researcher/Writer
Pro Bono Students of Canada- Victoria, BC
Sept 20YY – Mar 20YY
- Researching employment and human rights law and producing a legal rights pamphlet with one other student for the Vancouver Island Human Rights Coalition

Student Volunteer
NDP- Victoria, BC
August – Dec 20YY
- Contacting local interest groups for opinions
- Researching legislation and proposing possible policy changes

Interviewer
Pro Bono Students of Canada- Victoria, BC
Sept 20YY- April 20YY
- Interviewing people at Our Place, a homeless shelter, about their experiences with police contact and writing statutory declarations for the Vancouver Island Public Interest Research Group

Coffee Bagger
Cafe Justicia- Vancouver, BC
Sept 20YY- March 20YY
- Bagging coffee beans for fair trade farmers to be distributed to Vancouver coffee shops
The following is a resume from a 2L student with professional experience prior to entering law school:

FIRST NAME LAST NAME

Street Address --- City, Province --- Postal Code
Phone Number --- Email Address

EDUCATION

Juris Doctor
University of Victoria, Faculty of Law
  • Anticipated date of graduation: April 20YY

Bachelor of Commerce
University of Victoria, School of Business
  • Accounting Major

Sept 20YY – Present

AWARDS AND CONFERENCES

• Awarded the Murray & Anne Fraser Scholarship for academic merit and demonstrated leadership ability – 20YY
• Awarded second place in the accounting case competition at JDC West (a business case competition) – 20YY
• Represented the UVic School of Business at the Rocky Mountain Business Seminar – 20YY

EMPLOYMENT HISTORY

Research Assistant
University of Victoria, Faculty of Law, Victoria, BC
  • Assisted Professor Isabel George with her ongoing writing projects and proofread materials on international human rights for publication

Junior Accountant
Deloitte & Touche LLP, Victoria, BC
  • Prepared financial statements, income tax returns and income tax compliance slips for small businesses
  • Responded to client queries and maintained client relationships

ESL Instructor
Victoria ESL Centre, Victoria, BC
  • Updated the ESL curriculum used in public high schools across British Columbia
  • Taught English grammar and pronunciation to students learning English as a second language

VOLUNTEER HISTORY

Researcher
Youth Crime Prevention, Victoria, BC
  • Member of a research team examining the Youth Criminal Justice Act and conducting a multi-site study commissioned by the Department of Justice to learn more about youth crime
  • Responsible for reading police, social worker and court files and compiling statistics
Day Program Support Staff
Alterative Community Living, Victoria, BC

- Create and implement educational and social programs for adults with special needs
- Raise funds to finance educational and social programs for children with special needs

Sept 20YY – Present

Child Care Worker
Victoria General Hospital, Victoria, BC

- Babysit siblings of children who are in the sick children’s ward while their parents are conferencing with their child’s medical team and while their parents are with the sick child during medical procedures

May 20YY – August 20YY

EXTRACURRICULAR ACTIVITIES

President

Indigenous Law Club, University of Victoria, Faculty of Law, Victoria, BC

- Provide a forum through which UVic Law students and faculty can explore important Indigenous legal issues and create bridges with local Indigenous communities

Sept 20YY – Present

Student Representative

Dean’s Appointment Committee, University of Victoria, Faculty of Law, Victoria, BC

- Selected to help the Dean’s Appointment Committee search for the individual best qualified to succeed the present Dean as the Dean of Law

Sept 20YY – Present

INTERESTS

- Golfing and organizing charity golf events
- Currently training to run a full marathon
The following is a resume from a 3L student who has experience working as a summer student in a large Vancouver firm:

**First Name Last Name**

Street Address, City, Province, Postal Code, Telephone Number, Email Address

**EDUCATION**

20YY – Present  
**J.D., Co-op**  
University of Victoria, Faculty of Law  
- Studied abroad for one semester at the National University of Singapore, Faculty of Law  
- Anticipated Date of Graduation: December 20YY

20YY – 20YY  
**M.Sc.**  
University of Northern British Columbia, Faculty of Science  
- Supervisor: Dr. Stephen Owen  
- Thesis: The Impact of Fetal Alcohol Spectrum Disorder on Crime Rates Among Youth in BC

20YY – 20YY  
**B.Sc.**  
University of British Columbia, Faculty of Science  
- Major: Psychology

**SCHOLARSHIPS**

- Fasken Martineau DuMoulin LL.B. Entrance Scholarship for academic excellence (20YY)  
- Canadian Federation of University Women Victoria Scholarship in Honour of Bertha Wilson for achieving the highest standing in the first-year LL.B. program (20YY)  
- BC Psychological Association Gold Medal Award for outstanding achievement in the study of psychology (20YY)  
- Trek Excellence Scholarship for being in the top 5% of UBC’s Faculty of Science (Psychology Department)

**WORK EXPERIENCE**

Summer 20YY  
**Summer Student**  
Fraser Milner Casgrain LLP, Vancouver, BC  
- Researched and wrote legal memos for five different lawyers in the areas of corporate and commercial law, criminal law, labour law, sports and entertainment law and tax law

Summer 20YY  
**Research Assistant**  
UVic, Faculty of Law, Victoria, BC  
- Interviewed participants using a semi-structured interview about their experiences which caused anger and made them want to commit criminal offences  
- Entered data and performed statistical analyses

Summer 20YY  
**Project Coordinator**  
Behavioural Research Unit, UNBC, Faculty of Science, Prince George, BC  
- Recruited participants for a five-year study on the communication of anxiety between infants and mothers during routing immunization procedures  
- Managed data collection and researched and drafted preliminary reports
First Name Last Name
Street Address, City, Province, Postal Code, Telephone Number, Email Address

Summer 20YY
Psychology Instructor
Newstar College, Faculty of Science, Prince George, BC
  o Taught an introduction to psychology course
  o Prepared course materials and examinations
  o The majority of my students rated my teaching performance as “excellent” on the year-end evaluation

EXTRACURRICULAR ACTIVITIES
Sept 20YY – April 20YY
Student Researcher
Legal Information Clinic, UVic, Faculty of Law, Victoria, BC
  o Researched legal information for members of the local community

Sept 20YY – April 20YY
President
Civil Litigation Club, UVic, Faculty of Law, Victoria, BC
  o Organized fundraising events and hosted guest speakers to help students learn more a career in civil litigation

Sept 20YY – April 20YY
Secretary
Criminal Law Club, UVic, Faculty of Law, Victoria, BC
  o Helped organizing events, including a police ride-along and a prison visit

INTERESTS
  o Cross-country skiing
  o Snowboarding
  o Mountain climbing

LANGUAGES
  o Intermediate knowledge of German
The following is a resume from a 3L student with notable academic achievement:

FIRST NAME LAST NAME

STREET ADDRESS, CITY, PROVINCE, POSTAL CODE

TELEPHONE NUMBER, EMAIL ADDRESS

EDUCATION

Juris Doctor
University of Victoria, Faculty of Law
Anticipated date of graduation = April 20YY
20YY – Present

Bachelor of Science
University of Saskatchewan, Faculty of Arts
Major = Political Science
Minor = History
20YY – 20YY

ESL Teaching Certificate
Global TESOL College, Edmonton, AB
20YY

SCHOLARSHIPS

Alexander Holburn Beaudin & Lang Scholarship for achieving high academic standing and demonstrating the qualities required for the practice of law (20YY)
Blake, Cassels & Graydon LLP First-Year Achievement Prize for my record of public service to the life of the UVic Faculty of Law (20YY)
Canadian Bar Association – BC Branch Entrance Award for my commitment to the promotion of justice and law reform (20YY)
U of S Huskie Women’s Basketball Awards of Excellence (20YY – 20YY)
John Festival Award in Women’s Basketball (20YY)

EMPLOYMENT HISTORY

Research Assistant
Professor Andrew Crane, University of Victoria, Faculty of Law, Victoria, BC
Researched and organized a legal education conference for lawyers on negotiation skills and alternative dispute resolution tactics
Summer 20YY

Program Assistant
Work BC, Victoria, BC
Updated a provincial employment and career development guide
Developed a marketing strategy to promote the guide and increase its usage
Summer 20YY

Reporter
Campus Radio, University of Saskatchewan, Saskatoon, SK
Developed and produced a radio program about women and post-secondary education in developing countries
Sept 20YY – Apr 20YY

Residence Assistant
College Quarter Residences, University of Saskatchewan, Saskatoon, SK
Organized and coordinated social activities for students living in university residences
Negotiated conflicts between residents
Sept 20YY – Apr 20YY
Appendix 2: Sample Resumes

Bylaw Control Office
City of Saskatoon Bylaw Office, Saskatoon, SK
- Interpreted bylaws to determine if individuals had contravened them
- Issued infraction warnings and tickets to contraveners

Teacher
Saint John Elementary School, Manila, Philippines
- Taught English to 50 elementary school children
- Developed course materials and interactive workshops

LAW-RELATED VOLUNTEER WORK AND EXTRACURRICULAR ACTIVITIES

Pro Bono Students Canada Volunteer
South Island Dispute Resolution Centre, Victoria, BC
- Sept 20YY – Present

Vice-President
Dispute Resolution Club, University of Victoria, Faculty of Law, Victoria, BC
- Sept 20YY – Apr 20YY

General Member
International Human Rights Law Association, University of Victoria, Faculty of Law, Victoria, BC
- Jan 20YY – Apr 20YY

Volunteer Organizer
CIBC Run for the Cure, Saskatoon, SK
- Summer 20YY

Board Member
Mendel Art Gallery, Saskatoon, SK
- Jan 20YY – Dec 20YY

Delegate
North American Model United Nations Conference, Toronto, ON
- May 20YY

Orientation Week Leader
University of Saskatchewan, Saskatoon, SK
- Sept 20YY and 20YY

INTERESTS
- Drawing and painting
- Basketball
- Vegetarian and vegan cooking and holistic nutrition