



Bennett Jones

# My Future in Law

## *Student Recruitment Guide*



**KINCENTRIC**   
**Best Employer**

CANADA 2020









Edmonton Office

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# Part 1: A Bit About our Students:

- We typically hire about 35 – 40 students firm-wide (approximately 15 - 18 in Calgary, 16 – 18 in Toronto, 3-4 in Edmonton and 2-3 in Vancouver).
- Our students come from law schools across Canada and abroad.
- Our students have a wide range of undergraduate degrees including degrees in Accounting, Biology, Business Administration, Canadian Studies, Classics, Conflict Studies and Human Rights, Criminology, Economics, English Literature, Engineering, Environmental Science, European History, Finance, Geography, Global Development Studies, Health Sciences, History, Human Resources and Organizational Dynamics Marketing, Immunology and Infection, Integrated Science, International Business, International Development and Philosophy, International Management, Kinesiology and Psychology, Law, Management and Organizational Studies, Philosophy, Physiology and Pharmacology, Political Science, Psychology, Psychology and Recreation, Sociology and Social Anthropology, Sport and Tourism.

## Previous jobs/work experiences?

- Previous jobs held by our students have included New Grad Rotational Program at a large oil and gas company; Aquacise Instructor; Bartender; Computer Programmer; Environmental Programmer; First Aid Instructor; Provincial Park Public Programs Coordinator; Golf Course Maintenance; Human Resources Employee; Intern at Canada West Foundation; Intern at the Office of the Minister of International Trade; Labourer and Project Coordinator; Landscaper; Legal Systems Analyst for a debt collections agency; Lifeguard; Bar Manager in Melbourne, Australia; Medic for the International Red Cross in Israel; Paralegal in Paris, France; Pipeline Analyst and Customer Service Account Coordinator; Policy Analyst at the Calgary Chamber of Commerce; Press Secretary and Speechwriter to the Federal Minister of Intergovernmental Affairs; Laboratory Researcher; Retail Sales Associate; Server; YMCA Daycamps Counsellor; Intern at the Canadian Embassy in Rome, Italy; Special Projects Manager at a medical marketing company; Sailing Instructor; LSAT Instructor; Research Fellow at Genome Canada; Bike Mechanic; Equestrian Coach; Bouncer; Carpenter's Assistant; Real Estate Agent; Security Officer; Intern at Oxfam Canada; Camp Counsellor; Municipal Councilor, Investment Solutions Intern; Proshop Employee at a golf course; Shift Supervisor

at a rubber factory; Farmhand; Barista; Archery and Golf Coordinator at a camp; Bosun's mate for tall ship summer tours; Summer hiking and canoe trip specialist; Field Manager for a marketing company; Kinesiologist; Marketing and Social Media Intern; Data Analyst; Tennis Instructor; Law Clerk; Personal Trainer; Track and Field Coach; former National Athlete; Professional Baseball Player and Olympian; Analyst at NATO's Legal Office; Ministerial Staffer at the House of Commons.

## Where have our students lived globally?

- Our Students have lived in many countries including Australia, China, Dubai, England, France, Hong Kong, India, Ireland, Israel, Italy, New Zealand, Nigeria, Panama, Peru, Portugal, Romania, Russia, Singapore, South Africa, Spain, Sweden, Switzerland, Taiwan and the United States.

## Outside interests?

- Outside interests of our students include acoustic guitar, aquariums, art and design, backpacking, backcountry camping, baking and cooking, beach volleyball, biking, blogging, boating, brass band music, camping, canoeing, cheerleading, chess, classic fiction, computers, cross-country skiing, crosswords, curling, dancing, deep-fried food, dog training, dramatic readings of *Harry Potter*, event-planning, fantasy football, fitness, golf, graphic design, hiking, history, hockey, home renovations, horseback riding, infrastructure development, interior design, kayaking, literature, motor-biking, motorcycles, movies, music, options trading, photography, playing the marimba and piano, politics, reading, rock climbing, rugby, running, sailing, scuba diving, skiing, snowboarding, soccer, softball, Spartan races, spinning, squash, sport shooting, swimming, television, tennis, travelling, triathlons, touring national parks in the United States, trying out the latest fitness craze, trying out new restaurants, video games, volunteering, wake-boarding, water-skiing, World War II history and yoga.

## Languages

- Our student group is a diverse one and within our student group you can find students that speak a variety of different languages, including French, Hebrew, Urdu, Punjabi, Malayalam, Mandarin, Romanian, Russian, Spanish, Swedish and Yoruba.



# Part 2: Researching Firms

One of the best things about a legal education is the diversity of work and work environments that it can lead to. Regardless of where you choose to work, the work you do and the people you work with will be a significant part of your overall experience and life. It is important to choose a firm where you feel comfortable from the beginning. Your first step is to identify which firms are hiring summer/articling students and understand what each firm has to offer.

1. Research general websites. For example, the NALP website offers a comprehensive list and description of firms along with up-to-date hiring information ([www.nalpcanada.com](http://www.nalpcanada.com)).
2. Visit and review individual firm websites and related marketing materials.
3. Use other resources available to you, including your school's career development office and materials written by outside sources (i.e., newspapers, legal magazines).
4. Learn more by attending receptions and career fairs. Talk to students and others who have interviewed or worked at the various firms.
5. Use your own network to introduce yourself to firms. If you know someone at the firm and have their permission to mention their name, do it.
6. Contact students and junior associates at the firms to which you are applying. Don't be afraid to reach out to the students and lawyers at the law firms. Not only can they tell you more about the firm and what it is like working there, they can also provide useful insight into the application and interview processes.
7. Attend firm tours and be proactive. In many cases, firms are more than willing to have one of their current students give you a tour of the firm. This is a great opportunity to ask questions about the firm and to get an inside look at what work and life is like as a practicing lawyer. Also, many firms host firm tours throughout the school year and summer. Try to keep up-to-date on these events (check with your school's career development office and each firm as there may be unique practices in each province and with individual firms regarding tours outside the different recruitment periods).

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We sincerely hope that this process marks a meaningful beginning to your legal career. Please feel free to contact any of our current students to answer any questions you may have. Their contact information along with additional information can be found on our student webpage at [www.bennettjones.com/students](http://www.bennettjones.com/students).

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## Bennett Jones Recognitions

- An Kincentric Best Employer in Canada—the highest level of recognition—for the 20th consecutive year.
- A Canada's Top Employer for Young People for the 9th consecutive year.
- An Alberta's Top Employer for the 11th consecutive year.
- Recognized in 38 practice areas, 10 band 1 rankings (the highest tier) and have 115 lawyer rankings, *Chambers Canada 2021*.
- Recognized in 18 practice areas with 51 lawyer rankings, *Chambers Global 2021*.
- Recognized in 48 practice areas and has approximately 160 lawyers recognized, *The Canadian Legal Lexpert Directory 2021*.
- Recognized in 24 practice areas, 5 tier 1 rankings, 35 leading lawyers, 17 next generation partners and 91 lawyers recommended, *The Legal 500 2021*.
- 25 lawyers recognized in *Lexpert/American Lawyer Guide to the Leading 500 Lawyers in Canada 2020*.
- 52 lawyers recognized in Lexpert's Report on Business, *Special Edition on Canada's Leading Energy Lawyers 2020*—more than any other firm.
- Highly Recommended firm in 2021 Benchmark Canada, 29 Litigation Stars, 8 Future Stars and 5 Top 50 Trial—more than any other firm.



# Part 3: A Bit About Bennett Jones

Bennett Jones is a full service law firm. As a student, that means you get to work with a diverse group of lawyers and clients across many disciplines. For example, in the corporate and tax departments we work on assignments involving bankruptcy, mining, climate change, mergers and acquisitions, securities, corporate finance, commodity tax, customs/international trade, corporate tax, energy, financial services, IT and real estate. In the litigation and regulatory departments, we work on files relating to securities, bankruptcy, competition, construction, employment, energy, fraud, environmental, regulatory, health and IP.

We are an international firm with offices located in Calgary, Toronto, Edmonton, Ottawa, Vancouver and New York:

- Our Calgary office was founded in 1922. Initially, our reputation in Alberta was built upon our work in the oil industry. While this work is still prominent in our Calgary office, students can also expect to work in all of the areas outlined above. Calgary remains our largest office with approximately 160 lawyers.
- Our Toronto office has experienced strong growth for over the last ten years. We currently have approximately 170 lawyers and business advisors in the Toronto office, and we continue to grow the office through strategic and organic growth, the latter developed through our student program.
- With just over 40 lawyers and business advisors, our Edmonton office offers the best of both worlds, providing students with the entrepreneurial and creative experience of a boutique while still giving them access to the work and resources of a major national firm.

- Opened in 2014, our Vancouver office recognizes the strategic importance of British Columbia to the legal market in Canada and abroad, particularly as a gateway to Asia. With over 40 lawyers and business advisors, We have plans for significant and strategic growth for this office in key practices and industries that support and complement our firm's core strengths.
- Our Ottawa office opened in 2008 and is currently focused on public policy and government relations.
- Bennett Jones has a long history of serving Canadian companies doing business in the United States and U.S. companies with business operations or interests in Canada. Over the years we have expanded our presence in key U.S. markets in order to provide our U.S. clients with quick and seamless access to our legal services north of the border.

Please note that our Ottawa and New York offices do not offer any student positions.

We participate in on-campus recruitment at the University of Victoria, University of British Columbia, Thompson Rivers University, University of Alberta, University of Calgary, University of Saskatchewan, University of Manitoba, University of Windsor, University of Western Ontario, University of Toronto, York University's Osgoode Hall Law School, Queen's University, University of Ottawa, McGill University and Dalhousie University's Schulich School of Law.

The firm also offers an extensive legal education program through Bennett Jones Academy (BJA). Our BJA programs provide our students with a strong grounding in the fundamentals of the practice of law, including substantive matters and practice management.



Your application package should include a cover letter, résumé, copies of official law school, graduate (if applicable) and undergraduate transcripts, as well as a list of upper-year courses. Be sure to set aside sufficient time to research the firms you are interested in and to complete your application packages. The process can be time-intensive and requires great attention to detail. Be familiar with the relevant deadlines and be sure to understand and manage any time commitments you may have outside the application process. Application deadlines for second-year law student summer positions vary from school to school, beginning mid-August and right through your first few weeks of school. Preparing your package takes longer than you think, so start early – don't wait until the last day. Ordering transcripts, particularly from schools outside Canada, can take time, so plan accordingly. Be sure to check with your school's Career Services Office and firm websites for application deadlines for first-year summer law student positions and articling positions.

Most firms, including Bennett Jones, only accept applications through the vi Portal. It is also important to check with the career services office at your school on how to submit your completed application package. Your application package is your first official impression on the firm. Make sure you have family members and/or friends review it before you submit.

## Résumé

Your résumé gives the firm some idea of what you can contribute. Firms receive many résumés at once, so provide the requisite information in a clear and concise manner. By following an organized and simple format, firms will be able to focus on the areas that interest you and them the most.

Where possible, use the following headings to organize your résumé:

### Education

Start with law school and work backwards. Include all post-secondary education, identifying the school, years attended, degree obtained and major area(s) of study. Don't include high school information.

### Academic Awards

Include recent awards, accomplishments and publications.

## Work Experience

Start with your most recent work experience and work backwards. Identify dates of employment, name of employer and position held. Include a brief description of responsibilities but don't overstate your role.

## Volunteer/Extra-Curricular Activities

Tell the firm about how you spend your free time. This adds depth to your application and provides insight into your experiences and achievements outside of school and work.

## Interests

Highlight who you are and what you like to do. Make sure you don't include any information that you are not open to discussing in an interview.

Be creative with how you structure your "interests" section. Some interviewers may use this section to establish a connection with you. Avoid generic interests such as 'travel, reading and exercise' as this is what most students use. If you do use them, be specific. For example, travelling through Asia, reading autobiographies, rock climbing, etc. This is a great opportunity to make your résumé and yourself stand out.

Be concise. Your résumé should be no more than two pages.

Format your résumé with a basic font and choose a character size that is easy to read. Stick with this formatting throughout your application package.

White space. Make sure that your résumé has a sufficient amount of white space. This will give your résumé a less cluttered appearance and will ultimately make it more reader-friendly.

Reference letters are generally not required by firms, but they are accepted as part of your package. If you decide to include a reference letter make sure it highlights your strengths or explains a weakness in your application. Also, consider the nature of the referee. Most firms do not find reference letters from professors very helpful (as profs often write many of them and they do not distinguish you as a candidate). Reference letters from recent employers are much more persuasive. Lastly, be cautious about submitting lukewarm reference letters. Any letter that you submit should be very positive. A reference letter should be from someone who knows you and your work product and is really able to describe you to a potential employer.

Writing Samples are not required or encouraged when submitting an application to Bennett Jones.

## Cover Letter

We often receive over 1000 résumés for summer and articling positions. Firms rely on cover letters to get a sense of who you are and to judge writing style. Use your cover letter as a way to distinguish yourself. Think of your cover letter as a writing sample – it should be well-written and free of any grammatical or spelling errors.

### Distinguish Yourself

1. **Be concise.** Your cover letter should be **one page**.
2. **Provide necessary details.** Tell the firm what law school you are applying from and what position you are applying for (e.g. summer 2021, articling 2022/23).
3. Your cover letter should be a narrative that is **easy to read, clear** and **interesting**. It should highlight your achievements and experiences and say something that distinguishes you from the rest of the applicants.
4. **Personalize** your letter by highlighting what interests you about the firm (Did you meet someone at Career Day? Do you know a current student? Are you interested in a particular practice area?).
5. **Briefly explain any gaps** in your education or work experience. The same goes for an anomalous grade or term. Remember that a cover letter has to be concise and to the point. Although you may need to explain gaps in employment or work experiences, be cautious not to waste valuable real estate bringing attention to a weakness, especially one that the firms might not even notice or care about.





# Part 5: Interviews

Before the interview, take some time to understand what you are looking for in a firm (collegial atmosphere, work ethic, reputation, professionalism, work/life balance).

Consider asking yourself:

- In what other areas of my life have I achieved a high level of success?
- What did I love/hate about my last job?

- What courses did I like in law school?
- How do I work best? In a team environment or on my own?
- What do I want to experience in the summer/articling term?

The interview process differs in Ontario, Alberta and British Columbia. That being said, the following general tips apply across the board.



1	<b>Dress appropriately.</b> Take the time to have your suit tailored, dry cleaned and pressed. Be sure you're comfortable in what you decide to wear. Work in new shoes beforehand.
2	<b>Arrive 10 minutes early.</b> Use the extra time to use the washroom, check over your appearance and take some deep breaths to remain calm and confident.
3	<b>Update your research.</b> It is not necessary to know everything about the firm, but some general knowledge is helpful and will make you feel better prepared. Talking to past/current students is always a good idea and demonstrates your interest in the firm.
4	<b>Find out the names of your interviewers in advance</b> and research them on the firm website. Consider using an Interview Scheduling Tool (see the sample we included for you on page 13) to help you remember certain information about your interviewers. Be aware, however, that interviewers may change at the last minute, so be prepared with some general questions that can be asked of any interviewer such as: What attracted you to the firm? Describe the most recent project you had a student work on. What were his/her responsibilities? How would you describe the firm's culture? Avoid asking for information that can be found on the firm's website.
5	<b>Be strategic</b> in the way that you schedule your interviews. Some students find it helpful to schedule their "first choice" as a second interview in order to work out any initial nerves. Plan out your ideal interview schedule.
6	<b>Prepare for the unexpected.</b> Even if something unforeseen happens, stay calm and continue the interview with confidence.
7	<b>Re-review your application package.</b> Everything on your résumé is fair game, so be prepared to discuss it. Think about each experience you have had, and be prepared to tell a story that you think would be relevant. That being said, don't memorize your answers or specific passages from the firm's website, as it will stifle the conversation.
8	<b>Be open and receptive to opportunities to learn about the firm.</b> For example, always accept a tour of the office even if you've already taken one.
9	<b>Ask questions.</b> What do you want to know about life at the firm? Ask the tough questions. If you don't want to ask your interviewer(s), consider speaking to current students/associates.
10	<b>Take advantage of the opportunity.</b> This is not just a job interview but also a chance to learn more about the firms in the area and the legal profession in general.
11	<b>Be yourself.</b> While this is a professional setting and you should conduct yourself with maturity and confidence, don't be afraid to show your personality.
12	<b>All meetings over coffee, meals and receptions should be treated as another interview.</b> The difference is that these meetings provide a great opportunity to ask more questions, delve deeper into firm culture and determine whether or not the firm is a fit for you.

After each interview, jot down your thoughts and impressions. Did you feel at ease? How did the interviewers interact with each other? How did they interact with support staff? Were the students happy? Make sure to write personalized thank-you

emails to each of your interviewers with a personal anecdote from the interview. Not only does this demonstrate your interest in the firm, but it will help interviewers remember you when it comes down to decision-making time.



## On-Campus Interviews (OCIs)

OCIs allow a large number of firms to evaluate a large number of students and vice versa. As important as these interviews may seem to your professional future, don't let them intimidate you. OCIs generally consist of a natural conversation between you and the interviewers. Be adaptable about the content of these conversations, as the discussion may range from discrete points on your résumé to more trivial things like your favourite television show.

Your goal is to convey a natural ease and poise about you no matter what the topic may be, without becoming too informal. You are still being interviewed so stay professional at all times and be confident. If you have a bad interview, shake it off. Don't allow a bad experience to taint your subsequent interviews. Cut your losses and move on – you may be surprised who you hear from on call day.

### OCI Tips

**Decide in advance how many OCIs you can reasonably schedule.**

As an individual, you need to strike your own balance between quantity of interviews and quality of performance. There's no magic formula here, but don't underestimate how exhausting the process can be.

**Be prepared.** Talk to past or current students at the firm for more information and insight. In the last few minutes of each OCI, your interviewers will ask if you have any questions – this is a great chance to show your interest in the firm. Prepare thoughtful questions in advance, and have a few geared towards each firm. Make sure your questions can't be answered by reading the firm's website. Most firms will tell you in advance who will be interviewing you, so do some research and prepare questions for your specific interviewers. Show them that you've done your homework.

**Know how to market yourself.** Be prepared to talk about things that make you interesting and will set you apart from the other candidates.

**Convey your interest.** Be honest and enthusiastic. If you're interested in a firm, don't be afraid to tell your interviewers – but be prepared to tell them why.

**Know your résumé.** Go through each experience and think of stories or talking points that highlight your relevant qualities and skills. That way, when you're asked about your hobbies or international exchange, you'll have something interesting to keep the conversation going.

**Relax.** At this point, it is all about meeting the person behind the résumé and the firm behind the website. Interviewers want to assess your social skills, poise, responsiveness and energy, so be yourself and be confident.

Send **thank-you** emails to your interviewers.

## Call Day (Ontario)

Prepare a desired draft schedule in advance. While it is important to be flexible when scheduling your interviews, it is acceptable to ask for times that more closely fit your desired schedule (remember to always be polite and professional). In most cases, you will need to allocate two hours in your schedule for each interview.

Schedule your top firms on the first day of in-firm interview week (typically Monday) and all first interviews by noon on the second day (typically Tuesday) so that you have ample time to schedule second and third interviews.

Turn off the "call-waiting" feature on your phone so that you aren't distracted by other calls while speaking with a firm. If you miss a call, don't panic. That firm will call again and you can always call them back when you get off the phone.

Be persistent. If you really like a firm that didn't call you, consider contacting them after 9:30 a.m. to ask if they have any room remaining in their schedule.

When you get a call, don't keep the lawyer on the phone for too long. These calls are not interviews – efficiently get all the relevant information and get off the phone. The lawyer probably has more calls to make and you will want to be free for any other calls you might get.

Report scheduling conflicts immediately. Firms understand. Contact them as soon as possible so they can sort it out before they match interviewers to candidates.

Allow time for call-backs on Wednesday. If you are from outside Toronto, remember that the process continues until the 'cooling off' period begins at 3:00 p.m. EDT on the third day of interviews (typically Wednesday). Make your travel arrangements for after 6:00 p.m. EDT.

Firms often host dinners, cocktail events, breakfasts and other social events throughout interview week. Be cognizant of this when scheduling interviews to make sure that you will have enough time to go from your interviews to these events.

Send the right signals. Declining dinners or receptions may send a negative signal about your interest to firm recruiters. Keep this in mind when you are scheduling (and declining) dinners and cocktail events.

## Interview Week (Ontario)

Before interview week, map out your route. Familiarize yourself with the PATH system. Downtown Toronto can be confusing. The last thing you want between closely scheduled interviews is to get lost.

Be sure to bring some essentials. A cell phone, a map of downtown Toronto, stain-remover stick/wipes, snacks, dental floss, a notebook and an umbrella may all prove handy.

Be aware of your surroundings. The person overhearing your conversation in the line at lunch may be your next interviewer.

Send clear signals. If you are very interested in a firm, this is not the time to beat around the bush. Telling interviewers that you would like to return for a second interview reaffirms that you're interested in the firm and shows initiative. By mid-day Tuesday, you should have a clearer idea of which firms are your top choices. Go back to visit them again.

Let a firm know if you are going to be late. If you have to make the hard choice to cancel an interview, be polite and timely.

Provide the firm with updated contact information so that you can be reached during interview week.

Keep on top of your communications. Call-backs, thank-you emails, and requests for dinner or cocktails can come at any time. To be sure you don't miss anything, check your messages and email often.

## Offer Day

### Alberta

For students in their 2nd year of law school, offers are made for Edmonton summer positions following interviews in October and for Calgary summer positions typically starting at 2:00 p.m. MDT the Thursday of the second or third week of October. Consult our website or your career development office for exact timing. First year interviews usually take place in February as mandated by the Law Society of Alberta and 1st-year summer student offers will be made for both Edmonton and Calgary summer positions in accordance with the procedures set out by the Law Society of Alberta.

### Ontario

For students in their 2nd year of law school, offers are typically made for Toronto summer positions at 5:00 p.m. EDT on the Wednesday of interview week. Please consult our website or your career development office for exact timing. First-year interviews typically take place in February as mandated by the Law Society of Ontario and 1st-year summer student offers will be made for Toronto summer positions in accordance with the procedures set out by the Law Society of Ontario.

### Vancouver

For students in their 2nd year of law school, offers are made for Vancouver summer positions at 8:00 a.m. PDT on the fourth day of interview week, typically the Thursday of the last week of October. Please consult our website or your career development office for exact timing.

Don't feel pressured to accept the first offer that comes in. You can let a firm know that you would like to take some time to make your decision. Let the firms know that you will get back to them with a decision within a set amount of time. Keep in mind that firms likely have other candidates that they will make an offer to if you decline. It is appreciated by the firms that you make this decision as efficiently as possible so that offers can be extended to other candidates.

If you have not heard from your top choice, consider reaching out to the firm and asking for a status update. There is a chance that they are keeping you on a waitlist. This is also one final opportunity to express interest in the firm.



# Part 6: What to Expect Summering and Articling

At Bennett Jones, the summer program is designed to provide students with a solid introduction to the practice of law and the firm culture. Students are engaged in real file work from the start. They work directly with clients, attend meetings, and go to court. Articling is a continuation of this process and will allow students to build on their summer experience. There is no work that is designated as 'student work'. Students are valuable assets and resources and are engaged in meaningful assignments.

At our firm, mentors play a significant role in professional development. Each summer student is assigned a mentor who will assist with integrating you into the firm and ensuring that your summer experience is a valuable one. Articling students are assigned a principal and a mentor, who together will ensure you are exposed to a broad range of practice areas and to all aspects of practice. In addition to mentors, Bennett Jones runs an extensive professional development program through its own Bennett Jones Academy.

As students, we are encouraged to play an active part in firm life, including participation in firm social events. Our firm events focus on the firm's commitment to the community and building lasting relationships amongst the students. Past events have included barbeques, associate and practice group dinners, a family ski weekend in the Rocky Mountains in Alberta, karaoke, a mentor/mentee golf tournament, Blue Jays games, Lawyers Feed the Hungry, a charity volleyball tournament, a winery bike tour in Niagara and firm retreats.

In closing, we hope you enjoy the process. Please do not hesitate to contact any of the key student contacts listed on the student page on our website or any of our current students if you have questions or would like any additional information. We look forward to hearing from you!

*Wishing you all the best,  
Bennett Jones LLP*





# Interview Scheduling Tool:

Provided by Bennett Jones

Law Firm Name	Interviewer Name	Practice Areas	Draft Questions	Notes	2nd Interview	3rd Interview
Bennett Jones	Chris Skelton/ Marie Buchinski	Corporate/ Regulatory	What is a typical assignment for an articling student in the corporate rotation?	- send thank you email - ask about dress for dinner	Yes - Nov 3 @ 9:30 a.m.	
Smith Johnson	John Smith Tom Johnson	Corporate Litigation	What sets your firm apart from other firms?	- ask for Tom at reception	Yes - Nov 4 @ 10:00 a.m.	

## Pre-interview Reminders:

- Complete the above chart to assist with tracking the day's progress
- Use the notes column to enter a few phrases to jog your memory of the facts about the law firm before the interview begins

## Post-interview Reminders:

- Collect and sort your notes as soon as possible to avoid confusion between interviews
- Send thank you letters (emails) to those who interviewed you



# Final Words of Advice from our Past Summer Students:

“The only way to get good at anything is: practice, practice, practice. Take advantage of any mock interview sessions offered by your law school and try to attend mixers so that when the big day comes, you’ll be comfortable and confident enough to truly be yourself.”

“Try to meet and talk to as many people as you can at the firm and get a feel for whether it’s the right fit for you!”

“The most important thing is to be yourself and own your experiences. Law lends itself to so many different backgrounds and it’s important to embrace who you are and what you have done. The more comfortable you are with yourself, the more comfortable others will be with you. Be yourself, unapologetically.”

“Although it’s hard not to be nervous, don’t take yourself too seriously. Be yourself in the interview, employers want to see the real you.”

“Try to focus on what makes you a stand-out candidate for a particular firm as well as what you want from your experience with the firm over the course of the summer and your career. Be yourself and don’t be afraid to step out of your comfort zone throughout the recruitment process. It may be intimidating and nerve-racking at first, but you will come away with an invaluable learning experience and will meet some very interesting people.”

“Ask one of last year’s summer or articling students from your school for coffee to learn more about Bennett Jones. The best thing you can do is reach out before recruitment, both to show interest and find out about the work we do here.”

“As much as each firm is trying to find the best candidates for the job, you are also trying to figure out which firm will be the best for you. Make sure you take the firm up on their offer for a tour, and try your best to reach out to the current articling students to see what their experience has been like.”

“Recognize your strengths and be ready to talk about them.”

“The best piece of advice I’ve heard from the people at Bennett Jones is ‘be yourself’! Don’t try to ‘fake it’ to try and fit in with the firm. As cliché as this sounds, if it’s meant to be, it will work out.”

“When in doubt, smile! From my experience, the recruitment process is much more about how you conduct yourself than anything written on your résumé. Be honest, be yourself, and you will end up with the job best suited to your personality and interests.”

“I’d definitely recommend taking the time to get informed by doing research, attending firm tours, and talking to lawyers or upper-year students about their experiences. Recruitment can be stressful and goes by so quickly – it’s easy to forget what a great opportunity it is to learn about different practice areas and career options.”

“The OCI and in-firm process can seem daunting, but there are plenty of people and resources for you to turn to, so make sure you take advantage of those. Prepare as best you can, relax, and try not to spread yourself too thin – firms want to meet the real you, not a stressed-out and sleep-deprived version of yourself.”

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For more information, please visit our student website at [BennettJones.com/Students](https://BennettJones.com/Students).













# Bennett Jones

The firm that businesses trust  
with their most complex legal matters.