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LAWYERS



the top **five** legal job search tips

*Shannon Leo, Director of Practice Excellence -
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1. know yourself

- ➔ Try a personality test (example: www.16personalities.com/free-personality-test)
 - Helps you articulate your strengths, challenges and preferred styles of communicating
- ➔ Determine and write down your strengths, interests and skills
- ➔ Link your strengths and interests to jobs

2. stay open-minded

- ➔ Be open to possibilities
- ➔ Meet with lawyers from different types of practice
 - Ask them about their jobs and experiences
 - Listen for clues that what they do might be right or wrong for you
- ➔ Do your own due diligence
 - Find out the statistics of salary and hours expectations yourself
 - Research numbers from the *NALP Directory of Legal Employers*

3. get out there!

- ➔ Attend talks and events – at school, professional organizations (OBA, CBA for example), firms (open houses, tours)
- ➔ Schedule information interviews with lawyers
 - Go prepared with questions about their career path
 - Ask their advice about opportunities
- ➔ Get involved
 - Extracurricular that can further develop skills (Pro Bono clinics, clubs)
 - Rounding out your skills and building a network are important!

4. polish your application materials

- ➔ Start developing your draft cover letter and resume in your first year
- ➔ Concise, error free, well written
 - Pick a few key strengths and experiences that are relevant for the job and highlight them
- ➔ Research!
 - Highlights your understanding of the job
- ➔ Link your skills and interests to the job
- ➔ Build in time for your career services team and friends/family to review

5. apply broadly

- ➔ Apply more broadly than you think necessary
 - Example: you think you are interested in doing corporate law, apply to big corporate firms, but also smaller and mid-sized firms
- ➔ It's important to have options – you can narrow them at a later stage

about Shannon Leo

Shannon Leo is the Director of Practice Excellence - Associate and Student Programs, at Cassels Brock. In this role, she has the pleasure of recruiting, training and reviewing the performance of associates and students. Shannon is involved with coaching associates and students on performance, practice management and risk management and identifying and developing training opportunities for them.



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