

SUMMER CLERK Q&A - APPLICATION TIPS

We understand that applying for your first role in a law firm can be daunting. With the help of our People and Culture Director, we've rounded up our best advice to help get you through the process. **Applications are due by 5 pm Monday 25 April.**

Tips for drafting your CV

A poorly drafted CV can stand out for all the wrong reasons, so take the time to review your CV thoroughly. Get a second opinion from a trusted friend, family member, lecturer, or work colleague. Our tips for CV writing include:

- keep it simple but informative;
- submit a brief cover letter with your CV which lets us know what you can offer Morrison Kent but also what is important to you, e.g. community causes, client interaction, why you want to practice law etc.;
- triple check for errors in spelling and grammar in both your cover letter and your CV; and
- make sure you follow the instructions for the application and include everything that is asked for.

What to do prior to the interview

If you are chosen for an interview, do your research on the firm and the interview panel members (we will advise who will be interviewing you when we inform you of an interview date). We are keen to hear your thoughts about the firm and answer any questions.

Be early to the interview – it's never a good look to be rushing.

If you cannot attend the scheduled interview or require any other assistance, please let us know in plenty of time. If you're feeling unwell, we are more than happy to reschedule. While the rescheduled meeting may need to take place via Teams, we would hate to miss out on meeting you.

What to do during the interview

It's normal to feel nervous at an interview; we understand it can be a stressful experience. But make sure you listen to the questions that are asked. If you're unsure or want to think about a question further, then be upfront about this. We always appreciate a well thought through answer rather than a rushed one.

Bring a positive attitude.

Be prepared as much as you can for the questions we may ask you, but don't let any scripted answers dictate the conversation.

Be authentic.

And most importantly, breathe and have fun! We just want to get to know you. While your grades show you will be a brilliant lawyer, we also want to know about you and your interests.

FAQ

How many summer clerks will Morrison Kent take this year?

We do not have a firm number in mind; we will decide after interviewing all suitable applicants. However, we are looking for four summer clerks at a minimum.

What areas of law could I be summer clerking in?

We will be interviewing for summer clerks to cover the areas of Property, Litigation, Family and Employment Law.

Who will be interviewing me?

A panel will interview you, usually made up of a partner, a more junior team member, plus our People & Culture Director. Your interview will cover aspects of your CV.

Do I come to you for the interview, or will you come to me?

We are planning to come to you for the interview at this stage. This will depend on how COVID-19 and other factors affect the firm and country at the time of interviews. If you are based outside of Wellington, we understand the difficulties in arranging travel. Plus, we want to check out some excellent local spots around your area.

What does the Morrison Kent Summer Clerk Induction Programme look like?

Your first few days will be spent learning our systems (from research to IT), hearing from members of each practice area, bonding with your buddy, and will end with a fun activity somewhere around the Wellington region.

We will also organise external training sessions to provide you with skills useful for your degree (and beyond).

How many teams will I be working with over the summer?

We will assign you two teams for your summer clerkship – one team that you will join before Christmas and the other team for the weeks after New Year.

Once the summer clerks are selected, we will obtain your team preferences, and we endeavour to meet these as much as possible. However, you might really impress a partner in another team at the interview, or the needs of a specific team might change.

What type of work will I be doing?

There will be an exciting variety of work available during your summer. Depending on the practice areas you rotate through, you will do everything from conducting research, attending court (where possible), assisting with writing opinions for clients and working with senior lawyers on some amazing client transactions.

Do all of Morrison Kent summer clerks get offered a law clerk position?

There is no guarantee of a law clerk position following your summer clerkship. Whether you are offered a role depends on several factors, including the need within each team and the firm in general, as well as your performance over the summer. Even if we do not offer you a law clerk position, we are still keen to keep in touch for any future roles that might suit you.