

TIPS & TRICKS

FOR AVENUE INTERNSHIP APPLICANTS

Do's

BEFORE YOU APPLY

Start early and prepare thoughtfully

- A well-crafted submission reflects your professionalism and attention to detail. Take the time to carefully prepare your application, and ensure all materials are prepared and submitted before the deadline.

Tailor Your Application

- Clearly state and describe the nature of your interest in law – are you looking to get experience in specific areas of law or a specific type of legal work, or are you looking to explore broadly?

Polish Every Detail

- Proofread your application thoroughly and have multiple people review your documents. Submit them in accessible formats and use official transcripts.

PERSONAL STATEMENTS & COVER LETTERS

Be Genuine and Reflective

- Use your personal statement to share your unique perspective, values, and experiences in a sincere and reflective manner.

Be Concise and Clear

- Keep your writing focused and well-organized.

INTERVIEW TIPS

Practice Clear Communication

- Review common questions, research the firm, and be ready to articulate your interest and fit.

Clearly express your goals and values

- Reflect on your motivations and long-term aspirations and communicate them authentically in your application and interviews.

Understand the Process

- Know how the interview and offer system works so you're ready to make informed decisions if you receive an offer.

Don'ts

BEFORE YOU APPLY

Rush the process

- Rushing to put the package together will increase the risk that you miss important details of the application, do not submit appropriate materials or your materials containing errors or typos.

Miss the Deadline

- Applications won't be accepted after the deadline.

Submit rough, incomplete or ineligible applications

- Applications that contain grammatical errors or typos, applications that are incomplete, applications with files that are corrupt and cannot be opened and applications submitted by students who are not eligible to apply are unlikely to be successful.

PERSONAL STATEMENTS & COVER LETTERS

Be long-winded

- Sharing every detail of your life and experiences without a central theme or message will lose your audience.

Make excuses

- If you have a gap in your experience, or your grades are lackluster, making excuses for them will only draw more attention to it. Reflect instead on lessons learned, any improvements you made afterwards and your strengths.

Focus on negative events in your life

- Simply describing negative life circumstances is unlikely to make a persuasive application. Instead, share your unique strengths, positive qualities or lessons learned out of your experiences, whether positive or negative.

INTERVIEW TIPS

Be Late

- Small details matter; remember your appointments and show up on time.

Be Unprepared

- Research the firm that is interviewing you. Your preparation will shine through in your interview and in the way you engage with the interviewers.

Be Nervous

- The interviewers want to meet you and learn more about you. Share your story and your thoughts. Engage with your interviewers and ask questions about their work. Your learning starts from here.