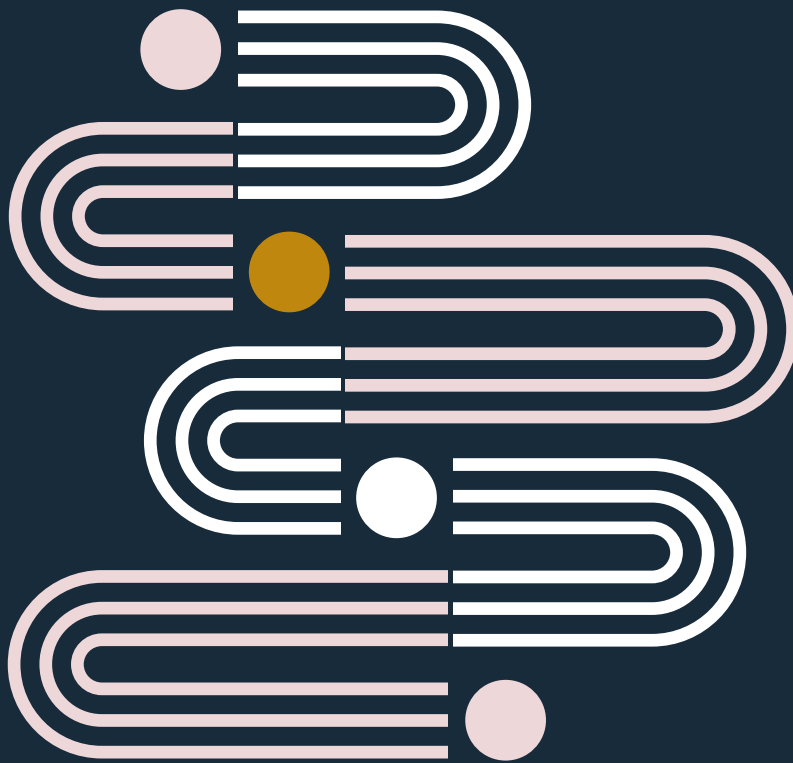


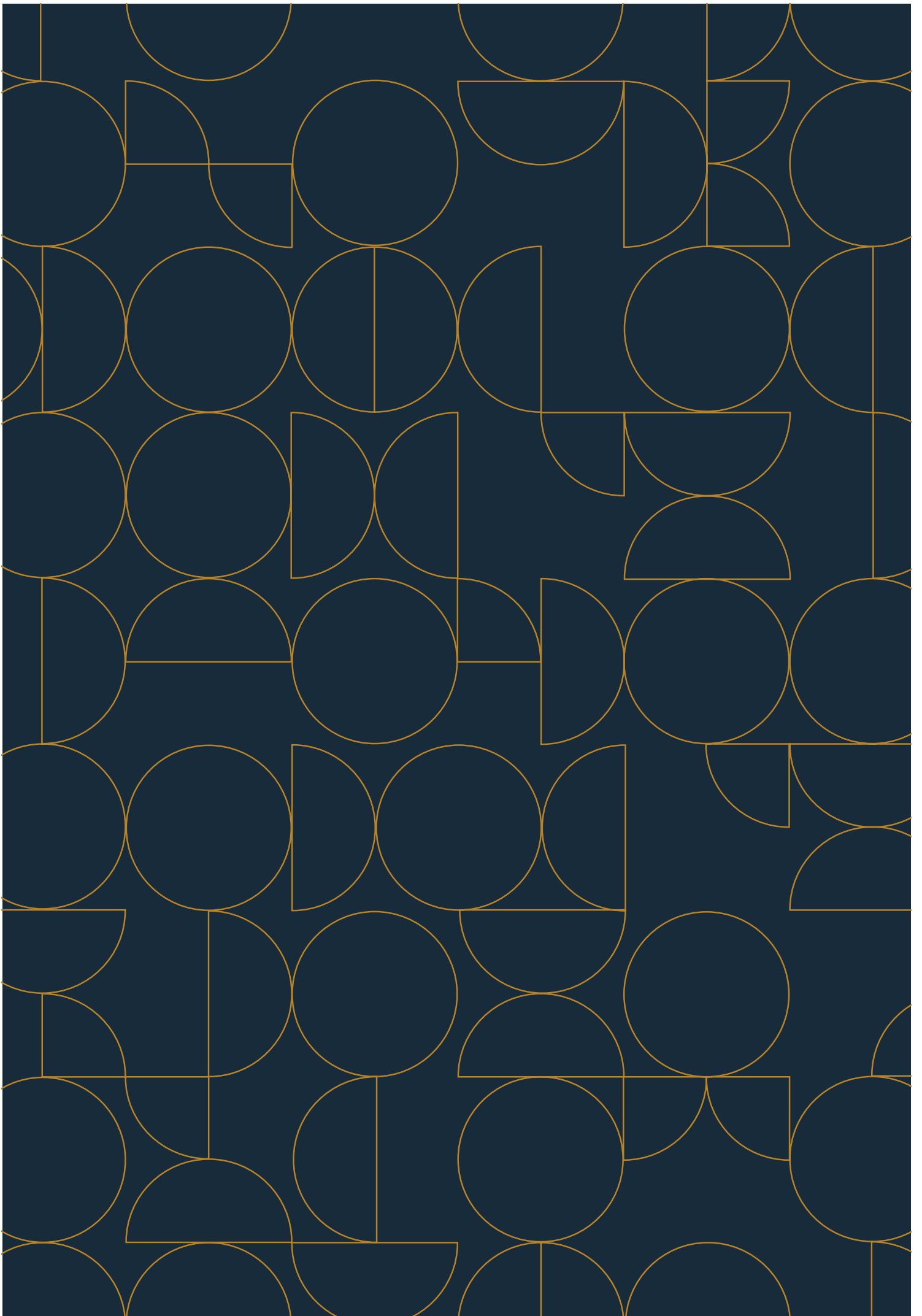
Students and graduates guide.



2024

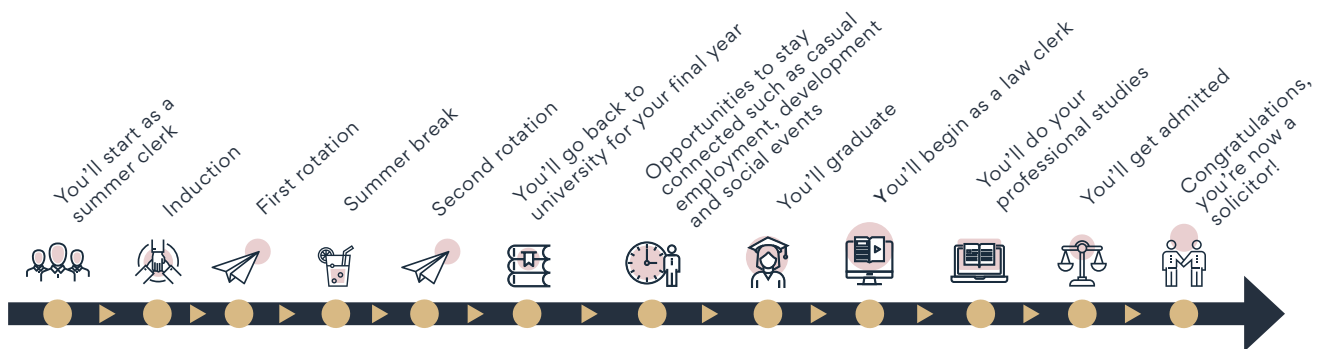
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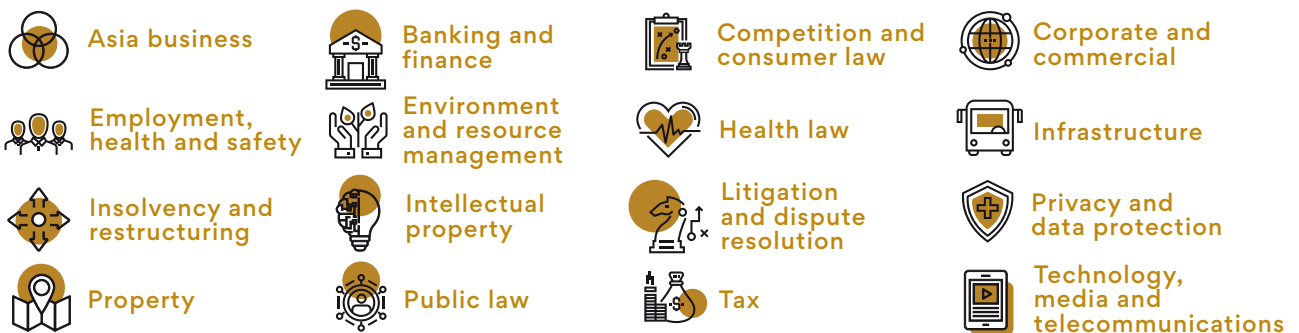
What is a summer clerk programme?

A summer clerk programme is an opportunity for law students to gain experience working in a law firm over the university summer break. Students typically apply for summer clerk opportunities in their penultimate year of study. Think of it as a legal version of an internship. We've mapped an example of what your journey may look like below.



What areas of law could I work in?

As a summer clerk at Buddle Findlay, you'll have the opportunity to rotate through two teams to develop a broad understanding of a commercial law firm. Check out our website for full details of our [areas of expertise](#) and the possibilities available for you.



Check out our latest [insights](#) to see some of the recent work happening around the firm.

When are you recruiting?

Our next round of recruitment will take place in March 2024. Applications for our Summer Clerk Programme open Thursday 7 March at 12.00pm and close Tuesday 2 April 9.00am.

Where and when will interviews take place?

Our preference is for interviews to be held in person at our offices to ensure you have the best experience when meeting our team. If you're located outside of the office location you're applying to, we'll contact you to make travel arrangements for your interview. Interviews will occur in the week commencing 13 May.



How do I get to know Buddle Findlay?

Our recruitment process has been designed to give you the opportunity to get to know us, and us to know you, and will allow you to build meaningful connections with our team. We want to interact and connect with you so we will be at your university career expos, hold employer presentations on campus, connect with clubs and associations and host open days to welcome you to our collaborative firm.

Another way to get to know us is by taking our [expression of interest quiz](#). This is a short and fun way to give you an idea of what's important to us. Your answers from this quiz won't be recorded but might help to determine if you'd like to apply to join our team. Make sure you share your details at the end of the quiz if you'd like to stay in touch.

[Take the quiz](#)

The Buddle Findlay open day

Our open days are your chance to discover what life at a commercial law firm is really like and work out if Buddle Findlay is a good fit for you. At the open day, our team will share stories of their legal journeys and explain how our summer clerk programme works. You'll also hear from a panel of our solicitors who've recently been through the summer clerk and law clerk programme. After the panel discussion, you'll have the opportunity to ask questions and then chat with our wider team over an informal morning tea.

Open days will be held at each of our offices - Tuesday 12 March 3.30pm - 5.00pm (Wellington) and Thursday 14 March 3.30pm - 5.00pm (Auckland and Christchurch). Please feel free to attend the open day closest to you. [Click here to register](#). Places are limited so make sure you get in quick! For any queries, please email recruitment@buddlefindlay.com.

How will Buddle Findlay get to know me?

We hope to chat to you at one of the above events and/or get to know you well during the recruitment process. Another way we will achieve this is through our Buddle Findlay talent community portal when you apply for our summer clerk programme. As part of your application, you will be asked to enter relevant information about you, upload your CV, cover letter, academic transcript, and complete a quiz. This provides us with an opportunity to know how you think, feel and operate, giving us a deeper understanding into who you are and how you could contribute to the success of our firm.

Here are our top tips for nailing your CV and cover letter:

- We want to get to know you – be authentic throughout
- What makes you, you? Tell us a bit about you personally
- Include any achievements, projects you've worked on or anything you think we will find interesting
- Keep your cover letter to about a page and tailor it to your specific application
- Use a professional layout and font that's clear and easy to read
- Proofread your CV and cover letter before submitting your application.



What do you do with my GPA information?

As part of the application process, we'll ask for a copy of your academic transcript and your law GPA. We recognise that grades alone don't define you and they certainly don't tell us everything we need to know. Even if you're concerned that your grades are not as high as you'd like, we encourage you to apply. Remember to share all there is to know about you in your cover letter – your life experience may have given you the skills our team are looking for.

Are you recruiting for graduate roles?

Summer clerks typically re-join the firm as law clerks once they have completed their university studies. This means we do not run a separate round of recruitment for graduates. From time to time, law clerk roles do pop up. If you would like to be considered for a future law clerk role, we encourage you to apply for our summer clerk programme and join the Buddle Findlay talent community. This means we will be able to contact you should an opportunity become available.

What matters to us

Tō Tātou Tiakitanga brings together the key initiatives Buddle Findlay is doing within the areas of diversity and inclusion (D&I), Te Hapori (community) and Te Taiao (environment). By joining Buddle Findlay, you'll get to be a part of the meaningful work we do in these areas.

Tō Tātou Tiakitanga

Ours to care for all



Diversity and inclusion

We are committed to being market leaders in attracting a diverse workforce and creating the best environment for our people to belong, thrive, and grow their careers. Diversity and inclusion are fundamental elements of Buddle Findlay's strategic priorities and are a lens we place over all our decision making. We know that a diverse workforce will increase our creativity, innovation and profitability, and provide our clients with better experiences.

Te Taiao | Environmental and sustainability initiatives

Environmental action is everyone's business. We have an ambitious goal to become leaders in our approach to reduce our environmental impact. To work towards this goal, we are committed to:

- Maintaining carbon-neutral certification and setting ambitious emissions reduction targets
- Engaging with our people on emissions reduction and broader environmental issues
- Integrating environmental considerations into all aspects of our business.



Te Hapori | Our community

Our community strategy is based on involving our people and we are committed to building a stronger and more sustainable community in New Zealand by:

- Supporting the Halberg Foundation to help it achieve its goal of sport and recreation for all
- Assisting hospitals in caring for children through our Buddle Findlay Child Health Foundation
- Encouraging our lawyers to dedicate their time and expertise to assisting our pro bono clients
- Developing close relationships with key charities
- Partnering with Community Law to provide free legal advice to members of the public, who otherwise may not be able to afford it or who are vulnerable
- Partnering with Māori Law Review including by supporting the review and as a contributing author on legal developments affecting Māori.

[Read more about our Tō Tātou Tiakitanga initiatives here](#)





What will you experience at Buddle Findlay?

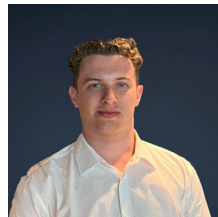
Our culture and the focus on collaboration is the foundation of who we are as a firm. We prioritise inclusiveness, diversity, safety and wellbeing for all of our people, enabling them to grow and develop their careers. By working at Buddle Findlay, you will feel genuinely respected, valued and supported to be yourself and achieve your personal and professional goals. Join us as we collaborate with each other to help our clients be part of a more successful Aotearoa.

We asked a few of our summer clerks to describe their experience



Aksheen Dhillon
Summer clerk
Auckland

"Being a summer clerk at Buddle Findlay has been the most rewarding experience. From the moment I joined, I was welcomed warmly by people across the firm, who went out of their way to make me feel like a valued member of the team. Rotating through two different teams has been a highlight of my time at Buddle Findlay. It has given me a greater understanding of the inner workings of a commercial law firm and gotten me involved in a diverse range of work. From sitting in client meetings to reading contracts to attending court hearings, I have thoroughly enjoyed all the work I have been involved in. I am so grateful for the opportunity to summer clerk at Buddle Findlay as the culture of inclusivity has made it a truly exceptional place to work."



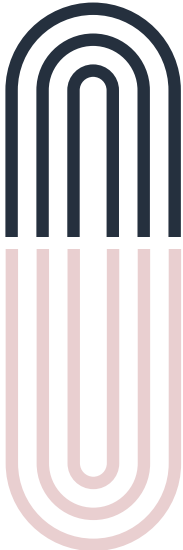
Harrison Nixon
Summer clerk
Auckland

"Summer clerking at Buddle Findlay has been an amazing experience. The people and environment were very supportive and collaborative. The experience I gained from diverse legal work was incredible and has helped me develop the skills required for a career in commercial law. It was very valuable to see my contribution to a final work product, while also seeing the process that occurred to create it. This experience has also helped me develop my understanding of the law from university, while getting an insight into how a commercial law firm operates. There were many opportunities to learn, with legal tasks and research, drafting, attendance at hearings and presentations, the Summer Clerk Academy, and much more. I gained valuable experience from this opportunity, and I am very grateful to have done it with a supportive summer clerk cohort."



Flo Pascual
Summer clerk
Wellington

"As a summer clerk at Buddle Findlay, I had the opportunity to have an immersive experience in both the litigation and property teams. This dual exposure provided me with unique insight into two different areas of law. I had the chance to perform tasks such as drafting court documents, conducting legal research, and attending client meetings and court proceedings. This hands-on experience at Buddle Findlay contributed significantly to my professional and personal growth. I also had the privilege of meeting an array of incredibly talented individuals and continue to appreciate their constant readiness to offer guidance and, friendship. I look forward to taking and developing these newfound skills and relationships into my future legal career."



Get to know our recruitment team



Allan Yeoman
Partner, Auckland

Allan is a partner in Buddle Findlay's technology, media and telecommunications (TMT) team. He specialises in providing transactional, procurement, regulatory and contracting advice on technology related projects, as well as advising on privacy compliance and data management programmes.

“I have been involved in our summer clerk recruitment programme since joining the firm in 2011, after a stint working in London. For the past few years I've been the chair of our grad recruitment team, and I always look forward to the chance to get to know a wide range of extremely impressive candidates, and give people a helping hand to kick off their careers in commercial law.”



Sarah McEwan
Partner, Auckland

Sarah specialises in corporate and commercial law with a broad range of experience in capital markets and securities transactions, mergers and acquisitions and complex commercial contracts.

“I have been involved in running graduate recruitment in Auckland since 2019, to me the highlight is being a part of someone's career over a number of years - from interviewing them for summer clerk roles then seeing them progress and grow as they join the firm and they themselves go on to be a 'buddy' in future summer clerk recruitment programmes. Prior to joining Buddle Findlay, I worked in both commercial and private practice environments in New Zealand and London and I think from seeing what others do that Buddle Findlay's graduate recruitment programme is second to none.”



David Allen
Partner, Wellington

David specialises in all aspects of resource management, environmental and natural resources law. He is a leading adviser on complex and large scale infrastructure projects and has particular experience in wastewater and freshwater, roading and energy projects (having advised on geothermal, wind, hydro and thermal projects).

“I have been involved in summer clerk recruitment since 2009. I had a wonderful time as a summer clerk in another firm and really enjoy the recruitment process as our yearly influx of summer clerk enthusiasm. While recruitment is a demanding process, and we consider many people with exceptional CVs, the rewards of seeing someone shine through the process make it all worthwhile. To then see that person grow, be themselves and relish in the joys of commercial law is a real treat.”



Brannavan Gnanalingam
Special Counsel, Wellington

Brannavan specialises in property and construction. Brannavan has been involved in large-scale property acquisitions and infrastructure projects, including negotiating large-scale development agreements and construction contracts (including NZS 3910, 3915 and 3916, and FIDIC Yellow Book).

“I've been involved in grad recruitment since 2019 and in the committee since 2022. It has been great to meet so many outstanding students through being involved in this process. I summer clerked in 2006/7 and distinctly remember finding Buddle Findlay the most relaxed and enjoyable interview process. I want to ensure that I can assist in creating a similar vibe for students applying to be summer clerks – this process is as much about us putting our best foot forward as the students.”



Kelly Paterson
Partner, Christchurch

Kelly specialises in commercial litigation. She advises on a wide range of commercial litigation issues, including contract disputes, insolvency and credit recovery, local government issues, property law disputes and security enforcement.

“I've been involved in grad recruitment for around six years now. I started as a summer clerk at Buddle Findlay too many years ago to admit, but for me, every year I am involved in the grad recruitment process takes me back to when I was going through this process and reminds me how far I have come. I am constantly impressed at the CVs that come across our desk and what well rounded individuals the applicants are – I wish we had many more places to offer! This recruitment process is as much about helping students to understand what a great place Buddle Findlay is to start your career as it is about us learning about the applicants. We are looking forward to it!”

Our national people and culture team



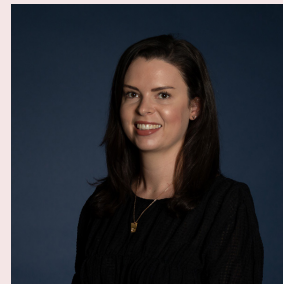
Lucy Ryan
Director



Fiona Tribe
National Manager



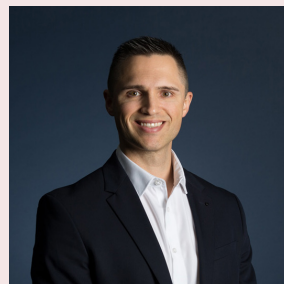
Margot Elworthy
Manager (Projects) People
and Culture



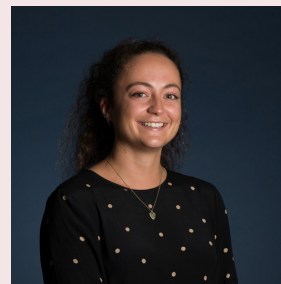
Olivia Gibbons
Manager



Manna Marshall
Senior Adviser



Harrison De longh
Talent Attraction Specialist



Emma Grace
Adviser



Cerys Armstrong
Coordinator, People and
Culture



Rebecca Keven
Talent Coordinator,
People and Culture

Still have questions?

Get in touch with our friendly people and culture team at recruitment@buddlefindlay.com who will be able to answer any queries you may have and guide you through your summer clerk journey.



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