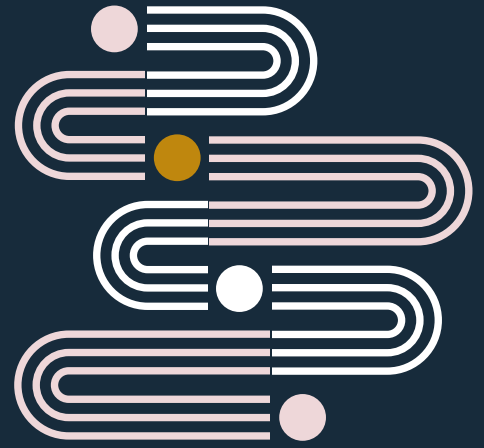
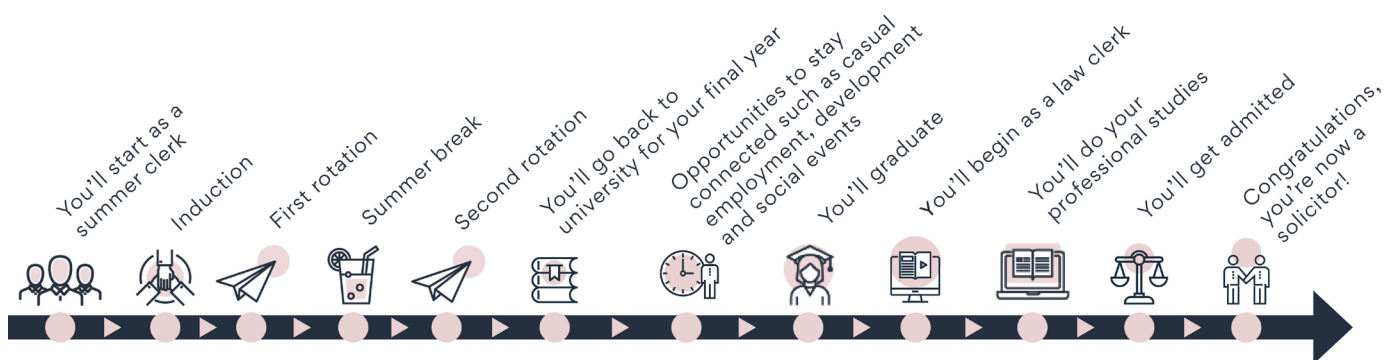


FAQs - Students and graduates.



What is a summer clerk programme?

A summer clerk programme is an opportunity for law students to 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 for you.



Banking and finance



Environment and resource management



Litigation and dispute resolution



Corporate and commercial



Infrastructure



Property



Employment



Intellectual property



Technology, media and telecommunications

When are you recruiting?

This year we will be running two rounds of recruitment where you can apply for our 2021 / 2022 summer clerk programme. This means we get to know you at a time that best suits you, not just us.

- Applications for our first round of recruitment open on 5 March 2021 and close on 29 March 2021
- Applications for our second round of recruitment open on 1 July 2021 and close on 28 July 2021.

Where and when will interviews take place?

Our preference is for interviews to be held in person (COVID-19 alert levels permitting) 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 are planned for the following times for all three offices:

- Interviews for our first round of recruitment will occur at the beginning of May 2021
- Interviews for our second round of recruitment will occur at the beginning of September 2021.

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 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.

What is 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 our 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 in Auckland, Christchurch and Wellington. Please feel free to attend the open day closest to you. To find out more [register your interest here](#). Places are limited so make sure you get in quick!

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 and to 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 and how you could contribute to the success of our firm.

What type of things do you want to know about me?

We're always keen to learn more about you and find out what makes you unique. For example:

- What's important to you?
- What's your proudest achievement?
- Who do you like to spend time with and why?
- What interests you about your studies?
- What do you do for fun?

What should I put in my cover letter?

Your cover letter is a great way for us to get to know you, so we encourage you to let your personality shine through. Limit your message to four or five key points telling us about the things that make you unique and why you'd make a great addition to our team. You could mention your studies, passions, and examples of times you have demonstrated the key attributes we are looking for.

What should I put in my CV?

Simplicity is key. We're looking for a simple overview that includes your contact details, details about your studies, work experience, volunteering, sports, cultural involvement, passions and anything else we should know about you. One or two pages is perfect.

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.

How do I present myself at the interview?

- Do your research: Connect with us on Instagram, spend some time on our website and work out what about us appeals to you most.
- Prepare stories to tell: Prepare stories that show how you respond to challenges, use initiative, show resilience and work ethic. Stories which help us to understand you.
- Gather questions: What do you really want to know about us, how we work and our environment? Be curious and come prepared. We want to understand what matters to you when selecting a place of work.
- Dress for your day: We are a corporate environment but want you to feel good and comfortable with us.
- Respect the schedule: Plan to arrive for your interview 5 to 10 minutes before the appointed time.
- Stay positive throughout: We are interested in understanding the real you and want to make it a positive experience for us both.
- Be real: Talk to us about your experiences and skills. Feel proud and tell us about your accomplishments. Let your personality and individuality shine through - this is what we are most interested in.

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.

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.

**BUDDLE
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