

Career Services Office Application Toolkit



Windsor Law
University of Windsor

Prepared by Windsor Law Career Services

Career Services Office – Application Toolkit

Table of Contents

Career Services Toolkit Overview	1
Career Services Team & Contact Information	2
Student and Career Services Expectations	3
Cover Letter and Resume Overview	4
Supplemental Documents to Include with Applications Materials	10
Tips for Cold Emailing and Cold Calling	11
Tips for Networking	14
Tips for Interviewing (Even Virtually!)	16
Increase Your Marketability: How to Make Yourself More Marketable	19
1L December 2020-2021 Mid-Term Chart	Appendix A
Dean’s Letter to Employers (for students seeking articles)	Appendix B

Career Services Toolkit: Overall Purpose and How to Use

Purpose of the toolkit:

The Windsor Law Career Services Office (CSO) wants to provide you with the necessary resources and tools to develop competitive application materials and ensure that you are set up for success for upcoming recruitment cycles and general job searches. With that goal in mind, we have developed a toolkit that focuses on providing guidance on where to start, what to focus on and ideas to make yourself even more marketable. The CSO continues to consult with various Law Societies, employers and law schools across Canada to ensure that we have the most up to date information. We will continue to share this information as it is received.

How to use the toolkit:

We understand that many of you have concerns about summer and articling recruitment and the impact that COVID-19 will have on these processes. First and foremost, take care of your own health and well-being. There have been many changes to your normal life and routine, and if continuing with or starting a job search seems like too much right now, you absolutely can just focus on self-care. This will be a time of adjustment for all of us, so make sure to take the time you need for yourself.

Students who wish to continue with or start a job search are encouraged to use this toolkit in consultation with the **Career Services Application Guide** and **Interview Guide** (located in the Document Library on Symplicity) to assist with:

- Crafting competitive application materials (resume, cover letter, etc.);
- Considering supplemental documents to include with application materials;
- Learning how to effectively cold email/cold call employers;
- Understanding the importance of networking and how to make the most out of these interactions; and
- Ideas to increase marketability and professional development.

Career Services Team and Contact Information

The Career Services Office is here to support you with all of your cover letter, resume and career planning needs. All career counselling appointments (application review, mock interviews, job search strategy etc.) can be made through Symplicity. We are available virtually through a variety of online platforms including Zoom and Microsoft Teams, and strongly encourage you to leverage our assistance on an on-going basis.

Any materials that you wish to have reviewed during your appointment, must be sent to the respective CSO member at least 24-48hrs in advance. If you need to cancel an appointment, please let the CSO know well in advance (where possible).

Below is an overview of the team and their respective roles:

Anna DeCia-Gualtieri, Director, Career Services:

- Assists with Clerkships, Pro Bono Students Canada (PBSC), Articling and general career advisory services
- Email information: adecia@uwindsor.ca

Kathleen Behan, Social Justice Career Coordinator:

- Assists with opportunities in the public sector, access to justice, government and clinics
- Email information: kathleen.behan@uwindsor.ca

Selena Randhawa, Career Advisor:

- Assists with private sector career advisory services, including 1L/2L recruitment and Articling
- Email information: schauhan@uwindsor.ca

Amanda Shovlin, Career Advisor:

- Assists with private sector career advisory services, 2L recruitment and Articling
- Email information: amanda.shovlin@uwindsor.ca

Deirdre Charron, Administrative Assistant:

- Assists with job postings, Symplicity access and general administrative support to the Career Services Office and students
- Email information: windsorcso@uwindsor.ca

Student and Career Services Expectations

As you start preparing for recruitment, we think it is important to lay out some expectations for our working relationship. We are here to support you and want to do all that we can to ensure your success. We expect you to take ownership of your job search. To do this, you will need to:

- Ensure you read all related emails from the CSO and proactively seek out information you need from our office;
- Review resources related to cover letter/resume writing and prepare a draft in accordance with such resources prior to submitting it for review;
- Meet with a member of the CSO who is best suited to your interests and career goals;
- Engage in self-driven job search, in addition to formal recruitment processes;
- Attend future CSO programs relating to your goals and interests;
- Present your background and credentials accurately in all written and verbal communication;
- Build and engage your professional network using tools we provide;
- Be responsive to outreach from the office, including responding to requests for updates on your job search; and
- Honor commitments you have made, including being on time for meetings, attending events for which you RSVP, and honoring commitments to employers.

In return, you can expect the CSO to:

- Provide guidance and assist you in developing an effective career plan;
- Identify resources to support your career plan;
- Respond to your emails or calls promptly (within two business days);
- Offer timely programming and information to support your job search across all sectors;
- Provide you with meaningful feedback on your resume and cover letters, and useful advice on constructing competitive application materials;
- Guide you through the application and interview process; and
- Connect you to students, faculty, and alumni whom we believe may be useful to your career exploration.

Cover Letter Writing

How to Prepare a Strong Cover Letter:

Your cover letter is an important component of your application as it will showcase your writing skills and market other transferable skills. Make sure that you allow yourself the time you need to work on a draft and don't make cover letter drafting harder than it needs to be. You should not leave your cover letter drafting to the last minute as this is the document that typically takes the longest to perfect.

We encourage you to use cover letter templates (provided by your CSO) as your guide to prepare a draft cover letter of your own. You should address it to a specific employer you intend on applying to, as that will make it an easier exercise. Once you have a draft prepared, schedule a cover letter review meeting with someone from your CSO to receive feedback on your draft. Please provide the draft to your CSO team member at least 24-48 hours prior to your meeting and allow yourself enough time to make any necessary edits in advance of an application deadline.

From a recruitment perspective, employers want to know three main things in the introduction of your cover letter:

1. Why did you decide to go to law school?

Take this time to reflect on your past to think about and identify why you decided to go to law school. There is no right or wrong answer - some people will come from a family with a background in law, a family/personal business which prompted interest in the intersectionality between businesses and law, and some people have a very unique background such as in the arts or this is their second career.

2. What are your current areas of interest?

No employer expects you to have it all figured out at this stage in your legal career. The important thing here is that you express what you are currently enjoying in law school, what courses pique your interest or which practice area(s) you potentially see yourself starting your legal career in. When expressing your area of interest, make sure that this aligns with the employer you are applying to. For example, if you have an expressed interest in entertainment law, and the firm you are applying to doesn't practice this area, or maybe only has 1 or 2 lawyers, you will want to keep your interest areas broader.

There are many ways to craft an answer to this in your cover letter:

- "Currently, I am interested in x, y, z but I am open to learning a wide variety of practice areas."
- "I really enjoy my x classes, but also have an interest in learning more about y."

- “My interest areas are broad at this time as I am looking to gain breadth and depth of experience in a wide range of practice areas before narrowing in on one area of law.”

3. What is your genuine interest with the firm you are applying to?

If you are applying to full-service law firms, most, to some extent, do the same type of work. A recruiter wants to know what your genuine interest is – and this can be a challenge for some students to convey as most firms all look the same online and in their marketing materials. It is important to really do your research and dig deeper – what makes this firm stand out from others and why do you want to work here? If you are applying to a boutique firm or the public sector, it will be important to highlight what interests you about the employer, and specifically, how this area of law fits into your longer-term goals.

Researching the employer is essential not only to determine whether you want to apply to this employer, but also to gather the information you need to include in your letter. This will allow you to tailor your letter to each employer. You will find that some information is applicable to a particular type of employer while other information is specific to one employer.

Your research can be conducted in a variety of ways and will help you express genuine interest:

- Take a look at the employer’s most recent news, events and publications section – have they achieved something or done something innovative that resonates with you?
- Networking is a must and a life skill that will benefit you in your legal career. Speak with an employer’s summer/articling students (current and former), Associates/Partners, and recruiters to learn more about firm culture and the summer and/or articling program. Always ensure you ask for permission prior to referencing an individual’s name in your cover letter;
- LinkedIn is a great research tool that will allow you to identify alumni and firm members quickly;
- What initiatives is the employer currently involved in or working on? Do these initiatives align with your own values and what is important to you? (i.e., work initiatives, diversity and inclusion initiatives, professional development opportunities etc.);
- Stay away from using a generic reason as to why you are interested in applying i.e., “diversity of practice areas,” “non-rotational student program,” or “formal mentorship.” Most employers nowadays have all of these (some still do rotational programs), so it is important that you pull out the differentiating features of each employer you are applying to.

In the body of the cover letter, it is really about the story or narrative you are creating to keep the reader engaged and excited about your application. Employers receive hundreds of applications, so it is important that you stand out in your own unique way. Before jumping right in, again, take time to reflect on your journey to law school and what has made you who you are. Remember – when speaking to your experiences or a skill, it is important to have an

example to back it up. It is not enough to simply say “I am a self-starter who can work independently or as part of a team.”

Your experiences that you include in your cover letter, including accomplishments and examples that show transferrable skills, should focus on key competencies and behaviors that employers are looking for:

- Problem solving and decision making
- Innovation/Creativity
- Collaboration and teamwork
- Interpersonal skills
- Communication
- Adaptability
- Client/customer service
- Leadership
- Results oriented
- Accountability
- Integrity
- Critical Thinking
- Emotional Intelligence*

Emotional intelligence is described as the ability to understand, use and manage your own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict. Emotional intelligence helps you build stronger relationships, succeed at school and work, and achieve your career and personal goals. It can also help you connect with your feelings, turn intention into action, and make informed decisions about what matters most to you.

Questions to help you self-reflect:

1. What have I done that I am proud of?
2. What values are important to me?
3. When did I last push the boundaries of my comfort zone?
4. Who has had the greatest impact on my life?
5. What or who inspires you to succeed?
6. What are my future goals and how will I plan to achieve them?
7. How do I hope to use my law degree in a meaningful way?

Cover Letter Check List:

- Have I accurately described who I am and highlighted my story?
- Have I described the connection to the city I am applying to (if necessary)?
- Have I expressed a genuine interest in working with this particular employer?
- Do the experiences I have discussed align with the skills this employer is looking for? Have I described how I can contribute to this particular employer?
- Is my cover letter persuasive enough to show why I would be an ideal candidate?
- Did I show appreciation to the employer for reviewing my application at the end of my letter?
- Stay clear of overusing adjectives i.e. “I have the **unique** ability...” or “I am a **rising** second year student...”

Resume Writing

Resumes are used to highlight your professional pathway to provide the reader with a brief overview of your experience, education, accomplishments and involvement in extra-curriculars. The real estate on a resume becomes very limited (typically 2 pages) so it is important that you really think about your experiences and explain them in a way that a reader is not left wondering – what does this mean?

Certain employers may want the resume to be structured a certain way, so always refer to the related job posting prior to submitting.

Basic Structure of a Legal Resume

1. Education
2. Work Experience, Professional Experience
3. Extra-curriculars, Volunteer Experience
4. Skills and Interests

Education:

Your educational experience should be listed in reverse chronological order, starting with the most recent, which will likely be law school. High school should not be included unless it is important to understand your pathway to law (i.e., some students go to law school internationally right after high school).

This section can also include:

- Awards and achievements
- Scholarships
- Mooting or advocacy related experience

Work Experience or Professional Experience:

Similar to your education experience, your work experience should be listed in reverse chronological order, starting with the most recent. While it is important to explain your role, remember, real estate is limited. You should try to limit your descriptions to three or four bullet points. When you are describing your role, ensure that you are using action verbs and providing the reader with context, including accomplishments.

Example: “Administrative support to lawyers” **vs.** “Provided legal administrative support, drafted legal memoranda, opened and closed files and ensured delivery of time sensitive documents to the Courts for a team of five commercial litigation Partners.”

Note: Some people like to break up their law related experience and work experience. This is okay, too, and is really up to you. From the reader’s perspective, they can recognize “law

related experience,” and separating these experiences can make it difficult for the reader to see the chronological order.

Extra-curriculars or Volunteer Experience:

This section will highlight not just your involvement with your law school community, but the communities that you belong to as well. Employers do like to see some involvement with your law school, whether that is clubs/associations, pro bono work or externships/internships. If you do not have any current volunteer experience or involvement in any extra-curriculars, you should consider finding something that interests you. Employers like to see that a student is able to balance school, work and extra-curriculars, as it speaks to your time management capabilities.

Skills and Interests:

The skills and interest section is the place on the resume where you can be creative and provide the reader with insight into who you are outside of work and school. There is no right or wrong answer to this; it really is about what you like to do and what you enjoy. While it is great that you are advanced at Excel and have extensive experience with certain applications – that’s not what the employer is really looking for in this section.

Examples:

- Languages – fluent in x and currently learning x (*note: if you state that you are fluent in a language, be prepared that someone may test you on this during an interview*)
- Travelling – I have travelled to x number of countries, and my favorite place I have visited so far is x
- Cooking – I love to cook x and I am currently mastering a new recipe of x
- Sushi connoisseur – if I could eat it every day I would, can give you a list of the best sushi places in x

Important Points to Remember:

- Anything on your resume is fair game for an employer to ask you about. Be prepared to speak to anything on your resume in a thoughtful way;
- Don’t exaggerate your experience. Employers can see through the “fluff”;
- If you have a lot of work experience, take some time to think about what is the most important to you and highlight those experiences;
- Verb tense – if you are currently working or involved in something that is taking place now, use the present tense. If it is something you have done in the past, use the past tense. Use action verbs to describe your tasks/skills (see examples below); and
- Don’t be afraid to list common interests under your “Skills and Interests” section – they are a great way to establish a connection with the interviewer.

Action Verb List

Achieved	Conducted	Gathered	Obtained	Resolved
Adapted	Consolidated	Generated	Optimized	Responded
Addressed	Contributed	Graded	Orchestrated	Restored
Adjusted	Converted	Guided	Ordered	Retrieved
Administered	Convinced	Headed	Organized	Revamped
Advertised	Coordinated	Hosted	Outlined	Reviewed
Advised	Counselled	Identified	Outsourced	Revised
Allocated	Created	Implemented	Overhauled	Saved
Analyzed	Customized	Improved	Oversaw	Scheduled
Answered	Decreased	Incorporated	Participated	Secured
Applied	Delivered	Increased	Performed	Selected
Appraised	Designed	Initiated	Persuaded	Simplified
Approved	Determined	Inspected	Planned	Simulated
Arranged	Developed	Installed	Plotted	Solved
Assembled	Diagnosed	Instituted	Predicted	Sorted
Assessed	Directed	Instructed	Prepared	Spearheaded
Assigned	Distributed	Integrated	Presented	Standardized
Attained	Drafted	Interacted	Prioritized	Streamlined
Audited	Edited	Interviewed	Produced	Studied
Authored	Eliminated	Introduced	Programmed	Summarized
Balanced	Engineered	Investigated	Projected	Supervised
Budgeted	Enhanced	Issued	Promoted	Surpassed
Built	Ensured	Launched	Proposed	Surveyed
Catalogued	Established	Led	Provided	Synthesized
Categorized	Estimated	Maintained	Publicized	Tabulated
Calculated	Evaluated	Managed	Quantified	Taught
Chaired	Exceeded	Manipulated	Recommended	Tested
Coached	Executed	Mapped	Reconciled	Tracked
Coded	Expended	Maximized	Redesigned	Trained
Collaborated	Expedited	Measured	Reduced	Transformed
Collected	Explored	Mediated	Referred	Troubleshoot
Communicated	Facilitated	Mentored	Refined	Tutored
Compared	Filed	Merged	Remodeled	Uncovered
Compiled	Forecasted	Minimized	Reorganized	Updated
Completed	Formalized	Modified	Repaired	Upgraded
Composed	Formed	Monitored	Replaced	Utilized
Computed	Formulated	Motivated	Reported	Verified
Conceptualized	Fostered	Navigated	Represented	Validated
Condensed	Founded	Negotiated	Researched	Wrote

Supplemental Documents to Include in Your Application Package

In addition to your cover letter, resume and transcripts, you may want to consider including the following documents in your application package:

1. 1L Mid-term Chart: 2021-2022: **The chart should be used for first-year law students only** to provide context to the reader about your academic marks going into the final exams.

Student should not seek signatures from Professors or Instructors to confirm mid-term marks. **See Appendix A (accessible through the Document Library)**

2. Reference Letters: These letters can be academic or professional, but you should ensure that whoever is writing the reference letter for you, can speak to you, your skills and capabilities in a substantive way.

Cold Emailing & Cold Calling

Cold emailing and calling are used as a means to establish a connection with an organization or individual that you don't currently have. With many employers currently working remotely, we would encourage you to consider cold emailing. Additionally, most employers prefer an email, as they tend to be easier to manage and require less time on the recipient's part. If you decide to cold call, some employers may redirect you back to email and/or ask to speak at a later date/time. We have provided some examples of cold email/call scripts below. We encourage you to use these as a starting point, but you should make an effort to add your own character and personality as well.

Cold applying can be a good opportunity for you to show your initiative, your ability to make a business case (i.e., why it makes financial sense for the employer to hire you), and your ability to make and grow virtual connections. Students wanting to discuss strategies are encouraged to reach out to the Career Services Office to schedule an appointment.

Quick Tips for Cold Emails:

- Keep it short – the main goal of the email should be to introduce yourself and open a conversation;
- Make your request clear – you want to ensure the recipient understands what it is you are looking for, i.e., meeting for a coffee/virtual coffee, scheduling a phone call, understanding hiring needs/intentions, etc.; and
- Customize your email – the recipient should feel that you are reaching out to them directly and took the time to research them specifically.

Example of Cold Email:

"Good morning/afternoon [x],

My name is [x] and I am second-year student at the University of Windsor, Faculty of Law. I wanted to reach out to you, the Director of Professional Development and Student Recruitment, to learn more about your role at ABC Law and the summer student program. Given that the firm has a robust intellectual property practice, I am interested in learning more about your upcoming recruitment process.

I can appreciate that you are very busy, but I would really like to connect with you for a quick phone call. As a starting point, Monday, Wednesday and Fridays I am available anytime that is convenient for you.

Thank you for your time and I look forward to connecting with you.

[x]"

Quick Tips for Cold Emails – Government/Social Justice Oriented Employers:

- For Ministry of the Attorney General (“MAG”) employers, refer to MAG’s [Office Snapshots](#) to address the appropriate person at each office;
- For other government, non-profit, or social justice-related employers, you will likely be reaching out to a lawyer or manager within the office, consult the website or if applicable, posting, to obtain the contact information.
- Keep it short – the main goal of the email should be to introduce yourself and open up a conversation;
- Make your request clear – you want to ensure the recipient understands what it is you are looking for, i.e., meeting for a coffee/virtual coffee, scheduling a phone call, understanding hiring needs/intentions, etc.; and
- Customize your email – the recipient should feel that you are reaching out to them directly and took the time to research them specifically.

Examples of Cold Emails:

“Good morning/afternoon x,

My name is [x] and I am second-year student at the University of Windsor, Faculty of Law. I wanted to reach out to you, the Deputy Crown Attorney, to learn more about your role at the Crown Attorney’s office in London and the summer student program. Given my interest in pursuing a career in criminal law, I am interested in learning more about your upcoming recruitment process.

I can appreciate that you are very busy, but I would really appreciate an opportunity to connect with you for a brief phone call. As a starting point, I am available on Monday’s, Wednesday’s and Friday’s anytime that is convenient for you.

Thank you for your time and I look forward to connecting with you.

[x]”

Quick Tips for Cold Calling:

- Introduce yourself and explain why you are calling – try not to follow a script;
- Be prepared to leave a voicemail.
- Always ask if the individual is free to speak before starting the conversation – if it is not a good time for them to speak, ask to follow-up with an email to schedule an alternative time. Be respect of their time – keep the first call short (5-minute limit) and arrange a follow up call if necessary; and
- Break the ice with casual conversation but have questions already prepared to ask that focus on the individual.

Examples of Cold Calls:

"Good morning/afternoon x,

My name is [x], a law student at the University of Windsor, and I was hoping to speak with you about your practice and career path. Would you have a few minutes to connect now?

If the answer is no: *"No problem, I can appreciate that you are very busy. I would be happy to send you or your assistant an email to help identify a better time to speak. I will also send over my resume so that you have some context on my experiences and education. Thank you for your time!"*

If the answer is yes: *"Great – thank you. I really appreciate you taking the time to speak with me as I know you are likely very busy."*

Example of Cold Voicemail:

"Good morning/afternoon x,

My name is [x], a law student at the University of Windsor. I was hoping to speak with you about your practice and career path as I'm very interested in the work you do but appreciate that you may not be available right now. Can I send you or your assistant an email to set-up a time to speak that works for you?"

"Good morning/afternoon x,

My name is [x], a law student at the University of Windsor. I was hoping to speak with you about your practice and career path as I'm very interested in the work you do. I will send a follow-up email to this voicemail as it may be easier for you to respond to. I can be reached at [insert phone number] at your convenience and look forward to connecting with you. Take care, [x]."

Tips for Networking

Networking will serve as your best marketing tool as you navigate organized recruitment processes and self-driven job searches. While networking can be intimidating to think about, in reality, we are already networking every day. Every time you strike up a conversation with another person (a neighbor, an old friend, a stranger at the store), you are networking – because networking at its core is really about getting to know someone and building a relationship.

Networking is one of the best tools to use when you start your job search and here's why:

1. Networking will bring personality and character to your cover letter and resume – Sometimes we produce application materials that are impersonal and are not persuasive enough to encourage an employer to hire us. Interacting with an employer ahead of submitting your application will allow them to get to know you outside of the four corners of your materials.
2. Networking allows you to become part of a much smaller pool of applicants – You will stand out and be on the employer's radar if they've already had an interaction with you (whether virtually or in-person). This will distinguish you from other potential candidates.
3. Employers don't know what they don't know – When an employer meets someone who they see as great talent, they will make an effort to create a position and hire. Often, employers don't realize the value of adding a new member of the team until they meet the right person. Creating positions for the right person is becoming more popular among many employers.

When you have a networking opportunity/informational interview scheduled, make sure you are prepared – your contact has taken time out of their schedule to speak with you:

DO's

- Send a copy of your resume to the individual ahead of the meeting to give context to what you have been doing.
- Use open-ended questions to keep the dialogue open.
- Ask questions that demonstrate you have done your research.
- Focus your questions on the individual, their career path and their experiences in the industry.
- Solicit advice and guidance that will assist you in developing your own career path.

DON'Ts

- Arrive/join a meeting late.
- Come to the meeting without questions prepared or with minimal research done.
- Ask very vague questions that do not leave much room for conversation.
- Focus the conversation solely on yourself.
- Conduct yourself in an unprofessional manner.
- Forget to thank the individual for their time.
- Forget to follow-up – networking should be on-going.

Questions to ask during a networking meeting/informational interview:

Always come prepared to a networking meeting/informational interview with prepared questions. The questions you ask should demonstrate to the individual that you have done some preliminary research. Do your research ahead of time and develop your questions accordingly. Here are some examples:

- How did you decide [x] area of law was where you wanted to practice?
- What was your law school experience like and what did you do to get involved?
- What courses would you recommend I take if I am interested in practicing [x]?
- How has COVID-19 impacted your day-to-day practice?
- In your opinion, what defines a successful summer/articling student?
- What do you think sets your firm/organization apart from your competition?
- Can you describe the culture at the firm/organization?
- What do you enjoy most about the area of law you practice? What do you find the most challenging?
- How do you incorporate students into your practice?
- What advice would you have liked to have when you were starting out?
- Is there anyone else you would recommend I speak to? When I reach out, may I mention your name?
- What significant changes have you seen take place in your area of law throughout the years?
- What are some of the initiatives at your firm/organization that you value the most?
- Are there any associations that you think would be beneficial for me to explore if I am interested in [x]?

Tips for Interviewing (Even Virtually!)

You've submitted your application, you've secured an interview, what next? It's time to prepare and strategize how you want to market yourself and land the position.

Pre-Interview

- Self-reflect and take some time before your interview to really think about who you are, what you want and how you see yourself achieving that.
- Know your resume inside and out: anything on your resume is fair game to discuss, so be prepared to speak to your experiences.
- Prepare yourself to answer hard questions: "Tell me about yourself" is often the question that candidates struggle with the most.
- Think about things that are not on your resume that may be important in the interview: "Tell me something about you that's not on your resume" is often a question employer will ask.
- Do your research: look up the employer, interviewers (if you know who they are), speak with current students ahead of time so that you can demonstrate knowledge of the employer during the interview.

In-Person Interviews

1. Present yourself professionally: First impressions are everything in an interview and the way you present yourself can be a determining factor whether you continue throughout the interview process or not. Formal business attire is your safest bet when interviewing with a firm.
2. Treat everyone with respect: Anyone that you come in contact with during the interview process should be treated with the same level of respect. The same way you would conduct yourself around the hiring committee is the same way you should interact with other staff members. You can count on any negative interactions to be communicated to the hiring committee, which will ultimately affect your chances of landing the job.
3. Show enthusiasm and confidence: The employer wants to see that you are passionate about law and that you have a genuine interest in the employer and about the work that they do. Have the self-confidence to answer questions, without coming across as arrogant. In the eyes of the employer, you are being evaluated from their viewpoint as "Could I confidently put this individual in front of a client?"
4. Go beyond asking generic questions: As a basic rule of thumb, steer clear of asking questions that you could easily find the answer to on the employer's website. As part of your research ahead of your interview, think about what is important to you to know about the employer.

Examples:

- “How has the firm/organization changed within the last 5 years and how do you foresee it changing over the next 5 years?”
 - “What are some of the firm’s/organization’s current diversity and inclusion initiatives and how do you feel the firm supports an inclusive work environment?”
 - “How do you actively involve students in your day-to-day practice?”
 - “Outside of formal mentorship, how are students supported in learning and growing their legal careers?”
5. Be aware of who your interviewers are: If you have the names of your interviewers ahead of time, make sure you research who they are and what they do so that you can formulate questions appropriately. For example, you wouldn’t ask the Director of Student Programs what their day-to-day practice looks like. Instead, you would ask them questions geared around recruitment and the student experience etc. If you are not provided names ahead of your interview, make sure you pay attention during your initial introduction and remember who the individual is and what they do.
 6. Always end the interview with a thank you.
 7. There is no right or wrong answer: Often times candidates think there is a right way to answer a question, even when they are behavioral or situational (with the exception of case-based questions). When employers ask you a question, they want to see that you are able to produce a thoughtful answer that speaks to your reasoning/judgement, interpersonal skills and overall communication.

Virtual Interviews:

A virtual interview should be treated the same as if you were sitting in front of your interviewers. The key to virtual interviews is continuing to keep your interviewer engaged.

1. Present yourself professionally – the same as you would for an in-person interview. Business attire is your best bet for any interview setting.
2. Set your stage – if possible, set your interview area in front of a neutral background, free of any glare or shadows. Ahead of your interview, ensure there is no clutter in the background or anything that would distract your interviewer. At the start of the interview, it is okay to ask your interviewer if they can hear and see you well.
3. Where to look – either look at your interviewer on the screen or at your webcam, according to your preference. You can position your camera so that you are looking straight instead of up or down to give the appearance of making eye contact.

4. Voice and tone – in a face-to-face interview, it is easy for an interviewer to gain a sense of how you feel, your authenticity and passion for certain things. During a virtual interview, it is really important that you are aware of how you sound so that the interviewer really understands how you feel about what you are saying. Elevate your voice and sound excited when you are speaking.
5. Non-verbal communication is important – when we interview in-person, it is easier to gauge a person's level of interest or how engaged they are based on their non-verbal cues, but in a virtual setting, many of these non-verbal cues are cut off.
 - Be aware of your body language and posture. Sit up-right (general rule is a fist's length away from the back of your chair).
 - When acknowledging what your interviewer is saying, use head nods as confirmation as opposed to saying "yes," or "mhmm." This will prevent you from interrupting the interviewer (which tends to override and mute the other person's microphone) and won't disrupt the flow of the interview.
 - Use facial expressions such as smiling to show the interviewer that you are engaged.
6. Signal the end of your answer so that the interviewer knows you are finished speaking – sometimes on a virtual interview it can be hard to tell whether the person speaking is actually done. Ensure your interviewer knows you have finished speaking by nodding your head, asking the interviewer a question at the end of your answer or generally finishing off your answer strong.
7. Treat a virtual interview like a conversation – the best way to make a connection when you are interviewing virtually is to engage with the interviewer as if you know them well. The "small" talk that usually happens in a face-to-face interview becomes limited so it is important you are personable while conducting yourself professionally.
8. Interview notes - it is okay to have notes with you since they won't be visible to your interviewer but try to refer to them as little as possible so that you remain natural and conversational. Employers will be able to tell if you are reading from a script.
9. Thank you - always end the interview with a thank you. Send a thank you email to your interviewers after the interview, too.
10. Set-up a mock virtual interview with the CSO ahead of time to practice as virtual interviews can feel a bit awkward the first time.

A few last tips:

It's not over until it's over: Remember that nothing is final until you receive a call with the formal job offer, so make sure that you treat every interview/meeting like it is your only one. Maximize your time with your interviewers and make a positive lasting impression.

Read the signs: Pay attention to the employer's interactions with you – are you being invited back for follow-up interviews? Are they introducing you to a wide variety of individuals? Are they responding to your follow-up communications? All of these can be indications of how “interested” the employer is in you. When things may be unclear, be direct and don't shy away from asking them where you stand in the process.

Don't lose yourself in the “I just want a job” mindset: Yes, it is important to secure a job, but it is also important to think longer term as you are essentially starting your legal career at the employer you are successful with. During an interview you will get a sense of the employer culture, work style and collaboration so you really need to ensure that these align with what you want and are looking for. Trust your gut and have the confidence in yourself to know when it is not the ideal employer for you.

Increase Your Marketability: How to Make Yourself More Marketable

Diversifying your professional and academic skills is key to marketing yourself as a desirable candidate. Your personal brand is the one thing that you have control over, and it is important that you continually identify opportunities to increase your marketability to employers. Outside of traditional education and professional experience, employers look for candidates that will bring a wide array of skills to the organization. Take some time to think outside of the box; find something that interests you and will set you apart. Here are some examples to get started:

1. Think about working and/or volunteering for a non-profit – whether working or volunteering for a non-profit, this is an opportunity for students to expand their skillset and contribute to something meaningful in the community. Regardless of the type of law you wish to ultimately practice, the experience you can achieve through community involvement is invaluable and will go a long way in making yourself a more marketable candidate, for any law firm or employer.
2. Consider taking online courses/workshops to build on academic or professional development – there are many online courses, webinars, and workshops (many free of cost) that will help you develop your academic and professional skills. Here are some examples:
 - Online courses that focus on business skills, ADR, project management, writing, public speaking/presentation.
 - Employer podcasts and webinars: many firms/employers are still conducting podcasts, virtual conferences/webinars and sessions around client/business development and many of them are free to register. This is a great way to stay connected to the legal market and can also be used to demonstrate knowledge and interest the employer in your application materials.

- LinkedIn: has a huge learning database, some free and some you have to pay for, but they really focus on soft skills (engagement, conflict management, teamwork, etc.). Employers often look to the soft skills when making decisions about hiring a student.
 - Insidesherpa.com: InsideSherpa (<https://www.insidesherpa.com/>) is an open access platform designed to unlock exciting careers for students by connecting them with company-endorsed Virtual Work Experience Programs. The virtual work experience programs are online programs built and endorsed by leading companies and contain a series of resources and tasks designed to simulate the real-world experience of starting a career.
3. Try learning a new language or brushing up on languages you have familiarity with – having the ability to communicate in a variety of languages will always be valuable on any application.
 4. Reach out to lawyers/law firms to start networking and building relationships – the focus of this should be to start building relationships, putting your name out there and learning more about the different areas of law or practice areas of law firms. Taking some time to really think about what you want and learning about different possibilities will go a long way. This may also create unexpected opportunities.
 5. Spend time building/enhancing your application materials for future opportunities that may arise or that you may already have in mind. This may include seeking guidance and support, reviewing materials and preparing/revising drafts to prepare a strong portfolio.
 6. Seek opportunities in other non-legal work settings – this can include opportunities in an office setting, sales experience or even related administrative roles. Many of the skills gained through these experiences are transferable to the practice of law. If there is a business idea that you have wanted to start/try – give it a shot and gain some entrepreneurial, business development and client development skills. Think about starting or joining a blog to continue developing your writing skills.
 7. Take the time to focus on physical health and mental well-being – this is always an important tool for growth. Spending time reflecting, meditating, and self-connecting is often overlooked, and now be the perfect opportunity for you to focus on this very critical component of self-development. It also helps reduce stress and keep perspective.

APPENDIX A

[insert name]
[insert address]
[insert telephone] / [insert email]

MID-TERM GRADES

<i>Course</i>	<i>Professor</i>	<i>Grade Weight</i>	<i>Grade</i>	<i>Raw Score/Curved</i>
Legal Research and Writing	Prof. [insert name]	25%	80	
Contract Law	Prof. [insert name]	40%	78	
Property Law	**Please note – this chart is only to be used by first-year law students and can be accessed through the Document Library on Symplicity **			
Criminal Law and Procedure				
Constitutional Law	Prof. [insert name]	25%	N/A	
Indigenous Legal Orders	Prof. [insert name]	100%	80	

- *The above noted mid-term results reflect performance on a midterm assessment before [insert month] 2021;*
- *Indigenous Legal Orders is a one semester course offered in the Fall Term (Winter term for Dual JD students); all other courses are a year long.*
- *The official transcript only indicates final grades. You may find this chart helpful in relation to midterm grades.*

APPENDIX B

*****The Dean's Letter is only necessary for 2L and 3L students who are seeking articles to explain the Pass/No Pass marks on transcript.*****



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****Please access the Dean's letter
through the Document Library on
Symlicity****

March 31, 2020

Dear Employers:

Windsor Law Grading – Our Response to COVID-19

In light of the extraordinary circumstances created by the COVID-19 pandemic, Windsor Law transitioned to remote teaching to complete the Winter 2020 semester. After careful consideration, the Faculty also decided to move to mandatory Pass/No Pass grading for all full-year (2019-2020) and Winter 2020 term courses.

This was not an easy decision to make. We took this decision for two primary reasons. First, it prioritized the health and safety of our students, including their mental health and well-being. Second, we were not convinced that assigning numerical grades under these circumstances could be done with accuracy and fairness.

We know that this may create challenges for you in reviewing applications from our students and can appreciate that you are also facing the impacts of COVID-19. As a law school, we will advise our students on how best to prepare a competitive application package that presents their skills and accomplishments holistically. In addition to academic rigour and practical legal skills, I am confident that you will see the values of Windsor Law reflected in our students, including community engagement, inclusivity and dynamism.

We are grateful for your support and we look forward to working together to guide our students and support your employment needs. Should you have any questions about our move to Pass/No Pass, please reach out to Anna Decia, Director of Career Services at adecia@uwindsor.ca. Of course, I also welcome the opportunity to speak with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Waters'.

Christopher Waters, DCL
Dean and Professor of Law