

# APPLY4LAW



EDITION 4 2015

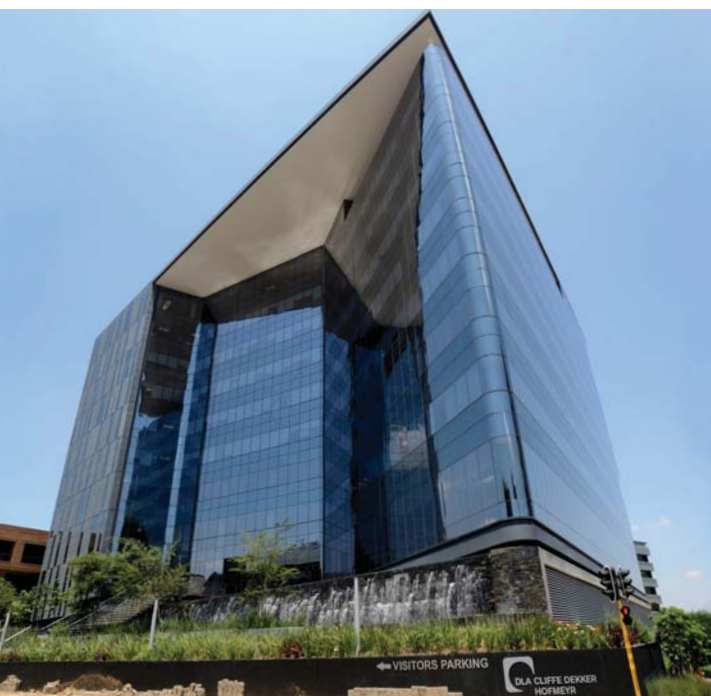
## THE BEGINNING OF A GREAT CAREER

### MESSAGE FROM THE GRADUATE RECRUITMENT TEAM

#### WELCOME TO THE FOURTH EDITION OF CLIFFE DEKKER HOFMEYR'S APPLY4LAW STUDENT PUBLICATION



BUITENGRACHT STREET, CAPE TOWN



PROTEA PLACE, SANDTON

*"Climbing to the top demands strength, whether it is the top of Mount Everest or to the top of your career" – Abdul Kalam*

As a law student, it is important to start considering your career path within the legal profession sooner rather than later.

Through the commencement of your law degree, you have started your journey towards a career in law.

This is not only an exciting time for you but also a challenging one. We encourage you to carefully consider your passage to entering the legal profession.

It is important that you make the most of opportunities that are available to law students, be that in the form of vacation work, job shadowing, moot court etc.

Keep in mind that several law firms invite law students to vacation programmes and interview students for articles of clerkship at an early stage of their studies.

It is important that you apply in good time. You should not delay your application until the final year of your studies.

At Cliffe Dekker Hofmeyr (CDH), we look for **all-rounders** when selecting and recruiting our candidate attorneys, ie candidates with good academic results, interests in areas outside of their studies and who actively participate in the community.

We value integrity, a positive attitude, a willingness to embrace the firm and a commitment to contribute to a **successful partnership**.

We encourage you to make the most of the opportunities you may encounter during the course of your studies. This will enable you to improve your curriculum vitae and to develop fundamental skills which will assist you in your future legal career.

#### THE RIGHT PARTNERSHIP

At CDH, we believe in partnering with our candidate attorneys.

We want them to succeed as lawyers and we strive to offer an environment where they are given every opportunity and the means to reach their full potential through, for example:

- an accredited in-house candidate attorney training programme (Practical Legal Training course) in preparation for the attorneys' admission examinations
- additional in-house training, learning and skills development programmes
- real experience working with world-class companies on quality matters and transactions
- opportunities to work and gain experience in diverse teams of like-minded lawyers within different practice areas
- access to the most-up-to-date legal information resources, systems, documents, precedents and global best practices
- access to a wealth of expertise, experience and knowledge from across the globe
- regular performance evaluations
- opportunities to forge meaningful relationships with our local community through voluntary and pro bono work
- opportunities to work across African jurisdictions

We wish you all the best with your studies!

For more information on the application process for vacation work, bursaries and/or articles of clerkship, please visit our website which is dedicated to our graduate recruitment initiatives ([www.apply4law.co.za](http://www.apply4law.co.za)).

[www.apply4law.co.za](http://www.apply4law.co.za)

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# APPLY4LAW

## MEET OUR GRADUATE RECRUITMENT PROGRAMME MANAGER



### SHANE JOHNSON

We have recently appointed a new Graduate Recruitment Programme Manager at our offices in Sandton, Johannesburg. Shane has completed his articles of clerkship with CDH.

As someone with fresh experience as a candidate attorney, we believe that Shane will be able to select and recruit the best candidates for articles of clerkship, vacation programmes and bursaries.

Meet Shane and his team on campus at the annual career day this year.

## PROFILE

### FULL NAME:

Shane Cavin Johnson

### AGE:

24

### AREA OF RESIDENCE:

Bryanston, Johannesburg

### DEGREE OBTAINED:

Bachelor of Laws – LLB (University of the Witwatersrand, 2012)

### KEY ACHIEVEMENTS:

LLB *cum laude* (2012),  
Deputy Head Boy, Fourways High School (2008),  
Honours Blazer – Academics, Public Speaking,  
Debating & Leadership.

### LEGAL EXPERIENCE:

Combination of substantive and procedural legal experience within the fields of Employment, Competition and Immigration Law.

These fields of law are similar in the following respects:

- specialised
- largely regulated by statute
- involve quasi-judicial bodies
- litigious angle

During his four rotations, Shane gained experience in employment, competition and immigration.

### FAVOURITE BOOK:

Harry Potter series

### FAVOURITE QUOTE:

"I think luck falls on not just the brave but also the ones who believe they belong there" – *Novak Djokovic*

### EXTRAMURAL ACTIVITIES:

Field hockey, social squash and social-media surfing.

## MESSAGE TO LAW STUDENTS

I entered the glass doors of CDH as a candidate attorney with the expected nerves and uneasiness but with the assurance of a Bachelor of Laws degree in my back pocket. From the beginning, I realised that the study of law had not prepared me for the practice of law. Since then, CDH has offered me the opportunity to develop the skills required to be a successful attorney.

I describe my experience at CDH as developing my capacity for hard work, learning about commitment to a team, understanding the importance of efficiency, expanding my legal knowledge, honing in on my communication skills and understanding the importance of a broader firm culture.

In my time as a candidate attorney, I believe that I have acquired and developed skills ranging from attention to detail, thorough legal research, drafting of letters and pleadings, meeting tight deadlines and finding innovative solutions to legal issues.

In addition to my keen interest in the practice of the law, I have also remained involved in some of the firm's graduate recruitment initiatives.

During the latter part of 2014, the opportunity to be appointed as the firm's Graduate Recruitment Program Manager in Johannesburg arose. Before I knew it, I was faced with a choice of continuing my career as an attorney or as the Graduate Recruitment Program Manager.

After consulting with various stakeholders (management, junior and senior colleagues, family, friends and most importantly, myself), I elected to accept the offer for the Graduate Recruitment Manager position.

As a member of our Graduate Recruitment Panel who has just completed articles of clerkship, I have identified the necessary character traits and skills that law students need to possess in order to become successful candidate attorneys. I strongly believe that my experience as a candidate attorney and, in particular, the skills I have obtained therein will assist in fulfilling the duties and responsibilities associated with this role.

This is an exciting time in my career and I welcome this new challenge. This is a new opportunity for me to gain experience outside of the legal world and inside the sphere of graduate recruitment.

Our firm is looking to recruit candidates who we believe we can partner with. In doing so, we hope to select and recruit the best candidates for articles of clerkship, vacation work and bursaries.

If you are interested in learning about our firm and our graduate recruitment initiatives, visit our websites ([www.cliffedekkerhofmeyr.com](http://www.cliffedekkerhofmeyr.com) / [www.apply4law.com](http://www.apply4law.com)) or contact me directly ([shane.johnson@dlacdh.com](mailto:shane.johnson@dlacdh.com) / 011 562 1499).

Good luck with your studies!

Shane

# SO YOU PLAN TO BE A LAWYER?

WITH THE NUMBER OF LAW STUDENTS APPLYING FOR ARTICLES OF CLERKSHIP AND VACATION WORK ON THE INCREASE, IT IS IMPORTANT FOR LAW STUDENTS TO CAREFULLY CONSIDER, AT AN EARLY STAGE OF THEIR STUDIES, THE OPPORTUNITIES AVAILABLE TO THEM AND TO MAKE THE MOST OF THESE OPPORTUNITIES DURING THE COURSE OF THEIR STUDIES. IN JUGGLING LECTURES, ASSIGNMENTS, STUDY GROUPS, MOOT COURT, VERY EARLY MORNINGS, EVEN LATER NIGHTS AND JUST ABOUT EVERYTHING IN-BETWEEN, MANY STUDENTS LEAVE THIS FOR THEIR FINAL YEAR, AT WHICH STAGE IT WILL BE TOO LATE TO TAKE ADVANTAGE OF THESE OPPORTUNITIES.

## WE'VE ASKED SOME DIRECTORS, ASSOCIATES AND CANDIDATE ATTORNEYS AT CLIFFE DEKKER HOFMEYR FOR THEIR VIEWS

### WHAT DO LAW FIRMS LOOK FOR?

What is the "ideal candidate"? Who is this creature?  
What are the characteristics?

In summary, we look for:

- A well-rounded candidate
- A positive attitude and enthusiasm
- Academic excellence
- Ability to engage in conversation
- Maturity
- Ability to work in a team
- Commercial awareness

In so far as **skills** go, the following is important:

- Ownership & accountability
- Good interpersonal, relationship building and people skills
- Good written and verbal communication skills
- Planning, organising and coordinating skills

With regard to **attributes**, the ideal candidate should be an ambassador of the firm and display these attributes:

- Self-motivation and determination
- Resilience and tenacity
- Reliability
- Professionalism and integrity
- Meticulous attention to detail

### WHAT CAN YOU DO TO SECURE A PLACE AT A TOP LAW FIRM?

#### Academic performance

Put effort into your studies from the outset, and don't rely on a miracle in the third or final year of your studies.

Competency in the theory of law is fundamental to the success of any potential candidate.

#### Applying for a position - don't miss the deadline

Apply for vacation work and or articles of clerkship in good time.

Many law firms invite third year law students (and in some cases, even second year students) to attend their annual student vacation programmes.

Many firms recruit candidate attorneys at least 2 years in advance and it is therefore important to try to secure a position in a vacation programme during the course of your second year or early in your third year as you may be invited for a final interview for articles of clerkship as early as your third/penultimate year of studies.

#### Your application

Draft a proper curriculum vitae (CV) that will stand out from the mass generated product which firms receive.

The CV should include not only your academic achievements but also extra mural activities, skills, work experience and community involvement.

Prepare a well drafted covering letter for your application. The covering letter is as important as the CV.

Ensure that your application is neat, complete and that you submit it in the prescribed format (ie online), if any.

#### Interview

Research the firm to which you apply.

Prepare for the interview.

#### Work experience

Use vacation time fruitfully by getting additional experience, whether in legal practice or by doing other work. This provides an opportunity to improve your curriculum vitae but also to develop certain fundamental skills before settling on a career path.

### HOW TO STAND OUT?

*"By definition displaying individuality is how we stand out. Don't try to be what you think you need to be to get a job."*

*"Get noticed for the right reasons."*

*"Be yourself and be quietly confident that you have something that no one else has - your personal experiences, your triumphs and your necessary failures. Participate in vacation work where you can so that firms can take a longer look at you and find that unique quality that makes you 'right' for the firm. You have only a limited opportunity to impress, be it in vacation work or in an interview, so ensure your first impression is what you want it to be. Present yourself well, make sure your CV is accurate and that there are no mistakes that betray a careless demeanour, and most of all be genuinely yourself."*

*"It is a reality that in a competitive employment market, where there are far more LLB graduates than the number of positions available, one has to stand out from the crowd. I focused on academics and ensured that when I got my foot in the door and was interviewed, I had enough variety (sport, culture and social) in my CV to sustain a lively chat concerning who I was as a person. After all, firms want to know that you as a person who will fit in - so be a person and not just an academic record; but be a person with a good academic record nonetheless."*

*"Take care in preparing your CV - most people applying to the top firms will have good marks, so you need something else to make you stand out. Let your CV tell the firm about YOU as a person, ie your hobbies, any student jobs you may have done, committees you have served on, etc. All of this will assist the firm that you are applying to, to learn more about you (without even meeting you)."*

*"Students looking to increase their prospects of securing articles should make use of whatever opportunities are available to expand their horizons, add to their life experience and explore their own personalities. Law firms look for the same attributes in candidate attorneys that their own clients expect from the firms. Candidates should be able to demonstrate intellectual ability, but also show glimpses of their personality that will allow the selection panel to conclude that the firm's clients will enjoy working with the candidate. Many students with top academic results fail to secure articles with top firms as they are often too afraid to show their true personality during the interview process. They may be apprehensive and fear that they may say something wrong or inappropriate that will cost them the position. In truth, many firms keenly observe candidates to find those signs of the individual's personality to determine whether the person is likely to fit into the corporate culture of that firm. By mechanically reciting textbook answers to interview questions candidates do themselves a disservice as they do not allow their unique personalities to shine through."*

*"Practising law is not only about understanding the theory, firms want to see that you will be able to add value to their business and that of their clients."*



# APPLY4LAW

## ANY OTHER ADVICE FOR LAW STUDENTS?

**A** ATTITUDE

**B** BEGIN THE APPLICATION PROCESS EARLY

**C** COMMIT TO YOUR STUDIES

"At university do not neglect your studies for the short-sighted goal of enjoying yourself. This does not mean be a book worm and avoid making friends. Study when you must and begin the process of developing time management and boundary setting skills that will stand you in good stead in the profession. Try not to cram (as hard as that can be) - like learning about the law, like understanding it. If you don't like it now, you won't like it when you have to do these things with the pressure on."

"Work hard from your first year to get the best marks possible – don't think you can leave it to your third or fourth year, ace it and then sit back to await the offers streaming in. Many firms make decisions to appoint students based on their second or third year results already."

"Work hard during your studies keeping in mind that you will have to work even harder once you enter the working world. Focus more on learning as much as you can and not necessarily on being the best. The more you know, the better you will be at something. There are no shortcuts."



## WHAT IS THE WORKING LIFE OF AN ATTORNEY REALLY LIKE?



"The life of an attorney is a taxing one, requiring the ability to juggle personal life and professional responsibility. As an attorney you are responsible for representing your clients to the best of your ability, yet you have an even greater responsibility to yourself to find balance. Working hard for long hours is a reality but over time one can hone the skills necessary to work faster, delegate appropriately and set boundaries so that there is sufficient time for all aspects of your life."

"In all honesty, it's a shock to the system and baptism by fire! It is long hours and the work will vary from being extremely intense to extremely mundane at times (anyone who has had to paginate files will agree). It requires dedication and will become a lifestyle. However, it is very satisfying once you find an area of law which you enjoy practicing."

"Practicing law is probably one of the most intellectually stimulating professions. A great attorney is capable of managing people (no mean feat on a good day), considering and applying legal principles in solving client problems, managing relations with colleagues and the legal fraternity, attracting and retaining clients and also retaining a semblance of a private or family life. One of the wonderfully aspects of practicing law is that there are so many options available in relation to how and what you wish to practice. Specialisation has certainly been the trend in the past two decades and there are no signs to show that this will decrease or reverse. Budding attorneys can thus choose an area of speciality and become experts in that field. These different areas of speciality can accommodate various personality types or career needs or demands. Not all attorneys have to make a living arguing in court (in fact, a very small percentage of attorneys do). The day-to-day practice of a conveyancer is in stark contrast with that of an employment or competition specialist. A day in the life of a merger and acquisition attorney bears almost no resemblance to that of a litigation attorney, to use two examples. Depending on what you want to get out of practicing law, where you want to practice it, your idea of work/life balance and the need in the market, entrants into the profession can tailor their careers into a specific direction to allow them the best opportunity to do the work that suits their personalities and lifestyle."

# CLIFFE DEKKER HOFMEYR LAWYER RETURNS FROM CHINA AFRICA YOUNG LEGAL PROFESSIONALS EXCHANGE PROGRAMME IN BEIJING

Bridgett Majola, a Senior Associate in Cliffe Dekker Hofmeyr's Finance and Banking practice, has returned from the first course of the China-Africa Young Legal Professionals Exchange Programme in Beijing, held during September and October 2014.

On her return this week, Bridgett described the programme as "undeniably the most incredible experience of my life, unparalleled by any other."

In July 2014 Bridgett was selected as one of 35 participants from Africa to attend the first course of China-Africa Young Legal Professionals Exchange Program under the auspices of the Forum for China and Africa (FOCAC). In Beijing, Bridgett studied 17 courses on the Chinese Legal system and was subsequently bestowed with the honour of being named a fellow of the China - Africa Legal Research Centre; a consultant for the China Research Centre for Legal Diplomacy; a consultant for the China - Africa Legal Training Base; and a consultant for the FOCAC China Africa Legal Cooperation Forum.

While there, and in commemoration of Heritage Day in late September, Brand South Africa arranged for Bridgett to speak to young SADC graduates (young African professionals and students in China) and some from the Sino African Centre for Excellence about personal branding at Investec's offices.

*"While I was in China I met diplomats, government officials, supreme court justices and travelled around Beijing. I was also asked to speak at the China and Africa Investment and Trade Seminar, which I enjoyed thoroughly. This exposure will help me to position myself as a Sino (China) African specialist within the infrastructure and renewable energy sector,"* she notes.

Bridgett also made the Mail & Guardian's annual list of top 200 young South Africans, which is described by the publication as "the premier collection of the leaders of tomorrow – and in many cases, today." Bridgett was nominated in the Business and Law section and is considered to be someone currently under the age of 35 who will play an important role in the future of South Africa.

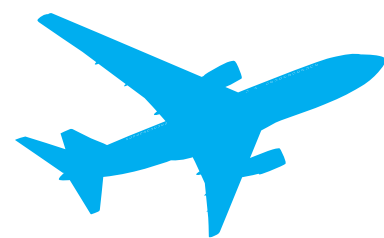
Bridgett completed her LLB at the University of KwaZulu Natal and began her career in 2007 as a candidate attorney. After completion of her articles in 2009 she worked as an internal consultant at Investec Private Bank. In 2010 she was appointed as an associate at Read Hope Phillips Attorneys. Bridgett joined Cliffe Dekker Hofmeyr as a senior associate in 2012. Bridgett currently specialises in project finance law, specifically relating to the finance, construction, operation, and maintenance of renewable energy generation facilities in South Africa.

Apart from practicing law, she works with a number of youth-focused organisations that concentrate on the education, mentorship, entrepreneurship and leadership of South Africa's youth.

In this regard, she is an inspiration and forms part of South Africa's next generation of young legal minds!



BRIDGETT MAJOLA



TEND TO YOUR  
**CAREER**  
AND IT WILL TAKE YOU  
**PLACES**

## CLOSING DATES

FOR APPLICATIONS  
TO OUR  
JOHANNESBURG  
AND CAPE TOWN  
OFFICES:

# APPLY NOW

**ARTICLES OF CLERKSHIP (2016)** APPLICATIONS HAVE CLOSED

**ARTICLES OF CLERKSHIP (2017)** APPLICATIONS CLOSE 1 MAY 2015

### VACATION WORK

APPLICATIONS FOR OUR WINTER VACATION PROGRAMME (JULY 2015)  
CLOSE 1 MARCH 2015

APPLICATIONS FOR OUR SUMMER VACATION PROGRAMME (JANUARY 2016)  
CLOSE 1 AUGUST 2015

### BURSARIES (2016)

APPLICATIONS FOR 2016 BURSARIES CLOSE 1 SEPTEMBER 2015

**APPLY ON-LINE** 

[www.apply4law.co.za](http://www.apply4law.co.za)

# WANT TO BE A CANDIDATE ATTORNEY AT CLIFFE DEKKER HOFMEYR, JOIN US FOR VACATION WORK OR APPLY FOR A BURSARY?

# FAQS

Take a look at our FAQs below. If you don't find the answers you're looking for, mail us @ [question.apply4law@dlacdh.com](mailto:question.apply4law@dlacdh.com) and one of our candidate attorneys or a member of our graduate recruitment team will contact you.

[www.apply4law.co.za](http://www.apply4law.co.za)

## WHAT CAN I APPLY FOR?

- Articles of clerkship
- Vacation work
- A bursary

## WHAT IS THE BIG A ALL ABOUT?

Articles or articles of clerkship refer to a period of practical legal training/an internship before a person may be admitted as an attorney.

Cliffe Dekker Hofmeyr recruits its candidate attorneys at an early stage of their legal studies. It is important that you apply well in advance for a position as a candidate attorney.

## TAKE A BREAK?

We offer practical training in the form of vacation work. The vacation programmes take place during the university holidays in June/July and January of each year and are designed to give students an intricate understanding of how our firm works, how our lawyers interact and the nature of our relationship with clients. The programme may include, for example, training sessions, case law discussions, consultations with clients, drafting, court attendances and legal research.

## WHAT ARE WE LOOKING FOR?

We look for all-rounders: students with a solid academic record, interests in areas outside of their studies and individuals who actively contribute to their communities.

We value integrity, a positive attitude, a willingness to embrace the firm and a commitment to contribute to a successful partnership.

## DO YOU OFFER BURSARIES TO LAW STUDENTS?

We award a number of bursaries to law students on an annual basis. Each application for a bursary is considered on its own merit taking into account the financial merit of the application as well as academic performance and proven excellence in any other field.

## HAVE YOU BEEN TO THE LAW CAREER DAY?

Visit our stand at this year's law career day on your campus.

Our candidate attorneys are looking forward to meeting you there!

## HOW SHOULD I APPLY?

Download the application form, which is available on our website, and submit it with the prescribed supporting documents via email, fax or post.

You may also deliver a hard copy to our offices in Johannesburg or Cape Town, though this is not a requirement.

Please ensure that you include the following documents as part of your application:

- Covering letter
- Application form
- Short curriculum vitae
- Certified copies of your identification document, grade 12 results and full academic university transcript.

Your covering letter should tell us a bit about yourself and why, in your own words, you believe you are a suitable candidate for Cliffe Dekker Hofmeyr.

Visit our website for tips to bear in mind when preparing your curriculum vitae.

## WHAT DO WE OFFER?

We offer an environment where graduates are given every opportunity and the means to reach their full potential through:

Well-structured in-house training and skills development programmes;

Real experience working with world-class companies on quality matters and transactions;

Opportunities to work and train in diverse teams of like-minded lawyers - some of the best in the world;

Access to the most up-to-date legal information resources, systems, documents, precedents and global best practices;

Professional skills development and access to a wealth of expertise, experience and knowledge from across the globe;

Regular evaluation to help you realise your potential and career goals; and

Opportunities to forge meaningful relationships with your local community through voluntary and pro bono work.

**ARTICLES OF CLERKSHIP (2016) APPLICATIONS HAVE CLOSED**

**ARTICLES OF CLERKSHIP (2017) APPLICATIONS CLOSE 1 MAY 2015**

**ARTICLES OF CLERKSHIP (2018) APPLICATIONS CLOSE 1 MAY 2016**

**VACATION WORK**

APPLICATIONS FOR OUR WINTER VACATION PROGRAMME (JUNE 2015)  
CLOSE ON **1 MARCH 2015**

APPLICATIONS FOR OUR SUMMER VACATION PROGRAMME (JANUARY 2016)  
CLOSE **1 AUGUST 2015**

**BURSARIES (2016) APPLICATIONS FOR 2016 BURSARIES CLOSE ON  
1 SEPTEMBER 2015**

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**OUR CORPORATE CULTURE**



**TRAINING & SKILLS DEVELOPMENT**



**ROTATION OF CANDIDATES ATTORNEYS**



**TEAM WORK**



**THE RIGHT PARTNERSHIP**

IT  
STARTS  
WITH  
**1**  
PERSON

**IT STARTS WITH YOU**  
1 PERSON, UNLIMITED POSSIBILITIES  
1 FIRM, UNLIMITED OPPORTUNITIES

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AND AFRICA (INCLUDING SOUTH AFRICA)

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