

# **LLB397 LEGAL INTERNSHIP PROGRAM**

## **Linking to your career future**

### **BEFORE YOUR INTERNSHIP**

#### **FINDING YOUR INTERNSHIP**

Reflect on disciplinary skills, practice areas of interest, WIL and other experiences gained to date, to help you make decisions around which legal practice area you would like to gain experience in.

*Resources:*

- [Careersmart Discovery Tool](#) results
- [What can I do with my degree in Law](#) career information resource
- [LinkedIn Alumni search](#) – Use the LinkedIn alumni tool to search for Law graduates and organisations they work in, which can give you ideas for your internship

#### **APPLYING FOR YOUR INTERNSHIP**

Use the available resources to update your resume and create a LinkedIn profile to support your internship application.

*Resources:*

<https://www.uow.edu.au/student/careers/> - see 'I want advice on my resume or applying for a job' section

- Resume builder
- Regular resume workshops (including online option)
- Online resume review
- Face to face review of resume and job applications
- LinkedIn for Students – lots of resources on developing your LinkedIn profile, and using LinkedIn for career research, building your career community and searching for opportunities on LinkedIn <https://university.linkedin.com/linkedin-for-students>

#### **PLANNING FOR YOUR INTERNSHIP**

In addition to gaining professional experience and developing your skills, what can you learn from your internship that will support your career future? Think about the following:

- The changing world of work– how are the rapid changes in technology, innovation and demography changing the industry? What opportunities or challenges do these changes present this area? What can you look out for? What do you need to know? What questions should you ask?

- Career possibilities Which career areas do you wish to learn more about? Are there opportunities to learn about career areas outside the direct area of the internship? What can you look out for? What do you need to know? What questions should you ask?
- Career building and job search strategies, professional identity tools, recruitment processes – are you familiar with common recruitment processes in the area? What do you need to know? What questions should you ask?
- Your career network – how can your internship expand your career network? How will you keep in touch? What organisations / networks do professionals in this area engage with? What kinds of opportunities should you look out for? What do you need to know? What questions should you ask?
- Make a plan for your internship that includes your skills development and Work-Integrated-Learning in addition to the career development topics above. What are your goals in relation to these?

*Resources:*

- Researching employers, talking to people in your industry, networking, and using social media <https://www.uow.edu.au/student/careers/hidden-job-market/>

## **DURING YOUR INTERNSHIP**

### **MAKE THE MOST OF YOUR INTERNSHIP**

Return to the pre-internship reflective questions during your internship. Use these to reflect on what you are learning about yourself (skills, motivations, interests), the changing world of work, your career possibilities, career building, job search strategies and recruitment processes and how to build your career network.

The following resources may help:

*Resources:*

- The Work placement Watchdog Moodle site aims to provide relevant and timely information to students interested in organising, or about to embark on, a work placement through UOW.
- Other resources: <https://www.uow.edu.au/student/careers/hidden-job-market/>

## **AFTER YOUR INTERNSHIP**

### **WHAT HAVE YOU GAINED FROM YOUR INTERNSHIP?**

Reflect on your professional internship experience. What have you learned about yourself that may influence your future career development? Consider the workplace culture of your organisation and associated industry.

- What employability skills and experience did you develop during your internship? How can these help you in your future career?
- What did you learn about innovation, technology and other external impacts on the industry
- How did the internship affect your understanding of your career possibilities and future directions?
- How can you effectively articulate your internship experience in your professional identity tools?
- How did you expand your career network during your internship? What experiences did you take advantage of and how are you going to nurture these relationships?
- Make a plan for your next career steps – The career action plan may give you some inspiration, tailor the action items to you and your future

<https://careerhub.uow.edu.au/docs/143/Career-Action-Plan-2019.pdf?studentSiteId=1>

### **PRESENTING YOUR INTERNSHIP ON YOUR PROFESSIONAL PROFILE/ONLINE IDENTITY**

Your internship experience is an important element in your professional development, and can help to make you stand out to graduate recruiters. It can be included in the 'Employment History and Experience' or 'Professional Experience' section of your resume (be clear it was an internship), and in the Experience section of your online profile. Treat it like any other piece of professional experience including dates, name of organisation and job title e.g. Legal X intern. Use dot points to describe the learning you gained – emphasise your achievements.

Update your professional profile to reflect your experience -

<https://www.uow.edu.au/student/careers/> - see 'I want advice on my resume or applying for a job' section

## **FURTHER CAREER DEVELOPMENT AND EMPLOYABILITY SUPPORT**

For more information and resources, check out the UOW Careers website at [uow.edu.au/student/careers/](http://uow.edu.au/student/careers/)

If you want to chat with a Careers officer about any of the above activities, find out how to connect with us here: [uow.edu.au/student/careers/want-to-meet-with-us/](http://uow.edu.au/student/careers/want-to-meet-with-us/)