

How to apply for a legal apprenticeship

Hints and tips from the experts



Kathryn Jack is the Apprenticeship Recruitment Manager at CILEx Law School, an award-winning leading provider of legal sector apprenticeships. They currently offer four different apprenticeship standards: Business Administrator (Level 3), Paralegal (Level 3), Chartered Legal Executive (Level 6) and Solicitor (Level 7).

The Chartered Institute of Legal Executives (CILEx) is the professional association for 20,000 Chartered Legal Executive lawyers, paralegals and other legal practitioners in England and Wales.

In this article, Kathryn shares her hints and tips for anyone interested in pursuing an apprenticeship in the legal sector.

Where is the best place to look for a legal apprenticeship?

There are lots of websites out there, but my top two websites would be:

- **GOV.UK:**
www.gov.uk/apply-apprenticeship
- **CILEx Law School:**
www.cilexlawschool.ac.uk/become-an-apprentice/how-to-apply/current-vacancies/

You can also check out other websites like, Law Careers.net, NotGoingToUni (NGTU) and GetMyFirstJob (GMFJ).

What are your top tips to make an application stand out from the crowd?

Get some work experience

Don't wait for your school to set something up with a local law firm, there are other ways to get relevant work experience. You could ask to shadow your local council's in-house legal team or see if your Citizens Advice Bureau has the capacity to take you on as a volunteer.

However, you do not need to have legal work experience to apply. Employers recognise that applicants may not have a legal background at this stage in their career. Instead, highlight transferable skills, such as team work, customer service, problem solving and verbal and written communication, in your application.

Include extra-curricular activities on your CV

These always help you stand out as an interesting candidate! Make sure you include skills that these interests have helped you develop. Have you completed a Duke of Edinburgh award? National Citizenship Service? Summer camps? Volunteering schemes?!

Mention these activities in your personal statement. If you have been to a mock trial or attended a public court hearing, make sure you also include this to strengthen your application.

Know your strengths

It is important that you sell yourself well to be successful in the application process. Most law firms will look for good communicators, critical thinkers and individuals with strong analytical skills. It is also essential to be commercially aware, so keep up to date and subscribe to legal articles / news feeds online.

Check, check and check again

Proof read your application and personal statement three times over! Get at least two others to check over your work before clicking submit. Attention to detail is a key skill for paralegals, legal administrators and lawyers.

For more information and guidance, visit the CILEx Law School website:

www.cilexlawschool.ac.uk/become-an-apprentice