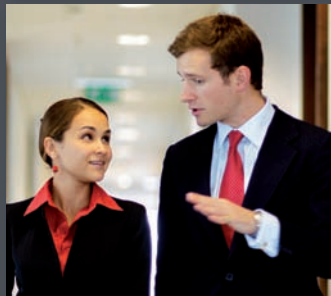
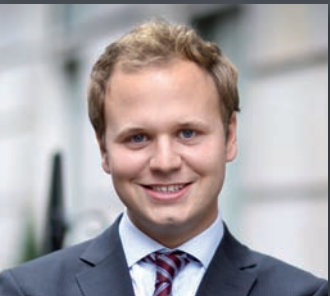


INTERNATIONAL LAW FIRM

Trainee Opportunities in London



## HELEN CLARK

**PARTNER,  
TRAINEE PRINCIPAL AND  
HEAD OF HUMAN RESOURCES, UK**



I am the Trainee Recruitment partner for our firm in London. It is my responsibility to select people who will become our partners of the future. This is no mean feat. There are lots of intelligent and hugely interesting people out there. I know it is also a tough and time consuming process to narrow down your search to firms which will be the right fit and allow you to flourish.

I really enjoy also being the Trainee Principal for the firm. It is important to me and my fellow partners to ensure that in addition to the firm realising its expectations of trainees, each trainee enjoys their training contract and is equipped to start their qualified legal career with confidence.

We hope we offer trainees something unique: the excitement and challenge of high value and complex international work, with opportunities for secondments and travel, in the supportive environment of a strong established City practice.

The London office may be smaller in size, as compared to some firms in the City, but we are increasingly being recognised for our work. In the last 12 months the London office has been nominated for a number of awards including: "London Office of the Year", *Legal Week's - British Legal Awards*, "International Law Firm of the Year", *The Lawyer* and "US Law Firm of the Year", *Legal Business*.

We are delighted to have been a winner in a number of categories in the *Lex 100's* annual surveys of trainees for a number of years. We believe the *Lex 100* surveys acknowledge the regard in which we hold our trainees and the importance we place on the quality of their training and well being.

We have also been recipients of the *LawCareers.Net* Award for "Best Work Placement Scheme – City Firm".

I look forward to meeting you.



# A SELECT FEW...



**JOANNE ELIELI**

**DEGREE**

MODERN LANGUAGES & LINGUISTICS

**UNIVERSITY**

YORK

**LAW SCHOOL**

BPP, MANCHESTER & LONDON

We like being able to offer you a very personalised training contract and so keep our trainee intake deliberately small. We will talk to you frequently about the work you are doing and what else you would like to do.

With a smaller group, we really get to see you and your potential from day one and our multi-level support network ensures you get lots of individual attention to build on your strengths and capabilities. You will also form close ties with your fellow trainees very quickly. Knowing what each trainee is working on and with whom gives you fantastic insight into the firm's lawyers and their work from an early stage.

Selecting small groups of trainees, developing them through their training contract and on through qualification and beyond is fundamental to the growth of the firm. We take their selection and training very seriously.

*"Being one of a small intake of just eight trainees each year means a high level of exposure, not only to quality work and tailored training but to lawyers from all levels within the firm and the learning experiences that come with that."* **JOANNE ELIELI**

# MAKE YOUR MARK...



## CRYSTAL RANDES-MILLS

**DEGREE**

LAW

**UNIVERSITY**

UNIVERSITY OF WALES (BANGOR)

**LAW SCHOOL**

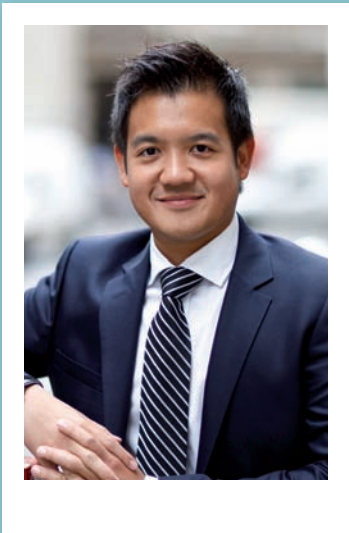
COLLEGE OF LAW, LONDON

Our trainees cannot take a back seat. You will be a highly visible and integral part of the teams in which you work. Our trainees are expected to take on as much responsibility as they can handle and are really encouraged to add something to the matters they work on. With appropriate support, this is a great way for you to build confidence in your abilities. We select trainees who enjoy working in a team but who can show the initiative to go it alone, if required.

You will also start to learn the vital skills of business development. We are keen for lawyers at all levels to build relationships with contacts/clients and their peers.

*“At Edwards Wildman you will not just be one in a hundred trainees. There’s exciting and varied work in a supportive environment which encourages you to shine as an individual. In my first few weeks I attended a number of client meetings, as well as an Employment Tribunal hearing and a mediation.”* **CRYSTAL RANDELS-MILLS**

# INTERNATIONAL WORK...



## NASEER CHIA

### DEGREE

POLITICS, PHILOSOPHY & ECONOMICS

### UNIVERSITY

OXFORD (SOMERVILLE COLLEGE)

### LAW SCHOOL

BPP, LONDON



In our practice areas, the work we do rivals that of the largest City firms, but your training experience will be a very different one. Whether our clients are forming, merging, acquiring, selling, suing, defending, arbitrating, innovating or complying, much of the work will emanate from the US, Bermuda, Africa, Hong Kong and Europe. It will often involve cross-border elements, requiring the examination of conflicts of law, international enforceability and jurisdictional disputes. You will have all the excitement and challenge of high value and complex transactions and disputes but in a more supportive and collegiate working environment.

If you have language skills that you are keen to use, you will be in good company. Our lawyers have skills in a wide range of foreign languages and in London these include Mandarin Chinese, French, German, Greek, Hebrew, Italian, Portuguese, Romanian, Spanish and Turkish.

We are keen for our trainees and associates to experience the work and atmosphere of our offices outside London, when those opportunities arise. Some of our trainees and associates have been seconded to our New York, Boston, Chicago and Hong Kong offices.

*“My work has been almost exclusively international. My first seat, in Commercial Litigation, involved acting for a UK company engaged in concurrent disputes across four jurisdictions. As part of my seat, I spent three weeks in the client’s office in Rome, helping to deal with a number of complex issues. In my Insurance Litigation seat, we were acting on behalf of a Bermuda-based insurer against a US-incorporated pharmaceutical company, in a London arbitration subject to New York Law. If international work appeals, Edwards Wildman is a great place to train.”* **NASEER CHIA**

# GREAT TRAINING...



## **LEO SPICER-PHELPS**

DEGREE  
POLITICS

UNIVERSITY  
NOTTINGHAM

LAW SCHOOL  
COLLEGE OF LAW, LONDON

We really believe you learn best by doing, getting involved in real work from the start, but with the right level of support and feedback.

Your training contract is divided into four seats in our key practice areas, each lasting six months. This will likely include a litigation seat in Commercial Litigation and/or Insurance and Reinsurance.

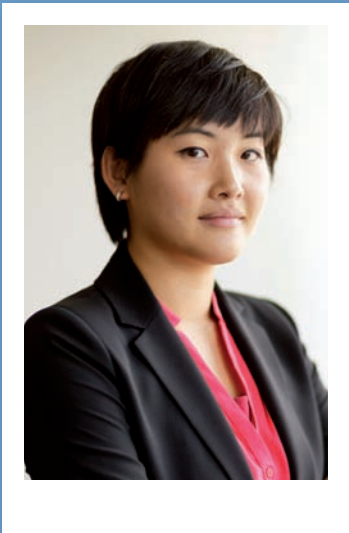
Your supervisor may be an associate or a partner. We aim to ensure you get a chance to sit with both as the experiences will often be quite different. We will spend significant time with you discussing the progress of your on-going seat. We will also talk to you about your next seat choice to ensure you are moving to an area which interests you.

A number of our more experienced trainees spend time on secondment, usually six months. Trainees find it helps them develop a real understanding of our clients' needs. Some of the secondments we have offered include Shell, Richemont, Citibank and a global online retailer. From time-to-time there are also opportunities for trainee secondments to the firm's offices outside London.

We attach great importance to offering you the best skills training to supplement your working experiences. In addition to the Professional Skills Courses, we have a comprehensive tailored training programme in our key practice areas, as well as business development and finance.

*"From the moment I joined, the amount of time and effort Edwards Wildman invests in its trainees' development was immediately evident. There has been an ongoing programme of "know-how" sessions given by lawyers throughout the firm... the lessons learnt over the years are relayed to new trainees by those who were in our positions previously. A significant investment is made in the development of the individual throughout their career at the firm. It is this focus on high quality training, which really attracted me to Edwards Wildman and I am glad to say the firm is living up to its reputation of having one of the best training programmes in the City."* **LEO SPICER-PHELPS**

# A BALANCED APPROACH...



**LIANNA CHAN**

**DEGREE**  
LAW

**UNIVERSITY**  
QUEEN MARY UNIVERSITY LONDON

**LAW SCHOOL**  
BPP, LONDON

There is no denying that becoming a good lawyer is hard work and once you have qualified that hard work will continue.

There will be times when you will need to work late, particularly as your work will be across a number of different time zones. But this is easier in a good-humoured and supportive working environment. And if you are in the office late, it is because there is valuable and interesting work to be done. When the work is done, people are encouraged to go home. No-one stays late for appearances.

We understand the importance of people's lives outside work and respect the need to strive for a good balance. We want you to enjoy your work and the environment you work in and we are fiercely proud of our reputation for being a truly friendly firm.

It is important to feel that the skills you learn and use as a commercial lawyer can also be used to help others; or you may be looking for opportunities to gain or build on other non-legal strengths and experiences. We actively encourage our staff to take part in pro-bono work, including at the Citizens Advice Bureau and through the Lloyd's Community programme, LawWorks and Fair Trials International. You can read more about these schemes on our website.

*"One of the main strengths of the firm is its collegiate environment. Even before my training contract started, I attended a number of the social events at Edwards Wildman, where I met more people from the firm, as well as the trainees in my intake. By the time I started the training contract, I felt like I had been part of Edwards Wildman for a long time. The work/life balance in the firm is also good. We are discouraged from staying longer in the office than necessary. But when longer hours are needed, your efforts are really appreciated."* **LIANNA CHAN**

## A DAY IN THE LIFE

---

### ED NORMAN

DEGREE  
CLASSICS

UNIVERSITY  
OXFORD (QUEENS COLLEGE)

LAW SCHOOL  
BPP, LONDON

SEAT  
COMMERCIAL LITIGATION



8:30am

I arrive early to try and get a head-start on the day's work. We're less than a week away from an arbitration hearing in Paris so there's plenty going on. A few emails have arrived overnight so I update and prioritise my "to do" list.

9:00am

I've received an email from the arbitrator expressing concern that his copy of the trial bundle still hasn't arrived. He prefers to work from electronic bundles so I had arranged for the bundle to be scanned, put onto a USB stick and couriered to him. Post Room confirms it should arrive at the arbitrator's office in Paris later today. I convey this information to the arbitrator and make a note to confirm delivery tomorrow.

9:30am

It's the first week of the Summer Vacation Scheme, and I've been assigned as a buddy. One of the documents in the trial bundle is a poor quality copy of a letter. The letter needs to be transcribed and the transcription agreed with the other side prior to the hearing. I give the vac schemer the necessary instructions, and give her a quick background to the facts of the case, as some contextual knowledge should prove useful in trying to decipher the least clear sections of the letter.

The ability to manage a workload and delegate tasks efficiently is a vital skill to acquire as a commercial solicitor. This begins from your first day as a trainee, when you will invariably be giving instructions to Print Room, your PA and also to paralegals on a regular basis.

- 10:00am I attend a conference call with our Counsel for the arbitration together with my supervisor (a partner) and an associate who is also working on the matter. I keep a note of Counsel's queries and requests – most of which relate to material gathering and investigation in preparation for cross-examination at the hearing. Preparation of case is probably the most engaging part of Commercial Litigation. During the course of a seat it's rewarding to find yourself more able to contribute to discussions as your knowledge of the particular case and of tactics in litigation generally improves.
- 10:30am After the call I review the SMS text messages and phone calls disclosed by the other side and cross-check them against a phone log. Having found some inconsistencies, I draft an email to the team and set out what I've discovered. I'm hopeful this will prove useful as much of the other side's case relies on the extent to which they can prove they had substantial contact with various parties.
- 1.00pm I head downstairs to the café for lunch with the vac schemers and a few fellow trainees. I have something of an ongoing table football rivalry with another trainee so we have a quick game. There's no time for a decider as we both have imminent deadlines.
- 1.30pm Even at this late stage, the trial bundle is still in flux. The latest round of insertions needs to be paginated, scanned, copied, inserted into our trial bundle sets and emailed to the other side (together with a revised index). I arrange for a courier to deliver the insertions to Counsel's chambers and write a brief email explaining them. In addition, I update Counsel on the status of the various pieces of work he has requested. Bundling is hardly glamorous, but it's a good test of your organisational skills and your ability to control numerous moving parts.
- 4.30pm The arbitrator had requested each party provide a provisional timetable for trial. I draft one on this basis, check with my supervisor there is nothing he wishes to amend, then send it to the arbitrator and the other side.
- 5.00pm The vac schemer gets in touch to say she has completed the transcription. I review it, make a few amendments, then email it to the other side, requesting their confirmation to it.
- 6.00pm I receive an email from Counsel attaching his authorities for the hearing. I print the documents, prepare an index and leave copying instructions with Print Room for tomorrow morning. I forward the authorities to the other side and ask that they provide us with their authorities as soon as possible.
- 7.00pm It's been a hectic day, and there will be plenty more ahead. My supervisor thinks we deserve a break so suggests a quick drink. We go to a local bar with the associate who is also working on the case, take a moment to relax and discuss what still needs to be done before we leave for Paris at the end of the week.

## A DAY IN THE LIFE

---

### KATE COLMAN

DEGREE  
LAW

UNIVERSITY  
LIVERPOOL

LAW SCHOOL  
COLLEGE OF LAW, LONDON

SEAT  
BUSINESS LAW



9:00am

I arrive in the office, grab a cup of coffee and check my to-do list. My first seat is in the Business Law Department and the public takeover we have been advising on is nearing completion. My supervisor, the partner in charge of the deal, asks me for a status update. I refer to our documents checklist, which tracks the entire deal, and we discuss how best to move the outstanding items forward.

9:30am

Our client has structured the deal through various subsidiaries in the US, Bermuda and the UK. My supervisor asks me to draft the board minutes and shareholder documents that are required at each corporate level to approve the deal. I also need to liaise with our foreign counsel to check if there are any governance requirements to comply with, in their respective jurisdictions. The international nature of our work requires us to frequently consider different and interesting laws and practices in jurisdictions across the world, wherever our clients are doing business.

11:00am

I look back at my to-do list, but the other items will have to wait – an associate comes to my office and asks me to urgently review an event sponsorship agreement that a client needs to sign this week. This is a perfect example of how difficult it can sometimes be to plan your day! I start by reading the draft provided by the client and considering any missing clauses. Working on an individual contract like this is a change from working on a big takeover deal. It's this variety and the unpredictability of the work on offer that keeps things interesting.



- 12:30pm At lunchtime, I will usually eat in the staff café with other trainees or pick something up from one of the local lunch spots. Today, however, we have a trainee workshop with the Competition Law partner as part of our training programme. It's good to find out what each department in the firm does, not just to familiarise yourself with the firm, but also when it comes to making seat choices. And since the firm has grown in the last couple of years (and is still growing), there's a number of new practice areas to learn about.
- 1:30pm Back at my desk, I return to the contract and start marking it up. I need to think carefully about what our client wants to do and how we can best achieve this in the drafting. After I finalise the draft, I send it to the associate for review.
- 2:45pm I receive a call from an associate in our Boston office asking for some due diligence assistance. Our client provides credit card services and we need to review their terms and conditions from the last ten years to check for any restrictions on transferring the business. After reviewing the documents, I email the associate with my findings and he asks me to attend a conference call with the client tomorrow to explain the issues. I've had lots of client contact in this seat, and these kinds of calls are a great opportunity to get direct experience with clients.
- 4:50pm I need to switch my focus again and prepare for the weekly all parties call on our takeover deal (those on the call include our clients, lawyers and the financial advisers on each side). We use the documents checklist to reference the outstanding points and I make a note where items have progressed. After the call, I circulate the revised checklist to the group highlighting the items still outstanding.
- 5:30pm Separately, we speak to our client's US counsel who wants to understand what UK filings will be required on completion. I prepare a memo setting out each item, the party responsible, and any fees or time limits we need to comply with. After reviewing it with the senior associate, I send it out.
- 7:00pm After a long and busy day, I head out to a local bar with some of the trainees and associates for a few well deserved drinks!

*"I receive a call from an associate in our Boston office asking for some due diligence assistance. Our client provides credit card services and we need to review their terms and conditions from the last ten years to check for any restrictions on transferring the business. After reviewing the documents, I email the associate with my findings and he asks me to attend a conference call with the client tomorrow to explain the issues. I've had lots of client contact in this seat, and these kinds of calls are a great opportunity to get direct experience with clients."* **KATE COLMAN**

## WHAT WE ARE LOOKING FOR

---

We want trainees who are committed to doing the very best job they can. They will be energetic and motivated, with lots of common sense. In addition:

- We want candidates with excellent academics who have or are likely to achieve a good 2.1 honours degree or above and have at least 300 UCAS points or equivalent (not including AS levels or General Studies).
- We look for adaptable individuals, who can think on their feet.
- You will need to demonstrate good analytical skills and attention to detail.
- You should be self-motivated and like to get involved in lots of activities outside your studies, showing a good level of commitment and achievement in these.
- We value great communication skills and look for evidence that you have worked in teams, taken on responsibility and are not afraid of hard work.
- We place emphasis on you having an understanding of business issues/commercial awareness.
- We like to read applications from individuals who can be perceptive about the things they have done and what they have learned from their experiences.

*“I find that a trainee who is industrious and dynamic tends to get much more out of their training during the two years.”*

**ANTONIO SUAREZ-MARTINEZ, COMMERCIAL LITIGATION PARTNER AND SEAT SUPERVISOR**



## LONDON PRACTICE AREAS

---

Our work in London spans the following practice areas:

- Asset Tracing and Recovery
- Banking and Finance
- Commercial Litigation
- Competition
- Employment
- Insurance and Reinsurance
- Intellectual Property
- International Arbitration
- Public International Law
- Private Equity and Venture Capital
- Product Liability
- Regulatory and Transactional
- Restructuring and Insolvency
- Technology
- Telecommunications

*“The firm continues to evolve. In London we have added 19 new partners in just over three years. We have worked hard to retain important aspects of the working environment - in particular our collegiate and supportive culture - which first attracted many of us to Edwards Wildman. Trainees now have fantastic opportunities across our practice groups as well as exciting secondment opportunities. The success of the London office is reflected by our recent award nominations including winning the Best Global Law Firm of the Year in the Reactions Global Awards 2012.”* **NICK BOLTER, PARTNER IN CHARGE, LONDON OFFICE**



## KEY FACTS/DEADLINES

---

### TRAINING CONTRACTS

We recruit up to eight trainees per year (two years in advance).

**2015 training contract application deadline: 31 July 2013**

Online form only

### SALARIES & KEY BENEFITS AS AT SEPTEMBER 2012

Starting salary: £38,000

- 25 days holiday per year
- Gym membership subsidy
- Season ticket loan
- Private medical insurance
- Childcare vouchers
- Ride to work scheme

### SPONSORSHIP AND MAINTENANCE AS AT SEPTEMBER 2012

If you secure a training contract, prior to the start of law school, we pay fees for the GDL and/or LPC, in addition to maintenance.

Maintenance inside London: £7,000 (per annum)

Maintenance outside London: £6,500 (per annum)

### ONLINE APPLICATION

To access the online application form and learn more about us, please go to [trainee.edwardswildman.com](http://trainee.edwardswildman.com)



## TRAINING CONTRACT - INTERVIEW PROCESS

We invite candidates to an assessment where they take part in group and individual activities designed to test their team working abilities, commercial sense, communication skills and critical reasoning. Successful candidates go through to a partner interview. For those who do not succeed, we offer one-to-one feedback sessions on the day. Assessments are usually held during the last week of August (three different dates), with offers made from the first of September.

## SUMMER PLACEMENTS

Our scheme involves a mixture of work experience, shadowing trainees, skills sessions (often run by partners), talks, trips and social events. We try to involve you as much as possible in whatever client work we can. You might be attending meetings, participating in conference calls, going to hearings or taking part in project work and research tasks. We plan a programme from which we hope you'll learn lots, gain as much insight into the firm, the people and the work it does as you can and have fun! In a previous Lex 100 survey our summer scheme scored a perfect 10! We also won the LawCareers.Net Award for "Best Work Placement Scheme – City Firm" in 2008, 2009 and 2010. We hold interviews for summer placements and these take place in the Spring.

**2013 Summer placement deadline: 31 January 2013**

Online form only

## OPEN DAYS

We hold a number of open days each year to give you the opportunity to visit the firm, take part in workshops, meet and ask questions of partners, associates and trainees. We aim to give you a sense of the firm as a whole and help you decide if our firm is the right one for you.

Please see our website for our 2012/13 open day dates and for details of how to apply online.



## HOW TO FIND US

Edwards Wildman Palmer UK LLP

Dashwood

69 Old Broad Street

London EC2M 1QS

UK

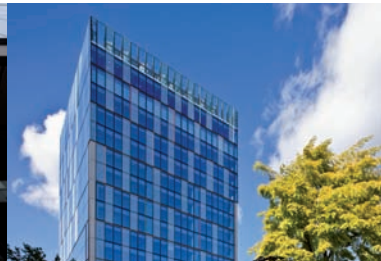
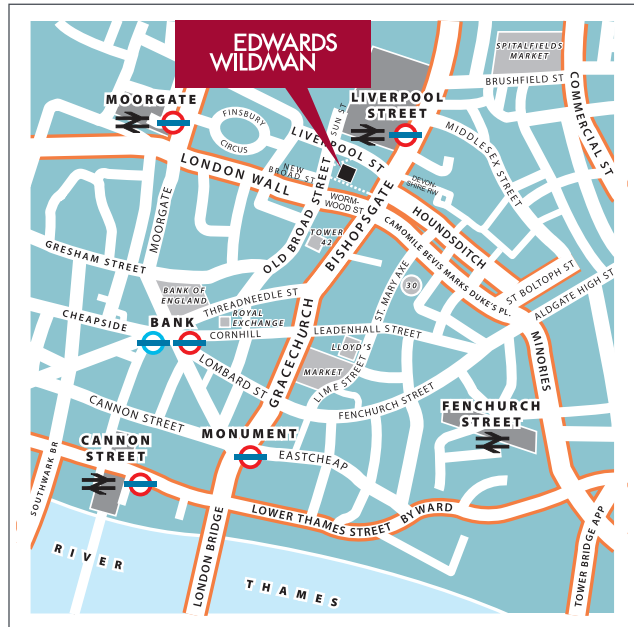
tel: +44 (0)20 7583 4055

fax : +44 (0)20 7353 7377

email: [swarnes@edwardswildman.com](mailto:swarnes@edwardswildman.com)

DX 744 London City

[trainee.edwardswildman.com](http://trainee.edwardswildman.com)





# EDWARDS WILDMAN



[trainee.edwardswildman.com](http://trainee.edwardswildman.com)



Product group from well-managed  
forests, controlled sources and  
recycled wood or fiber  
[www.fsc.org](http://www.fsc.org) Certno XXX-XXX-000  
© 1996 Forest Stewardship Council

