



Warwick India Forum's

Careers Guide

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Why This Guide Exists

Congratulations on making it through high school, and welcome to Warwick! Please take a second to pat yourself on your back (do it right now). You've earned it. Getting here is no easy feat; you've proven incredibly competent across multiple fields. We assume you want to maximise the professional experience you can gather here at Warwick. Well, in that case, you're in luck! The Warwick India Forum's Careers team has prepared a comprehensive guide on approaching professional recruiting to optimise your chances at landing your dream role - at least in finance and law.

In 2021, J.P. Morgan received upwards of 50,000 applicants for just about 400 internship roles (that's not even full-time roles, which tend to be even rarer). That's a 0.0125% chance that any one applicant is successful. Just at face value, that figure is ultra-competitive. Almost all these applicants have achieved top grades and are at leading institutions worldwide. Each of these individuals has achieved great things at such a young age. How do you compete with such a massive and talented candidate pool for such coveted roles? This guide is for - trying to perfect as many bases on your professional journey as possible to give yourself the best shot at landing such internships.

As you could've guessed from the table of contents above, this guide is pretty extensive. However, we must add that the disclaimer is **not** all-encompassing. We cannot, and do not, promise success if you follow our guide. You could do everything perfectly down to the T and not end up with any offers. Most of your professional journey, perhaps *the most significant*, stems from grasping this fundamental concept: nothing is guaranteed. You will face rejections. You will be disheartened. But that does not mean you quit. As of writing, in June 2024, the world economy has yet to recover entirely from the tumultuous start of the decade. Interest rates remain high, and recruiting is nowhere near its peak. Yet, you still try. Somewhere along your journey, with enough dedication to spend *hundreds of hours* - yes, hundreds - you might find success, and at that moment, it will all be worth it. Until then, we hope you continue reading this guide, following it, and doing your part on this journey. That said, let us begin.

A Numbers Game

Recall the example from J.P. Morgan's 2021 recruiting cycle. It tells us one key fact: recruiting is a numbers game, whether finance, law, or tech. As a result of the sheer applicant-to-role ratio, you'll find the best success by applying to every opportunity available. This is our first tenet: apply to AS MANY POSITIONS AS YOU CAN. Each year, about 70 spring weeks and 200 summer internships are open (we'll get to what exactly these terms mean in just a bit). Besides the basics that will be covered in this guide, if there's anything that can boost your chances of landing an internship, it is simply applying for more internships. Apply, apply and apply. Apply until there's nothing left. Even then, you can reach out to firms yourself (in a process termed **cold-emailing**) to try and land an internship. The point is, it's a numbers game. Play it as one.

How do I use this guide?

With that out of the way, you should follow this guide to ensure the best takeaways possible.

1. Understand what exactly spring weeks and summer internships are.
2. Construct a vigorous, well-formatted CV.
3. Create a robust and convincing cover letter template.
4. Deck out your LinkedIn to attract recruiters.
5. Prepare par answers to the basic interview questions (behaviorals + technicals).
6. Prepare unique answers to the firm-specific interview questions.
7. Practise online tests.
8. Practise, Practise, Practise.
9. Read up on news, history, commercial trends you're into, or anything else.
10. Get organised. Collate everything.
11. Thrive.

What is a Spring Week?

Typically, recruiting in the UK over your degree follows an ideal path: you get a week-long internship during the Easter break in either a) your first year on a 3-year course or b) your second year on a 4-year course. Upon faring well in this week-long internship, you “convert” and receive an offer from the same firm to work with them for a 10-week-long *summer* internship. This summer internship typically takes place during the summer after your penultimate year (your second year on a 3-year course or your third year on a 4-year course). If you perform well enough during these ten weeks, you are given a return offer to work full-time at the firm upon graduation.

This is one of many paths. You can always find a summer internship without completing a spring at the firm. Similarly, you can always find a full-time role without completing a summer at the firm. The pathway mentioned above is the *ideal* one as it reduces the amount of effort and stress through the application process.

Your CV

Let's start with the basics. What is a CV? Put simply, a CV is an advertisement for why a firm should hire you. Like other advertisements, the most effective CVs are short, concise and relevant to the role you're applying for. As said above, on average, recruiters spend around 5 seconds reviewing your CV, perhaps even less in more competitive industries (think consulting or investment banking). Increasingly, firms use applicant tracking software (ATS) to scan through stacks of CVs instantly, sorting them into 'good' and not-so-good stacks, from where a recruiter will glimpse the excellent stack. So, a good CV is essential to surviving and succeeding in the application cycle. This leads us to the crux: what makes a CV 'good'? We answer this in a step-by-step process, first giving you an overview of the features that go into making a good CV, then going further in-depth into these features and how to optimise them. PS: might be a slightly long read coming up.

The Ideal CV

Layout

First, we must find an ideal layout to fill in our CV. Your CV should be around a page long at most. Attribute this to the fact that you're not expected to have relevant experience as an undergraduate university student. Another important detail: you want to be concise and straightforward. Tell the recruiter everything they have to know as quickly and as precisely as possible. Hence, drop those Word templates and stick to a simple black-and-white template. The Careers team at WIF recommends the [WallStreetOasis template linked here](#). Many of you not planning on entering finance might ask why we recommend an "Investment Banking Template". Well, it's because the principle still applies universally. In the future, as you go deeper into your chosen career paths, your CV will reflect that. For example, if you choose to work in academia, your CV will include published papers, fellowships, grants, awards, etc. However, as a first- or second-year student, you probably don't have any of the above mentioned features so that we will stick to the simple template linked above. Some other templates that follow this rule are available: the [UPenn Templates](#), the [MergersandInquisitions template](#) and a [LaTeX template](#).

Your CV should be split into sections that tell exactly what you need to know from the heading.

- Education → Include your earliest significant educational qualifications: your high school grades (10th + 12th of whichever board you did) through to your degree.
- Work Experience → Anything internships (paid or unpaid) or other work experience that you can tailor to the role.
- Extracurricular / Society Positions → Any relevant society positions or positions from high school and before.

- Skills / Interests → Here, you would include your IT skills listed and any other potential courses you have taken that might be relevant.

An interesting point worth mentioning here: Interests. Most people overlook them or add generic hobbies such as “sports” to their CVs. There’s nothing wrong with this; we can improve upon it. Many recruiters I’ve spoken to specifically mention how helpful this section is in differentiating an exciting candidate from the rest of the crowd. Use this section to show the recruiter how and why you’re unique. Don’t be afraid of adding the most niche interests you may have. These could be sports you’re into, the music you listen to, or anything that you spend a reasonable amount of time-related to. Everything I’ve said is incredibly vague, so I’ll help you by giving a few examples. I love playing poker. I love the math, I love the luck, I love the adrenaline - it’s great.

Naturally, I added poker to the interests section of my CV. Surprisingly, I spoke to an interviewer about the statistical probabilities of playing short-stacked hands for 10 minutes during an interview. If you can hold a reasonably nuanced conversation about your interest for 10 minutes, add it. You read *The Phenomenology of Spirit* and now love Hegelian Philosophy? Add it. Do you practise fencing on the weekends? Add it. Do you train for triathlons? Add it. You get the idea by now (I hope).

Formatting

Other things to keep in mind while settling on the format/structure of your CV:

- Don’t have ‘hanging’ bullet points (where there are bullet points which have little substance to them)
- No personal descriptions or descriptions of businesses you worked for
- No addresses for yourself or the businesses you worked for
- No spelling mistakes
- One-page resume
- No information in boxes → just a simple layout
- Have your written text font space between 10 - 12 size font
- Use sensible margins surrounding your CV (print and check it is not too cramped but fits all the information on too)
- Make sure your aligning makes sense and is clean

To verify that your CV’s formatting is perfect, we’d recommend printing it. Reading on paper makes it much easier to catch tiny grammatical errors that your mind might have skipped over on-screen.

Writing

Now, we come to the text itself. The biggest, and by far the most essential principle to keep in mind while expressing the contents of any professional exposition (CVs, Cover letters, Interviews) is to use the STAR method. We'll link a more in-depth guide about it here. Essentially, the STAR method boils down to Situation, Task, Action, and Result. Say you were appointed to captain your high school's football team, which becomes your situation. You then explain the task of a captain in brief words - plan game strategy and tactics. Your action is a quantifiable value that shows *how much effort/work* you have put in; in this case, you captained your team in 60 matches. Your results, then, are proof of your dedication and skills. By indicating that your team won 80% of the matches with yourself as captain, you're telling recruiters that you are competent at teamwork, quick thinking and coordination. The idea is simple: show, not tell. So, putting it all together:

Planned match strategy and led biweekly training sessions to lead the HS football team to an 80% win rate in over 60 matches in the first division.

This tells a recruiter much more than "Was the captain of the HS football team". You might think, "But X activity I did had no numbers involved in it", but the truth is that almost everything we do deals with numbers. Here are a few easy guidelines to begin thinking about quantitative from:

1. Consider your day-to-day role and how many customers you serve. Did you work part-time at the local Starbucks? How many people walked in on an average day? You can even extrapolate forward to think about the revenue this would generate (multiply the number of customers by the average value of each order).
2. Think about any cost-saving initiatives you implemented and how much speed was improved or how much cost was cut.
3. If you have more of a management role or were part of a team with specific results, you can discuss a team result and how you contributed to it.
4. You could also mention your success rate and the impact of more specific metrics.
5. You can discuss the number of attendees you could attract to an event.
6. You can talk about how much fundraising you have done for charities.
7. You could discuss the number of awards you have won and your position (1st, 2nd, 3rd, etc.).

8. You can talk about how much you grew a company's or society's network, the number of people subscribed to your newsletter/social media and growth in this department.

Another valuable tool in your inventory is a repository of all the keywords for your industry. Remember how we spoke about ATS earlier? Honing in on your keywords is a great tactic to optimise your CV in preparation for ATS scans, as ATS is just software - it cannot determine your contribution; it can just look for words. Hence, we advise having a subtle blend of the *show-not-tell* mentioned earlier, combined with enough keywords to make your CV stand out from most other applicants. Some keywords you could use (regardless of industry) are as follows: *collaboration, partnership, analysis, communication, research, modelling, problem solving, project management, time management, responsibility, and creativity*. These are just examples to get you started; you can build around these words as you see fit. While doing this, avoid basic clichés such as “achieved”. There are better words that make you stand out. Plenty of sources are available with a quick Google search for this, but for your convenience, we have attached an exemplary reference table below.

KEY WORDS FOR RÉSUMÉ PREPARATION – ACTION VERBS

Use action verbs at the beginning of each statement describing your experiences.

ADMINISTRATIVE

accomplished	maintained	purchased
administered	managed	recorded
approved	monitored	resolved
arranged	operated	retrieved
classified	organized	screened
compiled	prepared	systematized
developed	prioritized	
documented	provided	

MANAGEMENT

accomplished	improved
achieved	increased
administered	initiated
analyzed	led
appointed	managed
assessed	marketed
assigned	negotiated
chaired	organized
coached	planned
consulted	prepared
contracted	prioritized
coordinated	produced
developed	promoted
directed	recommended
established	reconciled
evaluated	recruited
examined	reviewed
exceeded	supervised
executed	targeted
implemented	trained
	transformed

COMMUNICATION

addressed	consulted	explained	motivated
advised	contributed	formulated	persuaded
aided	cooperated	helped	presented
arranged	coordinated	influenced	promoted
articulated	corresponded	informed	recruited
authored	counseled	inspired	represented
clarified	debated	interpreted	spoke
communicated	defined	interviewed	suggested
completed	directed	lectured	summarized
composed	drafted	marketed	supervised
conceived	edited	mediated	trained
conducted	enlisted	moderated	updated

CREATIVE

acted	illustrated
adapted	improvised
composed	initiated
conceived	innovated
conceptualized	integrated
crafted	invented
created	marketed
customized	originated
designed	performed
developed	problem solved
directed	revitalized
fashioned	shaped
founded	synthesized
generated	traveled

HELPING

advised
aided
assessed
assisted
attended
cared for
clarified
coached
coordinated
counseled
delivered
demonstrated
developed
diagnosed
educated
engaged
facilitated
furnished
mentored
overcame
provided
referred
served

RESEARCH

calculated	discovered	investigated
cataloged	evaluated	monitored
clarified	examined	observed
collected	experimented	organized
computed	extrapolated	proved
correlated	gathered	surveyed
critiqued	identified	tested
diagnosed	inspected	

TEACHING

adapted	guided
advised	informed
clarified	instructed
coached	served
coordinated	taught
explained	trained

FINANCIAL

administered	forecasted
allocated	formulated
analyzed	invested
appraised	maintained
audited	managed
balanced	marketed
budgeted	prepared
calculated	projected
compiled	targeted
developed	tracked
financed	

TECHNICAL

administered	created	operated
analyzed	designed	overhauled
assembled	determined	oversaw
built	developed	programmed
calculated	installed	simulated
computed	led	tested
configured	maintained	troubleshoot
constructed	managed	used

Sections

Let's now approach your CV in a top-bottom approach. We will begin with the education section, then leading into your experiences, extracurriculars and finally skills/interests. Follow along.

Education

As we'd previously gone through, you'll want to include all the important grades from your high school years. These are the 10th and 12th grades if you're studying in most Indian boards, as well as IGCSE/A-Levels and MYP/IBDP. Use separate subsections for your high school and university education. As you'll see in most templates, on the left-hand side of the sheet you'll have the name of your school/university, with the months and years attended on the right.¹

Without saying, get good grades. This section is fixed for almost everybody. If you're at Warwick, you have proven yourself to be a potent academic weapon of mass destruction. Please continue this trajectory at university as well, employers like to see a first-class degree. How do you get a first-class degree? Shameless plug - WIF Careers can help you with that too! Check in with us about WIF Academy as we near exam season!

Experiences

List out any professional experiences you might have in this section. These could be internships, weekend jobs, part-time jobs, perhaps even full-time jobs. List them in order of which they were done - the most recent at the top.

The most common question I've encountered about the experiences section is probably, "I don't have any experiences; what do I include here?" The most common type of experience is an internship for someone your age. Statistically, most of you have at least one internship. Some of you may have completed more than one internship. Some of you may have none. All of those scenarios are **okay**. You haven't missed out on anything if you don't have an experience to include. We'll help you with that as well. Let's first tend to the crowd that has too many experiences.

First tip: cut out the bullshit. Nobody expects an eighteen-year-old to have solved Gödel's incompleteness theorems. Many of us, myself included, have fallen prey to the fallacy that "more complex = better". This is not true. While embellishing your experiences a teeny tiny bit is all right and inevitable, turning the most barebones task into a seminal work is entirely unnecessary. Nobody wants to read how you "proficiently harnessed the extensive capabilities

¹ Pro tip: many people mess up convention when writing out dates. We suggest finding one method and sticking to it for the entirety of your CV for consistency's sake. For example, if you're writing "Sep. 2024 - Jun. 2027" as the dates of your university education, use the same 3-letter format for all other months on your CV (Jan., Feb., Mar., and so on).

of complex linguistic editing software, optimising and enhancing document composition through advanced formatting, complex macro integration, and meticulous attention to typographical precision". You could just have written "used Microsoft Word" instead. The idea to take away is that you should **always** keep your experiences concise, simple and truthful. If you start thinking about which experiences you truly enjoyed or found challenging, you'll land on a pretty condensed and neat list of experiences to include on your CV. If it impacted yourself or society in any meaningful way (it doesn't necessarily have to be large or grand; it's the motive that counts), include it. Chuck it out if it's fluff that's solely there to make yourself look impressive.

What if you don't have such experiences? Fret not, in that case, for WIF is here. The easiest way to pick up some professional experience is, by far, through networking. What is networking? Essentially being social enough with people you know who work in the industry you'd like to work in. Somebody who knows somebody who knows somebody who knows somebody - that whole thing. As you live your life in university, you'll naturally begin to build up a network, be it through societies, your friends, lecturers, the university career service, or any of the thousands means you interact with people on a daily basis. If you'd like to be more targeted in your pursuit of a valuable network you can leverage for an internship, linkedin is your best friend. How you can use LinkedIn to maximise its value in your professional journey is something this guide will cover in the coming sections. Until then, it's just a hunt to apply to as many roles as possible. Most of them, if not all, will be unpaid. It might be rough. But you have to stick through. It'll be worth it.

Extracurriculars

Similar to the section above, extracurricular experiences count a lot as well. They show how enthusiastic you are to engage in activities that round you out as a person. This includes any sports you competed in, any societies you were a part of, any instruments you played, any research you've done, any obscure/niche competitions or awards you may have won, and the list goes on. Even if you don't have that long or impressive list of extracurriculars, university life provides you with the most incredible opportunity to expand this. Pick up a sport, join societies, take on executive positions, compete in anything and everything, engage in anything and everything; the possibilities are endless. Perhaps this guide inspires you to try joining the Warwick India Forum's Careers team as a fresher team member on campus; maybe it inspires you to become the Head of Careers eventually; who knows? The point is to do everything and have fun while doing it. Suppose you truly enjoy what you're doing. In that case, people you're talking to can infer it, and they'll see your passion and dedication - skills transferable to every job on planet Earth (and beyond it, astronaut representation).

Skills and Interests

We've already spoken about the interests section above; hence, we'll keep it brief here. The skills and interests section should be the shortest section of your CV, two lines at most—one for your skills and one for your interests.

As for your skills, list any languages you know and mention your proficiency (basic, intermediate, business-fluent, fluent, native). List any programming languages/digital tools you can employ (Python, C++, MATLAB, R and so on). In any case, do not list skills such as “leadership” or “teamwork”. These are called “core competencies,” and you’re meant to demonstrate them through the experiences elsewhere in your CV. Feel free to include any certifications you might have worked towards in this section.

Combined with your unique interests, this should round out your profile. You can now sigh in relief as your first draft of a fantastic CV has been completed.

Final Thoughts

By this point, the only remaining advice is to refine and review. Let your CV rest for a while—a day, perhaps a week. Come back later and read through it carefully. Do you spot any obvious errors? Can you improve your language in any way? Any experiences you missed out on including? Any unnecessary experiences? Clear it out. Check the writing once again. That’s the refining done. Next step: get it extensively reviewed. Please send it to everyone you know (and trust): your parents, friends, grandparents, your dog, the Careers Team at WIF, your parents and, of course, the Careers Team at WIF. Ask for feedback, take it constructively and incorporate it to improve your CV. This is the only process you can follow; the more you do it, the better you get at it. To get your CV reviewed by us, send us an email at careers.warwickindiaforum@gmail.com. Feel free to text either co-head of careers too! For more useful tips feel free to go through [this reddit wiki](#).

The Art of the Cover Letter

Back when high-paying jobs used to be far and few, cover letters served as a means of distinguishing candidates applying for them. One could explain any and all personal reasons that motivate them to seek out the role, letting the employer know that they're seriously vying for the position. Those days, unfortunately, have come and gone. Do you really think that the Recruiting Offices are going to read through the cover letters of 50000 applicants for such a limited number of roles? If you guessed yes, you're wrong. If you guessed no, you're still wrong. If you guessed "how am I supposed to know?", bullseye.

Before we explain why such a terrible answer is indeed the correct one, let's break down what a cover letter is. Simply put, it's a personal extension to the ad that your CV is. You can use a cover letter to show *how* and *why* your experiences and connections to the firm make you an ideal candidate. It's far more narrative, allowing you to craft a story, a movie pitch almost. The challenge is achieving this effect in a concise manner, while displaying enough background information to add credibility to your story. Such is the art of the cover letter.

The ideal cover letter is typically segmented into 3 paragraphs excluding the formalities. The formalities, just like any letter, cover the date of writing, the address (if applicable) and the salutations. **The first paragraph explains *who you are* and *what you're writing for*. The second describes *why you wish to work in the chosen industry and firm/division specifically*. Lastly, the third paragraph deals with *how your past experiences make you an ideal candidate for the role*.**

Given these confines, the natural first question you might have is: "does this mean i have to write a cover letter for each role I'm applying for". Recall the dilemma presented earlier about whether or not firms read each individual cover letter. If a firm does take the time out to read every cover letter, a unique and inspired cover letter that presents genuine and specific motivations for working at a certain firm (rather than "I admire the culture") can have an astounding effect on your application since it shows the recruiters that you could be bothered enough to do your research on their firm. On the other hand, taking the time out to find unique points about a certain firm is quite tedious and might eventually reduce the total number of firms you're able to apply to. This doesn't even consider the possibility that the firm just doesn't read cover letters and accepts them only as a formality, in which case you've successfully wasted hours crafting genuine cover letters.

Hence, we propose a middle ground: create a routine for yourself. Have a cover letter template with the basic skeleton of it already filled out: this includes things such as the third paragraph where you highlight your skills and the first paragraph where you inform them of who you are. These paragraphs are mostly fixed and do not require much personalisation. We then recommend you create a routine to find unique features about a certain firm. You can do this quite efficiently by either targeting a particular part of their business, or by targeting a type of

metric/policy they employ. Examples of these include scouring their latest annual report and trying to find unique ESG incentives, or maybe even having networked with a certain employee at the firm. In either case, you can surely take the 15 minutes required to fill in the blanks in your template and send off a modestly-competent cover letter. At least this way, even *if* the firm does read your cover letter, you've presented genuine motivations that are better than 70% of the candidates, ticking most boxes they require of you. If not, well you've only wasted 15 minutes.

Your LinkedIn

Having a LinkedIn is almost essential for professional success today. A good LinkedIn adds immense value to your application and allows you to partake in the exclusive and secretive activity, also called networking. An optimised LinkedIn profile will enable you to stand out, get more offers, and gain immense validation from fellow career try-hards (that last part is a joke).

Your LinkedIn page is a far more in-depth version of your CV. Recall how we were exclusive and selective with what we included on our CV. By being digital and having infinite space, your LinkedIn can have more content than advertised on your CV. It allows the recruiter to look even more profound than your surface-level achievements. A good LinkedIn can also put your best image forward, making you come off as likeable and sociable. A bad LinkedIn can have the opposite effect. Hence, it makes sense to optimise your LinkedIn profile to ensure success.

A good analogy I was introduced to is that LinkedIn is like your Hinge profile. It allows you to chase but also attracts. It sells an idea of you (that may or may not be a catfish). The better your profile, the more likely you are to receive matches, in this case, networking opportunities and offers. LinkedIn's curses and blessings are simultaneously being a corporate dating app and social media.

The Header

As was the case with your CV, your LinkedIn must be perfectly curated for the express purpose of creating an image. It must show recruiters *why* you deserve an opportunity from their side. To optimise this, it's helpful to think of your LinkedIn profile as an Instagram account. You're trying to curate an image for your followers. Impressions of this image begin the very moment someone opens your profile, thanks to your header. The header of your profile contains your profile picture and tagline. The tagline is a short line describing what you're currently working towards. Following this, you have an About You section which is a longer version of your bio. This is followed by your experience, education and certifications. This may sound like a lot of effort, but keep in mind that a lot of the process of setting up a LinkedIn is simplified once you have your CV. It's a simple copy-paste at most times, except you just elaborate a bit more. This means that a lot of the general advice from the CV is transferable to your LinkedIn profile as well. These are:

- Include numbers to quantify your impact.
- Use the STAR method; start with an action word.
- Show not tell; demonstrate your skills succinctly.
- Keep your bullet points concise and avoid fluff.
- Include the necessary keywords for your role.

As for specific advice, let's begin with the header. Your tagline and profile picture is everyone's first impression of you. Make it the best impression. While you might see many sources encouraging a long, comprehensive tagline that shows all the roles you're currently engaged in, we recommend otherwise. A short, simple, and neat tagline that tells the reader everything they need to know is the way to go. Typically, this includes your university, course and any firms you're working at. For example: "Economics @ University of Warwick | Blackstone". This tagline tells me that the person in question studies economics at the University of Warwick and is in some way related to Blackstone. This encourages me, the reader, to open their profile and find out more about them. It's that simple. You could also include the year of study, it's up to you.

For your profile picture, if there's anything you take away, please let it be this: **keep it formal**. Thirty-something recruiters don't want to see your thirst-trap profile picture. Click a nice and clean headshot of yourself in formal attire (a suit and tie ideally). Let your facial muscles relax. Smile. It'll suit you. Have a simple background, don't overcomplicate it. You could use an online tool to remove the background from your photo if you'd like. There's a lot of detail that goes into taking a perfect photo - everything from lighting, angles to setting. It's a complicated process, but thankfully for you reading this right now, Warwick India Forum is here to help. Each year at our flagship event, we host a LinkedIn profile photo photoshoot. We handle all the technical details to ensure that your photo is as personable and effective as it can be. All you have to do is attend and give us your best smile :)

For your banner, we'd recommend once again, keeping it simple. That's a trend if you haven't noticed already. Less is more. A simple background image of some architecture from your university campus or city works well. The London skyline can never let you down.

Coming to the About You section. Find the best way to summarise your journey up to this point and where you'd like to go professionally. Keep the language simple and be honest. The more straightforward and personable you come off as, the more success you'll have. Have text that flows and sounds natural, we're not trying to trump ourselves up. You might want to include a bullet point list of your key achievements to this day. If you do choose to do this, remember to keep it brief as the longer and more detailed bullet points should be saved for the experiences section further down your page.

Your Experiences

Thank LinkedIn for allowing you to be less selective when choosing which experiences you should add to your profile. You can demonstrate a very thorough working history, including things that you might have skipped over in your CV. This does not, however, mean adding thousands of short and vague events as experiences, use your judgement.

Once you have your selected events, feel free to copy over the bullet points from your CV and then add to them. Provide as much detail as you can within around 4-5 bullet points. A neat little trick that might help you is embedding evidence of the completed tasks (images, ppts, xls or

anything of that sort) into the section. Note that you should only reserve this for extremely high-quality pieces of work, as having too many of these may clutter your page and distract from the content itself.

Also note that within this section you can include any extracurricular activities as well, since LinkedIn doesn't have a separate section for those (save Volunteering).

Education

Another simple section, use your CV to fill this out. You can add in any awards that you received at your school in the "Activities and Societies" section within your education. You also have the liberty to add in more complex descriptions of your grades in LinkedIn's education section, as opposed to that on your CV. While on your CV you might only have listed an overview (such as "94% overall") here you're able to break it down into individual high-scoring subjects. If you're graded on a discrete scale (IB/A-Levels) then you're able to group together letter grades (such as A* in Further Mathematics and Biology).

Auxiliary

LinkedIn also offers additional sections that may not necessarily be the most important or relevant to your profile. This includes a section for any languages you might have learned, any professional or academic certifications you might have achieved, any volunteering experience you've undertaken. Adding in a bit of each can give your profile some flavour and make it stand out from the other barebones profiles on the website.

The Interview

No we're not talking about the 2014 American political satire action comedy film produced and directed by Seth Rogen and Evan Goldberg in their second directorial work, following *This Is the End* (2013). We're talking about a structured conversation where one participant asks questions, and the other provides answers. Interviews make up the most selective part of most application processes. They allow the employer to place immense pressure on the interviewee and observe their response. Plus, the interviewee will be working with them for 8 hours a day. If they're not a suitable candidate, working with them will be quite challenging. Then there's the added function of having to sort out any questions about the candidate's application, such as gap years, or simply asking the candidate to elaborate on any experiences. It's quite clear that interviews are an expressly important, yet daunting part of the application process. So let's give you a bit of general advice.

Before we begin, once again, disclaimer time. Since this guide is quite general (you can use it to apply for virtually any career path), we do not offer specific advice on technical questions in your field (tech, finance, or anything of that sort). There are plenty of guides online that do this, a quick Google search would indicate so. Hence, we only offer brief general advice.

The simplest piece of advice is to use the STAR method. It's like steroids for job applications. An added benefit of the STAR method in the context of interviews is that it allows you to give a sentence or two for each section, thereby making the length of your answer just perfect - not too short, not too long. Just perfect. It'll slow you down and stop you from rambling.

The next tip: make the interview as conversational as you can. It's a two-way street. Not a unilateral river. Being sociable means being willing to hold a conversation. It means building rapport. Here's an example: as soon as you get started in the interview, try to add a bit of intrigue to your answers. When they ask you "how are you?", don't just reply with "good". Try saying "I'm excellent actually, just got done with {x activity}, it was quite {y}." Just one sentence to set the tone for the rest of the interview. Not only is this a welcome break for the interviewer who's probably sick of hearing the same BS over and over, but also helps you out a bit by taking the pressure off.

Next up, HAVE PREPARED ANSWERS. This doesn't mean rote learning. It means having a framework in mind to tackle the commonly sprouted questions. Typically, a lot of these frequent questions end up at the beginning of your interview, hence they're INCREDIBLY important when it comes to setting the mood and creating a good impression of yourself in the interviewer's eyes. Try and have a breather for a couple of seconds after they ask the question to indicate that you think before you speak – it's a skill that's rare nowadays.

The next tip ties into the one above: be positive. Being positive is like a superpower when it comes to these things because, really, what an interviewer is looking for is a genuine person. Not a caricature. Being positive allows you to spin common questions into a way that shows off *your* skills and *your* story, boosting *your* success.

These are just a couple of pieces of advice. Be sure to look up industry-specific questions for your chosen career path, since interview questions are a whole other rabbit hole that take HOURS to get through and prepare for. Given the constraints on length and brevity, this is where we'll have to end it for now. Now, let us head on towards breaking down your path in case you're working towards a career in law.

The Law Section

Welcome to Law at Warwick! From participating in every debate competition and devouring John Grisham novels to spending countless hours preparing for the CLAT (ultimately not studying in India), you've finally made it! Being a lawyer is as fancy as it seems, the academic rigour is most certainly not :)

But don't worry, you're in the right place. Here at Warwick India Forum, you'll find a community that supports and inspires you every step of the way.

It is understandable that at this stage, anxiously waiting for university to start, there are a million questions that pop into your head. This guide aims to cover as many of them as possible.

Barrister v Solicitors

In the UK, there are primarily two types of lawyers: barristers and solicitors. You must have seen the people wearing black coats and fancy wigs. Yes, those lawyers are barristers. A barrister represents clients in higher courts, acting as litigators and advocates. In simple words, they are the ones who go to court and argue cases. Most barristers work for the public, for example as public criminal attorneys. Barristers are hired by solicitors to represent cases in court and only become involved when advocacy is required. They specialise in specific legal areas, providing expert legal opinions and courtroom representation.

On the other hand, a solicitor is a type of attorney who handles client cases and provides legal advice. They specialise in preparing and drafting documents and often focus on client relations and negotiations. Typically, solicitors are employed by law firms or organisations and receive a salary, unlike barristers, who are usually self-employed.

A chamber refers to a set of offices where barristers work. While solicitors are in a firm that works under a partner, barristers mostly work alone and share an office space, have administrative support and share resources. They may assist each other and discuss with each other about relevant topics but they are still their employers; this essentially means that they're independent legal professionals and chambers are merely a space for collaboration. While being in a Chamber is optional, it is obligatory for a barrister to join an Inn, and in the UK, the four main Inns of Court in London are Gray's Inn, Lincoln's Inn, Inner Temple, and Middle Temple.

Barristers typically specialise in fields such as criminal law, family law, and human rights law. However, for international students, achieving success in this field can be quite challenging. Realistically, only if you are studying at Oxbridge (I know, it stings) do you have a reasonable chance of establishing yourself as a barrister.

Being a solicitor may be considered more secure than being a barrister because, at least for international students, the law firm will help you get a work visa. This is why you tend to see more UK nationals as barristers than international students. Being a barrister also has a lot to do with advocacy and public speaking: it's a matter of how charismatic and persuasive you can be in the courtroom. They're also very specialised. So if you're passionate about a certain field such as criminal law, environmental law or family law, then being a barrister might be a good option for you. Solicitors on the other hand are specialised, but also have a wider range of activities that they do. We can see this most commonly in the 'seats' that trainees take.

Qualifications required to become a practising barrister

There are four parts to the qualifying process before you become a barrister, the Inn is just one of them. First, you'll need to complete a degree, and if you are a non-law student, a GDL, which is a graduate diploma in law. Then the BPTC, the Bar Professional Training Course, at an Inn, a pupillage which is the bar equivalent of an internship, and finally you'll be called to the Bar.

Commercial Law- The solicitor route

Now comes the most popular choice of occupation among law students. Most of us had a Suits/Boston Legal phase, the difference- some grew out of it and some didn't. It's so unfair that Mike Ross didn't have to go through all the academic grind to become a lawyer. They didn't show that part because it is not extravagant at all.

So wait, is life as a corporate lawyer really like Suits?
Yes and no.

The corporate culture—the experience of wearing suits in a high-rise, marvellous building, and the overall official vibe—is indeed immaculate. However, the work itself is often heavily focused on documentation. Despite this, it can still be quite interesting, and the financial rewards are substantial.

So, how do you become a solicitor? The journey begins in the very first year of law school. It's crucial to gain experience at any law firm early on. Here is the timeline and steps you need to follow:

First-year - Insight Scheme

In your first year at Warwick, as soon as you start, you'll need to apply for what is known as First Year Insight Schemes.

The First Year Insight Scheme is designed for students in their first year of a three-year course or the second year of a four-year course who are interested in pursuing a career in law. This program provides a valuable opportunity to meet and interact with partners, associates, and trainees at the firm.

First-Year Insight Schemes, while not guaranteeing future opportunities at the specific firm, significantly enhance your CV. They are the legal field's equivalent of spring weeks in finance and can potentially fast-track you to a vacation scheme.

Many firms offer these schemes, with applications opening from mid-September to late March, though most are open from October to mid-February. Securing a spot in these schemes is highly competitive, so don't be disheartened if you don't get one. However, give it your best effort.

Second and Third Year- Vacation Schemes

Vacation schemes are for 2nd and 3rd year students. A vacation scheme grants you access to a law firm, enabling you to witness and perform real legal tasks. Lasting from one week to a month, typically one to two weeks, these schemes provide insight into the daily life of a solicitor. They help improve your skills and legal knowledge while allowing firms to evaluate you closely. During the scheme, you'll interact with partners, associates, solicitors, and trainees, learning about the firm's structure, work culture, and the nature of cases and transactions.

These schemes typically last 1-2 weeks, and many firms use them as a pathway to offer training contracts based on vacation scheme performance. The application process for vacation schemes mirrors First-Year Insight Schemes but is more rigorous and competitive. Maintaining at least a 2:1 degree is recommended to increase your chances of securing a vacation scheme.

Training Contract

The primary goal of this laborious application process is to secure a training contract. As a trainee, you'll work for two years before being promoted to an associate. Many of these firms also sponsor your visa.

The application and assessment process for a training contract is similar to that of vacation schemes and First Year Insight Schemes. Securing a vacation scheme often guarantees an interview for a training contract. The application and assessment process for all the schemes are as follows:

1. Written applications: These applications comprise questions that you need to write 100-300 words answers to. The questions usually are
 - a. Why are you interested in commercial law
 - b. Why are you applying to the particular firm
 - c. What are some of your skills and qualifications that make you worthy of the position
 - d. Note: Some applications ask for a cover letter.
2. Tests: There are two types of tests:
 - a. The Watson Glaser test is a 30-60 minute aptitude assessment featuring questions on logical reasoning, critical thinking, and other related skills. Similar to

the LNAT, you must score within a specific percentile to progress to the next round. The test is composed of multiple-choice questions, and practice tests are readily available online.

- b. Situational Judgement Tests/ SJT- A Situational Judgement Test (SJT) is designed to evaluate a person's decision-making and judgement skills. In the test, candidates are given a realistic work scenario along with several possible actions or responses. They must then select which response they would most likely and least likely choose in that situation.
 - i. There are no technically right or wrong answers in an SJT, although the employer will have preferred responses. SJTs are always multiple-choice, meaning only the provided options can be selected.
3. Interview/Assessment Centre: After passing this stage, you typically proceed to an interview, which serves as the final phase of the application process. Alternatively, you might be invited to an assessment centre, where you'll undergo a series of written and oral tests. This assessment ultimately determines whether you secure the scheme.

General Tips

1. Start preparing for your Watson Glaser test as early as possible. The more you practise, the better your performance will be.
2. Practice tests are available on jobtestprep.com and assessmentday.com There are also a few sample tests on the watson glaser (pearson vue) site itself.
3. The key question to master is "Why this firm?" You need to thoroughly research the firm, including recent or significant cases they've handled, their areas of legal expertise, the life of a trainee there, any relevant awards, their pro bono work, their commitment to diversity and inclusivity, and one unique aspect of the firm that personally appeals to you. Avoid imitating others' answers—focus on what genuinely interests you.
4. Begin writing your application as soon as the window opens. Don't wait until the deadline. Have your application checked and reviewed by a senior or a reference to ensure its quality.
5. Utilise these resources for firm research:
 - a. Chambers Student
 - b. Legal Cheek
 - c. Legal 500
 - d. RollOnFriday
6. For the Situational Judgement Test (SJT), rather than simply choosing the option you think is best, research the firm's values and select answers that align with those principles.
7. Prepare thoroughly for the interview. Be ready to discuss your qualifications, and what you can bring to the firm, and share more about yourself. Be succinct, confident, and clear in your responses.

All About Firms

There are approximately 11,000 law firms in the UK, with over 160,000 aspiring solicitors vying for positions. Naturally, many of these solicitors, including yourself, aim to work at the top firms in the country. Known as the Magic Circle, these five prestigious firms, headquartered in London, are the pinnacle of the legal profession in the UK. They are renowned for handling high-profile and groundbreaking transactional legal work across multiple countries. The Magic Circle firms are Clifford Chance, A&O Shearman (formerly Allen and Overy), Slaughter and May, Linklaters, and Freshfields Bruckhaus Deringer. Keep an eye out for application opportunities at these firms, as they are incredibly competitive.

Then comes the silver circle firms in this hierarchy. The silver circle refers to the band of firms that fall just below the magic circle when it comes to turnover. Some of these firms hold the same or even higher rankings than the magic circle ones, so do not underestimate them. They are Ashurst, Bryan Cave Leighton Paisner, Herbert Smith Freehills, Macfarlanes, and Travers Smith.

Lastly, there are US-based firms. These firms, originally from the United States, have established new offices in London, often starting with just one or two partners and expanding from there. Some have been present for many years and have grown into large, significant operations while others have opted to remain small boutique firms.

These firms include Baker McKenzie, Kirkland & Ellis, Latham & Watkins, Morgan Lewis, Weil Gotshal & Manges, White & Case and DLA Piper.

That being said, many law firms across the UK open their applications regularly. It's important not to focus solely on the big names. Numerous city firms also offer excellent opportunities and are viable options to consider. Make sure to apply to a variety of firms to maximise your chances of securing a position.

A TIP BEFORE YOU JOIN UNIVERSITY: During this time, it's essential to prepare for both your academics as well as applications. Here are some book recommendations you should consider reading before starting at Warwick:

1. Learning the Law by Glanville Williams
2. Commercial Awareness by Jake Schogger
3. Letters to a Law Student: A Guide to Studying Law at University by Nicholas J. McBride
4. All You Need to Know About the City by Christopher Stoakes

Have the best 1st year!

The Finance Section - Upcoming

Stay tuned :)

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