

Articling Application Guidelines

Applying for an articling position is different from other professions. There are several required components to the application and interview process. For your convenience, we have provided suggested guidelines to help you prepare your application for Edwards, Kenny & Bray LLP.

Cover Letter

A cover letter is an important part of your articling application. We gain our first impression of you based on how well you communicate your level of professionalism. Both your cover letter and resume should work as a complete marketing package:

- ❖ Specify the position you are applying for at EKB.
- ❖ Indicate the practice areas you are interested in.
- ❖ Describe any attributes or previous work experience that qualify you for the position.
- ❖ Proofread your cover letter several times for typographical and/or grammatical errors.

Resume

Your resume should highlight your skills, qualifications and achievements, as these are the qualities that will capture our attention. As such, ensure that you outline your work experience, education, activities and interests. We recommend:

- ❖ Organize your work and academic experience chronologically.
- ❖ Limit your resume to no more than two pages.
- ❖ Proofread your resume several times for typographical and/or grammatical errors.

Transcripts

Academic transcripts for all your post secondary education should be included in your EKB application. If you attended an educational institution outside of Canada which used a different grading system, please describe the difference.

Submitting Your Application

Ensure your application is submitted well in advance of any submission deadlines, as different delivery methods could affect the time it takes for EKB to receive your application. Check that all the attachments referenced in your cover letter are included.

Interviewing

The interview process can be a stressful part of applying for an articling position; however, if you prepare for your EKB interview by researching the firm, it will help ensure that your interview goes favourably. Remember, EKB has asked to interview you because they believe you could be a tremendous asset for our firm.

Before the interview:

- ❖ Speak to current and former articling students or staff to gain insight into our firm's corporate culture.
- ❖ Use the EKB website as a research/resource tool.
- ❖ Learn about EKB's achievements, seeing if they match your interests, and being prepared to talk them during the interview.
- ❖ Practice the interview process by describing yourself and answering typical interview questions posed by a friend.
- ❖ Arrive at EKB 10 to 15 minutes before your scheduled interview so you do not feel rushed.

During the interview:

- ❖ Establish good eye contact and give a friendly smile and warm greeting to everyone from our receptionist to the interviewer, as you will be judged on the impression you make.
- ❖ Avoid one word or vague answers.
- ❖ Direct the conversation to a topic that you can speak about comfortably. The interviewer will be interested in engaging you in dialogue to learn more about you, your skills and interests.
- ❖ Prepare questions to ask the interviewer. It is an opportunity to show your diligence and interest in working for EKB, as well as a chance to obtain answers that can help you decide whether you want to work at EKB.
- ❖ Be clear about your interest in joining the EKB team.
- ❖ Identify the next steps in the hiring process.
- ❖ Ensure that EKB has all your contact information.

After the interview:

- ❖ Follow up with an email that thanks the interviewer and reiterates your enthusiasm and interest in working for EKB.