

SUMMER ARTICLES – 2024 LEGAL SERVICES BRANCH APPLICATION INSTRUCTIONS

Application Information

Your application package must include **all of the following documents**:

- **completed application form;**
- **cover letter (not to exceed one page);**
- **résumé (not to exceed three pages); and**
- **transcript of law school grades (LL.B./J.D.).**

(An unofficial transcript is acceptable with application; shortlisted applicants may be required to have their university send an official transcript directly to us.)

For your application to be considered, the following requirements must be met:

- The application package must be completed in accordance with the instructions (see page 2/3).
- The application package must be received no later than 11:59 p.m. Pacific Standard Time, Wednesday, August 30, 2023. Applications and any related materials received after that time will not be considered.

The application form and information on applying are available between July 17, 2023 and August 30, 2023 at: <https://www2.gov.bc.ca/gov/content/justice/for-legal-professionals/articled-student-program/summer-articles>

Assessment of Applications

Depending on the number of applications received, applications may be subject to preliminary screening based on law school transcripts and the clarity and completeness of application materials.

Applicants who screen in will be given the opportunity to complete a written interview. The assessment can be completed remotely. Following the written interview, those candidates who continue in the recruitment process will be offered a virtual interview via MS Teams. Applicants selected for interviews will be asked to provide further information, including up to three references.

Interview Dates

- Written interviews (sent via email) – September 11 - 12, 2023
- Oral interviews (via MS Teams) – September 19 - 22, 2023

Application Tips

- Proofread your application before submitting. Ask a friend to look over your application for spelling and grammar issues or any typos, before you send it in.
- Keep your cover letter brief. In no more than one page, explain why you're interested in completing your summer articles with the Legal Services Branch. Your cover letter should give the reader an idea of who you are, and what makes you particularly well suited to a position with the Legal Services Branch.
- Do your research. Talk to current or past articling students, friends, professors, or anyone who may know about the work we do here. Send us specific questions via email or visit our webpage for more information on the Legal Services Branch and Ministry of Attorney General.
- Applicants who self-identify as Indigenous may make use of the BC Public Service's Indigenous Applicant Advisory Service. To learn more about this service please visit the [Indigenous Applicant Advisory Service](#) page or contact indigenousapplicants@gov.bc.ca

Questions should be directed to:

Questions regarding the specifics of Summer Articles with the Legal Services Branch	Questions related to formatting or submitting your application package
Natasha Miller Manager of the Articling Student Program 236-478-1646 AGArticling@gov.bc.ca	Sheri Li Legal Assistant to the Articling Student Program 778-405-3430 AGArticling@gov.bc.ca

Application Instructions

- Send your completed application form, cover letter (one-page max), résumé (three-page max) and law school (LL.B./J.D.) transcripts to the attention of Natasha Miller by one of the following methods. If sent via email, your application should be submitted as one combined PDF document, not individual files:

Email: AGArticling@gov.bc.ca

Regular mail: Legal Services Branch
Ministry of Attorney General
PO Box 9280 Stn Prov Govt
Victoria BC V8W 9J7

Courier: 1001 Douglas St.
Victoria BC V8W 2C5

- Your resume must include the following information:
 - undergraduate and graduate education;
 - the name of the law school in Canada from which you will be receiving your law degree (LL.B./J.D.) and the year and month of your graduation from law school;
 - academic awards;
 - extra-curricular / community involvement and non-academic achievements; and
 - work history (paid and unpaid) for **up to** the past 10 years.
- If you apply by email:
 - a) save the application form to your computer once you have completed it.
 - b) combine your **completed application form, cover letter, resume, and law school transcripts** into one single PDF file. Applications that are not sent in this way **will not be accepted**.
 - c) if you are unable to attach any of these items within your single PDF, you can send the application in via courier or mail.

If application materials are provided in a language other than English, please also provide a copy in English.

THIS COMPLETES THE APPLICATION INFORMATION AND INSTRUCTIONS.