



Application Tips

What Your Application Package Should Look Like

Cover Letter

- Demonstrate an understanding of the firm by telling us what you think makes Loopstra Nixon stand out and why you want to be a part of our team
- Tell us how good you really are with some examples of your achievements
- Don't lawyer us, be short and to the point
- Tell us what makes you different from all the other applicants

Resume

- No more than two pages in length
- Don't list any interest that you wouldn't want to discuss in detail with a future boss
- Ensure all of the information is correct
- Don't decrease font size to squeeze in more information

Transcripts

- Ensure they are current
- Include a grade summary to make it easy for us to find what we're looking for
- If your undergrad was totally unrelated to law, address it in your cover letter

References

Reference are not mandatory. We expect that any reference you do provide will be a glowing review of your work ethic and character so, if you're going to include one, make it worthwhile.

- Don't use the family member that you worked for over the summer
- If you ask a well-known professor for one, make sure that you are also well-known to them
- We respond best to letters from people that we know
- Mentees, former clients and co-workers make great references too

Preparing For Your Interview

Take a deep breath. We know that this is a stressful process and we've been in your shoes.

- Be prepared by knowing your resume so you can provide additional information or a related story when asked questions
- Learn something about our firm and the lawyers that will be interviewing you
- Prepare at least 5 questions for us because there is a good chance we will answer some of them during the interview process
- Know what sets you apart so you can tell us

Feel free to reach out to The Loopstra Nixon Articling Committee or past and/or present students with questions:

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