

# SUMMER SURVIVAL GUIDE

A collection of resources to help you succeed as a summer associate prepared by attorneys and executives from top law firms.

- Professional Development Tips
- Career Advice
- Secrets of Success from Top Lawyers

## CONTRIBUTING FIRMS





# Summer Survival Guide

Your summer associate position is one of the most important steps in your legal career. **Practical Guidance** resources are here to help you hit the ground running with the content you need to get up to speed and become a valuable part of the team from day one.

**Practical Guidance Summer Survival Guide** provides extensive coverage of what you need to know to excel in a law firm environment and become a spectacular summer associate while fully enjoying your summer at your new law firm. It offers professional development and career support with practical tips prepared by attorneys and executives from top law firms that will help you throughout your summer associate program and beyond. In addition to these practical tips and a summer associate glossary, **Summer Survival Guide** also includes a key section where prominent lawyers share their top secrets of success with you.

## Top 5 Summer Tips

The short practice notes listed below outline five practical tips on various topics that you can use as a summer associate. They cover the most common issues and challenges you will face during your internship from choosing a practice area to handling your summer assignments. These practice notes are prepared by current associates, partners and executives from top law firms and will help you successfully complete your summer program and avoid common mistakes typically made by junior practitioners.

Practical Guidance Practice Notes	Author
Before You Start Your Summer Program	Cleary Gottlieb Steen & Hamilton LLP
Life As a Summer Associate	Paul Hastings LLP
Dos and Don'ts for the Summer	Kirkland & Ellis LLP
First Week and Last Week	Paul Hastings LLP
Office Etiquette and Fashion	Morrison & Foerster LLP
Picking a Practice Area	Freshfields Bruckhaus Deringer US LLP
Litigation vs. Transactional Work	Wachtell, Lipton, Rosen & Katz
Legal Writing and Research	Dentons US LLP
Typical Summer Tasks (Litigation)	Dechert LLP
Typical Summer Tasks (Corporate)	Dechert LLP
Hitting the Ground Running in Litigation	Sullivan & Cromwell LLP
Hitting the Ground Running as a Corporate Lawyer	Sullivan & Cromwell LLP
Using the Library	Latham & Watkins LLP
Using Technology	Wilson Sonsini Goodrich & Rosati
Using E-mail, Phone, and the Internet	Shearman & Sterling LLP
Social Events and Networking	Cadwalader, Wickersham & Taft LLP
Finding and Learning from Mentors	Orrick, Herrington & Sutcliffe LLP

Working Late	Covington & Burling LLP
Work/Life Balance	Vinson & Elkins LLP
Personal Life	DLA Piper
Working Efficiently	Wachtell, Lipton, Rosen & Katz
Time Management	Fried, Frank, Harris, Shriver & Jacobson LLP
Managing Downtime	Shearman & Sterling LLP
Interacting with Firm’s Clients, Attorneys, and Staff	Greenberg Traurig, P.A.
How to Deal with Difficult Personalities	McDermott Will & Emery LLP
Confidentiality	Munger, Tolles & Olson LLP
Billing Clients/Entering Time	Reed Smith LLP
Pro Bono	Vinson & Elkins LLP
Feedback and Performance Reviews	Holland & Hart LLP
Accepting or Declining an Offer	Hogan Lovells US LLP
After the Summer—Last Year of Law School	WilmerHale

## ***Summer Associate Survival Glossary***

**Practical Guidance** will help you learn the summer jargon with an easy-to-use reference tool. The Summer Associate Survival Glossary below covers important terms and phrases you need to know to survive and thrive this summer and avoid awkward moments.

Practical Guidance Practice Notes	Author
Summer Associate Survival Glossary	Wachtell, Lipton, Rosen & Katz

## Top 10 Secrets of Success

In this section, well-known practitioners share their top secrets of success with you. The practice notes listed below provide the top 10 secrets of success from current associates, partners, and executives working at top law firms, and will help you stand out during your summer internship as well as throughout your legal career.

Practical Guidance Practice Notes	Author
<b>Top 10 Secrets of Success from an Associate</b>	
John Mei, Corporate Associate	Covington & Burling LLP
Kevin C. Adam, Litigation Associate	White & Case LLP
<b>Top 10 Secrets of Success from a Partner</b>	
Scott L. Brandman, Partner	Baker McKenzie
Michael T. Mervis, Partner	Proskauer Rose LLP
William C. O'Neil, Partner	Winston & Strawn LLP
<b>Top 10 Secrets of Success from a Hiring Partner</b>	
Dana M. Seshens, Partner	Davis Polk & Wardwell LLP
Justin Storms, Partner	Linklaters LLP
Rod Miller, Partner	Milbank, Tweed, Hadley & McCloy LLP
<b>Top 10 Secrets of Success from a Law Firm Executive</b>	
Timm Whitney, Chief Legal Personnel Officer	Covington & Burling LLP
Fran Liben, Chief Human Resources Officer and Erica Murphy, Director of Human Resources	Ropes & Gray LLP