Summer Vacation Scheme Application Guidance

Thank you for your interest in applying for our Summer Vacation Scheme. The information below is intended to help you submit the strongest possible application and ensure that all candidates are considered fairly and consistently.

Documents Required

Please submit:

- A current CV
- A covering letter

Applications should be submitted in PDF format wherever possible.

CV Guidance

Your CV should be clear, concise and no longer than two pages.

We recommend including:

Personal Details

- Full name
- Email address
- Telephone number
- LinkedIn profile (optional)

Education

- University and degree details
- Expected or achieved degree classification
- A-level (or equivalent) results
- GCSE (or equivalent) results

Work Experience

Include any legal and non-legal work experience, vacation schemes, part-time employment, volunteering, positions of responsibility and extracurricular activities.

We are interested not only in what you have done, but also what you learned from those experiences. Where possible, highlight achievements, responsibilities and transferable skills.

Interests and Additional Information

Tell us about your interests, leadership roles, community involvement, sporting activities, languages or other achievements that help us understand more about you as an individual.

Covering Letter Guidance

Your covering letter should be no longer than one page and should explain:

Why Edwin Coe?

Tell us what has attracted you to the firm and why you believe Edwin Coe would be the right place for you to begin your legal career.

Why a Career in Law?

Explain what has motivated your interest in law and any experiences that have influenced your decision to pursue the profession.

Why Our Summer Vacation Scheme?

Describe what you hope to gain from the scheme and how it will contribute to your development and understanding of life as a trainee solicitor.

What Makes You a Strong Candidate?

Highlight your key strengths, achievements, experiences and skills. We encourage you to provide specific examples that demonstrate your potential rather than making general statements.

Formatting Requirements

Please ensure that:

- Documents are submitted in PDF format
- Font size is clear and professional (minimum 11pt recommended)
- Documents are well presented and easy to read
- Spelling and grammar have been carefully checked

File Naming Convention

Please save your documents using the following format:

Surname_FirstName_CV.pdf
Example: Smith_Jane_CV.pdf

Surname_FirstName_CoveringLetter.pdf
Example: Smith_Jane_CoveringLetter.pdf

Our Approach to Recruitment

We know that great future lawyers come from a wide range of backgrounds and experiences. That's why every application is reviewed individually by our recruitment team. We take a human-led approach to recruitment and do not rely solely on automated screening or grades alone.

We look beyond academic achievement and consider the whole person, including their experiences, achievements, motivations, strengths and potential. We also recognise that candidates may have achieved success under different circumstances and therefore consider applications in the context of the opportunities and challenges they have experienced.

Our aim is to identify talented individuals who demonstrate the qualities, commitment and potential to thrive at Edwin Coe.

Application Deadlines

We encourage candidates to submit their applications as early as possible rather than waiting until the closing date. Our recruitment team review all applications on an ongoing basis throughout the application window.

Whilst all applications received before the closing date will be considered, we recommend applying as soon as you feel your application is ready.

Before You Submit

Please check that:

Your CV is up to date
Your covering letter is tailored to Edwin Coe
Your documents are saved using the correct naming convention
Your spelling and grammar have been checked
All information provided is accurate and complete

We wish you the best of luck with your application and look forward to learning more about you.