

CLEARY GOTTlieb

Training as a Solicitor





• New York
• Washington, D.C.

London •
Brussels • • Cologne
Paris • • Frankfurt
Milan •
Rome •

• São Paulo

• Buenos Aires



• Moscow

• Beijing

• Seoul

• Abu Dhabi

• Hong Kong

In 1946, six distinguished lawyers had the vision to see the law as a global profession and the courage to create a firm dedicated to the concept that legal excellence can be best achieved when the lawyers in a firm cooperate rather than compete. The founders of Cleary Gottlieb created an environment where collegiality, trust and respect are the guiding principles under which we work all over the world today.

Welcome

Culture

Excellence

Global Reach

Training

Development

Diversity & Inclusion

Pro Bono

Vacation Scheme



Our firm's continuing success in London is

dependent on being able to recruit, train and retain the best lawyers. So our trainee programme is hugely important to us. As we prefer to grow organically, our goal is to ensure that the training contract equips our trainees with the tools that they need for a long and successful career with Cleary.

We have a relatively small group of trainees, and we do not have departments that confine lawyers to physical or organisational silos. This allows us to work with our trainees to design a bespoke programme, specifically tailored to their needs and aspirations. We encourage our trainees to gain exposure to a varied range of practice areas during their training contract, as we hope that they will become well-rounded lawyers able to take on the exciting and evolving challenges that the market presents.

We firmly believe in learning by doing, and we aim to give our trainees real responsibility and direct exposure to client work from day one. We support our trainees with a collaborative, team-based approach to our work, and we supplement on-the-job learning with an extensive formal training programme that draws on the experiences of both our senior lawyers, dedicated knowledge management staff, and external instructors and coaches.

We are delighted that so many of our trainees have gone on to become successful lawyers at the firm—it is perhaps the best available proof of both the quality of our trainees and the quality of the programme.

Mike Preston, Jonathan Kelly & Nallini Puri
Graduate Recruitment Partners

Our London Office

One Firm

We are a single, integrated, global partnership. Our 'one firm' approach enables us to deliver all of our resources to all of our clients, wherever in the world they may be. The compensation we pay our partners and associates is based solely on seniority, leaving them free to focus on achieving the best results for our clients.

Multiple Specialties

We train our lawyers to identify and consider all issues raised by a transaction, and we encourage each senior lawyer to focus on more than one type of transaction. This approach equips our lawyers with a deep understanding of the ways in which all aspects of a transaction fit together. Unencumbered by departmental boundaries, our lawyers' ability to see the 'big picture' delivers a propensity for innovation that can often be lost through over-specialisation.

Not Departmentalised

Following the standard found in all our offices, the London office is not departmentalised. Rather than limit our lawyers, we want them to follow their interests and abilities. Our lawyers' offices are not grouped by practice area; they are mixed around the office. This encourages discussion and integration between lawyers working on a variety of matters related to a range of practice areas and contributes significantly to the informality and collegiality of our office environment.

Core Areas of Practice

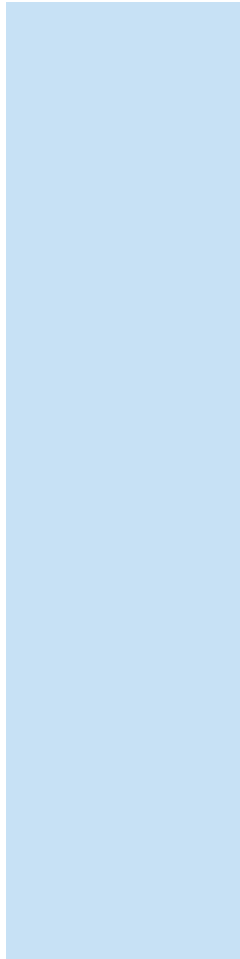
Our core areas of practice in London include M&A and other corporate work, international capital markets and finance, antitrust, litigation and arbitration, tax, financial regulation, employment, and intellectual property. Lawyers who focus on different practices work closely together, according to the requirements of a particular transaction.

Multi-office Deal Teams

The London office is a key part of our closely integrated network of international offices. Our focus on high-quality, innovative and high-profile transactions means that our work almost always has a cross-border element. We work with colleagues in our U.S., Latin America, European, Middle Eastern, and Asian offices on a daily basis. Deal teams typically combine the skills and resources of lawyers from more than one office.

Practice Environment

Our London office offers a dynamic, challenging, and stimulating environment in which to practise law. Our firm conducts the highest-quality work for the most interesting clients. You will work with colleagues of a consistently high calibre across numerous jurisdictions. Lawyers in London are supported by an international network of know-how, precedents, and best practices built on the vast experience of all our lawyers worldwide. Our London office practises in a smaller and more informal environment than is possible in the larger London firms. We believe we provide the optimal setting in which to train and practise as a solicitor.





“When you join Cleary in London you also become part of a broader, international legal community. I began my career with Cleary in Brussels but have since worked in our Washington D.C., Paris, and London offices. Wherever I have worked, rarely a day has gone by without picking up the phone to speak with a colleague in a different part of the world. This international outlook is in the firm’s DNA and is one of the most rewarding aspects of life at Cleary. Whether you’re a junior lawyer just starting your career or an old hand, this global support network, and the opportunity to brainstorm with colleagues from different cultures and legal backgrounds, is hugely valuable.”

David Little
Counsel



Capital Markets

I spent the first six months of my training contract with our capital markets team working mainly on debt capital markets and periodic reporting requirements. Cleary's capital market practice has a very diverse and international client base, ranging from blue chip corporations to exciting emerging markets issuers. The team is incredibly supportive here and there is a real sense of teamwork.

Kimberly Lee, Trainee Solicitor



“From the firm’s inception, collegiality and collaboration have been core values of Cleary Gottlieb. Our lawyers work fluidly with colleagues from around the world and across practice areas, constantly learning from and supporting each other in tackling our clients’ most challenging legal issues with our collective knowledge and experience.”

Cameron Murphy
Counsel



A Focus on Excellence

Clients trust us to handle their most challenging assignments, whether large corporate transactions, bet-the-company litigation matters, or cases of first impression.

Our work is rarely easy, but we believe you will find it interesting and rewarding. Our lawyers say that what attracted them to Cleary Gottlieb is the opportunity to work on high-profile cases and transactions where the stakes are the highest and where their talents can make a difference in the outcome of a case or transaction.

Quality Clients

Our clients include multinational corporations (ArcelorMittal, Coca-Cola, Google, Huawei, Sony Corporation, Walt Disney), many international financial institutions (American Express, Bank of America, Citigroup, Credit Suisse, Deutsche Bank, Goldman Sachs, HSBC, Santander), private equity funds (Coller Capital, KKR, TPG Capital, Warburg Pincus), sovereign governments (Benin, Chad, Côte d'Ivoire, Hellenic Republic, Republic of Argentina, Republic of Iraq, Russian Federation, Senegal), sovereign wealth funds, and domestic corporations and financial institutions.

EXCELLENCE

"A wide variety of complex tasks' are the norm, as is exposure to 'impressive clients', which leads to a 'more comprehensive' training experience."

Lex 100 2017

Cleary Gottlieb is a pioneer in globalising the legal profession.

We opened an office in Paris in 1949 — three years after the firm was founded in New York and Washington, D.C. Over 70 years later, about 50 percent of our lawyers work outside the United States. While that percentage illustrates the point that we truly are an international firm, it tells only part of our story.

We are proud of the way we build our presence around the world. The offices we open are staffed with homegrown Cleary lawyers, which preserves our culture. Equally important, we bring the talents of lawyers across the firm to bear on issues facing local clients.

"Basically everything here has an international element to it."

Chambers 2018

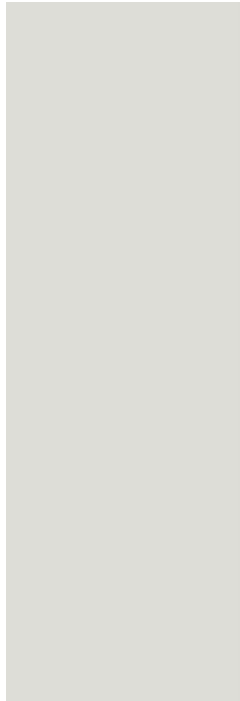
In each of our offices and across each practice area, our lawyers represent clients on matters that set precedents and defined standards—and we've been recognised for our work:

294

practice and lawyer rankings
earned in the 2017 edition of
Chambers Global

57

of these rankings
were top tier



“Our clients expect us to be nimble and adaptable, ready to follow them around the globe in their ventures as well throughout their lifecycle and this is what we are really good at.”

Polina Lyndanova
Partner



Finance & Restructuring

What was ostensibly a seat in debt finance transpired to be engagingly varied. Over the course of six months, I became involved with a sovereign bond swap, a leveraged loan, FX netting agreements, derivatives including CLOs, and equity forwards; perhaps even a vanilla investment grade bond. The subject matter spanned the width of the credit and derivatives spectra, and encapsulated the Cleary lawyer's scope of the financial markets.

Jack Winfield, Trainee Solicitor

Disputes

What I like about Disputes is that you never know what's going to happen next. By definition, you're working in an area where things aren't going to plan, and your team has to deal with that and map out a way forward. Every case is completely different, and a lot of them could have serious implications for the future development of the relevant law.

Charlotte Ritchie, Trainee Solicitor



“The professional development of our lawyers is fundamental to our continuing success in providing the best service to our clients. We do all that we can to make sure that our lawyers get the support and guidance they need to progress, including opportunities to develop their legal skills across a wide range of practice areas and opportunities to develop the necessary soft skills through more formalised classroom style learning.”

David Billington
Partner and Training Principal

We offer a training contract that is unique in the London market.

Bespoke

We do not believe in a one-size-fits-all training solution. By recruiting 15 to 20 trainees each year, we are able to offer bespoke training that is tailored to our trainees' interests, experience, and aptitudes.

Direct Responsibility

We also do not believe that the transition from trainee solicitor to associate occurs overnight on qualification. We encourage our trainee solicitors to accept increased responsibility as soon as they are ready to do so. Given appropriate levels of supervision and support, our trainees operate as lawyers from the day that they join us.

International

Our trainees can expect to travel during their training contracts. In addition, there are opportunities for our trainees to spend one of their seats in another of our offices, typically Hong Kong, New York, Paris, Washington, D.C., Abu Dhabi, Brussels, Buenos Aires, or Moscow.

Flexible

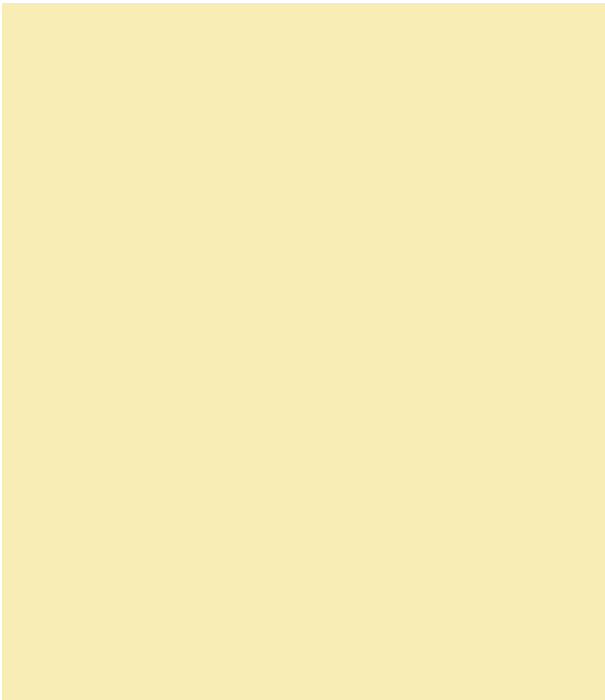
Trainees spend six months in four different seats. In each seat, they share a room with a partner or senior associate who supervises their day-to-day workload. While a trainee solicitor will work with his or her supervisor for the majority of the time, we actively encourage our trainees to also work with other lawyers in the office. This allows trainees to gain experience in a broader range of matters and practice areas than they would if they only worked with their direct supervisor.

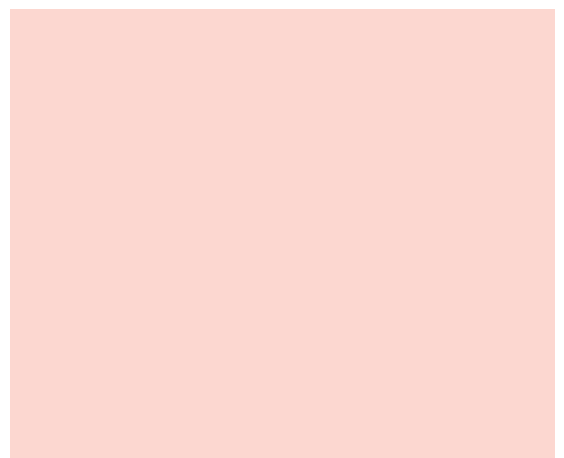
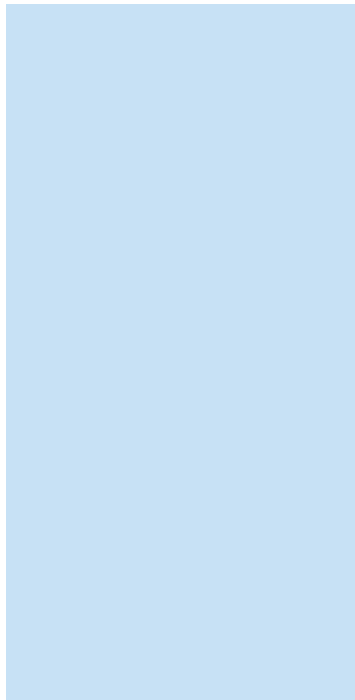
Our lack of rigid departmental boundaries or profit centres means that, unlike at many firms, trainees can see projects through from initial instruction to completion, as they have the flexibility to carry work between seats without an arbitrary cut-off after six months. We think this flexibility provides our trainee solicitors with the best possible preparation for practice as an associate of the firm.

"Cleary's approach is very holistic and tailored to each person."

Chambers Student Guide 2017

Heary





Flexibility on Qualification

On qualification, some of our trainees immediately choose to focus on a single practice area, such as competition or international litigation and arbitration.

However, many choose to maintain a more wide-ranging corporate practice. It is not unusual, for example, for associates to work for a number of years across a range of M&A, capital markets, and finance transactions in order to round out their experience before opting to focus in one area or another. This is a key part of our approach.

Development of Our Trainees

We place great importance on the development of our trainees and on maximising their experience during the training contract. This hands-on training is supplemented by a dedicated trainee programme, which is designed to provide very real, practical support for the work undertaken by trainees across all practice areas. Trainees also attend the office-wide training sessions on topical legal issues and the Europe-wide seminars on M&A, capital markets, and finance. The training goes hand-in-hand with other legal support provided by a dedicated Practice Development infrastructure. Practice Development lawyers, responsible for a range of resources and tools, provide advice and guidance on precedents and other materials and legal issues. On qualification, learning and development continues, and associates benefit from a tailored skills programme to develop confidence and competence as their careers progress.

The Formal Legal Training

The University of Law is our exclusive partner for the GDL, the LPC, and the PSC. We believe that this partnership has several advantages:

- It has allowed us to develop an LPC+ in conjunction with the University of Law in which we provide additional training sessions at our offices. These cover market practice and trends to give an up-to-the-minute perspective on topics relevant to our practice as well as legal topics designed to supplement those studied on the LPC itself.
- As our future trainees tend to study together at the University of Law's Moorgate centre in London, they are able to get to know each other before joining us. In particular, the LPC electives are taught in firm-specific (although not necessarily exclusive) groups.
- By collaborating with a single course provider at each of the three stages of the formal legal education process, we are able to build incrementally, and without unnecessary duplication, on previous learning so as to provide a streamlined approach.

Organic Growth

We are dedicated to expanding our practice through organic growth. Approximately 90 percent of our current partners were promoted from among our associates.



“The LPC+ was well designed to prepare us for working life. It helped bridge the gap between academic studies and the realities of practice. In particular the tailored electives, developed with the firm’s core capabilities in mind, provided us with a solid foundation of commercial knowledge. Overall, the LPC+ programme gave me the practical skills that enable me to feel both confident and excited to begin my legal career at Cleary.”

Sienna Smallman
Trainee Solicitor

“My six months spent in the firm’s Paris office were greatly enjoyable and valuable. I joined the international arbitration team and was involved in a wide variety of contentious matters involving both multinational corporates and sovereign states. It was great to work with international colleagues and to develop my lawyering skills in another Cleary office.”

Tom Wales
Newly Qualified Associate





“Equality, diversity and inclusion have underpinned our culture since the day the firm was founded. We believe that our culture promotes an atmosphere in which everyone can flourish.”

Jim Ho
Partner

“The BAME sub-committee initiated a series of office wide celebrations to mark various events representative of BAME cultures. These are simple, low-key events intended to raise awareness, spark conversations, and incorporate aspects that are representative of BAME cultures more naturally into the office environment.”

Naomi Tarawali
Associate



A Vibrant and Engaging Community

What do diversity and inclusion

mean at Cleary Gottlieb? Simply put, you will feel like you are part of the firm from the day you arrive, ready to seize opportunities that will enrich your career.

A key reason: our Committee on Diversity and Inclusion (CDI), Global Leadership Development Committee (GLDC), and the Women's Working Group (WWG) promote open exchanges about diversity and inclusion matters and drive changes at the firm. Our committees' agendas cover a wide and visible set of initiatives that range from mentoring programs and professional development to speaker series and workshops.

In short, you will find Cleary a compelling place to work—and diverse in the broadest sense of the word.

As the first international firm of U.S. origin to sign the Law Society's Diversity and Inclusion Charter, the flagship diversity initiative of the legal profession, and as participants in and supporters of Stonewall's Diversity Champions programme, we demonstrate our commitment to positive action.

We also pride ourselves on having more than 50 female partners and counsel globally, with the first woman elected to partnership in 1978. There is an overall focus on creating an atmosphere of inclusiveness through a diverse workforce, and more than 65 languages are spoken by our lawyers around the world.

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DIVERSITY
RECRUITMENT
EXCELLENCE

"Trainees are 'able to voice their opinion, even as the most junior member of the team' and still feel as though their input is valued."

Lex 100 2017

PRO BONO

Cleary Gottlieb is dedicated

to improving the communities in which we live and work. We have logged more than 100,000 hours worldwide to pro bono legal counsel and public service efforts, leveraging our international network to assist clients in groundbreaking and impactful pro bono matters. In London, lawyers at all levels of seniority are fully supported and encouraged to take part in pro bono and to put our firm-wide commitment to good global citizenship into practice.

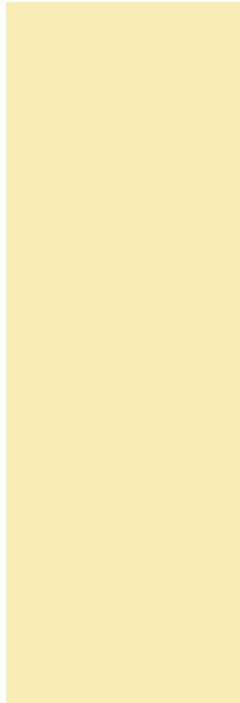
Our lawyers in London provide pro bono legal advice to charitable organisations and individuals on issues ranging from corporate and charity law to human rights and domestic violence. In 2017, Cleary won the LawWorks award for Best Pro Bono Contribution by an International Firm following our successful partnership with Toynbee Hall's women-only free legal advice clinic in East London. Volunteers from the London office staff the clinic on Saturday mornings, advising on issues including family law, domestic violence, employment law, and housing.

Our pro bono opportunities reflect the firm's global integration and internationalist ethos. London lawyers collaborate with their European colleagues to represent individuals fleeing violence and persecution through the International Refugee Assistance Project (IRAP). Following the abolition of the mandatory death penalty laws in Malawi, we have worked on case submissions for the resentencing of prisoners on death row. We also work closely with our international offices to prepare multijurisdictional reports and policy statements in areas of public international law for organisations providing legal services in post-conflict zones.

Furthermore, we are committed to providing opportunities to empower young people for successful employment. We regularly volunteer in the National Literacy Trust's "Words for Work" programme, teaching communication and employability skills at a local school. In 2018, we also collaborated with three clients to design and deliver a bespoke "Tour of the City" initiative, providing sixth-form Business Studies students in Kennington with a unique insight into deal-making in the City of London. Our lawyers additionally mentor first-year undergraduate students from disadvantaged backgrounds through the City Solicitors' Horizons programme, a social mobility initiative to improve access to the legal profession.

In December 2017, a particularly intrepid Cleary team travelled to the Arctic Circle to take part in the National Literacy Trust's Arctic Challenge. The event raised nearly £75,000 for the charity's initiatives to improve literacy levels in schools across the United Kingdom.

Trainees at Cleary are not only given the opportunity to take part in these initiatives but also to find, lead, and manage pro bono projects that interest them. For two years in a row, junior associates at Cleary have won the City of London Law Society's Wig and Pen Prize, a prestigious City-wide award for outstanding commitment to pro bono. We offer unique opportunities for trainees to contribute actively to our global impact from the outset of their careers.



“I have been fortunate enough to work on a variety of cases at Toynbee Hall with different team members. In every single instance, I have been inspired by my peers who so fully devote themselves to contributing what knowledge and experience they possess to the case at hand.”

Denise Lim
Trainee Solicitor



“A secondment to a foreign office is a unique opportunity to gain more responsibility, witness a different legal market in action, develop language skills and foster an understanding of how the firm operates as a truly international business. As well as allowing me to grow as a lawyer, my secondment to Moscow afforded me the opportunity to indulge in my passion for all things Russian!”

Edward Hicks
Newly Qualified Associate

Competition

As a trainee sitting in the Competition seat I was thrown straight into the heart of one the European Commission's biggest ever antitrust investigations. The work I was assigned often involved drafting and research that you would ordinarily only be given as a junior associate. You're treated like a core member of the team from day one, and you'll be surprised at how far you'll come in 6 months.

Andrew Boyce, Trainee Solicitor



M&A

During my M&A seat, I have worked on a diverse range of deals from high-profile UK and European transactions to deals in emerging markets. Although the learning curve is steep, it is a very rewarding experience to be part of such a fast-paced and interesting practice.

Pamela Holmes, Trainee Solicitor





We actively encourage all

candidates who are considering applying to us for a trainee solicitor position to undertake a two-week vacation placement with us, as almost all our trainee solicitors have done. We offer 48 vacation places each year (approximately 12 in winter, 12 in spring, and 12 in each of two summer schemes) and pay £500 per week.

The vacation schemes aim to provide potential training contract applicants with a practical insight into life as a Cleary Gottlieb lawyer. Our objective throughout is to involve participants directly in client work. In addition to providing hands-on experience, the scheme incorporates a series of practice overview sessions designed to ensure exposure to the full range of work that we undertake in London. There are also social events outside the office to help participants get to know the current partners, associates, and trainees of the firm.

We receive a high number of applications for vacation scheme placements and training contracts each year. To succeed, candidates need to demonstrate exceptional academic ability. We normally expect candidates to be on course to attain a high 2.1 or better from a leading university and to have achieved the best reasonably attainable grades at secondary school, taking into account each applicant's individual circumstances. Alongside academic ability, we value evidence of extracurricular achievement. Foreign language skills are a valuable asset, but are not essential.

"Trainees love the 'intellectual focus' and despite the fact that 'everyone is working hard,' the atmosphere is 'friendly' and 'senior lawyers are always good-humoured'"

Lex 100 2017

VACATION SCHEME

The Package

Salary

We offer a salary and benefits package that reflects the premium nature of our practice and is commensurate with our aim to recruit the best lawyers. As of September 2018, our salaries are:

- £48,000 for the first 12 months
- £52,000 for the second 12 months
- £120,000 on qualification

Trainees and associates additionally receive a discretionary, year-end bonus. In keeping with the fundamental principles of the firm, the level of any bonus paid, whether to trainees or to associates, depends solely on seniority and not on billable-hour or other divisive targets.

Funding

We fund the Legal Practice Course for all our future trainee solicitors. For non-law graduates, we also fund the Graduate Diploma in Law. In each year of professional study, we pay a maintenance grant of £8,000.

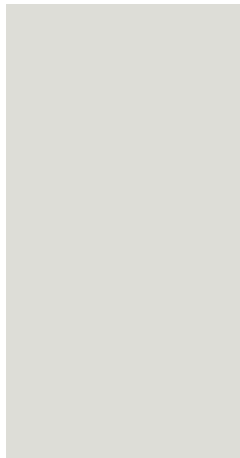
"Cleary is typified by an intellectually curious individual who is committed to their work, and it's very unpretentious."

Chambers 2018

Benefits

Additional benefits include:

- 25 days' vacation per year (exclusive of normal public holidays)
- 30 weeks full pay for maternity and adoption leave
- four weeks paternity leave at full pay
- £750 gym membership subsidy
- BUPA private health care insurance (personal)
- Life insurance of twice annual salary
- Long-term disability insurance
- Critical illness coverage
- Dental insurance
- Child care vouchers
- Employee assistance programme
- Bright Horizons back-up care





My vacation scheme at Cleary provided fantastic insight into the firm's culture. Having been exposed to a wide range of practice areas, I greatly appreciated the flexibility and vast opportunities available to pursue work that interested me. The approachability and support of the lawyers made me feel like a part of the firm, and I am excited to begin my legal career with Cleary.

Mon Yeu Chan, Future Trainee Solicitor

The vacation scheme at Cleary was a great opportunity to learn more about the firm and how it differentiates itself from other law firms in the City. Aside from the work, Cleary definitely has a friendly and fun culture. The vacation scheme showed me that Cleary is the ideal place for any aspiring lawyer who is driven and enjoys collaborating with intelligent people.

Dabi Odugbemi, Future Trainee Solicitor



A vacation scheme at Cleary is hugely varied. In addition to the trainee, associate, and partner mentors assigned to you at the beginning, there are numerous opportunities to undertake projects for other lawyers working across the firm's core practice areas.

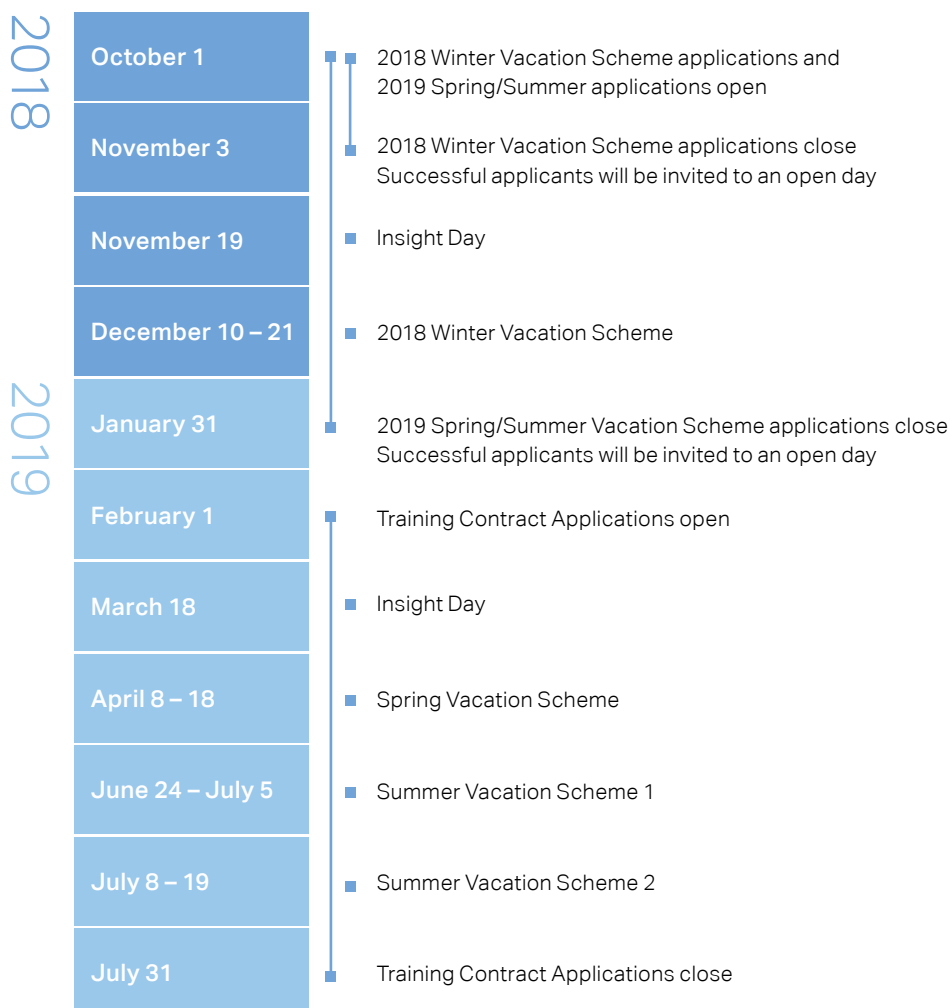
Thomas Peet, Future Trainee Solicitor

When and How to Apply

All candidates should submit a cover letter and full curriculum vitae, including a breakdown by subject of all A-Level (or equivalent) results and degree results where known. Details of at least one academic referee should be included, whom we may choose to contact directly.

Applications for both vacation placements and trainee solicitor positions should be submitted via our website (www.clearygottlieb.com/careers/london).

We will review applications for vacation schemes on a rolling basis. Direct training contract applications will not be reviewed until after the deadline on 31 July 2019.



SELECTED HONOURS

Global Legal Awards

Two Grand Prizes:

- Global Finance Deal of the Year:
Capital Markets (Debt)
- Global Dispute of the Year:
Transnational Litigation

Seven awards, including:

- Global Dispute of the Year
- Global Finance Deal of the Year
- Global M&A Deal of the Year
- Global Pro Bono Dispute of the Year

The American Lawyer, 2017

Top 10 in the Diversity Scorecard

The American Lawyer, 2018

Best Contribution by an International Law Firm Award (pro bono)

LawWorks, 2017

Wig and Pen Prize (pro bono)

City of London Law Society, 2016 and 2017

The Global 20

Law360 List of Preeminent International Law Firms 2011-2018

Top 30 Firm

Global Arbitration Review's GAR 30, 2018

Ranked No.1 in the Top 25 "Global Elite"

Global Competition Review, 2018

Matter of the Year Award

Global Competition Review, 2018

International Law Firm of the Year Award

Asian Legal Business, 2017

China M&A Deal of the Year Award

Asian Legal Business, 2018

Top 12 Key Player for India-related Deals

India Business Law Journal, 2018

Russian Law Firm of the Year

International Financial Law Review, 2013-2017

Russia Deal of the Year Award

CEE Legal Matters, 2018

Law Firm of the Year Award

LatinFinance, 2012-2017





clearygottlieb.com

Founded in 1946 by lawyers committed to legal excellence, internationalism, and diversity, Cleary Gottlieb Steen & Hamilton LLP is a leading international law firm with approximately 1,200 lawyers around the world. The firm has 16 closely integrated offices in New York, Washington, D.C., Paris, Brussels, London, Moscow, Frankfurt, Cologne, Rome, Milan, Hong Kong, Beijing, Buenos Aires, São Paulo, Abu Dhabi, and Seoul.

Under the rules of certain jurisdictions, this may constitute Attorney Advertising. Prior results do not guarantee a similar outcome.

Throughout this brochure, "Cleary Gottlieb" and the "firm" refer to Cleary Gottlieb Steen & Hamilton LLP and its affiliated entities in certain jurisdictions, and the term "offices" includes offices of those affiliated entities.

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