# A Day in the life of...

# **Tiffany**

Associate, A City Law Firm

## MY ALARM GOES OFF...

My alarm goes off around 7:30am, and I usually stay in bed for as long as possible before getting up and starting my morning routine. This involves getting ready for work and checking my work phone to see if anything that may require urgent attention has come in overnight.

I will then take the tube into the office, I usually listen to music or catch up on the news.

### I'M RESPONSIBLE FOR...

As an associate in a litigation department, I support the partners in the team with their cases and I am responsible for the day-to-day management of these cases. This involves liaising with clients, counsel, opposing lawyers, experts and witnesses, amongst other things.

### I GOT MY JOB...

I studied Law (LLB) as my undergraduate degree, and then secured a training contract. The



Undergraduate Law Society at my university put on a lot of helpful events about a career in law, and I had the opportunity to meet lawyers and ask them about their careers and the firms they worked for. This gave me an invaluable insight into a career in law.

I also conducted a lot of research about different types of law firms and the work they do – there are a lot of great resources available online, however my starting point was always firms' websites and ChambersStudent.co.uk!

### AT SCHOOL I STUDIED...

I studied English Literature, Government and Politics, and Economics for my A-Levels. I picked these subjects as I enjoyed

essay writing and subjects which required critical analysis. Whilst at school I was also involved in a lot of extra-curricular activities, such as debating and volunteering. These activities helped me develop skills which I would not have otherwise learnt in the classroom, including important communication

skills.

## MY TYPICAL DAY...

I usually get to work around 9am and have breakfast at my desk. At this point I would usually check my emails again and update my to-do list.

Typical tasks include research (for example, into specific points of law), drafting emails containing advice and updates to clients, and preparing court documents.

I usually will have a quick lunch either in the firm's canteen with colleagues, or I'll pick up something from a supermarket or café and eat at my desk, if I am particularly busy!

## THE KEY SKILLS I USE IN MY JOB...

Attention to detail is a key skill I use every day. For example, when analysing documents and drafting advices to clients, it is essential that I review and consider all the information available to me and present

my findings in a clear, concise way. Small errors may seem unimportant, however they can have serious consequences. Communication skills are also vital. As a solicitor, I must listen carefully to my clients and to my team, and be able to communicate complicated concepts in a clear and easily understandable way.

# THE BEST PART OF MY JOB IS...

I enjoy learning new things every day, be it points of law or about my clients' businesses and the sectors they operate in.

As a lawyer, you are also constantly presented with new problems and challenges, which is very intellectually stimulating.

## THE WORST PART OF MY JOB IS...

There is often a lot of case admin and billing, which can be tedious!

## MY ROLE MODEL GROWING UP WAS...

I don't remember have a role
model growing up, however I
always loved reading about
strong women, or seeing
strong women in movies and television
shows, and knew I
wanted to be like
them – someone
who was empowered and
knew how to
get things
done!

# AFTER WORK...

I usually
finish work
around 7pm,
and come
home and cook
dinner (or, if I
finish late, order

take out!). During the week I tend to cook simple food which can be prepared quickly, like an omelette or pasta.

I also try go to the gym a few times a week after work or make plans with friends, but if I am at home, I will usually chat with my partner and watch some TV.



## MY PLAN B...

I honestly have no idea!
That is not to say that I felt destined for a career in law, and having enjoyed my law degree, it seemed like the natural next step. However, I did not consider much else at the time!

I am a firm believer that it is OK not to know what you want to do in life, and I will probably still be pondering this question when I'm 50. However, so far as careers go, this is certainly a good