



LexisNexis®

Lexis Practice Advisor®

advancing what's possible



Top 10 Secrets of Success from an Associate

by Kevin C. Adam, White & Case LLP

This practice note outlines 10 practical tips you can use as a summer associate to help make the experience a good one for you and your firm. Take it from someone who's been there. This is an important summer for you. It may (and probably will) determine where you have (or don't have) your first job as an actual lawyer. It's an important summer for the firm, too, because the firm is investing a lot to try to determine the same thing—where you'll have your first job as a lawyer. So, for both your sakes, you want to go into the summer with some guidance under your belt. The following tips will help you benefit from some of the secrets of success I've discovered over the years as an associate.

1. Always maintain a positive attitude.

Positivity goes a long way in making a good impression.

2. Get to know attorneys.

Take the time to get to know as many attorneys at the firm as possible, from first-year associates to senior

partners, through firm-wide social events, small group lunches, and work assignments.

3. Try different practice areas.

The summer program is your best chance to work in various areas of law, ranging from corporate to regulatory to disputes. Not only do the practice areas focus on different substantive areas of law, but they also have different work environments and cultures.



4. Be prepared.

Bring your laptop or a pen and paper to meetings and take detailed notes. If your office is business-casual, keep a suit jacket in your office at all times—you never know when a meeting may come up that requires a full suit.

5. Arrive early.

Make sure you know where to go and give yourself adequate time to get there, regardless of whether you're going offsite, to a conference room, or to another attorney's office. Never be late to any meeting or appointment.

6. Request clarity on assignments.

When you get an assignment, ask questions to ensure that you understand the task. If you become confused or need clarification while working on an assignment, reach out to the assigning attorney for further direction. If it becomes clear that you will need more time for an assignment, let the assigning attorney know as soon as possible.

7. Produce a polished work product.

Make sure that your work product—including your e-mails—is grammatically correct and contains no errors

or typos. Double- and triple-check your work before submitting anything.

8. Befriend your fellow summer associates.

The other summer associates are in the same boat as you are and will become some of your closest friends at the firm—especially if you return as a full-time associate. They are not your competition.

9. Be respectful.

The librarians, legal assistants, administrative staff, and other office personnel are great resources for learning more about office culture and can help to make your life easier. Be respectful and learn from them.

10. Ask for advice.

The summer program will keep you busy with substantive assignments and social events. If you ever feel overwhelmed, talk to your attorney mentor or the summer program coordinators.





WHITE & CASE

Kevin C. Adam
Associate, White & Case LLP

Kevin Adam is a litigation associate in the New York and Boston offices and a member of the firm's Global Competition Group. His practice focuses on complex litigation in the areas of antitrust, intellectual property, and commercial disputes. Kevin represents several leading global pharmaceutical companies, including Allergan and Boehringer Ingelheim, in class action litigation matters at the cutting edge of antitrust and intellectual property, including AGGRENOX®, ASACOL®, BOTOX®, DORYX®, and NAMENDA®. He also has experience in antitrust and commercial matters in the agricultural, aviation, casino, health insurance, and petroleum industries.

Kevin regularly speaks and writes about antitrust, class actions, and intellectual property. He has published a number of articles in those areas and is a co-author of a book on class actions titled "Deconstructing Rule 23: A Comparison of Massachusetts and Federal Class-Action Litigation."

Kevin also has an extensive pro bono practice, with a particular focus on criminal appellate work. He has represented criminal defendants in New York's Appellate Division and the New York Court of Appeals. Most recently, Kevin successfully vacated a criminal conviction obtained by the New York Attorney General's Office in New York's First Department.

Kevin graduated from Suffolk University Law School summa cum laude in 2012, where he served as Editor-in-Chief of the Suffolk University Law Review. Prior to joining the firm, Kevin worked at the First District Court of Essex County in Salem, Massachusetts and later served as a research assistant for the Honorable John M. Greaney, former Associate Justice of the Supreme Judicial Court of Massachusetts.

