

Cooley Key

Table of contents

About Cooley

Cooley in London

Accolades

Training at Cooley

Professional development

Applying to train in London

London trainees

Our application process

Spring and summer programmes

Diversity Fellowship

Cooley culture

Diversity, equity and inclusion

Can you Be Cooley?

Events

Pay and benefits

An award-winning firm

Cooley contacts

About Cooley

Cooley provides the opportunity to be part of a collaborative and diverse culture, representing the most innovative companies in the world. We handle game-changing deals, groundbreaking IP matters and business-critical litigation across a wide array of dynamic industries, while at the same time counselling startups and entrepreneurs poised to become the business and technology leaders of the future.

Dating back to 1920, Cooley has a rich history in the US, where we are renowned for our work on transformative deals, complex IP and regulatory matters, and high-stakes litigation, where innovation meets the law. Cooley is known for our work with tech and life sciences companies throughout the world. In 2015, Cooley established our first European office in London, bringing a profile of legal experience supporting and protecting innovation and technology around the world. Integration, collaboration and ensuring that everyone understands they have a part to play are critical to the continued success of the London office and the firm's further growth.



‘Our programme offers unparalleled opportunity for trainees to be part of a collaborative team that encourages their growth through hands-on experience.’

Claire Keast-Butler
London co-partner in charge

‘Trainees in Cooley’s London office contribute directly to the success of our team — they are challenged to learn by doing, and guided by brilliant mentors.’

James Maton
London co-partner in charge



Cooley in London

As a global city – a centre of finance and a hub for technology, innovation and creativity – London is a natural fit for Cooley's international clients and for the firm's strategic global growth. The office now has more than 100 lawyers in our office at 22 Bishopsgate.

The office provides corporate legal advice on domestic and cross-border mergers and acquisitions, capital markets transactions, debt finance, and private equity and venture capital financings. The firm has deep experience in advising high-growth disruptive technology and life sciences companies as general corporate counsel at all stages of a company's life cycle.

Additionally, the London office has teams advising on technology transactions, cyber/data/privacy, competition, intellectual property, compensation and benefits, employment, and tax matters.

Our London-based litigators have considerable experience in complex domestic and cross-border litigation, international arbitration, and regulatory matters. They have handled litigation in all commercial divisions of the English High Court, Court of Appeal, Supreme Court and Court of Justice of the European Union, and represented clients in all major international arbitration proceedings.

We offer a wealth of experience in major international asset disputes, including advising governments on their anti-corruption agencies in seeking to trace, freeze and recover corruptly acquired assets of dishonest public officials, along with advising major private companies. Our white collar defense and investigations team acts for business executives in connection with high-profile and sensitive global investigations.

With a client-first approach and an uncompromising focus on the highest levels of knowledge and responsiveness, Cooley's product compliance and litigation team provides a unique level of support for product manufacturers navigating the rapidly changing international regulatory and litigation risk landscape.



'During my training at Cooley, I found everyone to be super collaborative ... everyone supervising my work was extremely generous with their time and patient in getting me up to speed, and I never felt left out of any conversation big or small. That leaves you with the feeling that you can contribute like an equal stakeholder from very early on. Trainees are an integral part of any deal team and do actual, meaningful work. Everyone at Cooley is keen to get you client contact as early as you want it, and as often as it makes sense.'

Arda Tekin

Associate

Life sciences partnering

Accolades

21 practices recommended and more than 45 individual lawyer recommendations from The Legal 500 UK (2024)

Seven practice areas + 17 lawyers ranked by Chambers UK (2024)

Band 1 recognition in Chambers UK's Life Sciences: Transactional category (2024)

European Competition/Antitrust Team of the Year at The Lawyer's European Awards (2023)

Shortlisted for Corporate Team of the Year at the British Legal Awards (2023)

Life Sciences Transactional Firm of the Year by Who's Who Legal (2022 – 2023)

Shortlisted for City Firm of the Year + Litigation Team of the Year at The Lawyer Awards (2022)

London office recognised by The Legal 500's Future Lawyers trainee solicitor survey as a winning firm across eight categories

Founding member of Lawyers for a Sustainable Economy

On Seramount's list of Best Law Firms For Women and Diversity

Gold Standard Certification from the Women in Law Empowerment Forum (WILEF)

Mansfield Rule UK certified by Diversity Lab

Excellence in Pro Bono award by The Law Society for outstanding work on The Statelessness Project, with 118,000+ pro bono hours firmwide for legal services partners and nonprofits in 2022

Training at Cooley

We believe in learning by doing, and trainees will be involved in real work from the start. Cooley trainees are often pleasantly surprised by the level of responsibility they have on the matters assigned to them.

Cooley's two-year training programme is most typically divided into four seats of six months each. This will likely include at least one business litigation seat, where work could involve commercial disputes, white collar defense and investigations, international arbitration, employment, product compliance and litigation, or intellectual property matters. Other seats could involve such contentious or noncontentious corporate commercial areas as M&A, private equity and venture capital, life sciences, finance, capital markets, technology transactions and cyber/data/privacy, and compensation and benefits. Seat options may evolve over time and in response to Cooley's commercial business needs, but we work to ensure trainees obtain experience in the areas of greatest interest to them. Trainees are supervised by lawyers at varying levels of seniority, as the experiences can be different but equally valuable to each trainee's development.

Cooley is dedicated to helping trainees unlock their full potential to be their personal and professional best. We have developed a comprehensive training programme delivered by associates, partners and the professional development team at the firm. The aim is to enable trainees to develop practice-based skills and knowledge in our key areas, in addition to professional skills covering topics such as professional brand, presence and impact, building relationships in a hybrid environment, and collaborating effectively at work. The support network at Cooley is extensive: Trainees have an assigned supervisor, a trainee buddy in the year above, a partner mentor, the legal talent team, the professional development team, and the training partner to help and encourage progress and growth.

Professional development

The professional development team is dedicated to helping lawyers unlock their full potential to be their personal and professional best. Cooley's approach to professional development promotes the mindsets and habits of successful lawyers. By focusing on individualised, authentic development, we help lawyers leverage their personal strengths and align their personal values with Cooley's strategy.

Substantive legal education

Ongoing, coordinated learning

Across all Cooley practice groups and offices, formal training helps lawyers continually develop and hone their legal skills.

Academies and workshops

Learning with, from and about each other

Focused on skills critical to each stage of a lawyer's career, Cooley's academies and workshops are designed for interactive peer-to-peer learning that fosters social integration and actionable outcomes.

Coaching

Creative, confidential conversations

Cooley's culture promotes lifelong learning. Our bespoke coaching service personalises the learning process so professional goals are achieved through personal ownership.

Digital learning

On demand and just in time

Cooley offers snackable, relevant, and actionable content in a variety of formats that are ready when and where you are.

Shadowing and mentoring

On the shoulders of giants

Learn alongside the best at Cooley – and get insights from those who have traveled further down the road.



'With the smaller intake at Cooley, I have had greater one-to-one learning opportunities and a higher level of responsibility. Everyone at all levels takes the time to look out for you and help contribute towards your development. It's a great place to train!'

Bijal Limbachia

First-year trainee

Current seat: General corporate

'I've experienced firsthand the firm's collaborative atmosphere; the team is eager to share knowledge and support one another. What truly sets Cooley apart is its impressive roster of clients. Being part of a firm that works with such innovative and impactful companies is both exciting and inspiring.'

Alex Mizgajski

First-year trainee

Current seat: Business litigation

Applying to train in London

Cooley recruits trainees two years in advance and exclusively through its spring and summer programmes. If you want to be considered for a training contract starting in August 2027, you will need to apply for our 2025 spring or summer programmes. Applications need to be submitted by 31 December 2024. We will begin to review applications and shortlist applicants in advance of the deadline.

Shortlisted applicants can expect to hear from the firm about next steps in the assessment and selection process from around mid-November onwards. All applicants will be informed of the final status of their applications within a month of the final deadline.

Cooley's London office has transitioned to the Solicitors Qualifying Examination (SQE). Applicants interested in training at Cooley are encouraged to follow the SQE route for entry in 2027 and beyond.

Submit your application: <https://cooley.grad.allhires.com>

Academic requirements

Cooley's academic requirements are a minimum 2.1 at degree level for any discipline and 128 UCAS points (ABB at A Level) or equivalent, not to include points from AS levels or general studies. We will accept applications from individuals who do not meet these requirements if they have clear and valid mitigating circumstances – and have otherwise demonstrated excellence at another point in their academic or professional history.

Law school support

For those who secure a training place prior to the start of law school, Cooley will pay the fees and provide subsistence of £20,000 per annum. Cooley trainees attend The University of Law to follow the SQE pathway.

London trainees



Alex Mizgajski
First-year trainee
Mount Royal
University (Canada)
Criminal Justice



Bijal Limbachia
First-year trainee
University of Warwick
Law



Emily Hall
First-year trainee
University of Cambridge
History



Amber Fisher
Second-year trainee
Queen Mary University London
English and European Law



Emerald Hockley
Second-year trainee
University of Aberdeen
Scots Law with
English Law



Pia Pyrtek
Second-year trainee
Queen Mary University London
Law



Humera Khan
Second-year trainee
University of Birmingham
English

Our application process

If you are successful at the initial application stage, you will then take an online appraisal designed to assess your critical thinking skills. Candidates who perform most impressively will be invited to interviews and an assessment process involving a commercial case study, which has been designed to give you the opportunity to showcase your skills in teamwork, commercial sense, communication, logic, judgement, creativity and decision-making.

Interviews will be conducted by a variety of lawyers at varying levels of seniority.



'During my training at Cooley, I felt that everyone I worked with greatly valued me. For instance, the associates were always very generous with their time in briefing me on matters, providing feedback to me and constantly keeping an eye out on interesting matters they could get me involved in. I couldn't have asked for a more collegiate environment to train in!'

Alice Wong

Associate

Compensation and benefits



Interviews will consist of a mix of competency and scenario-based questions. In addition, there will likely be a discussion about topics designed to assess your awareness of issues affecting the work of commercial lawyers and their clients. You should be prepared to talk about your interest in Cooley, the work our firm does and the clients with whom we work. The interviews are an opportunity for us to get to know you a little better and to determine how your experiences have prepared you to work in a law firm environment, as well as an opportunity for you to assess whether Cooley is a match for your aspirations, so you should ask questions about what matters to you.

If you receive and accept an offer to join Cooley, you will hear from the firm regularly throughout the period before formally joining us. Future trainees are invited to various events, helping them to integrate and grow their connections with people at the firm before starting their training. It is important to us that trainees are included and feel a sense of belonging at Cooley from the beginning.

Spring and summer programmes

Cooley's two-week spring and summer programmes (vacation schemes) involve a combination of hands-on work on active matters, shadowing other trainees, dynamic skills sessions, talks and social events. With the goal of involving programme participants in client work to the greatest extent possible, individuals may find themselves attending meetings, taking part in conference calls, going to hearings, assisting on deals, conducting research or participating in project work. Our aim is to plan a programme where you will learn and have the opportunity to demonstrate your potential, while simultaneously gaining as much insight as possible into the firm, our people and the work we do.



'I was made to feel right at home as soon as I arrived on my summer programme at Cooley. Everyone went out of their way to engage with me – lawyers and beyond. This gave me the opportunity to be involved in a variety of exciting work, where I felt a valued member of the team, and my voice was always heard. Most importantly, it confirmed that Cooley has a vibrant and supportive culture that I know I will thrive in throughout my future career.'

Amber Fisher

Second-year trainee

Current seat: Technology transactions and cyber/data/privacy

'Diverse, supportive and highly thought-provoking is how I would describe my experience on Cooley's vacation scheme. The focus on inclusivity made me feel immediately comfortable and as though I could bring my full self to the workplace. This provided a fertile environment for me to perform at my best, ask questions and build connections – the firm's culture really is unparalleled. People at all levels set aside time for feedback and support, and your input feels valued immediately. Being valued in your capacity both as colleague and individual, in addition to the breadth and depth of work I was able to experience, was paramount in my decision to join the firm.'

Pia Pyrtek

Second-year trainee

Current seat: Antitrust



Diversity Fellowship

The Cooley UK Diversity Fellowship is a unique chance to gain valuable insights about a career in law with Cooley, with the opportunity to participate in Cooley's summer programme a year sooner than students are typically eligible to participate. Our summer programme is an essential part of our trainee solicitor recruitment process, as participants are traditionally considered for a training contract at the conclusion of the programme. As Diversity Fellows will be participating in the summer programme a year early, at the conclusion of the programme, they will be considered for participation in the programme again the following year. The two-year approach will provide the opportunity for Diversity Fellows to learn about our work environment, develop relevant skills, and gain invaluable contacts and experience that will enable them to perform to their best when they attend the summer programme in their second year.

Award recipients will receive a paid summer programme position and a bursary of up to £12,000 to assist with university/law school tuition. The bursary will be paid in three instalments: £4,000 upon completion of the first summer programme with the firm; £4,000 upon completion of the second summer programme with the firm; and the remaining £4,000 upon joining the firm as a full-time trainee solicitor.



‘When we embrace individuals from diverse backgrounds and perspectives, we create a rich tapestry of ideas, experiences, and talents. This diversity sparks innovation, challenges the status quo and propels us forward.’

Rachel Proffitt
CEO

‘The Diversity Fellowship has been an amazing opportunity to gain invaluable insight into the work Cooley does. Completing the summer programme (one year early) was a unique opportunity to view life at the firm from the inside. Despite only being there for two weeks, I was made to feel comfortable and valued from the first day! The firm’s commitment to fostering and maintaining relationships truly reflects the warm and welcoming culture of the Cooley office.’

Kaycee Barwell
Future trainee
2022 UK Diversity Fellow

‘I have felt really welcomed in my experience with the firm, it has augmented my enthusiasm for the law, and I find myself frequently reflecting on my learning experience on the summer programme and how much it has helped me. It has really driven me and broadened my horizons.’

Ilyan Marshall
Future trainee
2023 UK Diversity Fellow

Diversity Fellowship eligibility

We welcome applications from all outstanding university students who:

- Are enrolled full time in a UK university course at the time of application, with an anticipated graduation date from a UK law school (studying for qualification as a solicitor in England and Wales) no later than 2028.
- Demonstrate a commitment to promoting diversity, equity and inclusion within their local communities and/or more broadly.
- Can participate in and complete Cooley's 2025 summer programme.
- Will not receive a diversity award from another law firm paid between 1 January 2025 and 31 August 2025.

Application submissions

We will consider only one complete and accurate online application from each applicant, and it must include:

- A personal statement of no more than 650 words demonstrating achievement of the selection criteria for the Diversity Fellowship as outlined.
- Academic transcript (if available).

For students in the 2024 – 2025 academic year, applications will open on 3 February 2025 and must be submitted by 16 March 2025. Selected applicants will be contacted after this date for personal interviews.

Please direct questions regarding our fellowship to the diversity, equity and inclusion team at diversityfellowshipuk@cooley.com.

Selection criteria

We will consider applicants based on:

- Demonstrated commitment to promoting diversity, equity and inclusion.
- Sixth form (Years 12 and 13) and university academic achievement.
- Personal achievement.
- Demonstrated leadership ability.
- Community service.



‘The Diversity Fellowship is just one of the ways in which Cooley is levelling the playing field for entry into the profession. We’re passionate in our belief that a career at Cooley should be open to anyone that has the right mindset and the right talent.’

Claire Temple
Partner and training principal

Cooley culture

Cooley is intent on maintaining its standing as one of the world's greatest law firms, and also on keeping its reputation as a great place to work. We fundamentally believe that the two can, indeed must, go hand in hand. We know that simple things matter – like being thanked and appreciated for your hard work.

We invest heavily in preserving our culture as we grow. This is reflected in our dedication to hiring the candidates who demonstrate the traits and values we have identified as central to success at Cooley, such as creativity, entrepreneurial savvy and commitment to collaboration.

It is also reflected in how we create the space and time for people to come together to talk, share, celebrate and interact. In London, we have regular Cooley 'Cool Down' social time in our wonderful cafe space, Arthur's. In addition, we have numerous planned and impromptu office-wide socials, including summer and winter events, a festive quiz (organised by trainees), and sports teams and matches.

Diversity, equity and inclusion

Cooley's commitment to attracting, mentoring and retaining an exceptional team of lawyers from as many backgrounds as possible is embedded in our culture. We are dedicated to maintaining a truly diverse workplace that values and celebrates differences – from the way we relate to and support each other to the way we work together to meet our clients' needs.

We have several affinity groups at Cooley with active membership in our London office, including the Cooley Inclusion Alliance, Women's Initiative, and LGBTQ+, Black Attorney and Black Business Professionals, Asian Pacific Islander Attorney, Latinx, Middle East and North African (MENA) and Caregivers Attorney affinity groups. These groups provide resources and networks to support the retention and inclusion of our lawyers. Additionally, a London partner and associate sit on Cooley's firmwide diversity committee, which meets bimonthly to strategise ways to maintain and strengthen a culture of equity and inclusivity across Cooley.

We're proud of our annual commitment to Pathways to Law, which provides legal work experience to academically able, A-level students from underrepresented backgrounds. In addition, we review spring and summer programme and Diversity Fellowship applications on a name-blind basis, and we conduct behavioural interviewer and unconscious bias training for all our lawyers, directors and managers. We also implement the Rare Contextual Recruitment System as part of our application system to ensure we have the best appreciation and understanding of the nature of candidates' achievements and the manner in which they were achieved.

We're excited about what lies ahead in continuing to attract, develop and retain diverse talent at Cooley. Learn more about diversity, equity and inclusion and Cooley's DEI Action Plan: www.cooley.com/diversity.



Can you Be Cooley?

Cooley lawyers are stimulated by solving business and legal challenges. The work we do is complex, so our lawyers must relish developing the intellectual and analytical mastery needed to find difficult answers to thorny questions. We're seeking candidates who share this passion, as well as an appreciation of how to develop effective business and working relationships. In addition, applicants should be able to demonstrate:

- Motivation and initiative
- Communication skills and leadership
- Service orientation and work ethic
- Superior judgement and problem-solving skills
- Commitment, enthusiasm and team spirit
- Professionalism



Events

In addition to attending university and national law fairs and events (both in person and virtually), we will be hosting Meet Cooley insight events.

2024 Meet Cooley events and application deadlines:

- 5 November 2024 (in-person event; apply by 4 October 2024)
- 28 November 2024 (virtual event; apply by 31 October 2024)
- 11 December 2024 (in-person event; apply by 8 November 2024)

For the three 2024 events, priority will be given to those who have reached at least their penultimate year of a law degree or final year of a non-law degree, as well as graduates and career changers.

Another Meet Cooley event will take place in May 2025 (the exact date will be published on our website and application system in early 2025). The deadline for this will be 27 March 2025. This event is aimed at those who are at an earlier stage in their academic pathway. Priority will be given to those who haven't applied for the spring or summer programme or training contract.

These events are a great opportunity to get meaningful insight into the firm, learn more about our practice areas and get a feel for our culture. In addition, networking with our lawyers will help you decide if the working environment is right for you – and if you can see yourself developing your career here.

www.cooley.com/uktrainee

Pay and benefits

The starting salary is £55,000, rising to £60,000 in the second year of training. The newly qualified salary is £157,000. Other benefits:

- 25 days of annual leave
- GymFlex membership/fitness and nutrition reimbursement contribution
- Season ticket loan
- Critical illness insurance
- Private medical insurance
- Life assurance
- Pension scheme and firm contribution
- Modern Health employee assistance programme
- Fertility treatment
- Income protection
- Childcare vouchers
- Sports, social and celebratory events
- Well-being programme

An award-winning firm

Cooley's London office was a winning firm across eight categories in **The Legal 500's Future Lawyers trainee solicitor survey**.



Cooley contacts

Sarah Warnes
Trainee recruitment and
legal talent manager

Rachael Driscoll
Legal talent assistant

Claire Temple
Partner and training principal

uktrainee@cooley.com

Cooley (UK) LLP
22 Bishopsgate
London
EC2N 4BQ
+44 (0) 20 7583 4055



