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# Virtual Insight Scheme

## Application guide

# The Stone King Virtual Insight Scheme

## Your application guide

Thank you for your interest in joining Stone King's Virtual Insight Scheme, 2025. This guide is here to help you prepare for your application. Read on for helpful hints for the application process.

Our Virtual Insight Scheme is our virtual work experience that runs over four days in April. This scheme is designed to give participants an in-depth insight into Stone King, including our practice areas, our culture, as well as opportunities to learn more about careers in law and develop knowledge/skills that will be helpful for the participants next steps.

# Guide contents



1. The application
2. Top tips
3. The questions
4. Meet the team

# The application

## Before you start...

### Some tips before you start your application:

- ✓ **Read the job description and check you meet the eligibility criteria for the role.** This includes the requirement to be available on the scheme dates.
- ✓ **Consider why you are applying** – this will be helpful when it comes to writing your application.
- ✓ **Make note of the closing date** and ensure you allocate sufficient time to complete the application without needing to rush. Remember, a significant part of your application will be research so ensure you factor this into your planning. You will also need enough time to make any changes before you submit.

# The application

## What to expect

Our applications process is a simple online application. It gives you an opportunity to tell us a little bit about you that isn't necessarily on your CV. We've created some questions that help you dig deeper into your experience and what you're looking for in a career in law.

### Personal information

Please ensure you provide your up-to-date contact details.

### Your profile

Tell us all about your education and your experience to date.

### Your CV

Ensure you tailor it to each firm you're applying to – it goes a long way!

### Cover letter

Not mandatory, but a great way to expand on your CV and expand on the reasons why you are applying and showcase your research.

### Questions to get to know you

Your chance to show us who you are, and what you can bring to the scheme.

Continue reading to find out some examples of questions you might need to answer as part of your Stone King application.

# The application

## Top tips

By now, you know a little about what to expect at each stage of our application process. However, applications can be a little daunting. We've given some top tips below to help your application stand out from the rest. Remember, take your time, double check your CV, and always ask someone to review your application before hitting submit.

### Your CV

#### Josephine Bloggs

##### Personal Statement

I am an enthusiastic, initiative-taking, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I can work well both in a team environment as well as using own initiative. I can work well under pressure and adhere to strict deadlines.

##### Education

Further Education	2022-2024
Master's or other further education	
University	2018-2022
Degree	
<i>Relevant Modules to the role you are applying for</i>	
School	2012-2018
GCSEs and A-Levels	

##### Relevant Experience

Role 1	2021-2024
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.	

Role 2	2020-2020
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##### Other Relevant Experience

Vacation Scheme	Summer 2023
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Your CV is a fantastic tool to showcase you as a candidate, your experience and skills and why you'd be great in the role you're applying for.

**Tailor your CV** to the role you are applying for.

Most job descriptions will list the ideal candidate or skills required. You can use this to reference key skills and relevant experience in your CV.

For the Virtual Insight Scheme, we are looking for candidates who are interested in a career in law. You don't need to have a law degree, but it would be helpful for you to tell us why you're interested if you haven't studied law.

Keep the formatting simple, remove any photos, and always upload as a PDF.

Be honest! Being honest on your CV or application is crucial not only for maintaining integrity but also for ensuring you're a good fit for the role. Don't put anything on your CV or application that isn't true or accurate. If you can't think of direct relevant experience, you can always focus on the transferable skills, enthusiasm and potential you can bring to the role.

[Click Here for a helpful CV writing video. \(Opens in YouTube\)](#)

# The application

## Top tips

### Cover letter

To Whom it May Concern,

Paragraph one is meant to be a short introductory paragraph, telling the employer who you are and why you're applying to the role. Think, no more than 3 or 4 lines. Keep it short and sweet.

Paragraph two is to grab the attention of the hiring team, expand on your experience that you've had to-date and why it is relevant to the role you're applying to.

Paragraph three is a continuation of the second paragraph, always ensuring you're bringing your experience into the role, as well as reasons for why you want to join that business.

Paragraph four is a good time to wrap up your cover letter, ensuring that it hasn't breached the 1 side of A4 mark.

Thank the Hiring Team for accepting your application, and sign off. Depending on the type of business you are applying to, your sign-off can be formal or informal.

Best wishes / Kind Regards / Yours Sincerely  
Josephine Bloggs

Think of your cover letter as an extension to your CV. It's not always mandatory, and we don't expect you to upload one. However, it's a fantastic opportunity to bring your experience mentioned in your CV to life.

Keep it to no more than one side of A4.

This is the place to show your research into Stone King and why you would be suitable for the Insight Scheme.

Keep it short and simple, ensuring you show your research into the business and role you're applying to.

# The questions



## And how best to answer them

Please discuss what you feel sets Stone King apart from other law firms that you have considered.

Completing an application form takes an investment of time and effort on your part. Before researching firms, consider what might be important to you in a place of work/work experience and try to elaborate on this in your answers. For example, you might be particularly passionate about an area of law and if Stone King aligns with those interests, tell us how and why this is important to you.

There is a variety of useful resources out there, including our website and LinkedIn that contains useful information that you can incorporate into your application. Use these to your advantage and don't be afraid to refer to them in your application. If you have spoken with a Stone King team member and want to include this in your application, please do, we love a shout out!

Please give details of your main extra-curricular activities, interests and levels of involvement.

This isn't a trick question! We want to get to know you, and what your interests are. You may want to link back to your 'about Stone King' question if you have discussed a particular area or passion.

Please describe an achievement of importance to you.

This doesn't have to be academic. It could be that you've passed your driving test or trained your new dog to do tricks. You get the idea! It's helpful to elaborate on the skills you utilised or developed, and again, it might be an idea to think about any skills or values we reference in the job description at this point.



# The application

## Before you press submit...

### Some tips before you submit your application:

- ✓ **Double check for accuracy** - Check your spelling and grammar as well as the accuracy of any information.
- ✓ **Ask for feedback** – It is helpful to have someone else other than yourself review your application. Fresh eyes can sometimes help identify errors you might have missed or offer suggestions for improvement.
- ✓ **Don't leave it too late!** The closing date will be clearly listed on the advert. If you are asking someone to review, ensure you leave enough time for any amendments to avoid rushing your application and risking any errors.
- ✓ **Have you answered the questions?** Read the questions again with your answers and check your answer includes the information it is asking for. Whilst detail is helpful, it is crucial that the answer specifically addresses and provides the information the question is asking for.
- ✓ **Have you tailored your CV/application and cover letter?** Ensure you have tailored your application to Stone King and the job description.
- ✓ **Is your CV and cover letter presentable and easy to read?** It's a good idea to convert any documents to PDF. You should also ensure all documents are formatted well, and are easy to read and understand.



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## Thank you

We hope this guide was useful and we look forward to receiving your application!

### **Darcy Beauchamp**

Talent Acquisition & Early Careers Manager

### **James Clarke**

Talent Acquisition & Early Careers Adviser

This guide is for information purposes only and the content does not in any way constitute legal advice. Stone King LLP is authorised and regulated by the Solicitors Regulation Authority under number 427864.

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