



ALSA INDONESIA CAREER GUIDELINES

ALSA NATIONAL CHAPTER INDONESIA 2024/2025

“Legal Career Toolkit: Master the Path to Success”

in collaboration with

**Soemadipradja & Taher and
International Test Center**

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Assalamualaikum Wr., Wb.,
Shallom,
Om Swastiastu,
Namo Buddhaya,
Greetings to All of Us!

First and foremost, let us express our utmost gratitude to the Almighty God, for it is through His blessings and grace that we are granted good health and an abundance of opportunities. It is through His love and compassion that we can continue to learn and grow within the home we cherish – the Asian Law Students' Association National Chapter Indonesia (ALSA Indonesia). This home has served as the premier platform for the personal and professional development of over 9,900 members across 15 Local Chapters throughout the Nusantara. Our unwavering commitment to member development is firmly rooted in ALSA's four pillars: legally skilled, academically committed, socially responsible, and internationally minded.

In our pursuit of these pillars, ALSA Indonesia consistently fosters a spirit of synergy and active participation to make a positive impact on a broader scale, specifically pursuing members/alumni careers. As part of this commitment, we proudly present the **ALSA Indonesia Career Guidelines**, a collaborative effort with well-known institutions such as **Soemadipradja & Taher (S&T)** and **International Test Center (ITC)**. This document serves as a comprehensive guide to assist ALSA Indonesia members in preparing for their careers, with a specific focus on building outstanding CVs, excelling in interviews, and enhancing English Proficiency Test (EPT) scores. Importantly, we have ensured that the content of this guide reflects the insights and expectations of top-tier organizations, providing a clear and reliable perspective for aspiring professionals.

On behalf of the entire ALSA Indonesia family, I am proud to present this product as a tool for you to explore, absorb, and implement in your career preparation journey. May this guide empower you to achieve your professional aspirations with confidence and clarity. Let the universe always guide and support you in the pursuit of your dreams!

Wassalamualaikum Wr., Wb.,
Om Shanti, Shanti, Shanti Om!

ALSA, Always be One!



Delvino Ahmad Hidayat Lolianto

President of ALSA National Chapter
Indonesia 2024-2025

PARTNERS PROFILE



The **International Test Center (ITC)** has been operating since 2004 with the primary goal of enhancing the confidence of Indonesians through internationally recognized learning and certification programs. ITC is committed to supporting human resource development by providing various competency development programs. It is recognized as the official representative in Indonesia for major international organizations such as ETS, Certiport, and CGFNS International, which offer globally standardized programs in their respective fields. ITC has a vision and mission to boost the Confidence For Everyone. Additionally, ITC serves as the Country Master Distributor for the TOEIC program in Indonesia and provides TOEFL iBT preparation as well as the TOEFL Young Student Series program. ITC held some pillars, which are **Reliable, Safe and Secure, Quality, Customer Centric, and Humble.**

Soemadipradja & Taher (S&T) is an Indonesian full-service law firm, established in 1991. The firm is ranked in the top tier of Indonesian law firms, assisting clients to achieve their business objectives, in a responsive, practical and cost-effective manner. S&T is the exclusive Indonesian member of TerraLex, a leading global law firm network, and maintains relationships with prominent international law firms. These relationships allow us to provide clients the ability to conduct cross-border transactions using a network of firms that maintain the highest professional standards worldwide. The firm is consistently recognised by various legal directories and publications for its expertise in corporate and commercial law, energy/natural resources and dispute resolution. As Indonesia's legal landscape evolves, we remain focused on providing our clients commercially-effective legal solutions, taking into consideration the complexities of Indonesia's law and culture.

Cracking the Code: **CV,** **Interview, and Written Test** Tips for Aspiring Lawyers In Collaboration with

S&T



Curriculum Vitae

Definition

A curriculum vitae (CV) is a comprehensive document that outlines an individual's academic and professional history, including education, work experience, skills, and accomplishments. When applying to law firms, it's essential to highlight your specific legal interests, such as corporate law, intellectual property, human rights, etc. Highlighting relevant work experience, academic achievements (including GPA), and extracurricular activities can strengthen your CV. Detailing internships, moot court participation, or legal research projects showcases your skills and dedication, aligning your profile with law firm expectations.

What Makes Your CV Stand Out?

1. **Easy to Spot** – A well-structured and visually clear CV helps recruiters quickly find key information.
2. **To the Point** – Keep it concise and relevant, focusing only on essential details.
3. **Work Experience (e.g., Internships)** – Having prior experience, even internships, shows practical exposure and readiness for the role.

What Do Recruiters Look For?

1. **Relevance to Their Needs** – Your CV should align with the company's interests and the role's requirements.
2. **GPA** – While not always a deciding factor, a good GPA can demonstrate academic discipline.
3. **Work Experience** – Previous internships or jobs indicate practical skills and industry exposure.
4. **Organizational Experience** – Leadership roles and extracurricular involvement show teamwork and initiative.
5. **English Proficiency Test** – For global or multinational companies, a strong English proficiency score is often an advantage.

Interview

Definition

Interview is a formal discussion where an interviewer assesses a candidate's suitability for a specific role. In law firm interviews, candidates often meet with attorneys at various levels, such as associates or partners, who evaluate their personality, legal knowledge, and practical skills. Common questions may explore your experience with legal research, your approach to ethical dilemmas, and your ability to work under pressure. For instance, you might be asked to describe a challenging case you've handled or to discuss recent legal developments. Demonstrating a strong command of legal concepts and effective communication skills is crucial in these interviews.

Law firm entrance tests usually include two types of interviews: personality and case study.

Common Questions in Law Firm Interviews

1. **About Your CV** – Previous work experience, job responsibilities, and reasons for leaving a company.
2. **Personality** – Personal traits, work preferences (teamwork vs. individual work).
3. **Organizational Experience** – Roles, contributions, and key takeaways.
4. **Legal Knowledge** – For example, if interested in corporate law, expect questions on Company Law (UU PT).
5. **About the Law Firm** – Reasons for choosing the firm.
6. **Thesis Discussion** – Topic, relevance, and motivation behind the research.
7. **Career Goals** – Future plans within the next five years.

Interview Strategies

1. **Thorough Preparation** – Practice frequently and research the firm.
2. **Be Authentic** – Answer truthfully and confidently.
3. **Stay Concise** – Respond clearly without unnecessary elaboration.
4. **Use the STAR Method** – Structure answers with Situation, Task, Action, and Result to stay organized.
5. **Acknowledge Knowledge Gaps** – If unsure about a question, admit it rather than guessing.

Written Test

Definition

In law firm recruitment, a written test is designed to assess a candidate's ability to analyze legal issues and communicate solutions effectively. Typically, candidates are presented with case scenarios and asked to draft documents such as client emails, internal memos, or letters to opposing counsel. This evaluates their legal writing skills, understanding of legal principles, and capacity to provide clear, concise advice. Preparation should focus on honing legal analysis and writing abilities to meet the expectations of law firm recruiters.

Tips & Tricks

- 1. Understand Relevant Regulations:** Familiarize yourself with Indonesian laws governing capital increases, foreign investment, and share ownership.
- 2. Structured Responses:** Use a clear framework, such as FIRAC (Facts, Issue, Rule, Application, Conclusion), to organize your answers effectively.
- 3. Highlight Key Legal Considerations:** Discuss aspects like compliance with the Negative Investment List (Daftar Negatif Investasi), necessary approvals from the Investment Coordinating Board (BKPM), and any changes in shareholder rights or company control.
- 4. Practice with Sample Questions:** Regularly practicing with similar questions can enhance your ability to analyze and respond effectively during actual assessments.

Analytical Challenge for You!

The Project got off to a shaky start. Due to delays caused by BCP's permitting system, GB was unable to access the Site until 6 October 2022. Then, the civil work was further hampered by monsoonal weather. It is now February 2025, and the installation works are underway. However, GB has begun to experience serious delays in obtaining customs clearances. GB expects this to impact the delivery of materials that are required for pre-commissioning test. GB considers there might be 8 - 12 weeks' delay to the Time for Completion, but has not yet notified BCP. BCP engaged you as its legal counsel and requested you to make a legal advice covering the following topics:

1. Who is responsible for the delay?
2. What steps BCP should take next? Are there any further information from your client you need to action the next steps?

Beyond the Scores: Leveraging **TOEIC and TOEFL iBT** for Career Advancement In Collaboration with



TOEIC

Definition

Test of English for International Communication (TOEIC) program is a globally recognized assessment that evaluates English communication skills in **professional and everyday contexts**. It offers assessments covering all four language skills: **Listening, Reading, Speaking, and Writing**, measuring proficiency levels from basic to advanced. Besides being widely used for business and professional purposes, TOEIC scores are also considered for educational, scholarship, and international exchange programs, though requirements vary depending on the institution or organization.

Kinds of TOEIC Program

1. **TOEIC Listening and Reading Test:** Assesses intermediate to advanced English-language listening and reading skills needed in the workplace. **This is the common test used in the market.**
2. **TOEIC Bridge® Tests:** Measure English-language listening, reading, speaking and writing skills for beginner to intermediate learners, for everyday use.
3. **TOEIC Speaking and Writing Tests:** Demonstrate intermediate to advanced English-language speaking and writing proficiency needed in the workplace.

TOEIC Listening and Reading Test

TOEIC Listening and Reading scores provide meaningful feedback on a test taker's ability to:

1. Understand English explanations and instructions
2. Follow public talks and announcements
3. Understand workplace conversations
4. Connect information in different real-world texts

Section of TOEIC Listening and Reading Test

Section 1

Part 1: Photographs
Part 2: Question-Response
Part 3: Conversations
Part 4: Talks

Total time: 45 minutes

Section 2

Part 5: Incomplete Sentences
Part 6: Text Completion
Part 7: Reading Comprehension

Total time: 75 minutes

The score range:

TOEIC Listening 5-495 | TOEIC Reading 5-495

The score from each session is accumulated, so total range 10-990.

What does ITC provide related TOEIC?

Official Test for all the TOEIC Program

TOEIC Official Learning and Preparation Course

TOEIC Official Guides, Sample Test Questions
and Examinee Handbooks

Propell® Teacher Workshops

TOEFL

Definition

Test of English as a Foreign Language (TOEFL) iBT is a globally recognized English proficiency test used for **university admissions, employment, and immigration purposes.** It evaluates four essential language skills: Reading, Listening, Speaking, and Writing, using integrated question formats. This test is accepted by over 13,000 universities and institutions across more than 160 countries, making it one of the most preferred English proficiency assessments worldwide. The total test duration is approximately two hours, including check-in time.

Section of TOEFL Test

Reading	35 minutes 20 questions
Listening	36 minutes 28 questions
Speaking	16 minutes 4 tasks
Writing	29 minutes 2 tasks

What does ITC provide related TOEFL?

TOEFL iBT Voucher

TOEFL iBT Preparation Class through Direct English
(ITC's Business Unit)

TOEFL Practice Online

TOEFL iBT Preparation Book

ITC has become one of Certified Test Administrator Services (Testing Location) for taking TOEFL iBT at the Test Center

For More Information

PT International Test Center

Email address: info@itc-indonesia.com

Telephone number: 62-21 5711943

WhatsApp Business: +62 813-9987-3692

Address: Plaza Sentral, 17th Floor Jalan Jenderal Sudirman Kav. 47 Jakarta 12930, Indonesia

Website: <http://www.itc-indonesia.com>

Instagram: @itc.id @toeic.id

For purchasing our product, please visit <https://smartcart.id/> or SmartCart by ITC App.

Insights from International Test Center

"The importance of self-awareness and consistent practice for personal and professional growth. The first step is recognizing your potential and understanding your capabilities, which lays the foundation for ongoing improvement and confidence. He emphasizes that repeated practice leads to greater proficiency and mastery. Aji encourages individuals to explore ITC's wide range of programs, many of which are free, and to take full advantage of the opportunities available. By understanding their needs and how ITC can fulfill them, participants can optimize their growth and effectively reach their goals."



Aji Seno Suwondo

Learning Specialist at ITC Indonesia



Yeni Widiyasari

Business Support General Manager
at ITC Indonesia

"At ITC, our mission is to empower individuals by building confidence through skills development and knowledge transfer. We provide credible programs that enhance qualifications and expand opportunities. Certifications like TOEIC play a vital role in career advancement, and ITC ensures participants have access to official credentials that set them apart in a dynamic job market."

Soemadipradja & Taher Lawyers Share Their Views



Indira Anjani

Junior Associate at Soemadipradja & Taher


"From an undergraduate perspective, gaining as much experience as possible—whether through internships, organizations, or competitions—is crucial because it will serve as a valuable foundation for becoming a lawyer. At the start of your career, don't be afraid to ask questions. You don't have to act like you know everything; it's completely normal not to have all the answers, and guidance is essential. That's why maintaining good interactions with senior colleagues is important, as it helps build strong professional relationships and facilitates continuous learning."

"The most important thing is to have a strong understanding of legal knowledge. In addition, developing soft skills, especially teamwork, is essential. At S&T, I was guided to take on the role of a partner to junior associates, which helped me gain a deeper understanding of workplace dynamics. I already know my goals, so I continue to learn and stay focused on achieving them."



Tania Widya Putri

Senior Associate at Soemadipradja & Taher

A laptop screen is shown in the center of the page. The screen displays a video of two people sitting at a table in a meeting room. Overlaid on the video is the text: "Watch more ALSA Indonesia Career Guidelines Podcast on our YouTube channel: @ALSAIndonesia". The text is white, and the handle "@ALSAIndonesia" is highlighted with a red background.

Watch more ALSA Indonesia
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on our YouTube channel:
[@ALSAIndonesia](#)



ALSA,
Always be One!