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INTRODUCTION

At John Marshall Law School, we understand that the job search process is unique for each student. For this reason, we focus our attention on individual career counseling and offer in-house seminars and workshops on such topics as résumé writing, job research strategies, interview preparation, recruiting conferences and job fair opportunities. With a wide range of sources and materials available to our students and alumni, such as a career development library, employer and alumni directories, private or government practice guides, John Marshall students have access to the information needed to personalize their job search.

We hope that this handbook will prove helpful in that regard. In this binder, the résumé, the interview process and opportunities for full-time and part-time jobs are explained.

If you need help in defining your professional goals or refining your career search skills, we encourage you to come into the office to see us.

Ivonne Betancourt
Director of Career Development



CAREER DEVELOPMENT STAFF

Ivonne Betancourt, Director of Career Development. Oversees all activities of the career development office. Provides counseling to law students and alumni regarding all phases of the professional development and career planning process, including practice area identification, interview assistance, resume and cover letter review and guidance on networking. Manages on-campus and off-campus recruiting programs, job fairs, and events. Develops and cultivates professional relationships with legal employers in Georgia. Organizes and conducts skills workshops, seminars, and orientations.

Stephanie Philips, Associate Director of Career Development. Provides individual career counseling, assists in recruiting of employers, and assists with various seminars and job fairs.

Monica Parker, Assistant Director of Career Development. Provides individual career counseling, assists in recruiting of employers, and conducts résumé and cover letter workshops.

Rachel Kirk, Employer Recruitment Manager of Career Development. Manages the OSCAR Federal Clerkship database and mycareerservice.net jobsite.

CAREER DEVELOPMENT OFFICE

The Career Development Office is located on the second floor. The telephone number is 404-872-3593 ext. 113. The Career Development Office encourages all students to utilize its facilities and services.

CAREER DEVELOPMENT OFFICE HOURS

The Career Development Office is open from 9:00 a.m. until 6:00 p.m., Monday - Friday. The Director will meet individually with students by appointment or during their individual office hours posted in the Career Development Office.

CAREER DEVELOPMENT RESOURCE CENTER

The Career Development Office maintains a variety of materials and books covering topics from writing résumés to interviewing techniques, to lists of legal positions in corporations and businesses. We are glad to help students find the resources they want. However, we do request student cooperation in following proper check out procedures and in promptly returning borrowed books. Books can be checked out for three days; an extension is possible if requested.

CLASS SCHEDULE CARDS

At the beginning of each semester, the Career Development Office requests that all students complete a Class Schedule Card. We utilize the Class Schedule Cards in order to know where to find students in the event of last-minute interview schedule changes.

JOB POSTING WEBSITE

The Career Development Office maintains a posting of current positions for students and alumni. Employers' notices are posted for six weeks, unless the employer notifies us that the position has been filled or asks us to keep it posted for a longer period of time. Please visit the job posting website: www.mycareerservice.net

****To access the school code, please contact the career services office.**

RÉSUMÉS

Each student needs to compile an **accurate and effective** résumé according to the guidelines suggested in this binder (see the Job Search Tools section for further information on the résumé). Your résumé must generally follow the formats in this Manual. Each student must submit one copy of his/her résumé to the Career Development Office for review.

INTERVIEWS AND ON-CAMPUS INTERVIEWS

Employers may utilize the services of the Career Development Office either by interviewing at the Law School or through the solicitation of résumés resulting in interviews at the employer's office. An employer may opt to receive students' résumés from the Career Development Office (Résumé Forwarding) or directly from the students (direct contact).

CAREER DEVELOPMENT INTERVIEW POLICY

Declining Interviews. When students receive the email that they have been selected for an interview, they have the option of declining an interview. It is very important that students decline interviews ASAP, so the Career Development Office can notify alternates or reconfigure the employer's interview schedule. NOTE that you may NOT decline an interview once you have signed up for an interview **time**. You may ONLY decline after you have been notified that you are selected, but *prior to* signing up for a time. If an emergency arises after you have signed up for a time, contact the Career Development Office immediately. Do NOT email us the day of the interview to notify us that you have now decided to decline a scheduled interview taking place later that day. This is completely unacceptable and inappropriate. It does not give us adequate time to notify alternates, nor to give assigned alternates adequate time to prepare for the interview. If no alternates have been chosen, it is extremely difficult, if not impossible, to have the other students on the schedule change their interview times at a moment's notice (due to class conflicts, etc.). Further, it is a **poor reflection on our school and on our students** for a student to decline at the last minute and leave a 20-minute gap in an employer's schedule. Please honor your interview commitments.

Interview "No Shows." Not showing up for an assigned interview is completely unacceptable! By not showing up for the interview, you not only make yourself look bad, but the school as well. We understand that emergencies do occasionally arise. If you do miss an interview, you should contact the Career Development Office as soon as possible

If you: 1) miss an interview; or 2) cancel an interview after having accepted the interview (unless you received an offer of employment that you accepted or plan to accept, in which case you must notify the Career Development Office immediately), you must write the interviewer a letter of apology. A copy of this letter must be given to the Career Development Office. *The continued use of the Career Development Office is contingent upon you following these rules. We appreciate your cooperation.*

EMPLOYER RÉSUMÉS

Potential employers are asked to provide the Career Development Office with the most recent description of their firm, corporation, or agency, at least two weeks prior to the interview date. Firm and organization résumés are located in the Career Development Resource Center. Students should familiarize themselves with the firm's or organization's résumé prior to the interview date. Additionally, many firms have web sites, or can be found in Martindale Hubbell (on the web at www.martindale.com). For larger firms, also see www.nalpdirectory.com.

SUGGESTED JOB SEARCH TIMELINE

*Below is a suggested timeline for what you should be doing (1L-3L) and when. Keep in mind this is only a suggestion and can vary for each individual.

FIRST YEAR

First Semester:

- Study, study, study!
- Start the self-assessment process; evaluate your strengths, areas to improve, values, interests.
- Consider study abroad programs and apply. Information regarding the different programs is located in the Study Abroad Binder in the Career Resource Center.
- Consider participating in the Micronesian Externship Program available to first and second year students (see Prof. Burch for further information).
- Attend CDO workshops.
- Attend CDO's first-year orientation session; job strategies and options will be discussed; get to know resources/books in the Career Resource Center.
- Prepare a résumé. Per NALP guidelines, the CDO is unable to assist until after November 1st. You will receive information regarding résumé preparation during first-year orientation.
- Explore various school activities and possibility of becoming involved (for example, moot court, student associations/clubs, pro bono programs).
- Get to know professors and students in the second and third year classes.
- December - Some of the larger firms around the nation will accept applications from first year students after December 1, but will not consider the application until after December 15. Most of these firms will not consider applications without first-year grades. For firm address and contact visit: www.martindale.com. Click "advanced search". You may search by size, practice area, location, law school, etc.
- Paid legal employment opportunities for first year students are limited, but do not let this stop you from applying. The first semester, first year students should not initiate contact with prospective employers before December 1.

Second Semester:

- After first semester exams through January - prepare application materials: résumé, writing sample and transcript. Have résumé reviewed by our office.
- Check the Job Posting site for internships: www.mycareerservice.net
***Contact the CSO for the school code.**
- Apply for Job Fairs! We participate in approximately twelve job fairs per year.
- Continue to assess your job interests, think broadly about options, and research and explore opportunities. Consider internships, externships, volunteer opportunities, and the many other opportunities around the nation. Your goal is to build legal experience – so be creative in finding ways to do that (it doesn't have to be full-time).
- Use the many resources available in the Career Resource Center to explore job options/interests.
- Network, join student activities and competitions, attend seminars, and find ways to meet attorneys in the community, continue to meet upperclassmen and faculty.
- If you have not located a position, check with a professor to see if they need a research assistant in the summer, or offer to volunteer some of your time at an employer you are interested in (free work is hard to turn down!).
- Any time from mid-March - June, explore employment options and opportunities and apply.
- Interested in Federal Clerkship after graduation? Attend the Federal Clerkship Seminar!

Summer:

- Work (part-time/full-time; legal/nonlegal), summer school, study abroad, externship, and volunteer opportunities.
- Continue to network! Find what works for you, whether it's attending large events or meeting people individually.

SECOND YEAR

First Semester:

- Update your résumé. Be sure to review the Résumé Checklist in your Manual. Once you have done that, have the CDO review it.
- Network! Attend local bar events, talk to professors, and gather your “network” as suggested in the “Job Search” section.
- Attend events sponsored by the CDO.
- Take part in the Mock Interview Program (held September – October). This is a great opportunity to get feedback on your interviewing skills, make contacts, and possibly obtain employment or other leads for employment.
- Sign up for on-campus interviews. Always keep an eye on Job Postings!
- Review books and materials in the CDO Resource Center.
- Research and apply for scholarships, fellowships, and internships.
- Conduct informational interviews.
- If you are looking for out-of-town jobs (and will be traveling there for the holidays), contact them early on to see if you can meet with them during your holiday break.
- Check out government opportunities (we have several resources in the Resource Center, including the Government Honors & Internship Handbook – deadlines can begin in September).
- Consider working part-time during the semester (even if it means volunteering!); many part-time positions continue through the summer AND after graduation. Plus, you are building up your experience.
- If you are interested in mid-sized firms, start calling them to see if they are hiring summer clerks and, if they are hiring, when and where you should send your résumé. Deadlines may coincide with large firms (September/October) or it can be later (December/January), so find out.

Second Semester:

- Continue networking! It really is the best way to find a job.
- Send *targeted* mailings to contacts and other firm, public sector, government, and business employers you may be interested in.
- Keep track of where you send your résumé and follow up (start a spreadsheet – if you need some help setting it up, ask us!).
- Apply for state court judicial clerkships with deadlines in the spring of your second year.
- Attend job fairs sponsored by JMLS.
- Continue to conduct informational interviews.
- Consider working part-time during the semester; many part-time positions continue through the summer AND after graduation.

Summer:

- Do something legal! If you were not able to locate a paid position, make sure you are volunteering part of your time with a judge, firm, government agency, pro-bono organization, etc. Even if you are not paid, the experience you gain will serve you well in your job search. It’s also perfectly acceptable to work a part-time non-legal job to help pay bills!
- Continue to network and conduct informational interviews.
- Continue looking for jobs (some paid positions will open up later in the summer).
- Always keep an eye on Job Postings.
- If you are interested in a Federal Judicial Clerkship, you must submit applications by early Fall 2010, so you must prepare them in the summer and obtain letters of recommendation before you leave.
- If you are interested in the Attorney General’s Honor Program, you must submit applications by early Fall. Registration usually opens in the summer.

THIRD YEAR

- Update your résumé.
- If applying to federal clerkships, those applications **MUST** be completed by late August.
- If applying to state clerkships, you can begin to inquire about availability and apply – no date restrictions, so the earlier, the better.
- Network! Check back in with your network of contacts for job availability for the semester or for permanent opportunities. Attend continuing legal education (CLE) classes, stay involved in activities.
- Fall/Spring Recruitment Program (limited third-year opportunities through on-campus and résumé forward).
- Attend workshops and panels.
- Create a job search plan and apply to firms/organizations of interest.
- Explore fellowship opportunities. Fellowships are year-long employment opportunities that are generally associated with government, academic or public interest organizations.
- Check out government opportunities (we have several resources in the Resource Center, including the Government Honors & Internship Handbook – deadlines can begin in September).
- Continue self-assessment process and re-evaluate interests and job options - think broadly about options.
- Bar applications for the July bar are generally due around February 1, so start getting your application together!
- Apply for positions in line with your interests. Keep in mind that most firms/organizations hire based on need, and permanent job- hiring opportunities are limited at this time. Most of the third-year students who are seeking employment will locate jobs after they pass the bar. Government/public interest often hire after bar results.
- Join Young Lawyer's Division of Bar or a Section (e.g. family law) you are interested in – volunteer and assist with events.
- Don't worry if you have not located full-time employment. Generally, only 50 percent of the graduating class is employed at the time of graduation. Stay positive, you will get a job! Be sure to let the CDO know what you are looking for, so that we can forward opportunities on to you.
- In the summer, study, study, study for the Bar Exam! Register for Bar/Bri classes. You can always continue your search *after* the bar.

THE RÉSUMÉ

The résumé has one purpose: Produce a job interview. The purpose of preparing a résumé is to present yourself to a prospective employer at a glance. (Note: Employers often scan résumés in 20-30 seconds. Yours must survive the evaluating scan.) The résumé should contain positive information about your professional self.

The résumé is often your first introduction to an employer and is therefore vital as that important first impression. It is well worth the time and money it may cost you to compile a professional, comprehensive résumé. Once an effective résumé has brought you into personal contact with an employer, you must sell yourself. However, no student should miss out on an employment opportunity because of an inadequate résumé.

A good résumé is concise and brief. It must be devoid of grammatical, typographical and spelling errors. Abbreviations should not be used unless their meaning is clear. A résumé should be attractively arranged on a standard size page. Single-page résumés are ideal, though two-page résumés may also be used, provided that the information and data are pertinent. Remember that too much detail or irrelevant information will detract from the effectiveness of the résumé. Résumés must contain only information that is true and accurate. Information other than this is a violation of the Honor Code.

Be consistent in wording, usage, syntax, abbreviations, grammar, punctuation, margins and print style. Waste no words. Avoid "I did" sentences. Begin your employment entries with assertive, active verbs.

Do not send photocopied copies.

Include an address, email and phone number (avoid cutesy or long telephone answering-machine messages, as well as inappropriate email addresses!) at which you can be reached. Law students have lost second interviews when employers, who have phoned to schedule call-back interviews, were so turned off by the answering-machine message that they elected not to leave a message and called someone else.

Proofread, have a friend proofread, and proofread again! Errors are fatal flaws and guarantee rejection.

Keep track of résumés you send by listing them on the *Record of Employment Contacts* pages in this Manual or starting a spreadsheet. For each résumé you distribute, note the name of the employer, the date, the person addressed (if sent with a cover letter), and any additional information you may need for future reference. As you receive replies, note the date received and whether they require further action on your part. It's also an easy way to stay organized, so you can follow up. Always keep copies of your correspondence and the responses received.

Two sample résumés are included in this manual. If you have any questions concerning the composition of your résumé, set up an appointment with the staff in the Career Development Office.

GUIDELINES FOR RÉSUMÉS

- NAME:** Your name should be in capital letters on the top of the résumé in larger font not to exceed 16. Avoid the use of nicknames. An initial is not sufficient for the first name.
- ADDRESS:** If you have two addresses (temporary and permanent), both should be used. Also, indicate both telephone numbers and the area codes. Include your email address and cellular phone number. Address terms such as Street, Road or Lane should be spelled out, not abbreviated. Permanent Addresses are particularly helpful when you plan to return to your hometown for summer or permanent employment. Permanent Addresses can help demonstrate a connection to the area, or a lack thereof. Therefore, exercise judgment in determining whether to include them. For instance, if you are seeking employment in Georgia, but are from out of state, do NOT include your permanent address.
- CAREER OBJECTIVE:** Be aware that this statement can be limiting if you are interested in a number of employment options. Follow the general rule: **Do not use an objective on your résumé.** A cover letter can specify your interest in particular types of jobs eliminating the need to do it on the résumé.
- PERSONAL DATA:** This information, including birth date and place and marital status, should NOT be included on your résumé.
- EDUCATION:** This should be the first section on your résumé. Education should include all academic institutions that you attended AFTER high school, degrees awarded, graduation dates, college major and/or minors, special honors and student activities. Your academic background should be presented in reverse chronological order, with law school first. You may wish to devote specific sections under each academic institution to honors and student activities. These will highlight accomplishments and enhance readability. Indicate your graduation date; do not use terms such as "expect to graduate," "hope to" or "anticipate." It is not necessary to include high school, unless it indicates a connection to the geographic area, which is otherwise not visible from the remainder of the résumé.

CLASS RANK: Grade point averages, class rank, percentages, etc. are optional. Do indicate if you graduated from college with honors. If you are in the top one-half of your law school class, class standing should generally be included. Omitting information about class standing may result in an employer's assumption that your rank is poor or mediocre. If this assumption is true, you may include in a cover letter mitigating factors: successful undergraduate record, specific law course grades, improving law school record or employment financing law school education. Further, academic progress or improvement can be noted. Neither an apology nor defensiveness is necessary. Strategically word and place your explanatory information.

PUBLICATIONS: Include title, citation and whether copies are available upon request. This can be a separate section if you wish to make note of your writings.

EMPLOYMENT: If your employment experience includes both law related and non-law related jobs you may wish to present the law related positions in a specific category. It is a good idea to include specific dates for periods of employment. Be concise – 3-4 bullets/lines of job descriptions are usually sufficient. List the name of your employer and your title. Part-time jobs such as waitress, bartender, etc., should not be included, unless they were used to defray educational costs. If you include them, you may choose to lump them together in a catchall category (e.g. “Experience also includes: XYZ”)

MILITARY SERVICE: Indicate the branch of service, organization, rank at the time of your discharge, places at which you were stationed, etc.

SPECIAL SKILLS: This is a good place to indicate practical abilities such as fluency in a language, computer capabilities, etc.

INTERESTS/ HOBBIES: Indicating your interests can be a humanizing factor on the résumé, and make for interesting interview conversation. We strongly suggest that students include them.

REFERENCES:

References should be listed on a separate page with the same heading as your résumé. Do not state that “references are available upon request” on your résumé. If an employer wants them, they will ask for them. They will also simply expect you to have them on an interview, so have them ready. It is preferable that you list your references with titles, addresses and telephone numbers. “Three” is a good number of references. You may use one law professor, one attorney from the area in which you hope to practice, and one of the employers listed on your employment section. Do use a law professor. Get to know one. Go by his or her office and ask if he or she will serve as a reference for you. That will give you an opportunity to educate the professor about yourself. Professors expect and want to serve as references for students.

If you entered law school directly from college, your references might consist of one law school professor, one employer and one undergraduate professor. Do not use personal friends, neighbors or relatives unless they have supervised your work or you consider them a professional mentor. Always inform your references when and for what purpose you are submitting their names. It is awkward for the employer and the reference when the reference gets a call and does not know why they are being called. Before putting a name on your reference list, ask that person for permission to do so.

**WRITING
SAMPLE:**

Many employers are interested in writing samples. You should plan to develop a writing sample as early as possible in your law school career. You should send a writing sample **only** when requested. If a writing sample is requested, it is good to send one that is relevant to what the employer does. Employers are interested in written legal work that is relevant to their field of practice. A good sample is generally under ten pages. If you have an excellent piece over ten pages, send a portion of it: one argument or chapter, etc. You can also consider editing portions.

You should include your name on your writing sample; do not put it in a fancy binder; delete confidential parts of your writing sample; if your writing sample is from a work assignment you should get approval from your supervisor to use it; and if you use a law review article or something written in collaboration with someone else, clearly indicate which portions you wrote. Have a cover page to explain these details. The cover page should also have your résumé heading.

RÉSUMÉ OUTLINE

NAME

Address: (Present and/or Permanent)

Phone: (Include area code)

Email Address

EDUCATION

Legal

John Marshall Law School, Atlanta, Georgia

Candidate for Juris Doctor, May 20__

Class Standing: Top ____ % (your # rank/ total # students; i.e., 7/135)

Honors:

- Honor X (i.e., Scholarships, Dean's List, Law, Review, etc.)
- Honor Y

Activities:

- Activity X (i.e., Legal Fraternity, SBA, Moot Court, Interest Based Org., etc)
- Activity Y

College

Name of College, City, State

Degree(s) Received, Subject, Date of Graduation

Minor:

G.P.A.:

Honors:

- Honor X (i.e., Scholarships, Honor Societies, Awards)
- Honor Y

Activities:

- Activity X (i.e., Sorority/Fraternity, Community Service Orgs.)

PUBLICATIONS

(If applicable)

EMPLOYMENT

Law Related

Name of Company or Firm, City, State

Dates of employment

Position, Responsibilities (briefly) (beginning with active verbs)

Non-Law Related

Name of Company or Firm, City, State

Dates of employment

Position, Responsibilities (briefly) (beginning with active verbs)

Various part-time positions to help defray educational costs including...

MILITARY

(If applicable) (Or include with Employment)

SKILLS/INTERESTS

i.e., Foreign Language Fluency; Computer Skills

i.e., Hobbies/Interests

(continued)

RÉSUMÉ OUTLINE

REFERENCES

FOR

NAME

Name
Title
Address
Phone
Email

Name
Title
Address
Phone
Email

Name
Title
Address
Phone
Email

OR

Name
Title
Address
Phone
Email

Name
Title
Address
Phone
Email

Name
Title
Address
Phone
Email

SUGGESTED WORDS FOR RESUMES

Action Verbs

accelerated	convicted	entered	launched	proved
accepted	coordinate	established	lecture	provided
acquitted	corrected	evaluated	led	pursued
actively	counseled	exercised	litigated	recommended
adapted	created	expanded	maintained	reduced
administer	cross examined	expedite	managed	reinforced
advocated	defended	explored	mobilized	reorganized
allocated	delegated	exposed	motivated	represented
amended	demonstrated	filed	negotiated	researched
analyzed	deposed	fought	noted	resolved
applied	determined	founded	organized	responsible
approved	deterred	generated	originated	revamped
arbitrated	develop	handled	participated	revealed
argued	devoted	implemented	performed	reviewed
assisted	directed	improved	pinpointed	revised
backed	disseminated	increased	planed	scheduled
brought	donated	influenced	pledged	served
chaired	drafted	initiated	predicted	settled
challenged	edited	innovated	prepared	solved
compiled	effect	inquired	produced	sponsored
completed	effected	instituted	proficient	streamlined
conceived	eliminated	interpreted	programmed	strengthened
conducted	elucidated	interviewed	proposed	structured
constructed	enforced	introduced	prosecuted	studied
controlled	engaged	investigated	protected	suggested

SAMPLE RÉSUMÉ #1

JANE P. SMITH

Email: JPS@anyserviceprovider.com

Present Address:

100 College Street
Atlanta, Georgia 31201
(478) 555-7016

Permanent Address:

1402 Elm Street
Dublin, Georgia 30341
(404) 555-2340

(**NOTE:** *Permanent Address is used ONLY to show connection to area; otherwise, do not include*)

EDUCATION

Law School

John Marshall Law School, Atlanta, Georgia

Candidate for Juris Doctor, May 2010

Class Standing: Top one-third

Honors:

- Woodruff Scholarship Recipient (Full tuition, plus stipend)

Activities:

- Student Bar Association, *IL Representative, Vice-President*
- Moot Court Board, *Intrastate Competition, March 2003*

College

Georgia State University, Atlanta, Georgia

B.A., Political Science, *cum laude*, May 2005 (Minor: French)

G.P.A.: 3.8/4.0

Honors:

- Dean's List

Activities:

- Alpha Beta Chi Sorority, *President, Rush Chairman*

EMPLOYMENT

Law Related

Smith, Wills & Jones, Griffin, Georgia

Summer 2006

Law Clerk, Drafted memoranda, briefs, and pleadings in areas including medical malpractice and elder law.

Non-Law Related

Atlas Storage Company, Atlanta, Georgia

Summer 2004

Secretary

SKILLS/INTERESTS

Lexis, Westlaw, Power Point, Fluent in French

Cooking, Golf, Reading History Novels

REFERENCES

Professor Richard Roswell
John Marshall Law School
1422 West Peachtree Street
Atlanta, Georgia 30309
(404) 555-3980
Email

Mr. Edward Brown
Brown, Wills & Jones
P.O. Box 555
Griffin, Georgia 31306
(404) 555-4075
Email

Congressman Iva Owen
555 Capitol Avenue
Atlanta, Georgia 30303
(202) 555-3043
Email

SAMPLE RÉSUMÉ #2

JANE P. SMITH

100 College Street, Atlanta, Georgia 31201
(478) 555-7016 • Email: JPS@anyserviceprovider.com

EDUCATION

John Marshall Law School

Atlanta, Georgia

Candidate for Juris Doctor

May 2010

- Class Standing: Top one-third, Ranked 53 out of 125
- Vanderbilt Scholarship Recipient (Full tuition, plus stipend)
- Student Bar Association, 1L Representative, Vice-President; Moot Court Board, Intrastate Competition, 2006

Georgia State University

Atlanta, Georgia

Bachelor of Arts in Political Science, Minor in French, cum laude

May 2002

- G.P.A.: 3.8/4.0
- Dean's List
- Alpha Beta Chi Sorority, President, Rush Chairman; Golden Key National Honor Society

EXPERIENCE

White, Williams & Jones

Griffin, Georgia

Law Clerk

Summer 2006

- Focused on the fields of employment law, personal injury, land use, and products liability.
- Researched a wide variety of legal issues, drafted legal documents, and assisted with depositions.

Weinberg, Whaler, Hawkins, Davidson & Hastings

Atlanta, Georgia

Director of Attorney Recruitment

October 2002 – November 2005

- Administered and coordinated all aspects of attorney recruiting, including: campus, targeted, and lateral recruiting; the summer associate program; and attorney development programs for the Los Angeles office.
- Maintained working relationships with law school career service offices and legal search firms.

Other employment:

- Retail sales clerk, health club program coordinator, and student postal clerk.

ADDITIONAL INFORMATION

- Fluent in French and Spanish
- Helped build ten Habitat For Humanity homes
- Proficient with both Macintosh and PC environments
- Active volunteer for literacy programs in Atlanta and surrounding suburbs

SAMPLE RÉSUMÉ #2

JANE P. SMITH

100 College Street, Atlanta, Georgia 31201
(478) 555-7016 ▪ Email: JPS@anyserviceprovider.com

REFERENCES

Professor William Kelley
John Marshall Law School
1422 West Peachtree Street, NW
Atlanta, Georgia 30309
(404) 872-3593
Email

Mr. Theodore Brooks
Burns, Brooks & Ferry
68 Cherry Street
Atlanta, Georgia 30309
(404) 555-0001
Email

Ms. Alice Bright
Red Lobster Restaurant
111 Riverside Drive
Roswell, Georgia 30326
(770) 555-1111
Email

RÉSUMÉ CHECKLIST

**Please review prior to submitting your résumé to the Career Development Office*

- Fits on one page (if you have an extensive work history, please see the Career Development Office).
- Is in one of the formats included in the Sample Résumés.
- Use Arial 12-point and 1" margins if you need to fill a page. Consider using Times New Roman 11-point and 0.5" margins if you have trouble fitting everything on a page.
- Are you effectively using white space? Play with CAPS, **bold**, *italics*, upper and lowercase, and indentation to make your résumé look good. Use those tools consistently.
- You printed on white or off-white résumé-quality paper.
- You were consistent in use/non-use of periods at end of sentences and commas before conjunctions.
- You were consistent in spelling out names of cities, states, dates, degrees awarded.
- You have at least 2 sections: Education and Experience.
- You do not have a statement similar to "References available upon request." This is a waste of space. Employers will request references if they need them. Have a copy of them at every interview, just in case.
- Reverse order chronologically.
- Eliminated all typos and spelling errors.
- If you have not graduated, on the line following JMLS: "Candidate for Juris Doctor, May 2010."
- Academic honors such as *cum laude* or *magna cum laude* are all in italics and lowercase.
- Every job description starts with an action verb in the past tense (use present tense ONLY if it is your current position).
- Job descriptions highlight skills that are relevant to your legal career, even if the job was not of legal nature itself (e.g. research, writing, supervision of others, negotiation, presentation of reports or information).
- Eliminated wordiness (e.g. responsibilities included...).
- Dates do not include commas (e.g. May 2008 or Summer 2008).
- Part-time, non-legal jobs are placed in a "catch-all" category as the last item in your Experience section.
- If you are seeking a public interest or government job, consider including a separate "Community Service" section following "Experience."
- For an "Additional Information" or "Skills/Interests" section, consider unique computer skills relevant to the job, volunteer experiences, or other hobbies that might be good conversation starters. For general hobbies, try to be specific. For example, if traveling is a hobby, be specific and include a region of the world or country you enjoy traveling to. Similarly, if reading is your hobby, be more specific and include a genre.
- When describing languages, be sure to specify level of fluency (e.g. native, fluent, proficient, conversational).
- Take a quick look at your printed résumé. Does it allow for a fast read?

THE COVER LETTER

Your cover letter can be even more important than your résumé because it is your very first introduction to a prospective employer. It is, simply, a letter which accompanies a résumé. Its purpose is to interest the reader in you as a potential employee. It should be precise, brief and written in the style of a business letter. With the exception of résumés submitted in the Career Development Office, a cover letter should always be sent with a résumé to an employer.

Basic Cover Letter Rules:

1. Each letter should be typed individually. If an employer recognizes a "canned" or mass-produced letter, he/she may disregard it. You should tailor the letter to each employer.
2. The letter must be error free and should be printed on a laser printer.
3. The letter must be grammatically correct. **PROOFREAD** carefully for typographical or spelling errors. Sloppiness guarantees rejection.
4. Include the name, title, and correct spelling of the person to whom the letter is directed. Call the firm if necessary before writing. Remember, that such information is often available in our office.
5. Each letter should be tailored to that particular employer. Even if you use a basic format, adapt the middle paragraph to effectively match the employer's needs to your talents. Research on the employer is important and will result in success.
6. The effective letter is precise, concise and incisive. Each word is important. Legalese should be avoided. Verbs and nouns outnumber prepositions, adjectives and adverbs.

The cover letter should introduce you, discuss your qualifications and request an interview. It need not be lengthy. It can be written well in three paragraphs.

The Heading should be the same on your cover letter and résumé (i.e., name, address and telephone number centered at the top of the page). Use the same paper and the same font on your letter and résumé, as well as on a matching envelope. Indicate the date and include the employer's address between the date and the greeting.

The first paragraph should set forth your reason for writing (e.g., summer clerkship, associate position, request for information or advice, etc...), the law school you attend, when you are available to begin work, your graduation date and why you are interested in the firm or corporation (e.g. practice areas, geographical location, ties to the area, your future plans). This paragraph should consist of two to four sentences. Avoid starting sentences with the word "I."

The second section is the body of the letter. This is where you should sell yourself to the employer. You can do this by elaborating on those qualifications you think are most significant to the employer. You may choose to highlight your résumé by indicating grades, work experience or special skills that correlate with the employer's needs. Be affirmative in discussing your qualifications. In this paragraph you can demonstrate what you know about the practice or business of the employer and how you are uniquely equipped to meet the challenge. Connect the employer's needs to your background and skills. Do not say that you are applying to gain legal experience. You should state in your letter what you can do for the employer, not what you will get out of working for the employer.

In the closing paragraph, you want to indicate: 1. What action you hope the reader will take in response to your letter, and 2. What action you plan to take (e.g., follow up phone call, letters of reference to be sent, etc...). You want to foresee a positive response from your reader without assuming an arrogant tone. If you are asking for an interview, indicate your willingness to accommodate the employer's schedule, though you can surely suggest a time when you will be available and in the employer's city. If you do make a suggestion, be sure to indicate that you will follow up the letter with a phone call within the week to arrange a specific time for an interview. Close by reiterating your interest in the employer (by name if possible) and how you are looking forward to meeting with him/her in person.

The best cover letters are those directed to an individual. If you keep your letter brief, this won't be too much trouble. If possible, mention the name of the firm in the body of the letter. Address the letter to a John Marshall graduate, if there is one in the firm or corporation, a partner you know or have something in common with (e.g., same undergraduate school), or the hiring partner if you know his/her name. This information may be obtained in some instances by utilizing the law firm forms found in the firm résumé books or firm lists in the Career Development Office. If none of the above are available to you, direct your inquiry to the second or third person listed in *Martindale-Hubbell*. This will generally be a partner involved in the decision making of the firm.

Each letter should be an original, not a photo copy.

Be sure to avoid sending a cover letter like this:

Dear Sirs:

Enclosed please find my résumé. As it indicates, I hope to graduate from John Marshall Law School, Atlanta, Georgia, next May. I am seeking a position in a law firm and am interested in any openings. While I am not in the upper half of my class nor on Law Review, I have had experience..... I would appreciate hearing from you.

This letter is negative in tone, not addressed to a specific person, and does not leave you any options to re-contact the employer. Good letters are not mass produced. They are specific to the particular employer. If you have been referred to that employer by a mutual friend, say so! Anything personal that connects you to the employer can be beneficial. You should follow up with phone calls; however, give an employer at least ten working days to respond before calling for a status report.

Keep a list of employers to whom you have written and their responses to you. You can note the date you send out letters, what follow up you are to do, when you are supposed to do it, the employer's response, any other follow-up required and the end result. You should also keep a copy of each letter you send.

*Some sample cover letters follow. Remember that these are guides only. Do not copy them!

SAMPLE COVER LETTERS

COVER LETTER FORMAT #1 FULL BLOCK STYLE A

**Your name
Your address
City, State & Zip
Telephone Number
E-mail Address**

Date of Writing

Contact Name
Person's Title
Firm/Agency/Company
Address
City, State Zip

Dear _____:

First Paragraph: Begin with your strongest qualification. State who you are; why you are writing; the position for which you are applying; how you learned of the opening; who referred you. Avoid beginning with "I am.....". State that you have enclosed a résumé.

Second Paragraph: Explain why you are particularly interested in this position or this firm. Specify your interest in the type of work required and provide relevant information about yourself, e.g., particular honors or a highlight of your work experience. Expand here upon the bare bones of your résumé. Provide specific information which will lead the employer to consider your résumé.

Third Paragraph: Have an appropriate and courteous ending. You may want to leave yourself in a position to call the employer. At any rate, advise the employer that you can be reached either by mail or by phone. Thank the employer for the consideration.

Sincerely yours,

Your Signature

Your Name (Typed)

Enclosure

**COVER LETTER FORMAT #2
INDENTED STYLE**

Your address
City, State & Zip
Telephone Number
Email Address
Date of Writing

Contact Name
Person's Title
Firm/Agency/Company
Address
City, State Zip

Dear _____:

First Paragraph: Begin with your strongest qualification. State who you are; why you are writing; the position for which you are applying; how you learned of the opening; who referred you. Avoid beginning with "I am.....". State that you have enclosed a résumé.

Second Paragraph: Explain why you are particularly interested in this position or this firm. Specify your interest in the type of work required and provide relevant information about yourself, e.g. particular honors or a highlight of your work experience. Expand here upon the bare bones of your résumé. Show how your education and experience suit the requirements of the position, and, by elaborating on a few points from your résumé, explain what you could contribute to the organization. (Your letter should complement, not restate, your résumé.). Provide specific information which will lead the employer to consider your résumé.

Third Paragraph: Have an appropriate and courteous ending. You may want to leave yourself in a position to call the employer. At any rate, advise the employer that you can be reached either by mail or by phone. Thank the employer for the consideration.

Sincerely yours,

Your Signature

Your Name (Typed)

Enclosure

**COVER LETTER FORMAT #3
FULL BLOCK STYLE B**

Your address
City, State & Zip
Email Address
Date of Writing

Contact Name
Person's Title
Firm/Agency/Company
Address
City, State Zip

Dear _____:

First Paragraph: Begin with your strongest qualification. State who you are; why you are writing; the position for which you are applying; how you learned of the opening; who referred you. Avoid beginning with "I am.....". State that you have enclosed a résumé.

Second Paragraph: Explain why you are particularly interested in this position or this firm. Specify your interest in the type of work required and provide relevant information about yourself, e.g. particular honors or a highlight of your work experience. Expand here upon the bare bones of your résumé. Provide specific information which will lead the employer to consider your résumé.

Third Paragraph: Have an appropriate and courteous ending. You may want to leave yourself in a position to call the employer. At any rate, advise the employer that you can be reached either by mail or by phone. Thank the employer for the consideration.

Sincerely yours,

Your Signature

Your Name (Typed)
Telephone Number

Enclosure

LETTER FOR SUMMER CLERKSHIP

456 Law School Lane
Atlanta, Georgia 31207
Phone
Email
Date

Mr. I. Have Ajob, Esq.
Ajob and Counsel
1200 Courthouse Drive
Atlanta, Georgia 30303

Dear Mr. Ajob:

Mr. John Lawyer, senior Partner at Lawyer, Attorney & Advocate, knowing of my interest (or background) in (firm name), has suggested that I write you concerning a summer clerkship with your firm. A second year student at John Marshall Law School, I am enclosing a résumé for your consideration.

My interests are in the area of criminal defense as evidenced by my past clerking experience, my selection of law courses, and my undergraduate degree in Criminal Justice (use specific and singular ingredients). Mr. Lawyer and several students employed with your firm last summer have recommended the (firm name) clerkship program to me for its rigor and scope. I would appreciate the opportunity to continue to develop professional skills with your firm.

Should my résumé hold interest for you, please contact me at the address or phone number included. I look forward to hearing from you and would welcome a chance to meet with you at your convenience. Thank you for your consideration.

Sincerely yours,

Your Signature

Your Name (Typed)

Enclosure

LETTER FOR CLERKSHIP IN HOME TOWN

Name
123 Orange Street
Atlanta, Georgia 31207
Phone
Email

Date

Mr. Adam Advocate, Esquire
Counsel and Advocate
500 Jailhouse Row
Charlotte, North Carolina Zip

Dear Mr. Advocate:

As I intend to return to Charlotte, my hometown, to practice law, Counsel and Advocate is of particular interest, owing to its location and diversity of practice. As a second year student at John Marshall Law School in Atlanta, Georgia, with a strong academic background and clerking experience, I am pursuing opportunities for a 2006 summer clerkship in Charlotte and am enclosing my résumé for your consideration.

Both my undergraduate liberal arts education at the University of North Carolina and my course work at John Marshall have emphasized broad-based interests (add specificity). In order to further determine my strengths, I hope to gain exposure to various legal departments within the firm. In researching, I note that firm clients include not only my alma mater, but also the Charlotte Police Department, Wannamakers Department Stores and North Carolina National Bank. This information coupled with your diverse departments in litigation, tax, and commercial law, has led to my interest.

I will be visiting my family in Charlotte, December 22-January 9, and would appreciate an opportunity to meet with you at your convenience. I will call to see if your schedule would permit an appointment. Thank you for your time and consideration.

Sincerely yours,

Your Signature

Your name (typed)

Enclosure

LETTER IN RESPONSE TO JOB POSTING IN CAREER DEVELOPMENT OFFICE

Name
555 Jurisprudence Lane
Atlanta, Georgia 30309
Phone #
Email

Date

Ms. Vanna Recruit
Recruitment Coordinator
Attorney, Lawyer & Advocate
1200 Peachtree Street
Atlanta, Georgia 30303

Dear Ms. Recruit:

As a former bank manager for six years,/ As a former real estate broker,/ As a former paralegal in a commercial law firm,/ Having been a summer clerk at two law firms specializing in commercial law,/ Having a B.B.A. in Finance, I am pleased to note your posting at the Career Development Office at the John Marshall Law School. As you are seeking an associate in the area of commercial law, I am enclosing a résumé for your review.

A third year student at John Marshall Law School, I have selected classes which reflect my strong interest in this area (add specificity). My work as a law clerk during the summers of 2004 and 2005 provided me with broad exposure to a variety of issues in business transactions (add specificity). I have found this area of law to be of great interest and look forward to the challenges of practice.

I would appreciate the opportunity to discuss my qualifications with you and look forward to hearing from you. Thank you for your consideration.

Yours truly,

Your Signature

Your Name (typed)

Enclosure

LETTER FOR ASSOCIATE POSITION IN ANOTHER CITY

123 Bond Street
Atlanta, Georgia 31201
Telephone
Email
Date

Perry Mason, Esquire
Attorney, Lawyer & Advocate
500 Pennsylvania Avenue
Washington, D.C. 21301

Dear Mr. Mason:

As a third year student intending to return to Washington to practice civil rights law, I have great interest in an associate position with Attorney, Lawyer & Advocate. Enclosed is my résumé for your review.

Both my education and my experience support my interest in this area. My summer clerkship with the Honorable L.L. Bean and my work on the John Marshall Law Review (case note enclosed) have broadened my interest and knowledge of civil rights. Attorney, Lawyer & Advocate has a national reputation in this field. Achievement-oriented and unrelenting, I am eager to enter the practice of law. Having been reared and educated in Washington, I have an enduring commitment to and connection with the city.

I plan to be home for Thanksgiving and would appreciate an opportunity to meet with you, should my résumé be of interest to you. I shall telephone you to arrange an appointment at your convenience. Thank you for your time and consideration.

Sincerely yours,

Your Signature

Your name (typed)

Enclosure

LETTER ASKING FOR INFORMATIONAL INTERVIEW

Your name
Your address
City, State & Zip
Telephone Number
E-mail Address [optional]

Date

Mr. David Jones
Simpson, Strawberry & Jones
255 Peachtree Street, Suite 112
Atlanta, Georgia 30305

Dear Mr. Jones:

In researching legal careers in sports and entertainment law, I find that you practice in the area in which I am the most interested. As a second year student at John Marshall Law School, I am in the process of taking a seminar in sports law. It would be wonderful to have the opportunity to speak with someone who actually does the work which I hope one day to do. I am greatly interested in the steps in your career path which have led you to this type of practice.

Next month I plan to be in Atlanta for a CLE Seminar on sports law and hope that you may be able to speak with me for a few minutes. I will call next week to see if we might set a time to meet.

Thank you for your consideration.

Yours truly,

Your Signature

Your name (typed)

NETWORKING COVER LETTER

Your name
Your address
City, State & Zip
Telephone Number
E-mail Address [optional]

Date

Mr. David Smith
Simpson, Strawberry & Jones
255 Peachtree Street, Suite 112
Atlanta, Georgia 30305

Dear Mr. Smith:

Jerry Doe mentioned your name to me the other day and strongly suggested I contact you. Jerry and I grew up together in Athens, Georgia, and still see each other frequently.

From what Jerry tells me, you are very active as a member of the Georgia Bar and know a number of attorneys in the Atlanta area. As a result, he felt you might be willing to lend me a hand.

Although I certainly would not expect you to be aware of a specific job opportunity for me, I would appreciate it if you could spend an hour or so (few minutes, etc.) with me over lunch (coffee, etc). I would value any general thoughts and advice you might have concerning my job hunting campaign. Jerry seemed to feel you might be very helpful in this regard.

I will plan to call you next Monday to see when it might be convenient for us to meet. I would very much appreciate your counsel. Thank you.

Sincerely,

John Woodruff

PREPARING FOR THE INTERVIEW

Be certain that you are properly signed up, that you know the time, date, place, and name of the employer, and that you arrive promptly. You should notify the Career Development Office (for on-campus interviews) or the employer immediately if an emergency arises and you expect to be late.

If the interview has not been set up through the Career Development Office, send a short letter or email of confirmation. You should say that you are looking forward to your interview scheduled for "**(time), (date), and (place)**," and that you appreciate being considered for the possible opening.

READ THE FIRM'S RÉSUMÉ. This will enable you to better understand the nature of the employer's opening so that you will be able to ask better questions and understand more fully the significance of some of the questions the interviewer will ask you.

DRESSING FOR THE INTERVIEW

A good, clean appearance is essential. Dressing professionally and appearing well groomed helps to convey your serious interest in the position. Men should always wear a suit and tie. Women should wear a suit – invest in a full suit and avoid piecing together a suit. Pantsuits are okay. If you choose to wear a skirt, the skirt should be at least to the knee (if you question the length of the skirt, sit in front of a mirror). Female interviewers have commented on the length of women's skirts - so wear them at least long enough to come to your knees when you sit down. Wear closed-toe shoes. If wearing a skirt, wear nude hose. Never appear flashy, choose conservative attire. It is better to appear too conservative than too casual.

INTERVIEWING

Job interviews are designed to give employers an opportunity to explain the benefits of association and to evaluate the comparative qualifications of the students they interview. Conversely, the interview is designed to permit you to determine whether you have an interest in the employer and to convince the employer that you are an outstanding candidate for employment.

To achieve these mutual objectives, both the interviewer and you must prepare for the interview. In preparing yourself for interviews, plan how you will answer questions that may be put to you and which questions you would like to ask. Have in mind points concerning your background and experience which you will want to emphasize. In preparing for your interview, you may want to utilize this checklist.

The following checklist has been taken from *Steps to a Successful Job Interview*, copyright 1979, by M. Elisabeth Dean-Buhl and Vera Sullivan.

JOB INTERVIEW CHECKLIST

____ 1. Getting My Head Together

- ____ a. Have I assessed my personal strengths and weaknesses?
- ____ b. Have I defined my lifestyle and values?

____ 2. Establishing My Career Goals

- ____ a. What do I want to do?
- ____ b. Where do I want to do it?
- ____ c. What do I want from my working life (e.g., money, power, prestige, achievement, recognition)?
- ____ d. What organizations interest me?
- ____ e. Who has the hiring power in these organizations?
- ____ f. What skills do I have, enjoy using, and want to use in a job?
- ____ g. What are my strengths and weaknesses in terms of work?
- ____ h. What skills do I want to develop?

____ 3. Image Management

- ____ a. Have I prepared and duplicated a professional looking résumé?
- ____ b. Have I written a cover letter to accompany my résumé on matching paper?
- ____ c. Have I planned my interview wardrobe? Is everything cleaned and pressed?

____ 4. Developing and Using Research Skills, Prior to the Interview

- ____ a. Have I learned the history, organization, products or services of the employer I am interviewing?
- ____ b. Have I decided why a given organization ought to want my talents?

- ___ c. Have I decided whether my qualifications and skills are compatible with the prospective employer's expectations?
- ___ d. Have I read the employer literature (financial reports, promotional material, annual reports, articles in publications, etc.)?
- ___ e. Whom do I know already works for the employer? Contact them. Call and ask questions about the employer to find out inside information such as: Who will be interviewing me? What does the program need? What can I give? Who's on the Search Committee? Can you put in a good word for me?

___ 5. Practicing My Communication Skills

- ___ a. Have I planned the questions I want to ask the interviewer, and have I written notes about them on index cards?
- ___ b. Have I anticipated my responses to standard and difficult questions the interviewer might ask?
- ___ c. Have I rehearsed how to handle both a structured and an unstructured interview?
- ___ d. Do I know what to do with silences and how to handle the stress that the interviewer may exert?
- ___ e. Have I planned what to say at the beginning and the end of the interview?

___ 6. Interview Follow-up

- ___ a. Have I evaluated my interview performance?
- ___ b. Have I made sure that I sent thank-you letters to everyone who interviewed me?

FREQUENTLY ASKED INTERVIEW QUESTIONS

Open-Ended Questions

1. Tell me about yourself
2. Walk me through your resume
3. Tell me something about yourself that is not on your resume

Education

1. Why did you go to law school? Why JMLS?
2. Do you think your grades are a good indication of your academic achievement? Abilities as a lawyer? Why or why not?
3. Why aren't your grades higher? Do you think grades should be considered by employers?
4. What have you found most challenging about law school?
5. Tell me about college?

Personal

1. What do you see yourself doing five years from now?
2. What do you read?
3. What is your favorite movie? Why?

Self-Assessment

1. What do you consider your greatest strengths? Weaknesses (a bit of trick question, try to discuss a weakness you have overcome or are working on)?
2. What specific goals have you established for yourself in the next ten years?
3. How would you describe yourself?
4. Are you competitive?
5. What motivates you?
6. What is your definition of success?
7. What makes you stand out from your peers?
8. What personal accomplishments have given you the most satisfaction?
9. How would a friend or professor describe you?

Work-Related

1. What criteria are you using to evaluate the organization for which you hope to work?
2. Why do you want to work for us?
3. What are the most important rewards you expect in your legal career?
4. Where else are you interviewing?
5. Why should we hire you (have these in mind throughout the interview and inject your strengths throughout the interview)
6. What qualities should a successful lawyer possess?
7. How many hours a day do you think a person should spend on the job?
8. How does your previous work experience make you a better attorney?

QUESTIONS WORTH ASKING

You should be prepared to ask a number of questions which indicate that you approached the interview rationally and are capable of making an intelligent choice. You can prepare yourself by reading the firm's résumé, talking with attorneys, faculty and students and referring to *Martindale-Hubbell*. A good source of information is students who have worked for the employer before. View the Summer Work Survey binders in the Career Development Library. Some questions specifically about the firm might be: **(All of these questions may not be appropriate to ask the interviewer, but may be information you wish to find on your own.)**

1. How does the firm determine what type of work a new associate (summer clerk) is to be assigned? How is the work supervised? Are evaluations of that work communicated systematically to the new associate (summer clerk)?
2. How is the associate (summer clerk) trained? Are there formal in-firm training programs? Are new associates encouraged to attend outside seminars?
3. Does the firm require its associates to specialize? Is the decision made by the firm, the new associate, or both?
4. How soon does the new associate have direct client contact and substantial responsibilities?
5. What is the specialty of the interviewer? What type of work does he/she do in a normal day? How long has the interviewer been with the firm?
6. What is the history of the firm? What are the firm's expectations with respect to growth? How does a significant change in the economy affect the firm? How many associates (summer clerks) does the firm anticipate hiring? How many of this year's associates are from last year's summer clerkship program? How many associates has the firm hired in recent years? How many of those associates are still with the firm?
7. What is the firm's general character - its stability and reputation? Have there been any significant split-ups in its history?
8. What are its specialties and major areas of practice?
9. Are its clients solid and varied, with important and interesting problems?
10. Does the firm have an active international practice with substantial foreign clients and offices outside the United States?
11. Is the firm's success tied to many clients or a few? How is the firm affected by the business cycle, i.e., periods of recession?
12. Is the caliber of the firm's lawyers uniformly high - with solid and able people at all age levels and in all important legal areas?
13. Are the firm's lawyers persons in whose legal ability, judgment and standards you will have confidence and pride?
14. Are the firm's lawyers persons you will enjoy working with? Are they of sufficiently varied types and backgrounds to make the office interesting?

15. Are the firm's organization and administration systems sound, and apparently running smoothly? Are there signs of cliques or dissidence?
16. What is the firm's future? Is it getting and keeping new people of high caliber?
17. Has the number of the firm's partners and associates grown significantly in the past 15 years?
18. What do new associates do? How is their work determined and assigned? How do the associates' work and responsibilities change over the years?
19. What about compensation - initial, bonus, raises? What is the firm's general philosophy on this? And are there significant "fringe benefits"? **(Do not ask about this at initial interviews. Wait until you get an offer!)**
20. What emphasis is placed on getting new business - and how does this affect compensation?
21. How is performance judged - and by whom? What are the criteria for advancement? When does an associate become a partner?
22. Are partnership opportunities significantly affected by the business cycle, i.e., has the firm admitted fewer associates to partnership during periods of business decline?
23. On what basis is admission to partnership determined? Is it a "competitive standard," i.e., restricted to a small proportion of partners to lawyers in a given field or "meet the firm's standard," i.e., all associates who meet the firm's standard of performance will become partners?
24. What does partnership entail - compensation, responsibilities, contribution?
25. If an associate does not become a partner, what opportunities does the associate have available? Does the firm help in this regard? Does the firm have many prominent and successful alumni?
26. What is the relationship between younger and older lawyers in the firm - the channels of communication (formal and informal), the degree of contact and formality?
27. What are the firm's prevailing attitudes - and practices - on such matters as pro bono work, community service and government service?
28. Does the firm have a friendly atmosphere - is it a place where people can laugh and enjoy themselves in spite of their hard work or is it stiff and formal? Is there a spirit of cooperation among the lawyers - a desire to help each other to get the job done well, or is there a harsh, competitive spirit?
29. Is the locality a good place to work and live - with cultural and recreational activities, citizen interest, and convenient, attractive, residential areas with good schools?

INTERVIEWING (Article)

The following article, written by John F. Egan, hiring partner at the New York firm of Curtis, Mallet-Prevost, Colt & Mosle, published in the *National Law Journal*, offers several more interview tips.

Ranking Applicants

In our screening procedure we utilize a form in which each interviewer is required to rank the applicant on several characteristics and on a total basis on a scale of one to four. The numbers represent outstanding, very good, good and fair. To pass to further interviews requires an overall ranking of one, or two with several ones in specific traits.

In coming to an overall evaluation of the job candidate we ask our interviewers to assess specific factors which we view as important in successful law practice.

Motivation

The elusive quality of motivation or sense of goal is a most significant element. From even short conversations with many people it is possible to draw a reasonable conclusion whether that person has the drive necessary to succeed. To use the psychologists' term, we are trying to measure need for achievement. Law firms want individuals who will not be satisfied with less than a full measure of success.

Compatibility

Compatibility with present firm attorneys and clients also carries some weight. This is probably a more important factor in smaller organizations where there is an apparent tendency to seek clones of those who are already in practice. In larger groups such as ours the backgrounds and interests of present attorneys are extremely heterogeneous.

Still, if an applicant has expressed by choice of courses or prior work experience real interests in fields not part of the firm's practice, no matter how bright or exceptional that individual is he or she would not be compatible. Students can avoid wasting their own and a firm's time by analyzing available data in placement offices concerning the nature of each firm's practice as outlined in firm résumés or information forms required by the National Association for Law Placement.

Aggressiveness

Another factor is aggressiveness. Our practice involves substantial client contact at early stages of professional development. While being a young attorney does not require the pushiness of a defensive lineman, it does require the willingness to engage in legal jousting when necessary. Shrinking violets need not apply.

Ability to Articulate

The ability to express oneself articulately, as well as in writing, carries a premium. Obtaining the right answer to a client question or developing a novel approach to a perplexing issue is but one part of legal practice. An attorney must be able to convey the plan or conclusions to clients in a way they can understand. In individuals who are interested in the adversary aspects of litigation this trait is a prerequisite.

Demeanor

Appearance or demeanor has an impact both in interviews and in practice. Hiring lawyers is not casting for a movie. Accordingly, this element really is a test of extremes. Is the person an unadulterated slob? Is the person extremely affected?

Apparent Intelligence

Then there is the question of apparent intelligence. There are people who, though objectively intelligent, seem to hide their genius under the proverbial bushel basket. Most often, a negative rating in this factor would derive from a reaction that the applicant has the attributes of an absent-minded professor. It is critical that you not only know what you're doing, but make others feel comfortable in acknowledging that you have what it takes.

Maturity

Our final specific rating factor is relative maturity. Students should keep in mind that an interviewer knows that within a relatively short period of time the applicant will be in situations where he or she will have to order priorities, make difficult decisions and confront the realities of every day practice. A positive sense of realism is essential.

We are swayed by prior work experiences which involve contact with individuals on a professional basis or with the public at large. Real world business experience either while attending college or law school or in a period between academic ventures often suggests a degree of maturity and adaptability.

Having entered on our form an evaluation of each of the above factors, an overall evaluation and a reference to foreign language fluency (which is relevant to us as a firm in multi-national practice) an interviewer returns the forms to the firm's hiring partner for evaluation and analysis.

This centralized review process tends to do two things. First, as some interviewers are more or less generous than others in their evaluations it permits an attempt at equalization. Secondly, it enables the firm to see the competitive environment. While it is our firm's policy not to hire anyone if we are not fully satisfied that he or she meets our standards, there may be situations where because of the pool of talent the firm may wish to interview and to hire more people than originally anticipated.

With this centralized analysis completed, we ordinarily advise applicants in writing within a week to 10 days after the initial interview whether it is appropriate for them to undertake additional interviews. These are normally conducted by four or five attorneys, approximately half associates and half partners. In selection of interviewers, some effort is made to match interests and law school or undergraduate background. This enables us to get a more personal evaluation of the academic experience of the person we are interviewing and, in many cases, makes the applicant feel more comfortable with a person and to open up areas which otherwise might not have been considered.

Summer Associates

In this second round of interviews the same factors as described above are considered by each interviewer. He or she is required to make one to four evaluations of each person. In addition, specific written comments of a general character are sought from each interviewer; these include nonspecific evaluations of strengths and weaknesses and amplifications of why the interviewer comes to his or her recommendation.

At least one of the interviewing attorneys will be a member of the firm's hiring committee. The final decision with respect to extending an offer of employment, either as a full time associate or as a summer associate is made informally by members of the hiring committee. No member of the firm or hiring committee other than the hiring partner is authorized to extend an offer of employment.

In rare cases an offer may be made to an applicant immediately after a second series of interviews at the firm offices. The more customary course is for a decision to be made one way or the other within a week to 10 days after the interviews at the firm. The decision is communicated by means of a letter and in cases of offers, followed up by one or more phone calls.

In the case of summer associates who have worked with the firm we decide on offers toward the end of summer employment. All attorneys in the firm are requested to submit their specific comments concerning the effectiveness of the particular summer associate. After analysis of these comments we decide whether to offer permanent employment. In nearly all cases the decision is to offer a permanent position if the individual's performance met the level predicted by their earlier record and interviews.

Several years of fairly intensive experience in the interviewing and hiring process lead me to a few practical suggestions.

PRACTICAL TIPS

- In anticipation of any interview, be sure to familiarize yourself with all available information concerning the firm. This can take the form of data in placement offices and directories such as *Martindale-Hubbell*. If there is not much information on the firm, research the partners and the practice area.
- Especially as the interviewing process moves forward, it is important to be candid about your level of interest in a firm. If you are sincerely intrigued by the prospect of working for a particular firm, tell them just that. If on the other hand, you are disappointed because of the lack of coincidence of your true interests and the firm's practice, also state that. It can save you and the firm a lot of time.
- Be patient with interviewers, especially when at their offices. While the interview may be the most important matter you have on your schedule for that day, it is likely that the attorney with whom you are talking has many other matters of pressing importance. You are entitled to an opportunity to state your case and should demand it. But, interruptions for calls from clients are par for the course. Keep in mind that you are talking with working lawyers, not slick personnel managers.
- Do not submit writing samples or publications unless requested. Most firms would not even dream of spending the time glancing at these materials unless specifically requested.
- In no circumstances use as writing samples memoranda relating to problems of clients of prior employers. One otherwise highly qualified candidate lost his chance for an offer from my firm this past fall by delivering a writing sample in the form of a memo (prepared while a summer associate at another firm) which included names of clients. Firms are looking for professionals and expect professional discretion.
- Merely listing references on a résumé has little impact. With rare exceptions the only third party of whom a firm is likely to make inquiry is a prior legal employer. On the other hand, if a professor or practicing attorney has commended you especially, or sees a personal dimension not otherwise apparent, be sure to attach that reference to your résumé. It can cause the interviewer to see you from a different perspective.
- A final suggestion is not to be anyone other than yourself. This may seem to be a basic observation, but facades don't work. Remember that you are not just seeking a job but in many ways a certain style of practice and life. You will want to feel comfortable with the attorneys in the firm and they want to feel comfortable with you. Be open, candid and honest: most interviewers are and will appreciate it.

WHEN PANIC STRIKES

For those of you who are interviewing on campus or those of you who sign up for interviews and are not selected - **DO NOT PANIC** during the interviewing season if you are not receiving positive feedback from your interviewers. Please keep in mind:

1. The average firm that comes on campus interviews the top 20-33% of law school students in their class at campuses all over the country. This means that several hundred students are interviewed for a few positions.
2. Usually, the students who are having success at interviewing are the ones you hear about. You are far from alone if you receive several rejection letters without one positive reply. If you are discouraged, please come in and see us. Perhaps there are changes that can be made in your résumé or tips on interviewing which may increase your chances of success.
3. To avoid disappointment, be selective in the firms you choose to interview. If a firm has a reputation for being grade-conscious, or if you can determine by reading the personal histories in *Martindale-Hubbell* that grades tend to be important, take that into consideration when you request an interview with that firm.

TAKE ADVANTAGE OF THE MOCK INTERVIEW PROGRAM

Students are encouraged to participate in the mock interview program held in the early fall of each year. Attorneys will interview students on campus and give feedback that will help during real interviews. Mock interviews can also be arranged in local attorney's offices. More information is available in the Career Development Office.

DISCRIMINATION IN INTERVIEWS

John Marshall Law School does not make its interviewing facilities or job listing services available to employers who discriminate in the selection of employees on the basis of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, or any other factor unrelated to an individual's capacity to perform lawyering tasks.

In some cases, discriminatory questions, or questions you perceive as discriminatory, may be asked in the interview. It is well for you to have considered these questions in advance and the possible answers you may want to give. If you feel that you could not, in good conscience, work with or for someone who would consider criteria such as age, sex, race, national origin, sexual orientation or marital and family status in hiring, you may want to terminate the interview as courteously and quickly as possible after you decide that you would be uncomfortable working in the interviewing firm. However, if the job is more important to you than the issues raised by discriminatory questions, you should answer the question, mask any feelings of hostility that it provokes, and try to turn the discriminatory inquiry to your advantage. For example, if you are an older student and are asked your age, simply answer the question. If the next question is "How do you feel that you can begin the practice of law at such an advanced age?" You can then point out what advantages your age and experience have been to you as a law student. Or, if you, a woman, are asked how you can meet the schedule of a busy lawyer and cope with the demands of motherhood, you can cite past experience (e.g., the success you had juggling the competing schedules of law school classes, law review, competition teams and child care) to allay the employer's stated concerns.

Listen carefully to determine what the question is aimed at uncovering. For example, "How's your love life?"** might mean: 1. "Are you a homosexual?" 2. "Are you a loner who wouldn't get along well with others?" 3. "My firm is in a small town, and you may not find adequate social life there. Is that already taken care of?" or 4. "Do you plan to marry soon, and if so, would your spouse be happy to move to our town?" If you can determine the underlying concern and your answer can be responsive to that, you may have some success with this type of question. Better yet, turn the question to your advantage by demonstrating your adeptness in dealing with a difficult question. For example, "So far, I've discovered that my private life has always enhanced, rather than hindered, my ability to (study or work)." Notice that this answer also hints, although subtly, that the question is an inappropriate intrusion into a matter that is "private." It would be easier if inappropriate or discriminatory questions were not asked. They are, however, and you must learn to deal with them. Strike a balance that will not compromise you unduly, yet will also not jeopardize your opportunities for employment. Consider the issues in advance, mentally rehearse answers that display ingenuity, courtesy, and tact, and show how your past behavior and record support your ability to perform in spite of the apparent roadblocks to success that the employer fears.

John Marshall Law School is committed to promoting fair and non-discriminatory hiring practices by employers who interview on our campus. If a student thinks that an on-campus interviewer has been discriminatory in an interview situation, the student should notify the Career Development Office as soon after the interview as possible.

** an actual question once asked by an on-campus interviewer

AFTER THE INTERVIEW

It is common for on-campus interviewers to invite some students to visit their offices at a later date, at the employer's expense. This allows other members of the firm to meet you, and it should give you an idea of what it would be like working for this particular employer. Some "second-round" interviews will last all day, others will require only several hours. You will be asked to submit a list of your expenses to the firm at the end of your visit. Be conservative. Do not expect the firm to pay for your long distance calls, your date's meals, etc... (Do not take advantage of the firm's generosity.)

It is a good idea to write a brief letter to the employer after an interview expressing your appreciation for his/her time and consideration, etc... In the letter, if possible, refer to something positive you discussed in the interview, and also clear up anything about which you felt uncomfortable after the interview.

If you have not heard anything from an employer in whom you are interested and have an offer on which you must decide, contact the employer about your situation and request information regarding your status so that you will be able to deal effectively with your other offer(s). Do not, however, pressure an employer for a decision unless you must meet a deadline for another employment opportunity.

Be flexible. Do not reject an offer until you have thoroughly investigated all opportunities. If you have received more than one offer, check with the Career Development Office to learn what the National Association for Law Placement Guidelines requires in regard to multiple offers. Firms and law schools expect students to abide by these guidelines. They can also be found on NALP's web site at:
<http://www.nalp.org/content/index.php?pid=16#part3>

When you do accept a position, send a letter to this effect to those other firms which have made you an offer or have shown an interest in you. Failing to write such a letter as soon as you accept an offer may tie up openings which could be made available to others.
PLEASE NOTIFY THE CAREER DEVELOPMENT OFFICE WHEN YOU ACCEPT A POSITION.

SOME FINAL TIPS ON THE INTERVIEW

Always be on time. Never arrive too early or one minute late.

Be prepared. Always know about the firm before you go in for an interview. Do not ask questions about information that is readily available to you in *Martindale-Hubbell*, on the firm's web site, or the firm's résumé.

If you are invited out to lunch, order conservatively, around the middle price range. **DO NOT** accept a cocktail. Turn it down graciously.

Do not smoke. Do not smoke immediately prior to the interview. Do not smoke immediately outside of the building when you leave your interview.

End every interview with "Thank you," and begin writing a thank you letter as soon as possible.

Maintain contact with those employers with whom you interview. If they don't remember you, they are not likely to hire you.

OFF-CAMPUS INTERVIEWING OPPORTUNITIES

John Marshall Law School provides several opportunities for students to meet with prospective employers in settings other than the Law School. This is an effort to provide access to employers who may not be able to come on campus for interviews. Students travel to a designated location and are interviewed there by prospective employers. The following opportunities are available:

GEORGIA PUBLIC INTEREST/PUBLIC SECTOR CAREER FAIR

Spring semester -- Atlanta, Georgia

Sponsored cooperatively by Mercer, Emory, Georgia State, John Marshall and UGA

SOUTHEAST LEGAL HIRING CONFERENCE

Spring semester – Atlanta, Georgia

Sponsored cooperatively by Mercer, Emory, Georgia State, John Marshall, UGA, University of Mississippi, University of Alabama, USC, University of Tennessee, Cumberland and Wake Forrest

PROSECUTORS JOB FAIR

Spring semester – Atlanta, Georgia

Sponsored by John Marshall Law School

JUDICIAL CLERKSHIP JOB FAIR

Spring semester- location varies according to Judicial Conference location

Sponsored cooperatively by Mercer, Emory, Georgia State, John Marshall and University of Georgia

ATLANTA BAR ASSOCIATION 1L MINORITY CLERKSHIP PROGRAM

Spring semester -- Atlanta, Georgia
Sponsored by Atlanta Bar Association

NASHVILLE BAR ASSOCIATION 1L MINORITY CLERKSHIP PROJECT

Spring semester- Nashville, Tennessee
Sponsored by Nashville Bar Association

SOUTHEAST INTELLECTUAL PROPERTY JOB FAIR

Spring semester & summer – Atlanta, Georgia
Sponsored by Georgia State University Law School

SOUTHEAST MINORITY JOB FAIR (SEMJF)

Fall semester – Atlanta, Georgia
Fifty law schools participate and over one-hundred employers interview

PUBLIC INTEREST JOB FAIR

October -- Washington, DC
Sponsored by National Association for Law Placement (NALP) and Equal Justice Works

ACC ASSOCIATE OF CORPORATE COUNSEL

Summer Law Minority Internship Program (**John Marshall students won in 2009 and 2010!!!*)

Spring semester – Atlanta, Georgia
Sponsored by the ACC Georgia Chapter

LOYOLA PATENT LAW INTERVIEW PROGRAM

Spring semester – Chicago
Sponsored by Loyola University, Chicago School of Law

NATIONAL BLACK PROSECUTORS ASSOCIATION ANNUAL CONFERENCE

Spring semester & summer -- location varies each year
Sponsored by the National Black Prosecutors Association

NATIONAL LGBT BAR ASSOCIATION JOB FAIR

Spring semester – Brooklyn, New York
Sponsored by the LGBT Bar association

TRI STATE DIVERSITY RECRUITING PROGRAM

Summer/fall semester – Kentucky
Sponsored by Greenebaum Doll & McDonald, PLLC

HISPANIC NATIONAL BAR ASSOCIATION ANNUAL CONVENTION

Spring semester registration & fall interviews – location varies each year
Sponsored by the Hispanic National Bar Association

INTERVIEW THANK YOU LETTER

Your address
City, State Zip

June 15, 2011

Walter B. Smith, Esquire
Washington, Adams & Jefferson
55 Cherry Street
Atlanta, Georgia 30309

Dear Mr. Smith:

Thank you for taking the time to meet with me on May 22nd to discuss an associate position with your firm. The position you described sounds both challenging and rewarding. I feel that my experience on John Marshall Law School's Moot Court Board and my clerking experience with the District Attorney's Office would prove to be assets to your litigation department.

The interview and tour of your offices helped give me a better understanding of your firm and further reinforced my strong desire to become an associate of Washington, Adams & Jefferson. I was particularly intrigued by your description of the work load of a first-year associate. Your expectation of immediate "hands-on" work is very appealing. I was also impressed with your firm's commitment to pro bono work.

If there is anything further that you need from me to help your firm reach a positive decision upon my application, please let me know. I encourage you to contact my references to obtain a better understanding of my credentials, as well as my work ethic. I am more than willing to visit your offices again for further interviews.

Thank you again for your time and consideration. I look forward to hearing from you.

Yours very truly,

Jane Doe

Jane Doe

LETTERS IN RESPONSE TO OFFERS

Dear Mr. Chambers:

I am quite pleased that you have offered me a position with your firm in the Taxation Division. I am seriously considering your offer, and I will let you know my decision shortly.

Sincerely yours,

Tom Doe

Tom Doe

OR

Dear Mr. Chambers:

I feel very honored that you have offered me a position with your firm. I have, however, accepted another offer. Thank you for the confidence you expressed in me with your offer.

Yours very truly,

John Doe

John Doe

REPORT ALL JOBS TO CAREER DEVELOPMENT OFFICE

The U.S. Government, the National Association for Law Placement, and John Marshall's Dean require us to keep accurate records of student employment information. Please help us by reporting jobs (clerking and associate positions) to our office.

NATIONAL ASSOCIATION FOR LAW PLACEMENT

John Marshall Law School is a member of the National Association for Law Placement (NALP). This is an organization comprised of law school members and employer members whose purpose is to promote the exchange of information and cooperation between law schools and employers. Members agree to abide by the Principles and Standards. The entire text of the Principles and Standards for Law Placement and Recruitment Activities is available in the Career Development Office.

THE JOB SEARCH

It is important for Law Students to know how most people find jobs in the legal profession. Although the Career Development Office makes great efforts to provide as many opportunities as possible for students to meet employers on campus, only a few students acquire jobs through this vehicle. Most law firms that hire *each* year are the largest firms. Statistically, only 20% of law graduates *nationally* go to work in firms larger than 10 lawyers. Thus, only a very small percentage of students are hired in those largest firms.

The other methods of finding jobs are through leads which come into the Career Services Office and are posted for students on the John Marshall website and through a student's independent efforts. **The vast majority of legal jobs are hidden opportunities which are never advertised through Career Development Offices or any other way.** Finding these jobs requires effort and searching on the part of aspiring lawyers.

If these jobs are not advertised, how do you find them? Usually in one of two ways. Either you hear of an opportunity through a friend or acquaintance, or your own search happens to land you, or your resume, in the office of someone who needs to hire a lawyer.

The more direct and easier of the two methods is to form and cultivate a network of friends and acquaintances to help you in your job search. Networking comes very naturally to some people. They always seem to know people in various places who know others and are willing to refer the aspiring lawyer to them. If you are not one of the natural networkers, however, don't despair. Everyone has a network, even if we don't always recognize it. All of us have relatives, friends, and friends of friends who are interested in us. Other sources of contacts are classmates (past and present), professors, business contacts, members of professional organizations and associations, people you meet at conferences, seminars, etc. It just takes contacting these people and asking for help. You would be amazed at how many contacts you can discover in a particular community if you try listing and contacting your acquaintances there.

Other means of networking include contacting alumni from your undergraduate school (or of your sorority or fraternity) who may be attorneys or have connections with attorneys (e.g., bankers, insurance persons, etc. often have contacts with lawyers; former clients may be a source of information about lawyers, too). One student recently contacted a lawyer in another state who was originally from the student's hometown and went to the same high school, though at a completely different time from the student. That was enough of a contact for the lawyer to help the student, and happily that student has been employed by that lawyer's firm.

Once you have a list of contacts, you need to contact them. In your letter, phone call or email, be sure to let them know who referred you to them. This is simply using your contacts wisely. If your banker uncle referred you to someone, he or she may be much more likely to see you. Future business relations for them may be enhanced by doing what is perceived to be a favor to your uncle (or any other contact person) by seeing you.

How do you approach these people? The best way is to mention that your contact suggested that you write or call them. Tell them that you are a law student or graduate and that you would like to talk to them about opportunities in the law (or whatever you are looking for) in the particular town or state in which they work and live. Without possibly putting them off by asking directly for a job, you may have a much better chance of actually talking with them. They know that you are looking for opportunities for work without being put on the defensive by being asked for a job. If, after talking with you, they are impressed, they may give you the names of others to contact who may be thinking of hiring, or they may decide that they are interested in talking further about hiring you themselves. Sometimes you may have to ask directly for names of others whom they know that you might speak with. Again, when contacting these new second tier contacts, use the name of your referring contact person when asking to speak with them. Before you know it, you may have developed quite an extensive network of contacts in an area where you are looking to be employed. Even if no job comes directly from these sources, you will have a nice group of ready-made acquaintances in your new community when you do find work.

If you are interested in an area where you have absolutely no possibility of networking, what to do? Here you need to do some carefully targeted mailing of letters and résumés and follow up with phone calls or emails. Targeting is a way to limit your search and to contact employers who are most likely to have work or be located in areas that will be best suited to you. Possible targets could include a particular geographic area, a particular type of employer, a particular size of employer, a specialty area of practice, a history of hiring from John Marshall, etc.

After you have done an initial mailing, you need to follow that up with phone calls or emails. *Experience teaches that very few lawyers promptly answer letters from unknown applicants.* That does not necessarily mean that there is no possibility of a job there. Often they are busy and do not attend to details of correspondence unrelated to their practice. Your persistence is indicative to them of how well you may follow up on legal matters, a skill which is a vital characteristic in a lawyer. **Be sure to follow up.**

It is important that your letters not give the appearance of a mass mailing. To the extent possible, tailor the letter to the particular employer by mentioning the type of practice, size firm, etc., whatever is important to you. (See the section on Cover Letters) Impersonal, mass mailings turn off prospective employers! Never address a letter to "Hiring Partner." Always have a name, even if you have to call the firm to request a name!

Don't forget the possibility of using the Career Services Office at another school to get information about possible job openings and about employers who use that school's office for advertising positions or interviewing students. See John Marshall's Career Development Office to determine if the other school has a reciprocal arrangement with us (**Georgia law schools excluded**). Most other schools will not help you without a letter from us asking permission for you to use their facilities.

THE LEGAL JOB MARKET

It is very important to identify your interests and start learning about different legal employment opportunities. The sooner you can develop a focus to your career goals, the sooner you can start acquiring the specialized skills and knowledge that you will need to get a job in that field and to be successful.

A very brief description of the most common legal employment settings follows. More information is available in Career Development Office.

TYPES OF PRACTICE

Private Practice

Private practice involves attorneys who work in law firms and solo practice for profit. Private practitioners provide legal services to companies and individuals. The following descriptions are designed to give you an overview of the different kinds of law firms.

Sole Practitioner

A sole practitioner is an attorney who opens up his or her own practice. Sole practitioners are similar to small law firms and may have either a specialized or general practice. Some sole practitioners share office expenses with other practitioners, but each attorney handles his or her own clients. Sole practitioners often hire students to work as research assistants during school or summers, but rarely hire graduates.

Law School graduates sometimes choose to "go out on their own." It is possible to do this either in a large city or a smaller town. Choosing this alternative will give you more freedom than working for a large firm, although, you may initially have a lower income and the added responsibility of obtaining your own clients. Sometimes students can find an experienced sole practitioner willing to share space and knowledge in exchange for assistance. Occasionally, the experienced practitioner wishes to train the new attorney gradually to take over the established practice. See *How to Go Directly Into Your Own Computerized Law Practice Without Missing a Meal (or a Byte)* or *How to Start and Build a Law Practice*.

Law Firms

Large Firms: The large law firm usually hires those students who are at the very top of their class. Large firms often want students with Law Review or Moot Court experience. Many large firms visit a small number of law schools in the Fall to recruit second year students for summer positions. These positions give the firm and the students an opportunity to evaluate each other and frequently result in an offer for permanent employment after school. The atmosphere in these firms tends to be relatively structured and hierarchical, and most of their clients are corporations or other large organizations. Large firms offer the advantage of a generous income but often provide minimal freedom of hours, choice of clients and location.

Small or Medium-Sized Firms: A compromise between a solo practice and a large firm is a small or medium-sized firm, which may employ anywhere from two to twenty attorneys. Some small firms, known as “boutique” law firms, tend to specialize in a certain area of law. Other small law firms maintain a general practice and provide a variety of services for their clients. Some of the possible advantages of working for a small or medium firm are greater control over work conditions, increased opportunities to develop client relationships, and more of a chance to see a case through from beginning to end. Small and medium law firms are generally less hierarchical and departmentalized but may offer little formal training. Nevertheless, graduates can expect to gain a great deal of hands-on experience in a short period of time. These firms may recruit only when a specific hiring need arises, e.g., an increased workload or a resignation. Such firms notify the Career Development Office throughout the year as available openings occur. However, many smaller firms never advertise their positions leaving it incumbent on the student to search out the opportunities for themselves.

Judicial Clerkships

These positions are available at many levels of the Federal and State Judiciary and are generally for one or two-year terms. The Career Development Office maintains files on many of the State and Federal Courts containing information on application methods. Applications for **federal** clerkships should be made in the early Fall of a student's third year. Please pick up the *Judicial Clerkship Handbook* which is published annually and gives information about the application process. Usually a resume, writing sample, and three letters of recommendation are required. (*1Ls: Attend the Spring Federal Clerkship Seminar!)

Judicial clerkships provide a special opportunity to obtain knowledge of the legal system, give exposure to various legal issues and an opportunity to master writing and research skills. They also provide opportunities to network and become knowledgeable about the legal community in a particular area, making the job search easier. Many law firms, government agencies, public interest organizations and other employers actively seek judicial clerks at the end of their term.

Government

Government attorneys practice in a wide variety of fields. Legal positions may exist in the legislative, executive and judicial branches at the federal, state and local levels of government. Because there are different agencies within each branch, a wide variety of legal practice areas are available including environmental law, consumer protection, labor law, international relations, immigration law, energy law, civil rights, contracts and tax law.

State Government Agencies

District Attorney's Offices, the State Law Department, and various state committees and commissions provide opportunities for lawyers. The Career Development Office keeps current information on positions available in many of those offices. You may want to consult the National Directory of State Agencies for information on various possibilities.

Business Management and Corporate Opportunities

Most businesses, including banks, insurance companies, accounting firms and corporations, are receptive to considering J.D.'s for positions. A student with previous experience or education in a business field is an excellent candidate for legal or managerial positions in any of these fields. Many companies list their legal departments in the annual *Law and Business Directory of Corporate Counsel*, available on line. Banking, Insurance, Accounting and Lobbying are fields in which a law degree is often beneficial. Most large banks have trust departments whose work involves probate, personal and corporate trusts, and pension as well as profit-sharing agreements. Commercial banks employ lawyers to work in areas of public finance, tax-exempt securities and international banking. An undergraduate degree in accounting, finance or business often is required.

Accounting firms handle matters in foreign taxation, estate planning, merger and acquisitions, corporate reorganization, as well as personal and corporate taxation (in addition to basic accounting).

Lobbyists work for corporations, state and local governments, political organizations, trade associations, unions, and other groups affected by legislation. Attorneys are effective in this capacity because of their knowledge of law and the legislative process.

Military Service

Each branch of the military has a Judge Advocate General's Corps, or its equivalent. Employment in the military offers relatively high salary, good fringe benefits, and security. The Career Development Office maintains descriptive literature on military law careers and **several of the branches recruit on campus.**

Public Interest Organizations

There are many different public interest organizations. Public interest organizations generally represent the interests of the poor, elderly, disabled, or individuals or issues that tend to not have access to the justice system. Public interest positions vary a great deal and will offer students invaluable experience. Students often get experience interviewing clients and witnesses, writing motions, conducting research and representing clients at administrative hearings.

Students are able to receive class credit while working for public interest organizations through the Public Interest Practicum. (See the Director of Externships for more information).

The Career Development library contains information about many opportunities for law students and graduates in the area of public interest. Due to funding restrictions most public interest organizations are only able to hire when they have a vacancy or receive additional funding, so they do not have a regular hiring cycle. Many legal services agencies contact us when they have vacancies, these notices are posted on our bulletin board and on our web site. There are also fellowships and grants available for students and graduates interested in doing public interest work.

Law Librarianship and Legal Research

Professional librarians are employed by all law schools, many courts and large law firms. This area of specialization is an appealing alternative for students who enjoy legal research.

Law book publishers such as Prentice-Hall and Lawyers Cooperative employ many staff attorneys to prepare annotations, encyclopedias and loose-leaf services. These positions require lawyers with an intense interest in legal research and above average writing ability. Salaries and working conditions are competitive.

Teaching and Academic Opportunities

Extremely high academic credentials are generally required to teach at an ABA accredited law school. Applicants must register with the Association of American Law Schools. There are some teaching fellowships available.

Teaching positions are also available at many undergraduate schools which offer courses in Business Law, Real Estate Law or Law Enforcement. Attorneys are frequently sought to fill administrative positions in institutional fund raising, placement, and alumni affairs offices. Other possibilities include employment as a university attorney, an affirmative action officer, or an employee relations officer. Teaching and administrative positions are listed in the *AALS Placement Bulletin*; the *Chronicle of Higher Education*; and the *National and Federal Legal Employment Report*.

Alternatives To Law Practice

There are many areas where a law degree is helpful, although the individual may not be doing legal work. A great resource to help you find information about alternatives to law practice is Deborah Arron's book, *What Can You do with a Law Degree?* There are several other publications available in the Career Development library on alternative careers.

CONDUCTING A JOB SEARCH IN A SOFT ECONOMY

Introduction

The current economic state has greatly affected the legal sector with lawyers around the country being laid off, graduates being deferred and having offers rescinded, and employers increasingly “tightening their belts.” Unquestionably, the current economic situation will affect you and your job search. What does that mean to you as a law student? It certainly implies that more than ever, students will have to network (see the aforementioned suggestions on networking). It will be more likely for students to obtain positions through word of mouth or recommendations rather than relying on job listings or on campus interviews. It also means that students will have to begin their search earlier. More importantly, students will need to prepare exhaustively to beat out the intense competition during interviews.

Practice Areas

The economy also impacts the practice areas that students will be hired into. A couple of years ago corporate transactional work was extremely busy, but today, it has slowed tremendously. Students would be wise to steer their search away from this type of work and focus on more litigation-based practice areas. This will require students to be *flexible*. Taking a summer position as a clerk to a criminal lawyer does not mean you are committing to a lifelong criminal practice. You will strengthen general legal skills such as legal research and writing in almost any practice area that will translate easily to what you ultimately want to do. In the current legal market, lawyers need to practice in more than one specialty, so flexibility can work in your favor. What practice areas are recession-proof? While not totally recession-proof (the economy has impacted everyone), we find that employers are still seeking student assistance in the following practice areas: collections, criminal, bankruptcy, family, immigration, intellectual property, labor and employment, personal injury, and workers compensation. That is not to say that other areas are not hiring, simply that those positions are harder to come by.

Managing Expectations

As described in this Manual, 1Ls will frequently obtain unpaid positions during their summer. Due to the economy, this will also hold true for many 2Ls. Do not be dismayed if a position is unpaid, as that is increasingly common in this market (but do *plan ahead financially*). The experience you will gain and the recommendation you will earn make that experience worthwhile, as your job search will be facilitated with that experience on your resume when you graduate. If the position is unpaid, consider additional arrangements, such as a part time position elsewhere or requesting a modest stipend at the completion of the internship to cover basic expenses such as lunch and gas.

Finally, when you do arrive at your place of employment, not only do you need to produce excellent work product, but you also need to show that you are a hard worker (so put in good hours and do not expect to leave by 6pm every evening). Be strategic when you are there...continue networking with other lawyers and find out all you can about that practice area and firm or organization to determine whether there may be a place for you there when you graduate. It's never too early to begin thinking about your first attorney position!

EMPLOYMENT PERSPECTIVES BY CLASS YEAR

FIRST YEAR STUDENTS (1LS)

Your immediate concern is not legal employment, but the foundation you are building for your legal education and professional life. However, once you have begun to learn the language of the law and have survived the transition to law school, the Career Development Office can begin to help you define professional goals and consider options. In November, we will have a 1L class meeting to discuss possibilities and options for 1L summer employment. During November you will have an orientation session with the Career Development staff and a tour of the office. After the orientation you will have the opportunity to schedule an individual meeting with a career counselor to discuss your resume, job goals and develop a strategy for getting a job.

All first year students will not have and may not want summer legal jobs. This is an opportunity to do something else if you want to. However, many of you will want legal jobs and they can provide good experience in a practical realm to go along with the theory you have learned in law school. Summer jobs can also provide good résumé material especially when they result in good references. Watch for résumé deadlines. If you are unable to obtain a paying legal job and if you can afford to do it, you might consider **volunteering** to clerk for a judge or working in a public agency through the public interest practicum.

First year students who want to apply for summer jobs with **large** firms in major metropolitan areas should prepare résumés by Thanksgiving and send them to the firms on December 1. Large firms are likely to consider only first year students with **strong** undergraduate academic backgrounds. To determine which larger firms may be willing to hire 1Ls during the summer, see www.nalpdirectory.com.

Be aware of two important facts: First, while large firms will accept résumés from 1Ls on or **after December 1**, the National Association of Law Placement (NALP), an organization of which law schools and legal employers are members, bars law firms from initiating contact with, interviewing, or extending offers to first year candidates until December 15. Second, although you may receive an initial interview based on your undergraduate record, frequently employment decisions are delayed until **first-semester law school grades are available**.

Medium-sized and small firms should be approached during semester break or second semester. If you define your strengths, market them well, as well as write good cover letters, make calls, and even knock on doors, your perseverance (and the right timing) should result in a good position. Understand that some firms prefer students with two years of law school.

Become familiar with the resources of the Career Development Office and attend the seminars and forums which we sponsor.

Do not underestimate the importance of studying and law school grades. Undeniably (whether correlative or not), career options expand in predictable proportion to law school academic achievement.

And, finally, remember that every contact you make with employers or potential employers forms a link in your network of contacts for future help. Treat everyone with extreme courtesy and maximize your contacts.

Additional interviewing opportunities will be found at the annual **Judicial Clerkship Job Fair**, held each January, the **Prosecutor's Job Fair – 1L Resume Forwarding**, held in November, and the **Atlanta Minority Clerkship Program** held in Atlanta during the spring semester. There is also the **Public Interest Career Fair** held in Atlanta each year, to which students are invited. Watch for information in the *John Marshall "Notices"* (JMTV and CSO Facebook) about these and other opportunities.

SECOND YEAR STUDENTS (2LS)

Clerking during the second summer is important. For a number of you, the clerkship will lead to permanent job offers. The summer clerkship offers an important experience and credential for the next stage of your job search. And it provides opportunities to develop contacts in the legal world, a very important consideration for every student.

Additional interviewing opportunities will be found at the annual **Prosecutor's Job Fair**, held in early November, the **Judicial Clerkship Job Fair** held each January, and the **Public Interest Career Fair**, also held during the spring semester. Watch for information in the *John Marshall "Notices"* (JMTV and CSO Facebook) about these and other opportunities.

Some students will accept jobs in the fall. However, not all will find job opportunities through the fall programs. **Do not be discouraged** if you do not match the qualifications of the fall employers. Significantly, most summer jobs are found through sources other than the OCI Program (e.g. job postings, previous clerking positions, networking, mailings). Many positions exist, as do ways to identify them. Frequently students find positions during the spring semester.

Determination and luck are both significant factors. Timing is also important. Be aggressive, keep trying. See and seize the opportunities.

If you are looking for a job outside Georgia, use your holiday or spring break to approach employers. You may want to request reciprocity with other law school Placement Offices (usually not available in New York). Check the list of resources available in our bibliography. You may find something useful there. Attend the seminars and speakers sponsored by Career Development and by other organizations. They offer opportunities to network.

If you want to apply for a **Federal Judicial Clerkship** following graduation, prepare your application during the summer break following your second year. Usually, the application includes a resume, cover letter, writing sample and three letters of recommendation. If you are sending out a lot of applications it is helpful if you give the people writing your letters of recommendation a disk containing the names and addresses of the Judges, so that they can easily produce letters for each Judge.

Application procedures are subject to change, so during first semester, check the judges' application schedules. If you are interested in a Federal Judicial Clerkship please let the Career Development Office know, we will be glad to assist you in any way that we can. Federal Judicial Clerkships are prestigious and demanding positions. They offer special experience and superior credentials to those students who have excellent qualifications. Applications for **federal** clerkships should be made in the early Fall of a student's third year. See OSCAR website for more information: <https://oscar.uscourts.gov/>

Important: Do not apply frivolously. Treat offers soberly. Submission of an application for a judicial clerkship warrants that the candidate would accept the position if it were to be offered.

State Appellate Clerkships provide valuable experience and enhance future job opportunities. Applications for state judicial clerkships generally are accepted later, usually in the third year.

Occasionally, last-minute clerkship opportunities arise. Be prepared to seize them.

THIRD YEAR STUDENTS (3LS)

Third year students who are unsure of career directions or who have postponed making post-graduation commitments are urged to make appointments for career counseling.

A number of you will participate in Job Fairs or will receive offers as a result of summer clerkships. Many of you, however, will not receive job offers in the Fall.

DO NOT PANIC if you are not offered a permanent position following your summer clerkship. Most entry level job offers are not made until later in the year. Plan job-hunting strategies for the next several months. However, do not neglect your academic obligations.

Looking for employment is an active, continuous effort and a worthwhile learning experience. Use available resources such as: *Martindale-Hubbell*; the *Law and Business Directory of Corporate Counsel*; the *Georgia Bar Handbook*; *Florida Bar Journal*; professional directories; professional or trade journals in the areas of your experience or training; local newspapers listing attorney openings; voluntary bar organizations; networking; and word-of-mouth sources. Use the yellow pages of the telephone directories for cities in which you are interested. Lexis and Westlaw provide numerous resources helpful to job searchers in the legal arena.

If you are interested in a particular area of law, a good way to meet lawyers in that field is to attend CLE seminars on topics related to that area of the law. Information on CLE courses offered in Georgia is available on the Institute for Continuing Education web site at: <http://iclega.org/>.

EMPLOYER	TYPE OF EMPLOYMENT	WHEN TO APPLY	HOW TO APPLY	RESOURCES
Law Firms (Large)	Summer Associate	2L's: Early fall of 2nd year 1L's: AFTER December 1 st (NALP RULE)	Send resume and cover letter to firm in early fall or apply on firm's website. Send resume and cover letter to firm after December 1 st .	ON-LINE: RESOURCES: <i>Martindale-Hubbell Law Directory</i> ; Georgia Bar Directory; firm web sites; LEXIS/WESTLAW search; National Association for Law Placement (NALP) Questionnaires; IL Hiring Index; www.nalpdirectory.com
	Associate (Post JD)	Early fall of 3rd year	Send cover letter and resume in early fall. NOTE: Most firms hire the majority of associates from previous summer's law clerks.	Same as above.
Law Firms (Small-Medium)	School year law clerk	2nd or 3rd year.	Anytime during the school year. Most hire as needed; check the Career Development web site; send cover letter and resume during school year. Check with students ahead of you who are clerking. Networking.	Firm resumes; <i>Martindale-Hubbell Law Directory</i> ; Georgia Bar Directory; LEXIS/WESTLAW search;
	Summer law clerk	1st or 2nd year	1Ls after December 1 st (NALP RULE). 2Ls anytime. Most hire as needed; check the Career Development web site; send cover letter and resume during the school year. Check with upper-class students who are clerking.	Same as above.

EMPLOYER	TYPE OF EMPLOYER	WHEN TO APPLY	HOW TO APPLY	RESOURCES
Law Firms (Small-Medium)	Associate (Post JD)	During 3rd year or post JD	Most hire as needed; check the Career Development web site; send cover letter and resume during school year.	Same as above. In addition, positions may grow out of temporary or summer/*p-t school year work.
Research Assistant	School year/summer	1st (summer), 2nd or 3rd year	Contact professors directly; check the Career Development web site.	
Public Interest Organizations	School year law clerk/Intern/extern	2nd or 3rd year	During school year. Usually need students on volunteer or externship basis. Public interest job fairs; send cover letter and resume during school year.	Employer websites; Career Development library has many resources concerning public interest organizations, fellowships and internships; National Association for Public Interest Law (NAPIL) and publications; Public Interest Employment Service; Public Interest Job Search Guide; Directory of Public Interest Legal Internships.
Public Interest Organizations	Summer	1st or 2nd year. Apply anytime, especially Winter/Spring.	See above.	Same as above.

***Please consider working a part-time school year internship. Many employers hire law clerks for permanent employment upon graduation.**

EMPLOYER	TYPE OF EMPLOYMENT	WHEN TO APPLY	HOW TO APPLY	RESOURCES
State Judges	Judicial Clerkship	Spring Semester of 3rd year	Usually resume, cover letter, writing sample and three letters of recommendation are required. (Check Career Development binders for specific requirements for individual judges.)	Same as above, plus: <i>The American Bench</i> ; State Court and State Government Directories.
Judicial Clerkships	Practicums (externships)	1st, 2nd or 3rd year	See section on Public Interest Practicums (externships)	Surveys of State and Federal Judges;
Corporate In-House	Summer	2nd year	Research individual corporations; call for specific application information.	Career Development job postings; www.acc.com ; www.martindale.com
Fellowships	Summer	1st and 2nd year	Many have special applications forms; most require a resume.	Career Development Fellowship Information; EJW Fellowship Guide.
Fellowships	Post JD	During 3rd year	Same as above.	See above.
Volunteer Opportunities	Anytime	Anytime	Cover letter and resume. Some organizations advertise positions; others have ongoing need for volunteers; others will take on volunteers as needed.	Use all of resources listed above. Contact local bar association, public interest or other non-profit organizations.

ONLINE RESOURCES FOR JOB SEEKERS

Below are several Internet sites that you may find helpful in your job search. We have highlighted a few particularly helpful sites, but we have also included a more extensive list. We also suggest you search the sites of your local legal placement agencies.

Disclaimer: The links to the websites on this page are provided for your convenience. These sites are not within the control of John Marshall Law School. The Law School is not associated with any of the websites represented on this page. Further, the Law School is not liable for the contents or reliability of the websites that are linked from this page.

Law Firm Information/Employment Databases:

- **Martindale-Hubbell on the Web:** The premier source for locating attorneys and comprehensive information about law firms nationwide. Easily searchable and provides the same scope of information as is available in the hard copy edition. www.martindale.com
- **ABA Law Student Division:** This is a tremendous resource. The Law Student Division includes information on various practice areas, available jobs at the ABA and otherwise, fellowship opportunities, and much more. <http://www.abanet.org/lsd/jobopp.html>
- **NALP Online:** The official site of the national Association for Law Placement provides information on recruiting trends, placement statistics, law firm information, law schools and much more. www.nalp.org
- **NALP Directory of Legal Employers:** Hosted by the national Association for Law Placement, this site contains a wealth of information about member employers, including demographics, practice areas, billable hour requirements, salary, and benefits. Mostly larger law firms, but also contains some public sector employers. www.nalpdirectory.com
- **LawCrossing:** The website requires a paid subscription, but it is a very good resource. LawCrossing constantly searches for positions in private and public sector. You can search by location, practice area, experience level, etc. www.lawcrossing.com
- **Vault.com:** Features a substantial variety of interesting and useful resources including descriptions of associate life in various practice areas, legal news, firm research tools, and an active message board. In addition, the site features job listings for attorneys and a career services section. The site also covers various other industries such as finance and health. www.vault.com
- **Infirmination.com:** Contains employer directories, searchable database for legal positions, salary information, Greedy Associates boards, plus links to the Insider's Guide to Law Firms. www.infirmination.com

- **The Wall Street Journal's Career Journal:** Helpful advice on job hunting, networking, interviewing, and other career-related issues.
www.careerjournal.com
- **The American Lawyer:** Provides lists of top firms, satisfaction survey results ranging from dealmakers of the year to pro bono scorecard results, and firm news.
www.americanlawyer.com
- **Above The Law:** Legal tabloid with recent firm news, gossip, and blogs.
www.abovethelaw.com

Federal and State Web Resources

- **NALP Federal Employment Opportunities Handbook:** Provides an overview of various legal jobs available in federal agencies. If you are interested in federal government opportunities, you should definitely read this handbook.
http://www.nalp.org/assets/859_0708fedlegalempguide.pdf
- **USA Jobs:** Provides job listings for federal agencies. Most agencies post jobs through this website. It is kept current. <http://www.usajobs.gov/>
- **Careers.ga.gov:** Provides job listings for state agencies.
<http://www.careers.ga.gov/>
- **Department of Justice:** Opportunities in various geographical locations for experienced attorneys. Entry-level attorneys are typically only hired through the prestigious Honors Program. http://www.usdoj.gov/oarm/opp_attorneys.htm
- **Federal Legal Internships:** <http://www.internships-usa.com/fedlaw/fedind.htm>
- **Congressman Mel Watt's Federal Internship Page:** Although geared primarily toward undergraduate students, Congressman Watt of North Carolina has put together an outstanding list of internship opportunities with Federal Agencies.
http://watt.house.gov/SupportingFiles/documents/Internship_Opportunities.pdf

Clerkship Information:

- **OSCAR:** Online System for Clerkship Application and Review. Provides listing of available clerkships. Also where you will apply for most federal clerkships.
<https://oscar.symplicity.com/>
- **Judicial Clerkships.com:** Website of Debra Strauss, author of Behind the Bench: The Guide to Judicial Clerkships. www.judicialclerkships.com
- **University of Michigan Judicial Clerkship Handbook:** Wonderful advice and an excellent resource for students interested in pursuing judicial clerkships. Provides thorough information on salaries and why you should apply as a clerk.

- <http://www.law.umich.edu/currentstudents/careerservices/Documents/ClerkshipManual2008-09.pdf>

Public Interest Resources:

- **The National Association for Public Interest Law:** Contains information about student and graduate job opportunities, fellowships, funding resources, loan repayment assistance and more. Great site for general information on public interest careers. www.napil.org
- **Public Services Law Network Worldwide:** PSLawNet is a national clearinghouse for paid and pro bono opportunities for law students and attorneys. There is a searchable database of opportunities. You must register as a John Marshall student or graduate. www.pslawnet.org.

Job and Information Websites

Job Search General

- AAR/EEO – Affirmative Action Register www.aar-eeo.com
- American Bar Association Career Resource Center www.abanet.org/careercounsel
- American Internet Classifieds: Legal Employment
www.bestads.com/aic/employment/legal
- America's Employers www.americasemployers.com
- America's Job Bank www.ajb.dni.us
- Atlanta Bar Association www.atlantabar.org
- Atlanta Journal Constitution www.ajcjobs.com
- Attorney Jobs www.attorneyjobs.com
- Best Jobs USA www.bestjobsusa.com
- Blackworld Career Center
www.blackworld.com/careers.htm
- Career Builder Network www.careerbuilder.com
- Career.Com www.career.com
- Career City www.careercity.com
- Career Exchange www.careerexchange.com
- Careers & Jobs www.starthere.com/jobs/
- Career Magazine www.careermag.com
- CareerSite.com www.careersite.com
- Career Shop www.careershop.com
- Career Opportunities in Intellectual Property Law www.patents.com/opportun.htm
- C-Span Interactive Employment Network www.c-span.org
- CompLaw Attorney Job Listings www.complaw.com/joblist.html
- Contract Employment Connection at NTES www.ntes.com
- Counsel Net www.counsel.net
- DICE www.dice.com
- Employment Guide.com
www.employmentguide.com/site/index.html
- Environmental Career Opportunities www.ecojobs.com
- Excite Careers Network www.excite.com/careers
- FedWorld Federal Job Search
www.fedworld.gov/jobs/jobsearch.html
- Findlawjob.com www.findlawjob.com
- FindLaw Legal Employment Listings www.careers.findlaw.com
- Galaxy Jewels Employment www.galaxy.com/b/d?n=5024
- Hieros Gamos www.hg.org/employment.html
- Hot Jobs www.hotjobs.com
- Jobbank USA www.jobbankusa.com
- Jobfind www.jobfind.com/
- Jobhunt www.job-hunt.org
- Joblynx www.joblynx.com
- Jobcircle.com www.jobcircle.com
- Jobtrak www.jobtrak.com
- Jobweb
www.jobweb.org/pubs/joboutlook/student.htm
- Law.com www.law.com
- Law Employment Center www.lawjobs.com
- Law Forum, The www.lawforum.com
- Law Info Career Center www.lawinfo.com/
- Law Mall www.lawmall.com
- Law Match www.lawmatch.com
- LawCrawler Legal Internet Search www.lawcrawler.com
- Law Journal Extra www.lawjobs.com

- Legal Employment Search
- Legalrecruiter.com
- LexisNexis Martindale-Hubbell
- Martindale-Hubbell
- Monster.com
- National Association for Law Placement
- National & Federal Legal Employment Report
- NationalJob.Inc.
- Net-Temps
- Pro Bono Students America
- Wall Street Journal Career Center
- West's Employment Resources Links
- Yahoo General Employment Index

www.legalemploy.com
www.legalrecruiter.com
www.lexisnexis.com/martindale
www.martindale.com/
www.monster.com
www.nalp.org
www.attorneyjobs.com
www.nationjob.com
www.net-temp.com
www.pbsa.org
www.careerjournal.com/
www.lawschool.com
www.yahoo.com

Academic

- Academic Employment Network
- ABA-approved Summer Abroad Programs
www.abanet.org/careercounsel/home.html
- Study Abroad Programs

www.academploy.com

www.studyabroad.com

ADR & Mediation

- American Arbitration Association

www.adr.org/

Bar Review

- American Bar Association
- Barbri

www.abanet.org
www.barbri.com

Business/Corporations

- American Banker Online
- America's Employers
- BAI KnowledgeBank Career Center
- Bank of America
www.bankofamerica.com/careers
- Bristol-Meyers Squibb
- CommerceNet
- Corporate Financials Online
- Delaware Economic Development Office
- EDGAR Exhaustive Company Search
www.sec.gov/edgar/searchedgar/webusers.htm
- Eli Lilly
- Finance Net
- Find Law – Index of Resources in 30 Areas
- Hoover's On-Line
- Human Resource/Labor & Employment
- International Monetary Fund
- Small Business Advancement National Center
- State Farm Insurance Companies
www.statefarm.com/careers/index.htm
- Toyota Employment Network
- US Council for International Business

www.americanbanker.com
www.americasemployers.com
www.bai.org/careercenter

www.bms.com
www.commerce.net
www.cfonews.com
www.delawareworkforce.com/

www.lilly.com
www.financenet.gov
www.findlaw.com
www.hoovers.com
www.workindex.com
www.imf.org
www.sbaer.uca.edu

www.toyotaemployment.com
www.uscib.org

Elder Law

- Commission on Legal Problems of the Elderly
- National Association of Elder Law Attorneys
- Senior Law Homepage

www.abanet.org/elderly
www.naela.org
www.seniorlaw.com

Employer Research

- American Bar Association
- Alaska Court System
- FedWorld Information Network
- Heiros Gamos
- Law Info
- Legal Index
- US Federal Judiciary
- VaultReports.com
- Virtual Law Firm Library
- West's Employment Research Links
- West Legal Directory

www.abanet.org
www.state.ak.us/courts/
www.fedworld.gov
www.hg.org
www.lawinfo.com
www.findlaw.com
www.uscourts.gov
www.VaultReports.com
www.law.indiana.edu/v-lib/
www.lawschool.com
www.wld.com

Entertainment

- Universal Studios, Job Posting Hotline
- CNN
- Conde Nast Publications
- Entertainment Law Jobs
- Lucas Digital, Ltd.
- NBC
- On-Line Sports Career Center Job Listings
www.onlinesports.com/pages/careercenter.html

Call 818-777-5627
www.cnn.com/jobs
www.nationjob.com/
www.showbizjobs.com
www.idlhr.com
www.nbcjobs.com

Estate Planning

- ABA Section – Real Property Probate & Trust
- Cornell Legal Information Institute
- International Trusts: Trusts & Trustees
- National Academy of Elder Law Attorneys
- RIA Estate Planner's Alert
www.riahome.com/Search/default.asp
- The Tax Prophet

www.abanet.org/rppt/home.html
www.law.cornell.edu/topics
www.trusts-and-trustees.com
www.naela.com and org

www.taxprophet.com

Fellowships

- Fulbright Fellowships

www.iie.org/fulbright

Funding

- Grant Writing & Funding Resources
- Scholarship Databases and Student Lenders

www.fdncenter.org
www.finaid.org

General Career Resources

- Career Communications Website
- Center for Professional Development in Law
- Graduate Schools
- Keirsey Personality Test: Character and Temperament
- Findlaw Index of Legal Resources
- LegalCrawler
- Library of Congress
- National Association of College & University Attorneys
- Salary: JobStar
- Search for People and Businesses Anywhere
- Summer Study Abroad Programs
- Under Advisement

www.careerbookstore.com
<http://profdev.lp.findlaw.com/>
www.gradschools.com
www.keirsey.com
www.findlaw.com/index.htm
www.lawcrawler.com
www.loc.gov
www.nacua.org
<http://jobstar.org/>
www.whowhere.com
www.abanet.org/legaled/
www.underadvisement.com

Government and Judicial Positions

- Air Force www.af.mil
- Army www.army.mil
- Careers in Government www.careersingovernment.com/
- Cobb County Georgia Bar Association www.cobbbar.org
- Commodity Futures Trading Comm/Jobs www.cftc.gov/cftc/cftcjobs.htm
- Courts Directory Information www.courts.net
- Federal Communications Commission www.fcc.gov/jobs
- Federal Jobs www.fedjobs.com/
- Federal Jobs Digest www.jobsfed.com
- Federal Reports, Inc. www.attorneyjobs.com/
- FedWorld Federal Job Search www.fedworld.gov/jobs/jobsearch.html
- HRS Federal Job Search www.hrsjobs.com
- Joint Chiefs of Staff www.dtic.mil/jcs
- Marines www.usmc.mil
- National Guard www.arng.army.mil
- Navy www.navy.mil
- National Legal Aid & Defender Assoc. Job Opportunities www.nlada.org/jobop.htm
- Pentagon www.defenselink.mil/pubs/pentagon
- Pro Bono Students America www.pbsa.org
- State Bar of Georgia www.gabar.org
- State Government on the Net www.statelocalgov.net/index.cfm
- State Jobs Source www.statejobs.com/
- Think Tanks – Ayn Rand Institute www.aynrand.org/
- US Government Office of Personnel Management www.usajobs.opm.gov/
- White House Internship Programs and General Information www.whitehouse.gov
- World.Hire Online <http://world.hire.com>

International

- Electronic Embassy www.embassy.org
- Overseas Jobs Express www.overseasjobs.com
- United Nations Employment Opportunities <https://jobs.un.org>

Internships

- The Washington Center for Internships and Academic Seminars <http://www.twc.edu>

National

- AAR/EEO – Affirmative Action Register www.aar-eeo.com
- American Arbitration Association www.adr.org
- American Association of Law Libraries www.aallnet.org/index.asp
- American Bar Association (ABA) www.abanet.org
- ABA Business Law Section www.abanet.org/buslaw/home.html
- ABA Committee Commerce in Cyberspace www.abanet.org/buslaw/cyber/home.html
- American College of Trust & Estate Counsel www.actec.org/
- American Health Lawyers Association www.healthlawyers.org
- American Immigration Lawyers Association www.aila.org/
- American Inns of Court www.innsocourt.org
- American Intellectual Property Law Association www.aipla.org/
- American Judicature Society www.ajs.org/
- American Society of Questioned Documents Examiners www.asqde.org/
- Association of American Law Schools www.aals.org
- Association of Legal Administrators www.alanet.org/

• Association of Trial Lawyers of America	www.atla.org/
• Census Bureau	www.census.gov
• Center for Continuing Legal Education	www.cce-mcle.com/
• Center for Corporate Law	www.law.uc.edu/CCL
• Commercial Law League of America	www.clla.org/
• Comptroller of the Currency	www.occ.treas.gov
• Consumer Information Center	www.pueblo.gsa.gov
• Consumer Product Safety Commission	www.cpsc.gov
• Corporate Bar Association	www.corporatebar.org/
• Environmental Protection Agency	www.epa.gov
• Export-Import Bank	www.exim.gov
• Federal Aviation Administration	www1.faa.gov
• Federal Bar Association	www.fedbar.org/
• Federal Bureau of Investigations (FBI)	www.fbi.gov
• Federal Communications Commission	www.fcc.gov
• Federal Election Commission	www.fec.gov
• Federal Emergency Management Agency	www.fema.gov
• Federal Magistrate Judges Associates	www.fedjudge.org/
• Federal Research Service, Inc.	www.fedjobs.com
• Federal Trade Commission	www.ftc.gov
• General Services Administration	www.gsa.gov
• Government Printing Office (GPO)	www.gpo.gov
• Internal Revenue Service	www.irs.gov
• Law School Admissions Council	www.lsac.org
• Library of Congress	www.loc.gov
• National Academy of Elder Law Attorneys	www.naela.com/
• National Aeronautics & Space Administration	www.nasa.gov
• National Agriculture Library	www.nalusda.gov
• National Archives & Records Administration	www.nara.gov
• National Association of College and University Attorneys	www.nacua.org/
• National Association for Law Placement	www.nalp.org/
• National Association for Legal Assistants	www.nala.org/
• National Association for Patent Practitioners	www.napp.org/
• National Coordinating Office for Computing	www.hpcc.gov
• National Court Reports Association	www.verbatimreporters.com
• National Federation of Paralegal Associates	www.paralegals.org
• National Institute of Standards & Technology	www.nist.gov
• National Lesbian and Gay Law Association	www.nlgla.org/
• National Oceanic & Atmospheric Administration	www.noaa.gov
• National Organization of Bar Counsel	www.nobc.org/
• National Park Service	www.nps.gov
• National Science Foundation	www.nsf.gov/
• National Technical Information Service	www.ntis.gov
• Occupational Safety & Health Administration (OSHA)	www.osha.gov
• Office of Personnel Management	www.opm.gov
• Office of the Director of Central Intelligence	www.odci.gov
• Patent & Trademark Office	www.uspto.gov
• Peace Corps	www.peacecorps.gov
• Securities & Exchange Commission	www.sec.gov
• Small Business Administration	www.sba.gov
• Smithsonian Institution	www.si.edu
• Social Security Administration	www.ssa.gov
• State Department	www.state.gov

- Treasury Department www.ustreas.gov
- U.S. Department of Agriculture www.usda.gov
- U.S. Department of Commerce www.doc.gov
- U.S. Department of Defense www.defenselink.mil
- U.S. Department of Education www.ed.gov
- U.S. Department of Energy www.energy.gov
- U.S. Department of Health & Human Services www.os.dhhs.gov
- U.S. Department of Housing & Urban Development www.hud.gov
- U.S. Department of Interior www.doi.gov
- U.S. Department of Justice www.usdoj.gov
- U.S. Department of Labor www.dol.gov
- U.S. Department of Transportation www.dot.gov
- U.S. Geological Survey www.usgs.gov
- U.S. Postal Service www.usps.gov
- U.S. Department Home Page www.state.gov/www/issues/united.html
- USA Jobs www.usajobs.opm.gov
- Veteran's Affairs www.va.gov
- Yahoo's Guide to Government www.yahoo.com/government

Periodicals

- ABA: Business Law Today www.abanet.org/buslaw
- BNA's Corporate Counsel Weekly www.bna.com
- Fulton County Daily Report www.dailyreportonline.com
- SEC News Digest, The www.sec.gov/news/digest.shtml
- Newspapers Online www.newspapers.com
- Wall Street Journal, The <http://online.wsj.com/public/us>
- Alliance for Justice www.afj.org
- Environmental Career Opportunities www.ecojobs.com/
- National Association of Public Interest Law www.napil.org
- Pro Bono Students America www.pbsa.org

Practice Areas

- Computer Law Resource www.complaw.com/
- Environmental Career Opportunities www.ecojobs.com

STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS

(Note: These Part V General Standards for the Timing of Offers and Decisions were approved by the NALP Board of Directors on February 25, 2010, and is in effect for the 2010-2011 recruiting season on a provisional basis. In April 2011, the NALP membership will vote on continuation of these provisions. For more information see: www.nalp.org)

To promote fair and ethical practices for the interviewing and decision-making process, offers the following standards for the timing of offers and decisions:

A. General Provisions

1. All offers to law student candidates (“candidates”) should remain open for at least two weeks after the date of the offer letter unless the offers are made pursuant to Sections B and C below, in which case the later response date should apply.
2. Candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.
3. A candidate should not hold open more than five offers of employment at any one time. For each offer received that places a candidate over the offer limit, the candidate should, within one week of receipt of the excess offer, release an offer.
4. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.
5. Practices inconsistent with these guidelines should be reported to the candidate’s career services office.

B. Full-Time Employment Provisions

1. Employers offering full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.
2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least November 1 of the candidate’s final year of law school. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period.
4. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

C. Summer Employment Provisions for Second and Third Year Students

1. Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.
2. Candidates may request that an employer extend the deadline to accept the employer's offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least November 1. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period.
4. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

D. Summer Employment Provisions for First Year Students

1. Law schools should not offer career services to first-semester first year law students prior to November 1 except in the case of part-time students who may be given assistance in seeking positions during the school term.
2. Prospective employers and first year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1.
3. All offers to first year students for summer employment should remain open for at least two weeks after the date made.



CAREER DEVELOPMENT OFFICE - STUDENT PROFESSIONALISM AGREEMENT

As a student of Atlanta's John Marshall Law School with access to the services and programs offered by the Career Development Office, I hereby agree to the following:

1. I will, at all times, conduct myself in accordance with high moral and ethical standards. I will refrain from making false or misleading statements on my résumé or at any time during the employment search process.
2. I will comply with all Career Development Office policies and procedures, including the Interview Policy and any other policies or procedures that are communicated to me in person, via email, or posted on the Career Development Office website.
3. I will comply with all Career Development Office deadlines, including updates to such deadlines that are communicated to me in person, via email, or posted on the Career Development Office website. I acknowledge that the failure to adhere to such deadlines may result in the inability to participate in any or all Career Development Office programs or to obtain Career Development services.
4. I acknowledge that all off-campus recruitment programs have their own policies and rules, and that before applying to those programs I will familiarize myself with those rules and policies.
5. I acknowledge that by applying for any off-campus recruitment program I have read and will abide by the rules of said program, and that my failure to do so may result in my losing access to the resources and services of the Career Development Office.
6. I will be responsible for reading all information contained in correspondence to me from the Career Development Office.
7. I will abide by the National Association for Law Placement's (NALP) Principles and Standards for Law Placement and Recruitment Activities, including the General Standards for the Timing of Offers and Decision and the Principles for Candidates (available at www.nalp.org).
8. I will report any requested information (including employer name, location, salary, and offer or hire date) regarding my summer or post-graduation employment to the Career Development Office accurately and in a timely fashion. I understand that this information will not be shared with others in a way that personally identifies me without my consent.
9. I have attended the mandatory 1L orientation presented by the Career Development Office.

Printed Name

Signature

Graduation Year

Date