

10-1-1975

Placement Handbook 1975-76

University of Georgia School of Law

Repository Citation

University of Georgia School of Law, "Placement Handbook 1975-76" (1975). *Other Law School Publications*. 53.
https://digitalcommons.law.uga.edu/lectures_pre_arch_archives_other/53

This Article is brought to you for free and open access by the Archives at Digital Commons @ Georgia Law. It has been accepted for inclusion in Other Law School Publications by an authorized administrator of Digital Commons @ Georgia Law. [Please share how you have benefited from this access](#) For more information, please contact tstriepe@uga.edu.



1975-76
Placement
Handbook

INDEX

- I. Introduction
 - General Information
 - Role of the Placement Office
 - Employer Recruitment Conducted by the Placement Office
 - a. Placement Directory
 - b. Job Market Survey
 - c. Office-sharing/Business Referral Survey
 - d. Alumni Visitation Program
 - Summary of Job Locations and Categories of 1974-75 Employed Graduates

- II. Placement Procedures
 - Posted Notices
 - Sign-ups
 - On-Campus Interviews

- III. Resume Preparation
 - Resume Printing
 - Photographs
 - Resume Composition
 - Sample Resume
 - Athens Printers Price List

- IV. How to Interview
 - Ten Suggestions
 - Interview Follow-ups

- V. Individual Solicitation
 - Procedure
 - Sample Cover Letter

- VI. Placement Policies
 - Non-discrimination by Employers using Placement Services
 - Grade Disclosure

- VII. Bibliography

I. INTRODUCTION

General Information: This placement booklet is designed to help guide you through the complexities of job hunting in the market of legal career opportunities.

As you probably realize, this market is tight. Frances Utley, director of the American Bar Association's Lawyer Placement Information Service, discussed the situation in the March 1975 issue of the Student Lawyer: "For the new lawyer, the job situation is very grim. In 1973, there were over 30,000 new admittees to the various state bars, more than three times as many as ten years ago. Today, there are only 16,500 new attorney jobs estimated for each year throughout the 1970s by the U. S. Department of Labor. That is basically a ratio of two lawyers for every job."

The fact that the supply and demand figures don't exactly match shouldn't discourage you, however. Just take the attitude that your slot is already counted in there somewhere; it is just up to you to seek it out in the months ahead. . . and this is how the Placement Office might help you.

Role of the Placement Office

First of all, please bear in mind that there's only one placement director and there are more than 650 of you. At this point, here at the start of the school year, we can't possibly set up one-on-one job hunting. That is, one placement person looking out for you and you alone.

Nor is it possible to locate and process all potential job openings in all geographical areas and fields of the law in which each student is interested. The intent of the placement services is to 1) serve as a central "clearing house" where employment inquiries directed to the Law School may be distributed to interested applicants, 2) establish general reference material on careers in various specialties of the law, 3) provide, where possible, contact names and addresses for students' individual solicitation, 4) recruit employers on behalf of the entire student body through publications and letters of invitation, and 5) aid law school alumni in their inquiries about job re-location.

It will be helpful for you to know the priorities set for use of the time of the placement director can devote to placement services (bear in mind that this administrative position also has responsibility for Law School alumni programs, arrangement of special events, and production of the Law School's news magazine, the Georgia Advocate, as well as other Law School publications). First of all, the needs of the current graduating class are foremost. These students are facing great financial commitments which become due in a few months. Their interest in securing positions is foremost. Next are second and first year classes jointly. There is absolutely no deliberate attempt to secure summer jobs for second year students at the expense of setting aside first year students. When the

employer designates a distinction, it is followed because he usually has the following considerations in mind: 1) It is beneficial to have the students complete several advanced courses and/or to participate in a clinical program as preparation for the internship, 2) the employer hopes to hire the clerk as a full associate nine months after completion of the summer work. However, several government internship programs do encourage first year applications and these notices will be placed on the first year class board beginning in January.

The important thing is that every graduate of this Law School is entitled to use of placement services by virtue of being an alumnus. If you graduate and do not have a job, your access to placement services will continue until you do find satisfactory employment.

Employer Recruitment Conducted by the Placement Office:

A. Placement Directory

Each summer a directory of photographs and resumes of rising third year students is printed for distribution to legal employers. Aside from serving as an introduction to the graduating class, the directory is the Law School's primary job recruitment tool. The publication contains a letter of invitation to interview on campus, discussion of placement procedures and policies, history and background of the University of Georgia School of Law, student profile, description of the physical and library facilities, curriculum and bar examination record. The book also describes the School's clinical programs, student journals and Moot Court Program for employers who may be unfamiliar with Law School activities as they appear on a resume. The directory provides an academic calendar with suggested interview dates, a directory of the faculty and index of employment fields preferences of the graduating class.

The mailing list of the directory is as follows:

- A. 500 law firms in Georgia.
- B. 1000 law firms in the U.S., including the cities of:
 - New York
 - Washington, D.C.
 - Chicago
 - Boston
 - Dallas
 - Houston
 - San Francisco
 - Los Angeles
 - Miami
 - Denver
 - Philadelphia
 - New Orleans
- and other cities in these states:
 - Alabama
 - Florida
 - Mississippi
 - Virginia
 - South Carolina
 - North Carolina
 - Tennessee
- C. U.S. Court of Appeals judges for the Fifth Circuit.
- D. U.S. District judges for circuits in the South and along the Eastern Seaboard.
- E. Justices of the Supreme Court of Georgia.
- F. Judges of the Court of Appeals of Georgia.
- G. All state and federal district attorneys in Georgia.

- H. All superior court judges in Georgia.
- I. 100 agencies, commissions and executive departments of the United States Government.
- J. 26 agencies of state government.
- K. 75 major U. S. corporations (Fortune 500 companies with branch offices in the Southeast).
- L. 18 Legal Aid and Public Defender offices in Georgia.
- M. U.S. Senators and U.S. Congressmen from Georgia.

B. Job Market Survey

Before last fall's interview season, a questionnaire was sent to 200 medium and small-sized law firms in Georgia inquiring about hiring plans for the coming year. The questionnaire also asked employers to indicate their preferred method of individual solicitation by students, and were also asked what resume information they regard as essential. Employers were asked to describe the follow-up procedure they prefer to use. Finally, each firm was asked to project its hiring needs for the next few years and to indicate fields of specialization for which new graduates have been hired. The questionnaire asked what salaries were paid to beginning associates. The Placement Office received 44 responses to the mailing. The response was as follows:

Total number of firms surveyed by questionnaire: 200

Number of returned questionnaires: 44

Composition of results:

- 1. Law firms in medium-sized Georgia cities: 31
- 2. Law firms in smaller Georgia towns: 13

1. Employment Data

a. Do you anticipate hiring new law graduates in 1974-75?

- | | | |
|-----------|-------|-------|
| 1. Urban: | Yes 9 | No 22 |
| 2. Rural: | Yes 1 | No 12 |

b. Do you plan to hire law clerks for the summer of 1974-75?

- | | | |
|-----------|--------|-------|
| 1. Urban: | Yes 12 | No 19 |
| 2. Rural: | Yes 3 | No 10 |

2. Contact Procedures

a. Which of these individual solicitation methods do you favor?

36 Interested applicant writes your firm a brief letter of introduction and encloses a resume. In the cover letter he or she requests an interview appointment and asks you to respond by mail.

0 Interested applicant calls your office to ask for an interview appointment and brings his or her resume to the meeting.

6 Interested applicant writes an introductory letter and encloses a resume, then later calls your office to ask for an interview appointment.

1 Other recommended procedures.

b. Which interview follow-up procedure do you use?

16 As interviews are completed notify individual applicant by letter whether he or she is under further consideration.

6 After job offers extended, notify all remaining candidates of their application status.

19 After job offers are accepted, notify all remaining applicants that position has been filled.

4 After job offers are accepted, notify law school placement office that position has been filled so that remaining applicants may be notified.

4 Allow applicants to assume that after a certain length of time in which they do not hear from firm, the position has been filled.

3. Resumes

Please state your opinion regarding the usefulness of the following resume items:

Urban Firms (31 responses)

	Essential	Often Helpful	Seldom Helpful
Law School activities and honors	23	7	0
Undergraduate activities & honors	13	17	1
Previous non-legal employment	5	16	9
Names & addresses of references	10	13	7
Military service	14	14	8
Field of interest	8	21	1
Overall law school GPA	20	7	2
Specific law school course grades	4	15	10
Class rank	23	12	0
Overall college GPA	6	19	5

Rural Firms (9 responses)

	Essential	Often Helpful	Seldom Helpful
Law School activities and honors	7	1	1
Undergraduate activities & honors	3	2	4
Previous non-legal employment	3	2	4
Names & addresses of references	5	0	4
Military service	5	1	3
Field of interest	6	0	3
Overall law school GPA	6	1	2
Specific law school course grades	4	3	2
Class rank	6	2	1
Overall college GPA	6	2	1

4. Salaries

Salary range for associates beginning practice:

For 1973:	Urban	Rural	For 1974:	Urban	Rural
below \$9,000	1	1		6	3
\$9,000-10,000	8	2		3	
10,001-11,000	5	1		2	1
11,001-12,000	3			3	
12,001-13,000	3				
13,001-14,000	1			2	
14,001-15,000	1				
15,001-16,000					
above \$16,000				1	

C. Office-sharing/Business referral survey

In April 1975, the Law School Placement Committee sent letters of inquiry to each of the 8,000 members of the State Bar of Georgia. The letter asked each attorney to consider the possibility of sharing office expenses with new graduates who might wish to set up individual law practices. Pre-paid business reply cards were included with the letter, and lawyers were asked to post notice of office-sharing opportunities with the Placement Office. In all, approximately 120 responses have been received. The listings are available in a notebook in the Placement Office.

D. Alumni Visitation Program

Although not specifically linked to employer recruitment, the Alumni Visitation program conducted in May provided an opportunity for second and third year students to spend a day with a law school alumnus host and learn some practical aspects of law office management.

This "career education" program was initiated by the placement directors of Emory and Georgia law schools under the auspices of the Younger Lawyers Section of the State Bar of Georgia.

In April, informational letters were mailed to 400 law alumni within a 150-mile radius of the school. Those alumni agreeing to participate as hosts responded with a suggested visit day during Law Day week (April 28-May 2) and the number of students the office could accommodate for a day.

The Placement Office then posted the invitations for students who indicated an interest in the firm or agency's geographical location, size, or area of practice.

Each student visitor was responsible for his or her own travel and luncheon expenses.

A total of 39 firms responded positively to the program. Several firms invited two or more students for the day's visit. Student enrollees in the program numbered 48. Because there were more firm visit slots than there were student registrants, eleven firms who had invited visitors were notified that there was insufficient student interest.

Where are the jobs? This is where the Class of 1975 found them:

SUMMARY
JOB LOCATIONS AND CATEGORIES OF EMPLOYED GRADUATES
July 15, 1975

I.	Employment by Law Firms	
A.	Atlanta	15
B.	Medium-sized Georgia Cities	
	Savannah	7
	Macon	7
	Columbus	6
	Athens	3
	Carrollton	2
	Augusta	2
	Albany	1
	Marietta	1
	Decatur	1
C.	Georgia Towns	
	Barnesville - 1	Elberton - 1
	Calhoun - 1	Forsyth - 1
	Claxton - 1	Homerville - 1
	Clayton - 1	Jonesboro - 1
	Covington - 1	Newnan - 1
	Cordele - 1	Pelham - 1
	Camilla - 1	Sandersville - 1
	Dalton - 2	Swainsboro - 1
	Douglas - 1	Summerville - 1
	Dublin - 1	Thomasville - 1
	Eatonton - 1	Toccoa - 1
D.	Out-of-state Law Firms	
	Florida	4
	Alabama	2
	Tennessee	1
	North Carolina	1
	Colorado	1
	New Jersey	1
E.	Individually Established Practice	8
II.	Government Agency Employment	
A.	Federal	3
B.	State	4
C.	Municipal	1
III.	Judicial Clerkships	9
IV.	Legal Aid and Defender Offices; Public Interest	7
V.	District Attorney Offices	1
VI.	Military Obligations	5
VII.	Graduate Studies	3
VIII.	Corporations and Accounting Firms	4

Totals - Employment by:

Law Firms:	88
Government Agencies:	8
Judicial Clerkships:	9
Legal Aid:	7
District Attorney Offices:	1
Military Service:	5
Corporations and Accounting Firms:	4
Graduate Studies:	3

II. PLACEMENT PROCEDURES

Posted Notices: When an employer contacts the Placement Office to list a job opening, all pertinent information about the position is written into a job notice card posted on the placement bulletin board which is located across the hall from room 217. The card announces the position opening, states name of employer, and describes procedures to be followed in submitting an application. Usually a firm gives no more information than what is presented in a brief letter. For additional information about the firm's size and clientele, one should consult its listing in the Martindale-Hubbell Law Directory, available in the law library and in the Placement Office.

No "secret" or "special privileged" information is kept in the placement Office to be dispensed to a selected few. Opportunities are openly advertised and job information is recorded, typed, and posted within three days of its receipt.

Sign-ups: The sign-up system serves two functions: 1) it indicates student interest to the employer and 2) facilitates the distribution of a student's resume. Sign-up sheets are designated by these colors: blue--(third-year list for on-campus interviews); pink--(first and second year list for on-campus interviews); gold--(list of resumes to be forwarded to employer for in-office interviews). Sign-up Sheets are attached to clipboards outside the Placement Office. All sign-ups must be accompanied by a resume. When you sign your name, place your resume in the envelope provided in the clipboard rack. Each envelope will be marked with an employer's name. At least four days are set aside for the sign-up period on each job notice. A close-out date is posted on each sheet. Sign-ups close at noon on the day designated.

Sometimes an employer will ask for resumes with the intention of interviewing later. The Placement Office always encourages the employer to follow up on his inquiry with an on-campus interview visit. The interviewer, of course, has the final decision of if he will come, how long he will stay, and how many people he will talk with. After reviewing all resumes in advance, he may decide to talk to all or a few of the names listed. The placement Office sends resumes of all interested persons and does not limit any opportunity to a first-come, first-serve basis.

On-Campus Interviews: Interviews are scheduled for fifteen, twenty or thirty-minute sessions. The interviewer usually arrives at 9:00 or 9:30 a.m. and stays until 5:00 or 5:30 p.m., with an hour for lunch and two ten-minute breaks. Each applicant has the opportunity to indicate his or her available time. However, when the final list is drawn up there are inevitable time conflicts, especially if all applicants have the same core-curriculum class. Appointment exchanges with another student are acceptable as long as both interviewees notify the Placement Office well in advance of the visitor's arrival. Also, cancellations must be made in advance so that the interviewer's schedule sheet is altered before the day's sessions begin.

Schedule sheets listing interviewer's name, name of firm, location of the conference room, and individual names and times will be posted on the placement bulletin board at least 24 hours before the interviews begin.

III. RESUME PREPARATION

Although each student's resume is eligible for publication in the Georgia Advocate Placement Directory when he or she reaches the third year, individual commercially-printed resumes are permitted and encouraged for use in answering job inquiries through the Placement Office.

There are obvious advantages of a printed resume over one that is photo-duplicated. The higher quality paper and clear ink transfer present a more professional appearance, and printing methods provide clear duplication of your photograph.

Here are some guidelines in having your resume printed:

1. Go to an offset printer.
2. Prepare camera-ready material if at all possible. This cuts down on costs by eliminating expensive type-setting. Camera-ready copy consists of a clean typewritten resume on white bond, 8 1/2 x 11 inch sheets. If you do not have access to an IBM Selectric or comparative quality typewriter, you might inquire if the printer has a typing service.
3. For a good appearance, choose a 20 pound, 25% cotton content bond paper for printing, and have your resume printed on one side only.
4. Because of the bulk problem in assembling large numbers of resumes for mailing, data sheets submitted for Placement Office use may not exceed two pages. With elite typing you should be able to get all the information on one page.

A list of Athens printers and their service charges is listed on page 13.

Photographs: At the end of each academic year, the Placement Office has a professional photographer in the building for a week or two in order to take studio photos for the Placement Directory. This past year the photographic service was opened to rising second year students who desire to have prints made to attach to their resumes. A number of law employers have strongly suggested to us that applicants for summer clerkships include photographs on their resumes so that the interviewer can more easily remember each person he met. This is also suggested for third year students even though your pictures are available in the directory.

Resume Composition: Your resume is your individual means of presenting your employment qualifications. No attempt is made to standardize all resumes so that they look alike. However, certain basic items are generally asked by interviewers.

These suggestions may help you get started.

SAMPLE RESUME

Name: *(Pointer A)*

Class Year: *(Pointer B)*

School Address:

Telephone:

Forwarding Address: *(Pointer C)*

Telephone:

Hometown:

Birthdate:

Marital Status: *(Pointer D)*

Undergraduate Institution: *(Pointer E)*

Date of Graduation:

Degree:

Major:

Undergraduate Activities and Honors: *(Pointer F)*

Law School:

Law School Activities and Honors: *(Pointer G)*

Academic average as of _____ quarter:

Class standing or percentile as of _____ quarter: *(Pointer H)*

Graduation Date: *(Pointer I)*

Prior Employment and Experience: *(Pointer J)*

References: *(Pointer K)*

Research and Writing: *(Pointer L)*

Date of Availability:

Field of Interest: *(Pointer M)*

(PHOTO)

- Pointer A: Use the name you go by and middle initial. If you prefer to write out your full name, underline the name you are called.
- Pointer B: State First, Second or Third year. There is a section at the end of the resume in which you may indicate which quarter you graduate and when you are available for employment.
- Pointer C: Give a location where you can be contacted when you are away from Athens (quarter breaks, summer, after graduation). If nothing else, list a relative's address who would know where you can be reached.
- Pointer D: If you are married and have children, state the number of children. Ages are not necessary. Example: Married, two children.
- Pointer E: Spell out all information throughout the resume. Avoid abbreviations and shortened terms, such as "Georgia Tech" for Georgia Institute of Technology.
- Pointer F: Give full title of activities and honors. If they are unfamiliar organizations to anyone outside your degree field or who did not attend your school, explain what they are. Example: Pi Sigma Alpha (political science honorary organization); Zodiac (top twelve women in the junior class).
- Pointer G: Listings under the law school activities and honors section usually fall into these categories:

a) Organizational activities:

Environmental Law Society
Law Student's Civil Rights Research Council
Advocacy Club
Balsa
Women Law Students' Association
Phi Alpha Delta
Phi Delta Phi
The Slip Sheet
Georgia Society of International & Comparative Law
Student Legal Counseling Service

b) Student Government

Board of Governors, Student Bar Association
Honor Court
Student Government Association, University of Georgia

c) Research Publications

Georgia Law Review
Georgia Journal of International and Comparative Law

d) Moot Court

Executive Board membership
Representative teams
Finalist in inter-school competitions

e) Other Scholastic Competitions

C&S Will-Drafting Contest
Client-Counseling Competition

f) Scholarships, honors awarded at Law Day

Dean's List (state which quarters)

If you belonged to an organization last year but you no longer actively participate, put beside the organization the dates you were active in it.

Pointer H: Information about academic performance is almost always asked for in an employer's evaluation of a resume. You may be general or specific about your academic performance. Two ways to express your progress would be class standing and grade point average. Always state the quarter and year these rankings were applicable. Obtain this information from the mailed notification you receive at the end of each academic year or from the Law School Registrar.

Pointer I: Month and year of graduation: December 1975; March 1976; June 1976.

Pointer K: If applying for a summer job, you may list references or state that they will be furnished upon request. For permanent job application, it is best to list the references on the resume. In your selection of references, it is good to choose those persons who are familiar with your academic ability (professor), work habits (businessman-employer) and background or character (professional person in your hometown community). Always notify your references that you wish to use their names. Give their complete names, titles, and addresses.

Pointer L: If you have written for publication, include the citation for your piece. If you've completed an extensive research project which would warrant the attention of an employer in your field of interest, you may wish to refer to it in this section and then prepare copies of the material for use as a writing sample.

Pointer M: Unless you intend to pursue a very specialized field or type of practice, leave the Interest section "open" or very general. Don't use the word "undecided."

Resumes of all signees are sent to a firm when it schedules an interview. Based on the resume along, the firm representative is to make decisions as to which applicants he wishes to interview. In a full day's on-campus interview session, he cannot possibly see more than eighteen to twenty applicants with 20-minute sessions. Therefore the firm exercises some method of screening.

If the applicant's law school activities and previous work experience appear meager on his resumes and yet his academic achievement is sound or above average, he is encouraged to make this fact known. Lack of information about one's good academic record can often penalize him when his resume is compared with 60 others.

There are three ways to go about grade disclosure if the student chooses to do so:

- 1) List your GPA and class rank on your resume. These figures must be the same as what is indicated in the letter sent to you by the Dean's office at the end of each school year.

- 2) Have the University of Georgia transcript office (Academic Bldg.) provide you with a copy of your grade transcript. Furnish copies of this transcript to the placement office to be attached to resumes when they are sent from the office. A transcript request form is available from the Placement Office.

- 3) Authorize the placement director to release your GPA and class rank under the conditions set forth by the grade information authorization form contained in the attached student questionnaire.

Athens Area Printers/Photo Duplicators
Cost List Effective July 15, 1975

All amounts listed refer to cost per 100 copies, one page only.

All costs are based on 25% cotton content paper.

Camera-ready copy: Customer presents material which is ready for duplication.

Printer	Camera-ready Copy All Type	Camera-ready Copy Type With Photo	Set-up Service If Available (Resume Typing)
ABC Printing 548-2163	\$15.00	\$18.50	
Burman Printing 549-6850	\$15.00	\$20.00	
Guest Printing 543-5247	\$15.00	\$18.50	\$2.75/page typing \$8.00/page typesetting
Insta-Print and S.E. Color Lithographers 548-4556	\$ 8.90	\$19.40	\$12.50/page typesetting service
McGregor's 543-4430	\$12.00	\$14.50	
William Murray Publishers 548-4541	\$18.00	\$18.00	\$12.00/page typesetting service
Speering Printing 543-4556	\$ 7.50	\$11.50	\$3.00/page typing service
Athens Quick Print 546-1910	\$ 5.20	\$15.00	
Copies Unlimited 548-5541	\$ 5.00	\$ 7.50	
Kopy Kat 546-6245	\$6.00	\$18.00	\$3.00/page typing service

IV. HOW TO INTERVIEW

The following pointers may help you if you are approaching employment interviews for the first time. Some material is drawn from the New York Life Insurance Company's brochure, "Making the Most of Your Job Interview."

How to Interview

1. Get the background on the employer. Take the time to make an intelligent selection of which firms you'd like to talk with rather than indiscriminately sign your name on every clipboard. Find out how old the firm is, where the offices are located, the type of practice and clientele. All this can be found in Martindale-Hubbell Law Directory if the firm is a subscriber. Have in mind two or three questions to ask about the firm as conversation elements. Also keep in mind two or three reasons why you are interested in this particular employer.
2. Prepare for questions about yourself. These may be very abstract. For example, "Where do you want to be in ten years?" Why did you choose a career in law? If you had it to do all over again would you choose to attend law school?" Also anticipate some personal questions, such as, "What is your father's occupation?" or "Is your home life happy?" You may get a shock question thrown in just to see how you can handle it: "Tell me a story."
3. Write down all your interview dates, locations and times so that you can keep track of them and remember which days to come dressed for your appointments. Try to memorize the interviewer's name so that you can greet him or her by name as you enter the room.
4. Try to avoid giving the impression that you have come in to look over the possibilities and that you are not yet sure of what you want or don't want.
5. Follow the interviewer's lead. Don't answer his question by simply stating yes or no. If you find yourself talking too long, give the lead back to him in some way, such as "Perhaps you had some other questions?"
6. Be an intelligent listener as well as talker. Sit up in the chair and look alert. Look the interviewer directly in the eye from time to time as you talk.
7. Make certain you get your qualifications across to the interviewer, but do so in a factual, concrete manner. For example, "I paid for 75 per cent of my college expenses through summer and part-time work," is better than, "I am willing to work hard."
8. Don't take notes during an interview if you can help it. This is distracting to some recruiters. Note on paper immediately after the interview everything you want to remember.
9. Most interviews last twenty minutes. When your time is almost up try to avoid taking up a new subject and thus overlapping another student's appointment. Summarize your interests briefly and then stop.
10. Before you leave, get some indication of the method the employer uses in notifying applicants of their status. Find out how long is the firm's recruitment period and when offers are usually extended. Be sure to thank the interviewer for his time and consideration of you.

Interview follow-ups: Employers often take weeks and even months to reach a decision on hiring an associate. The only expected correspondence in these cases is a possible acknowledgement or thank you letter from the firm or corporation.

The primary role of the placement service is to bring prospective employers in contact with interested students, hopefully in a face-to-face exchange of information. At this point the employer has made use of the Placement Office's role and is not generally inclined to report back to the office on its decision. The firms who do observe business courtesy will notify the placement office when a position has been filled. This fact will be passed on to the students.

The placement office does offer to assist the employer in further contacts with students in whom he is interested (telephone messages, setting additional interviews, etc.)

When you receive an offer of employment, be prompt in your response. If you have a legitimate reason for an extended consideration of more than one offer, notify employers whose offer you are refusing. Communicate with employers under consideration in order to establish a mutually satisfactory decision date. Do not interview after accepting a job offer.

When you accept a job offer, please notify the placement office where you will work. This feedback is important to the planning of future placement efforts. Please don't leave campus without the Placement Office knowing your employment status so that 1) job notices can be mailed to you if you are still available, or 2) your class listing for alumni publications will be complete.

V. INDIVIDUAL SOLICITATION

Because it is your future and your career interests are at stake in job-hunting, it is up to you to explore the possibilities and to take full advantage of the placement office listings which interest you the most. It is easy to become discouraged when the employer category you have in mind, whether it be a three-member firm on the opposite side of town from your mother-in-law, or a district attorney's office near some good spots for trout fishing, doesn't appear on the placement board. These seemingly ideal employment "set-ups" often don't realize that they are potential employers. Small firms may be content to practice comfortably without a thought toward expansion or sharing income with a young associate.

In situation where an employer is not likely to publicize an opening even if there is one (sometimes because of influence by relatives or clients whose sons or daughters may be law graduates), he is even more unlikely to set on-campus interview dates and take the time to drive to Athens.

For these reasons, individual solicitation is still the backbone of effective job-hunting. This still leaves the question of "Where to start?" Here are some ideas:

1. List all the factors you must take into account in selecting a position: geographical preference, field of interest or eventual speciality, family considerations.

2. Read directories and listings of legal employers (These are listed in the bibliographical section of this booklet).

3. As you begin your application correspondence, keep track of your contacts with an index card file of names and addresses and dates of correspondence.

4. Outline the cover letter which will present your resume. Here are some approaches to writing a cover letter:

1. Letter should be brief, no more than three or four short paragraphs.

2. If possible, address the letter by name and title to the person who makes personnel decisions.

3. Format:

- a. In first paragraph, identify yourself and state the position you are seeking.

- b. In next paragraph, relate your background to the job you wish to be considered for. Do not list your qualifications here--refer reader to your resume.

- c. In the last paragraph, express your desire to hear from the addressee and suggest some arrangement for further communication.

The following is a sample cover letter which may spark your own composition:

SAMPLE COVER LETTER

Date _____

Name of recruitment chairman (if available)

Name of firm

Address

City and State

Dear _____:

I am presently in my senior year at the University of Georgia School of Law. I would like to be considered as an applicant for a position in your law firm upon graduation in June 1976.

Employment with _____, _____ and _____ interests me greatly because, as you see from my enclosed resume, most of my law school research and writing projects have been concentrated in the field of (environmental) law and I wish to pursue this interest in law practice. I understand that your firm handles a substantial number of (land use) cases and I believe I have a background which would be useful in these matters.

I would be grateful if you allow me to schedule an interview appointment. I could drive to _____ any Friday afternoon during this fall or any day during our quarter break which begins December 8.

I hope to have the opportunity of talking with you soon. Thank you for your consideration.

Sincerely,

VI. PLACEMENT POLICIES

A. Non-discrimination by employers using placement services. The following statement is included in material going to prospective employers:

"In compliance with University of Georgia policy, all placement services provided by the University are to be administered in a manner which provides equal opportunities for the employment of individuals who are entitled to use such services. Therefore, placement office files and listings are not available to any organization which discriminates against any person because of race, creed, sex, religion, or national origin.

The Placement Office will not attempt to screen applicants for a specific job request. The obligation of this office is to provide a procedure whereby interested applicants may identify themselves to an employer. Students are encouraged, through their resumes, to provide as much information about themselves as possible. It is the information provided by the student which should serve as guidelines for judgment by the employer pursuant to an interview."

B. Grade disclosure

Prospective employers who interview at the Law School are naturally interested in a student's academic ability and achievement. Most interviewers simply want to be assured that the person they hire will be able to handle the work and, just as importantly, pass the State Bar Exam. In short, they are pleased to hire the "average" but industrious graduate. Experience in clinical education programs and legal internships are especially meaningful to them.

There are those firms, however, who can afford to be in a competitive hiring situation with well known law schools in the country. Quite frankly, they are interested in the top of the class academically.

Therefore, we come to the question of grade disclosure. University of Georgia administrative policy does not permit information from a student's grade transcript to be released without the student's authorization.

In the case of prospective employers' requests, class rank is often used as a gauge of academic standing. Although this is not the same as the use of a grade point average, it is still a matter which is to be generally confined within law school records.

No employer will be furnished a list of the class by academic rank. He is expected to speak individually with the student about his academic record.

In cases where an employer is about to make an offer of employment, or when he is making a decision among two or three applicants after all other factors have been considered, the placement director will indicate, if the employer inquires, in which quarter percentile of the class the student's record lies.

VII. BIBLIOGRAPHY

- A. Where Do I Go From Here? . . . A Career Planning Manual for Lawyers
by Frances Utley.

Available from the Circulation Department of the American Bar Association, 1155 East Sixtieth Street, Chicago, Illinois 60637 at \$2.95 for the paper-back issue. This manual discusses the "how-to" of career planning, suggestions on resume writing and interviewing as well as special career problems.

- B. Martindale-Hubbell Law Directory. This is a five-volume compilation of names and addresses of every lawyer in the country. It is available in the Placement Office and in the library.

- C. Federal Government Legal Career Opportunities.

Published by the Law Student Division of the American Bar Association. Available from Circulation Department of ABA, 1155 East Sixtieth Street, Chicago, Illinois 60637 at \$3.00 a copy. Members of the Law Student Division of the ABA may receive a copy without charge upon request.

- D. Where to Locate.

Publication of the Lawyer Placement Information Service of the American Bar Association, American Bar Center, 1155 East 60th Street, Chicago, Illinois 60637 at \$2.50 a copy or free upon registration with LPIS. This booklet presents a series of statistical charts which analyze economic and geographical trends in law practice throughout the United States. The charts illustrate 1) Projected 1980 personal earnings, 2) lawyer population of each state and distribution of practice, 3) population per attorney in private practice, and 4) change in population and attorneys from 1963-1970.

- E. Strategy and Tactics for Getting a Government Job

By Susan Lukowski and Margaret Pitan, Potomac Books, Inc., 1972. (P.O. Box 40604, Palisades Station, Washington, D. C., \$3.10).

- F. State Bar of Georgia - Handbook and Directory

Geographical listing of names, addresses, and telephone number of individual members of the State Bar of Georgia. Each member owns a copy; others are not generally available for distribution.

- G. Corporate Counsel Association of Greater Atlanta, Membership Roster.

One photoduplicated copy available for use in the Placement Office.

- H. Legal Services Projects and Legal Services Project Directors

OEO Pamphlet 6140-2, September 1974. Order through U.S. Government Printing Office.

The above publications are general interest, introductory surveys.

If you are interested in more specific references and reading material, come to the Placement Office and ask to see the bibliography compiled by the National Association for Law Placement (NALP). This reference list includes titles and publishers of books and articles relating to:

1. The legal profession as a whole
2. The job research
3. Careers in the federal government
4. The corporate law department
5. Private practice: the single man office
6. Private practice: the law firm
7. Pro Bono: public service law
8. Minorities in the legal profession
9. Women in the legal profession
10. International law
11. Special categories
12. General reference works and directories

