10-1-2011

Guide to Your Job Search

Office of Legal Career Services

Repository Citation
https://digitalcommons.law.uga.edu/lectures_pre_arch_archives_other/258

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 tsstriep@uga.edu.
Guide to Your Job Search
OFFICE OF LEGAL CAREER SERVICES

University of Georgia Law
# Table of Contents

Welcome  
Introduction to Office of Legal Career Services (LCS)  
Staff  
Resources  
Frequently Asked Questions  

**FINDING JOBS: How do Employers Recruit at Georgia Law?**  
Preparation & Planning  
Finding the right career path for you  
*The Official Guide to Legal Specialties*  
Programs by the Office of Student Professional Development  
Working with a Mentor  
Job search timeline & checklist  

Understanding the Market  
Mechanics of a Job Search  
Networking  
Employer Research: Creating job search leads  
Creating Job Search Documents  
Cover letter  
Resume  
Sample resumes  
Preparing for an Interview  

Making the Most of the Law School’s Resources  
Clinics  
Global Internship Program  
Study Abroad  
Business & Ethics Program  
Moot court, mock trial, journals  

Glossary  

---

*University of Georgia Law*
Welcome

Congratulations! You are embarking on a new stage in your professional life. Law school may seem like a monumental undertaking and you likely have questions about your plans three years from now. Please keep in mind that the Office of Legal Career Services is here to provide you with the tools to achieve your personal career goals.

We look forward to welcoming you to the University of Georgia School of Law this fall. As you begin your professional education, we hope that you will keep in mind the importance of your job search. Because the search for internships, externships, clerkships and post-graduate employment can be complex and competitive, our mission is to provide you with all the tools and information you need to maximize opportunities.

This LCS Guide has been created to get your job search off on the right foot as you prepare yourself for your new career. We have included information about our services, as well as pointers on all aspects of the job search. This LCS Guide should serve as a general reference tool for you throughout law school, but is not intended to be a substitute for staying abreast of events and opportunities through our website, e-mails, Symplicity database and, most importantly, by interacting with our office. We also hope you’ll enjoy your copy of Lisa Abram’s book, The Official Guide to Legal Specialties, as you start to think about your life as a lawyer.

Our goal is to provide you with individual and customized career development services. We hope you will work with us to build a relationship that makes it possible for us to offer the highest level of personal service to you over the coming years. In accordance with guidelines set by NALP, the National Association for Legal Career Professionals, we will not meet with you individually until after November 1, 2011. You are encouraged to attend general career programming this fall offered through the Office of Student Professional Development and to make an appointment with someone in our office between November 1st and December 31st to set you on the right path.

Best of luck!

The Office of Legal Career Services
Sara Schramm, Assistant Director
Kristin Tessman, Assistant Director
Robbie Eddins, Interview Coordinator
Nicole Johnson, Job Listings Coordinator
Sara Schramm
LCS Assistant Director
(706) 542-7541
E-mail: schramm@uga.edu
What to see Sara for:
  Counseling
  Interview Preparation
  Networking Ideas
  Job Search Document Review
  Government and Public Interest
  Private Practice

Nicole Johnson
LCS Job Listings Coordinator
(706) 542-7541
E-mail: njohnson@uga.edu
What to see Nicole for:
  Off-Campus Interview Programs
  Job Posting Information
  Judicial Clerkship Applications
  Symplicity Questions

Kristin Tessman
LCS Assistant Director
(706) 542-7541
E-mail: kristinr@uga.edu
What to see Kristin for:
  Counseling
  Interview Preparation
  Networking Ideas
  Job Search Document Review
  Government and Public Interest
  Judicial Clerkships

Robbie Eddins
LCS Interview Coordinator
(706) 542-7568
E-mail: eddins@uga.edu
What to see Robbie for:
  On-Campus Interview Schedules
  Reciprocal Career Service Set-Up
  Remote Interview Set-Up
  Symplicity Questions

Beth Shackleford
Director
Student Professional Development
(706) 542-5156
E-mail: profdev@uga.edu
What to see Beth for:
  Career Programming Information
  Mentoring Match
  Print and Online Resources

APPOINTMENTS
To make an appointment with Sara or Kristin after November 1, 2011, please log into Symplicity for available appointment times and online scheduling.

GENERAL OFFICE HOURS
Monday – Friday
8:00 a.m. – 5:00 p.m.

All offices are located on the first floor of Hirsch Hall.
LCS Resources

LCS provides contacts, information, job listings, interview programs and advice on job searching, interviewing and etiquette for employment. Along with these resources, LCS provides the following:

Online Resources
LCS pays online subscription fees for many job related websites that provide a wealth of valuable information to assist you in your search. Many of these subscriptions require username and passwords, which can be located in the Documents Library on Symplicity.

Print Resources
Publications and printed materials available in the LCS office include:

• A wide variety of books that discuss career planning; and job search techniques.
• Booklets and handouts such as: “So You Want To Be A Prosecutor?” “Public Interest Career Guide,” and “Working Internationally,” along with many more.

Remote Interviewing
LCS provides students with remote interviewing equipment for phone, video, and Skype interviews. Please contact us at least 48 hours in advance to schedule and test equipment.

Job Search Materials
LCS offers a free faxing and printing of individual job related materials, we will also pay standard postage fees for job related materials.

SYMPICLITY
Symplicity, the Career Services internet based application manages student information, is used to post jobs, schedule OCI interviews and job fair interview programs, and to schedule counseling appointments. All students will be given a Symplicity username and password during November of their 1L year.

The National Association for Legal Professionals (NALP) Principles and Standards state that law school career service offices are not to offer services to first-semester first-year students prior to November 1. Students are urged to attend Student Professional Development programs at any time to learn about law practice, the profession and other elements that will benefit them when they enter the job search process, to become familiar with the various law school web pages, and to pay close attention to e-mails and other communication sent from the Office of Legal Career Services and the Office of Student Professional Development.
Frequently Asked Questions

How do I make an appointment with one of the Career Services counselors?
Log into Symplicity and request a counseling appointment. Under “Shortcuts” on the bottom right-hand side, select “Request a Counseling Appointment.”

When should I make an appointment to meet with one of the Career Services counselors?
Based on NALP guidelines, LCS cannot extend 1Ls counseling services until after November 1st. 1Ls should try to meet with a counselor between November 1st and January 15th. After your 1L year, aim to discuss your job search each semester until your plans are set. You are strongly encouraged to attend any informational programs about careers and the profession prior to November 1st.

What is Symplicity?
Symplicity is an internet-based application that manages career services information. To apply to job fairs, OCI’s, mock interviews, view announcements, or to make an appointment, students must log onto Symplicity to see available appointment times.

How do I get my username and password for Symplicity?
After November 1st, you will receive an email with your assigned username and password. If you already have a Symplicity user name and/or password, check in with LCS if you have any access issues.

Do I need a one page resume?
Yes. Many applications, such as those for government and public interest positions, will still call for a 2-3 page resume. However, it is important to be able to provide a resume formatted on one page for law firm screening interviews held on campus and other interview programs. For these applications, employers are trying to learn at a glance whether they will devote 20-30 minutes to interview you and should not have to read more than a page to learn your credentials.

What if my grades fall in between class rank cohorts?
Always err on the side of full disclosure. If you are in between the top 25% and top 33%, just provide your GPA and then the GPA required for each ranking cohort. Do not try to calculate your percentage, which will likely be incorrect because of ties in rank, and it looks odd to say “Top 28%”.

Are my undergraduate activities too remote to include?
It depends. Always consider the relevance of the information and think about why you would or wouldn’t include various activities. If you were very involved in the debate team, include that information. If your debate team experience is formatted on several lines, consider whether you can shorten it, particularly if you have other experience like moot court that may highlight similar skill building in a more recent experience.


**Frequently Asked Questions**

**How should I differentiate between paid and unpaid work?**
In most cases it is not relevant to employers whether you were paid or not for your experience. Use the title “Experience” rather than “Employment” to encompass both categories and then you can include clinical experience as well as volunteer or internship experience. You might use a separate section for “Volunteer Experience” only if you believe that there is more value in showing that you donated your time because you have a passion for a cause or that you are very public interest minded. You may also use a separate category if you believe you need to set that experience off from your more legal experience due to the chronological order and your particular resume format. Make an appointment to discuss the pros and cons of a given format for an application.

**How do I know when / how to apply to the type(s) of employer(s) that interest me?**
Attending Professional Development seminars and programs will give you direct access to practicing attorneys, who will share their experiences and advice. Legal Career Services counselors will assist you in assessing your individual career goals and needs in order to plan the best job search strategy for your career.

**How do I prepare for an interview?**
Make an appointment to discuss your interview preparation as soon as possible. We are pleased to discuss your approach and preparation. If you have very little interview experience, you may want to practice in a mock interview. A career advisor can ask you sample interview questions and provide feedback. We also have mock interviewers come into the law school from time to time to volunteer their time to help you. Stay tuned and plan to participate in those opportunities to get feedback on your interview skills from various sources. Other topics, such as salary negotiation and offer/acceptance etiquette can be covered in a counseling appointment.

**What is an easy ongoing reference point for job search and professional advice?**
There are two key home pages on the law school’s website that provide career advice: Legal Career Services [http://law.uga.edu/legal-career-services-0](http://law.uga.edu/legal-career-services-0) focuses on job searching, accessing position announcements and utilizing Symplicity and other job resources. Professional Development [http://law.uga.edu/student-professional-development](http://law.uga.edu/student-professional-development) provides information on the profession and upcoming programs at the law school related to career planning and professional development.
Employers recruit from Georgia Law in several different ways. LCS promotes these recruitment opportunities and makes them available to students via Symplicity. Employers generally seek to fill the following positions:

- **Externships** - An attorney-supervised student internship, for which academic credit is granted, done during the school year or summer. There are civil and criminal externship programs offered at Georgia Law through the clinical programs. For more information on clinical programs, see "Clinics" on page 49 or visit the web at http://www.law.uga.edu/clinical-programs.

- **Fellowships** - Funded opportunities to work in public interest organizations or in law schools during your law school career or for full time post-graduate employment. The range of practice areas and geographic locations available is numerous.

- **Internships** - Paid and volunteer positions, with no academic credit awarded, that enhance knowledge of law and legal practices. These are also great resume building opportunities.

- **Judicial Clerkships** - Post-graduate opportunities to work full time for a judge researching, writing, and assisting the judge in resolving the cases pending on the judge’s docket. Georgia Law has been nationally recognized as a judicial clerkship feeder school. The application process starts in the spring of your second year.

- **Law Clerk** - A paid position at a law firm usually held by a law student either during the school year or the summer, involving legal research and writing work. Often used synonymously with summer associate.

- **Summer Associate** - A position for 1Ls or 2Ls in which the student is paid a salary during the summer with the possibility of receiving an offer for full time employment post-graduation. These programs are most often available at large or medium-sized law firms and the on-campus interview registration process takes place beginning at the end of the first semester of law school for 1L summer, and beginning the second semester of law school for 2L summer. Often used synonymously with Law Clerk.
Finding jobs: How do employers recruit?

As a student, you have the opportunity to obtain one of the above positions by participating in the following recruitment activities coordinated through LCS:

**On-Campus Interviews (OCI)** - Legal employers from throughout the country come to the Georgia Law campus to interview students for summer and post-graduate employment opportunities. Interviews typically cluster around each August-November for 2Ls, 3Ls and LLMs and each February-April for 1Ls, 2Ls, 3Ls and LLMs. Employers participating in on-campus interviews pre-screen applicants. This means that employers receive, in advance, the application materials from interested students, and may then select the students they wish to interview. A list of selected students is forwarded to the Office of Legal Career Services and the interview schedule is arranged prior to the visit.

**Resume Collects** - Employers will often request resume packets for students with specific qualifications. LCS will post the job in Symplicity, collect, print and forward the resumes to the employer.

**Resume Booklets** - LCS may collect resumes for distribution to targeted employers based on student interest in a specific practice area or geographical preference. LCS will collect, print, create and forward resume booklets to the employers.

**Direct Contacts** - Employers will often request to recruit via postings listed in Symplicity where the interested applicants are asked to apply directly to the recruiting employers’ postings listed contact.

**Interview Programs** - Off-campus job fairs offer a great opportunity to meet and interview with employers who otherwise might not venture to Athens. LCS participates in the following interview programs:

- **Atlanta Bar Association Minority Clerkship Program**: Sponsored by the Atlanta Bar Association with the support of five Georgia schools (UGA, Georgia State, Mercer, Emory, and John Marshall) and Atlanta law firms, the Minority Clerkship Program facilitates the placement of 1L students in law firm clerkships. Clerkships are provided for 6 to 10 weeks during the summer, and participating students receive the salary paid to other 1L students at the offices where they work. The Program also provides skills development and networking opportunities to their 1L clerks.

- **Equal Justice Works Conference & Career Fair**: Students interested in public interest law careers are encouraged to attend the Equal Justice Works Conference and Career Fair for the opportunity to meet with more than 130 public interest employers, practitioners and leaders. Students can register and apply for specific employers. Employers then review resumes and select students for official interview times. No interview? No problem. You will still have opportunities to meet employers and hand submit your résumé during Table Talk sessions. 1Ls are not eligible to apply for interviews but may participate in Table Talk sessions.

- **Georgia Public Sector Career Fair**: This career fair typically hosts 50+ public interest and public service employers and is a joint program sponsored by Georgia State, Emory, Mercer, John Marshall and UGA. The fair’s components include pre-scheduled private interviews and table talk interviews. Jobs are for summer and post-graduation. Open to 1Ls, 2Ls and 3Ls.
Finding jobs: How do employers recruit?

- **Judicial Clerk Job Fair**: Superior Court and other state court level Judges come to Athens, GA to interview Georgia 1Ls and 2Ls for judicial externship opportunities and 3Ls and recent graduates for post-graduate employment. Students will submit their resumes in advance. Judges will then review resumes and select students for interviews to take place at the job fair.

- **Lavender Law Career Fair and Conference**: The National LGBT Bar Association's Annual Lavender Law Career Fair and Conference is designed to achieve a sense of community and inclusion for LGBT candidates within the legal profession's recruiting efforts. By participating in this career fair, candidates will talk directly to LGBT-friendly recruiters from law firms, government agencies; LGBT rights groups, and legal departments. The Career Fair kicks off with a panel of legal practitioners with experience working in government, non-profit, small and large firms. The panel will be guided by a law career services professional who will discuss the tools, considerations and critical aspects to find, research and evaluate LGBT-friendly employers in each of these legal arenas.

- **Mid-Atlantic Legal Recruiting Conference**: In late August, the Mid-Atlantic Legal Recruiting Conference (MALRC) is held in Washington, DC. This job fair gives students from 7 Southeastern law schools an opportunity to interview with law firms and government agencies. Registration takes place in July for rising 2Ls and 3Ls.

- **National Law School Consortium (NLSC) Interview Programs**: A consortium of Top 20 Public Law Schools that arranges a number of off-campus interview programs for 2Ls and 3Ls. Employers will gather in Philadelphia, Washington DC, and New York City to interview pre-selected students. If selected, students travel to these forums at their own expense. Students can also submit their resumes for one of the “Resume Collect” locations – Chicago, Los Angeles, Miami, San Francisco. Resume collect locations vary from year to year. If a student is selected to interview, they will be contacted by the employer directly and all arrangements made accordingly.

- **New England Interview Program**: Each September in Boston, featuring legal employers from throughout New England interviewing 2Ls and 3Ls from sponsoring schools. Employers pre-screen resumes and select students for interviews. Candidates genuinely interested in living and working in New England will travel to this event at their own expense.

- **Patent Law Interview Program**: The Loyola Patent Law Interview Program is a two-day interview program held in Chicago each summer that brings together patent law employers and law students from across the country to interview for summer associate positions and post-graduate employment. Each year roughly 1,500 law students register for the program, submit their resumes, and bid on interviews with the nation-wide employers that interest them. The program is entirely employer selected - which means that participating employers review the resumes submitted to them and choose the law students they are interested in interviewing at the program. Participating employers represent key intellectual property employers in the field, typically seeking law students eligible to sit for the Patent Bar.
Finding jobs: How do employers recruit?

- **Southern California Interview Program**: Each September in Los Angeles, featuring legal employers from California and surrounding states interviewing 2Ls and 3Ls from sponsoring schools. Employers pre-screen resumes and select students for interviews.

- **Southeastern Intellectual Property Job Fair**: Interviewing employers include corporations, law firms and government agencies that practice any aspect of Intellectual Property law in fields such as technology, science, business, media, arts, entertainment and sports. Participating employers interview 2Ls and 3Ls for summer and post-graduate employment. Interviews take place in Atlanta during the summer.

- **Southeastern Law Placement Consortium**: In mid-August, the Southeastern Law Placement Consortium (SELPC), takes place in Atlanta. Sponsored by 12 Southeastern law schools, this conference attracts many national employers and may be of particular interest to students seeking employment outside of Georgia. Employment opportunities in both summer and post-graduate employment. Registration takes place in June.

- **Southeastern Minority Job Fair**: Employers from throughout the country participate in this job fair held in Atlanta in late summer. The fair attracts 100-110 employers each year. Represented employers typically include firms, government agencies and public interest agencies and organizations from across the U.S. Positions are usually for summer law clerks and permanent associate positions. 1Ls, 2Ls, 3Ls and recent graduates from over 40 southeastern law schools may apply to participating employers who select students to interview.

- **Spring Southeast Legal Hiring Conference**: An interview program sponsored by 10 southeastern law schools. Participating employers traditionally consist of medium and small firms, government agencies and some judges. Positions are usually for summer law clerks and permanent associate positions. Open to 1Ls, who will have completed all first year courses before summer, 2Ls and 3Ls. Each year, the Conference is held in Atlanta.
Almost as soon as first-year law students step inside Hirsch Hall, they feel pressured to figure out which field of law they plan to practice. But, few (if any) people come to law school with perfect information about their career options after graduation. During initial counseling appointments with first-year students, the most frequent comment is that they are “still trying to figure out which practice area they will pursue” and how can we keep their options open?

It’s nearly impossible to have a comprehensive exploration of practice areas during a counseling appointment. So, we’ve provided The Official Guide to Legal Specialties: An Insider’s Guide to Every Major Practice Area. The Guide focuses on providing succinct, relevant information on practice areas to law students. The goal is finding the right “fit” between student and practice area.

How to Use the Official Guide
We recommend that you review the Official Guide and get a few ideas before classes are in full swing. You might want to read about areas you think you’re interested in to see if your idea of what it might be like to practice in that area comport with reality. During law school the Official Guide becomes an excellent reference tool. Suppose a job posts for the summer after first year at a bankruptcy firm. What is bankruptcy law all about? How should I write a cover letter when I have no legal experience – and especially no bankruptcy experience? If I want to explain to a potential networking contact over the holiday break why I want to become a bankruptcy lawyer will I know what I’m talking about? We will cover using the Official Guide for cover letters and resumes later, but the takeaway message is that the Official Guide is an excellent tool for long-term planning as well as a reference for the quick application deadline.

What You’ll Find Inside the Official Guide
There are 30 chapters with each chapter covering a different practice area. Within each chapter, the Official Guide:

- Offers an overview of the specific area of law (ex. “What are admiralty and maritime law?”)

- Covers life as an attorney in that area of law (ex. “Where do admiralty lawyers work?” “Who are their clients and what types of cases do they work on?” “What daily activities are involved in admiralty law practice?” “What do admiralty lawyers find rewarding about their practice?”)

- Explores the skills and training needed for that area of law (ex. “What classes and law schools experiences do admiralty lawyers recommend?”)

Make sure to read the Introduction as it provides fantastic tips for maximizing the benefit of the book.
Student Professional Development Programs

Students are encouraged to attend Student Professional Development and career informational programs beginning first semester and throughout law school. The Office of Student Professional Development works with LCS, law student organizations and others to provide students with informational programs about practice settings and specialties, job search information, mock interviews, and mentor programs that support their career development. Programs will be announced and publicized on the law school events calendar and in Symplicity where students can RSVP to these programs.

The Office of Student Professional Development currently sponsors or recommends many programs, which include the following:

**Job Search Documents Workshops:** Concrete how to’s on creating resumes, writing cover letters, sending grade reports, emails and thank-you notes, and using Symplicity to apply to employers.

**Interviewing Skills Workshops:** Inside advice on successful interviewing, as well as information on interview procedures.

**Employment Setting Programs:** Featuring real practice information and alumni perspectives on large and small firm practice, government and public interest practice, legal aid, prosecutor and public defenders’ offices, and more.

**Practice Area Specialty Programs:** Experts sharing their career experiences and advice on law practice specialties such as Employment & Labor Law, Business & Corporate Practice, Intellectual Property Law, Entertainment Law, and more.

**Mock Interviews / Mock Table Talk:** Interview preparation programs and mock interviews simulate the one-on-one preselected interview experience, and mock table talk simulates the walk-up style interview experience common to public sector employers. Both are recommended for students serious about being prepared for job interviews.

**Bar Exam Preparation Programs:** For 3Ls, each year there are 2 information sessions, one on preparing the fitness application, and another on “how to pass the bar exam” presented by one of the bar examiners.

**Etiquette Programs:** Programs such as Mary Crane’s “Rules of Engagement” are programs designed to help you feel competent and comfortable in any business-social setting. In this particular program, participants learn ten specific rules for working a reception and ten more rules for managing a business lunch or dinner. Rules are covered for electronic communications and personal presentation. Programs vary from year to year.

**“Nuts & Bolts” Workshop:** This information session is for 2L students interested in applying for a federal judicial clerkship to begin in fall after graduation. The workshop will go over each component of the complex federal clerkship application, including basics on the OSCAR online application system. This annual program is mandatory for those interested in applying to federal judicial clerkships.
Student Professional Development Programs

“Should I Apply for a State or Federal Clerkship?” Program: An LCS Program geared toward 2Ls and 3Ls, though interested 1Ls are welcome. The panel advises students about the various judicial clerkships available, the benefits of clerking, and other matters related to judicial clerkships. The panel consists of current judges and alumni judicial clerks.

Market Status Programs: Programs such as Ari Kaplan’s “Stand Out in a Stagnant Economy” teach students career skills for creative networking and business development, with special insights for utilizing social media and blogging and branding to enhance job searching, professional networking and client development. Programs vary from year to year.

Finding & Funding Public Interest Work: Including information on special job search programs and strategies for public sector employment, and for grants and fellowships to fund unpaid opportunities in the public interest law community.

Students who are interested in suggesting topics or speakers for Professional Development programs, or who wish to get assistance with any of their student organization programs, should see:

Beth Shackleford
Director of Student Professional Development
profdev@uga.edu
(706) 542-5156
Working with a Mentor

The Office of Student Professional Development operates a student to attorney mentor matching service, where students can be connected with a School of Law graduate to advise them. Working with a mentor will allow you to learn from someone with real world professional experience, giving you access to their accumulated wisdom.

Students who are interested in being matched with a mentor should discuss this interest with their LCS counselor or with the Director of Student Professional Development. The Director of Student Professional Development will then appropriately match and coach the student through the mentor connection.

Tips to Successful Mentoring

✔ Take mentoring seriously: Mentoring requires a serious commitment from both you and the mentor.

✔ Demonstrate your commitment: Show your mentor that you are motivated, mature, enthusiastic about your work, and dedicated. They will be more willing to give their attention and time if you are committed.

✔ Demonstrate your worthiness: Have a positive attitude, work hard, and demonstrate that you are worth the time and the effort your mentor is giving.

✔ Be eager to learn: Prepare substantive questions and ask questions about their law practice, day-to-day life, geographic area, bench and bar, and more. Listen to the answers and ask insightful follow up questions.

✔ Research your mentor: When you are paired with a mentor, find out their practice, clients, reputation, talents, etc. before you meet.

✔ Set clear parameters: Once paired with your mentor, you will want to go over details of how you will work together, such as:

  • Dates and times you will meet
  • How you will communicate (e.g., by phone, e-mail, face-to-face)
  • The duration of the mentoring relationship

✔ Be sure to limit long-term expectations: One should not plan that the mentoring relationship will last longer than what is agreed upon in the mentoring guidelines. You should keep your expectations short term and reasonable. Should your mentoring relationship grown, deepen, and continue beyond the program period, then that is great. But understand that not all mentoring relationships will develop in the same ways.
Working with a Mentor

- **Inform your mentor about the kind of help you would like**: Be clear and talk with your mentor about how they help you. Be specific as possible about what type of advice or guidance. This will make it easier for your mentor to assist you with your needs, as well as making the response more meaningful to what you are seeking.

- **Ask for feedback and be receptive to constructive feedback**

- **Ask for help from your mentor in building your network**: Do not ask for or expect a job offer, but seek to develop a relationship that can enhance your career—perhaps lasting a lifetime. Look for referrals and for points in common that can help build a professional relationship.
# Your Pathway to a Legal Career

## First-Year

### August

**Prepare**
- Get adjusted to life as a law student!

### September

**Prepare**
- Ask yourself these questions:
  - Which type of legal/non-legal employer’s interest you?
  - Where do you want to live? Where would you live?
  - What first job do you imagine for yourself out of law school?
- Join student organizations that relate to your career interests.

**Attend**
- Global Internship Program Informational Meeting

### October

**Prepare**
- Draft your resume.

**Attend**
- **Public interest**: Equal Justice Works Conference & Career Fair – participate in informal “Table Talk” with employers.
- **Judicial clerkships**: “Clinic Town Hall” (learn about judicial externship opportunities)

### November

**Prepare**
- Meet with Legal Career Services for initial meeting and job search strategy session. This time is invaluable!
- Research employers in online NALP Directory.
- Study for final exams!
- **Public interest**: Register at pslawnet.org.

**Attend**
- 1L Orientation: Introduction to Hiring
- 1L Job Search Documents Workshop
- 1L Interviewing Skills Workshop
- **Judicial clerkships**: “Should I Apply for a State or Federal Clerkship?” Program

### December

**Prepare**
- Start contacting legal employers and send applications to law firms with organized summer programs.
- Check job listings on Symplicity.
- Have resume, cover letter, reference list, transcript, and writing sample ready.

**Apply**
- Delaware Minority Legal Hiring Conference (**** just one example of many career fairs around the country – if you know where you’d like to live, be sure to search for job fairs in that area)
- **Judicial clerkships**: Judicial Clerk Job Fair (apply for externship opportunities)

**Attend**
- Law firm holiday events—excellent networking opportunities!
- Bar association holiday and volunteer functions—excellent networking opportunities!
## Your Pathway to a Legal Career

### January

**PREPARE**
- Check “Government Honors & Internship Handbook” for federal internship listings.
- Update resume with fall course scores and progress.
- Participate in mock interviews and table talk simulations.

**APPLY**
- 1L Weekend On-Campus Interviews
- Atlanta Bar Association Minority Clerkship Program
  (** just one example of many career fairs around the country – if you know where you’d like to live, be sure to search for job fairs in that area**)
  Damali Booker 1L Minority Job Fair / (Nashville Bar Association)
- **Public interest**: Georgia Public Sector Career Fair

**INTERVIEW**
- Delaware Minority Legal Hiring Conference
- **Judicial clerkship**: Judicial Clerkship Job Fair

**ATTEND**
- Mary Crane’s “Rules of Engagement” Program

### February

**PREPARE**
- Schedule a meeting with LCS to strategize your summer job search.

**APPLY**
- Atlanta Bar Association Minority Clerkship Program
- Spring Southeast Legal Hiring Conference
- **Judicial clerkships**: Judicial Externships through the Civil Externship Clinic

**INTERVIEW**
- Damali Booker 1L Minority Job Fair
- Georgia Public Sector Career Fair (interviews and/or table talk)
- Atlanta Bar Association Minority Clerkship Program
- 1L Weekend On-Campus Interviews
- On-Campus Interviews

**ATTEND**
- 1L Weekend Reception (attend regardless of whether you were asked to interview)
- **Judicial clerkships**: “Nuts & Bolts” Workshop (come to listen and get a sense of the process)

### March

**APPLY**
- Patent Law Interview Program (must be eligible to sit for the patent bar)
- **Public interest**: Equal Justice Foundation Fellowships and other summer fellowships (to help fund unpaid internships)
- **Judicial clerkships**: Deadline for Judicial Externships for SUMMER & FALL

**INTERVIEW**
- Atlanta Bar Association Minority Clerkship Program
- On-Campus Interviews

**ATTEND**
- Patent Bar Information Program
- “Clinic Town Hall” (learn about externship opportunities)
Your Pathway to a Legal Career

**April**

**PREPARE**
- Know your summer employment? Update your resume and submit to LCS for review and comments.
- **Public interest:** Meet with LCS for information on loan repayment assistance programs.

**APPLY**
- Patent Law Interview Program (must be eligible to sit for the patent bar)
- Southeastern Minority Job Fair (pre-registration)
- Southeastern Intellectual Property Job Fair

**INTERVIEW**
- Spring Southeast Legal Hiring Conference
- On-Campus Interviews

**ATTEND**
- **Public interest:**
  - WIPI Conference
  - Red Clay Conference

**May**

**PREPARE**
- Good luck with exams!

**APPLY**
- Patent Law Interview Program
- Southeastern Minority Job Fair (pre-registration)
- Southeastern Intellectual Property Job Fair

**Judicial clerkships:**
- Journal Write-On (immediately after finals)

**SECOND-YEAR**

**June**

**PREPARE**
- Know your summer employment? Update your resume and submit to LCS for review and comments. Be prepared to apply in July for interview programs.
- Meet with LCS to plan your individual career strategy.
- **Public interest:** Search for Public Interest fellowships – start creating proposals.

**APPLY**
- Southeastern Intellectual Property Job Fair
- Southeastern Minority Job Fair (if you pre-registered in spring)
- Mid-Atlantic Legal Recruiting Conference
- Minnesota Minority Recruitment Conference

**ATTEND**
- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!

**July**

**PREPARE**
- Search for Public Interest fellowships – start creating proposals.

**APPLY**
- August in Athens (on-campus interviews)
- Southeastern Law Placement Consortium
- Southern California Interview Program
- New England Interview Program
- NLSC Philadelphia Interview Program
### Your Pathway to a Legal Career

<table>
<thead>
<tr>
<th>INTERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>- NLSC Washington, DC Interview Program</td>
</tr>
<tr>
<td>- NLSC New York Interview Program</td>
</tr>
<tr>
<td>- Mid-Atlantic Legal Recruiting Conference</td>
</tr>
<tr>
<td>- Patent Law Interview Program</td>
</tr>
<tr>
<td>- Southeastern Intellectual Property Job Fair</td>
</tr>
<tr>
<td>- Southeastern Minority Job Fair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATTEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!</td>
</tr>
</tbody>
</table>

### August

#### Prepare

- Student leaders – meet with SPD to plan career strategy programs for your organization.
- **Public interest:** Check “Government Honors & Internship Handbook” for federal internship listings – apply as they come available.
- Search for Public Interest fellowships – start creating proposals.
- **Judicial clerkships:**
  - Be thinking about a writing sample, faculty recommenders, where to work, what type of court to work in (state vs. federal).

#### Apply

- NLSC resume collection (employers from Chicago, Dallas, Los Angeles, Miami and San Francisco)
- On-Campus Interviews
- **Public interest:** Equal Justice Works Conference & Career Fair
- Government and legal aid employer postings for 2L summer jobs Interview
- August in Athens (on-campus interviews)
- Southeastern Law Placement Consortium
- Southern California Interview Program
- New England Interview Program
- NLSC Philadelphia Interview Program
- NLSC Washington, DC Interview Program
- NLSC New York Interview Program
- Mid-Atlantic Legal Recruiting Conference
- Minnesota Minority Recruitment Conference

#### Attend

- Attorney General's Honors Program and Summer Law Intern Program information session
- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!
# Your Pathway to a Legal Career

## September

**Apply**
- On-Campus Interviews
- **Public interest**: Government and legal aid employer postings for 2L summer jobs
- Equal Justice Works Conference & Career Fair (register for conference and apply to interviewing employers)

**Interview**
- New England Interview Program
- On-Campus Interviews

**Attend**
- Global Internship Program Informational Meeting
- LCS Workshops on cover letter/resume writing and interview preparation
- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!

## October

**Prepare**
- Explore bar registration deadlines and admission requirements at [http://www.ncbex.org](http://www.ncbex.org) (different for every state!).

**Apply**
- On-Campus Interviews
- **Public interest**: Government and legal aid employer postings for 2L summer jobs Interview
- Equal Justice Works Conference & Career Fair
- On-Campus Interviews

**Attend**
- “Write it Right” Workshop (Resume & Cover letters)
- Global Internship Program Informational Meeting
- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!
- “Clinic Town Hall” (learn about externship opportunities)
- **Public interest**:
- Public defender and prosecutor career informational programs
- **Judicial clerkships**: “Clinic Town Hall”
  (learn about judicial externship opportunities)

## November

**Prepare**
- Get yourself out there!
- Find networking events during the holiday break.
- Set up yearly contact goals (e.g., make one contact a week).
- Reach out to employers and schedule informational meetings.
- **Judicial clerkships**: Talk to faculty advisor to strategize.

**Apply**
- **Judicial clerkships**: Judicial Clerkship Job Fair
Your Pathway to a Legal Career

<table>
<thead>
<tr>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>- On-Campus Interviews</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>- <strong>Judicial clerkships</strong>: “Should I Apply for a State or Federal Clerkship?” Program</td>
</tr>
</tbody>
</table>

**December**

**Prepare**

- Good luck on exams!!
- When exams are finished, meet with LCS to plan for the next phase of your job search. Leaving town right away? Set up a phone meeting.
- **Judicial clerkships**: Meet with Kristin Tessman (Judicial Clerkships Advisor) to strategize and prioritize.

**Apply**

- **Judicial clerkships**: Judicial Clerkship Job Fair (attend to secure an externship).

**Attend**

- CLEs to fine tune your qualifications and to meet attorneys in your practice interest areas.

**January**

**Prepare**

- Update your resume with fall grades and rank. Submit to LCS for review and comments. You need a perfect resume for a successful job search!
- Participate in mock interviews and table talk simulations.
- **Public interest**: Check “Government Honors & Internship Handbook” for federal internship listings – apply as they come available.

**Apply**

- Georgia Public Sector Career Fair

**Attend**

- Join the Georgia Bar Association as a student member (half-price mid-year rate) and attend the January bar meeting.
- **Judicial clerkships**: Judicial Clerkship Job Fair

**February**

**Prepare**

- **Public interest**: Check “Government Honors & Internship Handbook” for federal internship listings – apply as they come available.

**Apply**

- Spring Southeast Legal Hiring Conference

**Interview**

- Georgia Public Sector Career Fair

**Attend**

- **Judicial clerkships**: “Nuts & Bolts” Workshop (mandatory for interested 2Ls)
## March

**Prepare**
- **Public interest**: Check “Government Honors & Internship Handbook” for federal internship listings – apply as they come available.
- Identify potential post-graduate fellowship hosts to begin collaborative process for grant/fellowship applications.
- **Judicial clerkships**: Submit all application materials to Kristin Tessman, Judicial Clerkships Advisor (writing sample, resume, mock-up cover letter).

  Include a short memo on which faculty recommenders you are working with.

**Apply**
- Patent Law Interview Program
- **Public interest**: Equal Justice Foundation Fellowships and other summer fellowships (to help fund unpaid summer work).

**Interview**
- Spring Southeast Legal Hiring Conference

**Attend**
- Patent Bar Information Program
- “Clinic Town Hall” (learn about externship opportunities)

## April

**Apply**
- Southeastern Minority Job Fair (pre-registration)
- Southeastern Intellectual Property Job Fair

**Attend**
- **Public interest**: WIPI Conference
- Red Clay Conference

## May

**Prepare**
- Good luck with exams!
- **Public interest**: Review post-graduate fellowship possibilities and discuss host options – meet with LCS for assistance.

**Apply**
- Southeastern Minority Job Fair (pre-registration)
- Southeastern Intellectual Property Job Fair

## June

**Prepare**
- Update resume! Be prepared to apply in July for interview programs.
- **Public interest**: Review post-graduate fellowship possibilities and discuss
Your Pathway to a Legal Career

THIRD-YEAR

host options – meet with LCS for assistance.

Apply

- Southeastern Intellectual Property Job Fair (check eligibility)
- Mid-Atlantic Legal Recruiting Conference
- Minnesota Minority Recruitment Conference

Attend

- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!

July

Prepare

- **Public interest**: Consult with LCS regarding 3L federal post-graduation Honors and public interest jobs and begin to prepare your applications.
- Continue preparation of post-graduate fellowship applications.
- **Judicial clerkships**: Check for long email from Kristin Tessman on using OSCAR (online application tool for federal clerkships).
- Start checking state court resources for clerkship postings.

Apply

- August in Athens (on-campus interviews)
- Southeastern Law Placement Consortium
- Southern California Interview Program
- New England Interview Program
- NLSC Philadelphia Interview Program
- NLSC Washington, DC Interview Program
- NLSC New York Interview Program
- Mid-Atlantic Legal Recruiting Conference

Interview

- Patent Law Interview Program (must be eligible to sit for the patent bar)
- Southeastern Intellectual Property Job Fair

Attend

- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!

August

Prepare

- Student leaders – meet with SPD to plan career strategy programs for your organization.
- **Public interest**: Check “Government Honors & Internship Handbook” for Honors Program positions with federal agencies (research tool).
- Finalize public interest post-graduate fellowship applications.
Your Pathway to a Legal Career

- Check www.pslawnet.org and other sources for job listings.

**APPLY**

- NLSC resume collection (employers from Chicago, Dallas, Los Angeles, Miami and San Francisco)
- Public interest: Equal Justice Works Conference & Career Fair
- Lavender Law Career Fair and Conference

**INTERVIEW**

- August in Athens (on-campus interviews)
- Southeastern Law Placement Consortium
- Southern California Interview Program
- New England Interview Program
- NLSC Philadelphia Interview Program
- NLSC Washington, DC Interview Program
- NLSC New York Interview Program
- Mid-Atlantic Legal Recruiting Conference
- Minnesota Minority Recruitment Conference
- Lavender Law Career Fair and Conference

**ATTEND**

- Attorney General's Honors Program and Summer Law Intern Program information session.
- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!

---

**September**

**PREPARE**

- Where will you be taking the bar exam? Check application deadlines and prepare paperwork. Visit www.ncbex.org for information on all jurisdictions.
- Make an appointment with LCS for final year job search planning.
- Update and refresh job search documents.

**APPLY**

- On-Campus Interviews
- Public interest: Equal Justice Works Conference & Career Fair (register for conference and apply to interviewing employers).
- Continue to apply to federal and public interest post-graduate job listings.
- Continue to apply for post-graduate fellowships.
- Judicial clerkships: Federal Law Clerk Hiring Plan – Apply to federal clerkships early in month.

**INTERVIEW**

- New England Interview Program
- On-Campus Interviews

**ATTEND**

- Sally Lockwood, State Bar of Georgia, 3L Character & Fitness Application speaker
- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!
Your Pathway to a Legal Career

October

Prepare
- Georgia Bar Exam – Character & Fitness Application

Apply
- Presidential Management Fellowships
- Public interest: Continue to apply to federal and public interest post-graduate job listings.

Interview
- Equal Justice Works Conference & Career Fair
- On-Campus Interviews

Attend
- “Write it Right” Workshop (Resume & Cover letters)
- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!

November

Prepare
- Georgia Bar Exam – Character & Fitness Application
- Get yourself out there!
- Find networking events during the holiday break.
- Sign up for state and local bar associations as a student member.
- Set up yearly contact goals (e.g., make one contact a week).
- Reach out to employers and schedule informational meetings.
- Judicial clerkships: Sign up for Judicial Clerkship Job Fair for state-level clerkships in Georgia.
- Keep eyes open for more postings on Symplicity... but do your homework!
- Make sure you are saving court websites under “Favorites” and checking back weekly for postings.

Interview
- On-Campus Interviews

Attend
- Bar and professional organization events in the area where you would like to practice after law school – important networking opportunities!
- Judicial clerkships: “Should I Apply for a State or Federal Clerkship?” Program

December

Prepare
- Good luck on exams!!
- When exams are finished, meet with LCS to plan for the final phase of your job search. Leaving town right away? Set up a phone meeting.

Apply
- Georgia Bar Exam – Character & Fitness Application
Your Pathway to a Legal Career

- **Judicial clerkships**: Judicial Clerkship Job Fair

**Attend**
- Holiday networking events in your ideal geographic area.
- CLEs to fine tune your qualifications and to meet attorneys in your practice interest areas.

### January

**Prepare**
- Update your resume with fall grades and rank.
- **Public interest**: Build applications in usajobs.gov and begin applying for post-graduate federal jobs posted there.

**Apply**
- **Public interest**: Georgia Public Sector Career Fair

**Attend**
- Join the Georgia Bar Association as a student member (half-price mid-year rate) and attend the January bar meeting.
- **Judicial clerkships**: Judicial Clerkship Job Fair

### February

**Apply**
- Send out resume to small firms.
- Spring Southeast Legal Hiring Conference
- **Public interest**: Continue to apply to federal and public interest post-graduate job listings.
- Continue usajobs.gov applications.

**Interview**
- Georgia Public Sector Career Fair

### March

**Prepare**
- **Public interest**: Gather information from LCS on loan repayment assistance programs.

**Apply**
- Pre-register for Southeastern Minority Job Fair (interviews in July for post-graduate jobs, recent grads are eligible to participate).
- **Public interest**: Equal Justice Foundation Fellowships and other summer fellowships (to help fund unpaid internships)
- Check “Government Honors & Internship Handbook” for Honors Program positions with federal agencies (research tool).
- Identify potential post-graduate fellowship hosts to begin collaborative process for grant/fellowship applications.

**Interview**
- Spring Southeast Legal Hiring Conference

**Attend**
- Patent Bar Information Program
- **Public interest**: WIPI Conference
- Red Clay Conference
Your Pathway to a Legal Career

April

**Apply**

- **Public interest**: Georgia Law Public Interest Fellowships

May

**Prepare**

- Refresh outstanding applications with recent accomplishments (grades, awards, etc).
- Complete law school exit survey with employment statistical information.
- **Judicial clerkships**: Sign up for Alumni Clerkship Listserv.

**Apply**

- Send out final flurry of applications before bar preparation begins.

**Attend**

- Graduation! Congratulations!
Understanding the Market

It’s no secret. The legal market has changed dramatically in the last few years. If you read The New York Times or any other national newspaper, you’ll have certainly seen plenty of coverage on the state of the legal market. While job creation has certainly declined, this is not the employment apocalypse—good legal jobs are out there. With the right attitude, knowledge and some old-fashioned networking, you’ll be successful.

Private Practice Hiring Trends

Before 2008, hiring in the private sector typically occurred in either large law firms (more than 250 associates) or in small firms (under 50 associates). The recession caused a significant disruption in the hiring cycle at large law firms. In order to adjust to reduced demand, large law firms cut the overall number of associates, which caused a flood of experienced attorneys into the legal market. Large firms also either dramatically reduced or even cut their summer associate programs, which has resulted in fewer offers of employment to new graduates. Currently, the more common approach for large law firms is to hire laterally—aka experienced attorneys (often from the pool let go during the recession).

Small firms were also affected by the recession and for a period, small firms acted like most American businesses—they were nervous to hire when the economy's recovery seemed distant. Nonetheless, small firm hiring remains relatively healthy for recent graduates and continues to rise in proportion to large firm hiring. In a recent press release from NALP (National Association of Legal Career Professionals), 53% of the Class of 2010 (aggregated data from all U.S. law schools) were placed in small firms, compared to 46% from the Class of 2009. Large firm placement fell to 26% for the Class of 2010, down from 33% for the Class of 2009.

The proportion is similar with Class of 2010 graduates from Georgia Law. Of the 58% of 2010 graduates working in private practice, 60.5% accepted employment from small firms (less than 50 associates), 10.1% from medium-sized firms (50-250 associates), and 24.4% from large law firms (more than 250 associates) [5% of graduates did not report their law firm's size].

Government and Public Interest Hiring Trends

Hiring trends in government and public interest organizations are less clear. For a period during the recession, state governments and public interest organizations reduced their hiring as they faced dramatic budget cuts and reduced donor giving. At the same time, the federal government and courts continued to hire at a steady rate. More recently, federal government hiring slowed due to the stalled budget, while state agencies slightly increased hiring. The takeaway? Public sector hiring is moving in waves, which are rather unpredictable.

Another strong influence on public sector job availability for recent graduates is the increased competition due to the abovementioned flood of experienced attorneys into the job market. It is extremely important to take your time and tailor your cover letter and resume demonstrating that you understand the mission of the organization. And remember—networking is not just for the private sector—it is the best way to get a job in the public sector as well!
Networking

You’ll hear the word used often, you’ll be told this is an imperative skill for finding a job, but what does it mean? How do you “network”?

Networking is the process of reaching out to professionals and establishing relationships through communication and learning. It is a long-term extended investigation of different practice areas, geographic regions, and people in the field. In a nutshell—meet people who introduce you to other people. The end goal is to build contacts and learn what can’t be taught in the classroom.

Where to start?
Start the networking process by covering your own “family tree.” Consider family, friends (including friends of family) and former employers and create a list. Don’t just think about who is currently an attorney – they might not practice, but their brother may. Start casually reaching out to these people: tell them you’re in law school and looking to explore the field. Do they know anyone who might be interested in a quick phone conversation or coffee? We’ll talk more below about what to do if someone is willing to meet. Don’t forget, most people want to help!

Moving beyond your personal contacts
Once you’ve reached out to everyone on your “family tree” list, it’s time to expand: join bar associations as a student member, join other professional organizations, and talk with law school faculty and alumni. When you’ve narrowed down your field(s) of interest, search firm websites for attorneys in that practice area (for more information, see “Employer Research”). Another excellent place to meet professionals and make contacts is at a networking event. See below for more information.

Asking for an informational interview
Depending on the initial outreach, you may consider sending either an e-mail or a letter when asking for an informational interview. An informational interview (aka meeting) should last about 30 minutes and may take place over the phone, at the attorney’s office, or over lunch or coffee.

Should I send an email or write a letter?
A number of factors affect this decision – were you connected to the contact via e-mail? Is this your first communication or are you following up (for example, did you already meet at a networking event or the grocery store?) E-mails are generally less formal than a letter, so consider the level of formality that is appropriate under the circumstances. Of course, LCS can help!

See “Valuable Networking Examples” for drafting tips on both letters and e-mails.

Should I include my resume?
Unless a referring contact instructed you to do so, you’re initial communication should NOT include your resume. If the referring contact said to send your resume on to the contact, make sure to indicate that the resume is merely for introduction.

How long should I wait before expecting a reply?
Despite the instant gratification we’ve come to expect in the digital age, you should not anticipate a reply to your mailed letter OR e-mail for at least 2 to 4 weeks.
Networking

Conducting an informational interview
Before you actually arrive at the meeting, have a list of questions prepared. Make sure you've done your research on the individual you're interviewing, so that your questions are tailored appropriately.

Some possible questions might include:

• How did you go about getting your current job? How else might one break into this field?
• Do you recommend any training that would be useful for your field? Any necessary training?
• Are there any courses that you would recommend taking?
• What is a typical day/week for you?
• What are you favorite parts of your job? Your least favorite?
• When your firm/agency hires, what skills are most attractive?
• Should I join any professional organizations? If so, which ones?
• How would you prioritize the type of experiences I should pursue?
• Would you be willing to put me in touch with others in this field?

Finally, send a thank you note immediately! Regardless of the relationship with the contact or formality of the meeting, a thank you note is an ABSOLUTE IMPERATIVE.

Attending a “networking event”
A networking event includes any activity where you are likely to meet people in the profession. The more obvious opportunities include firm events where they invite students to come meet their attorneys. Most frequently this occurs in the winter break of your first year. Other events that present fantastic networking opportunities include

• Alumni events at the law school (ie. Homecoming BBQ in October)
• Local/state bar association meetings
• CLE (continuing legal education) seminars – a great way to meet lawyers in a particular specialty
• Local political (including judicial) campaigns
• Professional conferences
• Student Professional Development programs

Think in advance about who you might meet at the event. Advance research on organizers of the event may give you better context about the attendees and the purpose for the event. Be prepared to be an active listener and think about ways to align your interests with attendees.

Think about how to politely enter conversations by joining groups of more than two where it appears that there is not a private conversation going on. Listen first and then ask a question or contribute. In light of the event, be prepared to introduce yourself and deliver your quick elevator speech about your own interests and experience. Be a good conversationalist and deliver your quick elevator speech about your own interests and experience. Be a good conversationalist and introduce others who join the group if possible. Introducing others can also help you extricate yourself from a conversation and move to another conversation. Asking for someone's business card is another way to wrap up a conversation in an interested and polite way and gives you a chance to follow-up later.
Even if there is a buffet, don’t arrive at a networking event hungry. Have a small snack in advance so your focus is on the event rather than the food. It’s generally okay to go straight to the beverage station, as this is often a good first place to mingle. Sparkling water or soda is a great choice. If you choose alcohol, stick to one drink. Holding a drink may make you feel more approachable if it keeps you from crossing your arms. Hold your beverage in your left hand and do not try to balance a cup and a plate at the same time. Again, be ready to shake hands and welcome others to join a conversation. Smile and enjoy yourself!

If you managed to collect business cards at the event, make notes on the back or in a notebook as soon as you leave. Make sure to include a bit of information that will jog your memory when it’s time to reach out. For example, you had a conversation with an attorney about how much you both love golf. Don’t forget to cue her on that fact when you get in touch so she’ll remember you.

**Following up and keeping track of contacts**

This may be the most crucial component of any networking strategy. Managing outreach to contacts will make the difference between a job and no job after graduation!

During school, you’ll have a lot on your mind. As such, don’t rely on your memory to keep track of your networking efforts. Create a spreadsheet (see page 34) that lists the name of your contact, the relationship that brought you in touch, any notes on that person, and a running list of follow-up efforts. Plan to check the spreadsheet once a month to see if any follow-up to existing contacts is warranted.

Know that there are a number of ways to follow up that don’t involve asking for a job. In fact, avoid that! Here are some ways to keep the relationship going long after the first introduction:

- Send a thank you note when they take time to help you.
- Ask for an informational interview (see above).
- Let contacts know of any developments in your career that may be of interest to them. Did they put you in touch with an individual that offered you a position? They want to know that.
- Send a contact an interesting professional article related to one of their interests.
- If they are relatively recent alumni, ask them to give class selection advice. For example, who was their favorite Evidence professor?

LCS is always here to help brainstorm ways to reach out and stay in touch with contacts.
**Networking**

**VALUABLE NETWORKING EXAMPLES**

Sample Student  
123 S. Main Street Athens, GA 30602 706-555-5555 sample@uga.edu

November 3, 2011  
Ms. Bernadette Stinson  
James & Stinson, LLC  
East Main Road, Suite 111  
Charlotte, NC 30303

Dear Ms. Stinson:

As a first-year law student at the University of Georgia School of Law who intends to practice in Charlotte, I would be grateful for any advice that you could give me regarding legal practice in labor law. I recently interned with John Herring who suggested that I reach out to you.

I will be spending winter break in Charlotte and would appreciate any time you could spare to speak with me. My resume is enclosed so that you may review my background.

I can be reached at the address, email, and phone number above. I appreciate your time and look forward to hearing from you.

Sincerely,

Sample Student

---

Sample Student  
123 S. Main Street Athens, GA 30602 706-555-5555 sample@uga.edu

November 3, 2011  
Mr. John Doe  
King & Spalding, LLC  
75 Spring Street, N.W.  
Atlanta, GA 30303

Dear Mr. Doe:

Anne-Marie Rhodes, tax professor at University of Georgia School of Law, suggested that I contact you. She thought that, as an alumna practicing in the area of tax law, you would be in an excellent position to assist me with my career exploration.

As a first year law student with a bachelor's degree in accounting, I am exploring potential career paths and am interested in tax law. I would like to hear your impressions of the field and discuss future trends for the industry.

I will call your office next week to see if we could arrange a short meeting at your convenience. Thanks you for considering my request.

Sincerely,

Sample Student

---

**Sample Initial Contact Networking Letters**

Be concise.

Make a connection between you and the reader (alumnus of Georgia Law or your undergrad institution, mutual acquaintance, common professional organization, etc.).

State your purpose without pressuring the reader.

Explain your situation briefly.

Request a meeting at a mutually convenient time, and indicate that you will call/e-mail to make arrangements.
Networking

Sample Network Contact Tracking Sheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Address</th>
<th>Notes</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Sam Smith</td>
<td>Meet at bar meeting</td>
<td><a href="mailto:ssmith@lawfirm.com">ssmith@lawfirm.com</a></td>
<td>Met with on 11/25</td>
<td>Email after first semester grades are posted.</td>
</tr>
<tr>
<td>Ms. Kate Kelly</td>
<td>Prof. Brown’s college roommate</td>
<td>312-555-0155</td>
<td>Sent email on 12/2 Call to set-up meeting.</td>
<td></td>
</tr>
<tr>
<td>Mr. J.K. Halt</td>
<td>Met at church, work with Judge Hollings</td>
<td><a href="mailto:halt@ga.gov.us">halt@ga.gov.us</a></td>
<td>Sent email on 12/4 Scheduled to meet on 12/18.</td>
<td></td>
</tr>
</tbody>
</table>

Sample Thank You Letter

Sample Student
123 S. Main Street Athens, GA 30602 706-555-5555 sample@uga.edu

November 3, 2011
Mr. John Doe
King & Spalding, LLC
75 Spring Street, N.W.
Atlanta, GA 30303

Dear Mr. Doe:

I would like to thank you again for meeting with me the morning of the 23rd. Your advice was very helpful, and I have contacted Mr. John Jones as you suggested. In addition to that contact, since our last meeting I have actively pursued job openings with Lennon & Stone, LLP; McEllen Priggs, LLP; and Dylan & Base, PC.

From time to time, I would like to drop you a quick note to keep you updated on my progress. Thank you again for your time and insights.

Best Regards,
Sample Student
Employer Research

Creating Job Search Leads
Researching employers will help guide you to firms that connect with your specific interest. Knowing the firms’ size, practice areas, hiring criteria, and firms’ bios will help you reach out to the employer in a way to create a positive interaction and drum up possible job leads. General searches on the organization’s web site will offer most of the information you would be looking for (e.g., recruiting coordinator, Honors Programs, Summer Associate Programs). You could also check press releases or the Fulton County Daily Report, which can be found in LCS office, to learn about recent cases, awards, etc.

Research Strategies for Large and Medium Law Firms
Large firm research takes time because there is often a volume of information to assess. Large/medium size firms may seem very similar at first glance. You will have to do some research to understand the different departments and legal specialties. This research will help you prepare for interviews and may give you some ability to distinguish between firms and tailor your cover letter in the application phase.

Great places to start your large/medium firm research:

- **Martindale-Hubbell** has a comprehensive directory of large law firms, including practice areas and attorneys' biographical information.

- **Chambers-Associate** has a directory of multi-national large law firms that includes surveys of lawyers about quality of life and other factors.

- **NALP Directory** – NALP has online resources that contain statistical information about large law firms, practice areas, firm demographics, firm contact information and firm employment data. If you have questions about navigating the NALP web site, feel free to contact LCS for assistance.

- **Internet search** by firm name.

Research Strategies for Small Firms
Small firms, especially those who are not located in larger cities, may not be listed in Martindale-Hubbell or the NALP Directory. The information needed will be much of the same as that researched for larger firms.

Great places to start your small firm research:

- **State and/or City’s Bar Directory** – have contact information, practice area, firm size, and contact number.
  - **Gabar.org**: For Georgia firms and other potential employers, go to the State Bar of Georgia member directory to search attorneys by city, law school and practice area section group. Once you find attorneys that interest you, go to firm websites where possible and read their biographical information.

- **Google, Bing, West Legal News, Lexis/Nexis Legal News** – see if there is any press on the firm – be sure and check hometown newspapers for small town firms.
Research Strategies for Government Opportunities and Public Interest Organizations

• **PSLawNet.org** – has a comprehensive directory of public interest organizations in the U.S. and around the world.

• **MakingTheDifference.org** – is an informational site about federal government hiring.

• **Georgia.gov** – is an informational site about the Georgia government.

• **State & Local Govt Info** – is an informational site with links to government sites throughout the U.S., providing organizational charts and job listings: [http://www.statelocalgov.net/](http://www.statelocalgov.net/)

• **Research Georgia Alumni** (with help from LCS) to find contacts with particular government agencies and public interest organizations.

• **Attend professional development programs** hosted by government agencies and public interest groups to learn more about their mission statements and what the agencies do.

• **Equal Justice Works** – a great site for a broad range of public interest resources and programs: [http://www.equaljusticeworks.org/](http://www.equaljusticeworks.org/)

Links to the above referenced employer information sites are available on the Student Professional Development website.
Creating Job Search Documents

Each time you pursue a job lead, you’ll need two basic documents: a cover letter (or introductory e-mail) and a resume. Take some time to draft a resume and a basic cover letter using the following advice. Once you’ve created your drafts, make a counseling appointment to meet with LCS to review your documents. We’ll make comments on both substance and format. Put everything down you can think of and we’ll help you make choices about the most important information.

For a long list of tips and examples of job search documents beyond the resume and cover letter, visit http://www.law.uga.edu/creating-job-search-documents.

Writing a cover letter
Everyone hates writing cover letters. Everyone. You’re wondering – does anyone actually read these things? Some employers don’t, but most do, and at the very least, you need to assume they will. A great letter can land you an interview, and a poor letter can definitely keep you from getting one. You’re entering a career of writers, so you need to take your cover letter seriously.

Basic Format
Cover letters should be written in a formal business letter format. The content of the cover letter can be broken down into three basic sections:

1. The opening paragraph: The opening paragraph is both an introduction and a carrot. Say who you are and why you are writing. Finally, why should the employer keep reading? This is where you provide your strongest connection to the employer. Do you have a mutual acquaintance? Do you have strong geographic ties to the employer’s town/region? Do you have a demonstrated interest in the practice area? This paragraph should be 2 or 3 sentences long.

2. The middle or meaty paragraph: The middle paragraph should be the best synthesis of your qualifications as seen by this employer. In other words, you’ve got to tailor your experiences to the employer! This will require research. See the “Employer Research” section of this guide, as well the Guide to Legal Specialties to see who your employer is, and what skills they are likely looking for. This takes time, but it pays off. Shoot for anywhere between 5 and 8 sentences. Remember: Shorter is better.

3. The closing paragraph: Wrap it up and explain the next move. Say you’re thankful for their consideration. Ask, tactfully, for an interview and indicate how you should be contacted. This paragraph should be 2 to 3 sentences.

Cover letter checklist
✓ Use ONLY white or beige paper for your cover letter.
✓ Stick to business letter format, where all text is aligned to the left margin. No indenting.
✓ Check and double-check that you’ve gotten the employer’s name correct. Commas and all...
✓ NO TYPOS! NO grammatical or spelling errors! (And please don’t rely on your computer to check your errors....)
Creating Job Search Documents

✓ You must have a recipient for your letter. NEVER say “To whom it may concern:” or “Dear Hiring Partner:” If you don’t know who the recipient should be, you haven’t done enough research!
✓ The recipient’s information needs to be PERFECT.
✓ Proofread to remove any unintended meaning.
✓ Check your tone. Be formal without being pompous.
✓ Make sure to mention a mutual acquaintance, if you’ve got one. Don’t be shy!
✓ Don’t lie. Don’t fudge.
✓ Don’t be cute or avant-garde. Remember to stay professional.
✓ Don’t forget that you’re trying to convince them that you are worth their time. Don’t focus on what the job will do for you.
✓ Keep it brief.
✓ PLEASE make sure someone else proofs it.

1Adapted from Kimm Alayne Walton, Guerrilla Tactics for Getting the Legal Job of Your Dreams (2d ed. 1995). Copies of this fantastic book are available in the LCS office.

Creating a resume
Your resume is usually the first item that an employer will review. A resume is a teaser, giving the employer nuggets of information about your qualifications and providing a basis for interview questions. As such, your resume should convey enough information that the employer sees potential, but should avoid giving so much information that nothing is left for discussion during the interview.

Don’t forget that your resume is meant to market you to employers. It’s all about highlighting skills that are relevant to the employer. Let’s say you were a marketing executive before law school. You can’t use the same resume for your marketing career as you will for your legal career! You should still talk about your marketing positions, just pull from those experiences the skills that now matter for your legal career. Again, The Guide to Legal Specialties will be your best friend – flip to the relevant practice area to get a good idea of what skills you should be emphasizing.

Resume basics
There are four necessary sections found in a legal resume:
1. Heading (your contact information)
2. Education
3. Experiences
4. Hobbies (or) Interests

2Again, this advice has been adapted from Kimm Alayne Walton, Guerrilla Tactics for Getting the Legal Job of Your Dreams (2d ed. 1995). The book really does cover every question/scenario you might find yourself in while looking for a legal job. We are happy to provide you with a copy to borrow. Our advice? Buy a copy to keep throughout your career.
Essential components of each section

- **HEADING:** Try to avoid difficult-to-read fonts or dark distracting lines. Save space by putting all of your contact information on one line, just below your name.

  - **Name:** Nickname? Generally no.
  - **Address:** Make sure to include your current (school) address. Include your home address if the employer is located in the same area. However, this is not necessary if you apply to Atlanta employers.
  - **Phone:** Include your cell phone, but make sure you’re voicemail message is professional. Include your first and last name in your greeting.
  - **E-mail:** Include your e-mail, but make sure it’s professional! 3Ls should use a non-school e-mail address, so you won’t have to switch mid-application after graduation.

- **EDUCATION:** Entries should be in reverse chronological order starting with law school. For each degree-earning institution, include:

  - **Full school name**, city and state.
  - **Graduation date** (Juris Doctor Candidate, May 2014; Bachelor of Arts in Political Science, May 2008)
  - Include your **GPA** if you are in the top 50% of the class. For 1Ls, you will not receive a GPA until spring grades are released. Don’t worry about a GPA on your resume until then.
  - **Class rank** (won’t apply to 1Ls) if you’ve received one.
  - **Honors and Awards**
  - **Activities** (link these to the employer – a nice way to show a demonstrated interest in a practice area)
  - **Publications**, unless you create a separate section.

- **EXPERIENCE:** By calling it “experience” instead of “work experience” you can include legal, non-legal, internships, volunteer work and clinical programs.

  - List in reverse chronological order.
  - For public interest jobs, you may want to break the experience section into “Employment” and “Volunteer Experience”

- **INTERESTS:** Many students are reluctant to include this section, but it is GREAT for interviews. Make sure you only include hobbies or interests that you can have a decent conversation about.
Other possible sections:

- Publication(s)
- Skills and/or Languages – “Skills” covers both language and computer skills. Leave computer skills off unless specifically mentioned by employer’s posting.
- Licenses
- Professional Affiliations
- Military Experience
- Community Service or Volunteer Experience

General tips

Don’t fear a basic resume! Using color and graphics is strongly discouraged on a legal resume. Keep it simple and make it easier for employers to do a 10-second scan.

Target different employers with different resumes. How can you highlight a certain practice area and/or geographic location with your experiences? (**Note to 1Ls: this may be difficult during your first year, but think about where or for whom you’d like to work and plan ahead**)

Placement: The eye reads from left to right - get important information on the left margin. Items on the top third of the page get the most attention. Lead the eye down the page with clear headings and bullets for rapid scanning.

Wording: Use active voice. Check out the list of “active verbs for your resume” on the LCS website. The first-person subject “I” is understood, so don’t use pronouns in your descriptions. Try and remove any unnecessary words (think LR&W - how do I get the most information across in the fewest words??)

Length: The default is one page, unless you are applying for a public interest or government position. For government and public interest, stick to two pages or less.
Sample resume with comments

**Education:** List degrees in reverse chronology. Only list degree-awarding institutions, unless it establishes a geographic tie.

**Heading:** Use the name you go by. List a "Permanent Address" for a geographic tie. Make sure your phone number and e-mail are current!

```
GEORGIA D. STUDENT
225 Herty Drive • Athens, GA 30602 • lcs@uga.edu • (706) 542-7541

EDUCATION

THE UNIVERSITY OF GEORGIA SCHOOL OF LAW, Athens, Georgia
Juris Doctor Candidate, May 2013
Honors: Tuition Equalization Scholarship
Activities: Student Bar Association
Intellectual Property Society

UNIVERSITY OF VIRGINIA, Charlottesville, Virginia
Bachelor of Arts, History and Economics, May 2009
GPA: 3.89/4.0
Honors: summa cum laude
Phi Beta Kappa
Duncan Clark Hyde Award for Highest GPA in Economics Department
Distinguished Majors Program in Department of History
Thesis: Extremism in the Pursuit of Liberty: Activism in the ACLU in the Late 1960’s
Activities: Jefferson Literary and Debating Society
Model United Nations
Women’s Soccer Team, Captain

EXPERIENCE

LEGAL CAREER SERVICES LAW FIRM, Athens, Georgia
File Clerk
• Summarized medical records.
• Filed documents with state courts.
• Gathered, prepared and organized trial exhibits.
• Attended meetings with clients.
• Maintained case files and provided support for ongoing litigation.

HON. JOHNNY ISAKSON, U.S. SENATE, Washington, DC
Intern
• Wrote issue briefs for Senator Isakson.
• Researched legislative issues.
• Wrote letters on behalf of the Senator to address concerns of constituents.

UNIVERSITY JUDICIARY COMMITTEE, University of Virginia
Counselor
• Counselled students accused of violating University Standards of Conduct through trial process.
• Investigated facts, interviewed and prepared witnesses, and determined case strategy in preparation for trial.
• Represented students at trial by examining witnesses and arguing before the judiciary committee.

SKILLS AND INTERESTS

Proficient in Spanish. Interests include reading nonfiction, basketball and cooking.
```

**“Experience”** is broader than “Employment.” Includes volunteer, externships, etc.

**Reverse chronology** is typical order.

**Brief, active** discussion of top responsibilities.

**Definitely include language skills.** Possible levels: “Basic knowledge of,” “Conversational,” “Proficient,” or “Fluent.”

**Never include illegal hiring considerations** (age, weight, marital status, etc.).

**Place “Honors” and “Activities”** in **Education**, unless including non-academic items. Then create a separate “Honors & Activities” section.

**Hobbies are great for interviews.** Include if space allows, but jettison if lines are needed for **Education** or **Experience** sections.

**Georgia Law**
GEORGE B. STUDENT
239 Clark Avenue  
Athens, Georgia 31522  
(706) 542-2655  
george.student@gmail.com

EDUCATION
University of Georgia School of Law, Athens, Georgia  
Juris Doctor Candidate, May 2012  
GPA: 3.55; Class Rank: Top 20%  
• Georgia Journal of International and Comparative Law, Editorial Board  
• Georgia Negotiations Competition Team  
• Georgia Intra-School Negotiations Competition, Top 4  
• Russell Moot Court Competition, Round of 68 from 222

Washington and Lee University, Lexington, Virginia  
Bachelor of Arts in Politics and Philosophy, Honors Attainments in Philosophy, June 2006  
GPA: 3.66 (Magna Cum Laude)  
• The Edward Dodd Award for Excellence in the Study of Philosophy  
• Pi Sigma Alpha (Political Science Honors Society)

LEGAL EXPERIENCE
Lumpkin, Dodd & Parks, LLP, Savannah, GA, Summer 2009.  
Summer Associate, Corporate and Trust & Estate Departments. Corporate practice focuses on all aspects of corporate planning including formation, structuring, governance, transactions, and counseling. Trust and Estate practice focuses on all areas of estate and trust planning, including tax planning, and probate and trust administration.

Summer Associate. Researched and drafted memoranda in the areas of civil procedure, landlord-tenant law, and damages. Drafted pleadings and motions. Attended depositions and hearings.

Judge Steve C. Jones, Superior Court of the Western Judicial Circuit, Athens, GA, Spring 2009  
Judicial Clerk. Drafted documents, including memos and bench briefs. Researched substantive law. Assisted Judge Jones and his staff attorney in the courtroom. Judge Jones currently serves as a judge for the United States District Court for the Northern District of Georgia.

OTHER EXPERIENCE
Visiting Assistant Lecturer of English, Xuchang Technical College, Xuchang, China, 2006-2007  
English Teacher. Taught “Spoken English” to approximately 600 college freshmen divided into 11 classes. Led an extracurricular activity where English majors and non-English majors could meet after class to practice speaking English in non-classroom settings.

Global Stewardship Intern, Mae Oh Nai, Thailand, Summer 2005  
English Teacher. Taught approximately 180 children at 6 different language levels. Developed my own curricula. Tutored local adults and children not attending Mae Oh Nai School. Worked daily in rice paddies and mango orchards.

Sea Island Resort, Sea Island, Georgia, Summers 2003, 2004  
Senior Representative. Led as the head Junior Staff member. Oversaw 15 Junior Staff members and 50 children daily at the resort’s day camp. Handled administrative and payroll duties for the Junior Staff.

INTERESTS: Golf, UGA Football
EDUCATION

UNIVERSITY OF GEORGIA SCHOOL OF LAW • Athens, Ga.  May 2013
  J.D. Candidate • Roy V. Harris Scholarship
  • Dean’s Ambassador
  • Treasurer, Education Law Students Association

EMORY UNIVERSITY • Atlanta, Ga.  May 2007
  B.A., International Studies & Journalism
  • Dow Jones Newspaper Fund Scholar
  • Founding President, Sigma Phi Epsilon fraternity
  • President, Emory University Media Council
  • Emory University LGBT Safe-Space Certified

RELATED EXPERIENCE

WOMBLE CARLYLE SANDRIDGE & RICE, PLLC • Atlanta, Ga.  May 2011 – August 2011
  Summer Associate

WESTLAW • Athens, Ga.  August 2011 – Present
  Student Representative

BARBRI BAR REVIEW • Athens, Ga.  August 2011 – Present
  Student Representative

OTHER WORK & INTERNSHIP EXPERIENCE

DOW JONES NEWSPAPER FUND • South Brunswick, N.J.  May 2006 – August 2006
  Copy-editing Intern, The Stockton Record (Stockton, Calif.)
  • Designed and copy edited News, Money, Lifestyle, and Local sections on deadline

BUSINESSWEEK MAGAZINE • Atlanta, Ga.  May 2005 – November 2005
  Editorial Assistant, Atlanta Bureau

  Residence Life Fellow and Hall Director
  • Supervised 20 student-staff members and 200 first-year students
  • Participated in 24-hour emergency pager system as on-call Campus Life representative
  • Co-taught Educational Studies 472G course
  • Co-chaired Diversity Committee and Recognition Committee

  Student Manager
  • Managed building finances, personnel, audio/visual equipment and meeting areas

THE EMORY WHEEL student newspaper • Atlanta, Ga.  August 2003 – March 2007
  Senior Editor (March 2006 - March 2007), and other positions

HONORS AND MEMBERSHIPS

American Bar Association, Student Division Member
Atlanta Bar Association Minority Clerkship Program – 2011 Selected Recipient
EDUCATION

UNIVERSITY OF GEORGIA, Athens, GA
School of Law - Candidate for Juris Doctor 2007-2011
- Honors: Georgia Journal of International and Comparative Law, Editor in Chief; Transactional Lawyering Meet Competition Team; National Association of Women Lawyers Outstanding Student Award; Equal Justice Foundation Fellowship; Blue Key Honor Society; Dean & Virginia Rusk Scholarship
- Publications: Brownfield Redevelopment Initiatives in Central and Eastern Europe, 37 GA. J. INT’L & COMP. L. 500 (2009); Survey of Local Government Green Building Incentive Programs for Private Development, UGA School of Law Land Use Clinic
- Activities: Environmental Law Association, Red Clay Conference Co-Chair; Business Law Symposium, Co-Chair; Dean’s Ambassadors, Secretary; OUTLaws, Vice President; Women’s Law Student Association
- Professional Organizations: American Bar Association; Stonewall Bar Association, UGA Student Representative; National Association of Women Lawyers; Air & Waste Management Association
- Employment: BARBRI Head Student Sales Representative; Westlaw Student Representative; Research Assistant for Professor Lisa Milot and Professor Peter Appel
- Relevant Coursework: Environmental Law, Natural Resources Law, Land Use Planning, Land Use Clinic, Environmental Practice

UNIVERSITY OF GEORGIA, Athens, GA
Terry College of Business - Master of Business Administration 2009-2011
Concentration: Real Estate & Sustainability
- Honors: MBA Leadership Fellow, Beta Gamma Sigma Honor Society; Francis Wood Wilson & Robert O. Arnold Leadership Scholarships
- Activities: Sustainability Conference, Co-Chair; NAIOP Competition Team; Hines Competition Team; Net Impact, UGA Chapter; Terry Young Alumni Panel on Going Green; Pursuing Careers in Eco-Friendly Industries, Speaker
- Professional Credentials: LEED Green Associate; Environmental Ethics Program Certificate (expected August 2011); Six Sigma Green Belt
- Training: Argus Discounted Cash Flow; Vair Financial Modeling

UNIVERSITY OF GEORGIA, Athens, GA
Bachelor of Science in Business, Minor in Mass Communications 1999-2003
- Honors: Summa Cum Laude with High Honors (Honors Program); Presidential Scholar (8 semesters); Phi Kappa Phi; HOPE Scholarship
- Study Abroad: Semester at Sea (North Africa, Europe, and Asia)
- Employment: Walt Disney World College Program Internship; Ramsey Student Activities Center, Building Manager; Sky Suites Ambassador

RELEVANT EMPLOYMENT EXPERIENCE

U.S. DEPARTMENT OF ENERGY, Washington, DC August 2011 – August 2013 (two-year fellowship)
Presidential Management Fellow, Program Analyst in the Office of the Chief Financial Officer, Office of Risk Management
- Will start in the PMF role August 15, 2011 after taking the New York bar exam. Major duties and responsibilities of the position will include, but are not limited to, risk management strategy implementation, oversight responsibilities for ARRA funds, audit resolution and follow-up, and implementation and management of specific internal controls, as well as projects on priority topics as assigned by the OCFO.

BANK OF AMERICA, Charlotte, NC Summer 2010
Environmental Risk and Sustainability Intern & Environmental Defense Fund Climate Corps Fellow
- Conducted detailed analysis of sustainability options for remediation process on a case study property within real estate portfolio.
- Produced and presented business case analysis report identifying over $15,000 in project cost savings, with 498,000 lbs. of reduced CO2 emissions.
- Developed internal analysis tool focused on incorporating green remediation opportunities into existing management processes and at other contaminated properties across the United States.

U.S. ENVIRONMENTAL PROTECTION AGENCY, Atlanta, GA Summer 2009
Legal Clerk
- Acquired extensive knowledge of federal environmental regulatory processes and protocols, including policy work on carbon regulation.
- Focused legal research and writing on compliance with federal environmental statutes, including CERCLA, RCRA, CWA, CAA, and NEPA.

RELEVANT COMMUNITY INVOLVEMENT, VOLUNTEER EXPERIENCE & ACTIVITIES
- Casas por Cristo - week-long mission trip to Juarez, Mexico focused on building homes and providing opportunities for families in need.
- Three-time participant and fundraiser of Ovarian Cycle indoor bike ride (over $1200 raised for ovarian cancer research).
- Annual participant in Georgia Half-Marathon (formerly ING).
Preparing for an Interview

Everyone knows the purpose of the job interview - at least from the candidate's angle. It is important to pause and reflect on the perspective of the screening employer: what will be important to them? How can you convey that information to them in the brief time allotted?

There are three basic things you need to cover in job interview preparation:

• Know the employer
• Know yourself
• Bridge the gap between your abilities and those the employer needs

See “Employer Research” on page 35. In addition, make sure to review the original posting from Symplicity (if it was posted). If you know the individual interviewer's name, look them up in Martindale-Hubbell and the state bar directory.

Know Yourself: Ways to Prepare

• Review all of your application materials for the employer, and reflect on what they say about you, and the points you want to be sure to bring out in the interview
• Think about items that are not on your resume that may be relevant to this particular employer and how you might use them as examples to illustrate answers to questions
• What do your biographical materials illustrate about you? How can you tell anecdotes or use them as evidence about yourself as a good employee? Look for examples and evidence you can use.

Bridging the Gap

• Check for hints the employer gives about their priorities: in their initial position advertisement, on their website, in their firm or organization brochure. What do you have in terms of experience or traits that you can illustrate for them in the interview that parallel their priorities?
• Ponder questions you are likely to receive and think about examples, stories and evidence you can give to illustrate your answers to those questions.
• Use your own set of questions:
  • to illustrate your research about the employer,
  • to show your particular interests about them,
  • and to gain the information you will need to make an informed employment decision.

A Few Sample Interview Questions That you might receive:

• Why did you decide to come to law school?
• Why did you choose UGA School of Law?
• If you were not pursuing law as a career, what else might you consider?
• What practice areas interest you?
• Why are you interested in our firm?
• Why are you interested in living in our city?
Preparing for an Interview

• What have been your favorite law school courses?
• What did you do last summer? What did you enjoy most about it?
• What are your grades/class rank?
• Please explain your school’s grade/rank policy.
• Tell me about these law school extracurricular activities
• Why did you (or did you not) participate on this journal/in this activity?
• Where do you see yourself in five years? Ten years?
• Give an example of a problem that arose at your last job and your resolution of it.
• Give an example of a goal that you set and met and how you did it.
• What two or three accomplishments have given you the most satisfaction? Why?
• How would you describe your leadership style?
• Tell me about yourself.

That you might ask:

• I read about the recent matter/case handled by your firm/organization.
  At what level would someone get to work on matters like that?
• I saw news about the recent budget issues in state/local/federal government funding streams.
  How will this affect hiring plans for your agency?
• I read about the merger between your firm and ____ last year.
  How has that changed the firm’s culture and growth plans?
• In the summer program, how is work allocated among the different departments?
• How soon and to what extent would I be expected to participate in client development?
• Did you come to work at the firm following a summer associateship or as a lateral candidate?
  How does this firm compare to other places you have worked?
• What would you characterize as the firm’s/agency’s/organization’s strengths and weaknesses?
• What type of supervision and responsibilities are given to a new associate?
• Can you describe your partnership structure? and lengths of time to each partnership level?
• [For public interest/government] As you can see from my resume, I have volunteer experience in ____.
  [Be prepared to translate this experience into serving the needs of that employer.]

Some Additional Considerations: What to wear, on campus interviews, call back interviews (meals), telephone interviews, informational interviews, thanking and follow-up.

What to wear: Do not wear anything too memorable. When an employer reflects on your interview, you want to be remembered for your ideas and your intellect. Flashy jewelry or a really unusual tie choice can be very distracting and may cause a potential employer some concern about whether you could be entrusted with their clients. You should leave the interviewer with the impression that being neat, pressed and well turned out are second nature for you. Never wear any piece of clothing that makes you tug. If in doubt, always go with the safe choice. Don’t forget to schedule haircuts at proper intervals. If your shoes need to be polished, do that the night before. Prepare ahead like you’re going into battle.

On Campus Interviews: Often called “screening interviews”, these tend to be 20-30 minute discussions where every minute counts. If you have an “interests” section of your resume, don’t include topics you wouldn’t be
Preparing for an Interview

willing to devote time to discussing. For example, don’t list reading as an interest if you’re not prepared to discuss beyond “I haven’t had any time to read anything this year because of law school.” If you list travel, be prepared for the fact that your interviewer may be a very accomplished traveler so have something interesting to say that helps build a favorable impression of your intellectual curiosity, good nature or some other transferable skill or trait. Remember to practice possible answers to any number of questions that might come your way knowing that the anecdotes you prepare to discuss may be the basis for any number of good answers to an interviewers questions. Prepared answers should serve as a “safe harbor” to return to when you’re not sure what to say. Do be mindful to also answer the question at hand even as you try to work in good bits about yourself.

Call Back Interviews (and Meals): Typically a screening interview is followed by a call back interview at the potential employer’s office and/or a restaurant. Be punctual, but don’t show up in the interviewer’s office more than 15 minutes in advance. For an office visit, do your research on the biographies of attorneys you believe you will meet and know who in a given department might be a recent graduate or a Georgia Law alumna. Be prepared for the fact that interviewers will also change at the last minute and have questions in mind for various practice groups or for a general audience.

If the interview extends to a meal, be a good guest and follow the host’s lead. Don’t be the first person to discuss business and wait until the meal order is placed to pose complex questions. Often the guest orders first at a business meal, so be sure to think ahead about what meals are easy for you to eat and don’t order the most expensive thing on the menu. Feel free to take the host’s lead on beverage orders, but don’t feel pressured to drink alcohol or make any excuse for not drinking. If you do choose to follow a host’s lead on a drink, stick to one alcoholic beverage even if your dining companions drink more.

It is customary for the person who invites (the host employer) to pay for the meal, but do be gracious in thanking your host and complimenting the meal selection where appropriate. It’s possible that in the case of company reimbursement that the junior attorney or even the guest will need to pay and then turn in expenses, so do be prepared to pay if necessary. Always keep in mind that the business or interview meal is more about the exchange of information than it is about being fed. Help make others feel comfortable. Wait for everyone’s meal to arrive to start eating and try not to take a good deal longer to eat your meal than your companions. Do not order desert or coffee or otherwise prolong the meal unless you are following your host’s lead. All these things will demonstrate good manners, respect for others and the judgment that would make a potential employer comfortable that they could send you out to entertain their clients.

Telephone Interviews: Try to make a telephone interview as much as possible like an in person meeting. You may want to repeat the name of attendees and make sure you pronounce names correctly. Ensure absolute punctuality since you can’t visibly show up early to make sure others do not have to wait on you. The advantage of a telephone interview is that you can have all your notes handy. Do be prepared to take advantage of notes in a way that does not lead to a stilted conversation. It sounds silly, but consider tacking a piece of paper on the wall near where you plan to sit with a note about smiling. A smile is actually conveyed to speakers as you talk.

Thank You Notes: Be prepared to send notes off the day of the interview or within 24 hours. Carry note cards and stamps with you so you can drop notes off that day while conversations are fresh in your mind. Taking
Preparing for an Interview

care of the task right away will ultimately make the act of thanking less burdensome and more effective. Write a note to each person you meet with and personalize the messages just a bit so that if others “compare notes” they won’t learn that you could have used a mimeograph to prepare your cards. Handwritten notes tend to be popular because they are novel in today’s electronic world. However, sometimes an e-mail is the better method when decisions will likely be made very quickly. Normally an e-mail to a large firm employer after an On Campus Interview is very commonly done and just fine. If you have a more intimate call back meeting, a handwritten note to properly thank for the time and hospitality of your host may be better. Handwritten notes should not be long or complicated. A brief, sincere and legible note will do just fine.

Follow-up: Make your follow-up appropriate to the situation. Try to follow-up in the requested manner and by the requested date. Call employers back promptly when interviews are offered and have your calendar in front of you. Where employers are conducting on campus interviews at many schools in the busy recruiting season for summer employment, too much follow-up may be a burden. However, when you interview with a smaller employer for post graduate employment it may seem like you lack interest if you don’t follow up. Show a level of persistence that indicates an appropriate interest in being hired.

On the flip side, always keep in mind that every employer has a hierarchy of what is a pressing issue. Serving clients and their legal matters will tend to come before getting back to potential hires unless there is a recruiter in place to handle hiring. Make sure that your follow-up efforts demonstrate that you are sensitive to the business concerns of your potential employer.

Set up an appointment with the LCS counselors to get feedback on your interviewing skills and for more specific advice (salary negotiations, offer/acceptance etiquette).
Making the Most of the Law School’s Resources

Clinics
Hone essential legal skills—interviewing, case appraisal and planning, negotiation, dispute resolution, and persuasive oral and written advocacy—through hands-on experience and community service in one of the University of Georgia School of Law’s clinical programs.

Georgia Law’s commitment to practical learning is decades old. The Criminal Defense Clinic began over 40 years ago. Now, students may participate in numerous clinics that work together to provide an array of opportunities for practical experience.

• The National Jurist ranked Georgia Law 6th in the nation for providing clinical opportunities.
• Typically, more than 80% of students in each graduating class participate in at least one clinic.

Why Participate
Open to second- and third-year students, Georgia Law’s criminal and civil clinical programs give you the chance to:

• Develop your legal skills
• Represent clients under Georgia’s Third Year Practice Act
• Work in a real courtroom
• Gain real-world legal experience
• Pursue your passion for public service

Our clinical programs provide access to a variety of legal fields.

Criminal Defense Clinic
The Criminal Defense Clinic is an excellent opportunity for students interested in becoming defense lawyers, prosecutors and public defenders. Law students work with attorneys in the Western Circuit Public Defender Office, interviewing clients, investigating cases, negotiating plea agreements, and appearing in court. Third-year students routinely represent clients in pre-trial hearings and trials.
Russell Gabriel, Criminal Defense Clinic Director.

Prosecutorial Clinic
The Prosecutorial Clinic teaches students trial techniques, making it ideal for students who want to litigate immediately after graduation. The program is 3 semesters long and includes classroom instruction and an externship in a prosecutor’s office in or near Athens. During the externship, students can observe all phases of a criminal trial, research various questions of law and draft legal memoranda and charging documents. Students are also authorized to participate in preliminary hearings, motion hearings, arraignments, juvenile adjudications, probation revocations, grand jury proceedings and jury trials.
Alan A. Cook, Prosecutorial Clinic Director.

Capital Assistance Project
The Capital Assistance Project was initiated in 1998 at the request of the Supreme Court of Georgia. Here, students work at agencies defending individuals charged with or convicted of capital crimes and undertake valuable research and writing projects to assist agency attorneys with these cases.
Curtis Nesset, Capital Assistance Project Director.
Making the Most of the Law School’s Resources

Nonprofits & Government: Civil Externship Clinic and Public Interest Practicum
Explore litigation and transactional law working with attorneys and judges as part of the Civil Externship Clinic, or take a look at how law can meet the needs of disadvantaged community members through the Public Interest Practicum. Students in this program work with homeless and incarcerated individuals and local service institutions to coordinate resources and information on housing, child custody, debt, benefits and health care.
Alexander Scherr, Civil Externship Clinic Director

Environmental Law: Environmental Practicum and Land Use Clinic
Georgia Law offers two clinical programs for students interested in environmental preservation: the Environmental Practicum and the Land Use Clinic. Students in the Environmental Practicum work to improve water quality and protect and restore native aquatic species in targeted watersheds and the Upper Etowah River Basin.

Land Use Clinic participants work with state agencies, local governments and non-profit organizations on large-scale growth management projects, including greenspace protection, pollution control, farmland preservation and alternative transportation.
Laurie Fowler, Environmental Practicum Director
Jamie Baker Roskie, Managing Attorney, Land Use Clinic

Family and Education Law:
Family Violence Clinic and Special Education Practicum
Prepare for a career in family law with the Family Violence Clinic. Students in this clinic help to protect victims of domestic violence. Clinic work includes interviewing, case preparation, counseling and advocacy.
As part of the Special Education Practicum, students serve as special education advocates for disadvantaged children, assisting in school negotiations and attending mediations and administrative hearings.
Susan Schaffer, Managing Attorney, Family Violence Clinic
Alexander Scherr, Civil Externship Clinic Director

Mediation Practicum
Become a certified Georgia mediator through the Mediation Practicum. Students in this program mediate cases in Small Claims Court to meet requirements for certification under standards set by the Georgia Office of Dispute Resolution.
Eleanor Lanier, Managing Attorney, Mediation Practicum

Corporate Counsel Externship
Explore the practice of law from the perspective of an in-house counsel. This course will benefit not only students interested in an in-house career but also those who will work in law firms and deal with in-house counsel as their primary client contact. Students will be placed with a corporate legal department and will attend a weekly seminar where they will develop skill sets required in an in-house setting, such as interviewing, counseling, negotiation, legal analysis, problem-solving, and drafting. Organizations currently participating in the program include the American Cancer Society, Asbury Automotive Group, Cox Communications, John Deere and St. Mary’s Hospital, among others. The course was created in conjunction with Georgia Law’s Business Law and Ethics program.
Carol Morgan, Business Law and Ethics Program Instructor
Making the Most of the Law School’s Resources

Appellate Litigation Clinic
The year-long Appellate Litigation Clinic is designed to teach students to be appellate litigators. The clinic essentially operates as a small firm and will accept clients with cases before both federal circuit courts of appeals and the Board of Immigration Appeals. Students work in teams of two or three to review the record of the case, identify the issues that should be raised in the appeal, draft the briefs (both opening brief and reply brief), and may do the oral argument if permitted and if oral argument is scheduled.

Erica Hashimoto, Appellate Litigation Clinic

Global Internship Program
Live abroad and work in more than 45 legal organizations in over 25 countries around the world through Georgia Law’s Global Internship Program. Program participants consistently report their global internship experiences to be among the most professionally and personally rewarding of their law school careers, and they often remark how it’s the first experience they are asked about in job interviews.

Started in 2001, this 6-to-10 week program exposes students to international and transnational law through internships in foreign governmental agencies, academic centers, law firms, corporations and non-governmental organizations. All program participants receive funding from the law school to offset travel and living costs.

Study Abroad
Georgia Law offers study and work abroad opportunities, a strong international curriculum, faculty recognized for their work and research in international and comparative law and a host of conferences and projects on global outreach and trade. Around 20% of students participate in one of Georgia Law’s summer international programs after their 1st year. We have summer programs in China and Brussels/Geneva and a spring semester program at Oxford.

Business Law and Ethics Program
Law students planning to use their degrees in a business law practice can enrich their educational experience through Georgia Law’s Business Law and Ethics Program. The purpose of this program is to ensure law students are prepared to advise business clients in a dynamic and global economy.

In addition to learning about the complex laws and regulations affecting business organizations, students participating in the Business Law and Ethics Program gain an understanding of business practices and principles as well as ethical issues confronting corporate leaders. These students also have opportunities in and out of the classroom to practice essential skills such as negotiation, legal drafting, critical thinking and problem solving.

Elements of the Business Law and Ethics Program include core courses, electives and practice-based courses, which are designed to link legal theory to the practice of law. Practice-based courses, such as the Corporate Counsel Externship, also emphasize professional ethics as well as a lawyer’s role in advising business clients on both legal and ethical issues.

Experiential learning is an essential component of this program. At Georgia Law, Business Law and Ethics Program students will find several ways to continue their learning process outside of the classroom.
Making the Most of the Law School’s Resources

**Georgia Law's Negotiation Competition Team** allows select second- and third-year students to vie against teams from other respected law schools across the country. Two members of the 2009-10 team placed 5th out of 24 teams at the American Bar Association’s Regional Negotiation Competition.

**Moot Court**
Sharpen your legal skills in simulated appellate court proceedings as part of Georgia Law's Moot Court teams. Participating on a Moot Court team gives you the opportunity to draft briefs and present oral arguments, appear before federal and state justices and judges and travel to local, regional and national competitions. Georgia Law's Moot Court program is supported by committed faculty members and Moot Court alumni who volunteer to judge practice rounds of oral arguments.

Membership on the Moot Court teams is reserved for 2nd and 3rd year law students.
1st year students have the opportunity to present an appellate argument during the spring semester of their legal research and writing class. After presenting this argument, students may elect to participate in the Richard B. Russell Moot Court Competition and try out for the first 8 spots on the Georgia Law Moot Court team.

**Mock Trial**
Try criminal and civil mock cases as a member of Georgia Law’s Mock Trial teams. Participants deliver opening statements, conduct witness examinations and present closing arguments in the presence of a judge and jury.

UGA's Mock Trial program receives strong support from faculty members and Mock Trial alumni who dedicate long hours to bench practice rounds, critique student arguments and offer suggestions for improvement. This level of support truly benefits students and helps them to develop the courtroom skills they will need during their legal careers.

Membership on the Mock Trial teams is reserved for 2nd and 3rd year law students.
1st year students have the opportunity to participate in the J. Beaird Closing Argument Competition during the spring semester of their 1st year.

**Journals**
Journal participation is an excellent experience and highly sought after by employers. As a member of a journal, students develop their legal research and writing skills and become familiar with the citation conventions of The Bluebook. Georgia Law has three student-run journals:

- **Georgia Law Review**
- **Georgia Journal of International and Comparative Law**
- **Journal of Intellectual Property Law**

Students may apply to participate on a journal through a write-on process. Write-on packets are distributed in the spring semester of their 1L year immediately following final exams. Exercises generally include a closed memo and Bluebook problems. Students wishing to be considered must complete the exercises in approximately three weeks and return their packets for evaluation by the current Law Review and Journal members. Newly selected journal members will be notified in late July prior to their second year.
If you are not selected for a journal, please make an appointment with an LCS counselor to discuss an experience that will develop your writing credibility and enhance your resume.
1L Weekend: Consists of two major events – a 1L/employer mixer on Friday and on-campus interviews on Saturday. All 1Ls are encouraged to attend the employer mixer, regardless of whether they will interview on Saturday. The mixer is an excellent networking opportunity. In addition to attending the mixer, employers will travel to campus to conduct pre-selected and pre-scheduled one-on-one interviews with 1Ls for summer jobs. 1Ls should apply to the 1L Weekend On-Campus Interviews in January, and interviews will be held in February.

Attorney General’s Honors Program: The highly competitive Honors Program is the primary way that the Department of Justice hires entry-level attorneys. Selection for employment is based on many elements of a candidate’s background including academic achievement, law review or moot court experience, legal aid and clinical experience, and summer or part-time legal employment. DOJ also considers specialized academic studies (including undergraduate and post-graduate degrees), work experience, and extracurricular activities that directly relate to the work of the Department. Eligibility is generally limited to graduating law students and recent law school graduates who entered judicial clerkships, graduate law programs, or qualifying fellowships within 9 months of law school graduation and who meet additional eligibility requirements.

Attorney General’s Summer Law Intern Program: The Summer Law Intern Program (SLIP) is the Department’s competitive recruitment program for compensated summer internships. Selection for employment is based on many elements of a candidate’s background including academic achievement, law review or moot court experience, legal aid and clinical experience, and summer or part-time legal employment. The Department also considers specialized academic studies (including undergraduate and post-graduate degrees), work experience, and extracurricular activities that directly relate to the work of the Department. Law students who have completed at least one full semester of legal study by the application deadline are eligible to apply. Most successful applicants intern the summer between their second and third year of law school; however, graduating law students who are entering a judicial clerkship or full-time graduate law program may intern following graduation subject to eligibility rules.

August in Athens: Highly competitive early on-campus interview program for rising 2L and 3L students for placement in summer and permanent positions. Students should submit applications to employers through Symplicity.

Contract Attorney: Lawyer who works short-term or project assignments rather than being hired as a permanent employee. Sometimes these positions can evolve into permanent employment, sometimes it is clear from the beginning (as with document review or other complex litigation support roles) that they will not. There are some firms that now exist solely on the model of placing contract attorneys with corporate or other law firm clients, and many lawyers “freelance” as a way to transition or to begin their careers.

Damali Booker 1L Minority Job Fair: A job fair for 1Ls sponsored by the Nashville Bar Association featuring employers from Nashville, TN and the surrounding area. The fair is typically held in February of each year for minority students who are in their first year of law school, for summer clerkships between their first and second year.

Delaware Minority Legal Hiring Conference: Each year, the Delaware Minority Job Fair Committee holds two job fairs designed to increase diversity within the DSBA by recruiting women, students of color and other underrepresented groups to the practice of law in Delaware. Participants at the job fairs include law firms,
Glossary of Terms

corporations and governmental legal employers, who seek to hire first, second and third-year law school students. The job fair for second and third-year students and is annually held in the late summer or early fall. The first-year students have a separate job fair which takes place in January of each year. Both job fairs are held on the Wilmington campus of the Widener University School of Law.

**Equal Justice Foundation Fellowship:** The annual EJF fellowships provide grants to law students who engage in public interest legal work in positions which otherwise would not be funded. Applicants for the fellowships secure sponsoring agencies, then submit detailed proposals explaining their summer work assignments. An EJF student committee interviews those who apply and award the fellowships on the basis of the quality of the legal experience and the public service dimension of the work.

**Federal Law Clerk Hiring Plan:** Outlines hiring policy of most federal judges, although judges may elect not to participate. See the policy and critical dates at http://www.cadc.uscourts.gov/internet/law clerk.nsf/Home?OpenForm. Policy applies only to current law school students, not to alumni.

Global Internship Program: A 6-to-10 week program open to rising 2Ls and 3Ls that exposes students to international and transnational law through internships in foreign governmental agencies, academic centers, law firms, corporations and non-governmental organizations. All program participants receive funding from the law school to offset travel and living costs. The Dean Rusk Center for International, Comparative and Graduate Legal Studies operates the Global Internship Program.

Contact Maria Eugenia Gimenez at (706) 542-5138, or e-mail mgimenez@uga.edu.

**Government Honors & Internship Handbook:** Published by the University of Arizona, this resource provides excellent information on state and federal employment opportunities for summer and post-graduate positions, including applicable deadlines and details of internship and employment programs. Job opportunities are indexed by class year, making your search easy. The Handbook is available online at https://www.law.arizona.edu/career/honorshandbook.cfm. The website is password protected – please contact LCS for the access information.

**Journal Write-On:** Write-on packets are distributed in the spring semester of their 1L year immediately following final exams. Exercises generally include a closed memo and Bluebook problems. Students wishing to be considered must complete the exercises in approximately three weeks and return their packets for evaluation by the current Law Review and Journal members. Newly selected journal members will be notified in late July prior to their second year.

**Judicial Clerkship:** Post-graduate job working for a judge, usually for a one- or two-year pre-defined term. Hiring for federal judicial clerkships is highly competitive and begins as early as spring of the second year of law school. State judges typically begin their hiring later, although schedules vary by state.

**Legal Career Services (LCS):** The Office of Legal Career Services assists students in evaluating career options available to law students and lawyers by providing relevant resources and programming and assists students in preparing for and pursuing the job search. The LCS office will pay postage on any job-search-related mail you are sending, provide you with access to a fax machine, set up a quiet office for telephone or video conference interviews, and meet individually for job search and career counseling. The LCS Office is located on the ground floor of Hirsch Hall.
**Glossary of Terms**

**Minnesota Minority Recruitment Conference:** The Minnesota Minority Recruitment Conference (MMRC) is an annual event that connects the largest legal employers in the Minneapolis / St. Paul area with top 2L and 3L candidates from around the country. Each year's conference and job fair includes around 30 employers and upwards of 150 law students. Employers participating in the interviews will include small, medium and large firms; corporate law departments; and public interest, nonprofit and government entities.

**NALP Directory:** NALP is the Association for Legal Career Professionals, a nonprofit educational association that focuses on the legal employment process. The NALP Directory is an online database of legal employers, updated annually, providing extensive information on more than 1,700 legal employers nationwide (including private practice, public service, government agencies, and corporations). Students should use the NALP Directory to research potential employers.

**On-Campus Interviews:** Legal employers from throughout the country come to the Georgia Law campus to interview students for summer and post-graduate employment opportunities. Interviews typically cluster around each September-November for 2Ls, 3Ls and LLMs and each February-April for 1Ls, 2Ls, 3Ls and LLMs. Employers participating in on-campus interviews pre-screen applicants. This means that employers receive, in advance, the application materials from interested students, and may then select the students they wish to interview. A list of selected students is forwarded to the Legal Career Services Office and the interview schedule is arranged prior to the visit. Students submit applications for on-campus interviews through the student portal, Symplicity, and are notified through the portal whether they have been selected for an interview.

**OSCAR:** An online database and application tool for federal judicial clerkships and federal staff attorney positions. Students can search available clerkships and staff attorney positions and tailor results to their specific qualifications and/or geographic interests. Students can create and submit electronic applications through the website.

**Presidential Management Fellows Program:** This program is open to current graduate students interested in Federal policy work. Applicants must be nominated by their school and compete for fellowships with federal executive agencies following graduation. This rigorous two-year paid program includes: formal classroom training of 160 hours; mandatory four to six month developmental assignment; optional rotations of one to six months in duration; challenging work assignments; potential for accelerated promotions, and; opportunities to network with other future leaders.

**PSLawNet:** This website (www.pslawnet.org) is an excellent online resource for students seeking employment opportunities in the public service sector. After creating your username and password, LCS will approve your request and therefore grant you free access to the website's database. The PSLawNet database includes postings for internships (fall, spring, and summer), postgraduate fellowships, and a wide variety of permanent positions at all levels of experience. PSLawNet also includes over 11,000 organizational profiles for nonprofit, government, and other public interest employers, both domestic and international. Additionally, the site includes a library of resources for public sector job seekers, with advice on resumes, correspondence, job searches and more.
Glossary of Terms

Reciprocity: An agreement between Georgia Law Legal Career Service Office and another law school’s career services office that will allow law students and alumni to use each other's job search resources. If you are looking for employment in another state or geographic region, you could request reciprocity from a law school in that particular area to view the job postings they have listed that would be more specific to that area. To request reciprocity, please see Robbie Eddins.

Red Clay Conference: The Red Clay Conference is an annual Environmental Law Conference that is entirely student organized by members of the Environmental Law Association at the University of Georgia School of Law. ELA's continuing mission is to advance sound environmental policy, encourage discussion and raise awareness among attorneys and law-makers here in Georgia and throughout the Southeast. The goal of the conference is to increase public awareness of environmental issues of regional, national, and international significance through a series of educational presentations and open forum discussions.

Student Professional Development: The Office of Student Professional Development works with Legal Career Services, Student Services, law student organizations and groups, Alumni Programs and Special Events, the School of Law Development Office, the Rusk Center, Bar Associations and others to create and support career informational and professional development programs for law students to learn about, prepare for and connect with the world of law practice.

Simplicity: Internet-based application manages student information, is used to posts jobs, schedule OCI interviews and job fair interview programs, and to schedule counseling appointments. All students will be given a Simplicity username and password during November of their 1L year.

USAjobs.gov: Centralized Federal jobs database, where many agencies and departments throughout the system post summer and permanent job openings and accept applications

Vermont Legal Guide and NALP Guide Supplement: The Vermont Legal Guide is an excellent resource on state court judicial clerkship procedures. The Guide includes deadlines, “insider” information and hiring trends for all 50 states and US territories. The Vermont Legal Guide can be accessed online through the LCS website. Please contact LCS for the username and password.

WIPIC Conference: Annual “Working in the Public Interest” Conference. Entirely student organized, WIPIC seeks to bring together eminent practitioners in their respective fields, students, and faculty to discuss practical approaches to lawyering which can promote social justice and human rights for all. This conference seeks to highlight dynamic, creative ways to combat social injustice through the vehicle of the law.