

CAREER PLANNING MANUAL

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INTRODUCTION

The Career Services Office has compiled this manual to assist Whittier law students/graduates in beginning or continuing their legal careers. We want to offer every possible guidance in your job search.

Please review the material in this booklet. Realizing that no manual can tell you everything about a job search and market, we encourage you to visit the Career Services Office frequently with concerns or questions not adequately addressed.

Before beginning a job search -- whether for a law clerk or attorney position -- you must be willing to take the initiative in researching possible opportunities and in making contacts. The Career Services Office can provide resources and advice but not necessarily an employment opportunity that is tailored to your specifications.

The 2004-2005 revised Career Planning Manual provides a list of all Career Services Library resources (ADDENDUM 3) as of July 1, 2004. Please take the time to review books, directories and articles in deciding your career.

CAREER SERVICES OFFICE PROCEDURES AND POLICIES

The following guidelines have been adopted for the 2004-2005 academic year in the interest of all students/graduates who wish to utilize the service.

(1) Eligibility for Services

Only current Whittier Law School students and graduates, as well as students/alumni from other law schools who have been approved for reciprocity, may use the career planning services. Access to services will be denied to the following individuals:

- a. those who do not return and/or who are discovered to have removed library resources without permission.
- b. those who have been academically disqualified or terminate their studies prior to graduation.
- c. those students who have not attended the mandatory Career Services Information Session, completed one individual counseling session, registered online with Lawmatch and submitted an approved resume.
- d. those who, in the judgment of the Director and other administrative staff, abuse the services.

(2) Resume Policy

- a. All students intending to use the Career Services Office must have an approved current resume electronically filed in the office. Please email your resume as an attachment to sfluss@law.whittier.edu or provide your resume on a disk to the Career Services Office.
- b. Students should have a rough draft of their resume reviewed by the Career Services Director or Associate Director before final printing. Please refer to the resume section in this manual for resume writing guidelines. Students who wish to participate in on-campus interviews or have their resumes forwarded to employers through the Career Services Office should note that the Director has the right to refuse to forward resumes which are a poor reflection of the student and the Law School. Resumes must be without error and in an acceptable format.
- c. Resumes will be verified for accuracy. This check includes:
 - (v) class standing (With the exception of 1L students, students will be ranked after the Fall and Spring Semesters.)
 - (ii) moot court/trial advocacy honors board participation
 - (iii) law review/law journal participation
 - (iv) any law school honors

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On resume draft copies, you will be notified immediately of any inaccuracies. Take the time to assure accuracy by checking your class standing and other details before finalizing your resume. Inaccuracies on a finalized resume will be regarded as falsification. Resume falsification is an honor code violation which is subject to administrative review.

First year students are not ranked after their first semester of study and cannot provide a class standing to prospective employers. High grades may be cited, however. After the completion of first year studies, students are ranked in July. In September, Spring Admits are assigned parallel rankings within this rank structure.

With the exception of 1L students, students will be ranked after the Fall and Spring Semesters. Students must use the current ranking. For information on ranking pools, students should consult the Registrar's Office.

d. The Career Services Office will **not** forward resumes on a regular basis to all employers using our service. Students/graduates must assume responsibility in making individual contacts.

(3) Lawmatch

2L, 3L and 4L students are invited to access job leads, create a profile and post their resume on Lawmatch, a job search web service provided by the Career Services Office. Registration details follow. Please note that all users are required to post a resume but have the option of not providing employer access to this information. Lawmatch users are required to keep a current email address in their profile to remain in the system. All notifications regarding updates/changes to Lawmatch will be via E-mail. 1L students will receive permission to access Lawmatch after they attend a mandatory information session and complete an approved resume.

**WHITTIER LAW SCHOOL
ON LINE JOB LISTINGS
AND RESUME BANK FOR STUDENTS AND ALUMS**



INITIAL REGISTRATION/ LAWMATCH ACCOUNT SET-UP.

1. Go To Whittier Website at www.law.whittier.edu
2. Point your cursor at the Career Services tab to reveal the drop-down menu and then click on Student/Graduate Services to Lawmatch.
3. On the Services page, link to Lawmatch through the URL - <http://www.lawmatch.com/whittierlogin.cfm>
4. First time users, click on “Choose Log-in and Password” in the center of the page or click on “First-time Users” on the side bar of this page. The authorization code for first-time users will be provided by the Career Services Office.. Students and graduates use this code one time to enter the registration form and create your own Lawmatch account. In subsequent visits to the Lawmatch site, you will use your own username and password on the login page to enter the job listings or to change your profile. **All students and alumni are required to register with Lawmatch by creating a profile and submitting a resume BEFORE they are allowed to access the job listings.**

Click on REGISTER. Choose J.D. or L.L.M. Students or Alumni. At this point, students may choose Basic Profile or Public Profile (they are explained on the page). Alumni have 3 choices, Basic, Public or Confidential (also explained on the page). Complete Registration. **Registration is a ONE TIME procedure.**

For persistent problems call Lawmatch at **1-800-529-6282**.

NOTE: In order to limit access to the Whittier database to only our students and alums, all profiles are initially be reviewed by the Career Services Office and Lawmatch for verification. As a result, you may experience a temporary delay before gaining access to Whittier’s database of jobs.

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(4) Announcements

The Career Services Office will distribute periodic newsletters containing important announcements regarding interviews, recent employment developments, seminars, workshops, job opportunities, etc. Special flyers will appear when necessary. Both newsletters and the career services calendar are posted on the Whittier Law School website: www.law.whittier.edu. We assume students will read this material. Do not expect verbal announcements in class on career planning matters.

(5) Fall and Spring Recruiting

The Career Services Office invites employers to interview on-campus both during the fall and spring semesters. Every spring, a brochure advertising our legal services is mailed to approximately ten thousand employers in the private, government and corporate sectors. Beginning in the fall semester 2004, recruiting involving any on-campus interviews, resume collection or solicitation of applications for summer and/or permanent positions will be posted on Lawmatch. Students must register for Lawmatch to access these announcements.

(6) Mock Interviews

In addition to actual interviews, mock interviews with the Associate Director of Career Services and local attorneys are offered to prepare students. Five days notice is required to arrange a mock interview.

(7) First-year Student Policy

In accordance with the National Association for Law Placement's policy, first year students, with the possible exception of part-time evening students, are not permitted to use the Career Services Office until the end of their first semester. Attendance at a general information session and completion of an approved resume are required before using career services resources including Lawmatch. Session announcements will be made in the Career Services Office newsletter and on the Career Service Office web pages..

(8) Law Clerk Listings

Through the online Lawmatch services, the Career Services Office announces part and full-time law clerk positions. Students who register for the Lawmatch service and have electronically filed their resume with Career Services and on Lawmatch have access to these listings. **American Bar Association Standards dictate that full-time law students enrolled in more than 12 units may not work more than 20 hours per week.**

DEVELOPING A JOB SEARCH STRATEGY

An Overview of Legal Employment Opportunities

Where can I find a job?

The legal job market is both competitive and complex. Many students enter law school without a clear picture of what they ultimately want to do. They often find themselves navigating a complicated and frustrating maze of possibilities. Others find that what they dream of doing is not immediately available, and the alternatives seem unclear or undesirable. The financial pressure of paying for a law school education and ultimately paying off loans is a reality -- a reality which may cause a student/graduate to accept a position in a state of panic. Often, understanding the job market and planning a job search strategy can allow a student to make the best choice in achieving his or her career objectives.

What follows is a simplification of what exists in the law clerk/attorney employment world. The Career Services Library and the counseling staff can offer students greater insight into each category.

Private Practice

The majority of law school graduates enter the job market in private practice. The size of firms vary from sole practice to mega law firms (those with over 500 attorneys).

Mega/Large Law Firms

In general, the large national law firms recruit during the fall season, sometimes on law school campuses. They tend to be the most selective, requiring excellent academic qualifications and law school honors. A law firm must expend an enormous amount of attorney time and money (lost billable hours) to interview at a law school; it is not cost effective to visit all 170 plus ABA-accredited schools.

Large law firms prefer to hire summer associates, students who work for an eight to ten week period between their second and third year (full-time) of law school. Occasionally, students are hired between their first and second years. Based on summer performance, offers for permanent attorney positions are or are not extended. Summer associates generally do not continue their employment throughout the academic year.

DEVELOPING A STRATEGY

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Second and third year students with outstanding academic and other qualifications may want to mail their resumes with cover letters to prestigious firms. Those who receive a first screening interview may then receive a "call-back" interview which often involves spending an entire day at the firm, including lunch, dinner, evaluations by numerous attorneys -- a day of continual scrutiny. Hiring decisions are usually made by a committee. Offers are extended by certain dates, and accept/decline decisions must be made by certain dates. The entire process is very structured. The Career Services Office can provide you with a copy of "NALP Principles and Standards for the Timing of Offers and Decisions" which is the accepted guideline for fall recruiting.

Law firms do not pay travel and other expenses for initial interviews. Usually costs are covered for call-back interviews.

Employers committed to the fall recruiting process can be identified most easily by referring to the 2004-2005 Directory of Legal Employers (NALP) in hardcopy available in Career Services or online at www.nalpdirectory.com.

Medium Size Firms

A medium size firm may opt to recruit during the fall but usually does not religiously adhere to the fall deadline schedule mentioned above. In this medium firm category are many insurance defense/civil litigation as well as workers compensation defense and labor law (management) firms.

Unlike the very elite large firms, the medium size firm may have a need for a law clerk during the academic year. This type of opportunity may lead to a summer associate or permanent associate position.

Small Firms/Sole Practitioners

This category has provided the greatest number of opportunities for Whittier students and graduates. It is difficult for these employers to predict their hiring needs months in advance. They tend to request resumes when they want someone immediately rather than relying on fall recruiting. Often, while not particularly grade/honors selective, the small firm cannot afford to gamble on a graduate who has not yet passed the bar.

The small firm may offer the student/graduate the most interesting, diversified work experience. Students looking for growth potential should not ignore these opportunities but, at the same time, should not commit themselves for long periods of time to a job with no future employment potential.

DEVELOPING A STRATEGY

Business

Corporate

Corporate attorney positions are increasing in number, although these opportunities are not typically available to new attorneys. In the past few years, more corporations have been considering the qualifications of the new graduate but still prefer to hire the lateral attorney with 2-3 years experience. Corporate law departments may not handle all legal matters for the company; often, outside attorneys are hired in areas such as tax, research and development, land departments, etc. In-house counsel frequently manages and monitors cases assigned to outside counsel and does not engage in litigation.

In the past thirteen years, insurance carriers increasingly have brought cases in-house. The carriers maintain their own law practices to curtail the cost of outside billable hours.

Corporate legal employment may not pay as much as the private sector, but often an important advantage includes the absence of the "billable hour" pressure.

Students who wish to attempt a mailing to corporations should refer to directories available in the Career Services library. Growing companies with limited budgets sometimes advertise for in-house counsel and are willing to speak to relatively new admittees.

Accounting

For the law student/graduate with an accounting/business/finance background, opportunities may exist with several of the "Big Four" accounting firms. These companies typically solicit resumes from third/fourth year students, but one or two may consider a summer internship for a second year student. Accounting firms may hire during the fall season or may hire as need dictates, a decision influenced by the overall economy.

The "Big Four" encourage their attorneys to qualify as Certified Public Accountants. Working for an accounting firm can offer experience not only in general accounting and financial matters but also in estate planning, foreign taxation, corporate reorganization, merger and acquisition problems as well as corporate and personal tax problems.

Other Business Opportunities/Non Legal Areas

Students/graduates may be able to find employment opportunities in non legal areas where legal training is appreciated. These applicants usually have work experience outside the legal field and are able to combine their legal education with other talents.

Even though an increasing number of law graduates nationally are entering non legal positions, the topic of non legal career for law school graduates is a difficult, amorphous one to discuss. The individual student must assess his/her abilities and interests, research potential employers, and then "sell" him/herself.

The Career Services staff may be able to "brainstorm" with you regarding opportunities in this undefined area. Possibilities include financial planning, sales, human resources, corporate management, business enterprises, writing, law enforcement, teaching, education administration, and bar association work. The Career Services library has several books addressing alternative careers for attorneys.

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Government Careers

Government careers often provide an excellent first experience for young attorneys. Opportunities are diverse.

Federal Level

The federal government is the largest single employer of attorneys in the United States. Most of the employment is centered in Washington, D.C., but large cities, such as Los Angeles, may have regional offices offering entry-level opportunities.

Some federal offices hire in the fall for summer and honor program (post graduate) positions. When notified, the Career Services Office will try to inform students of deadlines. Individual agency web sites provide the most current information on recruiting and hiring. A list of web sites for federal offices is provided on the Career Services Office web pages.

The United States Department of Justice conducts interviews of second and third/fourth year students in October and November. The application deadline is in mid September. Go to: www.usdoj.gov.oarm for details. As with all government jobs, deadlines and application procedures must be strictly adhered to. Students are also cautioned to submit their electronic application at least several days before the deadline. After you hit the submit button, however, your application cannot be changed or appended; this holds true for your e-mail address as well, which is the only means the DOJ uses to contact you.

The Career Services Office Library contains information on other federal opportunities and offices. Students should research possible entry into many interesting legal fields including admiralty, antitrust, natural resources, taxation, finance, labor, communications, patent and criminal law.

Military

All branches of the U.S. Military JAG Corps do not comply with Whittier Law School's non discrimination policy and are permitted to recruit on campus only due to threatened financial repercussions to the college under the Solomon Amendment. The Whittier Law School administration and faculty do not condone discriminatory hiring policies.

The Army, Air Force, Navy and Marine Corps all recruit law students for the Judge Advocate General's Corps (JAG); enlistment is required. The Army offers first and second year students summer clerking opportunities on the civilian level; enlistment is not required. The armed forces also employ civilian attorneys, usually those with experience.

DEVELOPING A STRATEGY

State and Local Government

On the state, county and local government level, graduates find employment primarily with the district attorney, public defender and city attorney offices although other opportunities definitely exist. In the 1990-97 academic years, government budget problems created hiring freezes nationwide. In 1998, hiring opportunities began to increase. By 2002, we again were witnessing hiring freezes throughout the country, especially in California.

Hiring practices in the 3000 counties throughout the United States differ for district attorney and public defender offices. While recruiters may speak to students during their third/fourth year of law study, most offices are unable to hire until bar passage is finalized. This is especially true in California. A few offices will take on post graduate law clerks who show promise of passing the bar examination. Students should try to access the hiring information of local government bodies on websites.

Students interested in a government career in criminal prosecution or defense should consider an externship which is an excellent way to make a connection to someone influential in the hiring process as well as get trial and other experience. When funds are available, some local government offices will hire law clerks during both the academic year and summer. Students enrolled in an evening program are generally favored due to daytime office hours.

The Law School Career Advisors of Southern California (LSCA), comprised of all the career services offices for the ABA-approved schools in Southern California, co-sponsors a Government Careers Day in the spring semester. This one-day Saturday session affords students insight into government hiring.

Judicial Clerkships (post graduate)

Post graduate judicial clerkships are prestigious, one or two year positions, offering incomparable legal experience. The application process is highly competitive with a high class standing, law review and/or moot court, and honors, considered requirements by many judges. In 2001, some federal judges accelerated their hiring of post graduate law clerks by considering candidates completing their first year of law study. This early hiring was not well received in the academic and legal communities. In response, judges agreed in the spring 2002 on a hiring moratorium in 2002-03 and to consider only 3L candidates in the future. 3L applicants for federal judicial clerkship positions should mail their packets immediately after Labor Day. 2L and 3L students interested in state level judicial clerkships should investigate individual state judiciary web sites for information. Hiring criteria and deadlines can differ dramatically. The state courts in California do not have a post graduate judicial clerkship program.

DEVELOPING A STRATEGY

Judicial Clerkships (post graduate) (cont.)

Seeking a judicial clerkship demands time and commitment as well as academic excellence; students desiring these positions must understand what is involved prior to participating in the application process. Detailed information on the post graduate judicial application process is available in the Career Services Office. The Federal Judiciary has developed a centralized Federal Law Clerk Information System at www.uscourts.gov.

Public Interest

In the past decade, law students throughout the nation have displayed renewed interest in public interest law. The public interest sector has offered students pro bono involvement and externship opportunities.

Some of the areas in which public interest lawyers work include agriculture, arbitration, civil rights, constitutional law, consumer law, criminal law, discrimination, elderly rights, environmental, handicapped rights, housing and urban development, juvenile rights, labor, legislation, migrant rights, poverty law, prisoners' rights, women's issues. More information on organizations is available in the Career Services Library. Please also refer to a list of public interest web sites listing employment opportunities available on the Career Services Office web pages.

The need for public interest attorneys is overwhelming, but funding for salaries is extremely limited. When hiring attorneys for permanent employment, public interest organizations usually seek applicants with a demonstrated commitment. If your goal is to work in public interest law, it is imperative to get voluntary/externship experience during law school. You must also research the availability of and the requirements for post-graduate fellowships. Equal Justice Works and other publications will assist you..

Since 1990, the Whittier Public Interest Law Foundation (WPILF) with Whittier administrative support has provided funding (and consequently summer job opportunities) to Whittier students. In addition, WPILF recently initiated a 3L/4L scholarship program and a Loan Repayment Assistance Program (LRAP); information is available on the Whittier website. Students wanting to learn more about public interest law and possible funding opportunities should join and become actively involved in WPILF.

For the past eighteen years, a Public Interest Careers Day has been held at UCLA Law School. The Law School Career Advisors of Southern California (LSCA) will sponsor this event again in 2005 on the first Saturday in February. Attendees can collect information on numerous organizations at the career day. Also, interviews at this event have been a source of summer employment for Whittier students; often, however, the students must seek outside funding.

HOW TO SECURE YOUR EMPLOYMENT

Visit the Career Services Office

Learn about resources and direct job leads available through the Career Services Office. Take time to explore the books and directories in the library and online. Understand the services available through Lawmatch. After attending a First Year Information Session and having their resume reviewed, students will be able to access law clerk listings and post their profile information online.

Networking

Everyone you know is a potential job lead. You must be willing to tell others what you seek and to ask for assistance. The Career Services Library has several books on developing networking skills and securing informational interviews.

Remember that employers want to find the best qualified person with the least effort and expense. Advertising and responding to applicant inquiries constitute an expense. It is much easier to interview referrals.

In your networking efforts, you should begin with people you know and work outward. Student colleagues can be an important part of your network. Consider joining professional associations as a student member. You will be surprised to learn that networking becomes easier with practice. Do not ask others to give you a job or solve your problems. Ask for names of others who might assist you in your search. Be grateful for any assistance or advice offered. When networking, keep in mind the following mnemonic device: A.I.R. Advice, Information, other Referrals.

Mailings

Through the many resources available, research attorneys and practices that may be interested in your background. Contact those attorneys and firms through a targeted mailing. Mass mailing a resume and cover letter to firms about which you know little wastes your resources and generates poor results.

Respond to Employment Ads

In addition to listing law clerk and attorney positions, the Career Services Office subscribes to several publications with classified opportunities. The Internet is also becoming a valuable source of job information. A number of search engines and homepages provide links to law firm/government agency homepages, directories, libraries and classified listings of national newspapers.

HOW TO SECURE EMPLOYMENT

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Search Firms

Wouldn't it be wonderful if someone would take care of the burdensome job search process for us? Wonderful but very unlikely. Search firms/headhunters/legal recruiters generally seek attorneys with 3-5 years experience and with very specific academic and work credentials. The Career Services Office cautions students/graduates not to depend on recruiters for legal opportunities, as employers generally know they can list law clerk and attorney positions directly with all law school career services offices nationwide at no charge. For students or graduates with engineering background, search firms specializing in patent/trademark placement may prove helpful in a strong job market. In an economic downturn, law firms do not want or need to pay fees to secure attorney applicants. We caution both students and alumni not to use search firms or recruiters demanding fees from the applicant.

The Internet

There is a vast wealth of information and expertise available on the Internet. Resources are being expanded daily. It is only one tool to be used as a part of the legal job search process, however. Internet searches and resume posting services should not consume you. Also, note that there are more actual positions listed on the net for experienced attorneys than for students or new graduates.

In 2002, Whittier Law School subscribed to the Lawmatch services already described in this manual.

In the Career Services Office, you will find The Lawyer's Guide to Job Surfing on the Internet. This booklet provides information on news groups, having your own home page, career directories, researching employers, job banks and other. Both WestLaw and Lexis offer you the opportunity to post your resume electronically.

Volunteering

Volunteering for organizations that are not in a position to pay can offer learning, resume building and networking opportunities. Through the Externship Program, students can earn units for hours (60 hours per unit) of legal work completed in primarily non profit organizations. In exchange for the student's labor, the supervising attorney or judge/justice provides mentoring. At times, attorneys in private practice will contact the Career Services Office to secure a volunteer law clerk.

A TIME LINE

What should I be doing now?

Your job search strategy depends on the following:

- (a) Your year in school as well as your day or evening status
- (b) Your class standing, honors, etc.
- (c) Your intended employment location -- for the summer or permanently
- (d) Your immediate financial need
- (e) Your objectives, interests, personality, etc.

First Year Students: A job search for summer employment between your first and second year should not begin until November. At the 1988 NALP National Convention, NALP members determined that first year resumes would not be accepted by legal employers prior to December 1st and that career planning offices cannot directly assist first year students in their search until after November 1st. Please note also that ABA regulations discourage first year employment during the academic year. Grade point average and class standing are the most important hiring criteria of some law firms; therefore, first year students should endeavor to achieve the highest scores possible.

Early in November, you will be invited to use the Whittier Career Services Office. Staff will help you prepare a resume and cover letter as well as offer you advice on securing summer employment and developing your career. Most first year students succeed in their job search late in the spring semester.

First year students who seek excellent legal experience, as opposed to a salary, may consider the Externship Program at the Law School. Students earn academic credit for legal work in government agencies, courts or public interest organizations. Professor and Associate Dean Scott Wylie directs this program.

For first year evening students, able to work during the day, there may be a few legal employers willing to consider your limited legal background. The Career Services Office occasionally receives job listings of a non legal nature in both law and non law environments. Please speak to the Director of Career Services about your individual situation.

Second Year Students: You should secure some legal employment or a legal externship by the summer between your second and third year. Law clerk/extern experience on your resume is important in ultimately securing a permanent associate position.

If you are an academically excellent student (i.e. top 10%, law review, journal, honors boards, etc.), you may want to seek employment with a large, national law firm as a summer associate. This search process will require doing a mailing to the law firms in this category. This mailing should be completed no later than early October of your second year. You should also sign up for any on-campus interview and contact employers soliciting resumes. (See Lawmatch for fall recruiting information.)

If you are an above average student, you may want to attempt a mailing but not necessarily to firms seeking students in the top 10%. You may encounter success during winter/spring when the medium - small firms able to hire are more likely to conduct interviews.

Working during the academic year can provide a student with practical experience, contacts and income. Sometimes these law clerk positions parlay into permanent attorney employment.

If you intend to relocate to another state during the upcoming summer, please consider doing a mailing. Sometimes interviews can be arranged over the holidays -- or you may have to visit the employer at another time if you receive a positive response. Also, some employers interview at other Southern California law schools and may be willing to interview you at some off-campus location.

All second year students should consider the following:

(a) It is important to maintain decent grades. There is a direct correlation between grades and bar passage -- and bar passage is the most important key in securing permanent employment.

(b) For full-time students, a part-time law clerk position or an externship law position during the academic year can often lead to full-time summer employment and/or can enhance your resume. Law clerk positions often allow you to hone your legal skills, introduce you to different legal areas, improve your attorney network, and may make you more marketable to future employers. Students with a financial need should strive to find legal work as opposed to working in some field not legally related.

(c) For students enrolled in 12 or fewer units, law clerking employment need not be limited to 20 hours/week. Your availability during daytime (regular working) hours gives you an advantage in securing employment.

Fourth/Third Year (i.e. graduating) Students: If you have a high class standing, you should strive to secure a permanent position during the fall. Success will make your last semester in law school much more enjoyable and will reduce pressure during the bar examination. Students should realize, however, that most law school graduates secure their first permanent attorney position after admission to a bar. Employers in very small-medium firms and in certain practice areas are unable or unwilling to make employment commitments a year or more in advance of exam results. Many alumni clerk until they are actually sworn into a bar.

Students intending to relocate after graduation may want to do a mailing in either the fall or early winter. The Career Services Office is also willing to request reciprocity for you with another law school in your area. Unfortunately, most schools are unwilling to grant reciprocity during the fall recruiting season.

Clerking during the academic year (maximum of 20 hours/week for students with over 12 units) often leads to permanent employment.

Bar results are the most important factor in securing employment. Prepare continually.

TOOLS OF A SUCCESSFUL JOB SEARCH

The Legal Resume

Your resume is usually your first contact with a potential employer. Your resume may also be the first work product that prospective employers see. No employer will hire you on the basis of the resume alone, but the decision to interview you may lie in the resume presentation and content.

Legal employers allow approximately 30 seconds to review an applicant's qualifications, especially during busy recruiting periods. For this reason, the following guidelines must be followed:

LIMIT TO ONE PAGE

(1) The resume should be limited to one page unless you have a particularly lengthy work history or series of accomplishments. Four or more references, with exact directory information, should be presented on a separate sheet but should not be included unless solicited.

AESTHETIC PRESENTATION

(2) The resume must be easy to read. Arrange your material aesthetically. Invest in fine quality paper. Use only a laser printer. Bold areas in which you excel. Carefully word your job descriptions to prioritize responsibilities and skills most valuable to a legal employer.

BREVITY

(3) Be concise.

- Eliminate extraneous words such as "Resume of (name)" and "permanent address", etc. Never use complete sentences.
- Do not state job objective. An objective is inappropriate/redundant on a legal resume.
- Avoid abbreviations.
- Avoid repetition. For example, do not preface job descriptions with "duties" or "responsibilities".
- Personal data such as date of birth, marital status, number of children, etc. should be eliminated.
- Do not use street addresses and zip codes of previous employers or schools attended.
- Do not state "References Available Upon Request" or "Writing Sample Available Upon Request." It is understood that the prepared applicant will have both available.

CONSISTENCY

(4) Be consistent. Dates, degrees, states, etc. should be in the same format throughout the resume. Also, do not place job title first for one position and employer first for another.

REVERSE CHRONOLOGICAL ORDER

(5) Use reverse chronological order in presenting academic and employment information. This is the expected and acceptable format.

NO ERRORS

(6) Be perfect. There is no excuse for errors. Have the Career Services staff or friends proofread your copy before printing.

NO PICTURES

NO GRAPHIC DESIGNS

NO GIMMICKS

The four resume examples at the end of this section should provide you with a guideline for writing your resume. The Career Services Office will gladly assist you, but you must first attempt to write your own rough draft.

OUTLINE FOR A RESUME

Include the following when preparing a resume:

Bar Membership

For alumni, state to which Bars/Courts you are admitted and dates.

Academic Information

Some legal employers seek scholastic achievement and honors. Legal grades must be completely accurate. You can state your class rank as a percentage (e.g. Top 10%) or as precise numerical position (e.g. 10/150). Please remember that Whittier ranks only in increments of ten; if you are going to state your rank as an exact percentage, you must also provide the supporting numerical position. You are not permitted to round to achieve a more favorable ranking. If you are below the top third, you may wish to emphasize particularly high grades achieved in certain courses. Keep in mind, however, that a numerical grade may have little meaning to an employer who is unfamiliar with the Whittier grading system. If your grades are not a great strength, it would be best to omit this section entirely.

Academic achievement on the undergraduate level such as summa cum laude, magna cum laude and cum laude should also be stated.

Honors/Activities

Be sure to mention law review, scholarships, dean's list, Cali Awards, moot court accomplishments, etc. Include fraternities, student bar association office or participation in student organizations. In this section, mention could also be made of Lexis/Westlaw training (or this could be placed in special skills section).

Examples of the above can be found in the resume samples provided at the end of this section.

Employment/Experience Information

Most employment, even of a non legal nature, has value. Work experience often indicates leadership, maturity, motivation and a sense of responsibility. Work experience that may seem insignificant to you in terms of job content, could possibly be the key to securing a position. Do not overstate your responsibilities, however. Accuracy and honesty are important.

Include the name and city of employer as well as a brief job description. Do not include street address and zip code. Use active verbs in either past (past employment) or present (current employment) tense.

If your employment history is lengthy, you may wish to condense various part-time and summer jobs into one category such as "Various part-time employment to defray educational expenses".

Examples of the above can be found in the resume samples provided.

Volunteer Involvement

Volunteer experience can be either legal or non legal in nature. You may want to include legal pro bono work under Employment/Experience above. Your commitment to community service may favorably impress an employer in the private sector and is essential in receiving consideration for public interest employment.

Special Skills/Accomplishments:

If you have published an article (legal or non legal) or hold professional licenses or are fluent in a foreign language, these accomplishments should be stated in the resume. Listing interests can give a rather impersonal resume a personal touch and can sometimes break the "ice" in an interview. Try to avoid references to political and religious affiliations.

References

Employers often want independent verification of a job applicant's abilities. Do not write "References Available Upon Request" at the end of the resume.

The Career Services Office's recommendation is to prepare a separate sheet of 4-5 references to be provided upon request. Professors, employers, business acquaintances, etc. can be listed as references. Preferably, your references should not be from one source (e.g., all Whittier professors). The name, position, relationship to you, address and telephone number of each should be stated. Prior permission to list the reference should be obtained. Make sure that your references will endorse you enthusiastically. They should be willing to return employers' phone calls promptly and be able to offer information based on their personal knowledge of your performance.

Finalizing the Resume

- (1) Ask the Career Services Office staff for input and correction.
- (2) Wordprocess the resume, and use a laser printer. Please note that in an age of electronic communication, resumes with shading, excessive lines, italics and graphics do not transmit well. You may want to have two resume versions, one for electronic distribution (fax, e-mail and scanning) and one as a hardcopy.
- (3) Have the resume photocopied on good quality paper. Avoid flashy colored paper. Make sure that the photocopy machine is "clean" so that your copies do not have lines or specks on them. Request extra sheets to use for cover letters and matching envelopes.
- (4) Students are required to file their resume electronically in the Career Services Office. Please email your resume to sfluss@law.whittier.edu or provide the office with a resume on disk.

The following resumes are guidelines only. The Career Services Office encourages students to develop their own layout and aesthetic presentation.

RESUME EXAMPLE (1) First Year/Second Semester Student

name
address
city, state, zip
telephone number, e-mail

EDUCATION

Whittier Law School, Costa Mesa, CA
Juris Doctor expected May 200x
Honors/Activities:
Dean's Merit Scholarship
International and Comparative Law Certificate Program
Outstanding First Semester Grades:
Civil Procedure: 95
Torts: 92
Real Property: 89
Whittier Public Interest Law Foundation

University of California, Los Angeles
Attorney Assistant Training Program
Civil Litigation Certificate, 199x

California State University, Fullerton
Bachelor of Arts, English, 199x, Magna Cum Laude
Honors/Activities:
Phi Phi Phi Honor Fraternity
English Teaching Credential

EXPERIENCE

Legal Assistant
Washington, Adams & Jefferson, Los Angeles, CA
Researched and prepared memoranda, interrogatories, answers and motions in 5-attorney insurance and real estate practice. Provided administrative support.
199x-200x

Travel Consultant
World Travel, Los Angeles, CA
Marketed group tour packages. Developed clientele. Spoke to client groups. 199x-199x

VOLUNTEER EXPERIENCE

Boys and Girls Club, tutor (dates)
Special Olympics (dates)
Food Bank Volunteer (dates)

INTERESTS/SKILLS

Fluent in Spanish
Equestrian competition, archery

RESUME EXAMPLE (3) Third-year Spring Admit

Name
Street Address
City, State, Zip
Telephone # e-mail

EDUCATION

WHITTIER LAW SCHOOL, Costa Mesa, CA

Juris Doctor expected May, 200x

2 1/2 Year Accelerated Program

Class Rank: Top 5%, 10/200

Honors/Activities:

Law Review, Managing Editor

International Law Society, President

Cali Awards: International Business Transactions

Torts II

Wills and Trusts

BOSTON UNIVERSITY, Boston, MA

Bachelor of Arts., French, 199x

Honors/Activities:

Women's Tennis Team, Captain 199x-9x

Study Abroad Program, Paris 199x-9x

EXPERIENCE

SANTA MONICA SUPERIOR COURT, Santa Monica, CA

Judicial Extern Fall Semester, 200x

- Prepare tentative rulings for judges in the areas of discovery, default and arbitration.
- Observe settlement conferences and trials.

ARNOLD MULLIN, ATTORNEY AT LAW, Long Beach, CA

Law Clerk 9/9x - 8/0x

- Involved in all aspects of discovery for business litigation practice.
- Interviewed clients.
- Prepared correspondence.
- Researched and drafted discovery documents, motions and other pleadings.

EXECUTIVE PUBLISHING COMPANY, Boston, MA

Legal Proofreader 9/9x - 11/9x

- Proofread legal documents.

THE BOOK NOOK, Boston, MA

Assistant Manager 8/8x - 7/9x

- Ordered publications. Maintained inventory.
- Assisted customers.
- Maintained financial records.

LANGUAGES French, Spanish, Italian

SKILLS WordPerfect, Lexis, WestLaw

RESUME EXAMPLE (4) Graduate

NAME

street address	city, state, zip	telephone	email
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BAR MEMBERSHIP

State Bar of California, 1996
U.S. Court of Appeals, Ninth Circuit, 1996
U.S. District Court, Central District of California, 1996

EXPERIENCE

DEPUTY DISTRICT ATTORNEY 1998 - present
Orange County District Attorney's Office, Santa Ana, CA
●Conduct preparation and trial of felony gang cases.

ASSOCIATE 1997 - 1998
Drew and Stanford, Los Angeles, CA
●Engaged in all phases of discovery and trial preparation in 4-attorney civil litigation practice.
●Conducted 8 Municipal and 2 Superior Court trials.
●Prepared Motions, Oppositions, Arbitration Briefs, Demand Letters and Discovery Objection Letters, client correspondence.
●Conducted depositions. Represented clients at arbitration hearings and settlement conferences.

JUDICIAL EXTERN Summer 1995
California Court of Appeal, Los Angeles
●Researched and wrote memoranda and opinions in civil case.
●Attended oral arguments.
●Researched an issue to be heard before California Supreme Court.

SENIOR CONTRACTS ADMINISTRATOR 1990 - 1993
Kawasaki Motors Corp, USA, Irvine, CA
●Prepared sales proposals.
●Negotiated contracts.
●Ensured compliance with contract terms and conditions.

EDUCATION

WHITTIER LAW SCHOOL, Los Angeles, CA
Juris Doctor, 1997, magna cum laude
Law Review/Lead Articles Editor
American Jurisprudence Award/Criminal Law

PUBLICATION: Case Note, "International Law - Contracts". Volume II, No. I (1997)
Whittier Law Review.

GEORGETOWN UNIVERSITY, Washington, D.C.
Bachelor of Arts, Political Science, 1989

NAME

REFERENCES

Name of Reference
Title
Street Address
City, State, Zip
Telephone #
e-mail
Relationship to you

The Career Services Office recommends presenting 4 - 5 references in the above format.

Important Reminder Regarding References

- No matter how close you are to your potential reference, ask for permission to use this person's name. Determine if your desired reference is comfortable speaking with a potential employer and if she/he has any concerns. You want to select individuals who will champion your employment.
- You may want to remind your reference of your key accomplishments.
- Some employers are reticent to provide references and will only confirm basic facts such as dates of employment, as they are afraid of later litigation.
- Do not select references from a single location. In addition to former employers, possible references may include law professors, college instructors, and family friends (especially if they are judges, attorneys or other professionals). If you have attorney experience, you may want to consider opposing counsel or former clients.
- If you have had an unpleasant work experience, consider securing a letter from someone who thinks positively of you at the firm or company.

THE COVER LETTER

The cover letter should be viewed as an additional opportunity to sell yourself. While the resume tends to be very factual, the cover letter should add a persuasive touch, convincing employers why your experience and background are relevant to their needs.

The following are frequently asked questions regarding the cover letter:

1. When is a cover letter needed?

If you are unable to present your resume to an employer in person, an accompanying letter is necessary. Faxed resumes require a cover letter. Cover letters are not needed for resumes forwarded by the Career Services Office unless specifically requested.

2. What is the proper length of a cover letter?

The letter rarely exceeds one page in length. The purpose of the letter is not to reiterate everything presented in your resume. It is an opportunity to emphasize your strengths.

3. Why is the cover letter so important?

The cover letter will be the first piece of work product that a prospective employer will receive from you. In brief, the cover letter reveals the following:

- (a) How well you communicate
- (b) Your letter writing skills
- (c) Your attention to detail
- (d) Your personality and individuality

4. What should be included in the letter?

If the cover letter and resume are your first contact with the employer, you should give a brief self-introduction, your purpose in writing, a concise summary of your qualifications, background, motivation, interests, etc.

Try to establish a nexus between yourself and the employer (e.g. a knowledge of the practice, a commitment to live in a specific geographic area, etc.). Prospective employers want to hear what you can do for their organization, why you will be productive and why they should hire you. You should request an interview.

If the letter is not your first contact with the employer (i.e. you spoke with him/her on the phone), refer to the previous conversation in an appreciative manner and perhaps mention considerations not already discussed.

THE COVER LETTER

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5. Must the cover letter be typed?

Yes. The letter must be in a business letter format (see examples). Special care should be taken in selecting nice paper and in making the letter grammatically and typographically perfect.

6. To whom should the cover letter be addressed?

Make every effort to secure the name of the hiring attorney or a personal connection within the firm/agency. Address the letter personally to that individual. If you must do a blind mailing, the letter can be addressed to "Hiring Attorney" -- or "Hiring Partner" or "Hiring Committee" in larger firms. For organizations firmly committed to the fall recruiting process (i.e., those listed in the Directory of Legal Employers, www.nalpdirectory.com, the NALP form provides the firm contact.

If a Whittier Law School graduate has been with a firm for a considerable period of time, preferably as a partner, you may send a letter to him/her and request that it be forwarded to the proper party. Through Martindale-Hubbell online, you can try to identify attorneys with backgrounds and/or legal interests similar to yours. This too can provide the basis for a mailing.

7. How is it possible to personalize letters in a mass mailing?

Mass mailings, especially during the fall recruiting season, are often part of the job search process. It would be too time consuming to individualize each one, but under no circumstances should a photocopied letter be sent to a firm. Even if you cannot get the names of all the hiring partners or recruiting coordinators, you must personalize the letter somewhat by using the mail merge technique. Through the merge mail technique, it may be possible to insert other information directed at a particular firm as well. Do not insert the firm/employer name continually throughout the letter in an effort to make the letter sound personalized, however.

8. What is the proper content format for a cover letter?

There is no prescription for writing a good cover letter. After all, the letter should reflect something dynamic about you. Typically, however, the letter contains three paragraphs:

THE COVER LETTER

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(1) The Lead: Attract attention. State who you are, why you are writing and something noteworthy about yourself. Try to avoid the following:

- (a) Starting every sentence with "I"
- (b) Being bizarre in an effort to be creative
- (c) Long, involved sentences
- (d) A restatement of everything in the resume

(2) The Middle: Here you can show how your particular skills will readily transfer to the job or the firm/agency practice. You may want to highlight some of your best grades and refer to your commitment. Your cover letter must project quiet competence and self assurance -- not the impression that you will accept any job that comes along or that you plan to take over the law firm.

(3) The End: Use the last paragraph to request an interview or to state you will contact the office. If you are going back to a certain geographic area, inform the employer when you will return and when an interview can be arranged. If you state your intention to call, by all means do so.

(4) Do not forget all the other parts -- the return address, the date, inside address, salutation, complimentary close and other notations. Do not forget to sign the letter.

9. For what other reasons would I write to an employer?

(a) Inquiring as to status of application letter: If you do not hear from an employer within two weeks of sending your application, you may want to call or send a letter of inquiry.

(b) Thank you for the interview letter. While some attorneys dismiss the importance of the thank-you letter, it is advisable to acknowledge the interview/interviewer(s) and to assure a complete file with the employer. The thank-you letter affords you an opportunity to reflect on a positive aspect of the interview, the firm itself and/or your background. The thank you letter will hurt your position if it is not perfect. Ask a friend or a Career Services staff member to proof what you have written. An example of a thank you is provided after the sample cover letters.

Students sometimes ask if a handwritten thank you note would be appropriate. Circumstances and opinions can differ. It is much safer to send a thank you letter in business format.

THE COVER LETTER

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- (c) Thank you for the on-campus interview letter: See (b) above.
- (d) Letter acknowledging an offer
- (e) Letter accepting an offer
- (f) Letter declining an offer

10. As hard as I try, my letter just doesn't sound right. What should I do?

After making an effort, speak with the career services counseling staff. They perhaps can assist you in phrasing your thoughts.

AWAITING THE RESPONSE YOUR ANSWER PHONE/YOUR E-MAIL

Once your resumes and cover letters are mailed, you must allow time for the employer to respond. You must also make it easy for an employer to reach you. An answer phone with an appropriate message is essential. Please consider the following:

- a. The message should include your name.
- b. The message should be brief, in English, and should not include music.
- c. The message should not be silly. Do not have young children or pets speak on the message. Background or other music is not advisable.
- d. Periodically check to make sure your answering machine is functioning. Leave enough time for a detailed message from an employer.
- e. If you live with a family opposed to an answer machine, it would be best if the answering party speaks English well and can take messages accurately. The Career Services Office is willing to take messages for you if family members cannot speak English. Please make arrangements with Suzie Fluss, Assistant to the Director.

Your e-mail address must appear on your resume, and you must check your mail regularly. Too often, employers complain that students do not respond to e-mail messages. Also, your e-mail address itself can make a statement about you. Decide if yours is professional or perhaps sophomoric.

COVER LETTER EXAMPLE (1)

Out-of-State Employer

street address
city, state zip
date

Barry Burnstein, Esq.
Bell, Blue & Burnstein
5555 55th Street
Boston, MA 00345

Dear Mr. Burnstein:

Currently a third year student at Whittier Law School in Costa Mesa, I plan to return permanently to Massachusetts after graduation in May, 200x. Enclosed is my resume in application for an associate position with Bell, Blue & Burnstein. I am able to offer academic excellence, considerable law firm experience and a sincere desire to enter a business litigation practice such as yours.

This past summer, I clerked for the general practice of Hope & Harp, a 30 attorney firm in Los Angeles. I researched and drafted memoranda and assisted with the preparation of several cases for trial. My responsibilities also included investigating a products liability case, interviewing clients and assisting with depositions. At this firm, I confirmed my objective to develop a career in the civil litigation and my trial skills.

I will be in Boston October 13 - 14, 200x and would appreciate an opportunity to meet with you to discuss my qualifications further. If an interview can be arranged, please contact me at (714) xxx-xxxx or at the above address.

Sincerely,

Harold Newsome

Enclosure

COVER LETTER EXAMPLE (2)

street address
city, state zip
date

Roberta Banks, Esq.
Banks, Barth & Biddle
555 W. Flower Street
Los Angeles, CA 90017

Dear Ms. Banks:

In May 200x, I will be receiving my Juris Doctor degree from Whittier Law School. Having heard from Professor William Davis that Banks, Barth & Biddle is an outstanding civil litigation defense firm specializing in aviation law, I request your consideration of my qualifications.

Prior to attending law school, I was a commissioned officer/pilot in the United States Air Force for ten years. For two years, I worked as a certificated flight instructor and also as a contributing writer for a technical journal. During the past summer, as indicated on my resume, I had the opportunity to gain litigation experience. My desire now is to combine my interest in aircraft with my legal career.

I look forward to discussing employment opportunities with you. Thank you for your time and consideration.

Sincerely,

Charles Lindberg

Enclosure

COVER LETTER EXAMPLE (3)

street address
city, state zip
date

Hiring Attorney
Firm Name
Address
City, State Zip

Dear Hiring Attorney:

As a law student with considerable work experience, I am seeking a clerking position for the summer of 200x with the possibility of part-time employment during the 200x-0x academic year. Enclosed is my resume for your consideration.

While a claims adjuster for Bancroft Insurance Company, I had the opportunity to work with both plaintiff and defense attorneys, gaining insight into civil litigation practice. Attorney colleagues encouraged me to pursue a legal career. During my first year at law school, I participated in the Association of Trial Lawyers of America's trial competition and received favorable reviews. I enjoy both trial preparation and oral argument and look forward to competing for a position on the Moot Court Honors Board.

I would like to discuss employment opportunities with you. I am available for an interview at your earliest convenience and can begin work immediately after exams in May. Thank you for your time and consideration.

Sincerely,

Perry Mason, Jr.

Enclosure

COVER LETTER EXAMPLE (4)
EXTERNSHIP

street address
city, state, zip
date

Hon. John Smith
Los Angeles Superior Court
Central District
111 N. Hill Street
Los Angeles, CA 90012-3117

Dear Judge Smith:

I am seeking a judicial externship in the Civil Trial Department of the Los Angeles Superior Court for the summer 200x. Through the Whittier Law School Career Services Office and law school colleagues, I have learned that this experience offers invaluable insight into law practice. Enrolled in the Whittier Law School Externship Program, I can earn academic units for legal work performed under the auspices of a judge or research attorney in the court.

As indicated on my resume, I have performed well in my first semester of law school, excelling in Torts and Civil Procedure. In addition, I have earned an outstanding first semester grade of 90 in Legal Skills, a course which emphasizes research and writing skills. To date, we have prepared two memoranda and a client letter, both of which I can submit as writing samples. This semester, we are required to write an appellate brief and participate in a moot court competition.

In addition to excellent academics, I can offer a strong business background. Prior to law school, I worked as a contract administrator for a telecommunications company. The work was fast paced and demanded attention to detail.

I can begin work immediately after exams end in May and would be available for approximately 20 hours per week through July. Thank you for your consideration. I look forward to your reply.

Sincerely,

Ron Jones

Enclosure

THANK YOU LETTER EXAMPLE

street address
city, state zip
date

Robert Burnstein, Esq.
Bell, Blue & Burnstein
5555 55th Street
Boston, MA 00345

Dear Mr. Burnstein:

Thank you for making special arrangements for me to visit your firm during my return home on October 13, 200x. The opportunity to interview with you and to meet with a first year associate has reaffirmed my interest in your practice and a possible future with Bell, Blue & Burnstein.

Mr. Gray mentioned that your firm offers excellent supervision to new attorneys as well as an opportunity to assume caseload responsibility. I appreciate his enthusiasm for the training program and range of litigation experience. I am convinced that your firm's work environment would be ideal for a new admittee such as me.

Enclosed is the Whittier Law School catalog which you requested. The excellent Whittier faculty and my moot court/law review involvement have been the highlights of my education here.

I look forward to hearing from you soon.

Sincerely,

Christopher Burns

Enclosure

THE INTERVIEW

Job interviews are designed to give employers an opportunity to evaluate the applicant and to explain objectives, benefits, history, etc. of the firm or government office. Conversely, the interviewee can determine his/her interest (or lack of) in the position and can convince the employer of his/her excellent qualifications.

The interview is an exchange of information. In order to convey confidence, poise and interest, you must prepare. Here are some suggestions:

PREPARATION

(1) Research

Find out as much as you can about the firm/agency/corporation. Today, even small law firms often have websites. Information on larger legal employers may be available in the annual *NALP Directory* available at www.nalpdirectory.com. Both Lexis/Nexis and WestLaw offer multiple databases and guidelines for interview preparation. The *Martindale-Hubbell Directory*, a major national law firm and attorney database, can be accessed through Lexis. Law firms frequently prepare resumes and/or firm brochures; recruiting administrators should be willing to send you a copy if one is not available already in the Career Services Office. Also inquire about a firm/corporate annual report as a potential source of information. Many state bar associations, including the State Bar of California, maintain member databases providing basic information on individual attorneys. The California Bar includes any disciplinary action regarding the member.

For on-campus interviews, review the information available in the Career Services Office.

Perhaps a Whittier alum is working for the organization and would be willing to speak to you.

If the firm is large, you can research in recent legal publications. These papers report on significant events in law firms.

(2) Prepare Questions

Prepare questions to ask an interviewer. The interview should provide you with an opportunity to investigate the employer. Some possible questions, depending on the nature of the employer, include the following:

(a) How is the organization departmentalized? Size of the departments?

THE INTERVIEW

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- (b) Do associates/summer associates rotate? Length of rotation period? (large firm only)
- (c) Do attorneys both litigate and do transactional work?
- (d) Are offers extended by a particular department? Is there department mobility?
- (e) Are attorneys asked to specialize? How soon?
- (f) How are assignments distributed? What are billable hour expectations? (attorney only)
- (g) How difficult is it to be assigned to certain areas of the organization's practice?
- (h) What are the advantages/disadvantages of the organization's size?
- (i) What is the rate of growth? To what is the growth attributed?
- (j) What are you looking for in an associate or law clerk?
- (k) How many years to partnership? (larger firm only)
- (l) How active are firm members in bar association activities? other activities?
- (m) How does the firm feel about political activity on the part of associates?
- (n) To what extent does each member participate in continuing legal education?
- (o) Do firm members plan social events together?
- (p) What office technology is being used?
- (q) Why is the job vacant?
- (r) What is the ideal background for success in this position?
- (s) What can you tell me about the person to whom I would report?
- (t) What trends are especially interesting to the firm/company/industry?
- (u) What can I expect in the way of mentoring?
- (v) What is the first challenge facing me if I am hired?

THE INTERVIEW

Page 3

(3) Interview Practice

Participate in a mock interview and attend programs on interviewing technique and attire.

(4) Understand Yourself

Evaluate yourself. Analyze your strengths and weaknesses. Try to determine your personal aspirations and values. Anticipate questions that might be asked of you in an interview based on your resume.

(5) Anticipate Interview Questions

Prepare answers to the most commonly asked interview questions.

- (a) Why did you decide to go to law school?
- (b) What has been your reaction to law school? What classes do you enjoy most? least? Is there a parallel between your performance and your interest in a particular course?
- (c) What courses have you taken? Will you take?
- (d) What areas of practice interest you? How do you reconcile those interests with our firm's practice?
- (e) Why are you interested in relocating?
- (f) Why do you wish to interview with this firm?
- (g) Tell me about yourself.
- (h) Where do you see yourself in 5-10 years?
- (i) Why did you choose to go to Whittier?
- (j) What is your greatest accomplishment?
- (k) What is most important to you in a job?
- (l) What are your grades? Do they reflect your ability?
- (m) What is your greatest weakness?

THE INTERVIEW

Page 4

(n) What do you think you have to offer this firm?

(o) Tell me the fact pattern of your writing project.

(p) Other questions may include hypotheticals in which the interviewer tests your legal knowledge. These are most common when interviewing for government positions, primarily in criminal law.

(6) Wardrobe

Give consideration to your wardrobe. Although many employers are liberal in their standard of dress and appearance, it is best to be conservative initially. Try to dress maturely as you would for a court appearance. Both men and women should wear suits, preferably in a subdued color. Women should wear closed-toe shoes. Both men and women interviewees should avoid fragrances.

(7) Courtesy

Mentally review common courtesy, and be prepared to be evaluated on your overall demeanor. Remember to greet the interviewer by name (never first name). If the interviewer extends his/her hand, shake it firmly. Make eye contact Use polite phrases. Be attentive. Get to the interview on time.

(8) Positive Attitude

Enter the interview with a positive attitude. No one wants to listen to you complain about law school, past work experiences, etc.

(9) Preparation

It is better to be overly prepared. Take a writing sample, an extra resume, a list of references, a transcript, and a Whittier Law School catalog with you to the interview. You do not need to volunteer extra documentation, but your preparedness will be regarded favorably if such items are requested.

DISCRIMINATION

The Employment Discrimination Complaint Procedure for Whittier Law School can be found as ADDENDUM 1 at the end of this manual. We encourage students to understand their recourse when confronted by discrimination.

Students sometimes express confusion about what constitutes discrimination in an interview. They are also uncertain about how to respond to inquiries which may be discriminatory without diminishing their chances of getting a job with the particular employer.

The most commonly asked discriminatory questions relate to sex (marital status), sexual orientation, age, national origin, race or color, disabilities, and religion. It is also not permissible to ask about political affiliation and veteran status.

Common unwarranted assumptions which underlie some interviews are:

- Older students are not willing to take supervision.
- Minorities are interested primarily in public interest legal work which directly affects their own group.
- Married women's career choices will always be subsidiary to their husbands'.
- Mothers are unable to commit themselves to employment.
- All black men are interested in sports.
- Asian women are not assertive enough to be litigators.
- Women with children should/do have primary care of them.
- All students intend to marry and raise a family.
- Minorities will not feel comfortable in an office if there are few of them working there.
- Certain legal specialties "fit" certain groups.
- Disabled candidates cannot keep up with the workload and would be absent frequently.
- Women are not willing to travel on the job.

Your Response to Discrimination

Students rightfully resent being evaluated on criteria not connected with how they will perform legal work. How can or will you react in the interview if you are asked discriminatory questions?

- (a) You can respond in the best way possible in order not to hurt your chances of a positive decision. You may want to consider the interviewer's concerns and/or interviewing experience.
- (b) You can ask the interviewer how the discriminatory question relates to the job description.
- (c) You can express your indignation -- and even leave the interview.
- (d) You can try to turn the question around -- turning the negative question into an opportunity to express something positive about yourself.

Follow-up

Before leaving the interview, you should try to get some indication of the time framework for employee selection and the method used in notifying applicants of their status.

ASK: What is the next step in the interview process?
When will it occur?

It is courteous to send the interviewer a thank you letter, expressing a continued interest in the existing job and an appreciation for the time he/she spent with you. (Please see letter example following sample cover letters.)

If you believe you may have a problem remembering the interviewer's name, ask for a business card at the end of the interview.

Record-keeping

It is your responsibility to keep track of to whom you sent your resume, when and with whom you interviewed and the outcome. Develop your own system immediately to avoid embarrassment.

Handling Rejection

Not every interview is successful -- and the fault does not necessarily lie with the interviewee. Skilled interviewers are the exception rather than the rule.

Mistakes are human, but it is not advisable to repeat them endlessly. You must reflect on and correct your performance. Tulane Law School lists the following as the "Fifteen Knockout Factors."

- (1) Lack of proper career planning -- purposes and goals ill defined.
- (2) Lack of knowledge of field of specialization -- not well qualified.
- (3) Inability to express himself/herself clearly.
- (4) Insufficient evidence of achievement or capacity to excite action in others.
- (5) Not prepared for the interview -- no research on legal employer.
- (6) No real interest in the firm, corporation or agency -- just shopping around.
- (7) Narrow location interest -- focus of job search on geographical areas where the market is particularly tight.
- (8) Little interest and enthusiasm -- indifference.
- (9) Overbearing -- overly aggressive -- conceited
- (10) Asks no or poor questions about the job.
- (11) Unwilling to start at the bottom -- expects too much
- (12) Makes excuses -- evasiveness -- hedges on unfavorable factors in record.
- (13) No confidence and poise -- fails to look interviewer in the eye.
- (14) Poor personal appearance
- (15) Interested only in best dollar offer.

Addendum #1

EMPLOYMENT DISCRIMINATION COMPLAINT PROCEDURE

Whittier Law School

NON DISCRIMINATION POLICY:

Whittier Law School is committed to equal employment opportunity and has a policy of non-discrimination on the basis of sex, race, color, age, national and ethnic origin, religion, sexual orientation or disability in its admission policies and in the administration of its programs.

To ensure equal employment opportunity for all students and alumni, the school of law makes its facilities available only to those employers whose practices are consistent with the above policy of non-discrimination as well as the law school's sexual harassment policy.

PROCEDURE

Formal and Informal Complaints: Whittier's placement policies, including in particular the School's non-discrimination policy, are enforceable in both formal and informal Complaint procedures. Formal Complaint procedures contemplate proceedings leading to a determination whether Whittier's policies have been violated and the possible imposition of sanctions. Informal Complaint procedures aim at conciliation and correction of abuses. The decision whether to file a formal or informal complaint is up to the student, and the Director of Career Services is available to consult with students who wish to file a complaint but are uncertain which course to pursue.

Confidentiality: In order to protect the confidentiality of students, the identity of all students filing complaint shall be held in confidence by the Career Services Office. Written formal and informal complaints will be kept in a confidential file in the Career Services Office, and only the Director, the Honor Board, the Governance Committee and the Dean will normally have access to that file. The identity of students filing complaints will not be disclosed to any other person without the consent of the student. The identity of the employer will be kept confidential until such time, if any, as a finding of a violation of the discrimination policy has been made.

The identity of all employers who are the subject of complaints shall be held in confidence until such time as the Honor Board, in response to a formal complaint, determines that a violation of Whittier's non-discrimination policy has occurred and the Board's determination has been reviewed by the Dean and the Governance Committee.

Formal Complaints:

1. *Filing:* Any student who believes that an employer has violated any of Whittier's non-discrimination policies may file a written formal complaint with the Career Services Office. A copy of the form provided for that purpose is attached. Such complaints may be initiated by the Career Services Office, a student or the Dean.
2. *Investigation:* Investigation of formal complaints is the responsibility of the Honor Board.

Upon receipt of a formal complaint, the Director shall investigate in order to determine whether the complaint is insubstantial. Normally, such investigation should include an interview with the student and interviews with other students who interviewed with the employer charged in the complaint. The Director shall present the results of the investigation to the Honor Board, except that the student complained may choose to exclude student members of the Honor Board from participating in the investigation and decision process. The Honor Board shall decide whether to recommend sanctions to the Dean of the Law School, as provided below. The Dean shall have authority to impose sanction on employers. The Dean may request the Honor Board to reconsider its decision and recommendations to the Governance Committee, which may review them and make recommendations to the faculty regarding sanctions before the Dean imposes or declines to impose sanctions on the employer.

If the Honor Board determines that the complaint is not insubstantial, it shall direct the Director to advise the employer, in writing, of the details of the complaint and to invite the employer to respond to the claims raised, and to provide an explanation of the conduct about which the complaint has been filed.

If the employer admits the claims made in the complaint concerning its conduct, that admission may be taken as the basis for further proceedings. If the employer contests those claims, the Honor Board shall undertake whatever further investigation it deems appropriate to determine what occurred, including, but not limited to, further written submissions, interviews or hearings. If, in the course of its investigation, the Honor Board determines that fairness to the employer requires that the identity of the complainant be disclosed to the employer, the Honor Board shall advise the complainant of that determination. If the complainant does not consent to disclosure, the Honor Board may dismiss the formal complaint. If the formal complaint is dismissed on this ground, the complainant may pursue an informal complaint.

Finding and Sanctions: If the Honor Board determines that a violation of Whittier's non-discrimination policy has occurred, it shall recommend sanctions, which may include but are not limited to:

1. Requiring an apology to affected students.
2. Suspending the employer from recruiting on campus or advertising placement appointments through Whittier's publications or postings.
3. Identifying the employer in materials distributed to students as acting in violation of Whittier's policy.

In making its recommendation on the issue of sanctions, the Honor Board shall consider, among other things, the seriousness of the violation, whether the conduct was an isolated incident or a pattern of misbehavior, and the extent of any remedial measures taken by the employer. The Honor Board shall notify the parties, in writing, of its decision and of any recommendation on the issue of sanction, if any, has been reviewed by the Dean and the Governance Committee. Whenever practicable, the notice should contain a brief account of the reasons for the Honor Board's decision.

Informal Complaints:

1. *Filing:* Any student who believes that an employer has violated Whittier's non-discrimination policy, may file a written informal complaint with the Career Services Office. A copy of the form provided for that purpose is attached.
2. *Investigation:* Investigation of informal complaints is the responsibility of the Director. Upon receipt of an informal complaint, the Career Services Office shall investigate the complaint.
3. *Remedial Measures and Conciliation:* If the Director believes that conciliation is possible and would be useful, he or she may attempt to resolve the matter in a way agreeable to both parties.
4. *Further Action:* If the complaining student, the employer or the Director is dissatisfied with the results of the informal complaint procedure, the matter may be reviewed by the Dean. A student who is dissatisfied with the outcome of informal procedures may also file a formal complaint.

Monitoring of Formal and Informal Complaints: At the end of each semester, the Career Services Director shall prepare a list of all complaints received and make it available to students and faculty of the School. The list will specify the types of issues raised in the complaints and the number of times each issue was raised; it will not identify the students or employers.

Complaints will be kept on file in the Career Services Office monitored by the Director and the Dean. If a pattern of complaints against an employer emerges over a period of years, the Dean may take further action, including, but not limited to, the filing of a formal complaint based on the complained of.

**WHITTIER LAW SCHOOL Career Services Office
Complaint Against Employer Form**

NOTE: Please read the attached description of Whittier's non-discrimination policy and procedures before completing this form.

STUDENT NAME: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

ADDRESS _____

CONFIDENTIALITY: The identity of all students filing complaints will be held in confidence by the Career Services Office, the Governance Committee and the Dean unless the student authorizes otherwise.

May your name be disclosed to an employer? _____

NATURE OF COMPLAINT: Describe the incident and the specific manner in which you believe it violates our non-discrimination policy (printed at page 1). Attach additional pages if necessary.

IS THIS TO BE TREATED AS AN INFORMAL _____ OR A FORMAL _____ COMPLAINT?

DATE OF INCIDENT: _____

SETTING: ON-CAMPUS INTERVIEW _____

OTHER (Please Describe) _____

EMPLOYER: _____

Address or city _____

Name of employer representative(s) involved: _____

STUDENT SIGNATURE: _____ DATE FILED _____

The Whittier Law School Career Services Office does not make its interviewing facilities or job listing services available to employers who discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, disability, age or any other basis prohibited by applicable law. Students are encouraged to discuss any concerns related to employer compliance with this policy with the Director.

ADDENDUM 2

BASIC PROFESSIONAL RESPONSIBILITY RULES FOR LAW CLERKS

This list is meant to prevent the most common ethical errors committed by law clerks; it is not a substitute for a thorough understanding of the ABA Model Rule, ABA Model Code or the California Rules of Professional Responsibility.

1. You must protect your client's confidences.

A. Do not talk about your clients by name to anyone other than a member of your law firm. Do not talk about your clients by name to any member of your law firm if you are where your conversation may be overheard (elevators, restaurants, etc.). If you wish to discuss your client's legal problem with anyone other than a member of your firm, you may do so hypothetically.

B. Do not leave your client's files where they may be seen by someone other than a member of your firm. In particularly sensitive cases you should not leave your clients' files out on your desk overnight -- lock them in a file cabinet.

C. Avoid using documents produced in your clerking job as writing samples. If you must, however, use only public record documents (briefs, motions, etc.) and, even then, be sure to completely black out the parties' names anywhere they appear in the document.

2. You must not influence jurors.

If you are working for the D.A.'s office, P.D.'s office, or for a firm engaged in litigation, avoid talking about your case, the opposition, your judge or your jury if you can be overheard by any juror (whether or not s/he is a juror in your case.)

3. You must not engage in the unauthorized practice of law.

A. Avoid giving legal advice to a lay person; always make it clear that you are not licensed to practice law.

B. Never sign any legal document (except as a witness, where appropriate).

C. Never sign a letter on firm letterhead without making your position in the firm clear. For example, signing your name without explanation or signing your name along with the phrase "for the firm" may lead the reader to believe that you are a lawyer. Instead, sign your name:

Joe Smith or Joe Smith or Joe Smith
Law Clerk Summer Clerk for Dave Brown

D. Never use firm letterhead for personal use.

(Prepared by Professor Cindy Alberts-Carson)

ADDENDUM 3

RESOURCES

Career Services Library **WHITTIER LAW SCHOOL**

Directories

- California Attorneys for Criminal Justice Membership Directory
- California Minority Counsel Program Directory of Participants
- Chambers Global: The World's Leading Lawyers 2003
- Chambers USA: America's Leading Business Lawyers 2003-2004
- The Congressional Internship Book
Career Education Institutes
- Directory of California Lawyers, January & July Daily Journal
- Directory of Legal Aid and Defender Offices in the United States and Territories
National Legal Aid and Defender Association
- Environmental Law Careers Directory
- Federal Careers for Attorneys
Federal Reports Inc.
- Federal Law-Related Careers
Federal Reports Inc.
- Federal-State Court Directory
Want Publishing
- Federal and State Judicial Clerkship Directory
NALP
- Fellowship Opportunities Guide
Yale Law School

■ **RESOURCES**

Directories (cont.)

- Directory of Graduate Law Degree Programs
Federal Reports, Inc.
- Great Careers/The Fourth of July Guide to Careers, Internships, and Volunteer Opportunities in the Nonprofit Sector
- Green Law Public Interest Environmental Internships
Career Education Institutes
- Health Resource Center/Resource Directory
National Clearinghouse on Postsecondary Education for Individuals with Disabilities
- JD Preferred -- 400+ Things You Can Do With A Law Degree
Federal Reports, Inc.
- The Judicial Yellow Book
Leadership Directories Inc.
- Law & Business Directory of Corporate Counsel Vols. 1 & 2
Prentice Hall Law & Business
- Lawyer's Register International by Specialties and Fields of Law
Lawyer's Register Publishing Company
- Directory of Legal Aid and Defender Offices in the United States and Territories
The National Legal Aid & Defender Association
- Martindale-Hubbell Law Directory
- Minority Judges of the United States
ABA Judicial Division

RESOURCES

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Directories (cont.)

- The Music & Entertainment Industry Internship Guide
Entertainment Media Consultants
- National Directory of Prosecuting Attorneys
National District Attorneys Association
- NALP Directory of Legal Employers 2004-2005 (multiple copies)
National Association for Law Placement
- Public Interest Career Day Directory (Annual)
UCLA
- NAPIL Directory of Public Interest Legal Internships
NAPIL
- Public Service and International Law
Yale Law School
- The National Directory of Prosecuting Attorneys
The National District Attorneys Association
- Directory of Opportunities in International Law
John Bassett Moore Society of International Law
- Pacific Coast Studio Directory
Jack Reitz
- Public Interest Profiles
Congressional Quarterly
- Public Interest Job Search Guide
Harvard Law School
- 2004 Sports Market Place Directory
Grey House Publishing

RESOURCES

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Directories (cont.)

- State Court Clerks & Courthouses
WANT Publishing
- Washington, D.C. Internships in Law and Policy
Career Education Institutes
- Whittier Law School Alumni Directory

RESOURCES

Page 5

General Career Guidance

- Careers in Communications and Entertainment
Leonard Mogel
- The Federal Resume Guidebook
Kathryn K. Troutman
- The First Five Minutes
Mary Mitchell
- How To Work A Room: The Ultimate Guide to Savvy Socializing in person and Online
Susan RoAne
- Information Interviewing -- What It is and How to Use It In Your Career
- The Insider's Guide to Small Business Loans
Dan M. Koehler
- The Job Hunting Handbook
Dahlstrom & Company
- Job Strategies for People with Disabilities
Melanie Astaire Witt
- Paths to Power A Woman's Guide from First Job to Top Executive
Natasha Josefowitz
- Slam Dunk Cover Letters
Mark Rowh
- Sweaty Palms/The Neglected Art of Being Interviewed
H. Anthony Medley
- The Three Boxes of Life & How to Get Out of Them
Richard Bolles
- What Color is Your Parachute
Richard Nelson Bolles
- Working Together - A Personality-Centered Approach to Management
Olaf I. Sachsen, Ph.D

RESOURCES

Page 6

Legal Career Guidance

- Alternate Careers for Lawyers
Hillary Mantis
- Annotated Bibliography of Public Interest Placement Resources
NAPIL
- All Things Being Equal Videotape/Interviewing
NALP
- Alumni/ae at Work A Law Student's Guide to Legal & Non Legal Careers
Stanford Law School
- Behind the Bench: The Guide to Judicial Clerkships
Debra M. Strauss, Esq.
- Breaking Traditions: Work Alternatives for Lawyers
ABA Section of Law Practice Management
- Business Lawyer's Handbook
Clifford Ennico
- Careers in Admiralty and Maritime Law
ABA
- Careers in Bankruptcy Law
NALP
- Careers in International Law, Second Edition
ABA Section of International Law and Practice
- Careers in International Law
The American Society of International Law 1998 Edition
- Careers in Natural Resources and Environmental Law
Percy R. Luney, Jr.
- Careers in Sports Law
Kenneth L. Shropshire

RESOURCES

Page 7

Legal Career Guidance (cont.)

- The Complete Guide to Contract Lawyering
Deborah Arron
Deborah Guyol
- Dear Sisters, Dear Daughters. Words of Wisdom from Multicultural Women Attorneys Who've Been There and Done That
Karen Clanton, Editor
- Direct Examination: A Workbook for Lawyer Career Satisfaction
Kathy Morris and Jill Eckert ABA
- Employability Conferences (Videocassettes)
Loyola Law School Office of Multi-Cultural Affairs
- Entertainment Law Career Day (Videocassettes)
Southwestern Law School
- Entertainment Law Careers, Second Edition
William D. Henslee
- A Fair Shake - Lawful and Effective Interviewing
NALP
- The First Five Minutes. How to Make a Great First Impression
Mary Mitchell
- From Finals to the Firm: The Top Ten Things New Law Firm Associates Should Know
Calvin Gladney, Raymond Millen
- From Law School to Law Practice
The New Associate's Guide
Suzanne B. O'Neill, Catherine Gerhauser Sparkman
- From Law Student to Lawyer/A Career Planning Manual
Frances Utley, Gary A. Munneke
- Full Disclosure - Do You Really Want to be a Lawyer
Susan Bell/ABA

RESOURCES

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Legal Career Guidance (cont.)

- The Great Firm Escape
Harvard Law School
- Guerrilla Tactics: For Getting the Legal Job of Your Dreams
Kimm Alayne Walton, JD
- Guide to Education and Career Development In International Law
International Law Students Association (ILSA)
- A Guide to Environmental Law in Washington, D.C.
Charles Openchowski
- Guide to Law Specialties
National Association for Law Placement
- Guide to Law Specialties
Placement Association of Cleveland
- A Guide to Small Firm Employment
NALP
- How to Build and Manage a Personal Injury Practice
K. William Gibon Law Practice Management ABA Planning Manual
- How to Start & Build a Law Practice, 4th and 5th Editions
Jay G. Foonberg/ABA
- Judgment Revised Alternative Careers for Layers
Jeffrey Strausser
- Kanter on Hiring/A Lawyer's Guide to Lawyer Hiring
Arnold B. Kanter
- Law Clerk Handbook
WEST Publishing
- Law Firms and Pro Bono
NAPIL
- Law School Guide to Public Interest Careers
NAPIL RESOURCES

RESOURCES

Page 9

Legal Career Guidance (cont.)

- The Lawyer's Career Change Handbook: More than 300 Things You Can Do With a Law Degree
Hindi Greenberg
- The Lawyer's Guide to the Internet
G. Burgess Alison/ABA
- Law Practice Management Review. The Audio Magazine for Busy Attorneys
December 2001 Edward Poll
- Lawyers in Transition/Planning a Life in the Law
Mark Byers, Don Samuelson, Gordon Williamson
- The Legal Career Guide: From law Student to Lawyer, 4th Edition
Gary A. Munnecke
- Legal Career Options
Tulane Law School Career Planning & Placement
- Life After Law
Mary Ann Altman
- Making Work Work for You
Gary A. Hengstler ABA
- Managing a Law Firm for Survival
Jack A. Gottschalk
Robert Small
- Model Rules of Professional Conduct
Center for Professional Responsibility ABA
- More Than Part-Time. The Effect of Reduced Hours Arrangement
Employment Issues Committee, The Women's Bar Association of Massachusetts
- NALP - Legal Careers/Choices & Options
NALP
- National Bar Exam Information
BAR/BRI Digest

RESOURCES

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Legal Career Guidance (cont.)

- No Matter How Loud I Shout: A Year in the Life of Juvenile Court
Edward Hume
- Nonlegal Careers for Lawyers
Gary A. Munnecke, William D. Henslee
- Nonlegal Careers for Lawyers in the Private Sector
- Now Hiring - Government Jobs for Lawyers
Moirra K. Griffin
- Objection Overruled. Overcoming Obstacles in the Lawyer Job Search
Kathy Morris
- Opening a Law Office A Handbook for Starting Your Own Business
California Young Lawyers Association
- Practical Planning -- A how-to-guide for solos and small law firms
Henry W. Ewalt/ABA
- Public Services and International Law
Yale Law School
Harvard Law School
- Practical Systems -- Tips for Organizing Your Law Office
Charles R. Coulter/AGA
- Proceed with Caution: A Diary of the First Year At One of America's
Largest, Most Prestigious Law Firms
William R. Keates, Esq.
- Public Interest Job Search Guide
Harvard Law School
- The Road Not Taken
NALP
- Running From the Law
Deborah L. Arron

RESOURCES

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Legal Career Guidance (cont.)

- So You Want To Be a Lawyer: A Practical Guide to Law as a Career
Law School Admission Council
- Ten Tough Times -- Videocassette Program
Advice to Associates on Handling Some Hairy Situations
James C. Freund, Practising Law Institute
- What Can You Do With a Law Degree?
Deborah Arron
- What Law School Doesn't Teach You
Kimm Alayne Walton
- Where Do I Go From Here/ A Career Planning Manual for Lawyers
Frances Utley/ABA
- Women Rainmakers' 101+ Best Marketing Tips
Theda C. Synder
- You Can Pass Any Bar Exam: A Step-by-Step Guide to Success
Edna Wells Handy
Practising Law Institute
- Your Legal Career - A Guide to Interviewing
Lord, Bissell & Brook
- 30 Biggest Mistakes Legal Jobhunters Make and How to Avoid Them
National & Federal Legal Employment Report

RESOURCES

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Publications

ABA Journal

California Lawyer

Capitol Weekly

Environment Careers Bulletin

GPSolo (ABA)

Lawyers Weekly USA

Los Angeles Daily Journal

The National Law Journal

Orange County Lawyer

The Third Branch/Bulletin of the Federal Courts