



CAREER CENTER HANDBOOK

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CAREER CENTER

Introduction

For some students, the prospect of finding legal employment - whether a summer internship or an associate position - is often a challenging and stressful task. The process of job hunting can be time-consuming and labor intensive. This handbook is designed to serve as a starting point for finding a match for your strengths as well as your interests in the legal profession while minimizing uncertainty and stress.

The Career & Professional Development Center (Career Center) assists students in realizing their career potential in the field of law. It is not our single goal to find employment for students. Rather, the Career Center serves as a liaison between students and the tools needed to attract potential employers. We strive to equip students with the skills and knowledge necessary for a successful job search. In addition to on-campus interviews (OCIs), resume collections, and direct application submissions, the Career Center also provides resource materials, seminars, counseling sessions, job listings, and other related material.

The Career Center welcomes the opportunity to work individually with you to identify a good fit in the legal field. Through our printed and electronic resources, educational seminars, and counseling sessions, we can assist you in your search for legal employment. The Career Center is eager to hear about your successes and challenges and welcomes student insight and suggestions.

Policies

Campbell University School of Law is a member of NALP: The Association of Legal Career Professionals (formerly known as The National Association of Law Placement). As a member, the school follows NALP Principles and Standards of Law Placement and Recruitment Activities which are posted on the NALP website (www.nalp.org/). The Career Center, Campbell Law School and Campbell University are committed to a policy of equal opportunity in employment and education. It is the intention of the University to cooperate as fully as possible with the applicable requirements and provisions of the various state and federal employment and labor laws. Accordingly, the University is committed to administering all educational and employment activities without discrimination as to race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, or protected veteran status and any other characteristic protected by law except where exemption is appropriate and authorized by law. The facilities and services of the Career & Professional Development Center and Campbell Law School are available only to those employers who are in agreement with the above policy.

Should a Campbell student or employer fail to adhere to the Principles and Standards of Law Placement Activities and Recruitment, he or she may be barred from participating in programs and activities sponsored by the Career Center.

NALP Guidelines

The National Association for Law Placement (NALP) was organized in 1971 to promote the exchange of information and cooperation between law schools and employers. In order to advance those interests, the Association has developed these "Principles and Standards for Law Placement and Recruitment Activities."

The NALP "Principles and Standards for Law Placement and Recruitment Activities" were first adopted in 1978. Part V, "Standards for the Timing of Offers and Decisions," was derived from "Interviewing Procedures for Law Students and Prospective Employers," a set of guidelines originally adopted in the early 1960s by a group of law schools meeting under the auspices of the Association of the Bar of the City of New York. Subsequent modifications were adopted in 1985, 1988, 1992, 1994, 2002, 2004, 2005, 2009, 2010, 2012, 2013, 2014 and 2015.

The "Principles and Standards for Law Placement and Recruitment Activities" are organized as follows:

- I. [General Principles](#)
- II. [Principles for Law Schools](#)
- III. [Principles for Candidates](#)
- IV. [Principles for Employers](#)
- V. [General Standards for the Timing of Offers and Decisions](#)

NALP encourages law schools and legal employers to educate all participants in the law placement and recruitment process about the spirit and the letter of these Principles and Standards. NALP urges all participants in the law student recruitment process, including members and non-members of NALP, to abide by these Principles and Standards. These Principles and Standards are designed to empower law schools, legal employers, and law student candidates ("candidates") to self-govern based on the concepts set forth below. NALP expects such governance will be managed with the highest regard for the best interest of all involved parties.

Student Responsibilities

All students are encouraged to use the services and resources provided by the Career Center. However, please adhere to the following:

- Check your e-mail regularly. The Career Center regularly uses e-mail to notify students of time-sensitive matters including employment opportunities, interview dates and times, and programming.
- Schedule appointment(s) with the Career Center to discuss cover letters, resumes, job search strategies and interviewing, including mock interviews.
- Refrain from removing materials from the Career Center without permission from Career Center staff. Some material may be checked out in weekly increments.
- Maintain a current resume on Symplicity. A student's resume will not be released to a potential employer without permission from the student.
- Set up e-mail alerts in your personal Symplicity profile.
- Make sure resumes contain accurate information. If a resume contains false information, the privilege of using the services provided by the Career Center, including on-campus interviews, may be suspended or terminated by the Director.
- Attend as many workshops/programs as possible.
- Review employer's stated hiring requirements in job posting and honor them.
- Be aware of OCI and resume collection deadlines. Don't miss out on significant, planned opportunities to meet with potential employers!
- Be on time for interviews! Once you accept an offer to interview, be prepared to honor your commitment without excuses or tardiness. Being late or missing an interview not only casts a negative light on the person missing the interview, it also could damage the relationship

between employers and the Career Center. **Interviews should not be cancelled less than two business days prior to the interview date.** The Career Center Director must approve cancellations. Any student who fails to honor a scheduled interview must forward a letter of apology to the firm/agency and the Career Center before being allowed the opportunity to participate in future on-campus interviews.

- Act as promptly as possible both in accepting and declining employment offers. Please review NALP guidelines regarding the timing guidelines for multiple offers. After accepting a position, immediately notify other prospective employers.
- Report offers and final employment plans to the Career Center promptly. By notifying the Career Center, you assist your fellow classmates by narrowing the applicant pool from which employers have to choose.
- **Professional Responsibility with Career Decisions.** Commit to decisions and protect your professional reputation. Once an offer has been accepted, you should not continue to search for other positions, interview with employers or consider other offers.
- **Students who continue to seek “better opportunities” after accepting an offer will be reported to the Dean of the law school.**

Resources

Career Center Suite

Book Collection: The Career Center maintains a focused collection of books and resource material related to employment searches, skill assessment tools, public interest careers, alternative legal careers and directories for private and public sector employers.

Business Services: Access to computers, printer, copy machine and fax machine for career-oriented purposes are available to students at no charge.

Other: The Career Center also provides stationery for employment correspondence at no additional cost. Two interview rooms are available for employer meetings.

Document Scanning: Bring your transcript or other documentation that needs scanning to the Career Center and a staff member will scan it for you and forward it to you via e-mail. Transcripts need to be scanned as a compressed file for e-mail transmittal and Symplicity uploads.

On-line Resources (Access documents on Career Center Intranet page)

Employment Document Sample Guide

Judicial Clerkship Guide

[OSCAR](#) (Federal Judicial Clerkship Application Portal)

Comprehensive Employment Resources

[Symplicity - Student and Employer On-line Recruitment Database](#)

The Career Center utilizes Symplicity to manage employer job postings and the OCI program.

Comprehensive and easy to use, Symplicity connects law schools, students, alumni and employers through an innovative web-based interface that is customized to the needs of Campbell Law School. The

Career Center, conducts training classes each semester. One-on-one sessions are scheduled on an as-needed basis. The Student User Manual is available for your reference.

Recruiting Process

The Career Center connects students with employers through on-campus interviews, resume collections, or direct-application submissions.

- On-campus interviews - Students apply to the employer job posting by submitting a resume via Symplicity. The employer reviews applications and selects a list of interview candidates.
- Resume collections - Resumes are collected via Symplicity and forwarded to the employer by the Career Center. The employer then notifies students as to the next step in the interview process.
- Direct Application Submissions - Students send employment documents directly to the employer as noted in the job posting on Symplicity.

NOTE: Be sure to attach all requested documents requested by the employer which may include a cover letter, transcript, writing sample and/or reference list in addition to the resume.

Reciprocity

Campbell Law School works with other ABA accredited law schools in granting reciprocity privileges to third-year students and graduates seeking employment outside of North Carolina.

Reciprocity requests are initiated upon your contacting the Career Center regarding your intent to seek employment outside of North Carolina. Reciprocity is not available with other North Carolina law schools. Campbell 3L students and alumni may request reciprocity with only one law school at a time. Requests for reciprocity must be received in writing at least three weeks in advance of the intended visit or need for database access. "Walk-in" requests at other law schools' career service offices will not be honored.

The reciprocity request must be made on your behalf by the Campbell Law School Career Center to the appropriate law school based on your geographic preference.

Steps to Request Reciprocity:

- Meet with Career Center representative to discuss reciprocity options
- Identify law school in target jurisdiction and review school's reciprocity policy
- Submit formal reciprocity request via Campbell Law School Career Center representative

Once reciprocity is approved by the other law school, you will communicate directly with that law school and are expected to adhere to their reciprocity policy for the duration of the time period granted. Each law school has their own reciprocity policy so the duration of the time periods granted and resources available may vary by law school. Be sure to carefully read the policy for your targeted institution.

Please submit reciprocity requests to Glenda Darrell (darrellg@campbell.edu) in the Career Center. Please include your full contact information, status and geographic preference.

Career Planning – What to do with a Law Degree?

Self-Assessment

Finding your fit in the legal profession requires a good deal of soul-searching and self-assessment. There are numerous career paths for today's lawyers. It is important to take the time to research and understand the options available to you. Your career path will be filled with numerous opportunities. Chances are your first job out of law school will not be your last. Remember, careers are forged over time - not awarded at graduation.

As you grow in your legal career, what is important to you may change. Your first legal job should focus on matching your current strengths, interests and preferences with the right work environment. Make a list of your personal strengths/weaknesses, values, legal abilities (which classes appealed to you most/least, the classes in which you received your best/worst grades), non-legal skill sets, work experience (which work experiences were the most satisfactory/unsatisfactory), motivation (money and/or recognition) and attitude. Balance your values, abilities and strengths against the demands of a particular legal job. Perhaps most importantly, acquire enough knowledge about a potential position and market to make informed choices instead of guesses.

Other Important Questions You Should Ask Yourself:

- What are my interests, skills and values?
- Why did I come to law school?
- What are my priorities?
- What do I want out of my career? Legal education? Professional life?
- Where do I want to live? Geographical preferences or restrictions?
- Would I be happy in a rural, suburban, or urban setting?
- Do I prefer a small (2-10), medium (11-25), large (26-74) or very large (75+) employer?
- What do I like to deal with? People/things/ideas and/or money?
- Would I prefer working for a corporation in a legal or legal-related capacity?
- Would I consider government service at the federal, state, or local level?
- Would I consider a one- or two-year judicial clerkship at the state or federal level?
- Am I comfortable with an adversarial practice?
- What are my income expectations? How much do I need to make to cover education loans and living expenses?
- What kind of time commitment are you willing to make to an employer? A 40-hour work week? 60-hour work week?
- How important is a predictable schedule?
- What kind of client do I see myself representing (individuals, corporations, public interest matters, issue-focused vs. client focused?)
- Who do I want to help and how?

A wide variety of traditional and nontraditional alternatives are available. Knowing what is important to you -- what you need from a legal career -- will guide you to satisfactory employment.

In addition to self-assessment, make sure to spend adequate time collecting information about potential areas of practice, employers, and specific job requirements. Access a list of resources and links to self-assessment tools on the Career Center's intranet page.

Assessing what one needs from a legal position is an important first step. Exploring the numerous job opportunities to match one's needs is also important. A law degree can be used in numerous employment areas. Following is a list of possible career options for consideration. This list is by no means comprehensive. It is intended to provide a sampling of available options.

Private Sector

Private Law Practice

Larger, more structured law firms, recruit annually for law graduates with a tendency to extend offers following the 2L summer. These firms have a visible and more predictable hiring pattern than smaller firms. Any firm devoting a substantial amount of partnership time and extensive travel budget to recruiting is also likely to be very selective. In view of the large number of students in the job market, firms will use academic record and co-curricular activities as a guide in selecting the students who are interviewed. Students are encouraged to view realistically their chances of jobs with these employers.

These firms begin interviewing in late summer/early fall and usually make initial offers by Thanksgiving. Many of these employers have summer associate programs for students who have completed one or two years of law school. These programs enable the firm and the summer associate to assess each other. Large firms hire primarily from the summer associate programs and recruit only a few 3L students for associate positions, if any.

Representatives of a number of law firms conduct interviews with students in the Career Center during the fall and spring semesters. In addition, a variety of legal employers including large and small firms, allow the Career Center to collect and forward resumes throughout the year.

Solo Practice

Solo practice is not the way that most new lawyers enter the profession. For Campbell graduates, opening new practices is made possible by the school's curriculum that combines legal theory with real-world practice and active, hands-on, postgraduate support of all its graduates.

Business/Industry

Corporate Counsel

Corporate law departments have grown rapidly in recent years. These departments vary in size from a single attorney to a staff of attorneys large enough to handle any legal problem. Positions as corporate attorneys are often attractive because of the regularity of working hours and generous benefit packages. Most positions as corporate counsel require at least two years of practical, legal experience. Students often join firms to obtain the necessary skills before pursuing careers as corporate attorneys.

Accounting

Over the past few decades, the work of public accounting firms has increased both in scope and volume. They typically handle matters involving foreign taxation, merger and acquisition problems, estate planning, executive compensation programs and corporate reorganizations, as well as personal and corporate tax problems at the state and federal levels. Firms are usually interested in candidates who have a combined background in accounting and law (JD/MBA). Lawyers with accounting backgrounds have been in high demand in recent years.

Banking

Most large banks have trust departments. Trust departments employ law graduates to advise on matters of probate, personal trusts, pension and profit-sharing trusts, and corporate trusts. Opportunities in banks, however, are not limited to the trust department. Other areas that employ attorneys include the consumer-lending department, credit departments (commercial loans), and the personnel department (employment discrimination and civil rights law). Commercial banks also employ lawyers to work in areas of public finance, tax-exempt securities, and international banking.

Insurance

Insurance companies often utilize in-house legal departments. Attorneys are also employed as estate planners and in the sales and marketing departments to provide financial planning services to clients.

Consulting

Consulting opportunities are available in nearly every field of legal practice. Most consulting positions require extensive knowledge and experience. Few consulting opportunities are brought to the attention of the Career Center.

Legislative Affairs/Lobbying

Lobbyists work for corporations, state and local governments, political organizations, trade associations, unions and other groups whose activities are affected by legislation. The persuasive nature of this field of work requires an extensive knowledge of the law and of the legislative process. Lobbyists are not usually hired directly out of law school.

Academia/Teaching

In recruiting faculty, law schools generally prefer law graduates who have had an interval of practice (either firm or government), held judicial clerkships, or have extensive research and publishing experience. Most announcements for law teaching opportunities are posted through the Association of American Law Schools (AALS) at www.aals.org.

Administration

Various academic administration opportunities are available to law graduates. A number of law schools employ graduates as assistant deans. Administrative positions dealing with admissions, student services, career services, advancement, and alumni affairs are available. Such opportunities are often advertised either in *The Chronicle of Higher Education* or the *AALS Placement Bulletin*.

Law Librarians

Professional librarians trained both in law and library science traditionally have directed academic law libraries. Today, libraries serving courts, law firms, the legal departments of large corporations, and government agencies, as well as local and county bar associations, are requiring the services of professionally trained librarians in increasing numbers. For a professional law library position, a master's degree in library science is the typical minimum requirement, with the law degree as an additional requirement.

Undergraduate Schools

There are a variety of opportunities for law graduates teaching law-related courses in business, political science, constitutional law, law and society, and paralegal courses. Candidates are advised to apply for teaching positions directly to the deans of the schools that interest them. Information can be obtained from:

The Chronicle of Higher Education
1255 23rd St., NW, Suite 700, Washington, DC 20037
(202) 466-1000, www.chronicle.com

Graduate Law Programs

A number of schools offer opportunities for postgraduate study usually leading to the LL.M. or S.J.D. degrees, and some of their programs are offered in conjunction with fellowships.

Other Legal Employers

Legal Publishing

Companies such as Lawyers Cooperative Publishing Company, Shepard's Citations, and West Publishing Company employ law graduates to analyze court decisions and write about their research. Job candidates should contact these companies directly to inquire about available opportunities.

Walters Kluwer Law & Business	www.wklawbusiness.com/
CCH, Inc. (Commerce Clearing House)	www.cch.com/career/
LexisNexis	www.lexisnexis.com/employment/
Thomson Reuters	http://thomsonreuters.com/en/careers.html
Bloomberg Law	http://about.bloomberglaw.com/

Public Sector

Government (Federal, State and Local)

State Government Employment

There are a number of opportunities available to recent law graduates in state and local government, particularly in the areas of energy, environment, criminal justice, health, and education. Uncertain budgets and personnel turnover create a somewhat erratic hiring situation so that openings are seldom forecast. Search Job postings at www.osp.state.nc.us/jobs/.

Prosecuting Attorneys

One of the most established types of public attorney is the public prosecutor (called district attorney [DA], prosecuting attorney, county attorney, or state solicitor). Each of the counties in North Carolina has a DA whose principal responsibility is prosecution of criminal cases. Helpful information regarding North Carolina District Attorneys can be found at www.ncdistrictattorney.org.

The district attorney's responsibility for enforcement of the criminal law makes him/her a key figure in local politics. In less populated areas of the country, the DA generally serves as counsel for the county government, providing legal advice on tax and other revenue measures, bond issues, contracts for the purchase of goods and services by public agencies, matters relating to

public employees, the regularity and validity of local regulatory measures, and other problems of local government.

The office of the district attorney varies in size according to the population and complexity of the community in which it is located. In rural counties, the DA may have no staff and may serve as only a part-time official; in metropolitan areas, the staff may include over a hundred lawyers (handling both criminal and civil matters) and correlative numbers of support staff.

Legislative Assistants to Members of Congress or State General Assembly

Interested students are urged to apply directly with the representatives and senators for whom they are interested in working. Using personal contacts is often helpful when seeking congressional positions.

Federal Government Positions

The federal government offers career opportunities in a broad range of legal fields: admiralty, trade regulation, taxation and finance, labor law, communications regulation, international law, energy law, antitrust, patent law, public utilities regulations, criminal and constitutional law. Helpful information can be found at www.usajobs.com.

Often, agencies advise the Career Center of their interest in hiring, and then conduct interviews in their offices. When contacting an agency directly, applications should be sent to the general counsel of an agency, as well as to the personnel office. All attorney positions in the federal government require that the applicant be admitted to the bar; however, most agencies will consider hiring recent law graduates on a temporary basis pending their admission to the bar. The usual requirement in these instances is that the employee be admitted to the bar in any state within nine months of appointment or within 14 months if an extension is granted.

Opportunities for summer employment in federal agencies are available for students who have completed one or two years of law school. However, due to the large number of applications received, agencies are highly selective in making summer law clerk appointments. Each agency establishes its own selection requirements and procedures.

A summer law clerk position provides an excellent opportunity to view an agency and to gain valuable work experience. In addition, the agency has the opportunity to appraise and consider the qualifications of the law clerk for a possible full-time attorney position.

Campbell Law Students have on-line access to the ***Government Honors & Internship Handbook***, published by the University of Arizona James E. Rogers College of Law. The *Handbook* profiles many summer and full time career opportunities available in government and contains information from 55 federal employers and 46 state and local employers, and details of 186 specific programs. This password protected *Handbook* can be accessed at <http://arizonahandbooks.com/u/campbell> [Password required. Contact Career Center for log-in information.]

Each Thursday the Career Center forwards e-mail notices regarding upcoming deadlines with links to each program. Many agencies prefer "rolling" deadlines rather than specific end dates. This means employers review applications and fill spots on an ongoing basis. Never wait until the deadline since hiring may conclude prior to the

posted deadline. If given a choice of submission methods, always submit your applications by e-mail. It provides the speediest transmission and also meets the “go green” goal maintained by many employers.

1L Deadlines: Program offerings for 1Ls are primarily geared to prepare students for upcoming summer employment. 1Ls may engage employers for summer employment consideration no earlier than December 1 although most postings have a much later deadline. The FBI is one exception, with a September deadline because of time needed for the extensive background check.

Public Interest

This area of legal practice focuses on people or groups whose financially challenged situation prevents them from affording traditional means of legal representation. Public interest and legal services agencies typically rely on governmental or foundation support to operate. Examples of areas of practice encompassed by public interests and legal services include: civil rights, women’s rights, poverty law, environmental law, immigration law/migrant workers’ issues, human rights, veterans rights, etc. Helpful information about summer and permanent opportunities in public interest can be found at www.psjd.org.

Fellowships are opportunities to work for a non-profit organization for one to two years under a special program or a chance to obtain third party funding for a work in a public service law office of your choice. Fellowship opportunities are posted in Symplicity. For more information, you can also visit www.psjd.org and select “Postgraduate Fellowships” on the homepage menu.

Military

The offices of the Judge Advocate General (JAG) of all branches of military service recruit attorneys to enter military service as commissioned officers. A small number of openings also occur each year for civilian attorneys, but these require some legal experience after passing the bar. Detailed information is available from the Judge Advocate General Corps of the Army, Air Force, Navy, Marines and Coast Guard. Campbell has a rich history of participation in the JAG Corps, and military recruiters historically have participated in our OCI program. For additional information relating to legal internships and JAGC for all branches of the military, please review the JAG Corp Military Employment Guide on the Career Center intranet page.

Judicial Clerkships

Judicial clerkships provide excellent experience for a recent law graduate. Clerkships are either one or two years in length and are highly competitive. The location, court, judge, and the student’s background and personality are all considerations in the judge’s decision in choosing a clerk.

Students who have an interest in working for a particular judge or in a particular location should be assertive in investigating clerking options. North Carolina judicial clerkship vacancies are posted on Symplicity upon notification from the Judge or Justice. Federal judicial clerkship vacancies can be found at www.uscourts.gov.

Federal Courts

Federal judges and biographical data are listed in the *U. S. Court Directory* and *The American Bench*. Most of a law clerk's time in the U. S. Supreme Court and U. S. Court of Appeals is spent in research and writing. When a case comes before the Court of Appeals, many legal questions have been resolved in district court. Therefore, questions before the appellate court may be narrow in scope. A federal district court clerk's duties include the traditional research and writing of draft opinions, as well as pretrial and trial procedures and evidentiary problems. Depending on the judge, a district court clerkship probably offers a greater experience for the student interested in litigation.

State Courts

Funding for law clerks is usually available for all the highest-level state courts and even for some intermediate levels. Campbell graduates have clerked for a variety of judges on the N.C. Supreme Court and N.C. Court of Appeals. For state clerkships throughout the U.S., review the [Vermont Law School Guide to State Judicial Clerkships](#) [Login required, consult Career Center for log-in information.]

Please refer to the **Judicial Clerkship Guide** available on the Career Center Intranet page for additional information on securing judicial clerkships.

Non-Traditional and Alternative Careers

The opportunities for a non-traditional alternative career are numerous and are as diverse as the person seeking it. The career opportunities are divided between jobs that require a J.D. (but you are not practicing law) and those jobs where a J.D. is not required but provides an advantage. Some of these jobs are discussed in the previous sections. Some additional positions/employers to consider are included below. This is not an exhaustive list just a sampling of the many opportunities available.

Additional information about non-traditional alternative careers can be accessed at Comprehensive Employment Resources, available on the Career Center Intranet page.

Human Resources
Law firm recruiter, trainer or manager
Risk management for a hospital, corporation,
Insurance company or government
Foundations or Non-Profit Management
Law firm / legal marketing

Legal Recruiting
Investment Banking
Finance
Real Estate Sales and Development
Mediation and Arbitration
Law school career services

THE JOB SEARCH

1L Career Planning Job Search Timeline

2L Career Planning Job Search Timeline

3L Career Planning Job Search Timeline

Judicial Clerkship Job Search Timeline

(Attached to document)

Research Employers and Opportunities

After much self-assessment, an evaluation of the job market and a review of employer types, you should have a good idea of what kind of an employer interests you. Once you have been through these career planning steps you can prioritize what is important to you in an employer. With a career plan [see 1L, 2L & 3L Job Search Timelines] and a prioritized list, you can identify employers who meet your criteria.

You identify these employers by doing your homework in advance. Researching types of employers as well as specific employers will equip you to carry out your career plan and be prepared for networking events, informational interviews, and the official interview process. Employers place great emphasis on candidate preparedness for the interview. Being prepared will help set you apart from other candidates.

The job search process can be overwhelming which is why a career plan is necessary – you can execute your career plan step-by-step rather than tackling it all at once. One of the first steps in researching employers is to ask yourself: 1) What do they do? 2) What type of person or skills do they look for? and 3) How can I bring value to this employer? As you progress in your job search and begin to find answers to these questions, you begin to create a list of target employers. Submit resumes to the list of target employers.

Employer Research

Large and Medium Size Firms – Information is most often readily available on the employer’s website as well as through these on-line resources: Martindale.com; Law Periscope; NALP; Lexis Advance, Westlaw, and general internet research by firm name.

Small Firms – They may or may not have a firm website or be listed in Martindale.com but information can be found by conducting searches in Lexis Advance and Westlaw. You may need to dig a little deeper and be more creative in your research to learn about these employers. A few places to start are

- State / City / County Bar Directory – For your geographic location of choice, you can access contact information of area practitioners, practice areas and firm information.
- NC Bar Association (www.ncbar.org) – Search membership directory for attorneys’ contact information and practice area information. (Member login needed to access directory; membership is free to students and grants online access as well.)
- Join the Solo, Small Firm & General Practice Section.
- Google, Bing, West Legal News, Lexis/Nexis Legal News – Dig deeper using these resources to find out what firms and /or attorneys have been in the news, what cases have an attorney been involved with and what clients they’ve represented. For small towns, check the hometown newspaper.

Companies/Corporations – If considering a corporate employer your research is mostly the same as with private firms with the addition of more business focused resources that can inform you more fully about a company/corporation. These additional resources include:

Businessweek.com

Forbes.com

Fortune.com

Dun & Bradstreet (available via Westlaw.com)

Annual reports (of a company)

Trade associations, publications and websites

Public Sector – Government and Public Interest

The decision to pursue employment in the public sector can be, for some, a calling to be a public servant or the opportunity to follow your passion to help the underrepresented or underserved in society or more specifically in the judicial system. A good place to begin your research is to search for the particular areas of government that interest you or for those organizations that align with your passion. As mentioned earlier, this will become your target list of employers to learn more about and to pursue for employment. The following resources will help you identify these organizations and compile your target list of employers.

- Psjed.org – The Public Service Law Network outlines numerous fellowship and internship opportunities for law students and ways to access funding for unpaid positions. Campbell Law is a member school of this organization so you will need to set up an individual log in and password.
- Equaljusticeworks.org
- Firstgov.gov – access the official web page of all three branches of the federal government, as well as virtually every federal agency.
- Statelocalgov.net – information site with links to government sites throughout the U.S.; providing organizational charts and job listings.

Non-Traditional and Alternative Careers

At any point in your career whether it is out of law school or after practicing law for many years, you may consider a non-traditional alternative career. No matter when you do it, but especially out of law school, you should do a self-assessment to determine if this is the path for you. A first step in your

research should be to talk to people who do what you want to do. Gathering the first hand information along with the resources listed below will allow you to make a more informed decision.

- Advertising & Public Relations - <http://www.careers-in-marketing.com/ad.htm>
- Advocacy & Lobbying - <http://cal-access.ss.ca.gov/>, <http://lobbyingjobs.com/>, <http://www.alldc.org/>, Women in Government Relations (lobbying) <http://www.wgr.org/>, <http://www.lobbyists.info/>
- American Management Association – <http://www.amanet.org/index.htm>
- HR Next - <http://www.hr.blr.com/>
- International Personnel Management Association – <http://www.ipma-hr.org>
- NALP – www.nalp.org
- National Association of Bar Executives - <http://www.abanet.org/nabe/home.html>
- Risk and Insurance Management Society - <http://www.rims.org>
- Society of Human Resources Management – <http://www.shrm.org>
- Society of Risk Analysis - <http://www.sra.org/>

Externships

An externship is an attorney-supervised student internship for which academic credit is granted. Externships present a wonderful opportunity to receive course credit as well as exposure to the practice of law in an area of interest. Professor Margaret Currin administers the externship program.

Our externship program provides students with meaningful educational experiences in the public service environment, including non-profits, public organizations and law firms. Sometimes these experiences lead to employment opportunities. Further information can be obtained on your Blackboard account under the Community tab under the heading “Law School Externships.” Look for externship information session announcements and postings in Symplicity throughout the semester.

Comprehensive Employment Resources (Available on the Career Center Intranet page.) provides a more extensive listing of job search resources by practice area interest, by type of employer as well as information on diversity and salaries.

Along with all of the above referenced resources, talk with people who have knowledge about the employer. Seek out CLS students who have worked with the employer, professors and law school administrators who may have knowledge of the employers’ reputation in the legal community, and CLS alumnae.

You can identify CLS alums through Martindale-Hubbell, LinkedIn, and by consulting with the Career Center. The following section on networking and informational interviews will provide you useful tips on how to approach and interact with contacts you make.

Networking/Informational Interviews

Networking is the mutual sharing of information in the context of relationships that are built and maintained over time. Networking is a process that is based on the give and take of information – it is a two-way street. The contacts you make in law school (including your law school classmates) should be seen as relationships that you are building and will cultivate throughout your career. Networking is not just something you do while looking for a job it is an ongoing activity that eventually will be how you connect in the community and market your legal services.

Why you should network:

- To distinguish yourself
- To learn about various practice areas
- To connect with practitioners who do what you want to do
- People enjoy helping other people
- Most effective way of obtaining employment

Networking will provide you access to information on career opportunities, trends in the market and / or legal profession, referrals, mentoring as well as moral support.

BE PREPARED

Elevator Speech – is your 30 second “commercial” about yourself that highlights what you do, your uniqueness and benefits you provide. It needs to be succinct, genuine and memorable.

- Example: “Hi. My name is _____. I am a 2L at Campbell Law School with interest in _____. I am looking to....”
 - serve others by practicing law in _____
 - utilize my professional work experience and Business Track training to _____
 - work in the private/public sector this summer (or after graduation)

What kind of information are you seeking? - Determine what information you want to glean in any situation; whether it is an informational interview, a networking event or reaching out to a family member. This will help you draft a few questions in order to get the conversation started.

Track Networking Contacts and Follow-up – Set up a method that works for you to track your contacts. Be sure to capture their contact information, anything interesting you may have learned from them, any

referrals they may provide you, thank you notes sent and when you will follow-up with them. Write a thank you note to anyone who takes the time to meet / talk with you.

Sample Network Contact Tracking Sheet

Name	Relationship	Contact Information	Notes	Follow-up
Mr. Steve Smith	Met at bar meeting	ssmith@lawfirm.com	Met with on 1/19	1/20 – thank you note mailed. E-mail after 1 st semester grades post.
Ms. Susie Baker	Prof. Brown’s college roommate	312-555-0155	Sent e-mail on 12/2. Call to set up meeting.	
Mr. Jay Hall	Met at church, work with Judge Martin	hall@nc.gov.us	Sent e-mail on 12/4. Scheduled to meet on 12/18.	

Develop Contacts – List all of your existing contacts (include family, friends, former employers / co-workers, undergraduate classmates, former roommates, fellow church members, doctors, dentist, hair dresser, etc.) Yes, list all existing contacts and then let them know what your interests are.

GOING BEYOND YOUR EXISTING CONTACTS

Once you have identified your existing contacts, you need to look beyond in order to grow your network. Look for opportunities to meet with or network with different groups of people, such as professors, guest panelists and speakers that come to present at the law school (pay attention to Career Center programming and law school events), and internships/externships. Develop a list (and continually add to it) of potential people, groups of people or events / activities that you can use to grow your network, such as law school alum, undergrad alum who are practicing law, sorority / fraternity members, bar association and section events, LinkedIn and any other Internet resources, sports teammates, chamber of commerce events (especially if you are new to an area or looking to relocate to practice law) and any community / volunteer organizations to which you belong.

ATTENDING A NETWORKING EVENT

- **Go prepared!**
- Dress for Success – dress appropriately for event. Business attire is expected at professional events.
- Research organization or speaker/person who you intend to meet.
- Stay current on news and events.
- Eat a snack before you go – never go to a networking event hungry. The food is not your focus.
- Use the “buddy” system - If going it alone is scary to you, go with someone. Set up a system where you divide up for a period of time and agree to meet back together at a certain time. Also, you should introduce your “buddy” to any one you know or meet and vice versa.
- **Make a lasting impression** - As they say, you only have one chance to make a first impression. Make it a lasting impression by being sure to: smile, present a positive attitude, make eye contact, have a firm handshake when introducing yourself. Have your professional introduction/elevator speech ready.

INFORMATIONAL INTERVIEWS

Informational interviewing does two things: first, it allows you to gather information and advice. Second, it helps you develop professional relationships. You will use these skills throughout your career. It is one piece of the job search puzzle. It is a part of a research process, one in which information and contacts are gathered from people who are already working in target positions or organizations. It is an excellent method of conducting market research. The structure of the informational interview is one in which you ask the majority of the questions and direct the course of the discussion, as opposed to the job interview in which you are answering questions.

For job searching purposes, the information and advice that you obtain through informational interviewing will help you make a more informed decision about what you want to do and will also help you refine your job search strategy and materials. People who enjoy their work are happy to talk about what they do and are usually willing to help. In return, you must be prepared to use their time effectively.

Why do informational interviewing?

- To research job market information
- To find out about career paths
- To help clarify, define and redefine your interests and goals, gaining self-awareness through the process
- To help prepare for job interviews – the more comfortable you become meeting with attorneys to discuss the legal profession, the less stress you will experience when you interview for a job
- To get first-hand knowledge and information and impressions from people who know the ins and outs of the profession
- To get additional leads to jobs
- To learn about professional organizations and publications which may be helpful in your career
- To build confidence in your ability to discuss your career interests, strengths and goals
- To discover whether your strengths and personality would be well suited to a specific career
- To become a more impressive job candidate by learning what is important to employers
- To expand your professional network and become known by the “players” in the field
- To begin a process which will serve you throughout your professional life

Where to begin?

Identify people who are doing the type(s) of work in which you are interested. Start with people you know. See the above sections Develop Contacts and Going Beyond Your Existing Contacts. Review these lists and compile a list of people to approach for an informational interview. In addition, think about other sources for names of people who might be able to provide assistance: newspapers, trade magazines/journals and CLE faculty rosters.

Making the Initial Contact

Call, write, or e-mail each person, briefly explain your background and why you're contacting him or her, and ask if you could meet for fifteen (or twenty, or thirty) minutes. Make it clear that you're not asking about a job or for a job. If you got the person's name from someone else, be sure to mention the

referral person's name. Conclude by saying what your next step will be (calling in a week to see if there is a mutually convenient time to meet, etc.).

Conducting the Informational Interview

Once an individual agrees to meet with you, research that person and his or her organization. You should state your purpose for the meeting and briefly describe your background (e.g., education and work history). After this, your focus should shift to the other person. You may wish to inquire about:

- His/her background-education, work history, how he/she got the job
- Responsibilities and day-to-day duties
- What he/she likes/dislikes about the job
- Qualifications for people interested in entering this field
- Advice for people interested in entering this field
- Opportunities in this field
- Alternative career questions (if relevant)
- You may also wish to ask for:
 - A critique of your resume
 - Advice about interviewing
 - Advice about related fields that might also be of interest
 - Referrals to others who might have additional information or advice

Wear business attire to the meeting and be sure to turn off your cell phone. Also be aware of the time - if you asked for fifteen minutes, take only fifteen minutes. Take notes during or after the meeting so you maintain the information shared during the meeting.

Follow-up

Express your appreciation at the end of the meeting, and also send a thank you note. If there is discussion for an additional meeting or form of communication, follow up. If you are given names of attorneys practicing in the field, follow up with them. It will be embarrassing for a contact to let a friend know that they referred "a really terrific Campbell 2L" and the student never bothered to call or e-mail.

Examples of initial communication

Phone

"Mr. Jones, my name is _____. I am a 1L/2L/3L at Campbell University School of Law, and I was given your name by _____. I understand that you practice in the area of _____, and I am very interested in learning more about that field of law. I am looking for some general information and wonder if you might be able to (find 10 or 15 minutes for me to drop by your office/join me for coffee/join me for lunch). I would like to hear your advice and ideas for a student in my position."

E-mail

Dear Mr. Jones:

I am a 1L/2L/3L at Campbell University School of Law, and I was referred to you by _____ when she learned of my interest in tax law. I am very interested in the field, and would like to get your insight on how to make myself more marketable to employers with a strong tax practice. If you could spare 10 or 15 minutes for a brief meeting in your office or a phone call at your convenience, I would appreciate the opportunity to get your advice for a student in my position. Please let me know if there is a convenient time to reach you, and I will follow-up by phone next week.

Access the Career Center Intranet page for additional information and tips about Informational Interviews.

The following books are recommended resources about networking that you may find helpful.

- Harvey Mackay, *Dig Your Well Before You're Thirsty: The Only Networking Book You'll Ever Need* (Currency Books: 1999)
- Donna Gerson, *Building Career Connections: Networking Tools for Law Students and New Lawyers* (2007)*
- Catherine MacDonagh and Beth Cuzzone, *The Law Firm Associate's Guide to Personal Marketing and Selling Skills* (ABA, 2007)
- Susan RoAne, *How to Work a Room, Revised Edition* (2007)
- Susan RoAne, *How to Create your Own Luck: The You Never Know Approach to Networking, Taking Chances, and Opening Yourself to Opportunity* (2004)
- Keith Ferrazzi and Tahl Raz, *Never Eat Alone: And Other Secrets to Success, One Relationship at a Time* (2005)
- Gary A. Munneke, *The Legal Career Guide: From Law Student to Lawyer*, 4th Edition (ABA 2002)*
- Valerie A. Fontaine, *The Right Moves: Job Search and Career Development Strategies for Lawyers* (NALP 2006)*

*Available in the Career Center. Other books are available at local and/or online bookstores.

Social Media and Your Job Search

“Media for social interaction, using highly accessible and scalable communication techniques. Social media is the use of web-based and mobile technologies to turn communication into interactive dialogue.” - www.wikipedia.org

Employers are using it, so you need to be alert and use it in the appropriate manner. For example, it has been suggested that you use Facebook for personal use only and use LinkedIn to build your professional network. Employers in increasing numbers are “googling” their potential hires before they interview them to see if there are any “red flags” out there to cause concern. You need to be aware of what information is on-line about you and, if necessary, clean it up. There are a few steps you can take to preserve your on-line presence or clean it up.

1. Google yourself often.
2. Set up a Google alert with your name – this will keep you alerted as new information is posted about you.
3. Revisit the privacy settings of your social media accounts.
4. Review your social media accounts and update your page to reflect an appropriate job search image.

LinkedIn

As noted above, you can use LinkedIn to connect with CLS alumni, as well as with contacts you meet through networking, and with potential employers. LinkedIn is a social networking site focused on professional and business contacts. To get started with LinkedIn you need to build a profile that includes current and past employment, education, and recommendations. It is best to have a profile that is 100% complete which means you need a professional looking picture posted on your profile. For more detailed information on building your profile and the use of LinkedIn see the attached [article](#) regarding law school students' use of LinkedIn. Also, for more comprehensive information visit the LinkedIn Learning Center at <http://learn.linkedin.com>.

Twitter

“Online social networking service and micro blogging service that enables its users to send and read text-based posts of up to 140 characters, known as “tweets.” - www.wikipedia.org

Twitter can be used in your job search in several ways, such as: branding yourself as knowledgeable on a certain subject (area of law), searching for a job, and interacting with people who can be players in your job search. On Twitter, you can select to follow other users, which can be individuals, organizations or companies, all of whom could be potential employers. You can use Twitter Search to look for items that interest you whether it is a practice area, a geographic location, a certain employer, as well as job postings. As with LinkedIn, you can use Twitter to build your professional network; therefore, remember the “grandmother rule”, never posting anything you would not want your grandmother to see. This is most important with Twitter because, its default setting is that all tweets are public.

Facebook

Used by millions, it is most likely that a prospective employer is using it and is accessing it as part of their background research on you. As noted above, you can control your image by using the “grandmother rule.” If it is something you would not want your grandmother to see then do not post it on your page or anyone else’s page. Also, keep that in mind when selecting your profile picture. You can still use Facebook as your personal social network to maintain friendships and to keep connected.

While doing so set your privacy settings to protect who sees what and what others may share. By keeping your postings positive and keeping others informed about your job search, Facebook can be your friend. You never know when a friend may connect you with a prospective employer.

For additional information on social media and the use of it in your job search NALP’s E-Guides on E-Professionalism are available at www.nalp.org/eguides.

TIPS

Be Aggressive: Seek out options by talking about your career ambitions. Let your family and friends, classmates, professors, etc., know what your career goals are. Make phone calls, write letters, ask questions and follow leads. Remember, proper research is required to ensure your search efforts are effective. Know who the decision makers are and address correspondence directly to them.

Be Aware: Read, read, read! Read newsletters, professional journals, legal publications and periodicals, the *Campbell Law Observer*, etc. Know what's going on in the legal job market, in the business community, and the state/local bar.

Be Focused and Time-Sensitive: It's never too early to start the employment search process. Focus your efforts so that you don't feel pressured to accept a position that is less than desirable. That said; beware of the economy and how it affects employers and hiring practices.

Be Prepared: Perform self-assessment, conduct employer research (firm size, starting salaries, time commitment for partnership, previous hiring practices, etc.), present an impressive resume, and be ready to demonstrate your polished interview skills.

Pull Strings: Don't pull them; yank them! Contacts, faculty members, alumni, personal friends and lawyers are invaluable in opening doors.

ESSENTIAL EMPLOYMENT DOCUMENTS

Self-assessment and understanding available career options are extremely important as you begin your legal career. The search for employment, whether a summer clerkship or a full time associate position, requires focus. Preparing effective resumes and cover letters as well as polishing interviewing skills will increase your chances of obtaining your desired position.

The following tips are designed to assist you in preparing effective legal resumes, cover letters, and thank-you notes. Please remember that, generally speaking, the legal community is conservative and expects a traditional resume. The Career Center maintains publications dealing with this topic as well as the Employment Document Sample Guide (includes sample resumes, cover letters and all related documents & is available on the Career Center Intranet page).

RESUMES

The importance of a resume cannot be overemphasized. A resume is usually your initial contact with a potential employer and is therefore the first opportunity to create a favorable impression. The purpose of a resume is to obtain an interview. Interviews are extended to those who effectively communicate their educational and professional accomplishments in an interesting, organized manner. Employers typically do not read resumes. On average, less than 30 seconds is spent skimming a potential employee's resume. Therefore, the presentation of skills, talents, and experiences that distinguish one applicant from another is extremely important. When deciding what to include on your resume remember that you need to be able to speak to it fully in an interview.

Resumes should be formatted in a visually pleasing manner so that they can be read easily and should typically be one page in length. Make sure your resume is free of errors, especially grammatical and spelling errors. Always be honest about accomplishments and employment! Falsely embellishing a resume is a sure way to miss obtaining an interview. Further, it is a violation of the Student Honor Code.

Header

The heading for your resume should include your

- name (consider bold print, sometimes printed in capital letters)
- address
- telephone number
- e-mail address at which you can be reached during your job search [Only one phone number and one e-mail address is needed – do not leave employers guessing how to best contact you.]

You may also choose to list a permanent address to show roots in a specific community. An applicant from a potential employer's community often favorably impresses many small and medium-sized North Carolina firms. Do not hesitate to emphasize your geographic roots if you are applying to firms located in your hometown or out of state.

Education

- Begin with your most recent educational endeavors—i.e., legal, graduate, and undergraduate - indicating institution, location (city and state), degree earned and the year of graduation for each. Transfer students should include 1L law school.
- Do not include high school information (exceptions may be to show geographic ties and if the school is well known for its academic record).
- Under each subheading list honors, academic achievements, organizational memberships, etc.
- If relevant, briefly describe research projects or theses.
- If you are in the top half of your law school class, list your class rank.
- Do not list law school GPA, as grading scales vary among law schools and may prove confusing to employers skimming resumes. If you opt to list GPA, provide value next to GPA as in class rank percentage. Most employers are interested in your academic record; some may ask for transcripts. Class rank is a fact of life in the job market for legal positions. There are ways of dealing with class rank if you feel you may be hurt by this factor. Employers are informed that the vast bulk of Campbell's students are in a tight grading pattern.
- In light of the grading standards, you usually will be better off emphasizing favorable grades if your class rank is not strong. For example, if your goal is to become a real estate lawyer and your grades in property law courses are excellent, list them. Showcase your strong courses. Don't apologize for your weaker grades. This law school has demanding professors! Accentuate the positive; don't dwell on the negative!
- Grades Aren't Everything
- Employers are looking for qualities in addition to or as important as academic achievement. These dimensions can be demonstrated through your resume and during an interview. They include: *Business skills, certifications, leadership ability, interpersonal skills, motivation, productivity, breadth and depth of knowledge, teamwork, self-image, basic values, goals, vitality, maturity, management ability, diversity of interests, talent, skill and character. The responsibility for revealing these qualities rests with you and your interview skills.*
- It is not necessary to include your LSAT score on your resume.

Experience

- Experience should be listed beginning with the most current position. Dates of employment (month/year) should be indicated along with title/position.
- Significant part-time or summer employment should be included, but other jobs can be described in a summary statement such as, self-supporting during undergraduate years and provided 80% of college expenses by working various part-time positions.
- Use action verbs and transferable skills to describe your duties and responsibilities.
- Descriptions should be short phrases beginning with an action verb that tell what you did and any results achieved through your efforts.
- Write about previous jobs in the past tense and any current employment in the present tense.
- Use transferable skills to describe how the skills developed in a non-legal job can be applied to the legal field.

- Quantify where possible. Employers like hard data and facts. Examples: Researched and summarized 25 years of SEC enforcement actions. Raise \$5,000 for public interest scholarship.

Military Service

- Set up a separate section on your resume for military service.
- Include branch of service, period of service, rank at time of discharge, place where stationed at time of discharge, and any other pertinent information.

Personal Data

- Items such as date of birth, marital status, number of children, religious affiliation, or other personal information should **not** be included. These topics are not relevant to the hiring process.

Other Important Categories

You have an opportunity to distinguish yourself from other students by listing

- foreign language skills (note level: basic, conversational, fluent, reading, writing)
- publications
- community/volunteer activities
- professional memberships
- societies/organizations
- licenses or
- other distinguishable experiences including business, leadership and management skills.

Note: Do not include computer skills unless specifically requested by employer.

Interests

- Interests and hobbies are considered helpful information to include in the resume. Examples of items to list include tennis, travel, hiking, playing guitar, reading American History, or animal shelter foster care.

RESUME DOs and DON'Ts

Do:

- Use outline format
- Effectively use white space, margins, headings, and spacing
- Include current address, telephone number, and e-mail address
- Include date J.D. is expected
- Be consistent with abbreviations—i.e., J.D., B.S.
- Be concise and stress positives
- Keep personal data pertinent
- Describe honors if not self-explanatory
- Include all work experience, including volunteer employment
- Use good-quality white or ivory paper
- Use black ink
- Italicize degree designations such as *magna cum laude* (lower case)
- Be certain there are no errors! Proofread and have someone else proofread!

Don't:

- List references on resume
- Provide misleading or inaccurate information
- Use colored paper or ink
- Leave out blocks of employment with former professional experience or post-graduation
- Estimate or round up your rank or GPA (only use number given by law school registrar)

COVER LETTERS

Typically, a resume or application for employment should be accompanied by a cover letter. The aim of a cover letter is to complement the information found on a resume. The cover letter should not restate the information listed on the resume. Each cover letter should be typed individually and addressed to a specific person. Like the resume, the cover letter must be error free. Resume, cover letter, and reference list paper should match.

The cover letter should focus on the employer..."It's all about them"... "It's not about you." After you have done your employer research but before drafting the cover letter, you should consider these questions:

- What's in it for them?
- What can you bring to the table for them?
- Why should they want to meet you?

Adapted from Kimm Alayne Walton, *Guerrilla Tactics for Getting the Legal Jobs of Your Dreams* (2nd ed. 2008). A copy of this book is available in the Career Center.

Once you have assessed your unique qualifications in response to these questions you will have the initial words to begin drafting the cover letter.

The first paragraph is typically introductory in nature and should state reasons for contacting that particular employer (i.e. what position applying for). Contact could be because of knowledge about an employer or personal interest in either the field of practice and/or geographic location. If someone has referred you, include that person's name at the beginning of your introduction.

The second paragraph should let the employer know why the candidate would be beneficial to his or her firm/organization. **[What's in it for them?]** Reflect on what is different about you. Highlight unique abilities and tell how you will bring value to the employer. **[What can you bring to the table for them?]** Review job description and/or company information for insight into what they require/or what skills they see as value added. **[Why should they want to meet you?]**

A cover letter should tell a story. Recall highlights, successes, challenges and failures from past experiences (both professional and personal). The more reflective you are, the more effective your letter will be.

The closing paragraph should state interest and availability for a personal interview. Thank the employer for his or her consideration.

COVER LETTER DOs AND DON'Ts

Do:

- Tailor to the job/employer to whom you are applying
- Always personally address your letter to someone
- Be certain there are no errors! Proofread and have someone else proofread!
- “Toot your own horn”, but in a professional manner
- Write in traditional business-letter format
- Keep a copy for your records
- Mention source of referral, if applicable
- Research employer so you can demonstrate how you fulfill their needs
- Let them know of your connection to the location, and when you will be in town and available to meet with them (if applying to an out-of-town employer)
- Use active voice, not passive voice

Don't:

- Send letter to “To Whom It May Concern” or “Dear Sir or Madame” (if unable to locate name, use “Dear Hiring Partner” or “Dear General Counsel” or “Dear Internship Director” so mail will be directed to appropriate person)
- Restate your resume
- Try to be cute or avant-garde in your writing
- Draw attention to your weaknesses or try to explain them away
- Embellish your accomplishments or skills
- Begin every sentence with “I”; use “I” sparingly
- Include personal information
- Just list your credentials or tell them what you're good at – back it up!

Writing Samples

Some employers will request a writing sample. An example might be a legal brief or extensive legal research. Typically, writing samples should be relatively short—no more than 10 pages. A brief that received a particularly high grade serves as an excellent writing sample. The brief should be free of a professor's grade or markings.

Here are some additional pointers with respect to writing samples:

- the writing sample should be entirely your own work
- the writing must be free from spelling and grammar errors
- you must be familiar with the subject matter in case asked to discuss
- the writing sample should demonstrate your ability to analyze a legal issue
- the writing sample should be substantially unedited by others

Be careful submitting samples of work prepared for an employer. It is acceptable to submit this type of sample, but you must be careful not to break any client confidences that could constitute a breach of the attorney-client privilege. You must obtain permission from your employer prior to using this type of writing sample, and you may consider redacting any information you feel would compromise a client or employer.

References / Recommendations

Most students tailor their references to the position they are seeking. It is not necessary to list references on a resume. References should be maintained as a separate document from the resume using the same format of the resume. A typical reference list includes three and four references. Include the name, position/title, business address, telephone number and e-mail address for each reference. It is extremely important to ask an individual's permission to use him or her as a reference. Use current or previous employers and/or law professors if they know you personally.

Transcripts / Grade Reports

If requesting a transcript, most employers will accept a copy of your transcript initially. Once hired the employer may request an original transcript.

Scanning – Bring your transcript to the Career Center staff for scanning into a condensed file format. The document will be forwarded to you via e-mail. When sending transcript via email or as an upload, the document must be scanned as compressed files due to large file size from embedded graphics.

Requesting a Transcript – Transcripts are managed by the Registrar's Office. Requests must be submitted in writing or requested online (see Registrar's link on AllAccess).

Grade Reports – Prior to transcripts being available, you can submit a web-based grade report in lieu of an official or unofficial transcript (unofficial = unsealed copy of official transcript) to an employer. Please note your web-based grade report does not include class rank or cumulative GPA so it is best to send an employer a copy of your transcript provided by the Registrar's office.

Thank You Letters

It is highly recommended that thank you letters be written to all individuals granting an interview for employment. As a rule, thank you letters should be mailed no later than 24 hours after an interview. Although not lengthy in nature, thank you letters should relay sincere thanks to the person with whom a person interviews. Hand-written notes give a personal touch and are appreciated in our electronic world. A typed note is fully acceptable, especially if your handwriting is questionable. Consider keeping on hand a supply of conservative note cards so you can immediately draft your note while the interview details remain fresh in your mind. Sending e-mail thank you notes is sometimes fine, especially if you know there will be a quick decision. E-mail is definitely better than sending nothing.

If interviewed by more than one person from the same firm or agency (i.e., a hiring partner and two associate partners), it is acceptable to thank the hiring partner and ask that he or she share your thoughts with the associate partners. However, sending a note of thanks to all who interviewed you could serve you well by differentiating your efforts from others in a close hiring decision. Additionally, it is polite to send a note of thanks to individuals who have been particularly helpful in assisting you in obtaining an interview.

Letters Accepting and Declining Offers

Letters of acceptance and declination, while not always necessary, are sent as a confirmation of your decision. The letters can be brief and to the point. No matter the decision, be sure to thank the

employer for the opportunity to meet with them. On occasion, the acceptance letter may need to include the details of the offer in order to confirm the details for both you and the employer.

INTERVIEWING AND FOLLOW-UP

Do your research – know the position and know the employer.

The interview enables you to determine your interests in the employer, as well as to demonstrate that you are a qualified candidate. You should always have prepared questions to ask during an interview. Questions should evolve from research about the employer. As the best interviews are conversational in nature, ask questions during the course of the interview—don't wait until the interviewer stops asking questions.

Interviewing Tips

Well-written resumes and cover letters might assist in obtaining an interview. Sharpened interview skills assist in gaining employment. Interviews represent an opportunity for a mutual exchange of information. Prepare for the interview by considering how you will answer questions that may be asked.

Typical Questions Asked by Employers

Questions about your background:

- Tell me about yourself.
- What accomplishments have given you the most satisfaction?
- What do you consider to be your greatest strengths/weaknesses?
- What are you seeking from your career? What are some of your life's goals?
- What qualities do you have that may help make you a successful lawyer?
- What characteristics should a successful lawyer possess?

Questions about your career objectives:

- Why did you choose law as a career?
- What are your short and long-range goals?
- What do you see yourself doing five years from now?
- How would you describe the ideal position for you?
- What things are most important to you in a job?
- What type of law do you think you would like to practice?

Questions about your educational background:

- Why did you select Campbell University Law School?
- What courses did you like best? Least? Why?
- Tell me about your grades. Where did you place in your class?

- Tell me about your participation in extracurricular law school activities.
- What do you like best/least about your law school experience?

Questions about your work experience:

- Describe your recent work experiences.
- What did you like/dislike about the experiences?
- Did you receive an offer from your summer employer?
- How is your work experience relevant to our practice? What skills have you developed from these experiences?
- Describe issues that you confronted in your work at your previous employer.

Questions about your job-seeking strategies:

- Do you have a geographic preference? Why?
- Describe your ideal working environment.
- Are you holding any outstanding offers?
- What factors will influence your decision?

Questions relating to —Why us?

- How did you learn about us? Why did you decide to interview with us?
- What do you think it takes to be successful in a firm like ours?
- Why should we hire you? What distinguishes you from other candidates?
- What qualifications do you have to contribute to this firm?
- What have you learned from the attorneys you have spoken with here?
- What would you like to know about us?

Questions To Ask During the Interview

Questions about the general character of the firm/organization:

- How would you describe your firm's culture?
- What is unique about your firm? Special qualities?
- What are you looking for ideally in an associate or law clerk?
- Why did you choose to work for (firm name)?
- What are the firm's expectations for growth?
- How does the firm support participation of members in: Pro bono cases? Political activities?
- Continuing legal education? Sabbaticals? Government service?

Questions about the practice:

- To what extent is the firm specialized? What are the areas of practice? (Only if the information is not available from other sources prior to the interview.)
- What types of clients does the firm represent? What are some of the cases currently being handled by your firm?
- What work could I expect to be assigned as an associate or law clerk?
- When does an associate have the opportunity to specialize?
- What emphasis is placed on bringing in new business?
- How many billable hours are new associates expected to generate?

Questions about the administration:

- What is the firm's system of management?
- How does the firm determine assignments for new associates?
- How is the work supervised and evaluated?
- How are the new associates or law clerks trained?
- What is the criterion for advancement?
- What administrative support systems are available to attorneys?

Questions about the interviewer:

- Why did you decide to join the organization?
- What types of cases are you working on at the present time?
- What is a typical day like for you?
- What do you like most about your organization? About practicing law?

Questions about the community:

- Do many socialize outside the office?
- What opportunities exist for involvement in community activities?
- What cultural and recreational activities do members of the firm pursue?

Interview Attire Does Matter – Dress Standards

Interview attire does matter! Your attire should reflect your respect for the profession and professional dress will contribute to your confidence level. You want to be remembered for the quality of your interview and not for what you were wearing. Here are some basic pointers for interview outfits that should be acceptable for a first interview with any type of employer:

Men

- Dark, neutral color (gray, blue or charcoal) suit with or without faint pinstripe.
- Conservative tie (solid or simple stripes).
- Black, dark burgundy or brown leather shoes, polished and unworn heels, wing tip and lace up shoes are recommended above slip on or loafer type shoes.
- White or other conservative colored shirt (i.e. light blue).
- Ensure suit and shirt are pressed.

Women

- Skirt/pants suit. You may choose to wear a pants suit, but be aware that there is a risk that it may not be well-received by some traditionally-minded employers especially judges.
- Suits should be dark, neutral colors.
- Stockings/hose are recommended.
- Makeup and jewelry should be simple and avoid glossy lips.
- Professional shoes (stilettos, boots, mules and sandals are not acceptable).
- Remember, a good rule of thumb is if you question it or are in doubt, don't wear it. Also, consider the employer. Interviewing with a small law office from a rural town? Interviewing with a judge? If so, always wear traditional business attire.

Call Back Interview – What do I do now?

Callbacks for second interviews are the sign of a successful initial interview. Callback interviews usually entail a meeting with various levels of attorneys, both partner and associate levels, and will often include a lunch outing with attorneys. Occasionally, a callback interview will occur in the evening over dinner. Callback interviews are not only a chance for the employer to get to know you better, but they also offer a tremendous opportunity to see if you like what the employer has to offer.

You will be asked many questions by many people throughout the callback interview. You must be honest and consistent in all of your answers as the attorneys will compare notes afterwards.

Remember, whether you are speaking with partners or associates, you are on an interview.

Tips That Could Make a Difference

- Be prepared for the interview by doing your homework
- Keep a positive attitude
- Stress your strong points and skills
- Avoid asking questions about salary in the initial interview
- Ask informed questions (do not ask for information that is available online)
- Maintain good eye contact and listen carefully
- Answer questions directly and positively
- Avoid asking how hard associates work
- Dress appropriately and present a professional image
- Send the interviewer a thank-you letter expressing your continued interest
- Establish a filing system for your materials
- Keep careful records of your job search: whom you met with, particular discussion points and your perceptions.

Timing of Offers

Callback interviews are expensive to employers, both in costs incurred in getting you to their office, and in attorney time dedicated to the interview. Therefore, in general, if you are asked for a callback interview, you are qualified to receive an offer. So how good are your chances for an offer after receiving a callback interview? Unfortunately, there is no hard and fast “rule” on this; it depends on the employer’s policy, number of positions, quality of the interview, and whether the interview is for a summer position or full time associate position. Also, some employers make a first round of offers, see how many students accept, and then, if necessary, make a second round of offers to fill their program.

When employers extend offers varies greatly. Employers usually extend offers within two weeks, but some wait until they have interviewed all candidates before making a decision. If you are unsure about an employer’s time frame, it is appropriate to ask the employer when you can expect to hear back from them. Some others make an immediate offer during the interview. If you receive an offer during or after an interview, it is appropriate to accept it on the spot; however, it is also appropriate to ask for a day or two to consider the offer rather than to accept and later decline. The Career Center endorses the General Standards for the Timing of Offers and Decisions of the National Association for Law Placement. For additional information, please refer to the copy maintained in the Career Center or go to the NALP website at www.nalp.org.

Salary Negotiations

Some firms offer a straight salary to all law graduates and summer associates. Others (particularly smaller firms) will ask you how much you want or expect to receive. Salaries are often supplemented by annual bonuses or a percentage of any business you attract. Additional benefits may include medical and life insurance, retirement savings plans, payment of bar review, moving expenses, and clothing allowances. It is important to evaluate the initial salary offered in terms of the total benefits package. Be sure to discuss salary information with a Career Center representative. The Career Center maintains salary data for certain cities and towns in North Carolina as well as some cities outside of North Carolina. It is best to provide the employer with thorough, detailed analysis of your expectations or requirements. Remember, in a tight or saturated market, candidates have less room to negotiate.

1L Career Planning and Job Search Timeline

Note: This is a general framework and should be modified to suit your particular job search.

SUMMER JOB SEARCH & CAREER PLANNING

Campbell University School of Law is a member of NALP, the national organization which governs law schools, law students, and legal employers. As a NALP member, the Law School adheres to the policies set forth in the “Principles and Standards for Law Placement and Recruitment Activities.”

Part V of the guidelines states that: 1) Law schools may not begin offering placement services to 1L students until November 1; and 2) 1L students and employers may not initiate contact with one another regarding summer employment until December 1.

What is the role of the Career Center in helping me to find employment?

The role of our office is to assist you in assessing your career goals, exploring how you can apply your legal education to the workplace, and preparing you to make the transition to a professional career. The Career Center provides the following services:

- Individual and group career counseling
- Resume and cover letter counseling
- Interview skills preparation
- Programs on career choices in the public, private and alternative sectors
- Access to books, periodicals, directories, newsletters and computer resources
- On-line access to job postings and lists of legal employers
- Information regarding practice areas and settings, judicial clerkships, job fairs, fellowships, networking resources, honors programs, etc.

What is the best way to prepare for a summer job search?

- Read the entire Career Center Handbook
- Revise your resume as a legal resume, using the Handbook as a reference
- Attend a Resume and Cover Letter Workshop
- Make an appointment with the Career Center to discuss your career goals, gain exposure to our resources, and review your resume
- Use Symplicity, create a profile and get familiar with maneuvering the job postings
- Create a cover letter, using the Handbook as a reference

What is Symplicity?

Symplicity is an internet-based application that manages career services information. Our office uses it to manage student information, post jobs, and schedule interviews for our on-campus recruiting program. To access Symplicity please go to: <https://law-campbell-csm.symplicity.com/students/> and enter a username and password, which the Career Center will provide you via e-mail during your first semester. [Contact the Career Center regarding log in information]

Symplicity includes postings for On Campus Interviews, Resume Collections and direct applications. Submit materials by the method listed in the job posting.

How often should I check Symplicity?

You should begin checking Symplicity periodically in late November to get familiar with it. After your return from the holiday break, check Symplicity twice a week to look for summer opportunities.

How do I identify law firms to contact about summer jobs?

Look at the following resources, which can be found in our office, online or at our website:

- Symplicity job postings
- NALP Directory of Legal Employers at: www.nalpdirectory.com
- **List of Employers - Who Hired 1Ls/2Ls Last Year**
- Martindale-Hubbell Directory at: www.martindale.com
- Bar Associations: some publish lists of their members and where they work
- Talk to the 2Ls and 3Ls about what they did last summer

Where do I look for a public interest or government job this summer?

You should determine the type of work you would like to do and then contact the organizations that do that type of work. Take a look at the following resources, found in our office or at our website:

- Check Symplicity for public interest job postings
- Public Interest Law and Government Career Handbook
- Public Service Law Network – <http://www.psjd.org/> (Fellowship and internship opportunities for law students and ways to access funding for unpaid positions.)
- University of Arizona Government Honors and Internship Handbook at <http://arizonahandbooks.com/u/campbell> [Password required. Contact Career Center for log-in information.]
- Federal Legal Employment Opportunities Guide – available for free download at <http://www.psjd.org/>
- **List of Employers - Who Hired 1Ls/2Ls Last Year**
- Look at the Public Interest Law Initiative (PILI) <http://www.pili-law.org>
- NC Office of State Personnel <http://osp.its.state.nc.us/pickdepartment.asp>
- NC Department of Justice www.ncdoj.gov
- NC Courts www.nccourts.org/
- Legal Aid Offices www.legalaidnc.org/
- Action without Borders www.idealists.org

How do I find a job with a judge this summer?

First year students are eligible to apply for summer judicial externships in the spring semester. Professor Currin administers the externship program and will send out an e-mail early in the spring semester to inform you about these opportunities. Information regarding judicial externships will be posted on Symplicity at <https://law-campbell-csm.symplicity.com/students/>. Aside from the Judicial Externship

program, students may initiate a search for a position with a judge by directly contacting judges to inquire about job opportunities.

How do I apply?

1. Respond to Symplicity postings – See employer instructions on the posting and submit your application accordingly
2. Directly submit application to employer (U.S. Mail or e-mail)
Be sure to personally address your letter to someone (hiring partner, recruiting coordinator, HR, etc.). If not readily available, you may need to research to find a name.
Follow up with a phone call in two weeks to see if they received your materials and/or need additional information.
3. Respond to online database postings - Apply directly to contact listed and make sure documents are formatted appropriately (i.e. pdf, include minimal formatting) for on-line submission.

What should I expect to be paid?

- Most small and medium law firms will pay you an hourly wage of \$10 to \$25 per hour.
- Most large law firms do not hire 1Ls for the summer. The few who do, offer a salary of between \$1000 and \$1900 per week.
- Summer internships with public interest organizations and government agencies tend to not pay but offer great opportunities to gain valuable experience. Summer public interest funding sources can be accessed **here**.
- Although jobs working in-house for a corporation can be difficult to find, corporations tend to pay a weekly salary but prefer students to seek externship credit.

Tips for the Job Search

- Review the 1L Job Search Timeline and plan accordingly.
- 1L students may initiate contact and/or apply to an employer on December 1.
- Mid-size to larger law firms anticipate 1L applications in December. The majority of other employers look for applications beginning in January.
- Review job postings and confirm deadlines. Unless otherwise noted, the deadline date is the “received by” date, not the postmarked date.

Where do I go for more information?

- Julie Beavers, Career Center Director: 919.865.5894 or e-mail beaversj@campbell.edu.
- Schedule an appointment with a Career Center Advisor by sending e-mail to lawcareercenter@campbell.edu with your availability and meeting purpose.
- Symplicity: <https://law-campbell-csm.symplicity.com>.
- Career Center: <http://law.campbell.edu/page.cfm?id=7&n=career-center>
- Campbell Law Intranet: All Access / Career Center

Note: this is a general framework and should be modified to suit your particular job search.

Ongoing and as your schedule permits

- Focus on academics
- Read legal periodicals such as: Student Lawyer, the ABA Journal, and state- and subject-specific journals (i.e. NC Lawyers' Weekly).
- Peruse online resources such as Lexis-Nexis, Westlaw and the Internet.
- Take advantage of your e-mail access and subscribe to discussion groups that interest you.
- Assess your network of faculty, friends, family and peers to determine how they will be able to assist you with your career choice and job search process.
- Attend professional development and career preparation programming hosted by the Career Center.
- Visit the Career Center and become familiar with the resources available.
- Respond to postings on Symplicity, PSJD and Government Honors & Internships Handbook.

October/November

- Attend 1L Orientation to the Career Center.
- Review Career Center Handbook.
- Draft resume for review by Career Center staff – upload final draft to Symplicity.
- Meet with Career Advisor to review resume and to discuss career plans and strategy.
- Log on to Symplicity, complete profile and familiarize yourself with the software program.
- Review Symplicity often for employers accepting applications from first-year law students. Remember, not all employers choose to post notices and expect students to seek them out.
- Draft cover letters for various types of employers and / or employment settings.
- Identify additional employers (not listed in the jobs database) to which you are interested in applying, which can include private law firms, governmental agencies, private corporations that have legal departments, private corporations that hire law graduates to do non-traditional legal work, and not-for-profit organizations that perform public interest legal work.

December/Winter Break

- FOCUS ON EXAMS.
- Beginning December 1 you can initiate contact with legal employers you have identified for summer employment. Organize and record this information so you will have a record of your contacts.
- If you want a job in your home town or another city, send letters to employers letting them know you would like to interview with them over winter break (letting them know when you will be in their town).
- Use the winter break to your advantage by researching career opportunities (using traditional and electronic methods) and set up "informational interviews" with individuals in your network who may be able to help you.
- Make a list of references.

January thru April

- Attend professional development and career preparation programming hosted by the Career Center.

- Continue to monitor Symplicity for employers accepting applications from first-year law students and seek out additional opportunities.
- Participate in a mock interview.
- Participate in spring on-campus interviews.
- Schedule interviews for spring break.
- Contact smaller law firms, banks and corporations with small legal staffs, associations, government agencies, judges, and public interest employers about summer jobs (many of these employers hire 1Ls as volunteers).
- Spring Break – Schedule interviews for summer employment as well as contact those in your network to discuss summer job opportunities and/or to gather information about legal practice.
- Follow up with employers to which you have applied. Do not assume that they will contact you. Allow at least 2 to 3 weeks before follow-up.
- Revise resume to include fall semester grades/class rank if you wish and upload into Symplicity - - due to Campbell's grading scale, it is suggested that you include your class rank and not the actual grade number.
- Watch for postings for law school clinic jobs and research assistant positions.
- Consider applying for an externship for the summer or fall – review postings in Symplicity.
- Continue to add to your job search network – contact new individuals and follow-up with old ones.
- Refer to Judicial Clerkship Guide for information about hiring criteria, the application process and researching judges.
- If interested in pursuing a judicial clerkship, for your first-year summer position look for a position that will provide you with further legal research and writing experience in either the private or public sector. A research assistant position with a professor can be an excellent credential. Summer judicial externships can be good experience to have on your resume for the 1L summer. Positions are typically unpaid but as an externship you can earn class credit. A majority of these positions are posted on Symplicity and can be applied to through Symplicity. Otherwise, to apply you will need to write letters directly to the courts/judges you are interested in working.
- Judicial externships are also available during the school year to 2Ls and 3Ls and are applied to mostly through Symplicity as well. Watch Symplicity for these postings and note deadlines.
- If considering a judicial clerkship, register for relevant coursework for 2L year. Refer to Judicial Clerkship Timeline. (See Career Center Intranet page / Judicial Clerkships)

May

- Continue to check Symplicity for postings and search for summer legal employment if you have not secured a position.
- Consider volunteering on a part-time basis to gain relevant legal experience (i.e. smaller firms and government agencies), which will help you build your resume for the next round of your job search.
- If you do not secure a summer legal position, use the time to research your opportunities for the summer between your second and third year of law school. Consider taking a summer class.

Summer Break

- Update your resume with spring semester grades and activities. Many employers have August and September deadlines, and it will make your life easier if your materials are ready to submit before you begin classes.
- Update your profile and post your updated resume on Symplicity.
- Register for job fairs (SEMJF, BLSA, SIPJF, IMPACT, Equal Justice Works, etc.).
- Work full or part-time to obtain legal experience.
- Read e-mails from the Career Center to remain informed about fall OCI, second year job search information, and upcoming activities and events.
- If considering a judicial clerkship, review Judicial Clerkship Guide for detailed information. Access OSCAR (On-line System for Clerkship Application and Review). Rising second-year students receive read-only access on June 1. The read-only access allows you to view and research clerkship positions and upload application materials. <https://oscar.uscourts.gov/> (Guide available on Career Center Intranet page / Judicial Clerkships)
- Notify the Career Center of any changes in your contact information.
- Update and improve your cover letter.
- Update list of references.
- Create a career file to keep track of your summer work experience and contacts including:
1) brief descriptions of your assignments, 2) your written work product, 3) list clients for whom you worked, and 4) list attorneys with whom you worked.

2L Career Planning and Job Search Timeline

Note: This is a general framework and should be modified to suit your particular job search.

July / August

- Continue to expand your job search network, research and contact potential employers, set up informational interviews with new and old contacts.
- Complete Summer Employment Survey.
- Revise resume to reflect summer experience – upload to Symplicity.
- Complete registration for fall OCI, bid on OCI employers, begin interviews.
- Participate in Patent Law Interview Programs (SIPJF and Loyola), if applicable.
- Participate in SEMJF (Southeast Minority Job Fair), if applicable.
- Schedule a mock interview.
- Interview at job fairs.
- Watch for Department of Justice Summer Law Intern Program Deadline – usually in early-September.
- Watch for other Honors Program deadlines.
- For large law firms not participating in OCI, send resumes and cover letters to them in August.
- Follow-up with any employers whom you have contacted directly.
- Obtain a current transcript from the Registrar, make copies for distribution to employers, and create a PDF of your transcript by having it scanned in the Career Center.
- Begin judicial clerkship application process. Review Judicial Clerkship Guide and follow timeline for application process. The application process can begin as early as August prior to 2L year. (Guide available on Career Center Intranet page/Judicial Clerkships)
- If planning to pursue a judicial clerkship, consider a judicial externship during the school year.
- Access OSCAR (Federal Courts On-line System for Clerkship Application and Review). Rising second-year students receive ready-only access on June 1 and full access on August 1. The read-only access allows you to view and research clerkship positions and upload application materials. <https://oscar.uscourts.gov/>
- If planning to pursue a judicial clerkship, schedule an appointment with a task force member, and/or a career center advisor.

September / October

- Complete Summer Employment Survey.
- Schedule meetings with Career Center to plan for 2L summer job search.
- Interview with on-campus employers.
- Continue researching and contacting employers. Expand your job search network.
- Attend job search and professional development programming sponsored by the Career Center.
- Watch Symplicity for externship postings for spring semester.

- Attend the Equal Justice Works Conference and Career Fair (Public Interest Law) in Washington, DC, if applicable.
- Application deadline for summer internships with US Army.
- Check e-mail and Symplicity often for job postings.
- If pursuing a judicial clerkship, submit your application early in the process, even if a judge specifies a date range or indicates they receive throughout the year.

November / December

- Read the Career Center website and Intranet for additional events and opportunities.
- If you have accepted employment, make sure to notify the Career Center.
- Schedule interviews and/or “informational interviews” during Winter Break. Letting employers know when you will be in town during Winter Break.
- Attend the judicial clerkship panel discussion presented by current/former judicial clerks.

January

- Schedule counseling appointment to focus job search.
- Research and identify employers of interest who are coming on-campus spring semester.
- Continue to contact small-mid size firms, banks and corporations with small legal staffs, associations, government agencies and public interest organizations about summer jobs.
- Research post-graduate fellowship opportunities.

February

- Update resume with fall semester grades and activities – upload to Symplicity.
- Schedule interviews and/or “informational interviews” over Spring Break.
- Consider an externship for fall semester – watch Symplicity for job postings.
- Students should monitor OSCAR for judicial clerkship openings, including newly confirmed judges. Keep all documents current. Be sure to update resume to include fall grades, fall externship, etc.

March

- Respond to listings posted on Symplicity, on PSJD.org, in Government Honors & Internships Handbook, and other sources.
- Watch for postings in the law school for clinic jobs and research assistant positions.
- Register for job fairs.
- Check e-mail and Symplicity often for job postings for summer work.
- Consider broadening your search to other geographic regions and/or practice areas.

Spring Break

- Contact people in your network to discuss summer opportunities and/or to gather information about legal practice.
- Apply for jobs.
- Conduct out-of-town interviews.

April/May

- Follow-up on resume/applications submitted and interviews.
- Continue to check Symplicity for postings and search for summer legal employment if you have not secured a position. Consider volunteering on a part-time basis to gain relevant legal experience (i.e. smaller firms and government agencies), which will help you build your resume for the next round of your job search.
- Research the deadlines for state court clerkships. Judges vary in their application processes with some accepting applications throughout the year. Be sure to confirm the process of the judge you are interested in applying. Encouraged to submit in May prior to 3L year. Consult Career Center.

Summer

- Work in a legal job to obtain experience.
- Read e-mails from the Career Center and pay attention to deadlines.
- Update the Career Center with any changes in your contact information.
- Obtain a current transcript from the Registrar.
- Update resume and cover letters to reflect spring semester grades and summer employment and upload same into Symplicity.
- Finalize state court judicial clerkship applications and submit according to judge's application process. Encouraged to submit in May prior to 3L year.

3L Career Planning and Job Search Timeline

June/July

- Submit now! Finalize state court judicial clerkship applications and submit according to judge's application process. Encouraged to submit in May prior to 3L year.
- Begin thinking about permanent employment after graduation. If undecided about what area of law in which you would like to practice or where you are headed, make an appointment with the Career Center.
- Check bar exam requirements for the state(s) in which you plan to look for employment.

August/September

- Complete Summer Employment Survey.
- Make an appointment with the Career Center to discuss third year job search strategy.
- Attend job search and professional development programming sponsored by the Career Center.
- Research and identify employers of interest who are coming on campus to hire 3Ls after graduation.
- Schedule a mock interview.
- Participate in on-campus interviews.
- Complete fellowship and honors program applications (DOJ Honors Program deadline is early September).
- Continue to attend receptions, programs, and bar association activities to network.
- Students can continue to apply to state clerkships, as well as any federal clerkships that remain available or come available.
- Students should monitor OSCAR for late federal clerkship openings.
- Students should monitor Symplicity for state clerkship postings.

Throughout the Fall

- Continue researching and contacting employers – continue networking.
- Continue submitting resumes and focusing job search.
- Work in a clinic.
- Consider an externship for the spring semester – watch Symplicity for job postings.
- Work part-time to obtain legal experience.
- Attend the Equal Justice Works Conference and Career Fair (Public Interest Law) in Washington, DC, if applicable.
- Schedule interviews and/or “informational interviews” over Winter Break.

Winter Break

- Work on bar exam application.
- Investigate newly appointed / confirmed federal and state court judges who are out of the regular judicial clerk hiring cycle and make application (continue this throughout your 3L year and even after graduation). <http://www.uscourts.gov/careers.aspx>

January/February

- Update your resume with fall semester grades and activities – upload to Symplicity.
- Research and identify employers of interest who are coming on campus to hire 3Ls after graduation.
- Work part-time to obtain legal experience.
- Make an appointment with the Career Center to focus your third year job search.
- Schedule interviews and/or “informational interviews” over Spring Break.

March / April

- Continue submitting resumes, focusing job search, networking, etc.
- Check your e-mail and Symplicity often for job postings.
- Continue to contact small-mid size firms, banks and corporations with small legal staffs, associations, government agencies and public interest organizations.
- Research post-graduate fellowships, if applicable.

May

- Continue to check your e-mail and Symplicity for job postings for 3Ls and recent graduates.
- Obtain reciprocity services at another law school if moving out of area.
- Update the Career Center with your new contact information.

Graduation

- Study for bar exam, pass, and embark upon legal career!

CAMPBELL LAW CAREER & PROFESSIONAL DEVELOPMENT CENTER

Judicial Clerkship Job Search Timeline - a 3-year Plan

NOTE: This is a recommended timeline for judicial clerkship applications. You must confirm a judge's hiring practices and deadlines and adhere accordingly. Each judge sets their own hiring practices.

First Year

- Focus on academics! Strong academic performance is a prerequisite for obtaining a judicial clerkship. Typically the higher the court, the higher the GPA/class rank needed to be considered competitive.
- Develop a strong relationship with one or more of your professors. Clerkship applications require two – four letters of recommendation and at least two should be from law school professors. Consider securing a summer research assistant position to a professor.
- Attend programs on state and federal clerkships that are hosted by the Career Center each year.
- When selecting courses for your second-year:
 - Take a seminar or an advanced legal writing course. Professors from these courses can write a knowledgeable letter of recommendation about your research and writing skills;
 - Federal Courts is important to take either in your second- or third-year if you plan to seek a federal clerkship;
 - Administrative Law can be helpful for clerkships with courts that hear cases from administrative agencies and for clerkships with administrative law judges;
 - Consider courses that may be of interest to specialty courts. For example, tax courses for clerkships with tax courts; intellectual property courses for the U.S. Court of Federal Claims or the U.S. Court of Appeals for the Federal Circuit.
- Write on to law review, if invited.
- Take part in competitions (e.g., negotiations, moot court).
- For your first-year summer position look for a position that will provide you with further legal research and writing experience in either the private or public sector. A research assistant position with a professor can be an excellent credential. Summer judicial externships can be good experience to have on your resume for the 1L summer. Positions are typically unpaid but as an externship you can earn class credit. A majority of these positions are posted on Symplicity and can be applied to through Symplicity. Otherwise, to apply you will need to write letters directly to the courts/judges you are interested in working.

- Judicial externships are also available during the school year to 2Ls and 3Ls. Many of these opportunities are posted in Symplicity as well. Watch Symplicity for these postings and note deadlines.
- Conduct a self-assessment to determine whether a judicial clerkship is right for you. If so, what are your preferences? Self-assessment tool – see Judicial Clerkship Guide Appendix or Career Center Intranet page/Judicial Clerkships.
- Review Judicial Clerkship Guide.
- Schedule appointment with a Judicial Clerkship Task Force member or the Career Center to discuss your clerkship interests. See Judicial Clerkship Guide for list of task force members.

Summer between First and Second Year

- Access OSCAR (On-line System for Clerkship Application and Review). Rising second-year students receive read-only access on June 1. The read-only access allows you to view and research clerkship positions and upload application materials.
- Schedule Career Center appointment for review of cover letters and resume. (The Career Center is available during the summer for in-person or phone counseling sessions.)
- **Second-year students receive full access to OSCAR on August 1.** - <https://oscar.uscourts.gov/>
- Access OSCAR to research the application process of judges, their requirements and deadlines.
NOTE DEADLINES AND PLAN ACCORDINGLY.
- Request undergrad transcript.
- Develop a writing sample to use with your clerkship application, either in a class or through work experience.
- Request recommendation letters from Campbell Law professors.
- Communicate with any non-Campbell Law professor recommenders regarding writing a letter of recommendation.
- Provide recommenders complete contact information for each judge. (See Judicial Clerkship Guide for step-by-step instructions on the recommendation letter process.)

Fall Semester of Second Year

- Follow-up with recommenders to confirm recommendation letters have been completed.
- **Reminder: Submit your application early in the process, even if a judge specifies a date range or indicates they receive throughout the year.**
- Continue to cultivate relationships with professors who will need to serve as a “recommender”, someone who drafts a letter of recommendation on your behalf. If you have not already done so, consider becoming a research assistant to a professor.
- Take part in moot court and other trial activities. These activities can strengthen your advocacy skills.
- If you are considering applying for state trial court clerkships, plan to enroll in a clinic, trial practice and/or other skills-based courses. For example, if a state probate court is of interest take estate and trust related courses or family law related courses for family courts.
- Attend Federal Judicial Clerkship Panel presented by the Career Center.
- Pursue a summer position that will allow you to further develop your research and writing skills.

- Schedule a mock interview with the Career Center.

Spring Semester of Second Year

- Update all materials for a completed application, including writing cover letters, selecting and polishing a writing sample, and securing a copy of current law school transcript. Update resume to include fall grades, fall externship, etc.
- Attend State Judicial Clerkship Panel presented by the Career Center.
- **Continue to submit federal court applications according to judge's application process.**
- If you are a member of one of the legal publications, consider obtaining an editorial board position for your third-year.
- Complete all course work to avoid incompletes on your transcript.
- It is recommended to submit in May prior to 3L yr. Research the deadlines for state court clerkships. Judges vary in their application processes with some accepting applications throughout the year. Be sure to confirm the process of the judge you are interested in applying. Consult Career Center. For state clerkships, review the Vermont Law School Guide to State Judicial Clerkships online at <http://forms.vermontlaw.edu/career/guides/> [Login required, consult Career Center for log-in information.]

Summer between Second and Third Year

- Update materials for a completed application, including polishing a writing sample, and securing a copy of current law school transcript. Update resume to include summer position.
- **Finalize state court applications and submit according to judge's application process. Encouraged to submit in May prior to 3L year.**
- Students should monitor OSCAR for late clerkship openings, including newly confirmed judges.
- Schedule a mock interview with the Career Center.

Fall of Third Year and Spring Semester

- Update Career Center as to status of applications.
- Federal judges continue to review applications and conduct interviews.
- After each interview, submit Judicial Clerkship Interview Form to Career Center.
- Students can continue to apply to state clerkships, as well as any federal clerkships that remain available or come available.
- Students should monitor OSCAR for late clerkship openings, including newly confirmed judges.
- Students should also monitor sites that track newly confirmed judges and newly nominated judges – <http://www.uscourts.gov/careers.aspx>
- Students should monitor Symplicity for state clerkship postings.