

DUQUESNE UNIVERSITY SCHOOL OF LAW



CAREER SERVICES HANDBOOK

Rev. 10/15

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CAREER SERVICES HANDBOOK

With large numbers of law school graduates entering the job market every year, competition for available positions is fierce. In order to gain an edge over the graduates against whom you will be competing, it is imperative that each of you explore your career options and goals as early as possible during your law school years and that you take all of the necessary steps now to ensure a successful job search later.

One important aspect of succeeding in gaining employment upon graduation is clerking or interning as a law student. Many employers hire their law clerks; additionally, students who have practical experience have an advantage in the job market. While gaining hands on experience is important for all law students, it is especially beneficial for students who have not performed well academically. Some employers will not be as concerned about poor academic performance if they see that a student has extensive experience.

The majority of students find jobs by responding to job postings listed with the CSO, in the paper, or online; by talking with alumni, friends, family and classmates (networking); and by self-initiated contacts. Of these methods, networking is the most effective, and an entire section of this Handbook is dedicated to teaching you the basics of networking. Far fewer students will find entry-level opportunities with large law firms and the impact of large law firm downsizing means fewer opportunities overall. However, large numbers of law school graduates continue to enter the job market every year, and competition for available positions is fiercer than ever. The importance of embarking on an effective job search plan, which includes networking, direct applications and self-initiated contacts, early in your law school career cannot be overemphasized.

Although they are high-profile, on-campus interviews are not the most common way that students locate employers. Primarily large law firms interview on campus, and these firms tend to seek students with a high law school rank, law review, and moot court experience. Accordingly, fewer than 20% of students obtain employment by participating in on-campus interviews.

The CSO does not get students jobs. What we do is provide programs and information that will enable you to acquire the skills necessary to launch a successful career search, we assist you in identifying contacts in your area(s) of interest, and we sponsor programs on various practice areas that will help you to define your career goals.

We invite you to review the following pages as you contemplate your career goals and preparation. The CSO staff is always available to meet with students and alumni to discuss any of this information in greater detail.

I. INTRODUCTION TO CAREER SERVICES

A. Overview.

The Career Services Office (CSO) is located in Room 209 of the Law School. Our mailing address is: Duquesne Law School, Career Services Office, 600 Forbes Avenue, 209 Hanley Hall, Pittsburgh, PA 15282. Telephone: (412) 396-6559. Fax: (412) 396-6598. Email: lawcareers@duq.edu. Website: www.duq.edu/law/career-services.

CSO hours are announced at the beginning of each semester and posted on the web site. We open every morning at 8:00 a.m., and during the school year we remain open until 6:00 p.m. at least 3 nights per week and have monthly Saturday hours for the convenience of our alumni and evening students. The CSO is also open all summer and generally throughout school breaks. We are available during these times for all of our usual services.

The Career Services Office is staffed by a director, an administrative assistant, and three student assistants. We are very approachable and always willing to answer any questions that you may have. We hope that each of you will stop by the CSO to meet us and to become acquainted with our services and our resources. Just come in and introduce yourself and start looking over our resources and books to familiarize yourself with what we have and what you need to start a job search. **WE ARE HERE FOR YOU!**

B. Services.

The Career Services Office offers a complete line of services both to current students and to Duquesne Law School alumni, including:

1. Information about CSO facilities, resources and services offered, career options, and resume, cover letter, interviewing and networking advice;
2. Career counseling, including resume writing, interviewing techniques, interpersonal skills, and job search strategies;
3. Handouts with information on areas of interest to students;
4. Recruitment of legal employers to participate in the CSO's fall and spring interviewing programs, including on-campus interviewing, and review of students' resumes;
5. Legal employer interview scheduling;
6. Legal employer files containing information about firms and corporations and their hiring criteria;
7. Books and other career planning resources that may be borrowed from the CSO;
8. Job postings for students and alumni available online via Symplicity;
9. Information about job opportunities, notices about upcoming career workshops, articles on interviewing skills, resume and cover letter drafting, and announcements about any career issues. This information is distributed in a variety of ways, including email, *The*

- Common Plea* (e-newsletter), the CSO Facebook page, Twitter (@DuquesneLawCSO), the screens in the Student Lounge, the CSO Calendar posted in the Student Lounge, CSO Spotlight outside of the CSO entrance, signs displayed in the building, and on Symplicity;
10. Career Services seminars, panel discussions, and presentations on topics such as interviewing skills, judicial clerkships, different practice areas, marketing yourself to employers, networking, and how to launch a successful job search campaign;
 11. Mock Interviews with local attorneys and members of the CSO staff, and on-line via InterviewStream;
 12. Alumni/Student Mentor Program that connects students with alumni for the purposes of offering advice on job search techniques, cover letter and resume preparation, networking skills and for sharing personal experiences in making the transition from law student to lawyer;
 13. Information about various scholarships and writing competitions available for students' review on the CSO website and on the bulletin boards in the Student Lounge.

II. FUNDAMENTALS OF JOB SEARCHING

Most attorneys change employers several times. Therefore, learning how to conduct an effective job search now will provide you with skills that will serve you throughout your career.

Don't be concerned if you entered law school without a specific career goal in mind. Knowing what career path to choose takes time, effort, and a lot of soul searching. Learning about the different areas of the law by talking to practicing attorneys and by participating in externships and internships are great ways to familiarize yourself with your chosen profession and to equip yourself with the knowledge necessary to make informed choices.

To be successful in your job search, you must also go through a period of serious self-assessment to determine your abilities, interests, and needs. Much of what you learn both about law and your own strengths and preferences will be through personal experience and discussions with others, including professors, attorney supervisors, interviewers, program speakers, friends, family members, and classmates. Once you make these determinations, you must evaluate potential careers to find the calling that best matches your abilities, interests and needs. The following descriptions of different practice settings and self-assessment exercises will help you to determine your area(s) of interest.

A. Self-Assessment.

The first step in deciding what you want to do with your law degree is determining what your ideal or dream job is. Making this decision requires a great deal of introspection and soul searching. In doing a self-assessment, you become aware of your values, interests, strengths and weaknesses, and lifestyle preferences. Ask yourself the following questions:

- What interests me?
- What do I do well? Do I have any skills/abilities that others have commented on positively?
- What motivates me?
- Do I like to lead or follow?
- Do I like to work with others or independently?
- Would I like to work in a fast-paced environment?
- Am I comfortable with the fact that in a firm I will be expected to generate clients?
- How important is public service to me?
- How important to me is money? Power? Social standing? Prestige?
- Do I like to travel? Am I willing to relocate?
- Is leisure time important to me?
- Is expressing my creativity important to me?
- What are the characteristics of the people who I would like to work with?
- Am I extroverted or more reserved?
- Am I content working on one topic or do I prefer a variety of experiences?
- How important is my physical setting/surroundings to me?
- Do I need a structured work setting or would I prefer more autonomy?
- Is loyalty/duty to an entity important to me?
- Where do I see myself in 5 years? 10 years?
- Do my religious/political convictions impact my choices?

Figuring out the answers to these questions may not be easy, but as you review your career options and talk to people about their jobs and what they like/dislike about their positions, you will become more informed about careers that mesh with your values, skills, and interests.

The CSO also has a number of books with assessment tools that you can use to focus on what you can do and what you want to do. Figuring this out will help you develop an action plan.

As a general rule, most lawyers change jobs 5-8 times in their lifetimes. So, it is safe to say that your first job out of law school will probably not be your dream job. Landing your dream job is a process that takes time, effort and patience. Similarly, self-assessment is a continuous process that will continue as your experiences teach you more about yourself.

Another important reason to review the above self-assessment questions is that you may be asked very similar questions in an interview. One exercise, for example, has you rate your skills in various areas and then for each skill where you indicate that you “very strongly believe” that you possess the skill you must then provide a specific example or story illustrating when you have used the skill well.¹ An interviewer will expect you to be able to clearly articulate your abilities and to back up your assertions with examples. Also, interviewers will expect that you have some idea of what you are looking for in an employer, what your ideal job is, and what you plan to be doing in 5 or 10 years.

B. Career Options.

Your law degree and eventual license to practice law demonstrate commitment, persistence, intelligence, and strong analytical abilities. These qualities are valuable in a competitive job market, no matter the exact field you choose. A Juris Doctor degree can be used in traditional legal employment, non-traditional legal employment, and non-legal employment.

1. Traditional Legal Employment: Within the area of traditional legal employment there are various entities that employ attorneys. The following is a list of career options for students who choose to use their degree in a more traditional practice area:

a. Law Firm Attorney - A majority of law graduates work for law firms, both large and small. Working in a law firm is known as private practice. A law firm is a for-profit entity with partners as co-owners and associates as employees. When you work for a law firm, you generally start out as an associate and work on a salary basis. After a certain time period, generally from 7-12 years, you may become a partner if the other partners at the firm determine that you have the legal and social skills to meet your clients' needs and the business skills to attract clients.

Law firms vary greatly in terms of size, practice areas, salary ranges, atmosphere, type of clients, and demands placed upon the attorneys, both in terms of time and stress.

¹ Kathleen Brady, *Navigating Detours on the Road to Success: A Lawyer's Guide to Career Management* 10 (2005).

i. Large Firms

Firms with 50+ attorneys are referred to as large firms. Some firms have several hundred attorneys in offices all over the U.S. and in other countries. In Pittsburgh, the largest firms have more than 200 attorneys in their Pittsburgh offices alone. Large firms are run like the big corporations that they are, and they have extensive support staff.

Large firms tend to represent corporate clients. Therefore, if your heart is really in public service, you should think twice about joining a large firm, even if you have the academic credentials. Of course, the major advantages of working for a large firm are very tempting: high salaries, extensive training, and lots of support staff.

Large firms form the bulk of employers who come on campus to recruit students. Such firms are primarily recruiting for their summer associate programs where they have a chance to get to know a student and his/her work before making an offer for an associate position upon graduation. Because on-campus recruiting is very expensive for the firms, firms tend to travel to only a select number of schools. If a firm that you are interested in does not come to campus, you should not hesitate to mail an application to the firm during the fall recruiting season. It is best to mail these applications from mid-August to mid-September.

Unlike small and medium-sized firms where people who fit in and do good work can expect to be made partner, competition for partnership in big firms is stiff. Associates are usually considered for partnership after 7 to 12 years. Whether or not an associate is invited to become a partner often depends on clients generated, business savvy, and ability to produce income in excess of salary. Increasingly, firms are offering non-partnership track options and different tiers of partnership.

Some students assume that large firms, like large corporations, may offer more flexibility in positions, such as part-time or time-sharing arrangements. However, few firms accommodate such schedules, and those that do usually require an attorney to prove him/herself before being willing to offer alternative schedules.

ii. Medium-Sized Firms: Generally, firms of 12 to 40 employees are considered medium-sized; however, this varies from city to city. In Pittsburgh, for example, the list of the "25 Largest Pittsburgh Area Law Firms" includes firms with as few as 28 attorneys (in the firm's Pittsburgh office).

Medium-sized firms may be similar to a small firm or a large firm. It really depends on the firm. As a general rule, however, the more attorneys that they have, the more likely the firm will be more structured.

Like small firms, medium-sized firms may specialize in one practice area or may be general practices. Location, firm size and practice area will all affect salaries offered.

Many medium-sized firms do not have the financial base to fund on-campus recruiting. Those that do interview at law schools primarily focus on local schools. Therefore, if you are interested in a medium-sized firm in Columbus, OH, or Philadelphia, PA, you will have to research the area, make contacts with alumni, etc., and assume any costs related to the interview process. When looking at medium-sized firms in the market where your law school is located, consider working for a firm on a part-time basis during the school year and full-time in the summer. Such positions may lead to an offer upon graduation and, at the very least, will provide great experience that can be used to market yourself to other firms when seeking full-time employment upon graduation.

- iii. **Small Firms:** Small firms are generally those with 2-12 attorneys. They often are general practice firms. However, some have a specialized practice. Attorneys in small firms deal with all facets of a case and with everyday issues. The ability to generate clients is very important in a small firm. Because attorneys in small firms are often responsible for many aspects of the business, there may be little time for mentoring. Accordingly, new associates should have enough experience to be able to contribute immediately.

Unlike large firms, small firms generally do not project their hiring needs, rather they hire when they have more work than they can handle. Small firms frequently hire students who have clerked for them. This enables the firm to assess an applicant's skills and personality without taking a huge financial risk. Accordingly, just as with medium-sized firms the best approach is to work as a law clerk for such firms part-time during the school year and full-time during the summer. Finally, personality is very important in a small office setting. Nationwide, more law graduates begin their careers with small firms than with any other size of firm. If considering a small firm, be sure to read *Choosing Small, Choosing Smart*, by Donna Gerson, and *Small Firms, Big Opportunity*, by Linda Calvert Hanson and Samantha Williams, which are both available in the CSO Resource Center.

- iv. **Solo Practice** - Solo practice often attracts people who are self-starters and who are very self-disciplined. The benefits of solo practice are the independence and flexibility that running your own business provides.

There are several ways to set up your own practice. One way is to develop your own clients and practice from scratch. The other way is to go into an office sharing arrangement with another practicing attorney. Either way, when

embarking upon a solo practice it is helpful to have a prior career or another source of clients. Most lawyers do not go solo until they have some legal experience. While practicing, they learn the business of practicing law, generate income for start-up costs, and make contacts with other attorneys who will refer clients to them. The CSO has several books on starting and building your own law practice.

To thoroughly research a particular law firm, visit the firm's website, research the firm on Westlaw/Lexis and the NALP Directory of Legal Employers (www.nalp.org), as well as additional information that may be available in the CSO. The best source of information will be other people, so speak with alumni and faculty who have worked for the firm or track down fellow students or are currently working at the firm or who have worked there in the past.

You will probably find much more information about large- and medium-sized firms than you will about small firms. The CSO has created a *Pittsburgh Area Law Firm Directory* (including firms in the Counties of Allegheny, Beaver, Butler, Washington and Westmoreland). This directory can be found in the CSO and on Symplicity. It contains firms of various sizes, from solo practices to the largest in our region, and to the extent possible, the firms' address, telephone number, website, number of attorneys and practice areas.

As mentioned above, salaries and organizational patterns can vary with practice area. To further investigate the various practice areas, review relevant resources in the CSO, go on informational interviews and talk to lawyers, faculty members, and classmates who work in particular practice areas, and consider doing an internship or volunteering to get some hands on experience.

b. Corporations - A majority of law graduates who locate employment with in-house corporate legal departments have an extensive background in tax or accounting or an undergraduate degree in engineering or another technical field. Since corporations typically hire experienced lawyers who have been in practice for 5 years or more with private law firms, competition for permanent opportunities for new graduates is very stringent even for those who do possess the requisite backgrounds. Large companies with extensive in-house legal departments often do recruit students and have summer programs much like large law firms. Such companies also usually have similar hiring criteria as the large firms.

In-house attorneys may work on issues and projects inherent to the corporation's general operations, such as purchase/sale agreements and employee contract negotiations or in areas specific to a corporation's products or services, like patent applications, trust and estate planning, and regulatory compliance. While law firms and corporations generally share the same goals and perform substantively the same type of work, lawyers for corporations are engaged at a different point of the business' operation. As an in-house corporate attorney, the corporation is your sole client, and your job is to work to prevent costly litigation, minimize taxes and liability and ensure that your corporation is in compliance with applicable rules and regulations. Often complex litigation may be directed to outside counsel because the corporation may not have the staff,

expertise, or resources to handle the matter.

One unique aspect of working in-house is the potential for moving from the legal department to a management position.

c. Government - Lawyers are employed in every branch and at every level of local, state, and federal government, and they practice in a wide variety of substantive areas.

Many government positions, such as opportunities with District Attorney and Public Defender offices, are noted for offering early responsibility and a very fast paced environment. Competition for these jobs is great, so those interested in a career in prosecution are advised to consider offices in rural areas. Another good approach is to do an externship with a government office in which you are interested. If you really know that you want to work for a particular office, but they are unable to provide compensation, you should seriously consider volunteering. Students have been known to volunteer at an office, impress the attorneys, and be offered full-time employment upon graduation. If volunteering full-time would be financially impractical, volunteer part-time and locate other employment to meet your financial needs.

Because there are no uniform hiring procedures throughout the government, it can be difficult to locate these openings. In addition, due to agencies dependence on budgetary allocations, the application process is often a lengthy one. Accordingly, students applying for government employment need to be patient. It is also very important to keep detailed records of your contacts with agencies and to regularly follow up to reiterate your interest and availability. A list of web sites for various U.S. government agencies and departments can be found in Appendix IV.

The most recent U.S. Government Salary Chart is available at www.opm.gov/oca/PAYRATES/INDEX.asp

Although the primary resource for federal government jobs is www.usajobs.gov, always contact regional offices to see if they are hiring – not all post their openings on the OPM website.

Links to various state and federal government websites are included in Appendix IV.

d. Judiciary - The court system hires a large number of lawyers in positions including: judges, law clerks, staff attorneys, magistrates, and referees. In addition to traditional federal trial and appellate courts, there are specialized federal courts such as U.S. Bankruptcy Courts, U.S. Tax Courts, U.S. Magistrates, U.S. Court of Claims, the Federal Circuit Court of Appeals (for patent law), and the U.S. Court of International Trade that employ judicial law clerks. All states also offer trial and appellate level clerkships. In Pennsylvania these include the Courts of Common Pleas, Commonwealth Court, Superior Court, and the Supreme Court.

Judicial clerkships are generally available to law school graduates for a set term, usually one to

two years. Although a judicial law clerk's responsibilities vary greatly depending on the judge and the level of the court, most judicial clerks perform a great deal of research and analysis, which they then present to the judge, either orally or in writing. Some judges' law clerks may also perform certain administrative tasks. Judicial clerkships are very prestigious, especially at the federal court level, so they are highly competitive.

The Administrative Office of the Federal Courts has created an online application resource called OSCAR (Online System for Clerkship Application & Review) where *some* federal judges post information regarding their open law clerk or staff attorney positions and where applicants may apply for these positions. Additional detailed information about the application process can be found on OSCAR (www.oscar.uscourts.gov). Not all federal judges participate in OSCAR, so students must identify judges to which they intend to apply and then determine if they use OSCAR. If they are not, students must apply directly by mailing applications documents to the judge.

State court judges generally do not hire their law clerks quite so far in advance but it is best to check with the individual judges to determine application procedures and deadlines. In Pennsylvania, one would generally apply to the Pennsylvania Supreme Court, Superior Court and Commonwealth Court in the spring of the second year (2D, 3E, 3P) of law school through the fall of the third year (3D, 4E, 4P). The Courts of Common Pleas vary in hiring dates, some hire in the fall of the third year whereas other judges hire after graduation.

As a student, consider doing an externship with a judge either during the school year or over the summer. Externs generally assist the judge's full-time law clerk with research and writing and often have the opportunity to observe courtroom proceedings and to participate in discussions with the judge and his full-time staff. Working as an extern for a judge is a wonderful way to learn more about the court system. While these extern positions are generally not for pay, Duquesne Law School has an extensive Externship Program through which students can earn academic credit while working for a judge, government agency or other non-profit organization. Students interested in learning more about the opportunities available through the Externship Program should contact the Office of Clinical Legal Education at (412) 396-4704. The Law Clinic Offices are located in the Tribone Center.

When applying for a clerkship, a student should research the judge -- read some opinions and talk with professors or alumni who may know the judge. When compiling your application, which should include a well-written cover letter, a resume, a copy of your transcript, a writing sample, and letters of recommendation, you will want to have excellent references from faculty members who are familiar with your abilities. Sample interview questions that you may be asked during an interview as well as those you might want to ask while interviewing for a clerkship appear in Appendix II.

e. Legislature - Many lawyers work on Capitol Hill or for the state government as aides to elected representatives. These positions involve supervisory responsibilities and speech writing

as well as involvement in committee and subcommittee activities in which their employers are members. To learn more about these types of jobs, contact your local congressional representative or senator.

f. Military - Each branch of the military (Army, Navy, Marines, Air Force, and Coast Guard) has its own lawyers and judges who are members of the Judge Advocate General Corps (J.A.G.) for that particular branch. Civilian attorneys also work in the Offices of General Counsel of each branch of the military.

J.A.G. Attorneys typically are given a great deal of responsibility early in their careers. Applicants should be prepared to meet age and fitness, and sexual orientation criteria. Additionally, a four year commitment is usually required. Links to the various JAG Corps websites is available online at www.careersinthemilitary.com

g. Public Interest Organizations - The role of public interest law is to promote the representation of the underrepresented, to strive for equal access to the legal system for all, and to raise society's consciousness regarding social and political issues that affect all of our lives. Public interest lawyers represent a variety of individuals, including the poor, the homeless, minorities, the elderly, veterans, workers and consumers. In addition to representing a diverse group of people, public interest lawyers perform a wide range of law-related activities and their work embraces a wide diversity of issues, including: immigration, the environment, employment, housing, civil rights, First Amendment rights, consumer rights, education, elder law, and child abuse. Public interest practice settings are numerous and sometimes government employment is considered public interest work. For purposes of this handbook, we have broken public interest practice down into three categories:

i. Public Interest Organizations: These include civil rights groups, legal services corporations, legal aid societies, children's rights centers, prisoners' rights centers, disability law centers, social action organizations, and other specialized law centers that work to protect the rights of underrepresented people. Often fellowship funding is available to work for such organizations.

ii. The Private Bar: There are a number of relatively small law firms across the country that devote a substantial amount of their practice to civil rights law, plaintiffs' tort cases, union-side labor law, prisoners' rights, and tenants' rights. Public interest law firms may also represent cities and counties or public organizations and agencies in the area of municipal law. In addition, some law firms devote some of their resources to handling pro bono cases and allow associates to spend a certain amount of time in a legal services office while still on salary at the law firm. A few private firms actually have pro bono departments where attorneys work on public interest matters on a full time basis. Most other law firms, both large and small, encourage their attorneys to work on pro bono matters on an occasional basis.

iii. Non-Practicing Legal Positions: There are many alternatives to practicing "traditional" law in public interest organizations or law firms. These include politics, supervision of non-profit or government law offices, and legislative research.

Students interested in public interest law should consider participating in the Law School's Clinical programs and in the Pro Bono Program. Both programs will offer you the opportunity to meet people in the field and to help you better define your areas of interest. Great resources on public interest law include Equal Justice Works and PSJD (formerly known as PSLawNet) – Duquesne Law School is a member of both organizations. The websites for these resources are www.equaljusticeworks.org and www.psjd.org, respectively.

Many law students enter law school with the goal of working in the public interest. In the past, when the reality of high student loan debt and low public interest salaries hits, their career plans changed. However, in September 2007, Congress passed The College Cost Reduction and Access Act of 2007, which addresses the problem of high educational debt and low paying public interest careers and will make it possible for many more law graduates to pursue public interest careers. The Act offers Income Based Repayment and Loan Forgiveness for Public Service Employees.

h. Accounting Firms - All of the major accounting firms recruit law graduates for their tax and human resources departments. These firms generally seek students with an undergraduate degree in accounting or finance and a demonstrated interest in taxation. A demonstrated interest generally means more than having taken a basic tax course and done well. Salaries at large accounting firms are generally comparable with salaries and medium-sized law firms, although there may be more flexibility in starting salaries based on experience. Students who work for accounting firms should realize that they are not practicing law.

i. Banking - Banks hire law graduates to work in their trust departments. Working with trusts, attorneys assist in setting up trusts, administering estates, dealing with tax implications, etc. A business background (accounting or MBA) would often be beneficial in such a position. The benefits of working in a bank include the regular working hours and the pluses that working for a large corporation can provide. A number of Duquesne Law School alumni work in local trust departments. A good way to begin your search for such a position would be with an information interview with an alumnus/a. A list of the employment sites of several area banks appears in Appendix I.

j. Legal Publishing - Opportunities in the area of legal publishing have expanded. Attorneys are employed as researchers and editors, product developers, marketing executives and executive level managers. For the editing positions, excellent research and writing skills are essential. In addition, many of the large legal publishers frequently hire sales representatives to sell their products to law firms, law schools, corporate legal departments, government libraries, and law school faculty. Such sales positions may have prior outside sales experience as a prerequisite.

In addition to the major legal publishers, law graduates often work for legal magazines or may combine their law degree with a journalism background to work with a newspaper or news program. A list of the employment sites of the major legal publishers appears in Appendix I.

k. Academia - Positions in the academic world include faculty, administration (career services, alumni relations, admissions), university counsel, and librarianships. You can work for a law school or at any other level within a university. Requirements for faculty positions vary from school to school. Most law school tenure track faculty positions require a stellar academic record, significant post-graduation experience at a law firm or corporation, or clerking for a judge, and/or an LL.M. Some law schools hire legal research and writing professors who have not had quite as much experience as the more senior faculty. For most teaching positions, however, law school grades and the writing experience (law review) you gained during law school are very important.

Many administrative positions, especially at law schools, are filled by those with law degrees. Lawyers can be found in law school career services offices, admissions offices, and other student and alumni services offices. In these positions, one can expect to enjoy direct contact with prospective students, current students, and alumni. The skills needed to succeed in these positions include organizational skills, counseling skills, analytical skills, and other skills that are learned in law school.

For further information about academic positions of all types, consult the American Association of Law Schools Placement Bulletin or The Chronicle of Higher Education, which is available at the University library and online. A list of education related employment sites appears in Appendix I.

2. Non-Traditional Legal Employment: Many law students graduate from law school with the unsettling feeling that the traditional practice of law is not the perfect career that they had imagined when they began law school. Fortunately, many options exist for those who decide not to pursue a traditional legal career.

Hiring officials have become increasingly aware of the value of hiring lawyers to fill various positions within their organizations. Because of the basic skills that lawyers acquire in law school, attorneys have the qualifications to prosper in many different fields. During law school you have acquired three basic skills not provided by any other part of our educational system. All of these skills are crucial to success in any occupation. The first skill is the ease with which you now deal with legal terminology and legal concepts. The second skill is that of analyzing facts. And the third skill is that of persuading others of the correctness of your conclusions. These three skills are very beneficial to you in alternative fields.

Alternative law-related positions are found in every employment sector and in virtually every industry and economic endeavor, including corporations, trade associations, professional associations, every level of government, advocacy organizations, foundations, colleges and universities, accounting firms, hospitals, museums, banks, insurance companies, and even law

firms. For specific suggestions and a list of hundreds of alternative legal careers, please refer to Federal Reports Inc.'s *600+ Things You Can Do With A Law Degree (Other Than Practice Law)*, included as Appendix III of this Handbook. In addition, the Career Services Office has several resources dealing with alternative career options and how to go about finding one of these jobs.

When deciding whether to pursue an alternative career, you should be aware of some challenges you may face. First, your family and friends may not understand how you could go to law school and then not practice law. Be prepared for this pressure. This leads to the second important point. Realize that once you choose to pursue an alternative career, it can be very difficult to transition back to practice. The longer you are away from the law and the nature of your alternative position will both impact your ability to gain employment in a firm after trying an alternative career. A final caveat relates to salaries. Depending on your alternative career, salaries may be more akin to those in a small- or medium-sized law firm. Additionally, your earning potential may be more limited than if you practiced law.

All of this aside, the benefits of an alternative career often include regular hours and, most importantly, doing something you enjoy. A list of Internet sites to search for alternative career opportunities appears in Appendix I. A list of law-related government careers is in Appendix IV.

C. Networking.

The most important thing you can do is to learn how to effectively NETWORK!

One alumnus who wrote to the CSO said, "Networking has gotten me 100% of what I am doing. I took the time to talk to people and to interview [people, and that got me into the position I was seeking]." Another important thing to remember is that people are often eager to help you. They may not be able to give you a job, but they can give you advice or put you in touch with people who may assist you in gathering information about a practice area or specific position.

Networking has many purposes. It is an effective way to learn all about your chosen profession, including the different career options and legal practice areas, what job search strategies work and which ones do not. Networking is also critical to learning about the approximately 90% of jobs that are unadvertised. In addition, your future success as a lawyer depends on your ability to effectively network. Besides being virtually the only way you will get other jobs down the road, networking will be critical to your ability to generate new business for the firm. As Kathleen Brady quoted in her book *Navigating the Detours on the Road to Success: A Lawyer's Guide to Career Management*, **"It's not who you know, but who knows you."**

And it is really quite simple -- "take advantage" of **all** of the people that you already know to meet more people. All of the people that you already know includes all of your friends, your family, your social acquaintances, your professors, your hair stylist or barber, your former teachers, your recreational contacts, your banker, your stockbroker, your accountant, your priest/minister/rabbi, your family doctor, and anyone else with whom you come into contact.

These people need not be "professional" contacts - the important thing is just to tell everyone you know what you are looking for. In addition, attend all parties thrown by friends and meet 5 new people at each party, and join organizations where there will be other people with common interests. In other words, talk to new people whenever you have the chance, listen to and show interest in what they have to say, and learn about their jobs and their career paths. **And that's all networking is - meeting people and talking with them.**

Often, the CSO coordinates with local organization, such as the Women's Bar Association, the Western Pennsylvania Chapter of the Association of Corporate Counsel, and the Allegheny County Bar Association, to provide students with opportunities to volunteer and assist with programs. Take advantage of these opportunities. If you are a member of a national organization that is holding a conference, see if they need student volunteers. This is a great way to meet attorneys in your area of interest.

Good networkers are never just takers, they also offer to help others in their network. Additionally, it is important to contact people in your network and keep them updated on your situation. Certainly, you do not want to harangue people. Simply email or call folks to let them know of any changes in your situation or to follow up on a previous conversation or meeting. What you don't want is to have a significant contact call the Career Services Office trying to find out where you are and what you are doing because he/she has lost contact with you. Don't burn bridges.

1. Informational Interviews

In addition to volunteering at events, which is suggested above, one of the most effective and easier ways to network, especially if you are uncomfortable with the traditional cocktail party setting, is to conduct informational interviews. An informational interview is just that, an interview that enables you to gain information about a practice area, firm, city, etc. To begin, you will want to identify people who have such information. Those with some connection to you, i.e., Duquesne Law alumni, alumni from your undergraduate institution, etc., are a great place to start. You can identify these folks by doing a simple search on Westlaw (wld directory) or Lexis (martindale.com – do an advanced search) or by reviewing the *Alumni/Student Mentor Directory*, the *WBA Networking Program*, the *Association of Corporate Counsel Mentoring Program*, or by perusing the *Law Alumni Directory* available in the CSO. The online services now offer simple fill-in-the blank forms that enable you to search their databases.

Once you have identified people you would like to talk with, send them an email introducing yourself and stating why you are writing. For example, *"I am currently in my second year at Duquesne Law School. I am very interested in real estate law and understand that you have extensive experience in the field. I would greatly appreciate it if you could take a few minutes out of your busy schedule to speak with me."* Although you are making this request via email, you should treat this as a professional correspondence. Be sure to use the formalities of a business letter. You can find sample templates in the Cover Letters section of this Handbook.

The CSO recommends that you not send more than 10 requests at a time. We have had students receive as many as seven positive responses in a short period of time. Some alumni will want you to come to their offices or they will want to take you to lunch. If you write to too many, it may be difficult to fit all of the appointments into your busy law student schedule. You should use a spreadsheet or other database to keep track of the contacts you have made. A sample networking log can be found at the end of this chapter; you can also use it to track your job search efforts.

Generally, you should not include a resume with your request. If a contact sees a resume, he/she will assume that you want a job, regardless of what your message says. Attorneys are often quite happy to give advice; however, they may feel uncomfortable if they think that what you really want is a job -- especially when they can't offer you one. You may take along a resume to a meeting and even ask for feedback on your resume, but make it clear that you just want advice.

You may use informational interviews to learn more about a practice area or about a particular legal market. The following are some appropriate questions: *What is a typical day like? What are the prerequisites for obtaining a position in this practice area? Are there certain courses that I should take? What do you enjoy most about your position? What do you find most challenging? Are there any personal traits that are essential for success in this field? What should I do to make myself a more attractive candidate?*

Generally, near the end of the interview, ask who else you should contact. Also ask if you may say that the person referred you. Contacting anyone suggested is how you build an extensive network.

After a meeting or phone conversation, follow up with a thank you note. Be sure to refer to any advice your contact gave and any of his/her suggestions that you have pursued.

2. Cocktail Parties & Receptions

There are a number of very good books in the Career Services Resource Center on networking. Probably one of the better known and more widely used is Cynthia Chin-Lee's "It's Who You Know." These books give you practical advice about networking and will give you the comfort level and confidence necessary to begin to take advantage of networking opportunities such as alumni events.

Another useful book is Susan RoAne's *How to Work a Room: A Guide to Successfully Managing the Mingling*. In it, Ms. RoAne suggests the following "Ten Commandments for Connecting":

1. Prepare: adopt a positive attitude; focus on the benefits of the event; plan your self-introduction; prepare your small talk; practice your handshake; remember eye contact and smile; take along business cards. [The CSO will provide them upon request.]

2. ATTEND.
3. If you're really nervous at first, try strategies that make you feel more comfortable: go with a friend, talk to those who seem more approachable, listen.
4. Initiate. Take the risk to speak first and listen to the response.
5. Learn appropriate etiquette.
6. Avoid crutches such as arriving late, leaving early, drinking too much, hanging out at the buffet table, and clinging to a friend.
7. Remember: Effort, Energy, & Enthusiasm.
8. Dress appropriately.
9. Remember: Courtesy, Caring, Charm, Chutzpa.
10. Bring a sense of humor. (Comments should be appropriate, tasteful, and timely.)

If you encounter someone that you have little in common with, politely excuse yourself by saying something like: "I enjoyed meeting you." "It's been nice talking to you." Etc.

3. Social Events

If you meet an attorney at a social event (wedding, baptism, bar/bat mitzvah, etc.) or a work setting, take advantage of the opportunity to learn more about his/her practice area and any possible opportunities. How? First, ask about his/her practice area; any interesting cases; etc. Second, ask if they hire summer clerks or are looking for new associates. Third, get a business card and make a note on the back indicating where you met and anything significant about the meeting. Depending on the conversation, you may want to follow up with a note. Do not persist if the person does not seem interested or willing to discuss the matter, and don't seem desperate.

4. Reciprocate and Maintain the Relationships

As noted above, networking is about building relationships, and you should keep in touch with your contacts and offer to assist them when possible. For example, send contacts articles of interest, forward job postings they may be interested in, etc. You are building a relationship with professionals who you will work with once you graduate. Realize that the more relationships you build the more likely that you are to hear about unadvertised openings and opportunities to enhance your credentials.

5. Online – Building Your Brand

A great way to network is through online networking sites, such as LinkedIn (See the LinkedIn Tip Sheet section of the Handbook). Another effective means of getting yourself noticed by attorneys in your area of interest is to be a "guest blogger." Writing a blog demonstrates initiative, writing ability, and expertise. Visit www.abajournal.com/magazine/articles/aba_journal/blawg_100 for the ABA's list of the 100 Best Legal Blogs.

III. TIMING RECOMMENDATIONS - WHEN YOU SHOULD BE DOING WHAT?

These recommendations are only intended as guidelines to give you an idea of the job search process as you progress through law school. Each student is encouraged to consult with the CSO staff to discuss his/her particular situation.

A. First Year, First Semester (1D/1E/1PTD) - During your first semester of law school, you MUST focus exclusively on your course work and on becoming acclimated to law school. Grades will influence future employment opportunities, so work hard to get off to a good start academically.

All first year students are encouraged to attend any of the CSO's workshops and seminars, but in accordance with the guidelines set forth by the National Association for Law Placement (NALP), the CSO does not offer individual counseling to full-time first semester students until after November 1. In early November, the CSO will hold a mandatory Career Services Orientation meeting for all first year students. During this meeting we will introduce you to the CSO, our resource materials, and the services we provide. All first years MUST attend this orientation meeting before they can schedule individual consultations, resume preparation sessions, mock interviews, or access Symplicity, etc. After attending this meeting, first year students are welcome to use all of the CSO's services and resources. First year students should begin to think about putting together a professional resume and a working cover letter.

If you are applying for a 1L summer associate position with a large law firm, prepare your application materials in November and apply on December 1st or shortly thereafter. Some government agencies and judges have fall deadlines for summer internships. You should consult the Government Internship & Attorneys Handbook, which you can link to from Symplicity, for up-to-date information about most agencies' application processes and deadlines.

B. First Year, Second Semester (1D/1E/1PTD/2E/2PTD) - Now is the time (if you have not already done so) to draft a resume and cover letter and to compile a list of references that you will supply to potential employers. During the spring of the first year is when most first year law students obtain their summer jobs. But not all law students obtain legal positions the summer after their first year. This is especially true if you expect to find a paying legal job - opportunities for first year students are limited. And although a legal job after your first year is not essential to your future career success, any legal experiences that you can add to your resume will make you more attractive and more marketable when seeking that crucial summer legal job after your second year of law school. Working in some sort of legal job will also help you in building your network of contacts. Many Duquesne law students participate in the Law School's Externship Program the summer after their first year. The Externship Program allows you to earn academic credit while working for a non-profit organization such as a judge, government agency, or legal services association. The program only requires 140 hours (10 hours per week for 14 weeks); therefore, you may do an externship and have another job to earn money for your expenses. As

mentioned above, another option is to volunteer some time to a non-profit entity to gain some experience. Students who work for public interest organizations and some government offices can also apply for a Summer Public Interest Fellowship or Summer Public Service Fellowships. Information about these fellowship programs is distributed by the Law Clinic each year.

C. Second Year, First Semester (2D/3E/3PTD) - Over the summer between your first and second years of law school, you will receive a letter that explains the On-Campus Interview (OCI) Program that takes place from August through November. If you intend to participate in the OCI process, you should be prepared with an updated resume, a writing sample, a copy of your transcript, and a list of references. You will have to be aware of the OCI deadlines and procedures. The first deadline for resume submission via Symplicity is generally in late July or early August.

Part-time work during the school year, OCI, job fairs, networking and individual job search efforts are all tools to be utilized in obtaining a position that may lead to full-time employment upon graduation. During the second year of law school, your job search requires a significant amount of time. There are ways to reduce the amount of time required to perform an efficient and successful job search. All students should: know how to access Westlaw and LEXIS job search databases; know the various deadlines and application procedures of employers in which you are interested; attend CSO workshops and presentations; consider working part-time during the school year; nurture your network of contacts; and participate in informational interviewing.

If you plan on practicing patent law, consider taking the patent bar while in law school. Having passed the exam makes you much more marketable.

D. Second Year, Second Semester (2D/3E/3PTD) - This is when most second year students line up their summer jobs. Take the time to evaluate what you are learning in your job search. What have you done to locate employment? What strategies have worked? Which ones have not?

In January, start applying for summer positions with small and medium-size law firms and other employers. Revise your resume. Review your cover letter and brush up on your interview skills. Begin to organize and prepare application materials for federal and state judges, fellowships and federal government honors attorney programs, all of which have late summer/early fall application deadlines.

E. Third Year, First Semester (3D/4E/4PTD) - Over the summer you will receive a letter that explains the On-Campus Interview (OCI) Program that takes place from August through November. Realize that far fewer opportunities will be available to you as a 3L because firms tend to hire from their pool of summer associates. If you know that you will not be working for a large firm, consider getting a part-time job; this will help to expand your network and will make you more marketable. Also, continue to follow all of the advice for other periods in your education – get involved in organization, conduct informational interviews, and take whatever other steps are necessary to identify opportunities in your area of interest. If pursuing a public

interest career, don't forget to look into fellowships. If seeking a career in government, apply for the Presidential Management Fellows Program and other federal government honors attorney programs.

If you plan on applying for a federal judicial clerkship, now is the time. Federal clerkship applications are due each year on the Tuesday after Labor Day. Also, if you would like to work for the federal government, many agencies' deadlines are in September and October.

F. Third Year, Second Semester (3D/4E/4PTD) – If you have not already done so, implement a specific plan for obtaining a permanent position. Make sure that you are really doing something about your career prospects and not just worrying abstractly about employment prospects. Job seekers often underestimate the real effort and time required to perform an effective job search.

Maintain a positive attitude and take responsibility for your situation. Obtain a part-time law clerk position, continue to network, attend local bar association functions (if you have not already done so, become a student member of the local bar association), contact any job leads that you learn about, and keep in touch with the Career Services Office staff.

Complete an Employment Status Form before you graduate. This will help us serve you better when you graduate. After graduation, you must concentrate on passing the bar exam. Resume your job search after the bar exam. After passing the bar, you will become much more marketable to small and medium size firms and to certain public interest employers who cannot afford to hire a new graduate who has not yet passed the bar exam.

SPECIAL NOTE FOR SECOND CAREER STUDENTS:

- If you are in the evening program, consider when you will transition to a legal position; you should begin to seriously consider this at the beginning of your third year of the evening or part-time program.
- Understand that you are starting a new career and are likely to start at the bottom.
- Even though you may have had responsibility and autonomy in your prior career, you will have to prove yourself/pay your dues in the legal profession.
- When interviewing, be prepared to explain why you decided to become a lawyer and make clear that it was a well-informed and considered decision.
- Potential employers may be concerned about your ability to take orders from younger associates. Do not be defensive in interviews, simply provide anecdotes that relate your ability to work well with others and take instructions in a graceful and professional way.

Anytime after completing the first year: Consider entering a writing competition. Each year Duquesne Law Students win or place in writing competitions, and the demonstrated writing proficiency and interest in an area has led to job opportunities. Writing competitions are listed on the CSO website, and an extensive list can be found online at

www.abanet.org/lcd/competitions/writing-contests.

IV. MECHANICS OF A JOB SEARCH

A. Research All Potential Employers. Now that you have identified your dream job and you know exactly what it is that you hope to do with the rest of your life, you need to find out where the potential jobs are and to convince those employers that you are the one for them.

Prior to contacting potential employers there are several things that you should do. Before sending a letter to an employer, research the employer thoroughly. This involves more than just ensuring that you have their name spelled correctly - you must find out basic information about the employer's areas of practice, cities in which the employer has offices, a simple biography of the firm's lawyers, recent cases in which the firm has been involved, clients the employer has represented, and any current news about the employer. Gather all possible information before you write a letter to any prospective employer. You will use this information in your cover letter to convince the employer that you are particularly interested in and enthusiastic about working for them. All you really need to mention in your cover letter is one fact about the employer that shows that you have done your homework.

B. Where to Find Information about Employers. There are numerous sources of information that you should consult in drafting cover letters to potential employers. These include:

- 1 On-line information from Lexis and Westlaw;
- 2 Firm websites;
- 3 NALP Directory of Legal Employers - Most large employers submit information to include in this directory, which can be found at www.nalpdirectory.com.
- 4 Martindale-Hubbell - this is a very inclusive listing of most law firms, both large and small and the attorneys who work at the firm. Martindale-Hubbell is arranged alphabetically by state and city within each state and then by firm name. It is a good source for information regarding individual attorneys - where they went to law school, where and when they were born, and the areas of law in which they specialize. The directory also includes a list of a firm's representative clients. It is available online at www.martindale.com.
- 5 The CSO's *Pittsburgh Area Law Firm Directory* (including the Counties of Allegheny, Beaver, Butler, Washington, and Westmoreland). The directory is available in the CSO and on Symplicity.
- 6 Inside Scoop - from CSO, fellow students who have clerked with that employer, alumni who work there, professors, etc.

C. Keep Track Of Your Job Search Efforts. As you search for new employment and start building and working with your network of contacts, it is essential that you develop and maintain a system for keeping track of your communications (phone calls, correspondence, resumes sent, applications submitted, etc), information obtained (names of referrals, job announcements), and the results of your job search campaign. In order to help you keep track of your efforts, the CSO suggests that you use the following "Employer Contact" forms.

PROSPECTIVE EMPLOYER CONTACT SHEET

Employer

Firm Name _____ Telephone No. _____

Address _____ Fax No. _____

_____ Email _____

Referred by _____ Date of First Contact _____

Contacts

Name Title Phone Info.

Notes: _____

PROSPECTIVE EMPLOYER CONTACT HISTORY

Contact (Date/Time)	Mode (Ph./letter/email)	What Occurred	Follow up req'd (date/action)	Follow up done

V. COVER LETTERS

A cover letter must accompany each resume you send to an employer. This letter will be the potential employer's first exposure to you and your work. It introduces you, expands on important points on your resume or parts of your background not mentioned in your resume, and requests an interview or a personal meeting. A cover letter should generally be no more than three paragraphs on one page. And although a cover letter is not a formal legal writing sample, it is the first indication of how clearly and concisely you can express your thoughts and ideas on paper. Therefore, your cover letters should always be well written, professional, and interesting.

A. Purpose of cover letters. The purpose of a cover letter is to introduce you to the potential employer and to highlight and emphasize some of your most outstanding qualities, skills, and experiences that you can bring to that employer. As mentioned above, to write an effective cover letter, you should research an employer. You should gather all of the information that you possibly can before you write a cover letter to any prospective employer and then use that information in the cover letter to relate your background more directly to the employer's specific needs and specific law practice and to convince the employer that you are truly interested in working for that employer.

B. Tone of cover letters. Your cover letters should always exude enthusiasm, sincerity, and genuine interest in the particular employer to whom it is addressed.

C. Format of cover letters. In general, a cover letter should be three paragraphs long. Each of these paragraphs has a distinct purpose which you should always keep in mind when drafting your correspondence. The basic format is as follows:

Paragraph 1:

The goal of the first paragraph is to get the reader's attention. Tell them why you are writing the letter and why the reader should bother reading the rest of your letter. The first sentence of your first paragraph must grab the reader's attention. "I am currently a second year student at Duquesne Law School" does not compel your reader to continue. Compare that very bland opening sentence to the following: "Dr. John E. Murray recommended that I contact you because of your expertise in contract law." Or if you don't have a personal contact within the firm try something like this: "I was fascinated to read your profile in the August issue of the Allegheny County Bar Journal". Or use something that you learned in your research of the particular employer to lead off your first paragraph.

In the first paragraph, you should also let the reader know very directly the purpose of your letter. The second and third sentences of your opening paragraph should introduce you as a law student and indicate the type of position for which you are applying - a summer law clerk position or permanent employment, as well as why you are applying specifically to that employer. In this

first paragraph, you should also mention the employer's substantive area of practice and why that interests you and/or any geographic ties that you have to the region in which the employer is located.

Paragraph 2:

The second paragraph should tell the reader why they should meet you. Elaborate on your background and how it relates to the needs of the employer's organization. Show the reader why they should give you a chance – tell them how can you contribute to their firm or organization. Here is the place where you should write about any elements of your background that would benefit the employer, such as academic achievements and job experiences and the transferable skills that you have acquired. Your research of the employer comes into play here in allowing you to link your background with their law practice. Be careful not to just repeat everything that is on your resume - go beyond your resume and expand on areas that would be of particular interest to this specific employer. You should also discuss things that may not be appropriate for the resume such as high grades in particular courses.

Back up an assertion of skills and abilities with examples. For example, if you state that you have excellent research and writing skills, provide your grade in LR&W, list published articles, or discuss work experience that has enabled you to hone those essential skills. The second paragraph is also the place in your cover letter to show and support your interest in the city where the employer is located. **Convince the employer that a meeting with you is essential!**

Paragraph 3:

In the third and final paragraph, you should directly request a personal interview or meeting. Tell the employer what you are going to do next and what you want them to do next. Make it easy for the employer to schedule a meeting. Specify times that are convenient for you and provide telephone numbers where you can be reached and an email address. And always include a line of gratitude. For example: "I would welcome the opportunity to meet with you to discuss the possibilities of a summer law clerk position. I will be in the Philadelphia area the week of October _____. If I have not heard from you before then, I will contact you when I arrive and, if appropriate, arrange a mutually convenient meeting. Thank you for your consideration."

OR

"I look forward to hearing from you soon to arrange a personal meeting. You can reach me at the phone number and address listed above."

OR

"I would appreciate the opportunity to discuss how my background and experiences may fit your needs for an associate. I look forward to hearing from you soon."

There are an endless number of configurations for closing your cover letters. There is no one correct way. Use whatever format you feel most comfortable with. But remember, if you tell an employer that you will call them in a few weeks or on a specific date, you must do so! If you have not heard from the employer after waiting two weeks for a response, write to them again and repeat your interest, asking if you can provide additional information. Better yet, call the person to whom you wrote and ask him/her if you can come in and talk to them. If you are asked for a writing sample, offer to drop it off so that you have the chance to meet the prospective employer face to face.

The cover letter examples at the end of this section are designed to assist you in your initial drafting of a cover letter. Of course, the cover letters that you send will be more detailed and the information that you present will be geared toward the specific employers that you are targeting.

D. Some final, but crucial words on cover letters:

- No typos or grammatical mistakes - *proofread very carefully*. You must do more than a standard spell check.
- Don't address the letter to "hiring partner" or "To Whom It May Concern" - always send it to a specific person.
- If you know someone at the firm, use that contact. In addition to sending a copy to the Recruiting Director or via OCI, send a copy to the person that you or your family members know. Especially for large firms that receive thousands of resumes, if someone can put a good word in for you, you will get more serious consideration.
- Limit it to 1 page - good legal writing is always concise -- your cover letter should be too.
- Make it clear from your cover letter that you have researched the employer.
- Don't be conclusory - back up your assertions about your qualifications with examples.
- Don't focus on why you want the job - employers want to know what you can do for them, not vice versa.
- Never point out negative things about yourself - don't apologize - accentuate the positive.
- Have the CSO staff review your letters before you send them out.

The following samples should not be used verbatim. A good cover letter should be personalized and reflect your work. The samples are to be used as frameworks from which you can build your personalized letter(s).

SAMPLE COVER LETTER - GENERAL

Need A. Job
155 Carson Street
Pittsburgh, PA 15227
(412) 111-2222
needajob@yahoo.com

March 1, 201*

Ms. Hire Me
General Counsel, Legal Department
Wayne General Hospital
725 Main Street
Wayne, PA 16224

Dear Ms. Me:

As a first year law student with a background in hospital administration, I am writing to express an interest in a summer position with the legal department of Big Hospital.

As the enclosed resume indicates, I was an admissions group coordinator at Bay Hospital until shortly before I entered law school. This was the last of three progressively responsible positions that I held. My experience at a hospital with such exacting professional standards has contributed directly to my success at law school, and I am eager to have the opportunity to learn about the corporate legal aspect of hospital administration. In addition, my familiarity with the hospital should limit the amount of training that I require and permit me to quickly contribute to your department.

I will be visiting Wayne from March 12-15, and I would like the opportunity to meet with you to discuss my qualifications. My phone number is 412-111-2222 and my email address is needajob@yahoo.com. Thank you in advance for your consideration, I look forward to hearing from you soon.

Sincerely,

Need A. Job

SAMPLE COVER LETTER -- Specific Practice Area

**Roberta J. Student
521 Bay View Street
Cleveland, OH 44102
(223) 398-2987
Rstudent@msn.com**

January 27, 201*

Mr. David Stone
Stone, Weaver, and Clay, PC
2251 Main Street
Madison, WS 55291

Dear Mr. Stone:

As a graduating law student, I am writing to express my interest in a position with Stone, Weaver, and Clay, PC. I am seeking a position with a medium sized firm with a strong litigation section. I am particularly interested in construction litigation, and I understand that your firm has an excellent reputation in this field.

I have a strong academic background and experience in the types of cases handled by your firm. I am working towards a Civil Litigation Concentration in my coursework, and I am taking the following courses this semester towards that goal: Deposition Skills, E-Discovery and Trial Advocacy. During an externship for Judge Law, I researched various issues regarding construction law and civil litigation. I also drafted several bench memoranda and orders for the judge. This past summer I worked as a summer associate in the professional liability section of a large Detroit area firm. As a summer associate I performed research, wrote memoranda, and prepared pleadings on behalf of engineers and architects in cases involving various construction issues.

I would appreciate the opportunity to speak with you regarding a position at your firm. If you have any questions or require additional information about my qualifications, please contact me at (223) 398-2987 or robertstudent@msn.com. Duquesne Law Professor Will Lecture, (412) 555-6111 and Judge Law, (412) 555-4444, may both be contacted as references. Thank you for your time and consideration.

Sincerely,

Roberta J. Student

Enclosure

SAMPLE COVER LETTER -- Specific Type of Firm

Sam L. Worthy
1982 Fifth Avenue, Apt. 2B
Pittsburgh, PA 15219
(412) 333-9999
Worthys1@duq.edu

August 1, 201*

Janet C. Coates, Esq.
Beckwith, Stanger & Lawson, PC
9945 Forbes Avenue
Pittsburgh, PA 15219

Dear Ms. Coates:

Please accept the enclosed resume as application for a position as a summer associate with your firm. I understand from research that Beckwith, Stanger & Lawson, PC, is a small firm with a specialized practice in corporate, commercial, real estate and related areas. I intend to remain in the Pittsburgh area upon graduation and am seeking a practice such as yours for a permanent association.

You may find my background and credentials to be of particular interest. Although I have attended school continuously, I have developed business acumen through the operation of my own seasonal service company, which has employed up to five people each summer for the past three years. I was able to put into practice the theoretical education I received as an undergraduate business and finance major. The sale of this business this year has enabled me to finance a significant portion of my law school expenses. During law school, I worked at a large law firm and a small partnership, which helped me to decide that my interests and talents could best be utilized in a small, business oriented firm such as Beckwith, Stanger & Lawson.

With my proven ability to manage my own time and that of others, to assimilate facts quickly, and to understand the concerns of your business clients, I am confident that you will find that I will soon become a productive member of your firm. I would welcome the opportunity to meet with you to discuss further how I may meet your upcoming needs. If you have any question or require any additional materials, please contact me at (412) 333-9999 or worthys1@duq.edu. I look forward to hearing from you.

Sincerely,

Sam L. Worthy

SAMPLE COVER LETTER -- Indicating Research into Employer

Will W. Forte
903 Highland Avenue, Apt. 219
Pittsburgh, PA 15643
(412) 444-2222
ForteWill@gmail.com

March 16, 201*

John Carter, Esq.
Carter & Lewis, LLC
460 Ross Street
Pittsburgh, PA 15219

Dear Mr. Carter:

As a first year law student at Duquesne Law School, I would like very much to have the opportunity to work with your firm as a summer associate. I understand from speaking with Jill Mark and Sam Lester, students who have worked at Carter & Lewis, LLC, and from research, that your firm is engaged in a wide ranging, general practice and that summer and permanent associate assignments are arranged to provide a solid introduction to several areas. Because I am undecided regarding a specialty, I am very interested in the experience that your firm has to offer.

I understand that Carter & Lewis is noted for community leadership. As the enclosed resume demonstrates, I have considerable experience in peer leadership through volunteer and organizational activities. This has helped me substantially in law school and should prove to be beneficial to growth in my career. Through receiving professional instruction and intense experience in crisis management while I was a Resident Assistant Director during my undergraduate education, for example, I was able to compete successfully in the law school's Client Counseling Competition, where a partner and I placed second among six teams. The academic success of my first semester in law school can be attributed partly to the skills that I have developed in managing the often competing demands of school and other duties. As a result, I believe that my summer with your firm would prove to be beneficial to both of us.

I would welcome the opportunity to meet with you personally if you have an appropriate opening. I can be reached at the telephone number or address above and can arrange at appointment at most any time that is convenient for you. Thank you for your consideration.

Yours truly,

Will W. Forte

SAMPLE COVER LETTER -- For Part-time Position

Patricia L. Yeoman
531 Beach Street, Apt. 4A
Bethel Park, PA 15214
(412) 902-5328
yeoman@work.com

September 25, 201*

John A. Sullivan, Esq.
Gilbert & Sullivan, LLP
222 Penzance Street, Suite 832
Pittsburgh, PA 15219

Dear Mr. Sullivan:

I am writing to express my interest in the part-time law clerk position that you posted with the Duquesne Law School Career Services Office. Currently, I am a second year student at the law school and am seeking part-time employment during the school year

Your job description attracted me because I have a strong background in civil litigation and an interest in civil rights issues. I recently participated in a Trial Moot Court Competition and completed a Trial Tactics course. The class provided extensive motion, hearing, and discovery practice, while the competition offered practice in opening and closing statements and direct and cross-examination techniques. In addition to my coursework, I am currently participating in Duquesne's Civil Justice Clinic. This program enables me to counsel clients and to appear in court, with the supervision of an attorney

Enclosed is a resume for your review. Should you have any questions or require additional information, please call me at (412) 902-5328 or email me at yeoman@work.com. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Patricia L. Yeoman

SAMPLE COVER LETTER -- Public Interest

Will D. Good
2298 Peace Street
Serenity, PA 16229
(724) 623-8888
WillDoGood@earthlink.net

October 20, 201*

Mr. Law Advocat
Westmoreland County Legal Services
404 South Main Street
Greensburg, PA 15720

Dear Mr. Advocat:

As a second-year law student and native of Westmoreland County, I want to return to my community to practice law upon completion of my legal studies at Duquesne University School of Law. Because I have lived in this area my entire life, I understand the great need to provide legal assistance to the surrounding areas to address issues such as poverty, homelessness, medical care, as well as educational needs. I am aware of the growing concerns for the changing population due to the closing of various mines and the opening of new industry such as the Sony Plant. Consequently, being able to participate in the Legal Services Office would be a tremendous opportunity that would enable me to have a positive impact on the lives of individuals in the community that has given me the same opportunity.

Since starting law school, I have had the opportunity to receive practical legal skills from my work at Neighborhood Legal Services. I sharpened my research and analytical skills through the drafting of motions and complaints related to family and landlord tenant law, and I learned about the realities of public interest work through working with clients. Learning such skills has been beneficial to my development as a law student and has helped me to understand the great need to provide legal assistance to those members of the community who do not know of its availability.

I have enclosed my resume. If you have any questions or need additional information, please contact me at (724) 623-8888. Thank you for your time and consideration.

Sincerely,

Will D. Good

SAMPLE COVER LETTER – REFERRED TO FIRM

Joan A. Student
121 Murray Avenue
Pittsburgh, PA 15111
(412) 555-1374
J.Student@duq.edu

February 15, 201*

Maya H. Williston, Esq.
Senior Attorney, Tax Department
XYZ Corporation
123 Corporate Drive
Pittsburgh, PA 15222

Dear Ms. Williston:

Timothy Jones of Smythe, Smith, and Schmidt recommended that I contact you regarding future employment in the tax department of XYZ Corporation. As a temporary legal clerk, I recently completed tax work for Mr. Jones. Because he was pleased with my work and familiar with your needs, he indicated that you might be interested in meeting with me to review my background and how I might fit in with your plans for either this summer or next year.

Currently, I am a second year law student. Last spring, I received an MBA (finance concentration). During the past four years, I have successfully managed my education in two professional schools and have also solicited and been involved in numerous short term accounting and legal projects, and served actively on the boards of several student groups. I have achieved this by learning to balance priorities continually in order to meet and exceed the demands of often conflicting deadlines. As the enclosed resume will show, I have been successful in these efforts.

I would welcome the opportunity to meet with you at your convenience, either at your office or before the workday. Thank you for your consideration.

Sincerely,

Joan A. Student

SAMPLE COVER LETTER – REFERRED TO FIRM

Robin Student
158 Murray Avenue
Pittsburgh, PA 15111
(412) 555-1374
EarlyBird@yahoo.com

March 18, 201*

J.H. Courtes, Esq.
J.H. Courtes, Co., L.P.A.
4701 Terminal Tower
Pittsburgh, PA 15222

Dear Mr. Courtes:

Professor Edward Davis at the Duquesne University School of Law recommended I contact you, because I have a technical and regulatory background in which you may be particularly interested. I would like very much to have the opportunity to work for you as a summer clerk, and thereafter on a part-time basis.

As the enclosed resume will show, I am a 2006 graduate of the Massachusetts Institute of Technology, where I received a BS in electrical engineering, with additional courses in chemistry and biology. For the three years between schools, I worked for the Public Utilities Commission of Ohio, where I used my technical knowledge and abilities in what was analogous to a legal position. In response to telecommunications legislation, for instance, I worked with the State Consumer Board in drafting complaints and briefs, composed sanctions on reports to the state legislature, cross-examined expert witnesses, and authored the PUCO's decision regarding a proposed offering by MCI.

As a result of this experience, I am confident that my summer and subsequent experience with you will be more productive for your practice than if you were to employ most other law students. I would appreciate the opportunity to discuss my background further and how it may fit your needs. I look forward to hearing from you at your earliest convenience.

Sincerely,

Robin Student

SAMPLE COVER LETTER – REFERRED TO FIRM

Clarence S. Darrow
1857 Steward Street
Pittsburgh, PA 15232
csdarrow@gmail.com

September 10, 201*

Jonathan L. Seagull, Esq.
Seagull, Tern & Pelican, P.C.
1938 Oceanview Blvd.
Columbus, OH 12345

Dear Mr. Seagull:

Professor John Jay recommended that I contact you about the possibility of summer employment. I am interested in your firm due to your expertise in tax and estate planning. I have a bachelor's degree in accounting and have passed the CPA exam. I am now a second year student at Duquesne Law School, where I am in the top third of my class. I enclosed a copy of my resume, transcript, and a list of references for your review.

My goal is to become a tax attorney. The two years that I spent after college as an internal auditor at Ernst & Young and my summer clerking experience with PriceWaterhouseCoopers have provided me with a foundation of experience on which to build.

My mother grew up in Columbus, and I have many relatives and friends in the area whom I have visited often. It would be a pleasure to practice law in such an exciting, growing urban area.

I will be in Columbus over the Thanksgiving weekend and would appreciate the opportunity to meet with you then if you are available. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Clarence S. Darrow

SAMPLE COVER LETTER – REFERRED TO FIRM

HARRY D. WESTERNER, Esq.
699 Old Hometown Road
Branch Hills, VA 22308
222-555-7676 (H)
Westerner@southnet.net

July 2, 201*

Bryan M. Dinsmore, Esq.
Managing Partner
Easy, Going & McFall, LLC
123 Open Plains Parkway
Boise, ID 83701

Dear Mr. Dinsmore:

While discussing career opportunities in the northwest with Professor Barry Cade, he drew my attention to your firm and suggested that I contact you directly. Professor Cade mentioned that you and two other partners at Easy, Going & McFall graduated from Duquesne Law School, from which I also received my J.D. (with honors) last year. I understand too that your firm represents Boise's largest local employers – Idaho Meals, Boise Cascorn, and Hewlett Packall – and has a growing labor relations practice, in which I am very interested.

As a graduate of Duquesne, I am sure that you are aware of the fine reputation that our alma mater enjoys in the field of labor law. I am currently just a few credit hours away from fulfilling course requirements for an L.L.M. in Labor Negotiations at Big Mid-West Law School and will complete my advanced education in labor law this fall. In light of my interest and training in this specialty, I think I would make a positive addition to your Labor Relations Group. My resume is enclosed for your consideration.

I would appreciate the opportunity to meet with you personally concerning employment opportunities with your firm. Thank you for your consideration.

Yours sincerely,

Harry D. Westerner

SAMPLE COVER LETTER – TO SOMEONE YOU HAVE PREVIOUSLY MET

CHARLES YAMATA, Esq.
221 Findwork Plaza
Washington, DC 26550
202-400-8888 (Work)
C.Yamata@lawschool.edu

March 3, 201*

Ronald G. Barter, Esq.
Director, Foreign Trade Relations
U.S. International Trade Conference
12th and Madison Avenue, N.W.
Washington, DC 20230

Dear Mr. Barter:

You may recall that we met last year at the annual Foreign Trade Relations Fair in San Diego, at which you were the keynote speaker. I was there representing the City of Portland and we had the opportunity to speak at the reception following the general membership meeting.

Since last fall, I have passed the Oregon and District of Columbia Bars and worked for a small Portland law firm with a growing Japanese and Pacific Rim clientele. Although I enjoyed the firm's international practice, I have decided that I am more interested in practicing law in the public sector.

Having moved to the Washington area, I am looking for a position with the federal government dealing with trade issues in general and international trade in particular. I have a special interest in Japan and would like to work in a setting where I could incorporate my extensive knowledge of Japan, as well as my economics and engineering background, with my avid interest in international trade law and business.

I would appreciate the opportunity to discuss with you the possible options with the federal government that might be open to me. I have enclosed a copy of my resume for your reference and will call you in a few days to see when you might have some time for us to talk.

Sincerely yours,

Charles Yamata, Esq.

SAMPLE COVER LETTER – FOLLOW-UP CORRESPONDENCE

Deborah M. Brown
427 South Bass Street
Harrisburg, PA 17103
(717) 555-4578
DebBrown@msn.com

June 4, 201*

George Massenmeir, Esquire
6700 Grant Building
6090 Fifth Avenue
Harrisburg, PA 17219

Dear Mr. Massenmeir:

As you may recall, I submitted a resume to you last fall expressing my interest in a position with your firm as an associate. You indicated to me at that time that, although you planned eventually to hire an associate, you were not yet in a position to do so. You suggested that you might be interested in discussing employment with me the following summer, if I were still seeking a position.

I subsequently clerked during my last year of law school at Belle and Baerga, a small Pittsburgh law firm that specializes in personal injury and medical malpractice matters. In that capacity, I have participated in numerous aspects of the litigation process, including interviewing clients, drafting pleadings and motions, preparing correspondence, developing strategies regarding negotiations with opposing counsel, and attending court.

While I gained invaluable experience at Belle and Baerga, I have returned to Harrisburg to practice. I have registered for the Pennsylvania Bar examination, which I will take next month. If you are currently in a position to consider bringing in a new Associate, or expect to be in the near future, I would be most interested in discussing possible employment with you. I have enclosed my updated resume for your consideration and am available to interview at your convenience.

I look forward to hearing from you soon. Thank you for your consideration.

Very truly yours,

Deborah M. Brown

SAMPLE COVER LETTER – REQUESTING MEETING FOR FUTURE OPENINGS

J. William Student, Jr.
121 Murray Avenue
Pittsburgh, PA 15111
(724) 379-0032
JStudent@law.edu

March 1, 201*

Georgina Gund-Hall, Esq.
Huey, Lewis & News, LPA
1200 Ontario Street, Suite 1200
La Jolla, CA 92038-2802

Dear Ms. Gund-Hall:

As a graduating law student, I am writing to express my interest in an associate position with your firm. I will be relocating to La Jolla in September to rejoin close family who have moved to the area. I am fully aware that you cannot, under normal circumstances, predict your hiring needs this far in advance. Thus, I would appreciate the opportunity to meet with you when I am next in the area to discuss the nature of your practice in some detail and share with you more specific components of my background that would be relevant to your needs, should an opening arise in the future.

I understand that Huey, Lewis and News has a general civil practice, primarily geared towards small businesses and individual clients. I have purposely geared my education and experience towards the needs of a small general practice firm. The law school's clinical program has enabled me to represent several clients directly, and I received valuable feedback concerning my oral arguments and briefs. In addition, my undergraduate degree and experience with accounting will enable me to work more effectively with your business clients than most law students. My experiences with a sole practitioner and small firm have helped me to decide that my interests and talents could be best utilized in a practice such as Huey, Lewis and News.

I will be visiting family during the third week of March and hope to be able to meet with you during that time. If you could please let me know if you are available to meet between March 17 and 21, I would appreciate it. Thank you for your consideration.

Very Truly,

J. William Student, Jr.

SAMPLE COVER LETTER - BLIND POSTING

Jane Y. Student
121 Murray Avenue
Pittsburgh, PA 15111
(412) 555-1374
Jancy@MSN.COM

August 15, 201*

P.O. Box 1319
Pittsburgh, PA 15111

To Whom It May Concern:

In response to a posting at Duquesne University School of Law for a part-time legal clerk, I am writing to apply for a position with your organization. Enclosed are a resume and transcript for your review.

Your advertisement indicates that you are seeking a student with previous legal experience who is a strong researcher and writer. Since my second semester in law school, I have been supplementing my education by serving as a part-time clerk at the offices of Walters & Roberts, where I have learned to manage successfully the competing demands of employment and school, as evidenced by both my increasing responsibility at work and rising grades in school. I have excellent references and writing samples from a variety of assignments I successfully completed. I am also one of the three senior editors on the Law School's magazine, *Juris*.

I look forward to hearing from you at your earliest convenience to arrange a personal meeting. You may contact me at the e-mail address or telephone number above. Thank you.

Sincerely,

Jane Y. Student

SAMPLE COVER LETTER – JUDICIAL CLERKSHIP

Robert J. Student
121 Murray Avenue
Pittsburgh, PA 15111
(412) 555-1374
RobLaw@duq.edu

March 28, 200*

Honorable George Lowrey
Magistrate, U.S. District Court, Central District of Ohio
U.S. Courthouse
85 Macaroni Boulevard
Columbus, Ohio 43215

Dear Judge Lowrey:

In reference to the opening posted at Duquesne University School of Law for a judicial law clerk, I would like to submit an application for your consideration. As requested, I have enclosed a resume, writing samples, official transcript, and a list of references.

I understand from speaking with two law professors who have clerked that important criteria in the choice of legal clerks are abilities in legal research, analysis, and writing. Through the three years of my legal schooling, I have assisted various Duquesne Law School professors in their legal research, most notably Professor Legal, whose written recommendation will be forwarded under separate cover. Please feel free to contact him or the other professors whose names I have listed for further information.

The enclosed writing samples highlight the range of my ability. “The Historical Advance of Female Practitioners in the Law” is an excerpt from a scholarly paper written to satisfy the Law School’s upper level writing requirement. The memorandum regarding a client’s responsibility to make proper provisions for a handicapped employee was sent to the client with no substantive revisions. Additional or full samples are also available.

I am very interested in clerking with your chambers, and I look forward to hearing from you at your earliest convenience. Thank you for your consideration of my application.

Sincerely,

Robert J. Student

SAMPLE LETTER TO ALUM REQUESTING ASSISTANCE

Jill M. Student
12345 East Murray Avenue
Pittsburgh, PA 15111
(412) 555-9856
JillM@duq.edu

March 31, 201*

Mr. Paul Grant
Jacobs & Field, P.A.
11075 East Boulevard
Bethesda, MD 20814

Dear Mr. Grant:

As you will note in the enclosed letter to Elizabeth Kinornee, Hiring Partner at Jacobs & Field, I have applied for a summer position with your firm. I am most interested in your firm, because your practice includes cases that pertain to real estate and land use planning.

I understand that you are an alumnus of Duquesne Law School. As my resume indicates, I am in my second year at the law school. I am finding that employers in Bethesda are commonly unfamiliar with the school and its academic strengths. I would appreciate any help you could give me in stating my case for employment to Ms. Kinornee and others involved in the hiring process.

I will let you know if I am granted an interview. If you wish to contact me before then, please do not hesitate to do so. Thank you in advance for your consideration and help.

Sincerely,

Jill M. Student

SAMPLE LETTER TO ALUM REQUESTING AN INFORMATIONAL INTERVIEW

D. J. Student
121 Murray Avenue
Pittsburgh, PA 15111
(412) 555-1374
DJStudent@duqlaw.edu

December 1, 201*

Robert Craddock, Esq.
Lunden & Margulies, PC
1250 West Wisconsin Avenue, Suite 1011
Milwaukee, WI 53202

Dear Mr. Craddock:

As a second year law student at Duquesne Law School who intends to practice in Milwaukee, I would be grateful for any help that you could give me regarding legal practices in your area. I understand that you graduated from Duquesne Law School and that you now practice in labor law.

I will be spending winter break in Milwaukee and would appreciate any time you could spare for advice. During my stay, I plan to arrange several interviews for summer positions with firms that are devoted to, or have significant, labor practices. My resume is enclosed so that you may review my background. You will note that I emphasized my related legal course work, activities as president of the Labor Law Association and relevant undergraduate studies. You can see that my commitment to this area is long standing and continuing.

I look forward to speaking with you. Thank you for your consideration.

Very truly yours,

D. J. Student

SAMPLE COVER LETTER REQUESTING AN INFORMATIONAL INTERVIEW

Melany O'Brien
843 Fruithurst Drive
Pittsburgh, PA 15228
MelO@duq.edu
(412) 341-6521

January 14, 201*

Ms. Bernadette Stinson
Wilmette, Stinson, and Grand
451 Pennsylvania Avenue
Washington, DC 20245

Dear Ms. Stinson:

I am a second year student at Duquesne Law School. As you did, I attended Canevin High School and Catholic University before coming to Duquesne Law School. Currently, I am seeking employment as a summer associate in the Washington, DC, area and am writing to you for advice.

I am very familiar with the DC legal system, having interned on Capitol Hill while I was at Catholic. In addition, last summer I clerked with the Northern Virginia law firm of Scopes, Darrow & Bryant.

I am writing to see if you might be able to take a few minutes to speak with me about your career path, and steps that I might take to secure employment in the DC area. I definitely plan to return to DC upon graduation, and I know that working as a summer associate in Washington would give me an advantage in attaining this goal.

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

Sincerely,

Melany O'Brien

VI. RESUMES

A. Purpose of a Resume. A resume is a marketing tool. It is an advertisement of what you have to sell. A resume is designed to accomplish one thing - to interest a prospective employer sufficiently to invite you to an interview. In order to get the interview, your resume must answer one critical question for a prospective employer, "What can you do for me?" In drafting your resume, never lose sight of this decisive question.

While your resume reflects what you have accomplished, this is only relevant to the extent that it translates into what you will be able to do for the employer in the future.

Law firms and other legal employers are flooded with resumes from law students and practicing attorneys seeking work. These employers use the resumes they receive to identify those candidates who are appropriate for the available position(s) and to screen out those who are not. In order to be competitive, your resume must give the employer a reason to want to meet you and to hear more about the experiences that you have briefly described on the resume. To achieve this (1) your resume must convey an initial good impression. Employers make instant judgments about you as a person based upon the physical appearance of your resume. Accordingly, your resume **MUST** be neat and well-organized. (2) After only a cursory examination, your resume must convince the reader that your work experience and educational background were virtually "custom designed" for the position for which you are applying. You can accomplish this result only if you have done your research about the particular employer and have learned about the requirements this employer has and the credentials that this employer is looking for. (3) Your resume must proclaim your ability to perform well in the desired position. This goal is achieved by effectively describing your work and educational experience in terms of activities and accomplishments most relevant to the knowledge and skills required for successful performance in the particular job.

B. Tone of your Resume. For your first draft, put yourself in the place of the employer and decide what you would look for. Write down everything you want to say about yourself, emphasizing the positive information and minimizing, if not eliminating, facts that you think are negative. Weed out the least important facts. Remember, your resume is your marketing tool. And as any good marketer will tell you, the best way to write about anything you want to sell is to sit down first and concentrate on your target audience. There are numerous tangible and intangible qualities that legal employers believe are essential to the makeup of a successful attorney. So, even if you have little or no legal work experience or if you have worked at minimum wage positions, you will still be able to write a resume that will be of interest to potential legal employers by concentrating on those tangible or intangible skills that demonstrate transferable skills - those that will make an employer interested in you. In *Guerrilla Tactics For Getting The Legal Job Of Your Dreams*, Kimm Walton includes several exercises that will help you focus on exactly what it is that you bring to the table, based on what you've accomplished. Ms. Walton suggests that as you draft your resume, you follow these exercises. (Ms. Walton's

book is available for students to borrow in the CSO Resource Center.)

Exercise #1: List of Attributes Exercise. The following is a list of attributes that legal employers look for in job candidates. Review the list carefully and check off five of the adjectives that describe you most closely:

- | | | | | |
|---|--|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> accommodating | <input type="checkbox"/> achieving | <input type="checkbox"/> aggressive | <input type="checkbox"/> persistent | <input type="checkbox"/> persuasive |
| <input type="checkbox"/> probing | <input type="checkbox"/> ambitious | <input type="checkbox"/> analytical | <input type="checkbox"/> attentive | <input type="checkbox"/> bright |
| <input type="checkbox"/> competent | <input type="checkbox"/> conscientious | <input type="checkbox"/> consistent | <input type="checkbox"/> creative | <input type="checkbox"/> decisive |
| <input type="checkbox"/> determined | <input type="checkbox"/> efficient | <input type="checkbox"/> energetic | <input type="checkbox"/> exacting | <input type="checkbox"/> explicit |
| <input type="checkbox"/> goal-oriented | <input type="checkbox"/> imaginative | <input type="checkbox"/> industrious | <input type="checkbox"/> inquisitive | <input type="checkbox"/> insightful |
| <input type="checkbox"/> instinctive | <input type="checkbox"/> inventive | <input type="checkbox"/> logical | <input type="checkbox"/> mature | <input type="checkbox"/> meticulous |
| <input type="checkbox"/> methodical | <input type="checkbox"/> observant | <input type="checkbox"/> perceptive | <input type="checkbox"/> purposeful | <input type="checkbox"/> resourceful |
| <input type="checkbox"/> self-confident | <input type="checkbox"/> self-reliant | <input type="checkbox"/> serious | <input type="checkbox"/> sophisticated | <input type="checkbox"/> systematic |
| <input type="checkbox"/> thorough | | | | |

Exercise #2: The "Prove It" Exercise. Now copy down each adjective that you checked off from the list and write down the specific experiences that you've had, whether or not they had anything to do with the law or law school, that prove that those five adjectives apply to you. Give proof that each of the characteristics is one of your strengths. For example, if you chose "ambitious" as one of your adjectives, and you are an evening student, you will want to make sure that your resume clearly states that you are an evening law student who is working full time while attending law school. Or, if you waited tables in the past, you probably had to learn on your own how to organize your trips between the kitchen and your tables for greatest efficiency. Efficiency is of prime importance to legal employers who seek to control or reduce costs while increasing client billings.

In performing this exercise, don't overlook your volunteer experience. The skills you exhibit in volunteer work are very important to employers - they are interested not only in the skills you have applied and honed, but also in your self-motivation and the commitment you gave to something for which you were not paid.

For those with particular undergraduate or other graduate degrees and/or work experience, filling specific personnel needs may be an important part of your resume's appeal. For instance, electrical engineers, physicists, and chemists often seek summer and permanent work at patent firms or as in-house counsel with large manufacturing companies. Medical doctors and nurses may have excellent backgrounds for insurance defense, medical malpractice, and personal injury firms. Social workers, parole officers, police officers, or teachers may want to practice in the domestic, criminal or juvenile law areas. Remember though that drafting a resume for a legal employer seeking a law clerk or an associate with your qualifications should be approached in a very different manner from the way in which you compose a resume that would appeal to a hiring manager from your prior field.

Keeping your audience in mind, think about how your experience will be used in your present

circumstances. For instance, nurses and social workers have close contact with individuals and families at times of great distress. What would this mean to an employer who is hiring a new attorney for a domestic practice, especially a small practice, where the new associate will immediately be expected to handle client contact with minimal supervision?

If you can demonstrate through your resume that you have transferable skills, then your resume has done its intended job of opening the door for you. Don't assume though that just by listing previous job titles and a brief list of duties for each, that any hiring authority will be able to make the leap to figure out what your transferable skills are and how they would benefit the employer. You must list your experiences in terms most clear to the employer.

C. Content

1. What To Include on Your Resume?

The first step is to write down on paper everything you have done, and to pull from those experiences everything you have accomplished. Your accomplishments and the transferable skills that you gained are what will distinguish you from the other people with a similar background. When deciding what to include on your resume, don't just focus on your duties in the various jobs you have held. Simply listing prior job titles and assigned tasks you performed does not say very much about what skills you acquired in those previous positions. That is why you must concentrate on your accomplishments and transferable skills.

a. Name - Your full name. Do not use nicknames or shortened forms of your name.

b. Address, Telephone Number, and Email Address - Your local address (where you live while attending law school) and permanent address, if it is different. Include a permanent address especially if you are applying to an employer in the same area as your permanent address. List both home and work phone numbers only if it's acceptable for potential employers to contact you at work. If you list a work phone number, you risk your current employer finding out about your search for new employment. If you include only a home phone number, make sure everyone at home is fully aware of the importance of being as professional as possible when answering the telephone. Also, have voice mail or an answering machine. As you know, there is nothing more frustrating than trying to reach someone and not being able to leave a message. But please make sure your message is pleasant and professional and not too cute or gimmicky. Increasingly, employers contact applicants by email. If you do not include an email address on your resume, you may give the impression of being behind the times technologically. Remember, if you are including your email address on your resume, you must check your email regularly. As with voice mail messages, make sure that your email address is professional and appropriate.

c. Education - This is the information that will draw the potential legal employer's attention first. Normally, it will be the first listing on your resume, under your name, address and

telephone number. Your educational history should be **listed in reverse chronological order** with your law school listing first followed by any other graduate degrees, and finally your undergraduate college or university. To decide what to include in the "Education" section of your resume, use the "Law School" and "Undergraduate" worksheets included at the end of this section.

In the left hand column, fill in the information about the school's name, city and state, your graduation date (Candidate for Juris Doctor, June 2013) and any extracurricular activities in which you are involved. Extracurricular activities include moot court, law school journals, student organizations, and the like. In the right hand column, write down your GPA, your class rank, any scholarships you've received in law school and any scholastic honors or awards that you have received, and any favorable moot court results. You may want to include short descriptions of any honors or awards so that potential employers know their meaning. When listing extracurricular activities, include information about offices that you have held and details about any organization(s) that you founded or improved. These are the accomplishments that will distinguish you from other candidates.

Now do the same thing for your undergraduate school using the "Undergraduate School Worksheet." In the Extracurricular section of the Undergraduate Worksheet be sure to include any sorority/fraternity or student government activities in which you were involved as well as any sports in which you may have participated. And again, list the accomplishments in each organization that will make you stand out from the crowd. If you have other graduate degrees make up your own worksheet using the format that we have provided and list the same information.

Activities related to school should appear in the education section of the resume and not at the bottom of the resume where they may be overlooked.

d. Experience - Now turn your attention to your nonacademic experience which will include your complete employment history (legal and non-legal) as well as any volunteer work that you have done. The worksheets at the end of this section will assist you in organizing all of your relevant work experience. You will need a different worksheet for each of your work experiences, including summer, part-time, legal, non-legal, volunteer, etc.

As you did on the law school and undergraduate worksheets, in the left hand column of each "Employer" worksheet, enter your job title(s), the name of your employer, and the city and state where the employer is located and the dates of your employment. Then list your tasks and duties. Give details about exactly what you did - be as specific as possible. Don't just say "drafted memoranda." Give examples of the kinds of research you performed and what those memos were about. These are the details that will be of interest to the employer reviewing your resume.

In the right hand column of each "Employer" worksheet, write down things that you accomplished with each of your previous employers that show that you were an above average

employee - the ways in which you performed those duties in the left hand column that distinguish you from everyone else. In other words, how well did you do those tasks and duties which you listed? For volunteer positions, be specific about any amounts of money that you raised and anything else that distinguished you. Again, with all past employment, be as specific as possible and keep in mind the list of adjectives which describe you.

e. Hobbies and Interests - Although the merit of including personal hobbies and interests on your resume is topic for debate among legal resume experts, your hobbies and interests are the attributes that make you a living, breathing person. Those who oppose the inclusion of personal avocations insist that such information is usually not relevant in any way to a hiring decision. These naysayers contend that revealing such information may have the opposite effect you desire - it may invite discrimination. For example, an employer who is an animal rights activist who reads that an applicant is an avid duck hunter may be turned off.

On the other hand, those who support the inclusion of personal interests and hobbies say that these traits make you less one-dimensional. Both sides agree, however, that if you are going to include hobbies on your resume, you should include only those hobbies which: (1) show rainmaking potential, (2) suggest worthy traits like self-discipline, (3) provide material for conversation, or (4) give you a connection to the employer.

A note of caution about including hobbies - be careful about including "highly charged" items which may be viewed by an employer as particularly controversial. These include political, social, and religious affiliations.

When including interests or hobbies, and even community activities, always consider your audience. If you are applying to a very conservative firm, you may want to find a toned down way to describe any experience, interest, or activity that the more reserved members of the hiring committee may consider questionable.

f. Professional Affiliations/Community Activities - As with interests, professional affiliations and community activities show that you are a well-rounded person. In addition, they indicate your potential to generate clients and your ability to handle multiple tasks. Also similar to interests, you should consider how the employer may view the activity you list, especially if it relates to political, social, and religious affiliations.

g. References - It is not necessary to include your references or the statement "references available upon request" on your resume. Potential employers know that if they ask you for references, you will be able to supply them with some names. Type your references on a separate sheet and include their names, titles, addresses and phone numbers and a line about how they know you. Generally, law firms want references who can attest to your legal reasoning and writing ability. Therefore, to the extent possible, use prior legal employers and law professors. Always get a person's permission before listing him/her as a reference and provide your references with an updated copy of your resume.

2. What Not to Include on Your Resume

a. Objective Line - Although they may be appropriate for non-legal position, such lines are not appropriate on legal resumes. They can only hurt you. An objective line may have the effect of "pigeon holing" you. Employers assume your objective is to work for them.

b. Personal Section - Personal information about your age, health, marital status, number of children that you have and the like is none of the employer's business. As a matter of fact, it is illegal for a potential employer to ask you questions about these subjects. Please see the "Interviewing Section" of this Handbook about how to handle illegal and inappropriate questions on an interview.

c. Summary of Qualifications Section - Again, this is something that you may include on a resume for a non-legal position; however, such sections are not appropriate for a legal resume. This type of information often adds little to a resume because it simply is an inventory of subjective qualifications listed without providing support.

d. Computer Skills - omit these unless you are applying for a position that requires a specific technical knowledge that you possess, i.e. something more than basic word processing or online legal research skills.

D. Format and Style. Even if you have printed your resume on high quality paper and made sure that it is typo-free, your resume may still not promote a positive initial impression if the information that is most relevant to the reader is not immediately evident. Therefore, avoid using a style or format that forces the reader to hunt for your areas of expertise, experience or critical skills. Remember, you may not have more than 30 seconds of the reader's attention, so you must arrange your resume so that the high points can be absorbed within those 30 seconds.

1. Formatting - There is no single correct way to set up a resume. Of the many acceptable resume formats, you will need to determine which format best suits the content and represents you. No matter what format you select, however, there are some basic rules that every resume must adhere to in order to ensure that it is a neat, professional, high quality presentation of your credentials.

a. Your resume must be presented on good quality, 8 1/2 x 11 paper, usually white or a close relative of white, such as ivory, beige, light grey, cream, etc. You want your resume to stand out because of its content, not because of the hot pink paper you printed it on.

b. Your resume must be free from hand corrections, typos, spelling errors, and grammatical mistakes. If you give the impression that you don't care enough to put in the time and effort to produce an accurate resume, the employer will question your ability to produce a first-class legal work product on behalf of its clients.

c. Your resume must be neatly typed using a professional font (such as Times New

Roman, Garamond or Arial) and then laser printed or typeset and reproduced on a quality copying machine. Use blank spaces, block caps, boldface or italics print to highlight your major accomplishments; do not use colored font or highlighting to do this. Since you are now marketing yourself as a professional, your resume must look professional.

d. The point size of the type should be somewhere between 10 and 12 points.

e. The resume should be one page unless you have extensive work experience. If so, use two separate sheets and staple them together.

f. Use action verbs to describe your duties. A list of action verbs is included after the sample resumes.

g. Do not include false or misleading information or exaggerate any of the contents, including previous jobs or academic accomplishments. If you list yourself as a law clerk for a firm when in fact you were a secretary, you endanger your credibility. When an interviewer questions you or your former employer about your specific responsibilities, they will learn the truth and you will be eliminated from consideration for the position. Similarly, if you were on the Dean's List for one semester in college, you must list it that way. Do not use a general statement "Dean's List" - this conveys the impression that you were on the Dean's List every semester. And, of course, your G.P.A. and class rank must be absolutely accurate. State your G.P.A. to the hundredth decimal point -- don't round it off. Also, you are not permitted to calculate your own G.P.A.; only include information provided by the Registrar's Office. Failure to do so could result in a numerical conflict that costs you your reputation and the position.

E. Resumes for the alternative career. If you have decided to pursue an alternative career, your resume should look much more like those generally accepted in the business world. It may include a summary of skills, etc. Additionally, you may opt for a functional rather than a chronological format. General resume books such as Martin Yate's "Resumes that Knock 'em Dead" are a great resource for sample resumes for corporate and other alternative positions. A number of such books are found in the CSO Resource Center and can be signed out.

The following resume examples are designed to assist you in your initial drafting of your resume. A resume preparation checklist and a list of commonly used action verbs that you should use as you draft your resume are also included in this Handbook following the sample resumes.

Before sending out your resume to any potential employers, please schedule an appointment for the CSO to review your resume, or at minimum, request that the CSO review it for you via e-mail by sending it to lawcareers@duq.edu.

F. Resume Worksheets

Law School Resume Worksheet

School Name: _____ City & State: _____

G.P.A.: _____ Class Rank: _____ Expected Graduation Date: _____

Scholarships, awards, honors: _____

Co- and Extracurricular Activities: _____

What did you do, start, improve, etc. that distinguishes you from other candidates with similar credentials: _____

Undergraduate Resume Worksheet

School Name: _____ City & State: _____

G.P.A.: _____ Class Rank: _____ Graduation Date: _____

Scholarships, awards, honors: _____

Co- and Extracurricular Activities: _____

What did you do, start, improve, etc. that distinguishes you from other candidates with similar credentials: _____

Legal Employer Resume Worksheet

Employer: _____ Location: _____

Job Title: _____ Dates Employed: _____

Job Description: _____

What distinguishes you from others with a similar background? Accomplishments, transferable skills, recognition, etc.: _____

Non-Legal Employer Resume Worksheet

Employer: _____ Location: _____

Job Title: _____ Dates Employed: _____

Job Description: _____

What distinguishes you from others with a similar background? Accomplishments, transferable skills, recognition, etc.: _____



LINDA L. DREW

Ldrew@aol.com

Present Address

921 Fifth Avenue
Pittsburgh, PA 15219
(412) 923-1874

Permanent Address

2198 Rosebud Street
Lockhaven, PA 16547
(814) 390-4456

EDUCATION

Duquesne University School of Law, Pittsburgh, PA

Candidate for Juris Doctor Degree, June 2013

GPA: 3.14 Class Rank: 45/156

Working towards Civil Litigation Concentration

Activities:

- Women's Law Association, Chairperson (2012-2013)
- Phi Alpha Delta Legal Fraternity, Food Drive Chair (2011-2012)

University of Michigan, Detroit, MI

Bachelor of Arts Degree in Sociology, May 2010

Activities:

- *The Michigan News* (student newspaper), Writer (2008-2010)
- Pre-Law Society, Vice-President (2009-2010)

EXPERIENCE

Wilcox, Bower & Hill, PC, Pittsburgh, PA

Law Clerk (June 2012-Present)

- Conduct research and draft memoranda for small civil litigation firm.
- Assist with trial preparation and interview clients.

Oscar's House, Detroit, MI

Counselor (Summer 2010)

- Counseled students at a residential treatment facility.
- Supervised a dormitory housing fifteen adolescent girls.

The Gap, Detroit, MI

Salesperson (2008 – 2010)

- Assisted customers and trained new employees.
- Worked full-time summers and part-time during school years.

Steak & Shake, Walton, MI

Waitress (2006-2008 – 1998)

- Worked summers during high school waiting tables.

INTERESTS:

Playing soccer and reading psychological thrillers.

Elle S. Buckley
567 Boggs Ave, Apt 1A, Pittsburgh, PA 15211
(555) 322-0549 • buckleyes@gmail.com

EDUCATION

DUQUESNE UNIVERSITY SCHOOL OF LAW, Pittsburgh, PA

- Candidate for Juris Doctor (June 2011)
- Class Rank: 7/134, GPA: 3.53
- Duquesne Law Review, *Executive Comment Editor*
- CALI Excellence for the Future Award Winner in Legal Research & Writing and Contracts
- Machen Endowed Scholarship, Fingold Scholarship
- Women's Law Association, *President*
- Electronic Discovery Simulation Clinic

ELMIRA COLLEGE, Elmira, NY

- Bachelor of Arts in Psychology, Summa Cum Laude (June 2008)
- Minor: Women's Studies
- Cumulative GPA: 3.96, GPA within Major: 4.0
- Elmira College Dean's List every semester
- Member of Phi Beta Kappa – Academic Honor Society
- Member of Omicron Delta Kappa – Leadership Honor Society
- Member of Psi Chi – Psychology Honor Society, *Treasurer*

LEGAL EXPERIENCE

HAWTHORNE PIPER, LLP, Pittsburgh, PA

Summer Associate (June 2010 – July 2010)

- Conducted thorough legal research and wrote memoranda of law in a variety of practice areas
- Reviewed and analyzed electronically stored information to identify privilege
- Analyzed case law for pro bono initiatives

DUQUESNE UNIVERSITY SCHOOL OF LAW, Pittsburgh, PA

Legal Research Assistant for Professor E.J. Smithe (Sept. 2010 – May 2011)

- Research statutes, case law, and scholarly materials
- Edited and drafted portions of working paper on the value of mothering

DUQUESNE UNIVERSITY SCHOOL OF LAW, CLINICAL PROGRAM, Pittsburgh, PA

Research Assistant for Professor Stephen Stripe (Feb. 2010 – June 2010)

- Planned an electronic discovery conference for scholars, practitioners, and technicians
- Attended local electronic discovery events to network and interact with potential resources

DELAWARE COUNTY DISTRICT ATTORNEY'S OFFICE, Media, PA

Legal Intern (May 2009 – Aug. 2009)

- Thoroughly researched issues across all areas of criminal law
- Analyzed issues and prepared memoranda for inter-office use and appeals

DECISIONQUEST, Harrisburg, PA

Research Assistant (June 2007 – July 2007)

- Prepared all aspects of mock trials, and evaluated outcomes

WILLIAM J. LONG
367 Elm Street
Greensburg, PA 15724
724-355-9221 * longwj@duq.edu

EDUCATION Duquesne University School of Law Pittsburgh, PA
Juris Doctor expected to be conferred June 2013
Working towards Real Property and Estate Planning Concentration
Working towards Business Law Minor Concentration
G.P.A.: 3.34
Activities: Student Bar Association, First-Year Representative (2010-2011)
Trial Moot Court Team Member (2012-2013)

Saint Vincent College Latrobe, PA
Bachelor of Science Degree in Accounting, May 2000
G.P.A. 3.85
Activities: Pre-law Society; Varsity Lacrosse, Team Member; Ski Club
Honors: Dean's List, every semester; McKenna Academic Scholarship

EXPERIENCE Dickie, McCamey & Chilcote Pittsburgh, PA
Summer Associate, Summer 2012
Conduct research and draft memoranda for medium-sized litigation firm. Work focused on corporate and merger and acquisition issues.

Fisher Scientific Corporation Pittsburgh, PA
Senior Accountant, 2005-2010
Analyzed accuracy of accounting records; designed and prepared financial statements; prepared detailed account analysis. Improved corporate efficiency by identifying more efficient accounting methods and unnecessary expenditures.

Deloitte & Touche Pittsburgh, PA
Accountant, 2000-2005
Prepared tax documents and various accounting and financial statements for business clients.

Bill Few & Associates Greensburg, PA
Student Intern, Summers 1998-1999
Assisted financial advisement firm with record keeping and performed various clerical and office task.

PROFESSIONAL Pennsylvania Bar Association, Student Member
Certified Public Accountant
Pennsylvania Accounting Association

COMMUNITY ACTIVITIES Rotary Club of Westmoreland County

ALAN Y. CARLTON

1007 Carlyle Lake
Indianapolis, IN 30033
404-555-3200
carltonay@duq.edu

EDUCATION

Duquesne University School of Law

Pittsburgh, PA

J.D. expected, June 2013

G.P.A.: 3.57/4.00

Class Rank: 5/122

Honors: Duquesne Law Review, Staff Member

Activities: SBA, Class Representative; Juris (law magazine), Staff Writer

Summer Study of Law in Ireland, Summer 2011

Valparaiso University

Valparaiso, IN

B.A., *summa cum laude*, English, May 2010

G.P.A.: 3.9/4.0

Honors: Full Tuition Scholarship; Outstanding Leadership and Service Award

Activities: University Theater, Actor; The Valparaiso Star (college magazine), Articles

Editor and Staff Writer

EXPERIENCE

Judge Kate Ford-Elliott, Pennsylvania Superior Court

Pittsburgh, PA

Legal Intern

Summer 2012

Researched and drafted memoranda on criminal law issues such as Post-Conviction Relief Act (PCRA) and ineffective assistance of counsel issues.

Theatre by the Grove

Valparaiso, IN

Actor

Summer 2009

Acted in lead roles in various productions held at the Theater by the Grove. Also assisted with ticket sales and participated in mini-performances in parks and for elementary students.

Valparaiso University, English Department

Valparaiso, IN

Research Assistant

2008-2010

Assisted Professor Lynn Wyner in editing her text book on grammar, punctuation, and style. Also assisted with research for articles the professor was publishing in the area of plain English.

SKILLS

Fluent in French.

JENNIFER D. GOOD

855 Castle Shannon Blvd., Apt. 4
Pittsburgh, PA 15228
(412) 343-8872
jenngood@gmail.com

EDUCATION

Duquesne University School of Law, Pittsburgh, PA

Candidate for Juris Doctor, June 2012

GPA: 3.1 Class Rank: 55/137

Activities & Honors:

- Public Interest Law Society, Co-Chair (2010-2012)
- Recipient of the Kirkpatrick & Lockhart Public Interest Scholarship, Summer of 2011

Indiana University of Pennsylvania, Indiana, PA

Bachelor of Science in Psychology, *cum laude*, May 2009

Summer Study Abroad Program, Rome, Italy (May – July 2008)

Activities & Honors:

- Big Brothers & Big Sisters Program, Volunteer (2007-2009)
- Zeta Sigma Kai Sorority, Rush Chairman (2008-2009)

EXPERIENCE

KidsVoice, Pittsburgh, PA

Law Clerk (September 2010 - present)

- Assist attorneys in trial preparation by researching and drafting memoranda, pleadings, and motions on juvenile law issues.
- Give presentations at community centers on family law issues.

Judge Dwayne Woodruff, Allegheny County Court of Common Pleas, Pittsburgh, PA

Legal Extern (Summer 2010)

- Assisted the judge's full-time law clerk by researching family law and procedural issues.
- Observed civil trials and sat in on conferences.

Head Start, Indiana, PA

Teacher's Aide (2007-2009)

- Helped teachers implement lesson plans and assisted economically disadvantaged children in improving reading and math skills.

Skills & Interests: Fluent in Spanish. Tutored immigrant children in English.

Dominique D. Michaels
7106 Columbia Drive
Pittsburgh, PA 15254
(412) 555-1234 michaelsd1@duq.edu

EDUCATION:

Duquesne University School of Law, Pittsburgh, PA
Candidate for J.D., June 2014 (Evening Division)
GPA: 3.01
Activities: Phi Alpha Delta Legal Fraternity
Women's Law Association

Duquesne University, Pittsburgh, PA
Master of Business Administration, August 2009

Grove City College, Grove City, PA
Bachelor of Business Administration, May 2004
Major: Management

EXPERIENCE:

Department of Environmental Protection, Chief Counsel, Pittsburgh, PA
Law Clerk, May 2013 – Present
Prepare pleadings, briefs, motions, compliance orders, and office memoranda; conduct legal research in the areas of Surface Mining Conservation and Reclamation Act, Resource Conservation & Recovery Act, Solid Waste Management Act, and Clean Water Act: assistant attorneys in litigation preparation.

Neighborhood Legal Services, Family Law Division, Pittsburgh, PA
Legal Intern, Spring 2012
Interviewed clients; negotiated settlement agreements between parties; prepared office memoranda regarding Protection from Abuse and Custody issues; attended legal proceedings on behalf of indigent clients; researched and filed motions.

Allegheny College, Meadville, PA
Adjunct Instructor, August 2006 – May 2008
Taught Business and Finance courses to undergraduate students.

McCallie Associates, Whiteman Air Force Base, MO
Manager, September 2004 – June 2006
Prepared budgeting and financial information for bids for the government contracts; hired, trained and supervised employees.

JOHN M. STUDENT

121 Forbes Hill Road
Carnegie, PA 15106
(412) 123-4567
Email: JMStudent@gmail.com

EDUCATION

Duquesne University School of Law, Pittsburgh, PA

J.D. Candidate, anticipated June 2013

Second Year GPA: 3.42/4.00; First Year GPA 2.97/4.00; Cumulative GPA 3.20/4.00

Academic Scholarship (Renewable for 3 years)

Black Law Students Association, Secretary (Produced 1st Regional Member Handbook.)

Ohio State University, Columbia, OH

B.A. History, cum laude, 2010

GPA 3.78/4.00

President's Scholarship; four-time honoree for ranking in top five percent of class.
Student of the Year, History Department; selected by faculty.

EXPERIENCE

LeBeau and Jack, PC, Pittsburgh, PA

Law Clerk, Summer 2012. Drafted briefs for all stages of trial and appellate practice.

Majority of summer spent researching, conducting interviews, and preparing clients for testimony at depositions and arbitration hearings of one case. Assisted at a trial involving client's right to credit information in a denied credit case.

Flory & Buckingham Co., LPA, Washington, DC

Law Clerk, Summer 2011. Co-authored brief in opposition to consolidation of plaintiffs of class action suit. Drafted *amicus* brief submitted to U.S. Court of Appeals, regarding urea formaldehyde. Received exposure to product liability and medical malpractice issues, as well as estate planning and probate law.

Stride for Ohio, Ohio State University, Columbus, OH

Program Coordinator, 2008-2010; High School Tutor 2006-2007. Conceived and coordinated comprehensive tutoring/mentoring program for local disadvantaged high school juniors and seniors. Trained 55 fellow undergraduates to work with over 150 students. Personally visited five area high school principals; received 100% participation. Received Governor's Recognition Award in only second academic year of operation. Maintained less than 1% dropout rate throughout two years of stewardship.

PROFESSIONAL AFFILIATIONS

Allegheny County Bar Association, Student Member

INTERESTS

Running marathons and traveling

Lucy M. Magillicuty
4700 Allegheny Drive
Allison Park, PA 15101
(412) 555-4444 LMMagillicuty49@msn.com

BAR ADMISSIONS: Supreme Court of Pennsylvania (July 2012 Results Pending)

EDUCATION:

Duquesne School of Law, Pittsburgh, Pennsylvania

Juris Doctor, June 2012 Q.P.A.: 3.68

Duquesne Law Review, Senior Staff

"Criminal Law – Rules of Evidence... *Commonwealth v. Lane*, 621 A.2d 566 (Pa. 1993)" *Duquesne Law Review*, Volume 32, Issue 2

Tax Moot Court Team (2011-2012)

Corporate Law Society

LaRoche College, Masters Program in Human Resource Management

Coursework in Labor Relations & Business Financial Planning, 2000-2001

University of Pittsburgh, Pittsburgh, Pennsylvania

Bachelor of Science, Education, 1998 *magna cum laude* QPA 3.6

EXPERIENCE:

Ludwig, Curran & Patberg, P.C., Pittsburgh, PA

Law Clerk (Part-time) (August 2012 – Present)

General practice including Civil litigation, Real Estate, Business & Estate Planning & Appellate work

Marshall, Dennehey, Warner, Coleman, & Goggin P.C., Pittsburgh, PA

Contract Law Clerk: Civil Litigation (November 2010 – April 2012)

Performed research in the areas of absolute liability, negligence, comparative negligence, assumption of the risk and punitive damage awards. Drafted memoranda regarding liability and the viability of the defenses available in absolute liability case.

Duquesne University School of Law, Pittsburgh, PA

Teaching Assistant –Legal Writing & Research Program (July 2010 – May 2011)

Prepared, presented and evaluated the citation portion of the first year writing and research class.

Honorable Judge Kate Ford-Elliot, Superior Court of Pennsylvania, Pittsburgh, PA

Legal Intern (Summer 2010)

Researched and drafted appellate arguments in the areas of tort, doctrine of informed consent in medical malpractice and the rights of pro se litigants. Drafted memorandum regarding informed consent which served as the basis for *Stover v. Thoracic & Cardiovascular Surgeons*, 635 A.2d 1047 (Pa. Super. Ct. 2003).

Duquesne Light Company, Pittsburgh, PA

Management Information System Support (1998-2009)

Initiation, processing and control of purchase requisitions, purchase orders, voucher requests and credit purchases of computer software and hardware. Additional responsibilities include software license contract review, research of data security and transfer issues.

VOLUNTEER EXPERIENCE:

Pro Bono Attorney – Protection from Abuse Petitions (2010 - Present)

Kendall S. McCutchen
1714 Collie Drive
Pittsburgh, PA 15229
(724) 888-7890 * mccutchenks1714@yahoo.com

BAR ADMISSIONS

Supreme Court of Pennsylvania (October 2011)

EDUCATION

DUQUESNE UNIVERSITY SCHOOL OF LAW, Pittsburgh, PA

J.D. 2011 Top Half of Class

- Environmental Law Society (2009 – 2011)
- A.B.A. Negotiations Competition (November 2010)

UNIVERSITY OF TENNESSEE, Nashville, TN

B.A. in English, August 2008

- 3.3 GPA, Emphasis in Writing
- Golden Key National Honor Society
- Dean's List (All Semesters)

EMPLOYMENT

WASHINGTON COUNTY COURT OF COMMON PLEAS (Washington, PA)

Law Clerk to Hon. Antonio Edwards (August 2011 – present)

Draft judicial opinions and research matters before the court, primarily related to family law matters. Assist with preparation for all trials, hearings, pre-trial conferences and related events. Maintain court's schedule.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) (Pittsburgh, PA)

Law Clerk (May 2010 – present)

Screened charging parties and evaluated whether a credible cause of action existed. Wrote plaintiff's charge to respondent companies. Analyzed potential causes of action and determined what statutory act covered the action (Title VII, ADEA, etc.). Evaluated the respondents answer, and determined whether to dismiss the plaintiff's case. If dismissed, wrote the predetermination letter. Assisted in mediation between the EEOC and defendants, and accompanied investigators in discovery procedures and companies that were not in compliance with the specified acts.

DUQUESNE UNIVERSITY LAW LIBRARY (Pittsburgh, PA)

Student Assistant (August 2009 – May 2011)

Provide legal research assistance to law school staff and student body. Organized and updated legal materials, including loose-leaf services, slip opinions, reporters, and Congressional materials.

TENNESSEE GENERAL ASSEMBLY, Office of Legal Services (Nashville, TN)

Legal Research and Bill Preparation Intern (June 2009 – August 2009)

Researched legislative history, drafted Senate and House Resolutions; staffed House and Senate Education and Health Care Committees; provided summaries of proposed legislation; assisted in developing a constitutionally mandated redistricting plan.

Action Verbs

Here are over 180 action verbs that will be useful to you. Go through the list and see which ones you can use to give punch to your resume writing. (From *Resumes That Knock 'em Dead*)

accomplished	developed	introduced	scheduled
achieved	devised	invented	schooled
acted	diagnosed	instigated	screened
adapted	directed	launched	set
addressed	dispatched	lectured	shaped
administered	distinguished	led	solidified
advanced	diversified	maintained	solved
advised	drafted	managed	specified
allocated	edited	marketed	stimulated
analyzed	educated	mediated	streamlined
appraised	eliminated	moderated	strengthened
approved	enabled	monitored	summarized
arranged	encouraged	motivated	supervised
assembled	engineered	negotiated	surveyed
assigned	enlisted	operated	systemized
assisted	established	organized	tabulated
attained	evaluated	originated	taught
audited	examined	overhauled	trained
authored	executed	oversaw	translated
automated	expanded	performed	traveled
balanced	expedited	persuaded	trimmed
budgeted	explained	planned	upgraded
built	extracted	prepared	validated
calculated	fabricated	presented	worked
catalogued	facilitated	prioritized	wrote
chaired	familiarized	processed	
clarified	fashioned	produced	
classified	focused	programmed	
coached	forecast	projected	
collected	formulated	promoted	
compiled	founded	provided	
completed	generated	publicized	
composed	guided	published	
computed	headed up	purchased	
conceptualized	identified	recommended	
conducted	illustrated	reconciled	
consolidated	implemented	recorded	
contained	improved	recruited	
contracted	increased	reduced	
contributed	indoctrinated	referred	
controlled	influenced	regulated	
coordinated	informed	rehabilitated	
corresponded	initiated	remodeled	
counseled	innovated	repaired	
created	inspected	represented	
critiqued	installed	researched	
cut	instituted	restored	
decreased	instructed	restructured	
delegated	integrated	retrieved	
demonstrated	interpreted	revitalized	
designed	interviewed		
saved			

RESUME PREPARATION CHECK-LIST

APPEARANCE STYLE AND FORMAT

Resume:

- Appears Neat and Attractive
- Appears to be an Original
- Contains No Handwritten Annotations
- Has Been Carefully Proofread for Grammatical Errors
- Has Been Carefully Proofread for Spelling Mistakes
- Is Produced on High-Quality White or Light-Shade Bond Paper
- Presents Items in a Logical Sequence

Format Options:

- Chronological Style (preferred)
- Functional Style

EASE OF READING

Ease of Reading Facilitated By:

- Adequate Page Margins
- Attractive "Mainstream" Type Style
- Appropriate Type Size
- Limited Number of Main Headings
- Limited Sentence/Paragraph Length
- Use of Indentation
- Use of Ragged Line Endings (vs. Right Justification)
- Use of Stylistic Devices (Boldface/Italics/Underlines)

STANDARD INFORMATION

Resume Includes:

- Name, Address and Phone Numbers
 - Where You Can Be Reached
 - Where Messages Can Be Left
 - Without Compromising Job Search Confidentiality
- Reverse Chronological Description of Work Experience
- Reverse Chronological Educational Background
- State and Court Admissions
- Professional Associations

Resumes Mentions (as appropriate)

- Awards
- Relevant Outside Activities
- Publications
- Unique Qualifications

Resume:

- Is Not Titled
- Is Not Paginated
- Does Not Contain Irrelevant/Unnecessary Information
- Does Not Contain Negative Information
- Does Not Contain Personal Information
- Does Not Contain Photographs
- Does Not Contain Insupportable Statements

___ Does Not Contain Outrageously Self-Serving Statements

TARGETING YOUR RESUMES

Research Completed Regarding:

- ___ Employer's Organizational Structure
- ___ Employer's Major Interests/Concerns
- ___ "Key Words" Applicable to Work Involved
- ___ Ranking Criteria for Job Selection
- ___ Qualities of Ideal Candidate

Resumes:

- ___ Directed at Employer's Interests/Concerns (i.e., "Targeted")
- ___ Employs Stylistic Devices to Emphasize Targeting
- ___ Summary of Credentials (if used) is also Targeted

DESCRIPTION OF WORK EXPERIENCE

Descriptions are:

- ___ Clear
- ___ Complete
- ___ Concise
- ___ Directed at Employer's Interests
- ___ Results/Accomplishments Oriented

Descriptions:

- ___ Avoid "Fluffy" (self-serving) Words
- ___ Avoid Insider Jargon
- ___ Begin with Action Verbs
- ___ Employ Proper Verb Tense
- ___ Emphasize Active vs. Passive Involvement
- ___ Highlight Problem-Solving Capability

Descriptions are Structured (as appropriate) to:

- ___ Avoid Stating You Are Out of Work
- ___ Distinguish Different Positions with Same Employer
- ___ Downplay Gaps in Employment History
- ___ Facilitate Career Transition
- ___ Minimize Possibility of Employment Discrimination

EDUCATION

Resume Includes:

- ___ Complete Educational Information
- ___ Continuing Legal Education Summary (as appropriate)
- ___ Distinguishing Academic/Educational Information
- ___ No Unnecessary Information

Nationwide Career Counseling for Attorneys
1010 Vermont Avenue, N.W. Suite 406
Washington, DC 200505
Tel: (202)393-1550
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VII. INTERVIEW SKILLS

An interview is a conversation during which the participants exchange information, ask and answer questions, and form opinions about each other and about whether a long-term relationship is likely to develop. And just as you would during any good conversation, you must pay attention to what the other person is saying, look at them while they are speaking, and respond appropriately. Remember, employers hire people who they like.

Generally speaking, first interviews, especially those held during on-campus interviews, are between 15 and 30 minutes long. The purpose of these "screening" interviews is to identify students who the interviewer(s) feels have the potential to succeed at the firm and to eliminate those who the interviewer feels are not a good match. Remember, not being chosen for a second interview is not a personal rejection, it just means that the firm does not feel that you are a good fit for that firm.

Those students who are invited to the firm's offices for a call-back or second interview usually meet with several of the firm's hiring committee members, either individually or in a group, depending on the firm's policy. Second interviews generally last between one and four hours and may include lunch with associates or with members of the firm's hiring committee. Remember that the lunch is still part of the interview. Some firms will send you to lunch with several young associates or invite you to recruiting receptions to see if you will "let your guard down" and make inappropriate comments or behave unprofessionally by ordering alcohol, etc.

Smaller and medium sized firms that do not interview on campus may choose to interview students at their offices and may only conduct one round of interviews. During such interviews, students will meet with several of the firm's attorneys and a hiring decision may be made based upon this initial meeting.

Traditionally, law firms did not follow the corporate model in establishing desired behaviors and competencies. However, firms are now moving towards setting up competencies in order to make employment decisions in a more fair and objective manner. Employers are increasingly selecting candidates for their meaningful and sustained investment, and students need to signal future value. Interviewers are asking themselves: (1) Can this person attract the investment of me, my colleagues and our clients? (2) What would it feel like to work with this person? (3) Does this student want my life – will he/she make the sacrifices I've made? (4) Will this person positively engage in and contribute to the culture of the law firm? (5) Can this person earn my trust and personal commitment?

Being prepared before you go on an interview is one of the keys to a successful interview. There are several steps that you must take before an interview to ensure that you make a good first impression. And remember, always be nice to the secretary/receptionist! They are included in the evaluation process much more often than candidates realize.

a. Know the Employer - Just as it is crucial to research an employer before you send out a cover letter and resume, it is imperative that you research a potential employer to learn all that you can about the firm or corporation before you go on an interview. This is just one more way for you to display your initiative, enthusiasm, and genuine interest in working for that particular employer. Besides, a student who has obviously done his/her research about a particular employer will certainly impress and flatter an interviewer.

Besides the obvious points about an employer's areas of practice, location of its offices, and number of attorneys, you should also be aware of and be prepared to discuss any significant lawsuits or legal matters in which the firm is currently involved, clients that the firm represents, and the presence of infamous lawyers at the firm. You should also know a little bit about the person who will be interviewing you, including where they went to law school and college, any awards they have won, articles they have published and, naturally, the type of law they practice. Locating the information you need to prepare for an interview is really relatively simple. There are several sources that you should consult. They are:

i. Employer websites - Currently, most medium and large firms maintain websites that include information about the firms offices, practice areas, and attorneys. Website addresses may be available from the CSO or by running a search of the firm's name in one of the more popular search engines. A Pittsburgh Area Law Firm directory is available in the CSO and on Symplicity.

ii. On-Line Information from LEXIS and/or Westlaw - Students at Duquesne Law School have easy access to both of these on-line services that provide a wealth of information about a large number of legal employers. LEXIS contains the information available from Martindale-Hubbell (see below) and NALP, whereas Westlaw maintains its own database, which lawyers may be included in for free. Because a Westlaw listing is free, some firms not included in the LEXIS database may be located in Westlaw, so search both.

iii. NALP Directory of Legal Employers – In this web-based directory, most larger law firms, corporations, government agencies and public interest organizations provide all kinds of basic information, including size of firm, practice areas, starting salary, benefits, recent hires, and number of minority lawyers at the firm. Some employers also include a brief description of their firm, its practice and the criteria they use in making hiring decisions. The directory is available at www.nalpdirectory.com.

iv. Martindale-Hubbell - This is a comprehensive on-line directory with biographical information on many practicing attorneys. It includes information on individual attorneys, including when and where the attorney was born, where they went to law school and college, the awards they won in law school, their area(s) of practice, as well as information on the firm, including location of their offices, and representative clients. A searchable database is available on-line at www.martindale.com.

v. Other Published Sources - The American Lawyer and The National Law Journal may provide some interesting tidbits of information about very large law firms. These publications are available in the Duquesne Law Library and online at www.americanlawyer.com and www.law.com. In addition, information about the firms and organizations in Pittsburgh and

in Pennsylvania can be found at www.postgazette.com, www.bizjournals.com/pittsburgh, and www.thelegalintelligencer.com, respectively. Each Monday, the *Pittsburgh Post Gazette* publishes a Legal section that students should make a part of their weekly reading.

vi. Inside Scoop - There is no better way to find out what it's really like to work for a particular employer than to talk to someone who has either worked there or knows someone who has. This would include professors, fellow students, alumni of Duquesne Law School, local attorneys, and the staff of the Career Services Office. Talk to as many people as you can to get as much information as you can. This will help you get a realistic picture of the place and the expectations that the hiring committee has of potential employees.

b. Know Yourself - Before going on an interview, you must come up with points about yourself that you definitely want to make during your interview. These points are the things you want employers to know about you and should include your most outstanding accomplishments and the transferable skills that these accomplishments indicate that you have. *In Guerilla Tactics for Getting the Legal Job of Your Dreams*, Kimm Walton suggests that all law students create an "infomercial" about themselves. The purpose of creating an infomercial is to have something about yourself that you feel comfortable saying when an interviewer says "Tell me about yourself" or "Why should we hire you?" The infomercial should convince a legal employer that you'll be a great employee. Walton says that "it's got to be short, and it has to say the most crucial things about you - the things you want employers to know about you, whether they ask you questions that elicit those assets or not." According to Ms. Walton, coming up with an infomercial has five basic steps. These steps are:

i. - Go through your background and make a short list of your accomplishments (either personal accomplishments or the results of non-legal or legal jobs). They should be the things you are most proud of and should be accomplishments that are as interesting and unique as possible.

ii. - Based upon your list of accomplishments, select the three to five job-related strengths that those accomplishments demonstrate that you have. These are the transferable skills that employers are most interested in. Your accomplishments are only of interest to employers to the extent that you can relate how they are examples of assets that will benefit the employer. Generally speaking, the job-related skills that are most important to employers are things like solid writing ability, strong work ethic, good judgment, thoroughness, persistence, superior analytical skills, the ability to take the initiative on new projects, etc.

iii. - If your skills and accomplishments are all job-related, come up with one personal achievement that you want to mention. This is important because besides wanting to hire someone who has wonderful job-related skills, employers also want to like the people who they hire.

iv. - Assemble and memorize your infomercial. In assembling your infomercial, you should cite your job-related skills and then use your accomplishments as support for those skills. Come up with the actual language that you will use during the interview. Sit in front of a mirror to practice making your speech and memorize it. Memorizing your infomercial will help you to appear calm and confident during your interview. Just be sure that your infomercial does

not appear stiff and rehearsed - be as natural as possible.

v. - Tailor your infomercial to the particular employer based upon your research of them. If through your research you learned that a particular employer is very conservative and also values hard work and initiative, and you have these traits and an accomplishment that backs them up, you will want to say "I'm very ambitious and a self-starter. During my senior year of college, I established my college's Young Republican's Club. This involved petitioning the student government for approval of a new organization and soliciting 20 new members as required by the college's rules governing student clubs." Not only does this show initiative, and conservatism, but also the potential and ability to solicit new business for the firm.

c. **Dress for Success** - Before you even open up your mouth to say "Hello, my name is Susan Miller," the interviewer will have an impression of you based upon your appearance. Remember, you never get a second chance to make a good first impression. Therefore, "dress for where you're going (or hope to be going) and not for where you've already been!" In other words, if you hope to land a job with a large conservative law firm, dress the part. Don't show up at the interview wearing denim or even an out-of-date suit. Appearance is very important - it shows that you care enough about the job to get dressed up and to make a good impression. Here are some simple rules for men and women to follow when selecting their interview wardrobe:

i. - **Rules for Men:** Wear a conservative, good quality, single-breasted black, navy or gray suit, white shirt, conservative tie, and shined shoes. Leave the flashy jewelry (if that's your style) and earring at home and be careful of overpowering cologne.

ii. - **Rules for Women:** Wear a conservative, good quality suit that is black, navy, dark brown or gray. Wear shoes with low to medium heels and a conservative pantyhose color such as black, taupe, or nude. In order to enhance your professional appearance, women with long hair should consider wearing their hair pinned up or back. Also, tone down the makeup and perfume and wear simple, tasteful jewelry. The hemline of the skirt should not be too high, and the cut of the blouse should not be too low.

With the increasing number of firms having a business casual policy, you should know what this means. After you are hired, you should still be dressed professionally. As a lawyer, denim is still not appropriate so don't think of business casual as clothes you wear around the house on weekends. You should still wear a jacket, but it need not match your pants or skirt.

The Career Services Office has resources to help you determine how to dress appropriately. These include descriptions of business casual, charts showing men which shirt to wear with which tie and showing women what color shoes/hose to wear depending on the hemline, etc.

Each year the CSO conducts or co-sponsors seminars on appropriate dress and professional etiquette. Don't overestimate your own knowledge on this subject, avail yourself of these valuable programs.

d. The Interview. The most important thing to remember about an interview is that the employer is trying to determine whether you are somebody with whom they would like to work. The best interviews are usually great conversations. Of course, you must also be able to convince the employer that you would be a great employee and that you can do the work satisfactorily. Most students are able to convince employers that they can do the work, but in order to make yourself stand out from the crowd, the interviewer must believe they would like to work with you. In order to accomplish that, you must establish a rapport with the interviewer and do it quickly. To do so:

1. The First 5 Minutes. First impressions count a great deal and that is why the first five minutes of an interview are so crucial. They set the tone for the rest of your meeting. First, greet the interviewer by name and with a warm, friendly smile. Shake the interviewer's hand firmly and make eye contact. During the first five minutes or so of the interview, the interviewer will usually engage in small talk in an attempt to break the ice and set you at ease. Go along with whatever the interviewer is talking about - be sure you are up on the current events for that week so that you can talk intelligently about whatever topic the interviewer brings up.

2. The Rest of the Interview. Throughout the rest of the interview, it is critical that you maintain a positive and enthusiastic attitude. Convey in your tone of voice, your body language and the words you use, that you really want this job. Don't wait for the interviewer to ask you questions about why they should be interested in you rather than the next person. Now is the time to use the infomercial or "sales pitch" that you have prepared about yourself. Show the interviewer why they should be interested in you. In other words, sell yourself.

3. Questions That You Should Expect To Be Asked. Although no one can ever predict all of the questions that you will be asked on an interview, you should be prepared to answer some or all of the following types of questions:

- Tell me about yourself. In other words, tell me things about yourself that will make me want to hire you.
Use your infomercial or elevator speech here!
- What are your long and short range goals and objectives?
- When and how did you establish these goals?
- How are you preparing yourself to achieve these goals?
- What do you see yourself doing in five years? Ten years?
- Why did you go to law school?
- Why did you choose Duquesne Law School?
- How would you describe yourself?
- How has law school prepared you for the practice of law?
- Why should we hire you? (or Why should we hire you and not the 10 other students we have seen?)
- Why do you think you'll be a successful lawyer?
- What have you liked most about law school? What has been your favorite law school course? Why?
- Are your grades a good indication of your academic achievement?
- Why are you interested in our firm?
- What areas of practice interest you?
- What do you know about this firm?
- What two things are most important to you in a job?
- What are you looking for in a law firm?

- What have you learned from your participation in Law Review?/Moot Court?/Legal Clinic?
- How do you spend your free time?
- What is your greatest strength?
- What is your greatest weakness?

The best way to respond is to highlight a past negative and tell how you've taken steps to correct it.

- What achievements do you look back on with pride and why?
- If you could do it all over, would you still choose to go to law school?
- You may also get behavioral questions that ask you to describe major challenges in your life and how you faced them, whether you ever had to lead others and how you did it, etc.
- Tell me about your comment, case note (or whatever your writing sample is).
- Tell me about ____ (fill in blank with anything on your resume or cover letter. Be prepared to talk about anything you have included on your resume or cover letter.)

4. Questions You Should Ask. Perhaps even more important than the questions an interviewer asks you are the questions you ask the interviewer. Hiring partners consistently say that they are looking for people who are genuinely interested in their organizations and that people who are genuinely interested usually ask lots of questions. Intelligent, well thought-out questions are one more way that you can distinguish yourself from the rest of the crowd. Be careful, however, not to sound like you are quickly trying to think up a few questions to ask on the spur of the moment. This is one more area in which you should be thoroughly prepared. Kimm Walton, author of *Guerrilla Tactics*, writes that there are five basic categories of questions that interviewees should ask the interviewer. The five categories and some sample questions from each category follow. Another great tip is to use the very questions that you find difficult, and ask them. For example, ask the employer where they see the firm in 5 years, or "What is the most challenging aspect of this position," etc.

Category 1: Questions that show off your research into the firm and the interviewer.

- If the firm just added a department to work on a different area of the law, you may want to ask: How did the firm make the decision to add this department? Does the firm have plans to expand into other areas?
- If the firm has recently added a large number of attorneys, you may want to ask: Does the firm expect to grow more in the next five years? If so, what type of growth does the firm anticipate?

Category 2: Questions about what your own job experience at the firm would be like.

- How is your summer associate program structured?
- What types of projects do summer associates work on?
- How are summer associates evaluated?
- How many offers did you make to summer associates last year?
- How many of those students accepted the firm's offer?
- What kind of training is provided to new associates?
- What kind of responsibility would I have?
- How do attorneys get channeled into different practice groups?
- Are associates assigned to one partner or are they part of a pool of associates available to work with a number of different partners?
- How long does it normally take for a new associate to be able to participate in a trial?
- How much client contact can I expect to have during my first year? Second year?
- How is work assigned?
- How are associates evaluated?

- What types of pro bono activities are the firm's attorneys involved with?
- What is expected in terms of participation in professional activities?
- What are the firm's expectations of associates concerning bringing in new business?

Category 3: Questions that depend on the size of the employer and the age of the interviewer.

1. Questions to ask depending on the size of the employer

- For large firms: Does your firm have a mentor program? How often are associates evaluated?
- For smaller firms: How quickly are associates expected to take part in new business development? Will I be able to attend depositions and court hearings?

Savvy interviewees will also ask questions about the viability of the firm as a business: the impact of market changes on major clients, etc. Remember, law firms are for-profit entities, and your ultimate goal is usually becoming a shareholder in that business.

2. Questions to ask depending on the age of the interviewer

- For interviewees with less legal experience (those who have been out of law school for 4 years or less): What is a typical day like for you? Were you a summer clerk with this firm? Did you work for this firm during law school?
- For interviewees with more legal experience at this firm: How has the practice changed over the past 5 years? Where do you see the partnership heading in the next five years?

Category 4: Personalized questions designed to evoke an emotional response from the interviewer.

- What do you like about working for this firm?
- How did you choose this firm?
- If there was one thing that you could change about this firm, what would it be?
- If you had to choose an employer again, would you choose this one? Why? Why not?
- How is your job different than what you expected it to be?
- What is the most interesting case you've worked on?
- What have you learned as a result of working here?
- What do you find most challenging about working here?

Category 5: Questions involving bad news and firm scandals. Although you need to be very careful how you phrase questions involving these very sensitive subjects, the consensus is that interviewees need to ask about them. Anyone who is genuinely interested in an employer will want to know how such scandals impact on the future of the employer and its reputation.

5. Questions You Should Never Ask. No matter how much you may want to know the answers to certain questions, there are some questions that you should just never ask. Again, there are several categories of these questions:

Category 1: Any questions that have a "What's-In It-For-Me" tone. For example:

- What are the hours?
- How much vacation time do I get?

- What is the salary?
- What type of benefits do you offer?

Category 2: Questions with a Negative Tone, including:

- I read that your firm lost a big case last year. Is the firm still doing alright?

Category 3: Things that are vague or hard to describe:

- What is the firm atmosphere like?

Category 4: Any question that you could have answered yourself through simple research. Asking a question about the number of attorneys at the firm or the firm's practice areas shows that you have not done even basic research prior to your interview. Kimm Walton also suggests avoiding questions about things like the firm's rotation program or its associate review process since these are very boring, meaningless questions that every other job candidate has probably already asked.

Category 5: Any question that indicates that you haven't been paying attention during the interview. Although you will be nervous during your interview, it is crucial that you pay close attention to what has already been said and keep track of whether some of your questions have already been answered during your conversation with the interviewer.

6. Illegal/Suspect/Offensive Questions. Although it doesn't happen very often, an interviewer may occasionally ask a question that is illegal. An illegal question is a question that is asked only of a certain group of candidates, defined by race, color, gender, religion, sex, age, national origin, handicap or economic status, and it is a question that has nothing to do with your ability to effectively perform the job for which you are interviewing. Illegal questions include:

- How old are you?
- Are you married/single/divorced/engaged/dating anyone?
- Do you have or plan to have children?
- Do you attend church?
- Do you own or rent your home?
- Are you in debt?
- Are you a member of any social or political organizations?
- What do your parents/spouse do for a living?
- How has the AIDS epidemic affected you?
- What does your spouse think of your career?

If you are confronted with an illegal question, don't panic. Stay calm, objective and dispassionate. The interviewer probably doesn't intend to offend you. More often than not, there is a non-discriminatory motive behind the question. If you can determine what that motive is, respond to it. For example, if the interviewer asks if you plan to have children, he/she may really be interested in your commitment to your career. An appropriate response may be "It is natural for firms to be concerned about any new associate's commitment to the practice of law. I have demonstrated my commitment by clerking during the summer, working part-time while in

school, participating in moot court, and working for a judge as an extern."

If you are unable to decipher any innocent motive behind a suspect question, you may then want to ask "How is that question job-related?" or "Why do you ask?" Or if you prefer not to confront the interviewer in that way, you may choose to simply answer the question. If asked "How many children do you have?" and you have one child, simply say "One. How about you?" Certainly, if you are too offended, you may not be able to proceed with the interview and may just need to leave at that time.

Finally, please report any illegal interview activity to the Career Services Office so that we can work to halt such interview practices in the future.

7. Interview Advice Wrap-Up

- Be positive: focus on your accomplishments and successes.
- Be enthusiastic: show enthusiasm for the job.
- Be energetic: goes along with the enthusiasm.
- Be punctual: don't be late for your interview.
- Smile: everyone wants to work with pleasant, happy people.
- Shake hands: shows you're confident in the business world.
- Make eye contact: sends the signal that you are honest.
- Be attentive: listen and respond suitably to the interviewer.
- Be yourself: don't act like someone you're not.
- Be honest: always tell the truth .
- Bring extra copies of resume, writing sample, transcript, and references - don't assume that the interviewer already has all of these things.

8. Qualities Interviewers Look for in a Candidate:

- Appears comfortable and relaxed.
- Proper professional appearance and demeanor.
- Normal voice level and mannerisms.
- Makes eye contact.
- Responds directly to questions.
- Presents information in a logical/organized manner.
- Has defined career goals.
- Understands own strengths and weaknesses.
- Demonstrates problem solving skills.
- Can explain relevance of background to career goals.
- Demonstrates potential for professional excellence.
- Has leadership qualities.
- Specifies interest in size of firm and practice areas.
- Indicates an interest in the location/has a tie to the region.
- Gives reasons for applying to that employer.
- Relates experience and goals to the employer/position.

SAMPLE CANDIDATE EVALUATION FORM

Interviewee _____ Date of Interview _____

School/Firm/Agency _____

Position _____

Section I: Please complete this section based on the following 5-point scale:

5 - Outstanding 4 - Above Average 3 - Average 2 - Below Average 1 Unacceptable x - unable to evaluate from interview

1. Verbal Ability _____

2. Confidence and poise _____

3. Personality _____

4. Motivation _____

5. Demeanor _____

6. Long-term commitment
to Pittsburgh area _____

7. Valuable experience _____

8. Intellectual ability _____

Section II: Please check below.

I recommend for immediate hiring. _____

I have no reservations regarding hiring. _____

I have reservations regarding hiring.
(Please comment below). _____

This candidate should not be considered further for hiring.
(Please comment below.) _____

Section III: Please comment.

VIII. FOLLOW-UP CORRESPONDENCE

A. Sending Thank You Notes After Interviews. One of the most commonly asked questions is whether or not to send a thank you note after an interview. While it is generally appropriate to send a thank you letter after an interview, please be aware that a sloppy or poorly constructed letter may actually hurt your chances.

Remember that just as with your cover letter, your thank you note is a sample of your writing. Make sure it is well-written with no typos. Whether your thank you is hand-written or typed makes little difference unless you have horrible handwriting. If that is the case, the thank you letter should be typed. A thank you letter should be relatively short and should thank the interviewer for his/her time and mention something specific that you spoke about during your interview. If you really want the job, it is a good idea to send a thank you to all of the attorneys whom you met with and to the Recruiting Administrator, if the firm has one. Generally, you do not need to send thank you letters after on campus “screening interviews.” However, if you had a particularly memorable conversation or felt that the interview went particularly well, send one.

In the thank you letter, you can mention that you enjoyed your meeting and thank the individual for the opportunity to discuss opportunities available, etc. Be sure that the letter(s) are personalized by referring to something you discussed during your interview. Never send the same form thank you letter to all of the attorneys you met with at a particular firm - the letters will all be placed in your file and the impression created will not be a good one. When sending thank you letters, do so within 24 hours - that way you will still be fresh in their minds and your letter may reach the firm before they make a hiring decision. Thank you notes may be sent via email or U.S. mail. It is a good idea to jot down some notes as soon as you leave the interview about what you talked about with the various attorneys.

You can base your own thank you letters on the samples included at the end of this section.

B. Letters Confirming Job Acceptance or Rejecting a Job Offer. Once you have received an offer, it is appropriate to ask questions you could not ask during the interview. Therefore, before you accept or reject an offer, contact the person who made you the offer to arrange for a follow-up meeting or telephone call to clarify your unanswered questions.

After all of your questions are answered to your satisfaction, verify that the employer will put the offer of employment in writing. This will assure you that the offer is formal. You should then accept the offer first on the telephone and then in writing. Your acceptance letter should set forth your understanding of the terms of the offer - salary, starting date, length of employment (if applicable), and hours per week (if applicable). If you are rejecting an offer, it is also courteous to put your rejection in writing.

Sample acceptance and rejection letters are included on the following pages.

SAMPLE LETTER OF CONTINUED INTEREST

Evelyn Waugh
2 Brooke Lane
Washington, PA 15237
(724) 796-3309
e.waugh@gmail.com

October 23, 201*

Mr. Mathew L. Holmes, Esq.
Peacock Keller, PC
871 Main Street
Washington, PA 15237

Dear Mr. Holmes:

Thank you for your offer of a summer clerkship with your firm. I enjoyed my visit to your offices and especially appreciated getting to meet so many members of your labor law section.

I am very interested in your offer and am eager to finalize my plans for next summer. I anticipate concluding my interviewing by early November, and I will make my decision shortly thereafter. I will definitely contact you prior to December 1.

Thank you again for your hospitality.

Very truly yours,

Evelyn Waugh

SAMPLE THANK YOU LETTER FOR INTERVIEW

Angela C. Davis
151 Wilcox Avenue
Pittsburgh, PA 15237
(412) 555-6894
davis.angela@yahoo.com

August 29, 201*

Mary L. Retton, Esq.
Olympia Beam, LLC
36790 Success Street
Butler, PA 16008

Dear Ms. Retton:

I enjoyed speaking with you today about the possibility of clerking with your law firm.

The professional and cooperative attitudes of the members of your firm were evident throughout the conversations we had at the reception on Thursday evening and the interviews on Friday.

I respect the manner in which your firm approaches its responsibilities to its clients, the community, and the legal profession. Your investment in library resources demonstrates to me your commitment to providing only the highest quality of legal services to your clients.

I look forward to visiting your office on September 10 and further discussing the summer clerkship program. Thank you for your time and consideration.

Sincerely,

Angela C. Davis

SAMPLE THANK YOU FOR ON-CAMPUS INTERVIEW

Tony A. Rockes
8972 Bower Avenue
South Park, PA 15129
412-555-1276
Tar1276@gmail.com

September 8, 201*

Edward Clye, Esq.
Finley & Associates, LLC
890 Weston Street
Pittsburgh, PA 15220

Dear Mr. Clye:

Thank you for taking the time to meet with me at Duquesne Law School on September 7. I was primarily interested in your firm because of its diversity of clients, and specialization in the environmental litigation field. I was delighted to learn that you also provide continuing legal education programs for firm lawyers and other area attorneys.

I have enclosed the writing sample, which you requested, and have taken the liberty of also enclosing a recommendation from Professor Smarts, my Land Use Planning professor. He knows my work well, and has been kind enough to offer his recommendation.

I am excited about the possibility of spending next summer at your firm. Please let me know if I can provide any additional information.

Very truly yours,

Tony A. Rockes

Enclosure

SAMPLE THANK YOU LETTER

Robert Studente
121 Murray Avenue
Pittsburgh, PA 15111
Phone: 412-980-2371
Email: RStudente@duq.edu

January 6, 201*

Eugenia Salem Gorman, Esq.
Assistant Ohio Attorney General
30 East Broad Street, 17th Floor
Columbus, OH 43215

Dear Ms. Gorman:

It was a pleasure to meet with you today to discuss the possibility of my becoming a summer law clerk with the Ohio Attorney General's Office. Your questions were unusually challenging and focused. I genuinely appreciated and enjoyed the opportunity to discuss my background and goals with someone whose career path has so closely paralleled my own aspirations.

I would like to reaffirm my interest in this position. My extended undergraduate internship with the Columbus Public Defender's Office has given me a solid grounding in one form of public practice, as well as establishing a record of my ability and an indication of my potential in the legal area. You can be confident that the commitment you seek is matched in my established and active desire to succeed as a legal professional in government service.

As we discussed, you expect to be making summer employment decisions before mid-February. If I do not hear from you by then, I will contact you for an update. I look forward to hearing from you.

Yours truly,

Robert Student

SAMPLE THANK YOU LETTER

Mary M. Jax
121 Murray Avenue
Pittsburgh, PA 15111
Phone: 412-906-3311
Email: Jaxm1@duq.edu

May 9, 201*

Dominic Domenique, Esq.
Senior Attorney, Securities Department
First Bank of First City
6759 Wall Street
New York, NY 10002

Dear Mr. Domenique:

As I am aware that your schedule is a very busy one, I would like to thank you and your colleagues for taking the time to meet with me today. Your comparison of the atmosphere and practice between a corporate securities department and a typical large law firm was insightful and I am grateful for your candor in relating your experiences.

I would like to take this opportunity to reaffirm my interest in the position and your institution. My paralegal experience with Kleinman & Crouse has given me a solid grounding in the intricacies of securities regulations and transactions that will allow me to produce work this summer that will be both usable and indicative of my abilities. Furthermore, I believe that First Bank of First City would provide an excellent environment in which to sharpen and refine my skills.

It was a pleasure to meet with you and I look forward to hearing from you soon.

Sincerely yours,

Mary M. Jax

SAMPLE THANK YOU LETTER

Donna Moray-Student
6550 Penn Avenue
Pittsburgh, PA 15111
Phone: (412) 555-6789
Email: DMoray@duq.edu

May 1, 201*

Laura Blackacre, Esq.
Miller & Burns, PC
7500 Pacific Building
520 W. Yamhill Street
Portland, OR 97204

Dear Ms. Blackacre:

It was a genuine pleasure to meet with you yesterday. After speaking with Roger Fromsen, I was looking forward to our meeting and found our discussion a pleasant change from typical interviews.

Your positive indication about the needs of the corporate health law department was encouraging. As you will remember, I am also from Portland and my goal is to work in this field and city. Because of your description of the attorneys and working climate at Miller & Burns, PC, I am particularly interested in an associate position and hope that my application will be considered further.

Thank you once again for meeting with me. I look forward to hearing from you soon.

Yours truly,

Donna Moray-Student

SAMPLE LETTER ACCEPTING FULL-TIME JOB OFFER

Robert F. Morstad
2709 Murray Avenue
Pittsburgh, PA 15555
(412) 555-8790
Morstad@pgh.net

February 29, 201*

Honorable Mark T. Milar
Commonwealth Court of Pennsylvania
123 Forbes Avenue
Pittsburgh, PA 15111

Dear Judge Milar:

I am very pleased to confirm in writing my acceptance of employment as a judicial law clerk in your chambers following my law school graduation and sitting for the Bar examination. I expect to commence my employment on Tuesday, September 6, 201*.

Once again, I would like to emphasize my enthusiasm and desire to begin my legal career with you, and I look forward to the challenges and experiences awaiting me as a judicial law clerk.

Very truly yours,

Robert F. Morstad

SAMPLE LETTER ACCEPTING OFFER OF SUMMER EMPLOYMENT

Karen Marker
1000 E. Carson Street
Pittsburgh, PA 15234
412-222-8888
karenmarker@gmail.com

April 12, 201*

Thomas J. Matters, Esq.
Prison Counseling Project
P.O. Box 123
Greensburg, PA 15601

Dear Mr. Matters:

I received your letter of April 6, 201*, and your offer of employment as a law clerk of 40 hours per week at \$10.00 per hour. I accept your offer, and I thank you for it.

I plan to arrive in town between May 10 and May 15. I can begin work at 8:00 a.m. on Monday, May 17. I plan to return to Pittsburgh for the fall term on August 14. Please let me know if those dates are not acceptable.

I look forward to seeing you next month.

Sincerely,

Karen Marker

SAMPLE LETTER ACCEPTING SUMMER JOB OFFER

George J. Student
34 Murray Hill, Apt. 345
Pittsburgh, PA 15556
(412) 555-0909
GeorgeJ@yahoo.com

March 1, 201*

Jeanne Darte, Esq.
Consolidated, Inc.
55 Public Square, Suite 7200
Pittsburgh, PA 15999

Dear Ms. Darte:

This letter will confirm my acceptance of your offer for summer employment with the legal department of Consolidated, Inc. I am looking forward to meeting the rest of your staff, and beginning my employment. At this point, I do not know when I will be available to start. I should be able to let you know by the beginning of April after the examination schedule is distributed.

Thank you once again for this opportunity.

Sincerely,

George J. Student

SAMPLE LETTER DECLINING OFFER OF SUMMER EMPLOYMENT

Your Name
Your Address
City, State Zip

Date

James J. Jones, Esq.
Firm or company name
Street address
City, State Zip

Dear Mr. Jones:

I was flattered and honored to receive an offer of employment for the summer of 201* at your firm. I enjoyed this past summer at the firm, and have learned much from the professional and support staffs. Unfortunately, I must decline your offer. I have always had the desire to become involved in public interest law, and I hope to spend next summer working in this field in order to learn more about it, and to determine if this is the ultimate direction that my career path should take. I feel that only by working in both the private and public law sectors will I be able to make an informed choice regarding which field I should enter upon graduation from law school.

Thank you again for the opportunity you offered. My decision to decline the opportunity to work with your fine people was difficult to make. However, I wanted to let you know of my choice as early as possible so that you could better plan for the fall interviewing season.

I will look for you when you are on campus this fall.

Sincerely yours,

Your name

IX. NEGOTIATING COMPENSATION

A. What to do if the job posting states that you must include your salary requirements.

If you ignore the request, your application will likely also be ignored. You need to get good information about what salaries are in that geographic location, for that type of practice, for that size of firm. There is a great deal of information available on the Internet, from bar associations, trade associations, and the CSO. The CSO, for example, has U.S. Government Salary Schedules, and NALP publications on compensation.

When stating a salary requirement, it is also a good idea to state a range. Realize, however, that you will very likely not get more than the upper limit that you state. It is fine to ask for time to consider the offer. If you have done your homework about the salary and expect more, it is fine to respond with a counter offer.

B. When can you negotiate?

First, realize that you do not begin to discuss or negotiate compensation until you have an offer.

Generally, salaries at large law firms are set and not negotiable. Similarly, government salaries are set based on education level, years of experience, etc. Medium and small firms, however, generally anticipate negotiating salary and benefits. Therefore, things such as parking, 401Ks, etc. are all negotiable.

C. What variables do you need to consider in negotiating compensation?

The following factors will also impact your salary:

- What you earned in your last job.
- What people with similar education and experience receive in the field.
- What value you will add to the enterprise. Will you enhance profitability?
- Your financial needs.
- What benefits do you need, healthcare, etc.?
- What are the billable hour requirements?
- Will you receive a budget to entertain clients?
- What type of administrative support will you receive, i.e., Will you have a secretary? Access to a paralegal or law clerk?
- Are your responsibilities clearly defined in your employment agreement?
- Will the employer pay for bar dues, CLEs, etc.? If you are a recent graduate or about to graduate, will they cover bar review courses and bar exam fees?
- Relocation costs.
- Retirement plans.
- Bonuses.

- Credit for bringing in clients, new associates.
- Does the employer permit flexible work arrangements?

The above advice was compiled from "Negotiating Compensation and Other Terms of Employment," published by Federal Reports Inc. Copyright 1998.

X. WRITING SAMPLES

Generally, employers will ask you to provide them with a writing sample, this may occur prior to the first interview or at the call-back. Your writing sample must be the best example of *your* writing and must be free of misspellings, typographical errors, and grammatical mistakes.

Good writing samples are legal writing. The following are some guidelines to follow: provide persuasive writing if available; provide something from the real world; provide something recent; provide about ten pages; provide your own work; excise confidential/sensitive information.

Although you generally want to submit a sample that is 5-12 pages long, follow whatever guidelines the employer specifies. If they say submit a five page sample, do that.

Create a cover page for your writing sample. If you use the same heading on all of your application materials, use it on the cover sheet too. Identify the document as your writing sample and tell the reader what it is, ie Excerpt from Legal Research and Writing Appellate Brief. See the sample cover sheet that follows.

As indicated above, you must submit your own work. Each year the CSO receives calls from employers complaining about students who submit opinions written for a judicial externship. Such work does not provide a good writing sample, because the employer will wonder how much of the work is yours and how much is the judge's. If the piece you wrote for an externship is your best work and is substantially your own writing, redact parts written by someone else and attach a cover letter explaining that it is substantially your own work. The same is true for published articles.

Each year during fall recruiting the CSO also hears from an embarrassed student or a disappointed attorney about a major mistake or typographical errors in the writing sample. You have all summer to choose and prepare a writing sample, don't lose out on an opportunity by failing to take the time to sit down and read over a hard copy of your sample. Also, if sending a hard copy, check the copy before you mail it -- copy machines have been known to skip pages.

Finally, be comfortable talking about your writing sample. Re-read it before your interview. Writing samples are often a source of interview questions. You want to be especially prepared in case your interviewer has some experience or expertise in the area you wrote about.

SAMPLE COVER PAGE – WRITING SAMPLE

Dominique D. Michaels
7106 Columbia Drive
Pittsburgh, PA 15254
(412) 555-1234 michaelsd1@duq.edu

Writing Sample

The following is an excerpt from the Appellate Brief
from my Legal Research and Writing Course (Spring 2013).

XI. PROFESSIONALISM

The following quote is from a National Association for Law Placement publication: "Lawyers as a profession are held to the highest moral and ethical standards. Those standards take effect **as soon as you enter law school** and should influence your behavior both in the classroom and in daily life."

Professionalism encompasses a number of topics. More generally, it refers to regulating your behavior, to thinking beyond your own needs to the impact of your actions. Specifically, when we talk about professionalism, we are talking about things such as the reputation you build. As a soon-to-be member of a profession, you need to be conscious of the fact that your behavior as a law student can impact your professional reputation and your career options. It is important to remember that you, your classmates, and other students here at the law school will soon be practicing attorneys. You need to begin now to establish a reputation for honesty and integrity. How do you do that?

- Avoid gossiping.
- Be respectful of others ideas.
- Do not use profanity or make derogatory remarks.
- Keep promises and commitments.
- Guard confidentiality. (Don't discuss work in public places, such as on the subway or in an elevator.)
- Exhibit good time management skills. (Realize that you will likely want to ask professors to give you a reference. If your conduct and product are not professional, they are unlikely to agree to do so.)

Professionalism is also very relevant to your job search.

- Do not misrepresent or falsify credentials. To do so is a violation of the Disciplinary Code.
- Adhere to guidelines in accepting and declining offers. This relates to the need to respond to and communicate with others. In the job search this applies to recruiters. This same rule will apply to clients when you begin to practice.

Your Online Profile

Realize that employers regularly check online blogs and profiles on sites such as Facebook, LinkedIn and Twitter. As a professional, you should keep your online profile as neutral as possible and emphasize professional information. Use it as a marketing tool – a way to distribute your resume.

You may feel constrained by this advice, but realize that it can affect your employment – current and future. You could be fired or not hired because of the content of an online profile.

XII. HIGH TECH ETIQUETTE

EMAIL

- Write an email as you would a business letter.
- Use correct grammar and spelling. Do not use abbreviations common in text messages or other shorthand. If your email does not have spell check, it is safest to type your letter in a word processing program and then copy the contents and paste them into your email message.
- When sending application materials (resume, cover letters, etc), unless otherwise specified, you should attach each document separately to the email. Include a brief note in the body of the email message directing its recipient to the attachments.
- Make sure that your attachments are accessible. Pdf files are usually the best format to use for attachments because there is less risk for formatting issues to arise when the document is opened by its recipient. However, Word documents are also acceptable.
- Create an email signature that will appear at the end of your messages. For example:
Jane E. Comis, J.D. Candidate 2013
Family Law Society, Co-Chair
Duquesne University School of Law
- Avoid offensive language and humor.
- Do not include private information -- email can be viewed by many.
- Do not send negative messages.
- Always include a subject line in your message.
- Messages should be concise and to the point, no novels.
- Do not type in all CAPITAL LETTERS; it can be interpreted as shouting.
- Do not "spam" people -- sending unsolicited email messages that are of no value to the recipient is considered rude.
- Respond to email messages. If you do not have time to make a full response, acknowledge receipt of the message and indicate when you will get back to the sender.
- Remember, there is no such thing as a private email. Do not send something you would not want posted on a bulletin board.

VOICE MAIL

Your Voice Mail Message:

- You need to have either voice mail.
- Your message should be professional: no music, jokes, etc.
- If you will be away for a few days, change your message accordingly. For example, "I will be out of the office today, Tuesday, September 26, however . . ."
- Return messages within 24 hours.

Leaving Voice Mail Messages:

- Leave your name, why you called, the date and time of your call, and how you can be reached. If your name is difficult to spell, spell it out for the person retrieving your message.
- Be prepared to speak less than one minute -- do not leave long, rambling messages.

CELL PHONES

- Never have a cell phone on during an interview, in class, in a meeting, where people are enjoying a performance, or at a meal. If you are a physician or have an emergency situation, use a vibrating beeper.
- Put your cell phone away – out of sight (and sound) – during an interview. Recently, an employer told the CSO that a student has his cell phone on the desk during the interview; the employer made a decision within one minute that this person would not be considered further for the position because he did not put his cell phone away. The message to the employer was that the phone was more important than the job to this student.

FAXES

- Call ahead before sending a long fax.
- Do not send personal or sensitive information by fax -- many people see faxes.
- Verify that your fax cover sheet does not contain typographical, grammatical, or spelling errors.

XIII. LINKEDIN TIP SHEET

In order to be competitive, you should build an online reputation (build your brand). A great way to do this is by creating a profile on LinkedIn. Increasingly, candidates are finding employment through this professional networking site.

For information about creating an effective LinkedIn profile, visit <http://www.6psbig3.com/blog/index.php/category/profile/>.

Tips on effectively using LinkedIn

- Create a professional profile detailing education and professional experience.
- Be sure to keep it professional – don't post updates about a recent vacation, etc.
- Regularly update your profile.
- Write an effective summary.
- Include a professional photograph of yourself – use a headshot – not a picture of your pet or anything else.
- Get recommendations from professors or employers – endorsements from others is often more meaningful than what you say about yourself. (Note: As a matter of course, the CSO staff does not provide LinkedIn recommendations for any students.)
- Create a unique (vanity) URL such as <http://www.linkedin.com/yourname>.
- Strive to have at least 100 connections.
- Join law school and undergraduate/other graduate school groups.

XIV. HOW TO BE SUCCESSFUL IN YOUR JOB

As all of the preceding information indicates, it takes a lot of time and effort to obtain legal employment. It also takes a lot of time and effort to succeed in that job. Your goal is to build a reputation for excellence and to expand your network of contacts who will assist you in finding future employment. Below is a checklist of things that you should do to make sure you succeed.

- Realize that the Professionalism advice above applies equally to law school and your legal employment – you are building your reputation and should always behave in a professional manner.
- Promptly return phone calls and emails.
- Make sure you understand what type of response an assigning attorney wants (oral or written and, if written, what format), and how long the attorney anticipates it will take you to complete the assignment.
- Complete work in a timely manner.
- Make sure all assignments look professional – no coffee stains or frayed corners. This also means not relying on spell check alone and taking the time to carefully read over your work for typographical and grammatical errors before submitting it.
- If you cannot complete an assignment by the deadline, communicate this to the assigning attorney as soon as possible.
- Use the attorney’s preferred means of communication – sometimes email is not adequate and you need to speak with someone in person.
- Related to the prior point, take some time to learn about generational differences so you can understand those you are working with and their expectations.
- A study of top-performing associates indicated that when they receive an assignment, they:
 - Talk to somebody else who worked for the assigning attorney.
 - Read similar work product produced by the assigning attorney so their product is similar.
 - Check in with the assigning attorney so there are no surprises.
 - Include a “next steps” section in the document.
- Once you’re an associate, realize that the tools that led to success as a law student are not all the same ones that will lead to success as an associate. Spending all of your time in your office working hard will mean that you are missing out on opportunities to build relationships with more senior attorneys. If they don’t know you, they won’t offer you the better assignments or bring you along to a client meeting. A lot of business is done at social functions, and you will miss out on a lot of opportunities if you do not participate.

APPENDIX I ALTERNATIVE CAREERS WEB SITES

Education/Academic Administration

Chronicle of Higher Education: <http://chronicle.com/jobs/>
AALS: www.aals.org/frs/index.html
Carlow University: www.hr.carlow.edu
Carnegie Mellon University: www.hr.web.cmu.edu/prospective/
Chatham University: www.chatham.edu/about/careers.cfm
Community College of Allegheny County (CCAC): www.ccac.edu
Duquesne University: www.hr.duq.edu/employment/employmentfront.html
Point Park University: www.pointpark.edu/default.aspx?id=253
Robert Morris University: www.rmu.edu
University of Pittsburgh: www.hr.pitt.edu/careers

Banks

Citizens Bank: www.citizensbank.com/ca/
First Niagara Financial Group: www.firstniagara.com/about_us/careers/careers.aspx
Mellon Financial Corporation: www.bnymellon.com/careers/index.html
National City Bank: www.nationalcity.com/about/careers/default.asp
PNC: www.pnc.com/careers/
S&T: www.stbank.com/content/careers.aspx

Legal Publishing

CCH: www.cch.com/
Lexis: www.lexisnexis.com/employment/default.asp
Lois Law: www.loislaw.com/
West Group: www.jobs.westgroup.com
RIA: www.ria.thomsonreuters.com/about/careers.asp
Wolters Kluwer: www.wolterskluwer.com/careers

Southwestern PA Job Search Sites

www.xplorion.org

www.clpgh.org/clp/JCEC

www.cwds.state.pa.us/cwdsonline

www.pghtech.org/careers/index.cfm

http://amby.com/worksite/database_PGH.html

www.usworks.com/Pittsburgh-Region

www.bestlocaljobs.com

www.pghtech.org/careers

<http://srv02a.sbdc.business.duq.edu/sbdc/default.cfm>

<http://www.clpgh.org/locations/jcec/jobscareers/websites.html>

www.sbdc.pitt.edu

www.pittsburgh-region.com/public/cfm/brc

www.upmc.com/careers/careersatupmc

www.wpxi.com/jobs

<http://classified.post-gazette.com/employment>

www.bizjournals.com/pittsburgh

www.hg.org/employment.html

General Job Search Sites

www.jobbankinfo.org

www.careerpath.com

www.careerbuilder.com

www.idealists.org

www.indeed.com

www.monster.com

www.hound.com

APPENDIX II
SAMPLE QUESTIONS FOR CLERKSHIP INTERVIEWS

Questions Judicial Clerkship Applicants Want to Ask the Judge

1. What will be the scope of my responsibilities?
2. How would you describe your relationship with your judicial clerk(s)?
3. I was particularly interested in your recent decision in _____. Was it difficult to reconcile the competing arguments and concerns in that case?
4. What is your timetable for making a hiring decision?
5. Do your clerks have any contact with local attorneys?
6. Do you feel there is a conflict if your clerks interview for post-clerkship jobs during their year(s) with you?
7. What percentage of my time would I spend in court, conducting research, drafting opinions?
8. What criteria do you use in selecting your clerk?
9. Will I be able to observe court proceedings?

Questions to Ask the Current Judicial Clerk

1. Describe a typical day as a clerk in this court.
2. What responsibilities do you have?
3. Describe your relationship with the judge.
4. What are the judge's greatest strengths (weaknesses)?
5. What is the judge's legal philosophy?
6. What contact do you have with the other clerks or with practicing attorneys in the area?
7. Tell me about this city (state, region) as a place to live.
8. How has this clerkship affected your job search?
9. How has this clerkship affected your career goals?
10. What percentage of time do you spend in court?
11. What criteria seem to affect the judge's selection of a clerk?

Questions a Judge Might Ask a Judicial Clerkship Applicant

1. Why do you want to clerk?
2. Why this particular court?
3. What do you hope to learn from a clerkship?
4. Why do you want to clerk for me?
5. Why do you want to clerk in this city (state, region)?
6. What do you consider to be your greatest strengths (weaknesses)?
7. What qualities do you have that might make you a valuable law clerk?
8. What are your short (or long) range legal career goals?
9. Where do you hope to practice after your clerkship?
10. What type of law interests you most?
11. Describe your work experience.
12. Describe the work you have completed for your law journal (or moot court).

13. What interests do you have outside of law school?
14. To which judges (courts) have you applied?
15. How would you approach this particular issue, case, problem?
16. Do you prefer to work with others or independently?
17. How do you view the long hours and low pay associated with a judicial clerkship?
18. If you and I disagree about a certain issue, would you have any problems drafting an opinion incorporating my viewpoint?
19. Tell me about the courses (grades, professors) you had in law school.
20. What questions do you have of me?

APPENDIX III

600+ Things You Can Do with A Law Degree (Other Than Practice Law)

Alternative legal careers are rapidly growing in popularity. We have been monitoring non-traditional, law-related employment opportunities since the inception of our *National and Federal Legal Employment Report* in 1979. Several years later, we published our first of several books on the subject and have addressed this topic before numerous attorney and law school audiences.

The list of job titles that follows is a compilation of more than 600 currently active legal employment opportunities across all employment sectors -- private, public, and nonprofit -- that have either appeared in the *National and Federal Legal Employment Report* or have come to our attention via other sources, including our career counseling clients who have successfully made the transition from traditional law practice into rewarding alternative careers where their law degrees and legal training are highly valued and relied upon.

Law-related positions are found in every employment sector and virtually every industry and economic endeavor -- corporations, trade associations, professional associations, every level of government, advocacy organizations, foundations, colleges and universities, accounting firms, hospitals, museums, even law firms. Every time we think our list is complete, we discover new jobs and careers where a law degree and legal training are prized. Thus, we are continually adding to our list.

We define law-related careers as fields wherein a law degree is not required, but is nevertheless a considerable asset. Attorneys have the requisite training and qualifications to prosper in many different fields. Hiring officials in these law-related areas have become increasingly attuned to the value to their organizations of having lawyers occupy these positions.

Please note that many of the careers listed below may legitimately fit into more than one category, e.g., Law Firm Business Development Editor (Marketing and Development as well as Media and Entertainment); Affirmative Action Specialist (Human Resources as well as Civil Rights), Environmental Claims Specialist (Insurance and Risk Management as well as Environmental Careers), etc. Space limitations compel us to list these "cross-disciplinary careers" only once.

The topical headings we have chosen are not the only ones that could have been selected. For example, you will not see a heading entitled "Administrative Law," which we felt was too general for the purpose of this list. Specific job titles could be listed under other topical headings, depending upon the classifier's opinion.

No longer is it possible to go about one's daily business worried only about the implications of financial and political decisions taken in New York, Washington, DC, and

Sacramento, Austin, Tallahassee, Albany, or some other state capital. Henceforth, we will also have to concern ourselves with decisions taken in Tokyo, Frankfurt, Beijing, and even Singapore, Seoul, Taipei, and Kuala Lumpur, among others. Similarly, we will all have to learn new ways of conducting ourselves in a "virtual, real-time" world where information is both too prolific and almost too readily available in "megadoses."

Among its many services to the legal community, our Nationwide Career Counseling for Attorneys (NCCA) and Sutherland Hermann Associates subsidiaries specialize in advising attorneys contemplating career transitions on law-related career opportunities and prospective employers in each of these career fields. Through the years, we have advised thousands of lawyers seeking to transition from mainstream law into law-related careers, and the demand for this specialized counseling is increasing all the time.

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The list below and additional information is online at
<http://www.attorneyjobsonline.com/attorneyjobsonline/index.html>

Academic Administration

Academic Support Program Coordinator
Affirmative Action/EEO Officer
Assistant to the President/Chancellor
Business Affairs Director/Officer
Campus Ombudsman
Campus Security Compliance Officer
Contract Staff Analyst
Cooperative Legal Education Director
Corporate Liaison Officer
Disability Services Coordinator
Diversity Management Director
Environmental Programs Professional
Equity Coordinator
Federal/State Relations Professional
Grants and Contract Compliance Specialist
Grants and Contracts Manager
Healthcare Licensing Manager
Judicial Affairs Officer
Laboratory Business Manager
Law School Academic Compliance Affairs Officer
Law School Advocacy Programs Director/ Assistant
Law School Career Placement Officer
Law School Clinical Program Supervisor
Law School Development/Fundraising Officer
Law School Director of Admissions/Financial Aid
Law School Director of Alumni Affairs
Law School Director of Institutional Advancement
Law School Director of Marketing
Law School Director of Student Affairs
Law School Faculty Computer Consultant
Law School Legal Education Director
Law School Publication Support Specialist
Legislative Affairs Professional
Paralegal Program/School Administrator
Planned/Deferred Giving Officer/Director
Real Estate Director/Officer
Sexual Harassment/Sexual Assault Counselor
Sponsored Research Director
Student Affairs Professional
Student Legal Affairs Officer
Technology Licensing Associate
Trust Officer
Undergraduate Program Manager/Coordinator

Alternative Dispute Resolution

Administrative Judge
Administrative Law Judge
ADR Intake Specialist
Alternative Dispute Resolution Coordinator
Arbitration Administrator
Arbitrator
Asylum Officer
Civil Mediation Program Manager
Contractor Industrial Relations Specialist
Convenor/Facilitator

Dispute Resolution Professional
Domestic Relations Mediation Program Manager
Domestic Relations Mediator
Domestic Resolution Specialist
Fair Housing Specialist
Family Support Magistrate
Hearing Officer
Mediation Coordinator
Mediator
Neutral Advisor
Ombudsman
Ombudsman for Private Property Rights
Small Claims Mediation Program Manager
Small Claims Mediator
Structured Settlements Professional

Banking and Finance

Bank International Trade Specialist
Bank Investment Compliance Officer
Bank Probate Administrator/Officer
Banking Enforcement Advisor
Bankruptcy Analyst
Benefits Professional
Capital Market Consultant
Chapter 13 Trustee
Claims/Settlement/Termination Specialist
Commercial Lending Manager
Community Reinvestment Act Director
Compliance Officer (Bank Regulation)
Compliance Officer (Commodities/Securities)
Consumer Affairs Examiner
Corporate Finance Executive
Credit Examiner
Employee Benefits Trust Administrator
Escrow Agent
Estate/Fiduciary Administrator
Estate and Financial Planner
Financial Enforcement Specialist
Financial Institution Examiner
Financial Planner/Planning Analyst
Financial Services Sales Agent
Futures Trading Investigator
Investment Banking Officer
Legal Advertising/Sales Literature Manager
Legal Fee Auditor/Legal Cost Specialist
Legal Product Manager-Corporate
Legal Product Manager-Private Label Funds
Legal Product Manager-Securities/Brokerage
Loan Administrator/Specialist
Loan Workout Officer
Mutual Fund Administrator
Pension Benefits Examiner
Pension Law Specialist
Probate Accountant
Public Finance Consultant
Securities Compliance Examiner
Securities Firm Executive

Securities Transactions Analyst
Trust Benefits Specialist
Trust Business Development Professional
Trust Examiner
Trust Officer/Administrator
Trust Property Manager
Trust Risk Analyst
U.S. Trustee/Assistant U.S. Trustee
Workers' Compensation Auditor

Civil Rights

Accessibility/Compliance Specialist
Advocacy Coordinator
Affirmative Action Specialist
ADA Coordinator
ADA Compliance Manager
Civil Rights Analyst
Civil Rights Coordinator
Civil Rights/Affirmative Action Investigator
Community Relations Specialist
Conciliation Specialist
Cultural Diversity Director
Equal Opportunity Compliance Specialist
Equal Employment Opportunity Manager/Officer
Human Rights Administrator
Judiciary AA/EEO Investigator
Legal Compliance Officer

Contracts, Procurement, and Grants

Competition Advocate
Contract Negotiator
Contract Specialist/Administrator/Officer
Contract Staff Analyst
Contract Termination Specialist
Grants Administration Specialist
Grants Supervisor
Industrial Property Manager
Procurement Officer/Analyst
Purchasing Officer/Director
Self-Determination Specialist
Small Business Advocate
Technology Transfer Professional

Court Administration

Alternative Sanctions Coordinator
Assistant Circuit/District Executive for
Legal Affairs
Attorney Admissions Deputy
Bankruptcy Administrator
Bankruptcy Appeals Clerk
Bankruptcy Case Administration Manager
Bankruptcy Examiner
Bankruptcy Group Manager
Case Calendaring Clerk
Circuit/District Court Executive

Clerk of Court
Court Administrator
Court Analyst
Court Mental Health Services Manager
Court Operations Specialist
Court Services Director
Court Technology Advisor
Deputy Clerk
Disciplinary Administrator
Estate/Probate Administrator
Friend of the Court
Guardian Ad Litem
Guardianship Clerk
Jury Commissioner
Land Commissioner
Legal Documents Officer/Supervisor
Legal Research Director
Parole Officer
Pretrial Services Officer
Probation Director
Probation Officer
Public Guardian
Registrar
Reporter of Decisions
Settlement Director
Supervisor of Public Trust Accounts
Support Payments Officer
Training Professional
Victim Services/Restitution Coordinator
Violations Bureau Manager

Criminal Justice and Law Enforcement

Alcohol, Tobacco and Firearms Inspector
Bank Fraud Investigator
Border Patrol Agent
Child Abuse Investigator
Child Support Enforcement Case Analyst
Civil Penalties Officer
Civilian Complaint Review Board Officer
Compliance Support Inspector
Computer Crime and Security Specialist
Computer Fraud Investigator
Consumer Safety Inspector
Crime Analyst
Crime Prevention Coordinator
Criminal Investigator
Criminal Justice Administrator/Analyst
Criminal Research Specialist
Customs Inspector
Deputy Inspector General for Investigations
Drug Enforcement Administration Special Agent
Domestic Investigator
Drug Investigator
Economic Crimes Investigator
Employment Investigator
Enforcement Analyst
Enforcement Professional

FBI Special Agent
Federal Trade Investigator
Financial Enforcement Specialist
Fines, Penalties and Forfeiture Specialist
Foreign Service Narcotics Control Officer
Forensic Investigator
Fraud/White Collar Crime Investigator
Fugitive Witness Investigations Specialist
Game Law Enforcement Officer
General Investigator/Inspector
Hidden Assets Investigator
Immigration Inspector
Inspector General
Inspector General Complaints Analysis Specialist
Intellectual Property Loss Investigator
Internal Affairs Director
Investigations Review Specialist
Law Enforcement Coordination Manager
Law Enforcement Specialist
Missing Persons Investigator
Municipal Code Enforcement Officer
Postal Inspector
Private Investigator
Revenue Officer/Agent
Securities Fraud Examiner
Seized Property/Asset Management Specialist
Software Piracy and Licensing Abuse Investigator
Special Agent (Wildlife)
Treasury Enforcement Agent
Victims Compensation Officer/Claims Analyst
Victim Services Manager
Welfare Investigator

Energy and Natural Resources

Energy Advocate
Energy Conservation Program Specialist
Energy Regulatory Affairs Professional
Landman
Mineral Appeals Analyst
Natural Resources Specialist
Public Utilities Specialist
Renewable Energy Program Specialist

Environmental Careers

Coastal Zone Resources Manager
Conservation Field Representative
Director of Environmental Affairs
Director, Legislative Analysis and
Environmental Policy
Environmental/Public Health Advocate
Environmental Claims Examiner
Environmental Compliance Manager
Environmental Consultant
Environmental Ombudsman
Environmental Planning Manager
Environmental Policy Analyst

Environmental Protection Specialist
Environmental Public Participation Specialist
Hazardous Waste Management Consultant
Marine Resource Management Specialist
Remediation Specialist
Resource Policy Analyst
Safety and Occupational Health Specialist
Technological Program Hazards Specialist
Trade Association Environmental Staffer

Ethics/Professional Responsibility

Attorney Ethics Coordinator
Attorney Ethics Investigator
Bar Disciplinary Manager
Client Protection Fund Director/Officer
Corporate Ethics Director/Officer
Ethics Auditor
Ethics Commission Director/Officer
Ethics Program Specialist
Ethics Trainer
Health Professions Investigator
Hospital Ethicist
Judicial Disabilities Commission Investigator
Lawyer Assistance Program Director
License Examining Specialist
Professional Licensing Officer
Professional Regulation Compliance Analyst
Unauthorized Practice of Law Advisor
Unauthorized Practice of Law Investigator

Healthcare

Health Plan Member Services Coordinator
Healthcare Compliance Officer
Healthcare Fraud Investigator
Hospital Planned Giving Professional
Hospital Risk Manager
Nursing Home Investigator
Patient Rights Advocate
Quarantine Investigator

Human Resources

Employee Benefit Plan Specialist
Employee Disability Programs Manager
Employee Relations Manager/Specialist
Employment and Training Specialist
Government Benefits Director
Human Resources Director
Lawyer Temporary Agency Manager
Legal Career Counselor
Legal Search Consultant
Manpower Development Specialist
Personnel Management Specialist
Professional Standards Administrator
Reemployment Rights Compliance Specialist
Retirement Systems Administrator

Salary Administration Specialist
Social Security Disability Claimant Representative
Veterans Program Specialist
Veterans Reemployment Rights Specialist

Human Services

Aging Services Program Specialist
Child Support Collection Specialist
Children's Advocate
Director of Human Relations
Elder Rights Specialist/Advocate
Geriatric Care Manager/Advocate
Mental Healthcare Ombudsman
State Long-Term Care Ombudsman
Women's Rights Advocate/Domestic Abuse Specialist

Insurance and Risk Management

Bankruptcy Claims Examiner
Casualty Claims Specialist
Civil Service Retirement Claims Examiner
Claims Representative/Manager
Commercial Claims Specialist
Dependent and Estates Claims Examiner
Document Compliance Specialist
Environmental Claims Specialist
Errors and Omissions Claims Manager
General Agent
General Claims Examiner
Health Benefits Program Analyst
Health Care Policy Analyst
Health Insurance Specialist
Health Plan Member Services Coordinator
Insurance Agent (Life, Health, and Disability)
Insurance Agent (Property and Casualty)
Insurance Claims Representative
Insurance Consultant
Insurance Fraud Investigator
Insurance Licensing Administrator
Insurance Licensing Consultant
Insurance Market Conduct Examiner
Insurance Officer
Insurance Policy Analyst
Insurance Services Practice Group Head
Insurance Specialist
Issuing Specialist
Liability Claims Analyst
Litigation Examiner
Loss and Damage Claims Examiner
Medical Malpractice Claims Analyst
Pension Investigator
Personal Trust Product Manager
Professional Liability Claims Analyst
Professional Liability Insurance Program Marketer
Professional Liability Underwriter
Recovery Manager

Risk Analyst
Risk Manager
Social Insurance Administrator/Representative
Social Insurance Claims Examiner
Transportation Claims Examiner
Unemployment Insurance Administrator
Veterans Claims Examiner
Workers' Compensation Claims Examiner
Workers' Compensation Program Specialist

Intellectual Property

Applications Examiner
Conveyance Examiner
Copyright Examiner
Corporate Copyright Specialist
Corporate Director of Licensing
Foreign Filing Specialist
Health Care Licensing Manager
Intellectual Property Resources Director
Patent Administrator
Patent Examiner
Patentability Review Examiner
Patent/Technology Licensing Officer
Technology Transfer Community Outreach Professional
Technology Transfer Director
Trademark Examiner

Intelligence/Security

Aviation Security Specialist/Officer
CIA Clandestine Service Agent
Foreign Assets Control Intelligence Analyst
Foreign Service Diplomatic Security Officer
Industrial Property Clearance Specialist
Industrial Security Specialist/Officer
Information Security Consultant
Information Security Specialist/Officer
Intelligence Officer
Intelligence Research Specialist
Internal Security Specialist/Officer
Munitions Export Control Specialist
Personnel Security Specialist/Officer
Physical Security Specialist/Officer
Premises Security Consultant
Security Administration Specialist/Officer
Security Assistance Analyst
Security Classification Specialist/Officer
Security Inspector

International Affairs, Trade, and Investment

Commercial Loan Specialist
Commercial Operations Specialist
Country Risk Analyst
Customs Entry and Liquidation Specialist
Economic Development Director
Economic Development Project Officer

Export Administrator/Manager
Export Control Specialist
Export Credit Manager
Export Factor
Export Insurance Issuing Specialist
Financial Institution Reform Advisor
Foreign Affairs Specialist
Foreign Service Officer
Foreign Trade Zone Manager
Immigration/Benefits Coordinator
Import Compliance Specialist
Import/Export Manager/Coordinator/Agent
International Affairs Specialist
International Agency Liaison Officer
International Human Rights Advisor
International Relations Officer
International Trade Specialist
International Trade and Investment Consultant
Library Foreign Law Specialist
Manager of Export/Import Compliance
Manager of Global Trading Documentation
Munitions Export Control Specialist
Passport and Visa Examiner
Political Risk Insurance Officer
Tariff and Regulatory Supervisor
Trade Documentation Officer
U.S. and Foreign Commercial Service Officer

Labor Relations

Industrial Relations Specialist
Labor Investigator
Labor Management Relations Examiner
Labor Negotiator/Mediator
Labor Relations Clearinghouse Staff Member
Labor Relations Consultant
Labor Relations Manager/Specialist/Analyst
Labor Relations Planning and Analysis Manager
Wage and Hour Law Administrator
Wage and Hour Law Compliance Specialist

Legal Administration

Bar Association Professional
CLE Administrator
CLE Training Manager/Specialist
Law Firm Administrator/Executive Director
Law Firm Management Consultant
Law Firm Trainer
Law Firm Recruiter
Legal Services Program Executive Director
Pro Bono Coordinator
Professional Relations Coordinator

Legal Documents/Information/Research

Analyst in Social Legislation
Archivist (Legal)

Economic Research Analyst
Freedom of Information Act/Privacy Act Officer
Law Librarian
Law Library Computer Network Manager
Legal Database Manager
Legal Historian
Legal Instruments Examiner
Legal Researcher
Legal Writer
Public Disclosure Officer
Senior Paralegal
Social Science Research Analyst
Technical Legal Information Specialist

Legislative and Regulatory Affairs

Congressional Affairs Specialist
Congressional Inquiries Program Manager
Congressional Liaison Specialist
Food Program Specialist
Governmental Affairs/Relations Positions
Intergovernmental Affairs Specialist
Legislative Affairs Specialist/Legislative Analyst/Legislative Director
Legislative Assistant
Legislative Coordinator
Legislative Correspondent
Legislative Drafter
Legislative Program Manager
Legislative Representative
Legislative Staff Director
Lobbyist
Manager of Regulatory Affairs
Policy Advocate
Policy Analyst
Professional Legislative Committee Staff Director/Member
Professional Licensing Board Compliance Officer
Program Integrity Specialist
Regulations/Rulings Specialist
Regulatory Analyst
Regulatory Compliance Director
Regulatory Impact Analyst/Program Specialist
Regulatory Implementation Manager
Telecommunications Regulatory/Policy Analyst

Litigation Management/Support

Alternative Sentencing Consultant
Case Assessment Consultant
Jury Selection Advisor
Law Firm Director of Litigation Services
Litigation Analyst
Litigation Management Professional
Litigation Management Trainer
Litigation Support Consultant/Specialist
Litigation Support Project Manager
Trial Consultant

Management and Administration

Acquisitions/Divestiture Professional
Association (Trade or Professional) Executive
Automobile Dealer Performance Manager
City/County Clerk/Administrator
Corporate Secretary
Elections Administration Officer
Emergency Management Specialist
Federal Aid Administrator
Foundation Executive/Program Manager
Grants Management Specialist
Industry Specialist
Law Office Management Specialist
Management Analyst
Nonprofit Advocacy Organization Manager
Program Analyst/Officer
Sports Franchise General Manager
Unclaimed Property Administrator

Marketing and Development

Bar Review Regional Director/Administrator
Business Broker
Gift and Estate Planning Professional
Economic Development Positions (State/Municipal)
Franchise Development Manager
Law Firm Director of Client Relations
Law Firm Business Development Editor
Law Firm Client Development Director
Legal Cost Management Sales Consultant
Legal Publishing Sales Representative

Media and Entertainment

Acquisitions Editor
Law Correspondent/Reporter
Law Firm Business Development Editor
Legal Editor
Legal Newspaper/Journal Publisher
Legal Publisher Account Representative
Literary Agent
New Product Development Professional (Legal Publisher)
Public Affairs Specialist
Sports/Talent Agent
Technical Publications Writer/Editor (Legal)

Real Estate/Housing

Community Development Block Grant Coordinator
Development Specialist
Director of Real Estate
Fair Housing Community Educator
Fair Housing Test Coordinator
Housing Advocate
Housing Authority Director/Professional
Housing Programs Administrator
Housing Services Planner

Land Agent
Land Acquisition Manager
Land Law Examiner
Land Manager
Land Preservation Director
Land Protection Director/Specialist
Lease Negotiator
Real Estate Auction Project Manager
Realty Specialist/Officer
Register of Deeds
Right-of-Way Agent
Tenant's Broker
Title Examiner
Zoning Administrator

Taxation

Estate Tax Examiner
International Tax Analyst
Property & Transaction Tax Manager
Tax Agent
Tax Law Specialist
Tax Manager/Tax Planning Manager
Tax Research Manager/Professional
Technical Services Manager
Trust Tax Manager

Teaching-Law School

Academic Support Instructor
Assistant/Associate/Full Professor
Clinical Program Director
Clinical Program Instructor
Foreign Law School Professor/Lecturer/Leader
Legal Research & Writing Program Instructor

Teaching-Undergraduate/Graduate

Paralegal Program Instructor
Business Law Professor
Criminal Justice Program Instructor
Dispute Resolution Teacher
Environmental Policy Teacher
Ethics Instructor
Labor Relations Instructor
Law and Anthropology Professor
Law and Economics Professor
Law and History Professor
Law and Psychology Professor
Law and Society Professor
Legal Administration Professor
Legal Studies Program Coordinator
Legal Studies Program Teacher
Real Estate Instructor
Security Assistance Management Instructor
Tax Instructor

Transportation

Admeasurer
Boating Law Administrator
Highway Safety Specialist
Marine Inspector
Marine Transportation Policy Analyst
Traffic Management Specialist
Transportation Specialist
Transportation Safety Consultant
Vessel Traffic Specialist

APPENDIX IV

FEDERAL GOVERNMENT EMPLOYMENT WEBSITES

Government Honors & Internship Handbook: A comprehensive list of entry-level attorney and internship opportunities available throughout the country. The CSO subscribes to the Handbook, and log-in information can be found on Symplicity under the “Shortcuts” section. Those interested in these positions should become familiar with application deadlines, as they are often in early to mid-fall for positions for the following summer or fall.

FedWorld: www.fedworld.gov

USA Jobs: www.usajobs.gov

Agriculture: www.ams.usda.gov/human/

U.S. Customs and Border Protection: www.cbp.gov/xp/cgov/careers/

Central Intelligence Agency: www.cia.gov/employment/

Commerce: www.commerce.gov/jobs.html

Comptroller of the Currency: www.occ.treas.gov/jobs/careers.htm

Consumer Product Safety Commission: www.cpsc.gov/about/hr.html

DEA: www.usdoj.gov/dea/job/agent/page-01.htm

Defense: www.defenselink.mil/sites/c.html

Education: <http://jobsearch.edhires.ed.gov/>

Energy: www.energy.gov/about/employment.htm

Environmental Protection Agency: www.epa.gov/careers/

FBI: www.fbijobs.com/

Federal Bureau of Prisons: www.bop.gov/jobs/index.jsp

Federal Communications Commission: www.fcc.gov/jobs/

Federal Deposit Insurance Corporation: www.fdic.gov/about/jobs/index.html

Federal Election Commission: www.fec.gov/pages/jobs/jobs.shtml

Federal Emergency Management Agency: <https://www.fema.gov/careers>

Federal Trade Commission: www.ftc.gov/ftc/oed/hrmo/jobops.htm

Food and Drug Administration: www.fda.gov/jobs/default.htm

General Accounting Office: www.gao.gov/

General Services Administration: www.gsa.gov/Portal/browse/channel.jsp?channelId=-14112&channelPage=/channel/default.jsp&cid=4

Health and Human Services: www.hhs.gov/jobs/

Housing and Urban Development:
www.portal.hud.gov/hudportal/HUD?src=/program_offices/administration/careers

Interior: www.doi.gov/ohr/career.crfm

IRS, Office of Chief Counsel: www.jobs.irs.gov/

Justice: www.usdoj.gov/06employment/index.html

Labor: www.dol.gov/dol/jobs.htm

Library of Congress: www.loc.gov/hr/employment/

National Aeronautics and Space Administration: www.nasajobs.nasa.gov/

National Archives and Records Administration: www.archives.gov/careers/

National Transportation Safety Board: www.nts.gov/about/employment.html

Nuclear Regulatory Commission: www.nrc.gov/about-nrc/employment/nrcareers.html

Pension Benefit Guaranty Corporation: www.pbgc.gov/about/jobopps.htm

Presidential Management Fellows Program: www.pmi.opm.gov

Securities and Exchange Commission: www.sec.gov/jobs.shtml

Smithsonian Institution: www.si.edu/ohr/

Social Security Administration: www.ssa.gov/careers/

State: www.state.gov/employment/

Transportation: <http://careers.dot.gov/index.htm>

Treasury: www.ustreas.gov/careers/Pages/default.aspx

U. S. Agency for International Development: www.usaid.gov/careers

U.S. Information Agency (Patent & Trademark):
www.uspto.gov/web/offices/ac/ahrpa/ohr/jobs/jobs.htm

U.S. Marshals: www.usdoj.gov/marshals/careers/career.html

U.S. Patent and Trademark Office: www.uspto.gov

U.S. Postal Service: www.usps.com/employment/

Veterans Affairs: www.va.gov/jobs/

STATE & LOCAL GOVERNMENT EMPLOYMENT WEBSITES

Pennsylvania Government Listings:

www.scsc.state.pa.us/portal/server.pt/community/civil_service_home/9164

Pennsylvania Governor's Office of General Counsel: www.ogc.state.pa.us/ogc/site/default.asp

Pennsylvania Office of Attorney General: www.attorneygeneral.gov/theoffice.aspx?id=172

Sites in Other States: www.statelocalgov.net/index.cfm (includes state and local opportunities)

Allegheny County: www.alleghenycounty.us/jobs/index.aspx

APPENDIX V

PITTSBURGH AREA PLACEMENT FIRMS

Attorney Employment Services (focus on permanent placements)
450 Union Trust Building, 501 Grant Street
Pittsburgh, PA 15219
Phone: 412-281-6609
Fax: 412-281-2949
Contact: Sue Fletcher (sufletcher@aol.com)

Carpenter Legal Search, Inc. (focus on permanent placements)
EQT Plaza
625 Liberty Avenue, Suite 1170
Pittsburgh, Pennsylvania 15222
Phone: 412-255-3770
Fax: 412-255-3780
Contact: Lori Carpenter (lcarpenter@carpenterlegalsearch.com)
www.carpenterlegalsearch.com

Choice Counsel (primarily contract placement)
Suite 614 Oliver Building
535 Smithfield Street
Pittsburgh, PA 15222
Phone: 412-355-0900. Fax: 412-355-0901
Contact: David Gaborek (dgaborek@lawcorps.com)

Kelly Law Registry
U.S. Steel Tower
600 Grant Street, Suite 3280
Pittsburgh, PA 15219
Phone: 412-391-3222
Fax: 412-391-3669
Contact: Leslie Francis (francisle@kellylawregistry.com)
www.kellylawregistry.com

McAnney, Esposito & Kraybill Associates, Inc.
Five Widgeon Drive
Pittsburgh, PA 15238
Phone: 412-767-8889
Fax: 412-767-8822
Email: info@mcanneyesposito.com
Contacts: Maura McAnney, Esq. & Valerie Esposito, Esq.

Point Legal LLC

Koppers Building, 30th Floor 436 Seventh Avenue
Pittsburgh, PA 15219
Phone: 412-227-2740
Fax: 412 227 2749
Contact: Ramona Ferguson (rferguson@pointlegal.com.)
www.pointlegal.com

Special Counsel (contract and full-time placement)

437 Grant Street
Frick Building, Suite 1910
Pittsburgh, PA 15219
Phone: (412) 201-7470
Fax: (412) 281-4895
Contact: Melissa Kelley (Melissa.kelley@specialcounsel.com)
www.specialcounsel.com

St. Clair Legal Search

Manor Oak One
1910 Cochran Road, Suite 220
Pittsburgh, PA 15220
Phone: 724-942-7600
Fax: 412-341-0670
Contact: Sharon St. Clair, Esq. (scls@bellatlantic.net)