**Duquesne University School of Law**

 **Career Services Handbook Overview**

**Looking for job search and career advice? Thinking about revising your resume or cover letter? Your CSO Handbook is just a few clicks away on the CSO web site:** [**http://www.duq.edu/law/career-services/handbook.cfm**](http://www.duq.edu/law/career-services/handbook.cfm)**.**

**Chapters**

\*Preface and Introduction

\*Fundamentals of Job Seeking

\*Timing Recommendation – When You Should Be Doing What

\*Mechanics of a Job Search

\*Cover Letters

\*Resumes

\*Interview Skills
\*Follow-Up Correspondence

\*Negotiating Compensation

\*Writing Samples

\*Professionalism

\*High-Tech Etiquette

\*LinkedIn Tip Sheet

\*How to Be Successful in Your Job

**Appendices**

\*Alternative Careers Web Sites

\*Sample Questions for Clerkship Interviews

\*600+ Things You Can Do With A Law Degree (Other Than Practice Law)

\*Federal Government Employment Web Sites

\*Pennsylvania Government Employment Web Sites

\*Placement Firms

**If you would like to schedule an appointment about your job search or career advice, contact the CSO at lawcareers@duq.edu or 412-396-6559 to schedule an appointment.**