



Career Corner

February 23, 2004

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OFFICE HOURS:

Monday –Friday

9:30 a.m. – 6:00 p.m.

*The Career Corner is edited
by Pisuthi Chananudech*

CAREER TIPS

Getting and Using References

One of the considerations for many 1L and 2L job seekers is how to generate good references from their work or academic experiences, and how to manage those references for maximum leverage down the road in their careers. A great reference can elevate a run-of-the-mill candidate to the top of the resume pile, and a lukewarm I-don't-really-know-her-very-well reference could really hurt your candidacy. Here are some tips about obtaining and managing great references.

1. Ask people who have good things to say about you. This may be obvious, but you need to make sure that the person giving the reference is going to provide a great review. If you are not confident that the person you are targeting will agree to be a reference, approach him or her in an indirect manner, such as by email, so that they have the opportunity to decline gracefully if they don't feel that they will do you justice. Give the person an out by phrasing your inquiry in this way "I'm beginning my summer job search this month and I'm putting together a list of references for potential employers. Do you feel that you know me well enough to provide a reference about my research and writing/organization/leadership (or whatever else may be relevant) skills?" If the reference declines, be grateful instead of embarrassed or angry, as you really don't want a mediocre reference.
2. Give your references the material they need to be prepared to give the most relevant, helpful reference or letter of recommendation possible. This means providing her or him with a current resume, job description or other information about the potential employer, and some direction as to what you'd like them to emphasize in a reference. It is fine to ask one reference to focus on your congenial personality, and to ask another reference to address your ability to work under tight deadlines. Keep your references in the loop in terms of which employers may be calling them and when. If you have something specific that you think the employer will ask about, give the reference a heads up so that they can be prepared.
3. Get in the habit of collecting letters of recommendation from supervisors and co-workers. By asking for a letter of recommendation to keep on file for future use before you leave a job, you will avoid having to call that person a year later to ask them to produce a letter for an application deadline a week away. Even if you feel that you need to get the letter updated for an application, it will be much easier for the person to quickly update the letter than to draft a new one from memory.

Always thank your references after the fact and let them know how things worked out for you, regardless of the outcome of your job search or application process.

FEATURED CITY OF THE WEEK

By expanding your job search and being flexible geographically, you can increase your job opportunities!

Consider San Diego!

Fun Facts: Enjoy the LA lifestyle in a relaxed setting. Just 120 miles south of Los Angeles, the commute is only a few hours! San Diego is only minutes north of the Mexican border, so pop over for a visit ... olé!

Additionally, touted as "the most efficiently run big city in California", San Diego offers a bunch of cool features for residents, from paying your water bill or requesting street repair online through the city web site to buying a parking meter card!

Weather: One of San Diego's biggest selling points is its beautiful weather. The weather is great year-round for all sorts of awesome outdoor and indoor activities! The average temperature is 65 degrees all year!!

Cost of Living: The lifestyle you can afford with \$125,000 in San Francisco requires \$ 91,237 (if you plan to buy a house) and \$86,734 (if you plan to rent) in San Diego.

For more information on San Diego, click www.sandiego.gov To apply for jobs in San Diego, check the School Jobs Listings section on LawCareer for employers interviewing off-campus, contact employers directly, and network with alumni in the greater San Diego area by requesting a list from College Relations.



Alumni Mentor Orientations for the Week of 2/25

Please Sign-Up in Advance
Friday: 3:40p – 4:40p



JOBS! JOBS! JOBS!

Everyday, the Career Services Office receives new listings for **part-time, summer and post-JD positions.** Fellowships and **judicial clerkships** are also available. Log on to **LawCareer** and click on **School Job Listings** often for new postings.

Just a few highlights form the School Job Listings:

SUMMER POSITIONS

California DOJ, Attorney General's Office

San Francisco, CA
The Civil Division, Health, Education and Welfare section has openings for interns this summer. The HEW section handles the litigation for all of the major health and welfare agencies in California. Their cases are high profile and interesting, and often deal with major constitutional and/or policy issues. Under the supervision of an attorney, interns would write briefs, do research, and if certified, argue cases.

Years Requested: 1L, 2L
Materials Requested: Cover Letter, Resume, Writing Sample.
Email to beverley.meyers@doj.ca.gov
Deadline: February 27, 2004

PART-TIME/SEMESTER

Bohbot & Riles, LLP

San Francisco, CA
Fight the Corporate Machine! As a law clerk, learn all aspects of employment, small business, personal injury litigation, and immigration. Draft discovery motions and prepare immigration documents to obtain legal status for immigrants, among other things. Work closely with two energetic attorneys who will let you see the inside of a courtroom. Hours are flexible, but a minimum of 5-10 hours per week is requested.

Years Requested: 1L, 2L, 3L
Materials Requested: Cover Letter, Resume. Attn: Ms.

Elizabeth Riles
(eriles@strikebacklaw.com)
Deadline: February 25, 2004

FELLOWSHIPS

Summer 2004 Goldfarb Public Interest Fellowship

This fellowship was created to provide law students interested in a public interest career with an opportunity to gain valuable experience with a national organization dedicated to nonprofit advocacy. Fellows are expected to work 40 hours a week for 10 weeks. The Fellow is also expected to submit a 20-page paper of publishable quality at the close of the fellowship on a topic related to the work performed by the Fellow at the Alliance for Justice.

www.allianceforjustice.org

Years Requested: 1L, 2L, 3L
Materials Requested: Cover Letter, Resume, Personal Statement, 3 References. Attn: Sandy Brantley
Deadline: February 27, 2004



THIS WEEK'S EVENTS

Entertainment Law Summit

– Presented by ASCEL & CSO in *Louis B. Mayer Lounge*.

Wednesday, February 25:
10:00 am – 5:00 pm.

Hiring trends in the Legal Market

– *Job Forecasts from a Legal Recruiter in Room F*
Friday, February 27:
11:30 am – 12:40 pm. ■