



Career Corner

August 30, 2004 ♦ Fall - Issue 2

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OFFICE HOURS:

Monday –Friday

9:30 a.m. – 6:00 p.m.

Career Services:

Helping You Shape Your Future

The Career Corner is edited by Tunisha Grant

CAREER TIPS Great Interviewing Strategies for All!

We have wonderful resources to teach interviewing skills; take advantage of all the ways to ace this critically important skill! Our resources are geared to all learning styles – choose the ones best for you.

Reading learners (better known as the bookworms) will enjoy our printed materials such as the Interviewing Tips handouts, available in paper copy in the CSO and also on the website. Delving deeper, read Chapter 7 of Kimm Walton's *Guerilla Tactics for Getting the Legal Job of Your Dreams*, a hilarious and very useful book in the CSO collection.

Kinetic learners (those who like to learn by doing) will love the *Mock Interview* program that pairs students with attorneys for interviewing practice and feedback. To take part in the program, attend one of the *Preparing for Screening Interviews* workshops and sign up at the end. (See the Career Services Calendar for dates and times.)

Listening learners will love the *Preparing for Screening Interviews* workshops but we also have a video, *The Interview: What Works and What Doesn't*, an industrial classic available in the CSO.

Ask at the reception desk for this highly entertaining and action-packed video made in-house at the Hastings CSO by an incredibly talented cast of career counselors! Additional interviewing workshops will be scheduled during the school year; if you are focused on other things right now, relax – we'll be available all year long.

For those who prefer live presentations, don't forget the two upcoming panels, one to hear the employer's perspective on interviewing and one to hear from 3L interviewing veterans! *What Employers Want*, on Wednesday, September 8th, 3:40pm in Room F and *Winning Interview Strategies from 3L OCI Veterans* on Friday, September 10th, 11:40am in Room A.

Learning happens through all your senses but especially

with PRACTICE! The best way to assure that you will do well in interviews is to practice, practice, practice your answers to questions employers might ask. If you feel uneasy about any questions, come to the CSO or call to make an appointment to speak with one of our counselors. We are delighted to help you improve your interviewing content and style!



JOBS! JOBS! JOBS!

Everyday, the Career Services Office receives new listings for both **part-time**, and **summer positions**. **Post-JD positions**, including **judicial clerkships**, are also available. Log Onto **LawCareer** and click on the **School Job Postings** often to check for new postings.

Just a few highlights from LawCareer:

RESUME COLLECTIONS

Muldoon Murphy Faucette & Aguggia LLP – (# 97368)

Washington, D.C.

This firm is looking for persons in the top 25% (or better) of their class, with excellent writing skills, and an interest in a corporate/business practice and working in the Nation's Capital. Law Journal experience and/or relevant non-legal employment experience will be considered.

Years Requested: 2L, 3L

Materials Requested: Cover Letter, Resume, Transcript.

Deadline: September 3, 2004

Skadden, Arps, Slate, Meagher & Flom LLP (#97950)

New York, NY

If you're in the top 15% of your class, apply for a summer associate position in the New York office. Moot Court, Law Journal or Law Review is preferred.

Years Requested: 2L.

Materials Requested: Cover Letter, Resume, Transcript.

Deadline: September 6, 2004 at 3:00 p.m. in CSO.

SEMESTER PART-TIME

Law Offices of Janet L. Dobrovolny (#98875)

Emeryville, CA

If you're detail-oriented, conscientious and have a great sense of humor, apply for a law clerk position at this small Trust and Estates, Non-Profit and Tax firm with a calm atmosphere.

Years Requested: 2L, 3L, Recent Grads.

Materials Requested: Cover Letter, Resume.

Deadline: September 19, 2004.

Special Master, U.S. District Court (#97804)

San Francisco, CA

John Hagar, Special Master of the U.S. District Court, Northern District, is seeking assistance in monitoring Pelican Bay State Prison pursuant to Madrid v. Woodford. Job tasks include office organization, general clerical, some legal research, and limited onsite institutional inspections and investigations at the prison. He's looking for a 15-20 hours/week commitment throughout the year.

Years Requested: 2L

Materials Requested: Cover Letter, Resume, Writing Sample, References

Compensation: \$15.00/hour

Deadline: September 8, 2004



THIS WEEK'S EVENTS

Monday, August 30

3:40 PM; Room F

Preparing for Screening Interviews - To be followed by sign-ups for mock interviews.

Wednesday, September 1

3:40 PM; Room F

DOJ Honors & Summer Intern Orientation - Find out the nuts and bolts of these Summer and Entry-level programs.



