



October 15, 2007

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Career Corner

Career Tips

Staying in Touch

By: *Pamela Hyland, Assoc. Director for Career Development*

As you progress in your career, you will make a growing personal network. These people are important to you, not just as friends but also as professional contacts who can help you throughout your career. Whether they are faculty, classmates, references or practitioners, you will want to stay in touch and keep those relationships active. There are many ways to stay current with your network – here are just a few.

From time to time, send people a friendly email to ask them what's new in their lives and to let them know what's new with you. You don't have to establish a daily correspondence, just contact them from time to time.

Sending newspaper, magazine or electronic articles of interest with a brief note is another good way to let them know you are thinking of them without taking a great deal of time.

Scheduling a lunch, coffee, dinner or breakfast can be a great way to stay in touch. If you can't afford fancy restaurant meals, sitting down over a cup of tea is just as effective as a full-course dinner. Breakfast is a great meal for a quick visit, too – it is usually served quickly, costs little, and you can be off to your day's activities having shared a nice visit with your contact.

Simple phone calls can be a very nice way to stay in touch, provided that you check that the contact has time to chat with you at the time when you call. Having asked how much time s/he has to talk, keep carefully within the timeline so you don't unintentionally make her/him late.

If you are the one with time constraints, you can also leave voice messages late in the evening when you are pretty sure they are not at work. Be sure to smile when leaving messages – smiles are audible and will enliven the message!

Something as simple as sending a postcard when you're on vacation or just a quick card to say hello can serve to remind your contacts how much you enjoy the relationship. Birthday cards, for example, are nice if you happen to know the person's birthday.

It's a good idea to keep current with your references and to send your resume to keep them apprised of your progress each time you update it. That way, if you need their assistance again, they can speak knowledgeably about your career and you won't be embarrassed to ask them for a reference when you haven't been in touch in a long time.

Cultivating and nurturing relationships can take just a very few minutes but it will repay your effort many times over when you establish your network of supporters and cheerleaders.



Want to make an appointment with a career counselor?

Call the CSO Front Desk at (415) 565-4619.

Everyday, the Career Services Office receives new listings. Log onto HastingsCareers.com and check often for new postings. Just a few highlights:

FALL POSITIONS

The Sierra Club Environmental Law Program hires law students interested in public interest, environmental litigation to assist with these strategic lawsuits. Semester externs work on all aspects of litigation, including undertaking legal research, preparing written memoranda, and conducting factual investigation. During the course of the program, students typically work with several of the Club's attorneys, thus gaining exposure to a wide range of litigation styles. The externship program also includes informal discussions on various environmental litigation topics. **Years Required:** 1L, 2L. **Materials Requested:** Cover letter, resume, references, writing sample and law school transcript. **Contact:** Erin Brandt, Program Assistant Sierra Club Environmental Law Program, 85 Second Street, Second Fl., San Francisco, CA 94105-3441; 415-977-5544, 415-977-5793 (FAX) or email: environmental.law@sierraclub.org. For more

Information, please see <http://www.sierraclub.org/environmentallaw/>. **Deadline:** 10/30/07.

Andrus Liberty & Anderson, LLP ("ALA"), a women-owned plaintiffs' firm in San Francisco, is looking for a current law student to clerk full- or part-time during the 2007 fall semester. ALA specializes in personal injury, mass torts, wage and hour violations, antitrust and consumer class actions. We represent victims of fraud, medical malpractice, employment discrimination, defective products and dangerous pharmaceuticals/medical devices. **Years Required:** 2L, 3L. **Materials Requested:** Resume, references and cover letter explaining why you are interested in the position. **Contact:** email lori@libertylaw.com (with "Law Clerk" in the subject line) **Deadline:** 10/31/07.

FELLOWSHIPS

The Women's Law and Public Policy Fellowship Program offers Fellowships for public interest lawyers from across the United States who are committed to advancing women's rights throughout their careers, and who are interested in gaining experience working on women's rights for a year with a public interest organization or governmental agency in the nation's capital (see Goals of the Program). Additional information, including the application form, can be found on our website at: <http://www.wlppfp.org/app>. **Years Required:** 3L. **Materials Requested:** See website.

Deadline: 11/2/07. **Contact:** Apply online at HastingsCareers.com.

This Week's Events

Career Options in Criminal Defense
Mon., 10/15; 3:40 – 4:30 pm
Panel/Room F

Career Options in Corporate & Tax Law
Tue., 10/16; 3:40 - 4:30 pm
Panel/Room F

Guerrilla Tactics for Finding the Legal Job of Your Dreams
Fri., 10/19; 12:40 – 2:30 pm
Popcorn & Video/Room F

Alumni Mentor Program Orientation

Fri., 10/19
12:40 – 1:30 pm
Room 312, 198 Bldg.

Advanced Sign Up Required!

Sign up on HastingsCareers.com. (AMP orientations are scheduled every week)