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Career Corner

Career Tips

A.I.R.

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

A favorite saying is “You don’t get what you deserve; you get what you ask for.” That’s all very well but when it comes to approaching contacts such as alumni mentors, referrals from friends, alumni of your undergraduate school and faculty members, what’s *appropriate* to ask for?

Because no one wants to be accused of using people or currying friendships just to get ahead, students often wonder what politely they can ask for from these helpful contacts. It is always appropriate if you keep your requests to **AIR** – **A**dvice, **I**nformation and **R**eferrals.

Advice is something anyone can give; it requires no research or time spent on their part. Advice comes from previous experience or knowledge, and most attorneys actually welcome the chance to give advice. Calling an attorney you know or have located to ask her/his advice about who is the best person at their organization to query about hiring, what’s the best approach to an organization you are interested in, or what coursework or experience they would recommend for someone interested in their practice area is perfectly acceptable.

Information is another valuable commodity that you can ask for and not worry that you are imposing. Of course, you would find out as much as you can about your question

before approaching someone else but if you can’t find the answer, it’s fine to ask others for their assistance. If the person you are contacting doesn’t know the answer to your question, they sometimes can refer you to someone who does – and there is nothing wrong with asking for that referral.

“... asking for AIR actually gives a gift to the giver – the chance to help out a future colleague and to feel good about having done so.”

Referrals are wonderfully valuable contacts; should you ask for information that a person doesn’t have, you can always follow up to inquire, “Can you think of anyone else who might know?” It’s important to ask if it’s okay to use their name when calling the new contact and to adhere to their preference when making the call.

When asking for AIR, be sure to check with the contact that they have time to speak with you, to verify how much time they have, and to carefully keep to the time allotted. If they sound harried or stressed, be alert to that and offer to call back at a later time.

When you ask politely and are careful of people’s time commitments, asking for AIR actually gives a gift to the giver – the chance to help out a future colleague and to feel good about having done so.



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 **HastingsCareersOnline.com** and check often for new postings. Just a few highlights:

SUMMER 2008

Squire Sanders & Dempsey LLP
San Francisco, CA. Paid. Summer Associate. Squire Sanders would like to hire additional summer associates for the 10-week 2008 Summer Program. **Years Required:** 2L. **Materials Required:** Cover letter, resume, writing sample, and transcript.

Alumni Mentor Program Orientation

Wednesday, 1/30
12:40 – 1:30pm
Room 312, 198 Bldg.

Advance Sign Up Required!

Sign up on:
www.HastingsCareersOnline.com

(AMP orientations are scheduled every week)

Contact: Apply by e-mail: akantarci@ssd.com. **Deadline:** 2/16/08.

Bryan Cave, LLP (Irvine, CA) 2008 Summer Program. The Irvine office of Bryan Cave is seeking two 1Ls to join their summer associate program. This candidate should have outstanding undergraduate academic achievement, strong ties to Orange County, and work experience. For information about the firm, please refer to: www.bryancave.com. Additional information can also be found on their NALP form at www.nalpdirectory.com. **Years Required:** 1L. **Materials Requested:** Resume and cover letter. **Contact:** Esther T. Villa, Recruiting Coordinator, Bryan Cave LLP, 1900 Main Street, Suite 700, Irvine, CA 92614-7328 or by e-mail: etvilla@bryancave.com. **Deadline:** 1/30/08.

FELLOWSHIPS

Education Pioneers Summer Fellowship (Boston, Los Angeles, NY City, San Francisco Bay Area, and Washington DC). The application is available online at www.educationpioneers.org. Fellows are paid a stipend by the Partner organizations where they are placed by Education Pioneers. The stipend will be \$7,000 (\$700/week x 10 weeks). Fellows are also encouraged to apply for public interest funding/matching funds through their schools to supplement this amount. **Years Required:** 1L, 2L, 3L. **Materials Requested:** resume, cover letter, references as well as additional background information. For more details, see

www.HastingsCareersOnline.com. **Deadline:** 2/1/08 (2nd round application deadline)

Asian American Bar Association of the Greater Bay Area, San Francisco. AABA is looking for qualified applicants to receive scholarships for 2008. Applications may be accessed at www.aaba-bay.com/aaba/show_page.asp?code=scholarships. **Years Required:** 1L, 2L. **Materials Requested:** Submit a completed application form, a resume and a personal statement. See details on: www.HastingsCareersOnline.com. **Contact:** By e-mail: Amathai-jackson@hansonbridgett.com. **Deadline:** 2/1/08

This Week's Events:

Career Options in Government
Tuesday, 1/29
3:40 - 4:30pm
Panel/Room F

Easy Ways to Find and Research Employers
Wednesday, 1/30
12:40 – 1:30pm
Workshop/Room K