



Career Corner

January 23, 2006

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Office of Career Services

Elena Haskins Ducharme
Job Developer
Roxanne Epstein
Senior Administrative Secretary
Maria Galarza
Senior Administrative Secretary
Pamela Hyland
Assoc. Dir. for Career Development
Molly Kane
Assoc. Dir. for Recruitment
Phil Marshall
Alumni Mentor Program Director
Sarah Tigerman
Career Counselor
Sari Zimmerman
Director of Career Services

Student Assistants

Matt Brady
Katrina Telfer

100 McAllister Street, 2nd floor
Phone: 415/565-4619
Fax: 415/565-4863
E-mail: careers@uchastings.edu

OFFICE HOURS:
Monday – Friday
9:30 a.m. – 6:00 p.m.

The Career Corner is edited by
Maria Galarza

CAREER TIPS

Warming up to a Cold Call

by Pam Hyland

Cold calling. The very name brings a shiver - but it is part of a thorough Self-Directed Job Search, and there are easy ways to warm up those calls.

For your first call, phone a contact you know, someone to whom you have been referred, or someone with a similar background to yours. If you know an attorney where you want to work, great! Even if you don't, you probably know someone (Faculty? Hastings staff? Fellow student? Friend?) who does, and who will refer you.

It's easier to call if you can begin by saying, "My Environmental Law instructor, Professor So and so, suggested that I call you because I'm very interested in your active Water law practice" or "I was chatting with my classmate, Suzie Q, and she encouraged me to call because you do Water Law and I'm hoping to work in that area next summer." Another warm contact would be a Hastings Alumni Mentor, or someone who came to Hastings to speak on a panel or take part in a job fair, people who have actually volunteered to be resources for you. Take advantage of the opportunity by saying, "I met you briefly after the Career Options in Environmental Law panel and I'm calling today to see if your organization is looking to hire a

Second Year student with passion for Water Law next summer."

Alumni contacts qualify as warm. The alumni fellow feeling can lead to helpful contacts. Filling out a simple form in the CSO will get you the Hastings list. Contact your undergrad alumni office to ask for their list of attorneys working in the desired geographic region. Sometimes students hesitate to call, fearing to impose, but people are usually happy to hear from fellow alumni and, if they are too busy at the time, they will tell you so and you can offer to call back at a later time.

Write what you will say in a script to keep by the phone. If you need script suggestions, consult a CSO counselor. Then, practice your spiel until it sounds smooth. Think about what you will say if you get a gatekeeper or voice mail before reaching the desired person; often you would use the same introduction, leaving your phone number and following up with another call. A good way to ease into making cold calls is to begin phoning organizations or firms that are the *least* desirable ones on your list; if you are initially awkward, you will be smooth by the time you call about your dream job.

Follow these tips for making cold calls and you'll soon be comfortable and expert at mining for great leads in your Self-Directed Job Search.

THIS WEEK'S EVENTS

Preparing for Screening Interviews with sign up for Mock Interviews

Monday, 1/23
3:40 – 4:30 pm
Workshop in Room K

Intellectual Property Career Fair

Wednesday, 1/25, 3:40 – 6 pm
(Panel in Room A
from 3:40 – 4:30 pm
and

IP Table Talk

4:30 – 6 pm
Skyroom, 100 McAllister)

Progressive Student/Attorney Mixer

Thursday, 1/26
6:30 pm
Reception in CF Lounge

Dynamite Law Resumes and Cover Letters

Friday, Jan. 27,
11:40 am - 12:30 pm
Workshop in Room F

Want to make an appointment with a career counselor? Call the CSO Front Desk at (415) 565-4619.

JOBS! JOBS! JOBS!

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

SPRING POSITIONS

The Armstrong Law Firm

San Francisco, CA
The Armstrong Law Firm represents employees who have

been discriminated against, wrongfully terminated, or harassed. The firm seeks 2 volunteer interns for law clerk positions in the spring. The firm works on multiple high profile cases.

Years Requested: 1L, 2L, 3L

Materials Requested: Fax Resume and Cover Letter to 415-928-1294

Deadline: 3/12/06

SUMMER POSITIONS

The Habeas Corpus Resource Center

San Francisco, CA
The Habeas Corpus Resource Center (HCRC), a judicial branch agency located in San Francisco, provides an exciting opportunity for law students interested in indigent capital defense litigation. The HCRC provides direct representation to death row inmates in post-conviction proceedings in federal and state court and serves as a resource to private appointed counsel in capital post-conviction proceedings.

Years Requested: 1L, 2L

Materials Requested: cover letter, resume, writing sample, and references

Deadline: 2/16/06

California Department of Justice, Office of the Attorney General, Correctional Law Section

San Francisco, CA
Students participating in the Correctional Law Section's 2006 Summer Honors Program may assist deputies with legal research and writing projects; prepare civil pleadings, including motions to dismiss and motions for summary judgment; and draft civil discovery requests or responses. Info available at www.ag.ca.gov.

Years Requested: 1L, 2L, 3L

Materials Requested: Resume,

Cover Letter

Deadline: 3/14/06

Walmart.com

Brisbane, CA

The Walmart.com legal department is seeking to hire a second year law student to work in the Brisbane office during the summer of 2006.

The intern will do legal research, draft letters, review marketing agreements, and assist in the implementation of legal procedures. This is a full time position requiring 40 hours per week for 10-12 weeks.

Years Requested: 2L

Compensation: Supplied

Materials Requested: Resume, Transcript, and Writing Sample

PART-TIME POSITIONS GRADUATING STUDENTS

Pacific Legal Foundation

Sacramento, CA

Pacific Legal Foundation is the largest and oldest national public interest law foundation litigating in support of private property rights, individual liberties, limited government, and the free enterprise system. As a participant in this fellowship program, you will receive concentrated litigation and writing experience in the areas of the Foundation's legal practice.

More info at www.pacificlegal.org.

Years Requested: 3L, Alum

Materials Requested: Application, Writing Sample

Compensation: Supplied

Deadline: 3/14/2006

***Alumni Mentor Orientation
Friday, January 27
11:40 am – 12:40 pm***

***Advanced Sign Up Required!
(sign up on
HastingsCareers.com
or in CSO)***