



January 29, 2007

Inside this Issue

- 1 Career Tips
- 2 Jobs! Jobs! Jobs!
- 2 This Weeks Events

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Career Corner

Career Tips

«How to Work a Job Fair»

By Pamela Hyland

“With Public Interest/Public Sector Legal Careers Day (PI/PS Day) approaching, here’s how to work a career fair effectively. PI/PS Day is a two-tiered event with interviews happening concurrently with an opportunity to meet practicing attorneys called Meet the Advocates (MTA). You applied for interviews already; this article focuses on MTA.

To find a list of MTA organizations, access the website at www.pic.org and click on “PI/PS Students Login Here.” Click on the “Events” button to see the MTA employers and on each employer’s name to learn about the organization.

Visit web sites, ask fellow students and faculty, and consult student evaluations in the CSO to obtain more information about organizations.

Prepare a resume and tailored cover letter for each organization and extra copies, organized by the employer so you can find them smoothly. Organize your materials in a simple, professional folder, or in packets for each employer. Bring extra copies of your writing sample and unofficial transcript.

Dress professionally; you can always remove a jacket if you feel overdressed compared to the representatives at the tables. Shine shoes and polish smiles.

Practice a short introductory speech about yourself that highlights the most important things about you. “Hi, my name is _____. I’m a first year student at Hastings with a strong interest in _____ law. I’m really interested to talk to you about your organization. May I ask you a few questions?” or “Hello, my name is _____. I’m a second year student at Hastings. I worked last summer at _____ and learned a lot there; are you accepting resumes today for summer work at your organization?” or “Hello. I can see that you’re very busy; may I have your business card so I can follow up with you next week?”

Day-of-the-Event Tips

Use a firm (not crushing) handshake and a smile. It’s okay to be a little nervous as long as your interest shines through. If you begin with organizations lower on your priority list, you’ll feel more comfortable by the time you approach your “dream organization.”

Don’t stand in long lines; head for the less busy tables and swing back to check on the lines from time to time. Lines are often shorter later in the day!

Given time, be open to serendipity. If you have completed your “rounds” before the time is up, use the extra time to learn something about a new field.



Follow-Up Tips

Jot your impressions and anything personal you learned on the back of the business cards or on the literature you collected. Note if you said you'd send requested materials and be sure to do so within a day! A thank you note to express your appreciation is a nice touch.

Keep literature and business cards organized for future reference; if you don't work for the organization this year, you may still be interested later.

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

Leigh Law Group Plaintiff's side disability law practice specializing in representation of children with disabilities. Paid, part-time internship. Hours are flexible and vary from 15-20 hours per week. Pay DOE. Prefer someone with prior clerkship experience with a focus on litigation. Ability to work independently and who can meet busy and tight deadlines. **Years Required: 2L, 3L. Materials Requested:** Please provide writing samples and references if available to: Mandy Leigh, (415) 399-9608

Want to make an appointment with a career counselor?

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

(fax). **Deadline:** 2/4/07

The Sutton Law Firm. Small San Francisco law firm specializing in political and election law area seeks a law clerk for position. Spring semester (16-20 hours per week) and Summer (40 hours per week) 2007. Applicants must be organized and detail-oriented, and have an interest and/or experience in government or politics. **Years Required: 2L. Materials Requested:** Cover letter and resume. **Contact:** Danny Mooney at dmooney@campaignlawyers.com; no telephone calls please. **Deadline:** 2/14/07

SUMMER POSITIONS

McNamara, Dodge, Ney, Beatty, Slattery, Pfalzer, Borges & Brothers LLP - Law Clerks will be given the opportunity to work during the summer of 2007 with various litigation teams. **Years Required: 2L** (with excellent writing and research skills). **Contact:** Wilma J. Gray at Wilma.gray@mcnamaralaw.com. **Deadline:** 2/1/07

Alumni Mentor Program Orientation

Friday, January 31, 2007
12:40 – 1:30pm
Room 308, Bldg. 198

Advanced Sign Up Required!
Sign up on hastingscareers.com

1L POSITIONS

Kirkpatrick & Lockhart Nicholson Graham LLP: Los Angeles office is interviewing law students for its 2007 summer associate program. **Years Required: 1L. Contact:** Please apply on-line at <https://lawjobs.klmg.com>. **Deadline:** 2/12/07

This Week's Events

Tuesday, January 30, 2007
3:40-4:30pm; Panel/Room A
IP Fair Panel

and
4:40 – 6:30 pm; Skyroom
IP Fair Table Talk

Wednesday, January 31, 2007
12:40-1:30pm; Panel/Room F
Career Options in Government

Thursday, February 1, 2007
2:40 – 3:30 pm; Talk/Room D
Finding International Law Jobs & Summer Programs Abroad

Friday, February 2, 2007
12:40-1:30pm; Workshop/Room F
Successful Job Fair Strategies

Office of Career Services

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E-mail: careers@uchastings.edu

Office Hours
Monday – Friday
9:30 – 6:00pm