



Career Corner

January 30, 2006

CAREER TIPS

Writing Sample Wisdom by Pam Hyland

When preparing your writing sample for a job application, here's a little wisdom that will give it a professional polish and help to impress the employers who have to read all those samples!

First, recognize that *anything* written that you send to an employer, whether cover letter, resume or writing sample, will be scrutinized as a sample of your business or legal writing. They must all be perfect, free of spelling or grammar errors and correctly formatted. We have even heard of students being "dinged" for a spelling error in the subject line of an email, so be sure to edit carefully any written material you send to an employer!

For your legal writing sample, most students use either a memo from Legal Writing and Research class or a brief from Moot Court. Either is fine, as long as it conforms to the 5-10 page rule. If it's longer, you can excerpt it but it must still read logically from end to end. If you do shorten it, note on the cover sheet what parts are included (usually the statement of facts and at least a portion of the argument) and insert a note where you took things out to explain briefly what is missing.

Add a cover sheet, giving your name, the class for which the

sample was produced and the date. Also mention that it was done with the ALWD citation system; you want to make sure the reader, who may be more familiar with a different system such as Blue Book, knows your citations are in correct ALWD format.

If submitting actual work product from a legal employer, you *must* first obtain the employer's permission. If there are any confidentiality concerns, you'll need to redact the document to eliminate references that could reveal the client's identity. Cover letters are also writing samples of a sort, and you will be judged on their style and content as well as for any (gasp!) errors in them. It's a good idea to have your basic cover letters reviewed in Career Services but, at the very least, have someone whose writing skills you trust look them over before sending.

Using these tips, you will be able to "wow" employers with your excellent legal and business writing skills!

Alumni Mentor Orientation
Monday, January 30th
3:40 pm – 4:40 pm

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

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

The Career Corner is edited by
Maria Galarza

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:

SUMMER POSITIONS

City of Oakland - Office of the City Attorney Law Clerk. Unpaid.

Full or part time. Litigation Division law clerks research/draft litigation pleadings. Advisory Division law clerks research/draft memos, briefs, legislation, and legal opinions on City issues.

Years Required: 2L, 1L, 3L

Materials Requested: Resume, letter of interest and writing sample to: Office of the City Attorney, City Hall, One Frank H. Ogawa Plaza, 6th Floor, Oakland, CA 94612, Attention: Mary Miles.

Deadline: 2/17/2006

Minami, Lew & Tamaki

Summer Law Clerk. Unpaid. Plaintiff Personal Injury Law and Employment Discrimination. Bilingual ability valued.

Years Required: 2L

Materials Requested: Resume, writing sample and references to: Ai Mori, Hiring Associate Minami Lew & Tamaki LLP 360 Post St., 8th Floor, Union Square, San Francisco, CA 94108

Deadline: 3/20/2006

Meiklejohn Civil Liberties

Institute Berkeley, CA. Mandela Human Rights Reporting Project. Summer Internship. Paid. Research alleged violations of

human rights since 9-11. Help update issue sheets submitted to UN Human Rights Committee.

Years Required: 1L, 2L

Application: <http://mcli.org/support/InternApplication.pdf>

Deadline: 2/20/2006

Hanson, Bridgett, Marucs, Vlahos & Rudy, LLP Summer

Clerk. One of San Francisco's oldest & most respected firms. Includes leading experts in many fields. Top 3rd or law review a plus.

Years Required: 2L

Materials Requested: Resume, cover letter, transcript, writing sample and list of references to: Cathy Malterre, Attorney Recruitment Manager at: cmalterre@hansonbridgett.com.

Deadline: 3/13/2006

**PART-TIME POSITIONS
GRADUATING STUDENTS**

Bet Tzedek Legal Services

Los Angeles, CA. 2 year Social Justice Fellowship. Serve indigent, elderly and disabled clients. Strong academics, prior experience and commitment to low income persons preferred. Union position. \$3,398 per month + benefits. (Salary supplement for Spanish skills)

Years Required: 3L

Materials Requested: Resume and cover letter to: Robin Sommerstein, Human Resource Director / Volunteer Coordinator, Bet Tzedek Legal Services, 145 So. Fairfax Avenue, Ste 200, L.A., CA 90036. Fax: 323-939-1040 humanresources@bettzedek.org

Deadline: 3/21/2006

Robison, Belaustegui, Sharp & Low Reno, NV. Associate Attorney. Mid-sized Civil Lit and

Superior writing and oral advocacy wanted. Competitive salary. Law review and/or top 25% a plus.

Years Required: 3L

Materials Requested: Resume, transcript, writing sample and letters of recommendation to: Barry Breslow, Hiring Partner, Robison, Belaustegui, Sharp & Low, 71 Washington St, Reno NV 89509.

Deadline: 5/18/2006

Vermont Supreme Court

Judicial Intern. Full-time. Unpaid. 6/5/2006 to 7/28/2006.

Years Required: 3L

Materials Requested: Cover letter, resume, transcript w/academic standing, and sample of legal research and writing. (Optional: 2 letters of rec. from employer or law professor) to: Len Swyer, Staff Attorney, Vermont Supreme Court, 109 State St, Montpelier, VT 05609-0801. Direct inquiries to Len Swyer at 802-828-4907.

Deadline: 2/17/2006.

THIS WEEK'S EVENTS

***Summer Funding Options
and HPILF Summer Grant
Workshop***

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

***Career Options in Public
Interest***

Wednesday, 2/1
3:40 pm – 4:40 pm
(Panel in Room F)

***Make an appointment now to
speak with a Career Counselor
about your Spring job search!***