



February 11, 2008

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Career Corner

Career Tips

Saying «Thanks!»

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

Everyone wants a pat on the back from time to time, especially if they are doing a favor. Any form of assistance you are given in your job search is worth a note of thanks or phone call. From the attorney who gave you an informational interview, to the professor who shared a firm contact, to the friend who gave you a lead on a summer job, to the employer who offers you a position, they all will welcome your thanks.

Bread and butter letters can be short but they must always be prompt and sincere. Without being overly effusive, you can choose words that convey the depth of your appreciation for the help you've been given. Being prompt conveys alacrity and enthusiasm to the receiver; send thank you notes as soon as possible, the same day, if possible.

Typed or handwritten (only if your handwriting is legible and attractive) letters are both acceptable, as is email as long as you have carefully edited for errors (check the subject line too!) and chosen words that convey your gratitude for the

service or the effort another has put forth on your behalf. Because tone is missing in emails, they can sometimes come across as too casual for sincerity – be extra careful with your wording in thank you emails.

“When you take a few minutes to thank people for their help, you make their day and perhaps even their week!”

Phone calls and voice mails are other excellent ways to convey your thanks. Giving people a quick call to say thank you or leaving a voice message is a lovely way to let them know how much you appreciate their help.

When you take a few minutes to thank people for their help, you make their day and perhaps even their week!



HAPPY VALENTINES DAY!



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

CA Attorney General – Criminal Division, San Francisco, CA. Law Clerk. Applications for Summer 2008 will be accepted from 1/1 to 3/30/08, or until positions are filled. Unpaid. For more details check **HastingsCareersOnline.com**. **Years Required:** 2L, 3L. **Materials Required:** All interested applicants must submit a cover letter, writing sample, transcripts, and resume to: Michele Swanson, Law Student Coordinator, Dept. of Justice, 455 Golden Gate Ave., Suite 11000, SF, CA 94102-3664. **Deadline:** 3/30/08

Alumni Mentor Program Orientation

Monday, 2/11
3:40 – 4:30 p.m.
Room 314, 198 Bldg.

Advance Sign Up Required!

Sign up on:
www.HastingsCareersOnline.com

(AMP orientations are scheduled every week)

realistic idea of life as a new associate. During your time at Sackett and Associates, you will participate in various assignments, including the following: attend hearings with attorney; conduct initial interviews with prospective clients; research legal issues; draft documents including briefs and motions; conduct pre-hearing preparations; create legal database for MFSJ, AC briefs, 9th circuit briefs; and review and develop files scheduled for hearing. Paid: \$1,000/week. **Years Required:** 2L, 3L. **Materials Requested:** Resume, writing sample and cover letter. **Contact:** by e-mail: betty@sackettlaw.com. **Deadline:** 5/1/08.

Wong & Associates (Oakland, CA) Law Clerk. Busy law office practicing general civil litigation seeks individual who thrives in hectic and informal atmosphere to conduct legal research and draft complaints, motions, declarations, discovery documents and correspondence. Possess superior analytical, research, and writing skills; MS office proficiency; and ability to work independently. **Years Required:** 2L, 3L. **Materials Requested:** Resume. **Deadline:** 2/29/08. **Contact:** by email: wonglaw@sbcglobal.net.

FELLOWSHIPS

The California Supreme Court Historical Society Encino, CA. 2008 Student Writing Competition. PT. Topic: Original, unpublished scholarly writing on any aspect of the history of the California Supreme Court including, but not limited to, justices, cases, and judicial administration, both past and present. The submission must be written during the student's enrollment in a school of law or as a

graduate student in history, political science, government, public policy, or a related field. The maximum length of submission is 6,000 words, exclusive of endnotes, in 12-point type, double spaced, with 1" margins. To assure anonymity, the author's name should appear only on a separate cover page, with mailing address, telephone number, email address, and name of school. The winning author will receive a prize of \$2,500 and the winning entry will be published in the Society's Journal, California Legal History. **Years Required:** 1L, 2L, 3L. **Materials Requested:** resume. Entries should be submitted as an email attachment in electronic format: Word, WordPerfect, or pdf. **Contact:** CSCHS, Student Writing Competition Coordinator at: smsth@aol.com. **Deadline:** 6/30/08

This Week's Events:

Judicial Clerkships: The Universal Career Boost

Tuesday, 2/12
3:40 - 4:30 p.m.
Panel/Room K

Easy Ways to Find and Research Employers

Wednesday, 2/13
12:40 – 1:30 p.m.
Workshop/Room K