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# Career Corner

## Career Tips

### «Etiquette Tips for Networking Events»

By Pamela Hyland

**K**nowing what to expect and how to act at receptions and table talks can help you to feel more confident in approaching these events. Here are some tips about how to prepare and shine.

Learn a little something about the host firm or organization. Visit their website to learn about their major practice areas and how they present themselves to clients. Research what they do, where their headquarters is, their major clients and their style.

You'll be most comfortable if you are dressed appropriately. When in doubt, a collared (ironed) shirt, nice slacks or skirt and shined shoes are a good compromise between the suit and the jeans.

Receptions usually feature some kind of nibbles, generally in bite sizes so you won't have to juggle a fork and your plate while standing up. If messy foods are served, think about whether or not you want to deal with those while shaking hands and juggling your plate and glass. The food is there for you to enjoy while talking with the hosts; stay for at least 20 minutes and take advantage of the time to meet and talk to the attorneys.

Soft drinks and wines are most often served at receptions. While it is perfectly acceptable to have a glass

or two of wine, it's still important to make a good impression on potential employers. When in doubt, stick to the soft drinks.

The hosts usually try to send representatives of the firm who are outgoing and easy to talk to, but if no one is approaching you, introduce yourself to them with a nice smile, direct eye contact and a firm handshake, telling them why you are there and thanking them for the invitation. Try something like, "Hi, my name is John Jones. Thanks for inviting me this evening. I've visited your website where I learned you have a strong IP practice; I'd like to learn more..."

Thank you notes are not expected for networking events; but they are very welcome and they are a great way to follow up with attorneys. It takes just a few minutes to make someone's day with a sincere thank you note and to make yourself memorable. If you ask for business cards, you will have the information you need to send a nice note.

*“Knowing what to expect and how to act at receptions and table talks can help you to feel more confident in approaching these events.”...*

Keeping in touch with practitioners you meet is a great way to expand your personal network. Following up with questions, sharing interesting articles, and updating people with your progress through



law school are all graceful ways to nurture a professional relationship.

Knowing the ropes of networking and being prepared to talk with staff and learn more about the organizations is a great way to dispel your initial anxieties about talking to strangers and to help you make a stellar impression.

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 (2008) POSITIONS**

**US Court of Appeals (9<sup>th</sup> Cir.)** (San Francisco)The Staff Attorney's Office will continue to be accepting applications for the Spring 2008 term Externships. **Years Required:** 1L, 2L, 3L. **Deadline:** 9/14/07. **Contact:** Lisa Lauer, HR Manager, 95 Seventh St., San Francisco, CA 94103.

**SUMMER POSITIONS**

**20<sup>th</sup> Century Fox (LA).** Summer Paid Internship The Fox Group Legal Department is seeking 2 qualified interns for Summer 2007. Will primarily work on projects relating to employment law, intellectual property, claims & litigation & general litigation. **Years Required:** 2L. Must have excellent research and writing skills. Students who have taken employment law and/or intellectual property courses or who have experience in these areas are preferred. Paid. (\$18/hr.) **Materials Requested:** Apply online. Submit your resume and attach a short writing sample (not to exceed 5 pages) to: [www.foxcareers.com](http://www.foxcareers.com). **Deadline:** 2/28/07

**Pillsbury Winthrop LLP** San Diego Office. Summer Associate. You will have the experience of an associate and make friends with your fellow summer associates Will receive support from the attorney recruiting professionals who will guide you through the program. You will be part of organized and informal social activities designed to introduce you to lawyers and staff and to the office's surrounding area. **Years Requested:** 2L. **Materials Requested:** cover letter, resume, and transcript. **Contact:** Mail: Pillsbury Winthrop Shaw Pittman LLP, 501 W. Broadway, Suite 1100, San Diego, CA 92101; Fax: (619) 819-4177; E-mail: [Recruit\\_SD@](mailto:Recruit_SD@)

**pillsburylaw.com. Deadline:** 3/16/07.

**GRADUATING 3L**

**Stammer, McKnight, Barnum & Bailey** (Fresno). Associate Attorney. Looking for a 3 year student who will take the Bar examination this summer or a recent graduate who has passed the Bar to work as an Associate attorney in our firm. The firm has a mixed practice, primarily in litigation, with a great deal of personal injury and medical malpractice work on the defense side. As to a third year student, we would anticipate starting employment after the Bar has been taken so the applicant would work as a clerk pending Bar results. As to a recent graduate who has passed the Bar, the start date would be flexible. **Contact:** Frank Maul, Hiring Partner, 2540 W. Shaw Ln., Suite 110, Fresno, CA 93711; E-mail: [frankm@smbblaw.com](mailto:frankm@smbblaw.com). **Deadline:** 4/21/07.

**This Week's Events:**

**Advice for 3Ls in the Job Market from Recent Grads**  
Tuesday, February 27  
3:40-4:30pm  
Panel/Room F

**Client Service and Employer Expectations: What Does It Really Mean to Be a Professional?**  
Wednesday, February 28  
12:40-1:30pm  
Panel/Room F

**Alumni Mentor Program Orientation**  
Wednesday, February 28  
12:40 – 1:30pm  
Room 308, 198 Bldg.

**Advanced Sign Up Required!**  
Sign up on [HastingsCareers.com](http://HastingsCareers.com)  
(AMP orientations are scheduled every week.)