



Career Corner

February 6, 2006

CAREER TIPS

Career Fair Success Tips

By Pam Hyland

Career fairs are wonderful events for learning about legal organizations, making connections with attorneys, and sometimes even netting job offers. Making the most of a career fair is easy, once you know the ropes.

Prepare ahead. Assemble a packet for each interesting organization. Research them ahead of time, deciding on which organizations to focus and preparing a targeted cover letter, resume, writing sample, references and a transcript ready to hand to the representative of the organization. Make a few extra packets, in case interesting organizations have been added at the last minute.

Using your prioritized organization list, scope out their locations in the fair as soon as you arrive. Don't wait in long lines; move on to the next organization if many students are waiting and return when the line is shorter. Yes, you will have to talk to strangers. However, they are there specifically to meet you and often chosen because they are easy to talk to. Introduce yourself with a smile and a firm handshake, express your interest in the organization and be ready with some prepared questions.

You can ask almost anything you are curious about, but ask first about the practice, what the

attorneys and students actually do in a typical day or week, what it's like to work there, how the representative got interested in that kind of work, what keeps her/him interested, etc. Later questions can include hours or benefits but start with questions about the work and the clients to demonstrate your interest in their mission rather than what you will get out of it.

If you are interested in working for them, tell the representative and ask if they are accepting resumes at the event or, if not, about the application process. Before you leave, ask for the attorney's business card and pick up any literature about the organization; they may help you later if you are writing a letter of application or inquiry. If you are not interested in pursuing the opportunity, thank the rep sincerely for her/his time, shake hands and smile again, and go back to your list. Taking the time to thank people rewards them for spending time with you and keeps the door open for possible contact later.

Using this congregation of attorneys to learn about practices and specialties that you might never before have considered, even if you don't land a job as a direct result of the fair, will expand your knowledge of the law and make interesting future connections. You might even find that a career fair, properly managed, can lead you in new and exciting directions.

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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

California Attorney General's Office, Civil Law Division

Unpaid. Civil litigation in employment law. Represent state agencies. Research/draft briefs and discovery. Attend interviews, depositions, hearings, settlement conferences and trials.

Years Required: 2L, 1L, 3L

Materials Requested: Resume and writing sample to: Raymond Hamilton, Deputy Attorney General, California Attorney General's Office, Civil Law Division, 1515 Clay Street, 21st Floor, Oakland CA 94612.

Deadline: 2/15/2006

U.S. Department of the Interior, Office of the Field Solicitor

Volunteer Law Clerk. Natural Resources, Indian & General Law. **Years Required:** L.L.M., 1L, 2L **Materials Requested:** Cover letter, (academics, activities, work experience, long-term interest in public service/ relevant legal areas), resume, latest transcript, class rank, and short writing sample to: Gerald R. Moore, Acting Field Solicitor

U.S. Department of the Interior Rocky Mountain Region, Billings Field Office, 316 North 26th St, Rm 3005, Billings, MT 5101. 406-247-7584.

Deadline: Received by 2/24/2006

GRADUATING 3LS

Orrick Herrington & Sutcliffe

LLP 1st Year Associate: Intellectual Property. Superior writing, research & communication skills. Top 25% rank. Tech background preferred.

Years Required: 3L

Materials Requested: Resume and cover letter to: Rebecca Whittall, Orrick Herrington & Sutcliffe LLP, 1000 Marsh Rd, Menlo Park, CA 94025 or: rwhittall@orrick.com.

Fax: 650-614-7401.

Deadline: 3/26/2006

U.S. Equal Employment Opportunity Commission

Must be U.S. Citizen.

Years Required: 3L

Materials Requested: 4 sets (collated/stapled in order):

Application form, cover letter, resume and law school transcript.

More info and Application available at: www.eeoc.gov.

Deadline: 3/10/2006

San Mateo County Board of Supervisors, First District:

Knowledge of purpose/ structure of County government & current issues. Ability to research and analyze complex info; listen and respond sensitively; and coordinate

programs. Must have CDL.

Years Required: 3L

Apply Online at: www.co.sanmateo.ca.us.

Deadline: 2/16/2006

FALL EXTERNSHIP

U.S. Court of Appeals - 9th Circuit Office of Staff Attorneys

Part-time. Unpaid. Prepare memos on civil and crim fed law. Present memo dispositions to 3-judge

panels. Receive evaluation of written and analytical work. May enroll in 1 class during externship.

Years Required: 2L, 3L

Materials Requested: Cover letter, resume, brief analytical writing sample (not edited by others), law school transcript, list of references and phone numbers to: Lynn Ng, Extern Recruitment Coordinator, U.S. Court of Appeals - 9th Circuit Office of Staff Attorneys, PO Box 193939, 95 Seventh St., San Francisco, CA 94119-3939

Deadline: ASAP or by 3/24/2006

THIS WEEK'S EVENTS

How to Work a Job Fair

Monday, 2/6

3:40 – 4:30 pm

Workshop in Room F

Career Options in Government

Wednesday, 2/8

Workshop in Room F

PI/PS Day

Saturday, 2/11

University of

San Francisco Law School

2130 Fulton Street

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

Alumni Mentor Orientation

Wednesday, February 8th

3:40 pm – 4:40 pm

Advanced Sign Up Required!

(sign up on HastingsCareers.com or in CSO)