



March 3, 2008

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Career Corner

Career Tips

References and Recommenders

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

References and recommenders are the gems of the job search. Whether you need a letter of recommendation or an oral reference, your cheerleaders and supporters are invaluable to your career.

Approaching a faculty member or previous supervisor for a reference may seem difficult but if they know you well enough to speak knowledgeably and positively, it really shouldn't be too hard. Your true boosters will likely have been highly complimentary in the past.

This is important – you want only enthusiastic recommenders. If you notice reluctance or hesitation when you ask for a letter of recommendation, be careful; a lukewarm reference can hurt as much as a genuinely enthusiastic one can help. A good way to ask is to say something like, "I am applying for a judicial clerkship; do you think you know me well enough (or do you have enough time) to provide an enthusiastic recommendation?" Note that by referencing how well they know you or if they have time, you are subtly giving the person a way to refuse politely. It would be better to have them take a graceful way out than to give a lackluster recommendation.

Be sure to give them plenty of time to write a letter for you, at least two weeks and preferably more. Once a recommender has agreed, give her/him a copy of your resume so s/he will know all the great things you've been doing and offer a meeting to discuss important points. Some recommenders will ask you to draft the letter; if so, write honestly and frankly about your best skills, personal qualities and work ethic.

It is up to you to follow up with your recommenders to check that they have written the letter on time. Don't assume it is done; people are busy and may need prompting!

Sometimes, the employer requests references rather than letters. In that case, prepare a list of 3-5 people in the same format (header, font, paper) as your resume and include it with your application materials when requested. *Always check with your references to make sure they are willing to speak for you before adding them to your reference list.* The best references are professors, attorneys or previous supervisors, people who know you in a business rather than a personal capacity. Provide each with a copy of your resume so they are informed about all your qualifications, and alert them each time you send the reference list to expect a call from that employer.

It goes without saying that you will thank your recommenders profusely. It's great to say thank you but also very appreciated if you write a note of thanks as well. Staying in touch



with your recommenders is always a good idea. Not only might you need their help in the future, it may also give you a chance to return the favor some day. Everyone needs gems in their daily life!

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

University of California-San Francisco, Industry Contracts Division. Summer Internship

Alumni Mentor Program Orientation

Tuesday, 3/4
3:40 – 4:30 p.m.
Room 314, 198 Bldg.

and

Monday, 3/10 (Spring Break)
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)

Program. 20 – 40 hours, minimum 8 weeks commitment, volunteer. The Student Intern (SI) will work under the supervision of ICD staff in the preparation, review, analysis, and negotiation of agreements (these may include Material Transfer, Sponsored Research and Clinical Trial Agreements). The SI will also research legal questions, manage sensitive communications with sponsor representatives, and provide time sensitive quality customer service to principal investigators and their staff. The SI's work assignments will provide the student with opportunities to develop basic contract drafting and negotiation skills, learn about issues pertinent to the university-industry collaborative research process, and become familiar with UCSF's intellectual property policies. To learn more about this opportunity please contact: Irene Shin, J.D., Industry Contracts Manager, at Irene.Shin@ucsf.edu or 415.514.8920, or Thierry Musy-Verdel, J.D., Associate Industry Contracts Officer, at Thierry.MusyVerdel@ucsf.edu or 415.514.8226. **Years Required:** 1L, 2L. **Materials Requested:** Submit Cover letter, resume and writing sample to Irene.Sin@ucsf.edu. **Deadline:** 4/26/08.

City and County of San Francisco (Board of Supervisors) Internship and Volunteer Opportunity at San Francisco Supervisor Michela Alioto-Pier's Office. The Board of Supervisors is the legislative body for the City and county of SF. As a public office our work includes solving constituent problems, addressing policy issues that affect a broad population, developing legislation, and organizing community events. Our volunteers and student interns work closely

with two staff members providing administrative support for the delivery of such public services. Check **HastingsCareersOnline** for more details. **Years Required:** 1L, 2L, 3L. **Materials Requested:** Email **resume** and cover letter to: Catherine.stefani@sfgov.org. **Deadline:** 4/22/08

Law Office of Ilson W. New (San Francisco). PT Law Clerk. In need of a student to perform elementary research and also to compose memoranda on a particular subject; usually of the summary or overview nature. Currently working on a personal injury case and in need of an overview/summary of the Uninsured Motorist Statutes. Available immediately. Competitive wages. **Years Required:** 1L, 2L, 3L. **Materials Requested:** Fax a resume to 415-567-7594. **Deadline:** 4/8/08.

This Week's Events:

Diagnosing and Accelerating a Slow Job Search

Monday, 3/03
3:40 – 4:30 p.m.
Workshop/Room K

Matt Wilson: Building Your International Law Career

Wednesday, 3/05
12:40 – 1:30 p.m.
Special Speaker/Room F