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Career Corner

Career Tips

Asking Questions

An important quality in a summer or new associate at any legal organization is the willingness simply to ask questions. When you don't know how to complete an assignment, asking questions can clarify it, shorten the time necessary to finish it and help you to "work smarter, not harder."

When you receive an assignment, clarify with your supervisor any uncertainties about when it will be needed, how much time you should devote to it, and how deeply you should delve into it. Doing so will give you an overview of the whole project, frame your part of the project in your mind, and give you an idea of whether or not you can afford to accept additional assignments while completing the current one.

If you realize you didn't ask all you needed to after you have left the assigning attorney's office, it may take a little courage to return and ask for guidance but it will repay you many times over. Having the chutzpah to get the answers you need will show maturity and a desire to produce excellent, timely work.

If upon delving into the assignment, you realize you need further clarification, set up a time to meet with your supervisor. Prior to the meeting, write a detailed list of your questions to ensure you will cover everything.

Sometimes, questioning can lead to shortening assignments, as well; for example, the answer might reveal that your supervisor just wants a quick review of current developments, not in-depth research. Knowing that saves you wasted effort and lots of time.

Asking whether the research should be in written or in oral form is a great time saver – if all the supervisor wants is an oral report, you needn't spend time polishing your legal writing. On the other hand, if it is needed in written form, you'll want the extra time to make it impressive.

Often, the firm or organization will have done this same kind of project many times in the past and they



have samples you can use to teach yourself how to structure both the research and any memos or documents you are asked to produce. Asking for samples doesn't reflect

poorly on you, rather it shows you know how to save valuable time for the organization.

Definitely *ask* for samples! Don't try to get samples off the database on your own. You could end up copying a format the supervisor does not like, or worse – you could end up modeling your work off an incomplete or unimpressive sample.

Students sometimes think that questions will show that they are unprepared or naïve when, in reality, they show that you are smart, savvy and working efficiently. When in doubt, ask!

Alumni Mentor Program Orientation

Friday, 4/4
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)

JOBS, JOBS, JOBS!

Everyday, the Career Services Office receives new listings. Log onto HastingsCareersOnline.com and check often for new postings. Just a few highlights:

FELLOWSHIPS

NASALSA/NASABA Public Interest Fellowship. North American South Asian Law Student Association and the North American South Asian Bar Association Foundation are proud to offer the NASALSA/NASABA Foundation Public Interest Fellowship. The fellowship will select fellows from across the nation and fund their summer legal work for the public interest. Fellows are selected based on how strongly their summer internship work relates to the South Asian American

community. **Years Required:** 1L, 2L. **Materials Requested:** Online Application (www.nsalsa.org), resume, cover letter, transcript, 3-5 references and an essay. Please send to: nasalsa@gmail.com with "Fellowship Application" in the subject line. **Deadline:** 4/1/08

SUMMER 2008

San Francisco Baykeeper (San Francisco, CA) Full-time Summer Intern (40 hrs/week for 10 weeks). Qualifications: At least one year of law school; excellent communication skills; detail-oriented; demonstrated commitment to environmental protection a plus. Check HastingsCareersOnline.com for more details. **Materials Requested:** Cover letter, resume, three references, transcripts and a five page legal writing sample that has not been heavily edited to: Sara Aminzadeh at sara@baykeeper.org. Please fill subject line as follows: "YOUR LAST NAME, Legal Intern 2008". **Years Required:** 1L, 2L, and 3L. **Deadline:** 6/3/08

US Department of the Interior Office of the Solicitor (Washington, DC) Legal Intern Program for Summer and Fall 2008. The Solicitors Office is presently accepting applications for summer and fall volunteer legal internships at our headquarters office in Washington, DC and our regional and field offices located throughout the country. We provide legal representation for the entire US

Department of the Interior, including the Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, Minerals Management Service, National Park Service, Office of Surface Mining, US Fish and Wildlife Service, and the US Geological Survey. Full and part-time positions available. **Years Required:** 1L, 2L. **Materials Requested:** Resume, cover letter, writing sample, transcript and Personal Information Sheet. Submit your application materials to: Paul Gugino, Special Assistant to the Solicitor. 1849 C St., NW, Washington, DC 20240 or fax to 202-208-5584. **Deadline for Summer:** 4/18/08; **Deadline for Fall:** 8/1/09.

This Week's Events:

How to Impress Your Summer Employer and Get a Permanent Offer
Monday, 3/31
3:40 – 4:30 p.m.
Panel/Room F

Career Options in Family Law and Estate Planning
Tuesday, 4/1
3:40 – 4:30 p.m.
Panel/Room F

Small Firm Job Search
Friday, 4/4 (Treated as a Monday)
3:40 – 4:30 p.m.
Panel/Room K