



# Career Corner

April 14, 2008

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## Career Tips

### *Apologies not Excuses*

In the course of professional life, inevitably one makes mistakes. Turning in less-than-perfect work product, missing deadlines, sending stinging emails, forgetting to return calls promptly – all these and more are, sadly, a part of work life. How you respond to mistakes you make, however, can demonstrate professionalism, even in the face of a serious error.

The first step to recovering from a mistake is to apologize. To show sincerity, you must apologize, whenever possible, in person. Go to the office and ask for a few minutes to talk. If you can't meet in person, at least pick up the phone so the other person hears in your voice the heartfelt nature of your apology. Emails are sadly lacking in tone; use them only when absolutely no other form of apology is possible.

You may even have to apologize to more than one person. If your error caused a ripple reaction, consider going to each person and making sure they understand that it was your mistake that caused the problem, not the intermediate colleagues. You will gain respect for shouldering your part of the blame and for clearing others' reputations.

While it is important to take ownership of your actions, don't overdo the apologies. Think carefully about how extensive your

apologies must be and act accordingly. Further, when you make a mistake, be proactive in creating solutions. Helping resolve the problem demonstrates maturity, integrity and honesty.

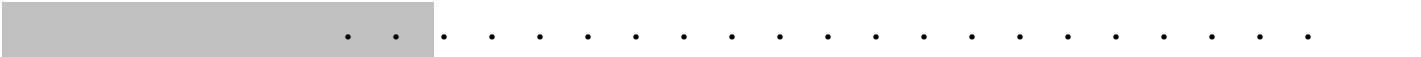
When you have goofed, it doesn't really matter why. Rather than making excuses and trying to justify your behavior, it's best to simply take responsibility for it and to learn from the experience. If someone else's mistake added to your own, you can approach them privately about how their behavior affected your work, but blaming the mistake on others usually comes across as whining.

Don't make the same mistake twice; learning from your mistakes is how you show sincere contrition and professionalism. True professionals grow from their mistakes and don't repeat them. Once you have apologized for any problems your mistake caused, put in place any checks you need to keep you from making that particular error again.

Making mistakes is normal and virtually inevitable. Recovering gracefully and learning from one's errors is a mark of the true professional.

Want to make an appointment with a career counselor?

Call the CSO Front Desk at **(415) 565-4619**.



## Alumni Mentor Program Orientation

Monday, 4/14  
3:40 – 4:30 p.m.  
Room 314, 198 Bldg.

### Advance Sign Up Required!

Sign up on:  
[www.HastingsCareersOnline.com](http://www.HastingsCareersOnline.com)

(AMP orientations are scheduled every week)

## JOBS, JOBS, JOBS!

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

## GRADUATING 3Ls

**Desmond, Nolan, Livaich & Cunningham** (Sacramento, CA) Associate. Litigation in state and federal courts, with particular emphasis in eminent domain and bankruptcy. Experience needed: 0 – 5 years. Full time. Salary negotiable, commensurate with experience. **Years Required:** 3L. **Materials Requested:** Submit a resume, transcript and writing sample by email to: [rcunningham@dnlc.net](mailto:rcunningham@dnlc.net). **Deadline:** 4/28/08

**Jocelyne J. Kim Lew, a Professional Law Corporation** (Redwood City, CA). Associate. Responsibilities: Prepare and file non immigrant and immigrant employment based visa petitions. Full time. Paid: Salary is negotiable. **Materials Requested:** Submit a resume by email to: [jiklesq@gmail.com](mailto:jiklesq@gmail.com). **Deadline:** 4/30/08

## FALL 2008

**US Attorney's Office, Northern District of California, Civil Division** (San Francisco, CA) Civil Immigration Law Clerk. Unpaid. Works with Assistant US Attorneys on district court and 9<sup>th</sup> Circuit civil immigration cases. Position involves research and writing, with opportunities to attend depositions and court appearances. Requires 10-15 hrs/week during Fall semester. **Years Required:** 1L, 2L, 3L. **Materials Requested:** Submit a resume, cover letter, transcript and writing sample by email to: [sara.winslow@usdoj.gov](mailto:sara.winslow@usdoj.gov). **Deadline:** 4/30/08

**US Court of Appeals, Ninth Circuit (Los Angeles, CA)** Externship with Judge Stephen Reinhardt. Externs provide assistance to the judge's law clerks and to other staff. Their duties include, but are not limited to preparation of court documents, legal research, and assistance in the drafting of bench memoranda. Strong writing skills and a friendly demeanor are required. Experience in public service and/or public interest law is preferred. **Years Required:** 1L, 2L. **Materials Requested:** Submit a resume,

cover letter, transcript and writing sample by email to: [Talia.Indlender@ca9.uscourts.gov](mailto:Talia.Indlender@ca9.uscourts.gov). **Deadline:** 5/6/08

**San Francisco City Attorney's Office** (City Hall, San Francisco, CA) PT Internship. Interns work closely with Deputy City Attorneys drafting statutes and regulations, reviewing contracts, representing the City in court and before administrative agencies and advising the Mayor, the Board of Supervisors, and various agencies and departments of the City. Each intern will also have the opportunity to observe litigation proceedings, committee meetings, depositions, hearings or trials. Interns learn first-hand the work of a public civil law office. **Years Required:** 1L, 2L, 3L. **Materials Requested:** Submit a resume, cover letter and writing sample by mail to: Marisa Moret, Managing Attorney, #1 Dr. Carlton B. Goodlett Place, Room 234, San Francisco, CA 94102. **Deadline:** 6/6/08

## This Week's Events:

**Guerrilla Tactics for the 3L Job Search**  
Wednesday, 4/16  
12:40 – 1:30 p.m.  
Workshop/Room K