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# Career Corner

## Career Tips

### «Mentiquette»

By Pam Hyland

**M**entors offer experienced voices about the law, legal practice and even their organizations. Mentors can give you insights that only time and wisdom can provide, and they give them freely, without expectation of payment or pay back. When you find the right mentors in your life, your path becomes smoother and your professional life more enjoyable. So, how do you "give back" to a mentor who has given you so much? Here are some tips for the care and handling of mentors.

#### Recognize their contributions.

Because mentors are usually busy working attorneys, they are mentoring you out of the goodness of their hearts. Thank them often and sincerely for their advice and insights. Send them a hand-written thank you note or a card. Compose a warm email. Leave a voice message of thanks. Keep in touch with them to let them know how their advice is working out and how you are doing. Offer to treat them to lunch or coffee when you can afford it; they won't expect it but they will appreciate it!

#### Return calls promptly.

When mentors call you, show them that you value them by returning their calls within a day, even if only to leave a message saying you received their call and are trying to make connections.

**Be patient.** Because they have busy practices, mentors can't always call or email you back immediately when you have a question. Don't give up because you haven't heard back in a day or so; give them a second or even a third call, with no hint of impatience in your voice, to ask again for their time or advice. Also, try not to wait until the last minute to seek their advice; it's better to give them sufficient lead-time to answer your questions.

*"When you find the right mentors in your life, your path becomes smoother and your professional life more enjoyable."*

**Act professionally.** Although they know you are students, they do expect you to be professional in your behavior. Carefully editing anything you give them for review, asking only questions to which you couldn't get answers another way, using good manners, being on time for appointments and meetings, and valuing their time and advice are all ways to show that you are a developing professional with lots of potential.

**Demonstrate respect.** Because mentors are often senior attorneys or people who have earned their status, it's important to be respectful and deferential in your interactions with them. These are not classmates to be treated casually; they are respected professionals who will expect you to be flexible around their schedules, to be patiently persistent in seeking their advice and to be

sincerely grateful for their contributions.

With a little common sense and courtesy, you can cultivate mentoring relationships that will be valuable to you for your entire legal career.

Don't have a mentor yet? Consider attending one of our weekly Alumni Mentor Program Orientations to find a great mentor! Sign up on [www.hastingscareers.com](http://www.hastingscareers.com) for the next Orientation!

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](http://HastingsCareers.com) and check often for new postings. Just a few highlights:

**SUMMER POSITIONS**

**Neyhart, Anderson, Flynn & Grosboll** is a small San Francisco labor firm representing private and public sector unions and employee benefit funds. Presently seeking a law clerk for the summer of

2007. Applications from both first-year and second-year students are welcome. Women and minorities are strongly encouraged to apply. Paid position. **Years Required:** 1L, 2L. **Materials Requested:** Applicants should send a resume and writing sample to Hiring Committee, Neyhart Anderson Flynn & Grosboll, 44 Montgomery St, Suite 2080, San Francisco, CA 94104, or by email to [sdenardo@neyhartlaw.com](mailto:sdenardo@neyhartlaw.com). **Deadline:** 05/05/07

**Buchman Law Firm** looking for a summer clerk. The ideal candidate should possess: excellent communication skills, Proofreading/writing Skills, strong organization, resourcefulness and time-management skills, ability to handle multiple deadlines, accurate and efficient keyboarding skills, ability to work effectively and courteously with attorneys and others. **Years Required:** 2L, **Materials Requested:** Resume, cover letter. Please apply online at [Hastings Careers.com](http://HastingsCareers.com). Paid position. **Deadline:** 05/09/07

**1L POSITIONS**

**Hassell Law Group.** Work in small personal injury law firm located in Glen Park District of San Francisco. Position involves client contact, writing settlement demand letters in accident/ injury cases, reviewing and summarizing medical records, working on discovery requests and responses, working on mediation and law and motion briefs, legal

research and writing, summarizing deposition transcripts, scene inspections, drafting lawsuits, etc. Paid Position. **Years Required:** 1L **Materials Requested:** Mail or Fax Resume to: Dawn L. Hassell, Esq. The Hassell Law Group A Professional Corporation 7 Joost Ave., Ste. 201 San Francisco, CA 94131 Fax # 415.469.9885 **Deadline:** Open Until filled.

**This Week's Events:**

**Nuts & Bolts of Judicial Clerkship Interviews - (Part II)**  
Tuesday, April 17  
3:40 – 4:30pm  
Workshop/Room K

**What to Expect and How to Prepare for Fall OCI**  
Wednesday, April 18  
12:40 – 1:30pm  
Workshop/Room K

**Fulbright Informational**  
Wednesday, April 18  
12:40 – 1:30pm  
Panel/Room F

**Guerilla Tactics for the 3L Job Search**  
Friday, April 20  
12:40 – 1:30pm  
Workshop/Room K

**Alumni Mentor Program Orientation**  
**Wednesday, April 18**  
12:30–1:30pm; Room 307C

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