



April 23, 2007

Inside this Issue

- 1 Career Tips
- 2 Jobs! Jobs! Jobs!
- 2 This Week's Events

Office of Career Services

100 McAllister St., 2nd Floor
(The Tower)

Phone: (415)565-4619

Fax: (415)565-4863

E-mail: careers@uchastings.edu

Office Hours:

Monday -Friday:

Staff:

- Maria Galarza
- Pamela Hyland
- Phil Marshall
- Hilary O'Brien
- Sarah Tigerman
- Sue Tunnell
- Sari Zimmerman

Student Assistants

- Megan Rogers
- Kori-Renee Hart

The Career Corner is edited
by Maria Galarza

Career Corner

Career Tips

«Interviewing with Pizzazz»

By Pam Hyland

In an email to us last week, a recent grad in San Diego who now interviews candidates for his firm sent us these sage words, "...eye contact, smiling and having energy immediately distinguishes you from about 50% of the candidates." If you are concerned about the competitive job market, heed these words!

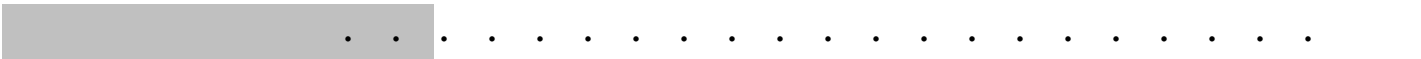
A smile is an underrated expression. A genuine smile as you enter a room, encompassing all the people there, demonstrates your pleasure at being given the opportunity to meet with them and show what you can do. It also sends a message of confidence and friendliness that makes an immediate positive impression. During the interview you can also use a smile to acknowledge a good point, a mild joke or an apt phrase.

Making eye contact with your interviewer telegraphs your interest in the conversation you are having. You don't have to stare them down, but you should meet the interviewer's eyes frequently, showing that you are "with them" in mind and spirit. Think about when you have been in a room with someone who is looking around, or doodling, or generally not paying attention – you can tell right away that they are not attending and, in an interview, you always want to appear alert to the conversation.

Showing that you are an energetic person who is eager to get to know them, to do great work for them, and to bring your own electricity to the organization is equally important. Having energy and enthusiasm is a wonderful personal quality that can lift the spirits of everyone at the organization. The best way to telegraph energy and enthusiasm is to feel it; if you are interviewing for jobs you really don't want, come talk to a CSO counselor to find a field you are truly excited about.

“Put yourself in the successful 50% by smiling, making good eye contact and demonstrating to interviewers your personal energy.”

If you think about the people who enliven your day, they are very likely to be the ones who give you a consistent smile even on a rainy day, who notice you by meeting your eyes, and who add pizzazz to whatever they do. Who wouldn't want to hire that person? Put yourself in the successful 50% by smiling, making good eye contact and demonstrating to interviewers your personal energy.



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 and check often for new postings. Just a few highlights:

SUMMER POSITIONS

Ord & Norman: Looking for a 2nd or 3rd year law student, with research skills, who would like to clerk part-time for a small boutique law firm located in the SF Financial District. We specialize in tax litigation and estate planning, some business commercial litigation and transactional work. We are looking for a bright, energetic, self-motivated and disciplined person to do mostly research work and writing of

memorandums. Strong research skills are necessary. This is not a one-semester job. We are hoping to find someone who would like to work part-time until their graduation date. Paid position. **Years Required:** 2L, 3L. **Deadline:** 06/11/07

Alameda County Public Defender, Dependency Division seeks Child Advocacy Intern. Intern's primary duties include helping us maintain contact with our child clients. That translates to lots of phone calls, and into accompanying lawyers and legal assistants on home visits. Interns may be called upon to do follow up work with child welfare workers and collateral service providers to ensure delivery of services to our clients. Legal research in areas of child dependency, special education, benefits, immigration, mental health and others may be needed as well. Many tasks coincide with an intern's individual interests and talents. Observation of lawyers in court is abundantly available. Unpaid position. **Years Required:** 1L, 2L, 3L. **Materials Requested:** Apply online at HastingsCareers.com. **Deadline:** 6/09/07

Neighborhood Mediation Program Internship. Community Boards is a community-based, nonprofit, conflict resolution organization that pioneered community dispute mediation in San Francisco in 1976. For the past 31 years, Community Boards has provided free and low-cost dispute resolution services, programs and training to San Francisco residents without regard to their ability to pay. The internship offers an opportunity to learn all aspects of community mediation through our Neighborhood Mediation Program. Please visit our website for a complete picture of their work: www.communityboards.org. Unpaid position. **Years Required:** 1L, 2L, 3L. **Materials Requested:** Resume, cover letter. Please apply by fax to Carrie LaBriola, (415)626-0595. **Deadline:** 05/13/07

This Week's Events:

Nuts & Bolts of Judicial Clerkship Interviews (Part II)

Wednesday, April 25
12:40 – 1:30pm
Panel & Workshop
Room F

Alumni Mentor Program Orientation
Tuesday, April 24
3:40–4:30pm; Room 307C

Advanced Sign Up Required!
Sign up on HastingsCareers.com

(Last AMP orientation scheduled for the Spring semester.)