



Career Corner

April 17, 2006

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*Monday – Friday:
9:30 a.m. – 5 p.m.*

*The Career Corner is edited by
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CAREER TIPS

Impressing Your Summer Employer

by Pamela Hyland

Impressing your summer employer (or any new employer!) is important to pave the way for positive recommendations and even permanent job offers. Here are a few commonsense tips to help you make a great impression on your summer employer.

1. There is no such thing as a draft. If you are given a written assignment, be sure it is as perfect as you can possibly make it before you submit it, even if you call it a draft and even if you know it's going to be edited by others.
2. Be open to critique and improvement, and actively seek out feedback. When a colleague gives you feedback and suggestions, take them to heart and don't repeat the mistake.
3. Work hard. Give your best effort in everything you do to show the employer that you are hard working and dedicated.
4. Be friendly. Not only will you want to accept most invitations for social events, you must be cordial to all the staff on a daily basis. Ask about people's families or show interest in colleagues' hobbies and interests. It takes only a few minutes to be pleasant.
5. Volunteer for interesting assignments. If you hear an interesting case, approach the lead attorney and ask to be included in the assignment. It's a great way for you to learn and it shows your eagerness to serve the firm.
6. Turn projects in on time. If you can't meet a deadline, tell your supervisor so as soon as you know.
7. Ask questions. With each assignment, be sure you know how it relates to the other work on the case, when it is due, how long you should spend on it and whether there are examples you can refer to in order to save time. Ask any other questions you may have up front – it's important that you understand before you begin what deadlines and constraints you are working with. Asking questions is not an indication of incompetence – it's a demonstration of professionalism!
8. Don't expect the firm to pay personal or unreasonable expenses. Carefully consider whether expenses are legitimate business expenses and don't bill the firm for personal items or luxuries.
9. Be respectful and courteous to everyone, not just the senior partners. Secretaries, paralegals, not to

mention junior attorneys, can make or break your experience at the firm. Be sure to treat everyone with even-handed courtesy and consideration.

10. Establish a reputation for discretion. Don't repeat office gossip or talk about confidential client matters outside the office.

If you have questions about how to handle something this summer, do remember that the CSO counselors work all summer long and are happy to help you with your concerns. By showing common sense, you will make a good impression and build a career path paved with eager offers of recommendation and even job offers!

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:

SPRING POSITIONS

Autism Legislative Project

Unpaid. 20 hrs/wk. Improve legislation on autism, the fastest

growing developmental disability in the nation. Research and propose legislative amendments on both a state and federal level.

Years Required: 2L, 3L

Materials Requested: Resume to alprecruiting@yahoo.com

Deadline: 5/27/2006

SUMMER POSITIONS

Strand & Seaborn Summer Law Clerk. Perform research and writing, prepare immigration docs and gather info from clients. Fluency in Korean preferred.

Years required: L.L.M., 2L, 1L, 3L

Contact Info: Suhi Lee Koizumi, Strand & Seaborn, Certified Specialists in Immigration Law, 1331 Columbus Ave., Third Floor San Francisco, CA 94133-1325
Tel: 415-345-0910 ext. 15
Fax: 415-345-0911

skoizumi@strandandseaborn.com
www.strandandseaborn.com

Deadline: 6/6/2006

City of Palo Alto City Attorney's Office. Summer Law Clerk. M-Th 7:30-5:30; every other Friday off. Interest in local government and municipal law. Perform research and counsel public sector clients. Write memos and letters. Draft contracts. \$24/hr.

Year Required: 2L

Contact Info: Stacy Lavelle, Legal Administrator, P.O. Box 10250, Palo Alto, CA 94301
stacy.lavelle@cityofpaloalto.org

Deadline: 4/19/2006!

Santa Cruz County District Attorney's Office Volunteer Law Clerk.

At least 16hrs/wk. Motion writing and court appearances when certified. Research, writing and oral advocacy skills needed.

Years Required: 2L, 3L

Materials Requested: Send resume and legal writing sample; then call for appointment. Contact: Joyce Angell, Assistant District Attorney, Santa Cruz County

District Attorney's Office, 701 Ocean Street, Room 200, Santa Cruz, CA 95060. 831-454-2569 or 454-2400.

Deadline: 6/2/2006

GRADUATING 3LS

East Bay Community Law Center

Shartsis Friese Public Interest Fellowship. Provide direct legal assistance to CalWORKs (welfare) recipients. Emphasis on serving Southeast Asian clients with disabilities and language access needs. Bilingual skills desirable.

Years Required: 3L

Materials Requested: Cover letter, resume, 3 references, and short writing sample to: East Bay Community Law Center, Attn: Shartsis Fellowship Committee, 3130 Shattuck Ave., Berkeley, CA 94705.

Deadline: 4/20/2006!

THIS WEEK'S EVENTS

Last Chance: Judicial Clerkships Panel
Wednesday, 4/19
3:40 – 4:40 p.m.
(Panel in Room F)

Alumni Mentor Orientation
Friday, 4/21
11:40 a.m. – 12:40 p.m.
Room TBA

Advanced Sign Up Required!
*(sign up on **HastingsCareers.com** or in CSO)*