



# Career Corner

September 5, 2006

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### OFFICE HOURS:

**Monday – Friday:**

**9:30 a.m. – 6:00 p.m.**

The Career Corner is edited by  
Maria Galarza

## CAREER TIPS

### Sartorial Splendor! or First Impressions are Lasting

By Sarah Tigerman

Great! Your applications materials were successful and you have an interview scheduled. You know you have to research the employer and prepare for interview questions, but what about your attire? How you look as you enter the interview room will have as much impact on the first impression you make as your winning smile, great eye contact, and firm handshake. You want your appearance to tell the interviewer that you are professional, responsible and attend to details. How do you do that, you wonder? Easy, just follow these simple guidelines and your first impression will be a great one.

#### For Everyone:

- Wear a classic suit in a conservative color – e.g., black, blue, grey. Even if you know the employer has a casual office environment and the attorneys never wear suits, that doesn't mean you can dress casually for the interview. Anyone can dress down; the employer needs to see that you can dress professionally when appropriate.
- Be well-groomed – have neat and clean hair and nails - without exception!
- Avoid strong cologne or perfume.
- Keep jewelry conservative and minimal .

- Be well-heeled - make sure your shoes are in good shape and polished.

#### For Women:

- Wear a conservative blouse with your classic suit. Avoid plunging necklines. This is not the time to be sexy or make a fashion statement.
- Can you wear pants? It depends. If you are interviewing with a very conservative east coast law firm, they might prefer a skirt. In the progressive Bay Area, pantsuits are quite common on women attorneys. Consider the particular employer.
- Wear a conservative hairstyle.
- Wear nylons under skirts and select appropriate footwear – no open toes or stilettos.
- Keep makeup understated and, if wearing nail polish, select a light color.

#### For Men:

- Select a dress shirt in a light color (white is *always* good), and make sure it is well pressed.
- Avoid too many patterns. For example, if your suit is pinstriped, wear a solid shirt.
- Wear a tie and keep the top button of your shirt buttoned.
- Wear a belt (that matches your dark leather shoes).
- Have any facial hair neatly trimmed (or be clean-shaven).
- Jacket tips: don't button the bottom button; unbutton your jacket before sitting down.

Because there is never a second chance to make a first impression, impress your employer right from

the start with your excellent judgment and professional appearance! And, as always, if you have any questions about your interview attire come in and see a Career Counselor.

**Want to make an appointment with a career counselor? Call the CSO Front Desk at (415) 565-4619.**

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**JOBS! JOBS! JOBS!**

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Everyday, the Career Services Office receives new listings.

Log onto:  
**HastingsCareers.com**  
and check often for new postings.

Just a few highlights:

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**FALL POSITIONS**

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**Office of Mayor Gavin Newsom - San Francisco.** 15 hr/wk. Unpaid. **Apply Online:** [www.sfgov.org](http://www.sfgov.org)  
Proceed within "Offices Under the Mayor" for an application.  
**Questions:** Internship Coordinators Trisha Prashad and Manish Goyal at: [mayor.internship@sfgov.org](mailto:mayor.internship@sfgov.org)  
**Deadline:** 10/23/06

**Binder and Binder**

Legal writer. Full-time. So CA. No Social Security Disability experience required as we will train. Strong writing skills required and experience with med recs a plus. \$28-32K/yr.  
**Years Required:** 1L, 2L, 3L  
**Materials Requested:** Fax or e-mail resume and writing sample to Manuel D. Serpa, Fax: 714-564-8641

**Email:** [mds.esq@gmail.com](mailto:mds.esq@gmail.com)

**Deadline:** 9/7/06

**Law Offices of Stephan C. Volker**

Intern/Law Clerk. Paid. Part-time. Research and drafting of motions and briefs. 10-20 hr/ wk.

**Years Required:** 2L, 3L

**Materials Requested:** Resume, law school transcript, writing sample, and cover letter with past experience or current interest in environmental protection to Marnie Riddle at: [mriddle@volkerlaw.com](mailto:mriddle@volkerlaw.com) or apply online at:

HastingsCareers.com.

More Info at: [www.volkerlaw.com](http://www.volkerlaw.com)

**Start Date:** 8/30/06

**Deadline:** 10/22/06

**Greenpeace**

Student Network Associate. Part-time. Paid. Strong verbal, written and organizational skills and ability to work independently needed. Compose weekly national e-newsletter; manage national student competition; prepare and train students by phone to carry out on-campus activities for International Day of Climate Action.

**Years Required:** 1L, 2L, 3L

**Materials Requested:** Resume and cover letter to

[students@sfo.greenpeace.org](mailto:students@sfo.greenpeace.org)

**Deadline:** 10/22/06

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**FELLOWSHIPS**

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**California Court of Appeal, Fourth District, Division One**

Judicial Clerk. Unpaid. Each student works in chambers, under supervision of an attorney. Lectures given on legal research and substantive law.

**Wanted:** Top 20% or extraordinary circumstances. 20 hr /wk min., 6 externs usually chosen.

**Years Required:** 2L, 3L

**Materials Requested:** Cover letter, resume, official transcript, and

writing sample to: Webster B. Kinnaird, Managing Attorney, Fourth Appellate District, Division One, 750 B Street, Suite 300, San Diego, CA 92101.  
**Deadline:** 10/1/06 for Spring, 2/2/07 for Summer, and 3/15/07 for Fall.

**THIS WEEK'S EVENTS**

**Winning Interview Strategies from 3L OCI "Veterans"**  
Tuesday, 9/5  
3:40 – 4:30 p.m.  
Panel/Room F

**What Employers Want: Interview Tips from Legal Employers**  
Wednesday, 9/6  
12:40 - 1:30 p.m.  
Panel/ Room G

**Networking Made Easy**  
Friday 9/8  
12:40 – 1:30 p.m.  
(Workshop/Room F)

**OCI Interviews**

**September 7 - 22**

**Ramada Plaza Hotel**  
1231 Market St.  
(between 8<sup>th</sup> and 9<sup>th</sup> St.)  
San Francisco, CA  
94103  
(2 blocks from campus)