



Career Corner

September 18, 2006

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Monday – Friday

9:30 a.m. – 6:00 p.m.

The Career Corner is edited by
Maria Galarza

CAREER TIPS

Closing the Loop

by Pam Hyland

A common complaint from clients is that attorneys don't follow up well. One of the most important traits of successful attorneys is clear communication with clients, returning their calls promptly and letting them know where their cases stand and when clients can expect to have results. You can develop and effectively use this important quality during your job search.

Returning calls promptly is perhaps the single most important point in this article. Any call from a potential employer should be returned the same day, if possible, or by the next day. If you have active job applications out to employers and you are going to be out of town or unreachable for a period of time, take a few minutes to call them to explain how they can reach you or when you will return.

Thinking ahead to confirm dates, times, locations and travel times will not only soothe your own worries, it will convince employers that you are trust-worthy and thorough. Say you got a voice message inviting you for an interview; it takes only a few minutes to call back, thank them profusely, and confirm the meeting.

Perhaps you got an email inviting you to an interview; the time it takes to email back to thank them and to let them know you are coming is minimal compared to the good will

and confidence in you that the email generates.

Confirming the location of an interview is also important; sometimes, firms have more than one office, even in the Bay Area, and you want to be sure you are at the correct one. A quick call to the firm to confirm not only the date and time but also the location is always a good idea.

And, while we're on the topic of location, another tip is to get directions from an online mapping service and note the time it will take you to travel to your destination. It's a good idea to make the trip before the day of your interview, if possible, to confirm how long it actually takes, and to dial in some extra time in case of traffic or public transportation failure.

Effective communication is quick and easy these days; use all the means at your disposal to show prospective employers that you are the kind of budding attorney who will close the loop with your clients and build the organization's reputation for prompt and thorough communication.



**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:

FALL POSITIONS

Law Offices of Waukeen McCoy

Small civil rights firm close to Hastings. Flex hrs. Min. 2days/wk. Unpaid, but school credit available. 2 trials in next 2 months. Start asap. 5 positions available.

Materials Requested: Fax resumes to: 415-675-2530.

Years Required: 2L, 3L

Deadline: 11/5/06

Law Office of Julia Spikes

Law clerk. Wanted: student interested in criminal law and legal analysis to enjoy the independence of a small firm, a challenging practice and opportunity for professional development.

Tasks: Reviewing transcripts; spotting issues; researching and drafting legal memos. Apply online at: **Hastingscareers.com**

Years Required: 2L, 3L

Deadline: 10/10/06

Justia, Inc.

Legal Writer. Paid. Wanted: written

communication skills, experience with legal writing, familiarity with the Internet and attentiveness to detail. Involves writing content for legal Web sites. Work can be conducted remotely.

Years Required: 2L, 3L

Materials Requested: Cover letter and resume to: Stacy Stern, Vice President, jobs@justia.com.

Deadline: 11/11/06

GRADUATING 3LS

Ziontz Chestnut Varnell Berley & Slonim

Entry-level Associate Attorney. Well-established small Seattle firm seeks strong academics and excellent research/writing skills. Primarily Indian law. Salary DOE.

Years Required: 3L

Materials Requested: Resume, law school transcript and writing sample to Hiring Attorney at Ziontz, Chestnut, Varnell, Berley & Slonim at applicant@zcvbs.com, fax (206) 448-0962 or 2101 4th Avenue, #1230, Seattle, WA, 98121.

Deadline: 10/16/06

Office of the Appellate Defender

Staff Attorney. Not-for-profit firm devoted to indigent persons primarily in crim appeals and collateral proceedings. Part law firm, part training program —has a national reputation for attracting outstanding lawyers and providing comprehensive training, while serving its indigent clients. OAD offers 2-yr, with possibility for 3rd yr, staff attorney positions. Salary DOE; starts at \$44K.

Years Required: 3L

Materials Requested: Cover letter, resume, and writing sample, by mail only, to: Carolyn Wilson, Administrative Specialist, Office of the Appellate Defender, 11 Park Place, Suite 1601, New York, NY 10007.

Deadline: 11/11/06

Peninsula Conflict Resolution Center

Executive Director. San Mateo. Comprehensive community building institution with budget of approx \$1 mill, staff of 15, over 200 volunteers and an array of programs and services including mediation, training and civic engagement.

Years Required: 3L

Materials Requested: Cover letter, résumé and salary history. Address all nominations and applications in confidence to: Emily Hall, Olive Grove Consulting,

PCRC@olivegroveconsulting.com, 650-685-4155

phone, 309-214-3135 fax

More Info: www.pcrweb.org

Deadline: 11/12/06

THIS WEEK'S EVENTS

***How to Ace the
Call Back Interview***

*Tuesday, 9/19 and
3:40 - 4:30 p.m.
and*

*Wednesday, 9/20
12:40 - 1:30 p.m.
Workshop/Room F*

Public Interest Job Search

*Friday, 9/22
12:40 - 1:30 p.m.
Workshop/Room F*

**OCI Interviews
Continue 9/18 - 9/22
Ramada Plaza Hotel
1231 Market St.
San Francisco, CA**