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Career Corner

Career Tips

Winding Down OCI, Gearing Up Direct Writes

By: *Pamela Hyland, Assoc. Director for Career Development*

October is all about getting organized and energized for the Direct Writes part of your job search. Contacting employers who may not recruit on campus but who are very interested in Hastings students is Step Two in the job search process. So, if you're a 2L or 3L still in the job market, we have lots of career resources to keep you motivated, on track and supported!

If you are without a job search plan, why not make an appointment to talk with one of the CSO counselors? We can give you tips and leads, encouragement and, even better, a concrete, step-by-step plan for locating, applying to and landing the job of your dreams.

If you've got the plan in mind but you're having trouble getting started, we are also helpful with motivational strategies, simple day-to-day things you can do to organize yourself and help you stick to your job search. You can set up a standing appointment, drop in whenever you need a "shot in the arm," or even email us for the answers to simple questions.

Perhaps you know you should be networking but the very thought fills you with dismay; no problem, we can help you to overcome initial shyness or simple reluctance with

Networking for Shy Persons workshops or one-to-one sessions to show you how to make contacts gracefully and politely, know what to say, and become more comfortable meeting with strangers.

Sometimes, the lack of zeal for the job search comes from being disappointed by the results of OCI. Perhaps it's just that you've been 'way busy with classes and all your other commitments. Other times, it's something more internal to you. Whatever the reason, we are here to help you get over whatever hurdle is in your path.

In addition to support and advice, we have lots of online, digital and print resources to help you find just the information you need. You might make use of the Directory of Corporate Counsel, or perhaps you could benefit by investigating our Public Interest binders. The contents of the Career Library could help you, or perhaps one of our concise, meaty and short publications. If you add up the experience of our "Career Services Brain Trust" we've been helping students find jobs for about 45 years now, so we are past masters!

Let us introduce you to the resource, whether human, online or printed that will start you on the road to gearing up for the rest of your job search!



Want to make an appointment with a career counselor?

Call the CSO Front Desk at **(415) 565-4619**.

Everyday, the Career Services Office receives new listings. Log onto HastingsCareers.com and check often for new postings. Just a few highlights:

FALL POSITIONS

Ord & Norman is looking for a 2nd or 3rd year law student 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. No opportunity for a job offer after graduation. Paid. **Years Required:** 2L, 3L. **Materials Requested:** Resume. **Contact:** Office Administrator, Ord & Norman, 233 Sansome Street, #1111, SF, CA 94104. Fax: (415) 274-3838; or romerovigil@sbcglobal.net. NO PHONE CALLS! **Deadline:** 10/15/07

GRADUATING 3Ls

New York County District Attorney's Office seeks applicants with integrity, judgment, and maturity. Applicants fit no particular profile and the Office considers academic performance as only one indicator of an applicant's potential. Prior leadership experience and a demonstrated commitment to public service are also valued qualities. We do not accept resumes by fax or via e-mail. **Years Required:** 3L **Materials Requested:** Resume, official law school transcript, writing sample, and a list of professional references at the first interview. **Contact:** Ms. Robin R. Edwards, Administrator of the Legal Hiring Unit, New York County District Attorney's Office, One Hogan Place New York, NY 10013. **Deadline:** 11/15/07

FELLOWSHIPS

Business and Professional People for the Public Interest (PBI), a Chicago-based not-for-profit law and policy center, seeks a recent law or public policy graduate to serve as the Polikoff-Gautreaux Fellow for one year, renewable for a second, beginning in Summer or Fall 2008. Fellows receive an annual salary of \$42,000 with medical and dental coverage. Debt service on law school or graduate school loans for the duration of the Fellowship may be available, based on need. For more information, see <http://www.bpichicago.org>. **Years**

Required: 3L. **Materials Requested:** Resume, writing sample, references and a cover letter detailing interest in the position. **Contact:** Business Professional People for the Public Interest Polikoff-Gautreaux Fellowship, 25 East Washington St., Suite 1515, Chicago, Illinois 60602. **Deadline:** 10/12/07

This Week's Events

Networking for Shy Persons
Wed., 10/10
12:40 - 1:30 pm
Workshop/Room F

Roadmap to the Legal Profession
Fri., 10/12
11:40 am - 1:30 pm
Special Presentation/Room K
(Pizza to be provided)

Alumni Mentor Program Orientation

Wed., 10/10
12:40 - 1:30 pm
Room 312, 198 Bldg.

Advanced Sign Up Required!

Sign up on HastingsCareers.com.
(AMP orientations are scheduled every week)