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Career Corner

Career Tips

Taking Initiative

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

One personal quality that all employers value is initiative. Workers who see a problem and set about solving it without waiting for someone else to handle it are highly prized in the job market. Because initiative is so important, it's good for you to highlight it on your resume and in your interview questions whenever you can.

As you draft your resume, think about times when you have taken initiative. Maybe you saw a better way to serve customers at your college job and you made that suggestion. Perhaps you saw a way to reach out to someone who needed assistance and you offered that help. Or, maybe you found a way to make things more efficient and you took the time to make the changes, or to suggest them to management. If such was the case for you, be sure to use words like "initiated," "solved," "created" or "improved" to bring employers' attention to your achievements.

Initiative often comes across even better in cover letters than it does on the resume. Cover letters give you more room and

scope for explaining what the concern was that you helped to solve. It also makes the letters more personal and lively. Think about adding an example of initiative to your basic cover letter.

In legal practice, you will be rewarded for taking initiative to help a client, to solve a problem, to analyze how things can be done better or more efficiently. Think of ways you can take initiative now while you're a student so you can have a demonstrated record to show an employer. You might start a student organization where you see the need, or offer to help with projects around Hastings - wherever you see an unaddressed problem, think about how you could help solve it.

Initiating solutions to problems is what attorneys do – show employers that you already have what it takes to be a successful attorney!



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

Harowitz & Tigerman, LLP. Small San Francisco trial firm specializing in asbestos, looking for 2L and 3L year law students for our law clerk positions. You will assist the partners and associates with various tasks including drafting and responding to motions and discovery; summarize depositions; and legal research. This is a great opportunity for students looking for litigation experience. Apply through HastingsCareers.com. **Deadline:** 12/15/07.

Scott Cole & Associates, Law Clerk. Currently accepting applications from law students interested in employment class action litigation. **Years Requested:** 2L and 3L students with a primary interest in plaintiff representation and who possess excellent research/writing abilities. In our offices, clerks typically enjoy a great deal of responsibility over many aspects of litigation, including case management and discovery plan development. This would be an ideal experience for anyone considering a future practice in class action, complex litigation. **Materials Required:** cover letter and resume. **Contact:** Michele Roberts, Office

Manager by email at: mroberts@scalaw.com; or by fax: 510-891-7030. Candidates can work a minimum of 3 days per week. You can also apply online through HastingsCareers.com. **Deadline:** 12/7/07.

Bushnell Caplan & Fielding. Law Clerk. PT-time. Paid (\$18/hr). **Year Requested:** 2L, but open to anyone who is a law student, has some administrative/clerical skills, and is interested in learning about a small, public interest/civil rights oriented law firm. Individual must be available to work two full days every two weeks (16 hrs). We're flexible on the days and hours and are still assessing the amount of hours we need. Candidate must be flexible about the time they give depending on office needs. **Responsibilities** include: filing, photocopying, preparing legal forms and courts documents, transcription, and legal correspondence; and assisting the lawyers and our office administrator, who is a trained legal assistant. Some legal research might also be involved. **Contact:** Diana Maier at Diana@bcfmlaw.com. **Deadline:** 12/8/07.

GRADUATING 3Ls

The Colorado State Public Defenders is now taking applications for entry level attorney positions for December 2007 and May 2008 law school graduates. This agency will hire approximately 75 full-time entry level attorney during the next six months with these attorneys being placed in any of the agency's 22 regional offices. Entry level attorneys are assigned to handle misdemeanor and traffic cases in county court or juvenile delinquency cases in district court.

The entry level salary is \$3,953.00 per month upon licensure and increases to \$4,315 after six additional months of satisfactory work. Preference is given to applicants who have worked in a clinical program. For more information please check our web page at www.state.co.us/defenders. **Contact:** Email resume and cover letter to: Douglas K. Wilson Colorado State Public Defender doug.wilson@state.co.us. **Deadline:** 12/18/07.

This Week's Events

Career Options in International Public Interest & Government Law
Tue., 10/23; 3:40 – 4:30 pm
Panel/Room F
(Co-sponsored with ALSA)

Career Options in Civil Litigation
Wed., 10/24; 12:40 - 1:30 pm
Panel/Room K

Roadmap to the Legal Profession
Fri., 10/26, 2:40 – 4:00 pm
Special Presentation/Room K
(Refreshments will be served)

Alumni Mentor Program Orientation

Thu., 10/25
3:40 - 4:30 pm
Room 314, 198 Bldg.

Advanced Sign Up Required!

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