



Career Corner

October 9, 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

Email Etiquette or Before You Hit "Send"

by Sarah Tigerman

Sure, email is becoming a more and more common form of communicating. But should you use it in your job search? Sometimes. Here are some suggestions to help you choose when and how to use email.

Application Materials

Unless the employer *requires* email applications, mail hard copies of your resume, cover letter, etc. The reasons to prefer mail include, 1) having control of the appearance of your documents – the employer won't print on nice resume paper 2) your formatting may be changed by the software the employer uses, and 3) your documents may not be printed and reviewed in the proper order. If an employer requests that you email your materials – use a common font and application for your documents, give your attachments descriptive titles (e.g. , johnsmith.resume), and make sure the documents are actually attached to your message.

Professional Tone

Before you hit the send button, *carefully* proof your message for typos and grammatical mistakes as emails often contain careless errors. Every contact with a potential employer is a sample of your professionalism and your writing. Assume that every email will be printed out and filed, and

may be forwarded to others. Use business letter format and maintain a professional and courteous tone. Read your email aloud to check the tone. Use "please" and "thank you" to make sure the message sounds polite. Use proper salutations, even if you receive less formal responses. Include a meaningful subject line. Avoid the use of email acronyms (e.g., LOL) or emoticons.

Additional Tips

Use a professional email account, preferably your Hastings email, or an account with an appropriate name (not "toohot@hotmail.com"). Use upper and lower case letters – just as you would in a formal letter. Avoid humor and sarcasm – email is a silent communication which cannot convey your verbal nuances, and that can cause miscommunication and misunderstandings. If your email message is longer than half the message screen, consider writing a short message to introduce the subject and putting the content in an attachment. Check your email daily during your job search and respond to employer messages within 24 hours.

If you have any questions about using email to communicate with a potential employer, please come in and talk with a Career Counselor!



Look for Special
Anti-OCI Events
October 9 - 20th!

**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

**Goldstein, Demchak, Baller,
Borgen & Dardarian** Part-time.
Employment law. Phone
interviewing/declaration drafting.
Start now and work for duration of
projects. 15-20 hrs/wk. \$20/hr.
Years Required: 2L, 3L
Materials Requested: Letter and
resume to: Susan Forst, Goldstein,
Demchak, Baller, Borgen &
Dardarian, 300 Lakeside Dr., Suite
1000, Oakland, CA 94612
Deadline: 10/29/06

**Fragomen, Del Rey, Bernsen &
Loewy, P.C.** Law Clerk.
Immigration. Temp/Part-time.
Research and writing on state
employment verification and
employer sanctions legislation.
Years Required: 2L, 3L
Materials Requested: Resume
w/ cover letter to:
TSanyal@fragomen.com
Deadline: 11/26/2006

SUMMER POSITIONS

Hatch & Parent

Summer Associate. Litigation.
Wanted: strong analytic, research
and writing skills. Land use, water,
environmental, real estate,
business, public entity and law.
Years Required: 2L, 1L
Materials Requested: Cover
letter and resume to Kaylyn Scott,
Human Resources Director, Hatch
& Parent, fax: 805-965-4333; mail:
PO Drawer 720, Santa Barbara,
California 93102-0720; e-mail
Kscott@HatchParent.com.
More Info at:
www.hatchparent.com
Deadline: 12/31/06

**Sacramento County District
Attorney** Summer Legal Intern.
Perform research. Prepare
every misdemeanor case in
office, presenting offers in court,
negotiating plea bargains, taking
the pleas on the record and
sentencing the defendants.
Could also be assigned to
Juvenile Division with almost
exclusive responsibility for juvenile
detention hearings. 10-12 wks.
\$12.87/hr. Vacation accrues 3.1
hrs for each 80 hrs worked.
Years Required: 2L, 3L
Materials Requested: Resumes
by fax to 916-874-5340, by mail
to 901 G Street, Sacramento,
CA 95814, attention Diane
Richardson, or by e-mail to:
richardsond@saccounty.net.
Deadline: 11/28/06

GRADUATING 3LS

Horvitz & Levy - Civil appellate
litigation. 31 attorneys. Practice
oriented to an investigation of the
law rather than investigation
to the facts. Interested in people

who excel in legal research,
analysis, and writing.
More Info: www.horvitzlevy.com
We encourage any 2007 graduates
who wish to explore appellate
practice prior to their clerkships to
send us their resumes.
Years Required: 3L
Apply Online at
HastingsCareers.com
Deadline: 4/30/07

THIS WEEK'S EVENTS

***Career Options in
Criminal Defense***
Tuesday 10/10
3:40 – 4:30 pm
Panel/Room F

***Career Options in
Criminal Prosecution***
Wednesday, 10/11
12:40 – 1:30 pm
Panel/Room F

***Networking Made Easy,
(Anti-OCI Series)***
Friday, 10/13
12:40 – 1:30 pm
Workshop/Room F

Alumni Mentor Orientation
Wednesday, 10/11
12:40 – 1:30 pm
(Meet at CSO)

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