



Career Corner

October 31, 2005

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OFFICE HOURS:

Monday – Friday

9:30 a.m. – 6:00 p.m.

Career Services:

*Helping You
Shape Your Future*

*The Career Corner is edited by
Roxanne Epstein*

CAREER TIPS

Thank You Notes or What Would Martha Stewart Do After an Interview?

by Sarah Tigerman

As the Self-Directed Job Search continues, many students wonder whether and when to send a thank you note. Generally, the answers are “yes,” and “soon.” This applies to thank you notes sent after job interviews, informational interviews, or even helpful phone conversations.

After an interview, it is good form to send a well-written thank you note. Why? To express your gratitude, reinforce your strong interest in the job, and make yourself even more memorable. It is also an opportunity to highlight something that makes you a great candidate or to add something you forgot to mention in the interview.

How many and to whom? You can send one letter to your main contact at the employer, and ask that person to extend your thanks to the other attorneys. This is an excellent option when you have interviewed with a number of attorneys. If you only interviewed with two or three people, it is even better to send a personalized thank you note to each attorney. If you write individual notes, make sure to tailor each note by mentioning something you talked about with that person (e.g. “I enjoyed hearing about your sailing adventure” or “It’s always great to meet another hockey fan”). Be aware that all the thank you notes you send to one employer will eventually end up in your recruiting file, and you don’t want them to look exactly alike.

When should you send it? It’s ideal to get a thank you letter out within 24 hours of your interview. The interview is still fresh in your mind and, if you draft a thank you right away, you can have it reviewed by a friend or career counselor before sending.

Since it will be seen as a sample of your business writing, you want your note to be well written and error free. And make sure you have the recipient’s name spelled correctly! You can check online or call the office to be certain.

Should you type or hand write? That depends. If you have good handwriting and the employer isn’t terribly conservative, a personalized handwritten note is excellent. If even you can’t read your handwriting and/or the culture of the employer is very formal, opt for a typed thank you letter.

What about email? Again, that depends. If you interviewed with a young attorney at a high tech firm, email might be appropriate. However, if the firm is conservative or your interviewer older, it is better to stick with tradition and send a hard copy thank you. If you do send an email thank you, watch that your language is not overly casual and be just as careful to avoid any typos or errors (even in the subject line).

Take a look at the sample thank you letters in the handout “Job Search Letters” available in the CSO and online.

THIS WEEK'S EVENTS

*Creating Great Legal Resumes
and Cover Letters,*

Tuesday 11/1,

4:40 – 5:30 pm,

Workshop in Room F.

Creating Personal Contacts,

Thursday 11/3,

4:40 – 6:30 pm,

Interactive Workshop
(RSVP to CSO required.)

*How to Get Great Jobs
using HastingsCareer.com
and other Online Databases,*

Friday 11/4,

2:40 – 3:30pm,

Workshop in Room K.

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

Chark, Ltd.

Part-time. Creator of lawexams.com is seeking campus reps. Free study materials and payment in exchange for minimal time. Years Requested: 1L, 2L, 3L, LL.M. **Apply at:** lawexams.com/campusrep.php
Deadline: 12/19/2005

Lexis-Nexis, Matthew Bender

Law Clerk – Part-time. Cite-checking and research. Reqs: LW&R, grammar skills, Windows, Internet research, electronic file management skills and ability to quickly learn. **Years Requested:** 2L, 3L. **Apply at:** HastingsCareers.com
Deadline: 11/15/2005

The Law Office of M. Kelly Copenhaver

Law Clerk – Part-time. Mill Valley. Personal Injury and Child Welfare Law. Unpaid. Smaller short-term projects available, as well as longer-term positions.
Years Requested: 2L, 3L
Contact Info: Kelly Copenhaver, 265 Miller Avenue
Mill Valley, CA 94941.
mkelly@copenhaverlaw.com
Deadline: 2/21/2006

SUMMER POSITIONS

Institute for Humane Studies, George Mason University

Koch Summer Fellow. Public policy internships at various organizations. Include housing, travel and stipend.

Years requested: 1L, 2L, 3L

Apply at: TheIHS.org/hsf

Deadline: 12/18/2005

Law Office of Mister Phillips

Law Clerk – Part-time. Unpaid. Conduct research approx. 10 hrs/wk for civil rights litigation. Interest in the field, inquisitive mind, & satisfactory writing/research skills wanted. **Years Requested:** 2L, 3L
Materials Requested: Cover letter, resume, & writing sample to: mister_phillips@hotmail.com
Subject line: Law Clerk.
Deadline: 12/23/2005

McDonald Carano Wilson, LLP.

Reno. All practice areas. Summer Law Clerk.
Years Requested: 2L, 3L
Materials Requested: Cover letter, explaining why you want to work here, resume, law school transcript, writing sample, and 2 letters of recommendation to: McDonald Carano Wilson, LLP, Debbie Shosteck, Associate, 100 West Liberty Street, 10th Floor
Reno NV 89501; or fax: (775) 788-2020; or e-mail: dshosteck@mcdonaldcarano.com
Deadline: 1/17/2006

Klein Denatale Goldner Cooper Rosenlieb & Kimball LLP

Bakersfield. All practice areas. Summer Intern.
Years Requested: 1L, 2L
Visit website or CSO Student Jobs binder for further details.
www.kleinlaw.com
4550 California Ave, 2nd floor,
Bakersfield, CA 93389

JUDICIAL EXTERNSHIPS

U.S. District Court

Washington D.C. Judge Henry H. Kennedy Jr. Review files, research, make recommendations. Spring sem. Min. 15 hrs./wk. for 10 wks.
Years Requested: 2L, 3L

Materials Requested: Cover letter, resume, transcript, reference list, & writing sample (≥12 pp). Letters of recommend. accepted, not required. If transcript not yet available, send file now; supplement application with transcript when available.
Mail to: Chambers of the Honorable Henry H. Kennedy, Jr., United States District Court
333 Constitution Avenue, N.W.
Washington, D.C. 20001 attn: Internship Application or via e-mail to: jeremy_barber@dcd.uscourts.gov or john_fedeledcd.uscourts.gov
Questions: (202) 354-3350
Deadline: 12/18/2005

GRADUATING 3LS

Neumiller & Beardslee

Stockton. 2 positions available: public agency/land use and litigation. Strong desire to live in San Joaquin/Stanislaus counties. Include reasons for wanting to practice type of law in this geographic area.
Years Requested: 3L
Apply at HastingsCareers.com
Deadline: 11/10/2005

Deloitte (Tax Controversy)

Attorney – San Francisco Requires strong interest in tax, legal research and writing and representation of clients (typically corporate) before IRS. International tax skills a plus.
Years Requested: 3L
Materials Requested: Cover letter and resume to Deloitte (Tax Controversy), Debra Estrem, 50 Fremont, 29th Floor, San Francisco, CA 94105 or destrem@deloitte.com
Deadline: 12/18/2005

*Alumni Mentor Orientation
Wednesday, November 2nd
3:40 – 4:40 pm
Advanced Sign-up Required!*