



November 12, 2007

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Career Corner

Career Tips

Phone Interviews

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

Some employers ask for an initial phone interview to screen applicants and to save the time and expense of interviewing large numbers of candidates. The skill of turning the initial awkwardness of a phone interview to your advantage is one that will demonstrate poise and professionalism to a potential employer. Here are some bullet points to help you ace your phone interviews.

- Prepare as you would for any interview, reviewing your strengths and weaknesses and rehearsing answers to such common questions as "Tell me about yourself" and "Why do you want to work for us?" Make a list of questions to ask, as well.
- Some people even dress in interviewing clothes to set the mood and get their "game face" on.
- Keep your resume in view, a pen and paper close at hand and water nearby.
- Take the call in a place where you are comfortable and won't be interrupted, and close

the door. Turn off distractions such as stereo, cell phone or TV.

- Avoid using a cell phone – the last thing you need is a dropped call! If you must use a cell phone, be sure you have strong reception and that your phone is fully charged.
- Print the word "SMILE" and put it at eye level; smiling will warm your voice over the phone and will increase your confidence, too.
- Smoking, chewing or food during the interview is counter-productive.
- Speak slowly and clearly. Don't interrupt the interviewer.
- It may help to stand up; some people think best on their feet.
- Practice with a friend or career counselor to improve your telephone delivery.
- Take a deep breath. Try to relax.
- Take your time in answering – it's okay if you need a little time to collect your thoughts for a great answer.
- Thank the interviewer at the end and ask about the next steps in the process, as well as when you can expect to hear from them.
- Follow up with a letter or email to re-express your

interest and to thank the interviewer for her/his time.

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 [HastingsCareersOnline](#) and check often for new postings. Just a few highlights:

SUMMER POSITIONS

Trucker Huss, the largest employee benefits specialty law firm on the West Coast, is seeking both first-year and second-year law school students to participate in our 2008 summer associate program. Summer associates work on a variety of projects which may include preparing research memoranda and various types of transactional documents, and work on litigation matters. Summer associates may also have the opportunity to attend trustee meetings and court proceedings. **Years Required:** 1L, 2L. **Materials Requested:** Cover letter, resume, transcript, writing sample and a list of references. Please specify your G.P.A. and class rank in your cover letter or

Alumni Mentor Program Orientation

Wed., 11/14; 12:40 – 1:30pm
Room 312; 198 Bldg.

Advance Sign Up Required!

Sign up on [HastingsCareersOnline](#). (AMP orientations are scheduled every week)

resume. **Contact:** Administrator Trucker Huss, 120 Montgomery Street, 23rd Floor, San Francisco, California 94104, FAX: (415) 421-2017. **Deadline:** 11/30/07

GRADUATING 3Ls

Abbey, Weitzenberg, Warren & Emery seeks Entry Level Associate Position - primarily involving business litigation; also some transactional work. **Years Required:** 3L. **Materials Requested:** Cover letter, resume **Contact:** Lori Kolacek, lkolacek@abbeylaw.com, Fax: 707-542-2589 or apply at [HastingsCareersOnline](#). **Deadline:** 11/19/07

FELLOWSHIPS

Lambda Legal Defense and Education Fund announces the establishment of the **Tyron Garner Memorial Fellowship for African-American LGBT Civil Rights**. The first fellowship will be awarded to a law student or recent law graduate to work in any Lambda Legal's five offices during the summer of 2008. Through the Garner Fellowship, Lambda Legal will sponsor the work of a talented law student or recent law graduate with a strong interest in LGBT and HIV issues affecting African-American communities and with experience working in African-American communities. **Contact:** Hayley Gorenberg, Deputy Legal Director, Attn: Tyron Garner

Memorial Fellowship for African-American LGBT Civil Rights; Lambda Legal, 120 Wall Street, Suite 1500, New York, New York 10005-3904, Fax 212-809-0055; or email: hgorenberg@lambdalegal.org. **Years Required:** 3L. **Materials Requested:** Résumé, writing sample, and letter of interest indicating the Lambda Legal office(s) in which the applicant would be interested in working; a description of experience working in African-American communities; a description of interest in working on LGBT and HIV issues in African American communities; and particular areas or legal issues of interest. **Deadline:** 1/31/08.

This Week's Events

Rocking' 1L Summer Job Options

Tue., 11/13; 3:40 – 4:30pm
Panel/Room F

Summer Judicial Externship Opportunities

Wed., 11/14; 12:40 am – 1:30pm
Panel/Room F

Envisioning Public Interest

Thu., 11/15; 5:00 – 8:00pm
Panel and Reception/ARC
2nd Floor, Kane Hall
Co-sponsored with HPILF

Dynamite Resumes & Cover Letters

Fri., 11/16; 12:40 – 1:30pm
Workshop/Room F

HastingsCareersOnline!

Check out our new On-Line Job Bank and Web-Based Recruiting System! To access [HastingsCareerOnline](#), go to <https://law-uchastings-csm.symlicity.com/students>. If you have any problems, please call Hilary at 415-565-4619 or email careers@uchastings.edu.