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# Career Corner

## Career Tips

### Handling Receptions with Aplomb

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

Over the course of your law school and professional career, you will be invited to many receptions. Whether they are designed to honor a special person, encourage networking among professionals or simply provide social connections, receptions have their own special etiquette. Here are some tips.

Take your business cards and keep them handy – in a pocket rather than in a case that has to be opened while juggling a drink or a “canapé”. You will want to exchange cards with people you meet. Afterwards, write some quick notes on the back of the cards about what you discussed or ideas for following up.

Review your self introduction and prepare a few ice breaker questions in advance.

You will be shaking hands a lot – keep your right hand free so you won't have to shift your drink or nibbles when meeting someone new. Speaking of refreshments, once you have gotten your drink and food, move away from the service tables to allow others access.

If you are given name tags, make it easier for others to read yours by putting it on your right side so they

can glance at it while shaking hands.

At each new reception, notice people who are standing alone – often, they are feeling awkward and would be grateful for your company. Even if you go with friends, plan to meet a few new people each time. Receptions are great for enlarging your network.

Moving in to an ongoing conversation is easy; move close to the group, just inside the peripheral vision, and wait for a few moments with a smile on your face. People will inevitably notice you and move apart to invite you into the circle. You can then gracefully introduce yourself and say “Don't let me interrupt – I was just interested in your conversation...you were saying...?”

Moving away at the end (or in order to end) a conversation is an art, too. If the conversation is winding down naturally, all you need to do is smile, offer a handshake and say something like, “It's been great talking with you. I'd like to stay in touch – do you have a business card with you?” After the exchange of business cards, that's a graceful time to say, “Hope to see you again soon” and move away.

If you have become “trapped” by a loquacious person, or wish to end a conversation before the other person does, wait for a slight pause and then excuse yourself by saying something like, “Wow, that's very interesting! Thank you! I've enjoyed our talk” or “Excuse me, please; I've just spotted someone I need to catch before s/he leaves.” It



is a little more awkward, of course, but you can soften it with a nice smile and handshake as you leave.

Handling receptions like a pro will grow your network, make new friends and acquaintances, and increase your social *savoir faire*.

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:

#### SPRING 2008

**Guy Kornblum & Associates** (San Francisco, CA). Law Clerk (PT position). The Law Clerk is needed about 25-30 hours per week. We are flexible on days and time as long as the schedule is consistent. The Law Clerk will be responsible for working closely with our Special Counsel research, reviewing and organizing documents as well as assisting with editing writings for



Happy Thanksgiving Recess!

publication; some writing may be required. Paid position. **Years Required:** 1L, 2L. **Materials Requested:** Resume. **Contact:** Joan Hunter, 1388 Sutter Street, Suite 820, San Francisco, CA 94109-5453 or email: [JHunter@kornblumlaw.com](mailto:JHunter@kornblumlaw.com). **Deadline:** 12/31/07.

#### SUMMER 2008

**Lewis Brisbois Bisgaard & Smith**, Summer associate position with San Bernardino office of a 500+ attorney civil litigation law firm. There are 25 attorneys in the San Bernardino office. Paid position. **Years Required:** 2L. **Materials Requested:** Resume, Cover Letter. **Contact:** Dean McVay [mcvay@lbbslaw.com](mailto:mcvay@lbbslaw.com), **Deadline:** 11/20/07.

**The Sacramento County District Attorney's Office** is accepting applications for its summer legal intern program. Interns will work with deputy district attorneys doing legal research, assisting in court, and handling assignments in the misdemeanor arraignment court. Interns in this program will be given the responsibility of preparing

every misdemeanor case in the office, presenting offers in court, negotiating plea bargains, taking the pleas on the record and sentencing the defendants. Summer Interns would also be given the opportunity to appear and present evidence in motions to suppress, motions for discovery and violations of probation. Paid Internship. **Years Required:** 2L, 3L. **Materials Requested:** Resume. **Contact:** Diane Richardson, 901 G Street, Sacramento CA 95814 US FAX: 916-874-5340; email: [RichardsonD@saccounty.net](mailto:RichardsonD@saccounty.net) **Deadline:** 12/1/07.

#### This Week's Events:

##### Using the Holidays to Find a Great Summer Job

Monday, 11/19  
3:40 - 4:30pm  
Workshop/Room F

##### Networking for Shy Persons

Tuesday, 11/20  
3:40 - 4:30pm  
Workshop/Room F

#### Alumni Mentor Program Orientation

Mon., 11/19; 3:40 – 4:30pm  
Room 314, 198 Bldg.

#### Advance Sign Up Required!

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