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Career Corner

Career Tips

Email Smarts

By Pamela Hyland

Email can be a blessing or a curse, depending on how you use it. A quick form of communication, it is great for that “quick question” or to respond briefly to someone but it can backfire when not used carefully. Here are a few tips to use email effectively.

Leave the subject line blank.

When composing an email, leave the subject line blank until after you have written and double-checked the email. That way, if you hit the “Send” button, your email program will prompt you for a subject, giving you one more chance to re-read and re-think whether or not to send it.

Never send stinging email

“flames.” Any time you are angry or upset is NOT a time to be composing emails. If you want to correct someone’s work or object to something they have done, visit their office or call them on the phone (if they are in a remote office) and give them the respect of a private conversation.

Keep your email signature brief.

Giving your contact information after your name is sufficient; quotes or excessive use of your academic degrees are a waste of people’s time.

Using rich text is annoying. The kind of rich text that requires someone to “okay” it with another mouse click may look good but it wastes their time and annoys them

before they’ve even read your message.

Check email daily. Even if you think of email as an “electronic leash,” you must check your mailbox at *least* daily and respond promptly. If you have given your email address to a potential employer, check it even more often.

Think before hitting “Reply All.”

The “Reply All” button is not your friend; it’s way too easy to send out a silly remark or an embarrassing comment when you use that button. You can’t tell who was “blind copied” on that particular email, nor do you necessarily want everyone to receive your joke or comment. Much better to forward the email to a selected few people but, even then, be careful what you say – it’s easy for those people to redirect your email to the whole wide world!

Use abbreviations sparingly.

Abbreviations such as OMG or LOL are not universally understood, especially among more senior people who are not as comfortable with text messaging and email as you are.

Use organization or firm

resources appropriately. It goes without saying that your organization provides email to facilitate its own work, not your social life. Use a personal email account for personal messages and, even then, use it very sparingly (if at all) during work hours.

Email can be a great way to send a kudo to a colleague, to thank an interviewer for their time, to correspond quickly with a client or a professor – using it appropriately is the key!

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

Law Office of Scott A. Mossman. Law Student Researcher. Paid. Looking for a 2L or 3L student to work on research projects for an immigration attorney. Projects might include obtaining country conditions documentation for asylum applications; writing legal memos on immigration, criminal, and family law, etc. The student must be able to work independently with direction only as to the end product required. The student must provide his or her own access to a computer and research services; may complete the projects at home or at the law school and will not need to travel to the attorney's office in Oakland. \$20/hr. Variable/flexible hours; approximately 20 per month, depending on need. Student will be an independent contractor under IRS rules. **Years Required: 2L, 3L. Materials Requested:** Provide Resume, cover letter explaining your interest, and a list of courses and grades (official transcript required upon hire). Send them by email to: scott@smossmanlaw.com or fax to 510-835-1116. **Deadline:** 9/17/07.

Keller, Fishback & Jackson, LLP. Internship. A civil litigation boutique firm in San Francisco seeks an intern to assist with discovery, law and motion, and trials. The ideal candidate is energetic, proactive, motivated, and detail oriented. Paid. **Years Required: 2L. Contact:** Email Daniel Keller at DKeller@KFJLegal.com. **Deadline:** 9/26/07.

Furst & Pendergast, LLP. Law Clerk. Responsibilities include: drafting legal memoranda, cite checking, researching legal issues, interacting with clients, assisting paralegal, filing, copying, scanning, data entry, opening and organizing case files, and some related computer tasks. The ideal candidate is punctual, neat, organized, dependable, and able to multi-task. He/she has the ability to speak with clients in a professional and courteous manner and has some computer skills, although no technical skill is required. He/she must be willing to do the entire range of tasks that this office requires. He/she must not be reluctant to do mundane tasks. Bilingual, Spanish, would be a plus, but is by no means required. Must have successfully completed a legal research and writing course. **Years Required: 2L, 3L. Contact:** Amy Mello, Paralegal, by email at fnp@pafmap.com. **Deadline:** 9/19/07.

National Housing Law Project. Part-time Employment 2007-08 Academic Year. Seeking students to work between 5-10 hrs./week at its Oakland office for the fall 2007 and spring 2008 semesters. The students we hire will work with NHLP's staff attorneys, who are considered national experts in federal housing law. Responsibilities include: researching and writing about current

developments in housing law, assisting in the preparation of legal materials for distribution to legal services and other attorneys throughout the country, developing case summaries for our monthly publication and undertaking research for an update of our nationally-renowned federal housing law practice manual. \$15/hr. NHLP prefers students who are eligible for work study. **Years Required: 2L, 3L. Materials Requested:** Send resume, writing sample and references by email to: ganders@nhlp.org; by mail: National Housing Law Project, Attn: Gideon Anders, 614 Grand Ave. Suite 320, Oakland, CA 94610 or by fax: 510-451-2300. **Deadline:** 10/20/07.

OCI Interviews

September 5 – 21
Gold Reading Room
(198 Bldg., 3rd Floor)

This Week's Events

How Hiring Decisions Are Made: Insights from Employers

Tuesday, September 4
3:40 - 4:30pm; Panel/Room K
(Co-sponsored with Clara Foltz Feminist Association)

DOJ Orientation for Honors and Summer Programs

Friday, September 7
12:40 - 1:30pm; Panel/Room K