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# Career Corner

## Career Tips

### Direct Writes

By *Pamela Hyland*

Sometimes, students want a job with an organization that isn't recruiting on campus – what to do? There are some easy, commonsense steps for writing to corporations, firms, public interest organizations or government agencies that don't have the resources to come to Hastings but who would be very interested in hiring you.

First, check out the websites and other easily available information on sources such as [www.nalpdirectory.com](http://www.nalpdirectory.com) for larger firms and [www.martindale.com](http://www.martindale.com) for smaller and mid-size firms. Government agencies at all levels of government maintain websites, as do many public interest organizations and most corporations. You are looking for basic information about them, job application information that may be on the website, and information about their clients. Another good idea is to check out their news releases – those are the stories about which they are proudest and often are nice tidbits to flesh out a cover letter about why you want to work for that organization.

If possible, talk to people who actually work there; arrange informational interviews with alumni from the Alumni Mentor Program or from the Hastings Alumni Center if you don't personally know someone at the organization. You are not contacting them to ask for a job, rather to ask for advice about what

skills and experience they would be seeking, how best to apply and to whom you should direct your application, as well as their own opinion of the organization. We have a dynamite publication called "Informational Interviewing" that will help you with what to ask and gracefully how to ask; it's on [www.hastingscareers.com](http://www.hastingscareers.com) under the Document Library.

Armed with the name of the hiring attorney, general counsel or human resources person (which you can get with a quick call to the receptionist or off the website), you will write a targeted letter of inquiry, a letter that queries whether the organization or department is anticipating an opening and asks to be considered if they do. Direct your letter of inquiry to the hiring or managing attorney, the recruiting coordinator (in a large firm) or the general counsel (in a corporate legal department). The Directory of Corporate Counsel (found on CD in the Career Services Office) is cross-referenced by industry and geography as well as by the name of the corporation – be sure to call to check on the currentness of the information, however, as corporate counsel move around quite a bit.

The resume you send can be your general resume, or you can write different versions for different employers, highlighting those skills and experiences that best match the aims of the organization.

When brainstorming to increase your list of places to apply directly, ask yourself some questions: For in-house, who are their competitors? For government, do state or local as well as federal have a similar



department? For firms, who else has a robust practice in that area? For public interest, are there other organizations that work on the same or similar issues? By thinking about the practice broadly, you can generate a lot of different possibilities for direct application.

Career Services counselors are delighted to help you with your direct applications from start to finish.

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](http://HastingsCareers.com) and check often for new postings. Just a few highlights:

## FALL POSITIONS

**Wong & Associates.** Law Clerk. Busy law office practicing general civil litigation seeks individual who thrives in hectic and informal atmosphere to conduct legal research and draft complaints, motions, declarations, discovery documents and correspondence. Possess superior analytical research, and writing skills; MS office proficiency; ability to work independently. **Years Required: 2L, 3L. Materials Requested:** Please submit a writing sample with your application. **Contact:** Lawrence Wong, 413 3rd St.,

Jack London Square, Oakland, CA 94607. **Deadline:** 10/29/07.

**Center for Genetics and Society.** Internship. This is a nonprofit organization and public affairs organization working to encourage responsible uses and effective societal governance of the new human genetic and reproductive technologies. The Center for Genetics and Society seeks a legal intern in the fall semester to research cutting-edge legal issues in biotechnology from a social justice framework. This internship/externship will be unpaid. Research areas include use of DNA in criminal investigations, misappropriation of one's DNA, and DNA patent challenges. **Years Required: 2L, 3L. Contact:** Jamie Brooks, Esq., Project Director on Race, Health and Justice, by email [jbrooks@geneticsandsociety.org](mailto:jbrooks@geneticsandsociety.org) or apply online through [HastingsCareers.com](http://HastingsCareers.com). **Deadline:** 10/19/07.

**Andrus Liberty & Anderson LLP.** Law Clerk. This is a women-owned plaintiff's firm in SF. This firm is looking for a current law student to clerk full or part time during the 2007 fall semester. ALA specializes in personal injury, mass torts, wage and hour violations, antitrust and consumer class actions. This firm represents victims of fraud, medical malpractice, employment discrimination, defective products and dangerous pharmaceuticals/medical devices. As a Law Clerk at ALA, you will gain a wide range of experience in individual and class action cases. You will draft legal memoranda and briefs, help prepare written discovery and conduct intake interviews. You may also have the opportunity to assist with

preparation for and to attend depositions and court hearings. **Years Required: 2L, 3L. Materials Requested:** Email resume, cover letter and references to [lori@libertylaw.com](mailto:lori@libertylaw.com) (with "Law Clerk" in the subject line) explaining why you are interested in the position. For additional information, please visit our website: [www.libertylaw.com](http://www.libertylaw.com). Women and people of color strongly encouraged to apply. **Deadline:** 11/03/07.

## OCI Interviews Continue

September 10 – 21  
Gold Reading Room  
(198 Bldg., 3<sup>rd</sup> Floor)

## This Week's Events

### **How to Ace the Callback Interview**

Monday, 9/10; 3:40 - 4:30 pm  
Workshop/Room F

### **How to Ace the Callback Interview**

Tuesday, 9/11; 3:40 - 4:30 pm  
Workshop/Room G

### **Public Interest Job Search Strategies**

Wednesday, 9/12; 12:40 - 1:30 pm  
Panel/Room K

### **Networking for Shy Persons**

Friday, 9/14; 12:40 - 1:30 pm  
Workshop/Room K