



September 17, 2007

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Career Corner

Career Tips

The ABCs of RSVPs

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

Whether they arrive by mail, email, Evite or voice message, we have all gotten invitations to receptions, parties, workshops or special events that come with the exhortation to "RSVP." But, what does that mean? And how about "Regrets Only?" What are the etiquette rules governing this kind of invitation?

The reasons why responding appropriately is important are numerous; the host needs to know the numbers to gauge room size, food requirements, the kinds and amounts of drinks, etc. If you've ever thrown a party or organized a seminar, you know the kinds of concerns the host has! If a response is requested by a certain date, it could mean that they need confirmed numbers for a caterer or a room reservation and will be charged for each person who is coming.

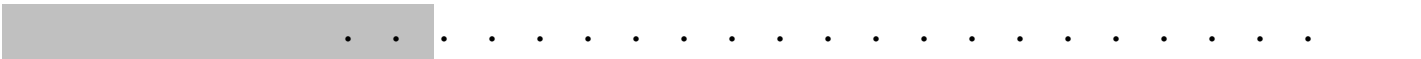
RSVP is short for the French phrase, "Repondez, S'il Vous Plait" which means "Please respond." In this case, the host needs to know whether or not you are coming. Sometimes, the RSVP comes with a date by

which you should reply; be sure to respect that date.

"Regrets Only" means that the host only wants to know if you're *not* coming, the assumption being that you will be there unless you have said you won't. Again, there may be a response date by which they need to know.

Once you have given your acceptance of such an invitation you must, of course, attend. If you become ill or some emergency prevents you from attending, you can certainly call the host and let her/him know that you can't come but you would never simply not show up - that would be considered very rude.

Responding promptly and appropriately to invitations and showing up on time are all ways you can show that you understand and appreciate the etiquette of responding. Your good manners and helpful attitude will take you far!



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 Offices of Jeremy Pasternak.

Plaintiff-side firm representing individuals in employment and other civil rights matters seeks 2L or 3L for part-time or full-time work. Responsibilities will include all aspects of an active employment law litigation and trial practice, including legal research, writing and opposing motions, drafting and responding to discovery, and assisting in trial preparation. Paid position. Also available for course credit/internship. **Years Required:** 2L, 3L. **Materials Requested:** Resume, Cover Letter **Contact:** Jeremy Pasernak at jdp@pasternaklaw.com **Deadline:** September 21, 2007

Paul, Plevin, Sullivan & Connaughton LLP is accepting resumes for 2008 Summer Associate Positions. The firm specializes in the representation of private and public sector employers throughout the state in discrimination, harassment, wrongful termination, wage/hour, trade secret, and other employment-related claims, from routine matters before state and federal administrative agencies, to Superior Court

and District Court lawsuits, to complex class actions, to appellate work in both the state and federal court systems. **Years Required:** 2L **Materials Requested:** Resume and a cover letter **Contact:** Apply online through HastingsCareers.com. **Deadline:** September 21st, 2007.

Keller, Fishback & Jackson LLP, 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. This is a paid position. **Years Required:** 1L, 2L **Materials Requested:** Resume and Cover Letter **Contact:** Daniel Keller at DKeller@KFJLegal.com. Or apply online at HastingsCareers.com. **Deadline:** September 26, 2007.

Patton Wolan Carlise LLP. Law Clerk. Research and some document preparation in trial litigation matters. Provide summary and write memos to attorney/file. Some deposition summary. Lots of hands on participation with attorneys. **Years Required:** 2L, 3L. **Materials Requested:** Please send letter of interest, resume and writing sample to office@pwc-law.com. **Contact:** Michelle Carlucci, Office Manager at mcarlucci@pwc-law.com. **Deadline:** September 28, 2007.

SPRING 2008

Asylum Access. Program Intern. Looking for an intern who can assist us in setting up various international projects, including communication with organizations on the ground; drafting MOUs or other contracts with partner organizations, UN HCR, and/or the government; planning policy advocacy at local and international levels; and identifying

logistical issues to be addressed as we prepare for launching international programs. The position will begin in Spring 2008. More info on HastingsCareers.com. Unpaid. **Years Required:** 3L, LLM. **Materials Requested:** To apply send a resume, cover letter and writing sample to Executive Director Emily Arnold-Fernandez at volunteer@asylumaccess.org. **Deadline:** January 1, 2008.

OCI Interviews Continue

September 17 – 21
Gold Reading Room
(198 Bldg., 3rd Floor)

This Week's Events

Personal Impact of Don't Ask/Don't Tell
Monday, September 17
3:40 - 4:30 pm
Panel/Room F

Great Online Job Search Resources
Tuesday, September 18
3:40 - 4:30 pm
Workshop/Room K

OCI is Ending, Now What?
Wednesday, September 19
12:40 - 1:30 pm
Workshop/Room K