



# Career Corner

November 8, 2004 ♦ Fall - Issue 12

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### OFFICE HOURS:

Monday –Friday

9:30 a.m. – 6:00 p.m.

### Career Services:

***Helping You Shape Your Future***

*The Career Corner is edited by  
Tunisha Grant*

## CAREER TIPS Five More Self-Directed Job Search Hints

1. Start early! Even if you plan to apply after the holidays, it's a great idea to begin researching employers in your practice areas of interest well ahead. Find out when they hire and what materials are needed for their applications so you can be prompt in applying and can send the materials they are seeking.
2. Use more than one resource to research the organization or firm. Reading about the practice area, researching online at the web site, on [pplawnet.org](http://pplawnet.org), on [martindale.com](http://martindale.com), on [nalpdirectory.com](http://nalpdirectory.com), and talking to alumni or other attorneys who work there will give you a more well-rounded view of the practice, the organization and the particular department. Writing cover letters and interviewing are much easier when you know about the organization and can speak easily to their needs and your relevant strengths.
3. Join organizations and attend programs. For example, if you join the Bar Association and attend the meetings for the appropriate section, you will not only learn from the presenters about issues of interest in your field, you

will also have an easy and comfortable way to meet attorneys who practice in that area (and you will impress your future colleagues with your interest!). Coming to relevant CSO and student club sponsored events gives you great opportunities to meet attorneys who work where you hope to spend your summer or begin your legal career.

4. Update your resume frequently. As new experiences, relevant grades, honors, or accomplishments are gained, don't forget to add them to your resume and to send an updated version to employers from whom you haven't yet heard. It's a nice entrée that gives you another chance to express your strong interest in working for them.
5. Send thank you notes to everyone who is helpful to you. Thank you notes take just a few minutes to compose and they truly make one's day. They are always appreciated and people who send good thank you notes are often remembered when hiring decisions are being made.

## Success Story of a Hastings 3L

### The power of Externships:

I was not among the hundreds of objectively qualified candidates for a clerkship position for a federal appellate judge. I did not

participate on the Law Journal or compete in moot court. I did not have a list of publications a mile long nor legal experience dating back to my diaper days.

I obtained a post-graduate clerkship for one reason: the judicial externship program (strong letters of recommendation didn't hurt either).

I began working with my Circuit Judge while she was interviewing applicants. When she was finished, without an interview and much to my surprise, she offered me a position. Because of the externship program, the Judge was able to assess my qualifications based on my work product, not the content of my resume.

*Do you have a good story to tell about how you got a job? We'd love to profile your story...Just write up one-two paragraphs and email it to [zimmerma@uchastings.edu](mailto:zimmerma@uchastings.edu). Contributors will get a Hastings coffee mug.*



## Featured City of the Week

***By expanding your job search and being flexible geographically, you can increase your job opportunities!***

### **Consider Washington, D.C.!**

**Fun Facts:** Washington, D.C. is our nation's capitol. Its neighborhoods, people, history and culture embody the American Experience – from Duke Ellington to John Phillip Sousa and from the Civil War to civil rights.

**Cost of Living:** The lifestyle you can afford with \$100,000 in San Francisco requires \$69,797 in Washington, D.C., if you plan to buy a house, and \$84,917 if you plan to rent.

**Business:** Washington, D.C.'s primary industry, after the federal

government, is tourism. Other important industries include trade associations; law; higher education; medicine/medical research, etc

**Recreation:** Washington, DC is not only where history is made, it is where it can be explored. In Washington, D.C., you can tour the Capitol Building and Washington Monument by day and take in performances by the National Symphony by night. For more info, go to [www.washington.org](http://www.washington.org).

To apply for jobs in Washington, D.C., check the **School Job Search** section for employers interviewing off-campus, contact employers directly, and network with alumni in the Washington, D.C. area by requesting a list from **College Relations**.



## Alumni Mentor Orientations! Week of Nov. 8th

Wednesday 3:40 PM – 4:30 PM  
**Advance Sign-up is required**



## JOBS! JOBS! JOBS!

Everyday, the Career Services Office receives new listings for both **part-time**, and **summer positions**. **Post-JD** positions, are also available. Log Onto **LawCareer** and click on the **School Job Postings** often to check for new postings.

***Just a few highlights from LawCareer:***

### SUMMER POSITIONS

#### **Starn O'Toole Marcus & Fisher** **(Listing No. 102196)**

Honolulu, HI

If you're interested in transactional and/or commercial litigation work in Hawaii, apply for a summer associate position at this firm.

**Years Requested:** 2L

**Materials Requested:** Cover Letter, Resume

**Deadline:** Nov. 13, 2004

#### **Office of Citizen Complaint Review - (Listing No. 102573)**

Washington, D.C.

Interns participate in a non-traditional legal practice, focusing on investigating citizen complaints against the Metropolitan Police Department, and researching the legal issues.

**Years Requested:** 2L

**Materials Requested:** Cover Letter, Resume, Writing Sample

**Deadline:** Nov. 14, 2004

### GRADUATING STUDENTS

#### **U.S. Supreme Court Fellows Program - (Listing No. 96890)**

Washington, D.C.

This program seeks outstanding individuals from diverse professions and academic backgrounds. Graduating students must have had two or more years of professional experience before graduating, with a record of high performance.

**Years Requested:** 3L

**Materials Requested:** Candidate Information Form, Resume, Writing Samples (up to 2), Statement of Interest, Candidate Evaluations (3)

**Deadline:** Nov. 12, 2004

#### **Natural Resources Defense Council Fellowship - (Listing No. 101499)**

Santa Monica, CA

The Urban Fellow will work with a team that focuses on a range of environmental issues. This two-year fellowship will begin September 2005.

**Years Requested:** 3L

**Materials Requested:** Cover Letter, Resume, Writing Sample

**Deadline:** Nov. 12, 2004



## **THIS WEEK'S EVENTS**

Friday, November 12  
11:40 AM; Room E

**How to find a first year judicial summer externship – Panel**