CAREER PLANNING MANUAL
WHITTIER LAW SCHOOL
CAREER SERVICES OFFICE

ACADEMIC YEAR 2001-2002

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# CAREER PLANNING MANUAL

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INTRODUCTION

The Career Services Office has compiled this manual to assist Whittier law students/graduates in beginning or continuing their legal careers. We want to offer every possible guidance in your job search.

Please review the material in this booklet. Realizing that no manual can tell you everything about a job search and market, we encourage you to visit the Career Services Office frequently with concerns or questions not adequately addressed.

Before beginning a job search -- whether for a law clerk or attorney position -- you must be willing to take the initiative in researching possible opportunities and in making contacts. The Career Services Office can provide some resources and advice but not necessarily an employment opportunity that is tailored to your specifications.

The 2001-2002 revised Career Planning Manual provides a list of all Career Services Library resources (ADDENDUM 3) as of June 1, 2001. Please take the time to review books, directories and articles in deciding your career.
PROCEDURES AND POLICIES

The following guidelines have been adopted for the 2001-2002 academic year in the interest of all students/graduates who wish to utilize the service.

(1) Eligibility for Services

Only current Whittier Law School students and graduates, as well as students/alumni from other law schools who have been approved for reciprocity, may use the career planning services. Access to services will be denied to the following individuals:

a. Those who do not return and/or who are discovered to have removed library resources without permission.
b. Those who have been academically disqualified or terminate their studies prior to graduation.
c. Those who, in the judgment of the Director and other administrative staff, abuse the services.

(2) Registration Form

All students/graduates wishing to use the Career Services Office, including just the library resources, are required to complete a registration form each academic year. It is the student’s responsibility to update information on this form.

(3) Resume Policy

a. All students intending to use the Career Services Office must have an approved current resume electronically filed in the office. Please email your resume as an attachment to sfluss@law.whittier.edu or provide your resume on a disk to the Career Services Office.

b. Students should have a rough draft of their resume reviewed by the Career Services Director or Assistant Director before final printing. Please refer to the resume section in this manual for resume writing guidelines. Students who wish to participate in on-campus interviews or have their resumes forwarded to employers through the Career Services Office should note that the Director has the right to refuse to forward resumes which are a poor reflection of the student and the Law School. Resumes must be without error and in an acceptable format.
c. Resumes will be verified for accuracy. This check includes:

1. Class standing (With the exception of 1L students, students will be ranked after the Fall and Spring Semesters.)
2. Moot court/trial advocacy honors board participation
3. Law review participation
4. Any law school honors

On resume draft copies, you will be notified immediately of any inaccuracies. Take the time to assure accuracy by checking your class standing and other details before finalizing your resume. Inaccuracies on a finalized resume will be regarded as falsification. Resume falsification is an honor code violation which is subject to administrative review.

First year students are not ranked after their first semester of study and cannot provide a class standing to prospective employers. High grades may be cited, however. After the completion of first year studies, students are ranked in July and reranked in September when spring admits are added to the pool. Resume changes must be made accordingly.

With the exception of 1L students, students will be ranked after the Fall and Spring Semesters. Students must use the current ranking. For information on ranking pools, students should consult the Registrar’s Office.

d. The Career Services Office will not forward resumes on a regular basis to all employers using our service. Students/graduates must assume responsibility in making individual contacts. In the 2001-2002 academic year, the Career Services Office will conduct periodic and unsolicited resume mailings to encourage greater employer interest in Whittier students. Only those students who complete an Authorization Form separate from the 2001-2002 Registration Form will be included in these mailings; no individual notification or details of these mailings will be given.

(4) Announcements

The Career Services Office will distribute periodic newsletters containing important announcements regarding interviews, recent employment developments, seminars, workshops, job opportunities, etc. Special flyers will appear when necessary. Both newsletters and announcements are posted on the Whittier Law School website: www.law.whittier.edu. We
assume students will read this material. Do not expect verbal announcements in class on career planning matters.
(5) Interviews

The Career Services Office invites employers to interview on-campus both during the fall and spring semesters. Every spring, a brochure advertising our legal services is mailed to approximately ten thousand employers in the private, government and corporate sectors. A continual effort will be made to improve the on-campus interview program. A preliminary list of on-campus interviews will be available on the first day of fall semester classes.

Mock Interviews

In addition to actual interviews, mock interviews with the Assistant Director of Career Services and local attorneys are offered to prepare students. Five days notice is required to arrange a mock interview.

Unexcused absences from any actual or mock interview will preclude a student from further on-campus interview participation during the current academic year.

ON-CAMPUS INTERVIEW RULES:

Review Informational Materials

Carefully review the general employer information provided. Detailed NALP (National Association for Law Placement) questionnaires, brochures and other information can be found in clearly marked individual folders in the Career Services Library. Access the employer’s website. Pay special attention to employment location and desired qualifications.

Indicate Choice(s)

Indicate your interview choices on the sign-up sheet available in the Career Services Office. Resumes must be submitted by the designated deadline date to be included in the prescreening mailing to employers. These deadline dates will be strictly adhered to.

Submit Resumes
Submit two (2) resumes per interview request to the Career Services Office not later than the deadline date stipulated on the information sheet.

Please note that once you have made an interview request, and your resume has been sent to an employer for interviewee selection, you are committed to interview if selected. The only exception to this rule is if you accept another offer prior to the interview, and the Career Services Office is notified 24 hours in advance. Failure to participate in an on-campus interview for any other reason will preclude you from participating in future on-campus interviews during the current academic year.

Notification

When the Career Services Office is notified of interviewee selections, a list of selected interviewees will be posted in the office. Students must then schedule an interview time. Only the students listed will be permitted to schedule a time. Time selection is on a first-come, first-served basis. Special arrangements cannot be made for students with work or class conflicts.

(6) First-year Student Policy

In accordance with the National Association for Law Placement's policy, first year students, with the possible exception of part-time evening students, are not permitted to use the Career Services Office until the end of their first semester. Attendance at a general information session is required before using career services resources. Session announcements will be made in the weekly newsletter.

(7) Law Clerk Listings

The Career Services Office maintains a list of part and full-time law clerk positions. Students who register to use the service and place at least two copies of their resume on file have access to these listings. American Bar Association Standards dictate that full-time law students enrolled in more than 12 units may not work more than 20 hours per week.
DEVELOPING A JOB SEARCH STRATEGY

Overview of Legal Employment Opportunities

Where can I find a job?

The legal job market is both competitive and complex. Many students enter law school without a clear picture of what they ultimately want to do. They often find themselves navigating a complicated and frustrating maze of possibilities. Others find that what they dream of doing is not immediately available, and the alternatives seem unclear or undesirable. The financial pressure of paying for a law school education and ultimately paying off loans is a reality -- a reality which may cause a student/graduate to accept a position in a state of panic. Often, understanding the job market and planning a job search strategy can allow a student to make the best choice in achieving his or her career objectives.

What follows is a simplification of what exists in the law clerk/attorney employment world. The Career Services Library and the counseling staff can offer students greater insight into each category.

Private Practice

The majority of law school graduates enter the job market in private practice. The size of firms vary from sole practice to mega law firms (those with over 500 attorneys).

Mega/Large Law Firms

In general, the large national law firms recruit during the fall season, sometimes on law school campuses. They tend to be the most selective, requiring excellent academic qualifications and law school honors. A law firm must expend an enormous amount of attorney time and money (lost billable hours) to interview at a law school; it is not cost effective to visit all 170 plus ABA-accredited schools.

Large law firms prefer to hire summer associates, students who work for an eight to ten week period between their second and third year (full-time) of law school. Occasionally, students are hired between their first and second years. Based on summer performance, offers for permanent attorney
positions are or are not extended. Summer associates generally do not continue their employment throughout the academic year.

Second and third year students with outstanding academic and other qualifications may want to mail their resumes with cover letters to prestigious firms. Those who receive a first screening interview may then receive a "call-back" interview which often involves spending an entire day at the firm, including lunch, dinner, evaluations by numerous attorneys -- a day of continual scrutiny. Hiring decisions are usually made by a committee. Offers are extended by certain dates, and accept/decline decisions must be made by certain dates. The entire process is very structured. The Career Services Office can provide you with a copy of "NALP Principles and Standards for the Timing of Offers and Decisions" which is the accepted guideline for fall recruiting.

Law firms do not pay travel and other expenses for initial interviews. Usually costs are covered for call-back interviews.

Employers committed to the fall recruiting process can be identified most easily by referring to the 2001-2002 Directory of Legal Employers (NALP) in hardcopy or on Lexis.

Medium Size Firms

A medium size firm may opt to recruit during the fall but usually does not religiously adhere to the fall deadline schedule mentioned above. In this medium firm category are many insurance defense/civil litigation as well as workers compensation defense and labor law (management) firms.

Unlike the very elite large firms, the medium size firm may have a need for a law clerk during the academic year. This type of opportunity may lead to a summer associate or permanent associate position.

Small Firms/Sole Practitioners

This category has provided the greatest number of opportunities for Whittier students and graduates. It is difficult for these employers to predict their hiring needs months in advance. They tend to request resumes when they want someone immediately rather than relying on fall recruiting. Often, while not particularly grade/honors selective, the small firm cannot afford to gamble on a graduate who has not yet passed the bar.

The small firm may offer the student/graduate the most interesting, diversified work experience. Students looking for growth potential should
not ignore these opportunities but, at the same time, should not commit themselves for long periods of time to a job with no future employment potential.
Business

Corporate

Corporate attorney positions are increasing in number, although these opportunities are not typically available to new attorneys. In the past few years, more corporations have been considering the qualifications of the new graduate but still prefer to hire the lateral attorney with 2-3 years experience. Corporate law departments may not handle all legal matters for the company; often, outside attorneys are hired in areas such as tax, research and development, land departments, etc. In-house counsel frequently manages and monitors cases assigned to outside counsel and does not engage in litigation.

In the past ten years, insurance carriers increasingly have brought cases in-house. The carriers maintain their own law practices to curtail the cost of outside billable hours.

Corporate legal employment may not pay as much as the private sector, but often an important advantage includes the absence of the "billable hour" pressure.

Students who wish to attempt a mailing to corporations should refer to directories available in the Career Services library. Growing companies with limited budgets sometimes advertise for in-house counsel and are willing to speak to relatively new admittees.

Accounting

For the law student/graduate with an accounting/business/finance background, opportunities exist with several of the "Big Five" accounting firms. These companies may solicit resumes from third/fourth year students, but one or two may consider a summer internship for a second year student.

Recently, the “Big Five” have been very active especially in lateral attorney recruitment. Some of these companies encourage their attorneys to qualify as Certified Public Accountants. Working for an accounting firm can offer experience not only in general accounting and financial matters but also in estate planning, foreign taxation, corporate reorganization, merger and acquisition problems as well as corporate and personal tax problems.

Other Business Opportunities/Non Legal Areas
Students/graduates can find employment opportunities in non legal areas where legal training is appreciated. These individuals usually have work experience outside the legal field and are able to combine their legal education with other talents.

Even though an increasing number of law graduates nationally are entering non legal positions, the topic of non legal career for law school graduates is a difficult, amorphous one to discuss. The individual student must assess his/her abilities and interests, research potential employers, and then "sell" him/herself.

The Career Services staff may be able to "brainstorm" with you regarding opportunities in this undefined area. Possibilities include financial planning, sales, human resources, corporate management, business enterprises, writing, law enforcement, teaching, education administration, and bar association work. The Career Services library has several books addressing alternative careers for attorneys.

**Government**

Government careers often provide an excellent first experience for young attorneys. Opportunities are diverse.

**Federal Level**

The federal government is the largest single employer of attorneys in the United States. Most of the employment is centered in Washington, D.C., but large cities, such as Los Angeles, may have regional offices offering entry-level opportunities.

Some federal offices hire in the fall for summer and honor program (post graduate) positions. When notified, the Career Services Office will try to inform students of deadlines.

The United States Department of Justice conducts regional interviews of second and third/fourth year students in November. Our region includes Southern California, Hawaii, Nevada and New Mexico. The application deadline is in late September. The University of California Los Angeles School of Law (UCLA) will host the event in 2001. The Career Services Office will disseminate detailed information on the application procedure for Justice Department opportunities in late August or early September. As with all government jobs, deadlines must be strictly adhered to.
The Career Services Office Library contains information on other federal opportunities and offices. Students should research possible entry into many interesting legal fields including admiralty, antitrust, natural resources, taxation, finance, labor, communications, patent and criminal law.

Military

Due to the U.S. Military's non compliance with Whittier Law School's non discrimination policy, the Armed Forces are not permitted to utilize the Career Services Office in their recruiting efforts.

The Army, Air Force, Navy and Marine Corps all recruit law students for the Judge Advocate General's Corps. The Army offers first and second year students summer clerking opportunities on the civilian level; enlistment is not required.

The armed forces also employ civilian attorneys, usually those with experience.

State and Local Government

On the state, county and local government level, graduates find employment primarily with the district attorney, public defender and city attorney offices although other opportunities definitely exist. In the 1990-97 academic years, government budget problems created hiring freezes nationwide. In 1998, hiring opportunities began to increase.

Hiring practices in the 3000 counties throughout the United States differ for district attorney and public defender offices. While recruiters may speak to students during their third/fourth year of law study, most offices are unable to hire until bar passage is finalized. This is especially true in California. A few offices will take on post graduate law clerks who show promise of passing the bar examination. Students should try to access the hiring information of local government bodies on websites.

Students interested in a government career in criminal prosecution or defense may want to consider an externship program which is an excellent way to make a connection to someone influential in the hiring process as well as get trial and other experience. When funds are available, some local government offices will hire law clerks during both the academic year and summer. Students enrolled in an evening program are generally favored due to daytime office hours.
The Law School Career Advisors of Southern California (LSCA), comprised of all the career services offices for the ABA-approved schools in Southern California, co-sponsors a Government Careers Day in the spring. This one-day Saturday session affords students insight into government hiring.

**Judicial Clerkships (post graduate)**

Post graduate judicial clerkships are prestigious, one or two year positions, offering incomparable legal experience. The application process is highly competitive with a high class standing, law review and/or moot court, and honors, considered requirements by many judges. Students in their second year of full-time study or third year of part-time study should apply by the beginning of the second semester for these post graduate opportunities. In 2002, many judges, especially on the federal level, will announce their decisions in March for clerks to begin work in September 2003.

Seeking a judicial clerkship demands time and commitment as well as academic excellence; students desiring these positions must understand what is involved prior to participating in the application process. Detailed information on the post graduate judicial application process is available in the Career Services Office. In 2001, the Federal Judiciary developed a centralized Federal Law Clerk Information System at [www.uscourts.gov](http://www.uscourts.gov). In the future, this site will become increasingly important to judicial clerkship applicants.

**Public Interest**

In the past decade, law students throughout the nation have displayed renewed interest in public interest law. The public interest sector has offered students pro bono involvement and externship opportunities.

Some of the areas in which public interest lawyers work include agriculture, arbitration, civil rights, constitutional law, consumer law, criminal law, discrimination, elderly rights, environmental, handicapped rights, housing and urban development, juvenile rights, labor, legislation, migrant rights, poverty law, prisoners' rights, women's issues. More information on these organizations is available in the Career Services Library. The Career Services Office subscribes to all publications from the National Association for Public Interest Law (NAPIL).

The need for public interest attorneys is overwhelming, but funding for salaries is extremely limited. When hiring attorneys for permanent employment, public interest organizations usually seek applicants with a
demonstrated commitment. If your goal is to work in public interest law, it is imperative to get voluntary/externship experience during law school. You must also research the availability of and the requirements for post-graduate fellowships. NAPIL and other publications will assist you in this regard.

Since 1990, the Whittier Public Interest Law Foundation (WPILF) with Whittier administrative support has provided grants (and consequently summer job opportunities) to Whittier students. Students wanting to learn more about public interest law and possible job funding should join and become actively involved in WPILF.

For the past fifteen years, a Public Interest Careers Day has been held at UCLA Law School. The Law School Career Advisors of Southern California (LSCA) will sponsor this event again in 2002 on the first Saturday in February. Attendees can collect information on numerous organizations at the career day. Also, interviews at this event have been a source of summer employment for Whittier students; often, however, the students must seek outside funding (i.e. WPILF Grants).
HOW TO SECURE YOUR EMPLOYMENT

Visit the Career Services Office

Learn about resources and direct job leads available through the Career Services Office. Take time to explore the books and directories in the library and online. After attending a First Year Information Session, students will be able to access law clerk listings. Alumni services include distribution of the monthly Alumni Bulletin which posts attorney positions listed through the Career Services Office.

Networking

Everyone you know is a potential job lead. You must be willing to tell others what you seek and to ask for assistance. The Career Services Library has several books on developing networking skills and securing informational interviews.

Remember that employers want to find the best qualified person with the least effort and expense. Advertising and responding to applicant inquiries constitute an expense. It is much easier to interview referrals.

In your networking efforts, you should begin with people you know and work outward. Student colleagues can be an important part of your network. Consider joining professional associations as a student member. You will be surprised to learn that networking becomes easier with practice. Do not ask others to give you a job or solve your problems. Ask for names of others who might assist you in your search. Be grateful for any assistance or advice offered. When networking, keep in mind the following mnemonic device: A.I.R. Advice, Information, other Referrals.

Mailings

Through the many resources available, research attorneys and practices that may be interested in your background. Contact those attorneys and firms through a targeted mailing. Mass mailing a resume and cover letter to firms about which you know little wastes your resources and generates poor results.

Respond to Employment Ads
In addition to listing law clerk and attorney positions, the Career Services Office subscribes to several publications with classified opportunities. The Internet is also becoming a valuable source of job information. A number of search engines and homepages provide links to law firm/government agency homepages, directories, libraries and classified listings of national newspapers.

Search Firms

Wouldn't it be wonderful if someone would take care of the burdensome job search process for us? Wonderful but very unlikely. Search firms/headhunters/legal recruiters generally seek attorneys with 3-5 years experience and with very specific academic and work credentials. The Career Services Office cautions students/graduates not to depend on recruiters for legal opportunities, as employers generally know they can list law clerk and attorney positions directly with all law school career services offices nationwide at no charge. Occasionally, a search firm will solicit resumes from Whittier graduates; these contacts are listed for alumni in the monthly Alumni Bulletin distributed at no charge to graduates on the fourth Monday of every month. For students or graduates with engineering background, search firms specializing in patent/trademark placement may prove helpful. The Career Services Office will give you direction.

The Internet

There is a vast wealth of information and expertise available on the Internet. Resources are being expanded daily. It is only one tool to be used as a part of the legal job search process, however. Internet searches and resume posting services should not consume you. Also, note that there are more actual positions listed on the net for experienced attorneys than for students or new graduates.

In 2000, Whittier Law School partnered with Emplawyemet, a national website delivering an up-to-date job bank, career information, and search management tools to registered students. Registration is free of charge.

In the Career Services Office, you will find The Lawyer's Guide to JobSurfing on the Internet. This booklet provides information on news groups, having your own home page, career directories, researching employers, job banks and other. Both WestLaw and Lexis offer you the opportunity to post your resume electronically.

Volunteering
Volunteering for organizations that are not in a position to pay can offer learning, resume building and networking opportunities. Through the Externship Program, students can earn units for hours (60 hours per unit) of legal work completed in primarily non profit organizations. In exchange for the student’s labor, the supervising attorney or judge/justice provides mentoring. At times, attorneys in private practice will contact the Career Services Office to secure a volunteer law clerk. While the office prefers to list paid employment in the law clerk binder, students are informed of non paid positions as well and can assess for themselves if the type of experience afforded would, in and of itself, be adequate compensation.
A TIME LINE

What should I be doing now?

Your job search strategy depends on the following:

(a) Your year in school as well as your day or evening status

(b) Your class standing, honors, etc.

(c) Your intended employment location -- for the summer or permanently

(d) Your immediate financial need

(e) Your objectives, interests, personality, etc.

First Year Students: A job search for summer employment between your first and second year should not begin until November. At the 1988 NALP National Convention, NALP members determined that first year resumes would not be accepted by legal employers prior to December 1st and that career planning offices cannot directly assist first year students in their search until after November 1st. Please note also that ABA regulations discourage first year employment during the academic year. Grade point average and class standing are the most important hiring criteria of some law firms; therefore, first year students should endeavor to achieve the highest scores possible.

Early in November, you will be invited to use the Whittier Career Services Office. Staff will help you prepare a resume and cover letter as well as offer you advice on securing summer employment and developing your career. Most first year students succeed in their job search late in the spring semester.

First year students who seek excellent legal experience, as opposed to a salary, may consider the Externship Program at the Law School. Students earn academic credit for legal work in government agencies, courts or public interest organizations. Professor Scott Wylie directs this program.
For first year evening students, able to work during the day, there may be a few legal employers willing to consider your limited legal background. The Career Services Office occasionally receives job listings of a non-legal nature in both law and non-law environments. Please speak to the Director of Career Services about your individual situation.

**Second Year Students:** You should secure some legal employment or a legal externship by the summer between your second and third year. Law clerk/extern experience on your resume is important in ultimately securing a permanent associate position.

If you are an academically excellent student (i.e. top 10%, law review, etc.), you may want to seek employment with a large, national law firm as a summer associate. This search process will require doing a mailing to the law firms in this category. This mailing should be completed no later than early October. You should also sign up for any on-campus interview and contact employers listed on the "Employers Soliciting Resumes List," produced yearly by the Career Services Office.

If you are an above average student, you may want to attempt a mailing but not necessarily to firms seeking students in the top 10%. Consider any on-campus interviews. You may encounter success during winter/spring when the medium - small firms able to hire are more likely to conduct interviews.

If you are an average student, you should sign up for on-campus interviews of interest. Working during the academic year can provide you with practical experience, contacts and income. Sometimes these law clerk positions parlay into permanent attorney employment.

If you intend to relocate to another state during the upcoming summer, please consider doing a mailing. Sometimes interviews can be arranged over the holidays -- or you may have to visit the employer at another time if you receive a positive response. Also, some employers interview at other Southern California law schools and may be willing to interview you at some off-campus location.

**All second year students should consider the following:**

(a) It is important to maintain decent grades. There is a direct correlation between grades and bar passage -- and bar passage is the most important key in securing permanent employment.
(b) For full-time students, a part-time law clerk position or an externship law position during the academic year can often lead to full-time summer employment and/or can enhance your resume. Law clerk positions often allow you to hone your legal skills, introduce you to different legal areas and may make you more marketable to future employers. Students with a financial need should strive to find legal work as opposed to working in some field not legally related. Temporary and part-time positions are listed in the Career Services Office.

(c) For students enrolled in 12 or fewer units, law clerking employment need not be limited to 20 hours/week. Your availability during daytime (regular working) hours gives you an advantage in securing employment.

Fourth/Third Year (i.e. graduating) Students: If you have a high class standing, you should strive to secure a permanent position during the fall. Success will make your last semester in law school much more enjoyable and will reduce pressure during the bar examination. Students should realize, however, that most law school graduates secure their first permanent attorney position after admission to a bar. Employers in very small-medium firms and in certain practice areas are unable or unwilling to make employment commitments a year or more in advance of exam results. Many alumni clerk until they are actually sworn into a bar.

Students intending to relocate after graduation may want to do a mailing either in the fall or early winter. The Career Services Office is also willing to request reciprocity for you with another law school in your area. Unfortunately, most schools are unwilling to grant reciprocity during the busy fall recruiting season.

Any third/fourth year student should sign up for on-campus interviews as they are announced.

Clerking during the academic year (maximum of 20 hours/week for students with over 12 units) often leads to permanent employment.

Bar results are the most important factor in securing employment. Prepare continually.
TOOLS OF A SUCCESSFUL JOB SEARCH

The Legal Resume

Your resume is usually your first contact with a potential employer. Your resume may also be the first work product that prospective employers see. No employer will hire you on the basis of the resume alone, but the decision to interview you may lie in the resume presentation and content.

Legal employers allow approximately 30 seconds to review an applicant's qualifications, especially during busy recruiting periods. For this reason, the following guidelines must be followed:

Limit to One Page

(1) The resume should be limited to one page unless you have a particularly lengthy work history or series of accomplishments. Four or more references, with exact directory information, should be presented on a separate sheet.

Aesthetic Presentation

(2) The resume must be easy to read. Arrange your material aesthetically. Invest in fine quality paper. Use only a laser printer. Bold areas in which you excel. While a professional resume service can assist with layout, you should word your own job descriptions and other content.

Brevity

(3) Be concise.

- Eliminate extraneous words such as "Resume of (name)" and "permanent address", etc. Never use complete sentences.
- Do not state job objective. An objective is inappropriate/redundant on a legal resume.
- Avoid abbreviations.
- Avoid repetition. For example, do not preface job descriptions with "duties" or "responsibilities".
- Personal data such as date of birth, marital status, number of children, etc. should be eliminated.
Do not use street addresses and zip codes of previous employers or schools attended.

Do not state "References Available Upon Request" or "Writing Sample Available Upon Request." It is understood that the prepared applicant will have both available.

Consistency

(4) Be consistent. Dates, degrees, states, etc. should be in the same format throughout the resume. Also, do not place job title first for one position and employer first for another.

Reverse Chronological Order

(5) Use reverse chronological order in presenting academic and employment information. This is the expected and acceptable format.

No Errors

(6) Be perfect. There is no excuse for errors. Have the Career Services staff or friends proofread your copy before printing.

No Pictures  No Graphic Designs  No Gimmicks

The four resume examples at the end of this section should provide you with a guideline for writing your resume. The Career Services Office will gladly assist you, but you must first attempt to write your own rough draft.

Outline for a Resume

Include the following when preparing a resume:

Bar Membership

For alumni, state to which Bars/Courts you are admitted and dates.

Academic Information

Some legal employers seek scholastic achievement and honors. Legal grades must be completely accurate. You can state your class rank as a
percentage (e.g. Top 10%) or as precise numerical position (e.g. 10/150). Please remember that Whittier ranks only in increments of ten; if you are going to state your rank as an exact percentage, you must also provide the supporting numerical position. You are not permitted to round to achieve a more favorable ranking. If you are below the top third, you may wish to emphasize particularly high grades achieved in certain courses. Keep in mind, however, that a numerical grade may have little meaning to an employer who is unfamiliar with the Whittier grading system. If your grades are not a great strength, it would be best to omit this section entirely.

Academic achievement on the undergraduate level such as summa cum laude, magna cum laude and cum laude should also be stated.

**Honors/Activities**

Be sure to mention law review, scholarships, dean's list, American Jurisprudence Awards, moot court accomplishments, etc. Include fraternities, student bar association office or participation in student organizations. In this section, mention could also be made of Lexis/Westlaw training (or this could be placed in special skills section).

Examples of the above can be found in the resume samples provided at the end of this section.

**Employment/Experience Information**

Most employment, even of a non legal nature, has value. Work experience often indicates leadership, maturity, motivation and a sense of responsibility. Work experience that may seem insignificant to you in terms of job content, could possibly be the key to securing a position. Do not overstate your responsibilities, however. Accuracy and honesty are important.

Include the name and city of employer as well as a brief job description. Do not include street address and zip code. Use active verbs in either past (past employment) or present (current employment) tense.

If your employment history is lengthy, you may wish to condense various part-time and summer jobs into one category such as "Various part-time employment to defray educational expenses".

Examples of the above can be found in the resume samples provided.
Volunteer Involvement

Volunteer experience can be either legal or non-legal in nature. You may want to include legal pro bono work under Employment/Experience above. Your commitment to community service may favorably impress an employer in the private sector and is essential in receiving consideration for public interest employment.

Special Skills/Accomplishments:

If you have published an article (legal or non-legal) or hold professional licenses or are fluent in a foreign language, these accomplishments should be stated in the resume. Listing interests can give a rather impersonal resume a personal touch and can sometimes break the "ice" in an interview. It is best to avoid references to political and religious affiliations.

References

Employers often want independent verification of a job applicant's abilities. Do not write "References Available Upon Request" at the end of the resume.

The Career Services Office's recommendation is to prepare a separate sheet of 4-5 references to be provided upon request. Professors, employers, business acquaintances, etc. can be listed as references. Preferably, your references should not be from one source (e.g., all Whittier professors). The name, position, relationship to you, address and telephone number of each should be stated. Prior permission to list the reference should be obtained. Make sure that your references will endorse you enthusiastically. They should be willing to return employers' phone calls promptly and be able to offer information based on their personal knowledge of your performance.

Finalizing the Resume

(1) Ask the Career Services Office staff for input and correction.

(2) Wordprocess the resume, and use a laser printer. Please note that in an age of electronic communication, resumes with shading, excessive lines, italics and graphics do not transmit well. You may want to have two resume versions, one for electronic distribution (fax, e-mail and scanning) and one as a hardcopy.
(3) Have the resume photocopied on good quality paper. Avoid flashy colored paper. Make sure that the photcopy machine is "clean" so that your copies do not have lines or specks on them. Request extra sheets to use for cover letters and matching envelopes.

(4) Students are required to file their resume electronically in the Career Services Office. Please email your resume to sfluss@law.whittier.edu or provide the office with a resume on disk.

The following resumes are guidelines only. The Career Services Office encourages students to develop their own layout and aesthetic presentation.
RESUME EXAMPLE (1) First Year/Second Semester Student

name
address
city, state, zip
telephone number, e-mail

EDUCATION

Whittier Law School, Costa Mesa, CA
Juris Doctor expected May 200x
Honors/Activities:
Dean’s Merit Scholarship
Outstanding First Semester Grades:
Civil Procedure: 95
Torts: 92
Real Property: 89
Whittier Public Interest Law Foundation

University of California, Los Angeles
Attorney Assistant Training Program
Civil Litigation Certificate, 199x

California State University, Fullerton
Bachelor of Arts, English, 199x, Magna Cum Laude
Honors/Activities:
Phi Phi Phi Honor Fraternity
English Teaching Credential

EXPERIENCE

Legal Assistant
Washington, Adams & Jefferson, Los Angeles, CA
Researched and prepared memoranda, interrogatories, answers and motions in 5-attorney insurance and real estate practice. 199x-200x

Travel Consultant
World Travel, Los Angeles, CA
Marketed group tour packages. Developed clientele.
Spoke to client groups. 199x-199x

Teacher
Los Angeles Unified School District
Taught eighth grade English.

INTERESTS/SKILLS
Equestrian competition, archery
Fluent in Spanish
Lexis and WestLaw, WordPerfect 6.1, Windows95
RESUME EXAMPLE (2) Second Year Student

name
address
city, state, zip
telephone number, e-mail

EDUCATION

Whittier Law School, Costa Mesa, California
Candidate for Juris Doctor Degree, May 200x

Honors/Activities:
Class Rank: 20/100, Top 20%
American Jurisprudence Award/Criminal Law (96)
Outstanding Grades: Torts 91
Real Property 90
Moot Court Honors Board
Student Bar Association, Treasurer, 200x-200x
Lexis/WestLaw Training

Albion College, Albion, Michigan
B.A., Liberal Arts, 199x

EXPERIENCE

Los Angeles District Attorney’s Office
Los Angeles, California
Court Certified Extern
Assist deputy district attorney assigned to Special Task Force in all aspects of trial preparation. Appear in court. Fall Semester 200x

Jones, Smith & Green, Los Angeles, California
Law Clerk
Participated in all phases of plaintiff personal injury practice including drafting of pleadings, motions and discovery proceedings. Conducted witness and client interviews. Summer 200x

Reliable Insurance Company, Ann Arbor, Michigan
Claims Adjuster
Processed insurance claims, handled customer relations. Discussed settlements with plaintiff attorneys. June 199x - June 199x

Various part-time employment to defray educational
expenses. 198x-199x
RESUME EXAMPLE (3) Third-year Spring Admit

Name
Street Address
City, State, Zip
Telephone # e-mail

EDUCATION

WHITTIER LAW SCHOOL, Costa Mesa, CA
Juris Doctor expected May, 200x
2 1/2 Year Accelerated Program
Class Rank: Top 5%, 10/200
Honors/Activities:
Law Review, Managing Editor
International Law Society, President
Cali Awards: International Business Transactions
Torts II
Wills and Trusts

BOSTON UNIVERSITY, Boston, MA
B.A., French, 199x
Honors/Activities:
Women's Tennis Team, Captain 199x-9x
Study Abroad Program, Paris 199x-9x

EXPERIENCE

SANTA MONICA SUPERIOR COURT, Santa Monica, CA
Judicial Extern Fall Semester, 200x
• Prepare tentative rulings for judges in the areas of discovery, default and arbitration.
• Observe settlement conferences and trials.

ARNOLD MULLIN, ATTORNEY AT LAW, Long Beach, CA
Law Clerk 9/9x - 8/0x
• Involved in all aspects of discovery for business litigation practice.
• Interviewed clients.
• Prepared correspondence.
• Researched and drafted discovery documents, motions and other pleadings.

EXECUTIVE PUBLISHING COMPANY, Boston, MA
Legal Proofreader 9/9x - 11/9x
• Proofread legal documents.

THE BOOK NOOK, Boston, MA
Assistant Manager 8/8x - 7/9x
• Ordered publications. Maintained inventory.
• Assisted customers.
• Maintained financial records.

LANGUAGES
French, Spanish, Italian

SKILLS
WordPerfect, Lexis, WestLaw
NAME

street address       city, state, zip       telephone       email

BAR MEMBERSHIP

State Bar of California, 1996
U.S. Court of Appeals, Ninth Circuit, 1996
U.S. District Court, Central District of California, 1996

EXPERIENCE

DEPUTY DISTRICT ATTORNEY                 1998 - present
Orange County District Attorney's Office, Santa Ana, CA
● Conduct preparation and trial of felony gang cases.

ASSOCIATE                               1997 - 1998
Drew and Stanford, Los Angeles, CA
● Engaged in all phases of discovery and trial preparation in 4-attorney civil litigation practice.
● Conducted 8 Municipal and 2 Superior Court trials.
● Prepared Motions, Oppositions, Arbitration Briefs, Demand Letters and Discovery Objection Letters, client correspondence.
● Conducted depositions. Represented clients at arbitration hearings and settlement conferences.

JUDICIAL EXTERN                         Summer 1995
California Court of Appeal, Los Angeles
● Researched and wrote memoranda and opinions in civil case.
● Attended oral arguments.
● Researched an issue to be heard before California Supreme Court.

SENIOR CONTRACTS ADMINISTRATOR          1990 - 1993
Kawasaki Motors Corp, USA, Irvine, CA
● Prepared sales proposals.
● Negotiated contracts.
● Ensured compliance with contract terms and conditions.

EDUCATION

WHITTIER LAW SCHOOL, Los Angeles, CA
Juris Doctor, 1997, magna cum laude
Law Review/Lead Articles Editor
American Jurisprudence Award/Criminal Law

                                       Whittier Law Review

GEORGETOWN UNIVERSITY, Washington, D.C.
Bachelor of Arts, Political Science, 1989
NAME

REFERENCES

Name of Reference
Title
Street Address
City, State, Zip
Telephone #
Relationship to you

The Career Services Office recommends presenting 4 - 5 references in the above format.
THE COVER LETTER

The cover letter should be viewed as an additional opportunity to sell yourself. While the resume tends to be very factual, the cover letter should add a persuasive touch, convincing employers why your experience and background are relevant to their needs.

The following are frequently asked questions regarding the cover letter:

1. **When is a cover letter needed?**
   If you are unable to present your resume to an employer in person, an accompanying letter is necessary. Faxed resumes require a cover letter. Cover letters are not needed for resumes forwarded by the Career Services Office.

2. **What is the proper length of a cover letter?**
   The letter rarely exceeds one page in length. The purpose of the letter is not to reiterate everything presented in your resume. It is an opportunity to emphasize your strengths.

3. **Why is the cover letter so important?**
   The cover letter will be the first piece of work product that a prospective employer will receive from you. In brief, the cover letter reveals the following:
   (a) How well you communicate
   (b) Your letter writing skills
   (c) Your attention to detail
   (d) Your personality and individuality

4. **What should be included in the letter?**
   If the cover letter and resume are your first contact with the employer, you should give a brief self-introduction, a concise summary of your qualifications, background, motivation, interests, etc.

   Try to establish a nexus between yourself and the employer (e.g. a knowledge of the practice, a commitment to live in a specific geographic area, etc.). Prospective employers want to hear what you can do for their organization, why you will be productive and why they should hire you. You should request an interview.

   If the letter is not your first contact with the employer (i.e. you spoke with him/her on the phone), refer to the previous conversation in an appreciative manner and perhaps mention considerations not already discussed.
5. **Must the cover letter be typed?**

Yes. The letter must be in a business letter format (see examples). Special care should be taken in selecting nice paper and in making the letter grammatically and typographically perfect.

6. **To whom should the cover letter be addressed?**

Make every effort to secure the name of the hiring attorney or a personal connection within the firm/agency. Address the letter personally to that individual. If you must do a blind mailing, the letter can be addressed to "Hiring Attorney" -- or "Hiring Partner" or "Hiring Committee" in larger firms. For organizations firmly committed to the fall recruiting process (i.e., those listed in the Directory of Legal Employers in hardcopy and on Lexis), the NALP form provides the firm contact.

If a Whittier Law School graduate has been with a firm for a considerable period of time, preferably as a partner, you may send a letter to him/her and request that it be forwarded to the proper party. Through Martindale-Hubbell online, you can try to identify attorneys with backgrounds and/or legal interests similar to yours. This too can provide the basis for a mailing.

7. **How is it possible to personalize letters in a mass mailing?**

Mass mailings, especially during the fall recruiting season, are often part of the job search process. It would be too time consuming to individualize each one, but under no circumstances should a photocopied letter be sent to a firm. Even if you cannot get the names of all the hiring partners or recruiting coordinators, you must personalize the letter somewhat by using the mail merge technique. There are businesses which can help you. Through the merge mail technique, it may be possible to insert other information directed at a particular firm as well. Do not insert the firm/employer name continually throughout the letter in an effort to make the letter sound personalized, however.

8. **What is the proper content format for a cover letter?**

There is no prescription for writing a good cover letter. After all, the letter should reflect something dynamic about you. Typically, however, the letter contains three paragraphs:
1. **The Lead**: Attract attention. State who you are, why you are writing and something noteworthy about yourself. Try to avoid the following:

   (a) Starting every sentence with "I"
   (b) Being bizarre in an effort to be creative
   (c) Long, involved sentences
   (d) A restatement of everything in the resume

2. **The Middle**: Here you can show how your particular skills will readily transfer to the job or the firm/agency practice. You may want to highlight some of your best grades and refer to your commitment. Your cover letter must project quiet competence and self assurance -- not the impression that you will accept any job that comes along or that you plan to take over the law firm.

3. **The End**: Use the last paragraph to request an interview or to state you will contact the office. If you are going back to a certain geographic area, inform the employer when you will return and when an interview can be arranged. If you state your intention to call, by all means do so.

4. **Do not forget all the other parts** -- the return address, the date, inside address, salutation, complimentary close and other notations. Do not forget to sign the letter.

9. **For what other reasons would I write to an employer?**

   (a) Inquiring as to status of application letter: If you do not hear from an employer within two weeks of sending your application, you may want to call or send a letter of inquiry.

   (b) Thank you for the interview letter. While some attorneys dismiss the importance of the thank-you letter, it is advisable to acknowledge the interview/interviewer(s) and to assure a complete file with the employer. The thank-you letter affords you an opportunity to reflect on a positive aspect of the interview, the firm itself and/or your background. The thank you letter will hurt your position if it is not perfect. Ask a friend or a Career Services staff member to proof what you have written. An example of a thank you is provided after the sample cover letters.

     Students sometimes ask if a handwritten thank you note would be appropriate. Circumstances and opinions can differ. It is much safer to send a thank you letter in business format.

   (c) Thank you for the on-campus interview letter: See (b) above.
(d) Letter acknowledging an offer

(e) Letter accepting an offer

(f) Letter declining an offer

10. As hard as I try, my letter just doesn't sound right. What should I do?

After making an effort, speak with the career services counseling staff. They perhaps can assist you in phrasing your thoughts.
Awaiting the response
Your answer phone/your e-mail

Once your resumes and cover letters are mailed, you must allow time for the employer to respond. You must also make it easy for an employer to reach you. An answer phone with an appropriate message is essential. Please consider the following:

a. The message should include your name.

b. The message should be brief, in English, and should not include music.

c. The message should not be silly. Do not have young children or pets speak on the message.

d. Periodically check to make sure your answering machine is functioning. Leave enough time for a detailed message from an employer.

e. If you live with a family opposed to an answer machine, it would be best if the answering party speaks English well and can take messages accurately. The Career Services Office is willing to take messages for you if family members cannot speak English. Please make arrangements with Suzie Fluss, Assistant to the Director.

If your e-mail address is provided on your resume, you must check your mail. Too often, employers complain that students do not respond to e-mail messages.
Hiring Attorney
Bell, Blue & Burnstein
5555 55th Street
Boston, MA 00345

Dear Hiring Attorney:

Currently a third year student at Whittier Law School in Costa Mesa, I plan to return permanently to Massachusetts after graduation in May, 200x. Enclosed is my resume in application for an associate position with Bell, Blue & Burnstein. I am able to offer academic excellence, considerable law firm experience and a sincere desire to enter a business litigation practice such as yours.

This past summer, I clerked for the general practice of Hope & Harp, a 30 attorney firm in Los Angeles. I researched and drafted memoranda and assisted with the preparation of several cases for trial. My responsibilities also included investigating a products liability case, interviewing clients and assisting with depositions. At this firm, I confirmed my objective to develop a career in the civil litigation and my trial skills.

I will be in Boston October 13 - 14, 200x and would appreciate an opportunity to meet with you to discuss my qualifications further. If an interview can be arranged, please contact me at (714) xxx-xxxx or at the above address.

Sincerely,

Harold Newsome

Enclosure
Robert Banks, Esq.
Banks, Barth & Biddle
555 W. Flower Street
Los Angeles, CA  90017

Dear Mr. Banks:

In May 200x, I will be receiving my Juris Doctor degree from Whittier Law School. Having heard from Professor William Davis that Banks, Barth & Biddle is an outstanding civil litigation defense firm specializing in aviation law, I request your consideration of my qualifications.

Prior to attending law school, I was a commissioned officer/pilot in the United States Air Force for ten years. For two years, I worked as a certificated flight instructor and also as a contributing writer for a technical journal. During the past summer, as indicated on my resume, I had the opportunity to gain litigation experience. My desire now is to combine my interest in aircraft with my legal career.

I look forward to discussing employment opportunities with you. Thank you for your time and consideration.

Sincerely,

Charles Lindberg

Enclosure
Dear Hiring Attorney:

As a law student with considerable work experience, I am seeking a clerking position for the summer of 200x with the possibility of part-time employment during the 200x-0x academic year. Enclosed is my resume for your consideration.

While a claims adjuster for Bancroft Insurance Company, I had the opportunity to work with both plaintiff and defense attorneys, gaining insight into civil litigation practice. Attorney colleagues encouraged me to pursue a legal career. During my first year at law school, I participated in the Association of Trial Lawyers of America's trial competition and received favorable reviews. I enjoy both trial preparation and oral argument and look forward to competing for a position on the Moot Court Honors Board.

I would like to discuss employment opportunities with you. I am available for an interview at your earliest convenience and can begin work immediately after exams in May. Thank you for your time and consideration.

Sincerely,

Perry Mason, Jr.

Enclosure
Hon. John Smith  
Los Angeles Superior Court  
Central District  
111 N. Hill Street  
Los Angeles, CA  90012-3117  

Dear Judge Smith:  

I am seeking a judicial externship in the Civil Trial Department of the Los Angeles Superior Court for the summer 200x. Through the Whittier Law School Career Services Office and law school colleagues, I have learned that this experience offers invaluable insight into law practice. Enrolled in the Whittier Law School Externship Program, I can earn academic units for legal work performed under the auspices of a judge or research attorney in the court. 

As indicated on my resume, I have performed well in my first semester of law school, excelling in Torts and Civil Procedure. In addition, I have earned an outstanding first semester grade of 90 in Legal Skills, a course which emphasizes research and writing skills. To date, we have prepared two memoranda and a client letter, both of which I can submit as writing samples. This semester, we are required to write an appellate brief and participate in a moot court competition. 

In addition to excellent academics, I can offer a strong business background. Prior to law school, I worked as a contract administrator for a telecommunications company. The work was fast paced and demanded attention to detail. 

I can begin work immediately after exams end in May and would be available for approximately 20 hours per week through July. Thank you for your consideration. I look forward to your reply. 

Sincerely,  

Ron Jones  

Enclosure  

THANK YOU LETTER EXAMPLE
Robert Burnstein, Esq.
Bell, Blue & Burnstein
5555 55th Street
Boston, MA  00345

Dear Mr. Burnstein:

Thank you for making special arrangements for me to visit your firm during my return home on October 13, 200x. The opportunity to interview with you and to meet with a first year associate have reaffirmed my interest in your practice and a possible future with Bell, Blue & Burnstein.

Mr. Gray mentioned that your firm offers excellent supervision to new attorneys as well as an opportunity to assume caseload responsibility. I appreciate his enthusiasm for the training program and range of litigation experience. I am convinced that your firm’s work environment would be ideal for a new admittee such as me.

Enclosed is the Whittier Law School catalog which you requested. The excellent Whittier faculty and my moot court/law review involvement have been the highlights of my education here.

I look forward to hearing from you soon.

Sincerely,

Christopher Burns

Enclosure

THE INTERVIEW
Job interviews are designed to give employers an opportunity to evaluate the applicant and to explain objectives, benefits, history, etc. of the firm or government office. Conversely, the interviewee can determine his/her interest (or lack of) in the position and can convince the employer of his/her excellent qualifications.

The interview is an exchange of information. In order to convey confidence, poise and interest, you must prepare. Here are some suggestions:

**PREPARATION**

(1) **Research**

Find out as much as you can about the firm/agency/corporation. Both Lexis/Nexis and WestLaw offer multiple databases and guidelines for interview preparation. In addition, the Career Services Library contains numerous directories which may have desired information. Law firms frequently prepare resumes and/or firm brochures; recruiting administrators should be willing to send you a copy if one is not available already in the Career Services Office. Also inquire about a firm/corporate annual report as a potential source of information. Increasingly, law firms of all sizes will have web sites.

For on-campus interviews, review the information available in the Career Services Office.

Perhaps a Whittier alum is working for the organization and would be willing to speak to you.

If the firm is large, you can research in recent legal publications. These papers report on significant events in law firms.

(2) **Prepare Questions**

Prepare questions to ask an interviewer. The interview should provide you with an opportunity to investigate the employer. Some possible questions, depending on the nature of the employer, include the following:

(a) How is the organization departmentalized? Size of the departments?

(b) Do associates/summer associates rotate? Length of rotation period?

(c) Do attorneys both litigate and do transactional work?

(d) Are offers extended by a particular department? Is there department mobility?
(e) Are attorneys asked to specialize? How soon?

(f) How are assignments distributed?

(g) How difficult is it to be assigned to certain areas of the organization's practice?

(h) What are the advantages/disadvantages of the organization's size?

(i) What is the rate of growth? To what is the growth attributed?

(j) What are you looking for in an associate?

(k) How many years to partnership?

(l) How active are firm members in bar association activities? other activities?

(m) How does the firm feel about political activity on the part of associates?

(n) To what extent does each member participate in continuing legal education?

(o) Do firm members plan social events together?

(p) What office technology is being used?

(q) Why is the job vacant?

(r) What is the ideal background for success in this position?

(s) What can you tell me about the person to whom I would report?

(t) What trends are especially interesting to the firm/company/industry?

(u) What can I expect in the way of mentoring?

(v) What is the first challenge facing me if I am hired?
(3) **Interview Practice**

Participate in a mock interview and attend programs on interviewing technique and attire. Refer to page #6 of this booklet for additional information on mock interviews.

(4) **Understand Yourself**

Evaluate yourself. Analyze your strengths and weaknesses. Try to determine your personal aspirations and values. Anticipate questions that might be asked of you in an interview based on your resume.

(5) **Anticipate Interview Questions**

Prepare answers to the most commonly asked interview questions.

(a) Why did you decide to go to law school?

(b) What has been your reaction to law school? What classes do you enjoy most? least? Is there a parallel between your performance and your interest in a particular course?

(c) What courses have you taken? Will you take?

(d) What areas of practice interest you? How do you reconcile those interests with our firm's practice?

(e) Why are you interested in relocating?

(f) Why do you wish to interview with this firm?

(g) Tell me about yourself.

(h) Where do you see yourself in 5-10 years?

(i) Why did you choose to go to Whittier?

(j) What is your greatest accomplishment?

(k) What is most important to you in a job?

(l) What are your grades? Do they reflect your ability?

(m) What is your greatest weakness?
(n) What do you think you have to offer this firm?

(o) Tell me the fact pattern of your writing project.

(p) Other questions may include hypotheticals in which the interviewer tests your legal knowledge. These are most common when interviewing for government positions, primarily in criminal law.

(6) Wardrobe

Give consideration to your wardrobe. Although many employers are liberal in their standard of dress and appearance, it is best to be conservative initially. Try to dress maturely as you would for a court appearance. Both men and women should wear suits, preferably in a subdued color.

(7) Courtesy

Mentally review common courtesy, and be prepared to be evaluated on your overall demeanor. Remember to greet the interviewer by name (never first name). If the interviewer extends his/her hand, shake it firmly. Make eye contact. Use polite phrases. Be attentive. Get to the interview on time.

(8) Positive Attitude

Enter the interview with a positive attitude. No one wants to listen to you complain about law school, past work experiences, etc.

(9) Preparation

It is better to be overly prepared. Take a writing sample, an extra resume, a list of references, a transcript, and a Whittier Law School catalog with you to the interview. You do not need to volunteer extra documentation, but your preparedness will be regarded favorably if such items are requested.
DISCRIMINATION

The Employment Discrimination Complaint Procedure for Whittier Law School can be found as ADDENDUM 1 at the end of this manual. We encourage students to understand their recourse when confronted by discrimination.

Students sometimes express confusion about what constitutes discrimination in an interview. They are also uncertain about how to respond to inquiries which may be discriminatory without diminishing their chances of getting a job with the particular employer.

The most commonly asked discriminatory questions relate to sex (marital status), sexual orientation, age, national origin, race or color, handicaps, and religion. It is also not permissible to ask about political affiliation and veteran status.

Common unwarranted assumptions which underlie some interviews are:

- Older students are not willing to take supervision.
- Minorities are interested primarily in public interest legal work which directly affects their own group.
- Married women's career choices will always be subsidiary to their husbands'.
- Mothers are unable to commit themselves to employment.
- All black men are interested in sports.
- Asian women are not assertive enough to be litigators.
- Women with children should/do have primary care of them.
- All students intend to marry and raise a family.
- Minorities will not feel comfortable in an office if there are few of them working there.
- Certain legal specialties "fit" certain groups.
- Disabled candidates cannot keep up with the workload and would be absent frequently.
- Women are not willing to travel on the job.
Your Response to Discrimination

Students rightfully resent being evaluated on criteria not connected with how they will perform legal work. How can or will you react in the interview if you are asked discriminatory questions?

(a) You can respond in the best way possible in order not to hurt your chances of a positive decision. You may want to consider the interviewer’s concerns and/or interviewing experience.

(b) You can ask the interviewer how the discriminatory question relates to the job description.

(c) You can express your indignation -- and even leave the interview.

(d) You can try to turn the question around – turning the negative question into an opportunity to express something positive about yourself.
FOLLOW-UP

Before leaving the interview, you should try to get some indication of the time framework for employee selection and the method used in notifying applicants of their status.

ASK: What is the next step in the interview process? When will it occur?

It is courteous to send the interviewer a thank you letter, expressing a continued interest in the existing job and an appreciation for the time he/she spent with you. (Please see letter example following sample cover letters.)

If you believe you may have a problem remembering the interviewer's name, ask for a business card at the end of the interview.
RECORD-KEEPING

It is your responsibility to keep track of to whom you sent your resume, when and with whom you interviewed and the outcome. Develop your own system immediately to avoid embarrassment.

HANDLING REJECTION

Not every interview is successful -- and the fault does not necessarily lie with the interviewee. Skilled interviewers are the exception rather than the rule. Mistakes are human, but it is not advisable to repeat them endlessly. You must reflect on and correct your performance. Tulane Law School lists the following as the "Fifteen Knockout Factors."

(1) Lack of proper career planning -- purposes and goals ill defined.
(2) Lack of knowledge of field of specialization -- not well qualified.
(3) Inability to express himself/herself clearly.
(4) Insufficient evidence of achievement or capacity to excite action in others.
(5) Not prepared for the interview -- no research on legal employer.
(6) No real interest in the firm, corporation or agency -- just shopping around.
(7) Narrow location interest -- focus of job search on geographical areas where the market is particularly tight.
(8) Little interest and enthusiasm -- indifference.
(9) Overbearing -- overly aggressive -- conceited
(10) Asks no or poor questions about the job.
(11) Unwilling to start at the bottom -- expects too much
(12) Makes excuses -- evasiveness -- hedges on unfavorable factors in record.
(13) No confidence and poise -- fails to look interviewer in the eye.
(14) Poor personal appearance
(15) Interested only in best dollar offer.
EMPLOYMENT DISCRIMINATION COMPLAINT PROCEDURE

Whittier Law School

NON DISCRIMINATION POLICY:

Whittier Law School is committed to equal employment opportunity and has a policy of non-discrimination on the basis of sex, race, color, age, national and ethnic origin, religion, sexual orientation or handicap in its admission policies and in the administration of its programs.

To ensure equal employment opportunity for all students and alumni, the school of law makes its facilities available only to those employers whose practices are consistent with the above policy of non-discrimination as well as the law school's sexual harassment policy.

PROCEDURE

Formal and Informal Complaints: Whittier’s placement policies, including in particular the School’s non-discrimination policy, are enforceable in both formal and informal Complaint procedures. Formal Complaint procedures contemplate proceedings leading to a determination whether Whittier’s policies have been violated and the possible imposition of sanctions. Informal Complaint procedures aim at conciliation and correction of abuses. The decision whether to file a formal or informal complaint is up to the student, and the Director of Career Services is available to consult with students who wish to file a complaint but are uncertain which course to pursue.

Confidentiality: In order to protect the confidentiality of students, the identity of all students filing complaint shall be held in confidence by the Career Services Office. Written formal and informal complaints will be kept in a confidential file in the Career Services Office, and only the Director, the Honor Board, the Governance Committee and the Dean will normally have access to that file. The identity of students filing complaints will not be disclosed to any other person without the consent of the student. The identity of the employer will be kept confidential until such time, if any, as a finding of a violation of the discrimination policy has been made.

The identity of all employers who are the subject of complaints shall be held in confidence until such time as the Honor Board, in response to a formal complaint, determines that a violation of Whittier’s non-discrimination policy has occurred and the Board’s determination has been reviewed by the Dean and the Governance Committee.
FORMAL COMPLAINTS

1. Filing: Any student who believes that an employer has violated any of Whittier’s non-discrimination policies may file a written formal complaint with the Career Services Office. A copy of the form provided for that purpose is attached. Such complaints may be initiated by the Career Services Office, a student or the Dean.

2. Investigation: Investigation of formal complaints is the responsibility of the Honor Board.

Upon receipt of a formal complaint, the Director shall investigate in order to determine whether the complaint is insubstantial. Normally, such investigation should include an interview with the student and interviews with other students who interviewed with the employer charged in the complaint. The Director shall present the results of the investigation to the Honor Board, except that the student complained may choose to exclude student members of the Honor Board from participating in the investigation and decision process. The Honor Board shall decide whether to recommend sanctions to the Dean of the Law School, as provided below. The Dean shall have authority to impose sanction on employers. The Dean may request the Honor Board to reconsider its decision and recommendations to the Governance Committee, which may review them and make recommendations to the faculty regarding sanctions before the Dean imposes or declines to impose sanctions on the employer.

If the Honor Board determines that the complaint is not insubstantial, it shall direct the Director to advise the employer, in writing, of the details of the complaint and to invite the employer to respond to the claims raised, and to provide an explanation of the conduct about which the complaint has been filed.

If the employer admits the claims made in the complaint concerning its conduct, that admission may be taken as the basis for further proceedings. If the employer contests those claims, the Honor Board shall undertake whatever further investigation it deems appropriate to determine what occurred, including, but not limited to, further written submissions, interviews or hearings. If, in the course of its investigation, the Honor Board determines that fairness to the employer requires that the identity of the complainant be disclosed to the employer, the Honor Board shall advise the complainant of that determination. If the complainant does not consent to disclosure, the Honor Board may dismiss the formal complaint. If the formal complaint is dismissed on this ground, the complainant may pursue an informal complaint.
FINDING AND SANCTIONS

If the Honor Board determines that a violation of Whittier’s non-discrimination policy has occurred, it shall recommend sanctions, which may include but are not limited to:

1. Requiring an apology to affected students.

2. Suspending the employer from recruiting on campus or advertising placement appointments through Whittier’s publications or postings.

3. Identifying the employer in materials distributed to students as acting in violation of Whittier’s policy.

In making its recommendation on the issue of sanctions, the Honor Board shall consider, among other things, the seriousness of the violation, whether the conduct was an isolated incident or a pattern of misbehavior, and the extent of any remedial measures taken by the employer. The Honor Board shall notify the parties, in writing, of its decision and of any recommendation on the issue of sanction, if any, has been reviewed by the Dean and the Governance Committee. Whenever practicable, the notice should contain a brief account of the reasons for the Honor Board’s decision.

INFORMAL COMPLAINTS

1. Filing: Any student who believes that an employer has violated Whittier’s non-discrimination policy, may file a written informal complaint with the Career Services Office. A copy of the form provided for that purpose is attached.

2. Investigation: Investigation of informal complaints is the responsibility of the Director. Upon receipt of an informal complaint, the Career Services Office shall investigate the complaint.

3. Remedial Measures and Conciliation: If the Director believes that conciliation is possible and would be useful, he or she may attempt to resolve the matter in a way agreeable to both parties.

4. Further Action: If the complaining student, the employer or the Director is dissatisfied with the results of the informal complaint procedure, the matter may be reviewed by the Dean. A student who is dissatisfied with the outcome of informal procedures may also file a formal complaint.
Monitoring of Formal and Informal Complaints: At the end of each semester, the Career Services Director shall prepare a list of all complaints received and make it available to students and faculty of the School. The list will specify the types of issues raised in the complaints and the number of times each issue was raised; it will not identify the students or employers.

Complaints will be kept on file in the Career Services Office monitored by the Director and the Dean. If a pattern of complaints against an employer emerges over a period of years, the Dean may take further action, including, but not limited to, the filing of a formal complaint based on the complained of.
WHITTIER LAW SCHOOL Career Services Office
Complaint Against Employer Form

NOTE: Please read the attached description of Whittier’s non-discrimination policy and procedures before completing this form.

STUDENT NAME: ____________________________

TELEPHONE NUMBER: ___________________ E-MAIL: ________________

ADDRESS ____________________________________________

________

CONFIDENTIALITY: The identity of all students filing complaints will be held in confidence by the Career Services Office, the Governance Committee and the Dean unless the student authorizes otherwise.

May your name be disclosed to an employer? __________

NATURE OF COMPLAINT: Describe the incident and the specific manner in which you believe it violates our non-discrimination policy (printed at page 1). Attach additional pages if necessary.

IS THIS TO BE TREATED AS AN INFORMAL ______ OR A FORMAL ______ COMPLAINT?

DATE OF INCIDENT: ________________

SETTING: ON-CAMPUS INTERVIEW ____________________________

OTHER (Please Describe) ____________________________

EMPLOYER: ____________________________________________

Address or city ____________________________________________

Name of employer representative(s) involved: __________________________

STUDENT SIGNATURE: ____________________________ DATE FILED ___

The Whittier Law School Career Services Office does not make its interviewing facilities or job listing services available to employers who discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, handicap, age or any other basis prohibited by applicable law. Students are encouraged to discuss any concerns related to employer compliance with this policy with the Director.
ADDENDUM 2

BASIC PROFESSIONAL RESPONSIBILITY RULES FOR LAW CLERKS

This list is meant to prevent the most common ethical errors committed by law clerks; it is not a substitute for a thorough understanding of the ABA Model Rule, ABA Model Code or the California Rules of Professional Responsibility.

1. You must protect your client's confidences.
   A. Do not talk about your clients by name to anyone other than a member of your law firm. Do not talk about your clients by name to any member of your law firm if you are where your conversation may be overheard (elevators, restaurants, etc.). If you wish to discuss your client's legal problem with anyone other than a member of your firm, you may do so hypothetically.
   B. Do not leave your client's files where they may be seen by someone other than a member of your firm. In particularly sensitive cases you should not leave your clients' files out on your desk overnight -- lock them in a file cabinet.
   C. Avoid using documents produced in your clerking job as writing samples. If you must, however, use only public record documents (briefs, motions, etc.) and, even then, be sure to completely black out the parties' names anywhere they appear in the document.

2. You must not influence jurors.
   If you are working for the D.A.'s office, P.D.'s office, or for a firm engaged in litigation, avoid talking about your case, the opposition, your judge or your jury if you can be overheard by any juror (whether or not s/he is a juror in your case.)

3. You must not engage in the unauthorized practice of law.
   A. Avoid giving legal advice to a lay person; always make it clear that you are not licensed to practice law.
   B. Never sign any legal document (except as a witness, where appropriate).
   C. Never sign a letter on firm letterhead without making your position in the firm clear. For example, signing your name without explanation or signing your name along with the phrase "for the firm" may lead the reader to believe that you are a lawyer. Instead, sign your name:

   Joe Smith or Joe Smith or Joe Smith
   Law Clerk Summer Clerk for Dave Brown

   D. Never use firm letterhead for personal use.

(Prepared by Professor Cindy Alberts-Carson)

ADDENDUM 3
RESOURCES

Career Services Library
WHITTIER LAW SCHOOL

Directories

- America’s Greatest Places to Work With a Law Degree
  Harcourt Brace

- California Attorneys for Criminal Justice Membership Directory

- California Minority Counsel Program Directory of Participants

- The Congressional Internship Book
  Career Education Institutes

- Directory of California Lawyers, January & July Daily Journal

- Directory of Legal Aid and Defender Offices in the United States and Territories
  National Legal Aid and Defender Association

- Environmental Law Careers Directory

- Federal Careers for Attorneys
  Federal Reports Inc.

- Federal Law-Related Careers
  Federal Reports Inc.

- Federal-State Court Directory
  Want Publishing

- Federal and State Judicial Clerkship Directory
  NALP

- Fellowship Opportunities Guide
  Yale Law School

- Directory of Graduate Law Degree Programs
  Federal Reports, Inc.
Directories (cont.)

- Great Careers/The Fourth of July Guide to Careers, Internships, and Volunteer Opportunities in the Nonprofit Sector

- Green Law Public Interest Environmental Internships Career Education Institutes

- Health Resource Center/Resource Directory National Clearinghouse on Postsecondary Education for Individuals with Disabilities

- JD Preferred -- 400+ Things You Can Do With A Law Degree Federal Reports, Inc.

- The Judicial Yellow Book Leadership Directories Inc.


- Lawyer's Register International by Specialties and Fields of Law Lawyer's Register Publishing Company

- Directory of Legal Aid and Defender Offices in the United States and Territories The National Legal Aid & Defender Association

- Legal Careers in New York State Government Government Law Center

- 1999 Legal Times Directory of Greater D.C. Law Firms

- Martindale-Hubbell Law Directory

- Minority Judges of the United States ABA Judicial Division

- The Music & Entertainment Industry Internship Guide Entertainment Media Consultants

- National Directory of Prosecuting Attorneys National District Attorneys Association

- NALP Directory of Legal Employers 2000 (multiple copies) National Association for Law Placement
- Public Interest Career Day Directory (Annual)
  UCLA

- NAPIL Directory of Public Interest Legal Internships
  NAPIL

- Public Service and International Law
  Yale Law School

- NAPIL Partner Fellowship Opportunities
  NAPIL

- The National Directory of Prosecuting Attorneys
  The National District Attorneys Association

- Directory of Opportunities in International Law
  John Bassett Moore Society of International Law

- Pacific Coast Studio Directory
  Jack Reitz

- Public Interest Profiles
  Congressional Quarterly

- Public Interest Job Search Guide
  Harvard Law School

- State Administrative Officials Classified by Function
  The Council of State Governments

- State Court Clerks & Courthouses
  WANT Publishing

- USC Guide to Public Interest Law

- Washington, D.C. Internships in Law and Policy
  Career Education Institutes
General Career Guidance

- Careers in Communications and Entertainment
  Leonard Mogel

- The Federal Resume Guidebook
  Kathryn K. Troutman

- The First Five Minutes
  Mary Mitchell

- Information Interviewing -- What It is and How to Use It In Your Career

- The Insider's Guide to Small Business Loans
  Dan M. Koehler

- The Job Hunting Handbook
  Dahlstrom & Company

- Job Strategies for People with Disabilities
  Melanie Astaire Witt

- Paths to Power A Woman's Guide from First Job to Top Executive
  Natasha Josefowitz

- Reality 101
  Fran Katzanek

- Slam Dunk Cover Letters
  Mark Rowh

- Sweaty Palms/The Neglected Art of Being Interviewed
  H. Anthony Medley

- The Three Boxes of Life & How to Get Out of Them
  Richard Bolles

- What Color is Your Parachute
  Richard Nelson Bolles

- Working Together - A Personality-Centered Approach to Management
  Olaf I. Sachsen, Ph.D
Legal Career Guidance

- Alternate Careers for Lawyers
  Hillary Mantis

- Annotated Bibliography of Public Interest Placement Resources
  NAPIL

- All Things Being Equal Videotape/Interviewing
  NALP

- Alumni/ae at Work A Law Student's Guide to Legal & Non Legal Careers
  Stanford Law School

- Boalt Hall Career Library Resources
  - Where to Look When You Conduct a Job Search
  - Sticking With It: A Three-Year Plan for Law Students Pursuing a Career in Public Service
  - Fellowships and Funding Sources in Public Service
  - Lawyers and Layoffs: Some Strategies in a Difficult Professional Era
  - From Private Sector to Public Interest: Changing the Direction of Your Career

- Breaking Traditions: Work Alternatives for Lawyers
  ABA Section of Law Practice Management

- Business Lawyer's Handbook
  Clifford Ennico

- California Practice Guides The Rutter Group

- Careers in Admiralty and Maritime Law
  ABA

- Careers in Bankruptcy Law
  NALP

- Careers in International Law
  The American Society of International Law 1998 Edition

- Careers in Natural Resources and Environmental Law
  Percy R. Luney, Jr.

- Careers in Sports Law
  Kenneth L. Shropshire
- The Complete Guide to Contract Lawyering
  Deborah Arron
  Deborah Guyol

- Conquering First Year Interviewing
  Squire, Sander & Dempsey

- Dear Sisters, Dear Daughters. Words of Wisdom from Multicultural
  Women Attorneys Who’ve Been There and Done That
  Karen Clanton, Editor

- Employability Conferences (Videocassettes)
  Loyola Law School Office of Multi-Cultural Affairs

- Entertainment Law Career Day (Videocassettes)
  Southwestern Law School

- A Fair Shake - Lawful and Effective Interviewing
  NALP

- The First Five Minutes. How to Make a Great First Impression
  Mary Mitchell

- From Law School to Law Practice
  The New Associate’s Guide
  Suzanne B. O’Neill, Catherine Gerhauser Sparkman

- From Law Student to Lawyer/A Career Planning Manual
  Frances Utley, Gary A. Munneke

- Full Disclosure - Do You Really Want to be a Lawyer
  Susan Bell/ABA

- The Great Firm Escape
  Harvard Law School

- Guerrilla Tactics: For Getting the Legal Job of Your Dreams
  Kimm Alayne Walton, JD

- Guide to Education and Career Development In International Law
  International Law Students Association (ILSA)

- A Guide to Environmental Law in Washington, D.C.
  Charles Openchowski

- Guide to Law Specialties
  National Association for Law Placement
- Guide to Law Specialties
  Placement Association of Cleveland

- A Guide to Small Firm Employment
  NALP

- How to Build and Manage a Personal Injury Practice
  K. Wiliam Gibon
  Law Practice Management
  ABA Planning Manual

- How to Start & Build a Law Practice
  Jay G. Foonberg/ABA

- Judgment Revised
  Alternative Careers for Layers
  Jeffrey Strausser

- Kanter on Hiring
  A Lawyer's Guide to Lawyer Hiring
  Arnold B. Kanter

- Law Clerk Handbook
  WEST Publishing

- Law Firms and Pro Bono
  NAPIL

- Law School Guide to Public Interest Careers
  NAPIL RESOURCES

- The Lawyer's Career Change Handbook
  Hindi Greenberg

- The Lawyer's Guide to the Internet
  G. Burgess Alison/ABA

- Lawyers in Transition
  Planning a Life in the Law
  Mark Byers, Don Samuelson, Gordon Williamson

- Legal Career Options
  Tulane Law School Career Planning & Placement

- Life After Law
  Mary Ann Altman
- Managing a Law Firm for Survival
  Jack A. Gottschalk
  Robert Small

- Model Rules of Professional Conduct
  Center for Professional Responsibility  ABA

- More Than Part-Time. The Effect of Reduced Hours Arrangement
  Employment Issues Committee, The Women’s Bar Association of Massachusetts

- NALP - Legal Careers/Choices & Options
  NALP

- National Bar Exam Information
  BAR/BRI Digest

- No Matter How Loud I Shout: A Year in the Life of Juvenile Court
  Edward Hume

- Nonlegal Careers for Lawyers in the Private Sector

- Now Hiring - Government Jobs for Lawyers
  Moira K. Griffin

- Objection Overruled. Overcoming Obstacles in the Lawyer Job Search
  Kathy Morris

- Opening a Law Office  A Handbook for Starting Your Own Business
  California Young Lawyers Association

- Practical Planning  -- A how-to-guide for solos and small law firms
  Henry W. Ewalt/ABA

- Public Services and International Law
  Yale Law School
  Harvard Law School

- Practical Systems  -- Tips for Organizing Your Law Office
  Charles R. Coulter/AGA

- Proceed with Caution: A Diary of the First Year At One of America's
  Largest, Most Prestigious Law Firms
  William R. Keates, Esq.
- Public Interest Job Search Guide
  Harvard Law School

- The Road Not Taken
  NALP

- Running From the Law
  Deborah L. Arron

- Ten Tough Times -- Videocassette Program
  Advice to Associates on Handling Some Hairy Situations
  James C. Freund, Practising Law Institute

- What Can You Do With a Law Degree?
  Deborah Arron

- What Law School Doesn’t Teach You
  Kimm Alayne Walton

- Whittier Law School Alumni Directory

- Where Do I Go From Here/ A Career Planning Manual for Lawyers
  Frances Utley/ABA

- Women Rainmakers' 101+ Best Marketing Tips
  Theda C. Synder

  Edna Wells Handy
  Practising Law Institute

- Your Legal Career - A Guide to Interviewing
  Lord, Bissell & Brook

- 30 Biggest Mistakes Legal Jobhunters Make and How to Avoid Them
  National & Federal Legal Employment Report
Publications

California Lawyer

Capitol Weekly

Environment Careers Bulletin

Lawyers Weekly USA

Los Angeles Daily Journal

The National Law Journal

Opportunity NOCs  (Nonprofit Organization Classifieds)

Orange County Lawyer

PIES Job Alert

The Third Branch/Bulletin of the Federal Courts

Variety
A Career Planning Manual for Lawyers. Kruger expresses doubt that one may "plan" a legal career, but that gathering as much information as possible can help and that Utley's book is helpful in this regard. Kruger concludes, however, that some of Utley's book is overly optimistic with respect to the number and variety of career options available to lawyers in the current market.