

WELCOME

Welcome to the Office of Career Services, where we offer you a variety of career planning services to support your job search efforts! We hope the following information will help you become acquainted with us. The most current source of information about our office is our website, www.luc.edu/law/career. Please check it frequently!

OFFICE HOURS

Monday, Tuesday, Friday	8:30 a.m. -- 5:00 p.m.
Wednesday, Thursday	8:30 a.m. -- 7:00 p.m.

Please note that our hours during the summer, exams, and holiday periods may differ slightly from this schedule. We accept counseling appointments for evening division students and alumni after normal business hours. Please call, email, or stop by our office to schedule an appointment.

LOCATION

Corboy Law Center	Phone:	312-915-7160
25 East Pearson Street	Fax:	312-915-7194
Suite 1301	E-mail:	law-career@luc.edu
Chicago, IL 60611	Website:	www.luc.edu/law/career

Symplicity website: <http://law-luc-csm.symplicity.com/students>

STAFF

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WHO IS YOUR CAREER COUNSELOR?

- Last names beginning with A-D: **Maureen Kieffer**
- Last names beginning with E-K: **Jayne Schreiber**
- Last names beginning with L-R: **Greg Veza**
- Last names beginning with S-Z: **Marianne Deagle**

<p style="text-align: center;">PASSWORD & LOG-ON INFORMATION FOR CAREER RELATED WEBSITES</p>

Law School Job Postings Database

Symplicity

On November 1, you will receive an email to your Loyola Groupwise account containing your personal username and password for Symplicity.

CSO Website Resources

- **4 or More List**
- **All other password protected portions of the CSO website**
Username: student
Password: loyolaonline

Government Resources

- **Arizona Government Honors & Internship Handbook**
Username: snicker
Password: doodle

Public Policy Resources

- **Arizona Public Policy Handbook**
Username: world
Password: peace

Judicial Clerkship Online Resources

- **Vermont Guide to State Judicial Clerkship Procedures**
Username: green
Password: mountains

Public Interest Online Job Resources

- PSLawNet - www.pslawnet.org,
 - Click on the link titled “Job Seekers” in the orange box on the right-hand side of the homepage to create your own username and password.

Internships

- **USA Internships, www.internships-usa.com**
Username: black
Password: acre

OFFICE OF CAREER SERVICES

SERVICES THE CSO PROVIDES

CAREER COUNSELING

Students may seek individual career counseling with our staff. Call 312-915-7160, email law-career@luc.edu, or stop by to schedule an appointment in advance. Our counselors assist students with: self-assessment, career planning and job search counseling, networking, resumes, cover letters, waiver letters and thank you letters, job selection and acceptance issues, interview skills counseling, and mock interviews.

MOCK INTERVIEWS

Individual mock interviews are offered to students and alumni to improve their interviewing skills. Most students who participate find this to be a very useful tool to improve their interviewing skills.

COMPUTER RESOURCES

The CSO has several computers, printers, fax machine, and a scanner available for students and alumni to do career-related research. You may print resumes, cover letters, and writing samples and use Microsoft Excel to mail merge labels and/or cover letters for use in targeted mailings.

INTERVIEW PROGRAMS

Loyola participates in several interviewing programs including:

- On-Campus Interviewing Program at Loyola University Chicago
- Midwest Public Interest Law Career Conference
- BLSA Midwest Minority Job Fair
- Equal Justice Works Conference & Career Fair (Washington, DC)
- Lavender Law Conference
- Patent Law Interview Program

SPEAKERS AND PROGRAMS

The CSO sponsors a number of career skills and legal career information programs. These programs vary from “How to Write a Legal Resume” to “Recharging Your Job Search” to “How to Apply for Judicial Clerkships.”

CSO NEWSLETTER

The CSO publishes a monthly newsletter that contains information about career-related matters including upcoming events and programs at Loyola and throughout the city and country.

CSO WEBSITE

Contains numerous job search ideas and resources.

JOB POSTINGS

Symplicity, the Career Services job posting database, contains a list of all part- and full-time job announcements received by the office. Our office also uses Symplicity to manage student information and schedule interviews for the on-campus interviewing program. All students will be given a Symplicity username and password during November of their 1L year. Symplicity can be accessed at <http://law-luc-csm.symplicity.com/students>.

CAREER-RELATED BOOKS, NEWSPAPERS, DIRECTORIES, HANDOUTS, VIDEOS AND POWER POINTS

OFFICE OF CAREER SERVICES

First-Year Frequently Asked Questions

What is the role of the Office of Career Services in helping me to find employment?

The role of our office is to assist you in assessing your career goals, exploring how you can apply your legal education to the workplace, and preparing you to make the transition to a professional career. The Office of Career Services provides the following services:

- Individual career counseling
- Resume and cover letter counseling
- Interview skills preparation
- Programs on career choices in the public, private and alternative sectors
- Access to books, periodicals, directories, newsletters and computer resources
- On-line access to job postings and lists of legal employers
- Information regarding practice areas and settings, judicial clerkships, job fairs, fellowships, honors programs, etc.
- Networking resources

What is the best way to prepare for a summer job search?

- Review the 1L Handbook and the “Where to Start” materials on our website to begin the process of self-assessment, information gathering and career planning that will focus your job search
- Create a legal resume and draft cover letter language that can be tailored to specific employers (use the resume and cover letter sections of the Handbook for help)
- Identify practice areas and practice settings of interest to you
- Begin networking by identifying individuals working in the practice areas and practice settings of interest to you (Loyola alums, alums of your undergrad, friends of your family, parents of your friends, etc.) and contacting them for informational interviews to learn more about what they do
- Make an appointment with your counselor in the Career Services Office to discuss your career goals and review your resume and cover letters
- Become familiar with Symplicity, our online job posting database, and check it regularly for posted opportunities (but bear in mind that most positions are filled by networking, rather than job postings)

How do I make an appointment with one of the Career Services counselors?

- Call the office at (312) 915-7160 OR
- Email the office at law-career@luc.edu

What is Symplicity and how often should I check it?

Symplicity is an internet-based application that manages career services information. Our office uses it to manage student information, post jobs, and schedule interviews for our on-campus recruiting and patent law interview programs. Begin checking Symplicity periodically in late November to get familiar with it. After Christmas break, you should check Symplicity twice a week to look for summer opportunities.

How do I identify private practice law firms and corporations to contact about summer jobs?

Look at the following resources, which can be found in our office, online or at our website:

- Symplicity job postings

- Chicago Area Law Firms With 4 or More Attorneys list (*username: student, password: loyolaonline*)
- Sullivan's Law Directory (in CSO and law library)
- NALP Directory of Legal Employers at: www.nalpdirectory.com
- List of Employers Who Hired 1Ls Last Year (in this handbook)
- Martindale-Hubbell Directory at: www.martindale.com
- Bar Associations: some publish lists of their members and where they work
- Talk to the 2Ls and 3Ls about what they did last summer
- Crain's Book of Lists

Where do I look for a public interest or government job this summer?

You should determine the type of work you would like to do and then contact the organizations that do that type of work. Take a look at the following resources, found in our office or at our website:

- Our website (www.luc.edu/law/career)
- Network with alumni who work in public interest
- Check Symplicity for public interest job postings
- This Handbook under Tab 9 - Public Service Career Planning
- Public Service Law Network – PSLawNet.org
- University of Arizona Government Honors and Internship Handbook www.law.arizona.edu/career/honorshandbook.cfm (Username: snicker | Password: doodle)
- Sullivan's Law Directory: Federal, state, county and city agencies in Illinois
- Federal Legal Employment Opportunities Guide - published by NALP
- List of Employers Who Hired 1Ls Last Year (included in this handbook)
- Look at the Public Interest Law Initiative (PILI) at www.pili-law.org/index.html
- IllinoisProBono.org

How do I find a job with a judge this summer?

First year students are eligible to apply for summer judicial externships in the spring semester. Josie Gough administers the externship program and will send out an email early in the spring semester to inform you of these opportunities. Find information about judicial externships at <http://www.luc.edu/law/career/externships.html>. Students can also initiate a search for a position with a judge by viewing the Symplicity job postings or by directly contacting judges to inquire about job opportunities.

When should I be ready to send out resumes my first year?

After you have done your research on the types of employers you are interested in. There is a lot of work that goes into deciding where to apply long before you actually begin applying. Research the organizations you are interested in by reading the CSO's website, calling the organizations you are interested in, and talking to your career counselor. Law firms, public interest organizations, government agencies, judges and corporations have various deadlines. Many deadlines for federal government hiring and public interest funding occur on December 1st. Most small and mid-size law firms hire in the spring semester. Some large law firms conduct 1L minority law student recruiting starting December 1st. Minority law students who are interested in working in large law firms should go to www.nalpdirectory.org to learn which firms are hiring 1Ls and be ready to email materials to those firms on December 1st or very soon thereafter.

What should I expect to be paid?

- Most small and medium law firms will pay you an hourly wage of between \$10.00 and \$20.00 per hour.
- Summer internships with public interest organizations and government agencies tend to not pay but offer great opportunities to gain valuable experience. See the funding ideas on our website.
- Corporations tend to pay a weekly salary.

OFFICE OF CAREER SERVICES

First Year Job Search Timeline

November

- Attend Career Services First Year Orientation
- Get familiar with the CSO website
- Read the 1L Career Services Handbook
- Attend 1L Tuesday Series sessions in November to learn how to create a resume and cover letter
- Attend the “Meet the Public Service Organizations’ Reception”
- Use your Symplicity username and password to explore our Symplicity database
- Read all CSO emails
- Read the CSO Newsletter
- Read the Law School Announcements emails
- See “1L Where to Start” materials on the CSO website

December

- Create a job search plan with your assigned counselor
- Meet with your counselor to review your resume and first cover letter
- Look for law firm invitations to attend receptions over the winter break
- Minority students – be aware of large law firm opportunities by reviewing them on CSO website and Symplicity
- If you plan to work outside of Chicago your first summer, get familiar with those legal communities and consider setting up meetings with networking contacts over winter break
- Register for the Midwest Public Interest Law Career Conference (<http://mpilcc.uchicago.edu/>). Research the employers who attend this event
- Pay attention to Government Honors & Internship Handbook deadlines for 1Ls

Winter Break

- Contact individuals in your network (former employers, parents’ friends, friends’ parents) to gather information about legal practice areas, the job market, and to let them know you are looking
- Attend law firm events
- Meet with your counselor if you are in town and didn’t get a chance prior to winter break

January

- Create a job search plan with your counselor if you didn’t get a chance to do so in December
- Select a writing sample and create a list of references for use in Spring interviews
- Continue to research the resources on the CSO website
- Attend “Practice Tracks” – a city-wide program to become familiar with what lawyers do

February

- Be aware of public interest employment deadlines for summer (see Public Interest webpage)
- Attend Midwest Public Interest Law Career Conference in Chicago
- Watch for law school clinic and research assistant opportunities in law school announcements and on Symplicity
- Begin to schedule out-of-town informational interviews for spring break
- Apply to become a judicial extern for the summer or fall – attend info sessions

March

- There are many deadlines in March, especially in government and public interest so pay close attention
- Register for Loyola's Patent Law Interview Program (if you have a background in science)

Spring Break

- Contact people in your network to gather information about legal practice, the legal market and to discuss summer opportunities
- Schedule interviews for summer employment

April

- Attend all CSO programs (especially "Preparing for your Summer Job" held in conjunction with the library staff)
- Register for job fairs – check job fairs web page on CSO website
- Try out for law journals and/or moot court – an excellent experience and good on a resume

Summer Break

- Continue to respond to Symplicity listings if you are still in need of a job
- Work full or part-time to obtain legal experience
- Continue to register for job fairs
- Bid on on-campus interviews
- Read emails from CSO and our website to remain informed about second year job search information, and career services events and activities
- Update your resume and cover letter with your summer experience
- Select one or more writing samples and revise and redact as necessary
- Create a career file to keep track of your summer work experience and contacts including: (1) brief descriptions of your assignments, (2) your written work product, (3) list of client for whom you worked, (4) list of attorneys with whom you worked
- Research long-term career options and geographic areas
- Attend OCI prep programs and meet with your counselor to prepare for OCI interviews

GLOSSARY OF CAREER-RELATED TERMS

Externship – An attorney-supervised student internship for which academic credit is granted, which can be done during the school year or summer. Josie Gough administers the externship program, which includes opportunities in criminal, corporate, child law, health law, government, and judicial. Many of these opportunities require 51 credit hours. 1Ls may apply for judicial externships for the summer after their first year.

Fellowship – Funded opportunities to work in public interest organizations or in law schools while in law school or after you graduate. The range of practice areas and geographic locations are numerous.

Internship – A non-paid position, with no academic credit awarded, typically in government or public interest.

Job Fairs – Opportunities to meet numerous employers to learn about their organizations and possibly to interview for positions. Some job fairs are information-oriented and provide an opportunity to talk to attorneys in the field (“table talk”). Other job fairs offer interview opportunities for summer or post-graduate employment.

Judicial Clerkships – A post-graduate opportunity to work full-time for a judge researching, writing, and assisting the judge in resolving the cases pending on the judge’s docket. Opportunities exist in state courts as well as federal courts. The application process starts in the spring of your second year.

Law Clerk – A part time, paid position at a law firm usually held by a law student during the school year or the summer.

Mass Mailing/Targeted Mailing – A mass mailing is when an applicant sends a generic cover letter and resume to numerous potential employers, usually law firms. A targeted mailing is a more tailored approach in which a student selects certain firms based on his/her interest/background. For example, a student interested in family law would send materials to law firms with family law practice groups.

Mock Interview – A simulated legal interview with a career counselor where the counselor gives detailed feedback and tips for polishing your interviewing skills.

On Campus Interviewing (OCI) – An opportunity available to 2L and 3L students in the fall to interview on campus with various employers. The process to prepare for OCI begins in the spring and extends throughout the summer.

Practice Areas – An attorney’s legal specialty or the area of law in which an attorney primarily focuses his or her career. Many firms and public interest organizations are organized into practice areas. The ten most common practice areas include: Bankruptcy, Banking & Finance, Corporate Practice, Intellectual Property Law, Litigation, Real Estate, IT Litigation, Labor & Employment, Reinsurance, and Tax.

Practice Setting – the type of legal organization in which an attorney works. Various practice settings include: firms, government, public interest organizations, corporations, banks, etc.

Reciprocity – An agreement between Loyola’s Office of Career Services and another law school’s career services office to allow law students or alumni to use job search resources - a useful tool when looking for employment in other cities.

711 Law License – Under Illinois State Law, law students who have completed 51 credit hours are eligible to apply to the Illinois Supreme Court for a 711 license, which allows them to practice law under the direct supervision of a licensed attorney at a government or non-profit agency. Many externships require a 711 license.

Summer Associate – A position for 2Ls in which the student is paid a salary for the summer with the possibility of receiving an offer for full time employment for post-graduation. These programs are most often available at large law firms and the interview process takes place in the beginning of the second year.

OFFICE OF CAREER SERVICES

NETWORKING GUIDE

NETWORKING FACTS

Fact: Approximately 70% of all jobs are found through networking

Fact: 60% of all jobs openings are never advertised

Fact: The best way to learn about job openings is to talk to lawyers practicing the kind of law you want to practice

Fact: Students who network find jobs much more easily than those who do not

Fact: Networking is the most powerful job search technique in existence.

WHAT IS NETWORKING?

Networking is simply meeting people, gathering information, and developing a relationship. As law students, you are entering a new profession. In order to know which aspect of the profession you might want to pursue, you will need to meet lawyers who can give you advice, perspective, mentoring, introductions to people and sometimes job leads that will help you throughout your career. Networking is not so much about who you currently know, although that helps – it is about who you meet and with whom you develop a relationship. All facets of your life can be enhanced by developing a strong network – getting solid recommendations about good restaurants, real estate agents and doctors, for example, or figuring out how to get good tickets to a big game or concert can be much easier to do if you have a network of contacts you can go to for advice. Networking can take place anywhere – in an elevator, airplane, a law school event, at a bar association meeting – anywhere two people are talking and building a relationship. The topic of the conversation is not as important as building rapport and establishing a level of trust and credibility.

WHAT NETWORKING IS NOT

The act of networking can have a bad connotation because there are people in the world who do not network correctly. Schmoozing, pressing the flesh and working a room are not networking. **Asking for a job is not networking.** Never, ever ask for a job when you are networking. It is the fastest way to end a conversation because most people you meet will not have a job to give you. What they will have are their expertise, time, ideas and information, which may lead to a relationship and to the possibility of a job somewhere sometime in the future. Meeting with an alum to gather information about that alum's career path and practice area is networking and you should begin to hone this skill during your first year at Loyola.

WHY YOU SHOULD NETWORK

Distinguishing yourself from other applicants is essential to obtaining an interview. It is not unusual for a law firm to place a job announcement on an internet job site and within days have hundreds of resumes from that single posting. Career counseling professionals estimate that almost 60% of all jobs that are filled never get advertised – no newspaper or internet ad, no placement on a company website, no professional recruiter or headhunter, no career fair. So – how do people learn about these opportunities? Current employees of the company often tell the people who have networked with them when a position is opening and/or help them get interviews. All this occurs before the company advertises the opening.

Consider this from the employer's perspective. If you were a hiring manager at a law firm and had several trusted employees, would you spend thousands of dollars advertising an associate position, sift through hundreds of resumes, conduct several hours of interviews, and then hire someone you do not know with the hope that this new person will be a model employee? Or would you rather interview candidates referred to you by trusted friends and colleagues who have put their reputations on the line by referring candidates to you – their boss?

HOW TO NETWORK

Before you start any undertaking, you need to prepare by taking care of some basics. If you were to take a road trip this weekend you would pack a bag, fill your car with gas, take out money from the bank and even buy a map. The same holds true with networking; you need to be prepared.

Developing Your One-Minute “Elevator” Speech

You are in an elevator and happen to strike up a conversation with a lawyer standing next to you. Can you quickly give a one-minute speech that will let the person know who you are and what your career interests are? If you have not developed this one-minute speech, it is critical that you create one and get good at communicating it. By developing a one-minute “elevator” speech, you will sound like someone who has a plan, knows what they want and you will make a good first impression and increase the likelihood of making a new contact. A good one-minute elevator speech includes:

1. Relevant background information: education and experience
2. A summary of your career interests
3. A question about the lawyer's practice area or career path

For Example:

I am a second year law student at Loyola University Chicago School of Law. I am a child law fellow and hope to practice in the area of family and child law when I graduate in 2011. I did a summer internship this past summer at the Public Guardian's office and now work at Schiller, DuCanto & Fleck. The internship allowed me to advocate on behalf of children in child custody cases. At Schiller, I am doing legal research and writing on divorce, child custody, adoption and elder law issues and have gone to court on several cases with the lawyers in the firm. I would like to use this experience to practice as an associate in a family law firm after law school. As a family law attorney, what law school experiences do you feel helped you to prepare for your family law practice?

Networking Steps

Resume

Be sure to have your resume reviewed by your career counselor in case one of your contacts requests it.

Research and Find Common Ground

Before contacting anyone, begin by assessing your personal network. Think about all of the people you know (friends, family, classmates, former employers or co-workers, community figures, acquaintances from your place of worship, past or current faculty, etc.). Let the people in your network know about your interests. Ask them who they might suggest you talk with to learn more about the field you are interested in. Contacts are often very willing to provide information and share their expertise with others for the asking. You will find people enjoy discussing themselves and their work, especially with novices in the field. Beyond your own personal network, there are numerous resources that will help you expand your network. Join bar associations, read legal newspapers, magazines, and journals about the going's on in the local legal community, talk to faculty members, check out Martindale.com and Lexis/Nexis and Westlaw's career websites. Then scour organization/firm websites for bios on the attorneys. Find a Loyola grad or a graduate of your undergraduate institution. Look for an alum in the city you hope to move to. Talk to the Office of Career Services for ideas. Look for someone you have a connection to. They are more likely to share their time with you if you have

something in common.

Create Your Correspondence Asking for an Informational Meeting

Create an email message or write a letter asking for a 30 minute informational meeting with a person you hope to network with and have your counselor review it for content and tone. The informational interview is one piece of the “job search strategy puzzle.” It is part of a research process, one in which information and contacts are gathered from people who are already working in target positions or organizations. It is an excellent method of conducting market research. The structure of the informational interview is one in which **you** ask the majority of the questions and direct the course of the discussion, as opposed to the job interview in which you are answering questions about yourself.

WHY DO INFORMATIONAL MEETINGS?

- To research job market information
- To find out about career paths that you did not know existed
- To help clarify, define, and re-define your interests and goals, gaining self-awareness through the process
- To prepare for job interviews – the more comfortable you become meeting with attorneys to discuss the legal profession, the less stress you will experience when you interview for positions in the legal profession
- To get first-hand information and impressions from people who know the ins and outs of the profession
- To get leads on jobs and/or other informational interviews
- To learn about professional organizations and publications which may be helpful to you in your career
- To build confidence in your ability to discuss your career interests, strengths, and goals
- To discover whether your strengths and personality would be well suited to a specific career
- To become a more impressive job candidate by learning what is important to employers
- To expand your professional network and become known by the “players” in the field
- To develop skills that will serve you throughout your professional life

What Your Correspondence Should Contain

Your connection to the contact: state that you are a Loyola law student or a graduate of your common undergraduate school (or whatever connection you have to the person).

State Why You Are Contacting Them

Because, for example, they have a tax practice and you are interested in learning more about it or because they practice in a four attorney firm and you are interested in learning more about small firm practice. For example: *“I really want to learn more about your tax practice and the career path that you took,”* or *“I’d really appreciate any advice you would have for a student interested in family law and how to best market myself in a down economy,”* or *“I’d love to get your thoughts on the firms in Chicago that are doing the best work in your area of law.”*

Examples of What to Say on the Phone or in an E-mail

Example telephone call script:

“Mr. Jones, my name is _____. I am a 1L/2L/3L at Loyola, and I was given your name by _____. I understand that you practice in the area of _____, and I am very interested in learning more about that field. I’m looking for some general information and wonder if you might have 15 minutes for me to drop by your office. I’d love to hear your advice and ideas for a student in my position.”

Example e-mail script:

Dear Ms. Jones:

I am a 1L/2L/3L at Loyola, and I was referred to you by Professor _____ when she learned of my interest in tax law. I'm very interested in the field, and would love to get your insight on how to make myself most marketable to firms with a strong tax practice. If you could spare 15 minutes for a brief meeting in your office or a phone call at your convenience, I would appreciate the opportunity to get your advice for a student in my position. Please let me know if there is a convenient time to reach you, and I will follow up by phone next week.

Sincerely,

Susan Student

Follow-Up:

Follow-up via a telephone call within 72 hours to try to schedule a meeting.

Be Prepared To Talk When You Call:

When you call, your contact may answer the phone and say "I have 10 minutes right now, let's talk" so be prepared to have the conversation right then. Prepare a list of questions to ask about their practice, their firm, their career path, how they see their practice changing and developing in the future, what types of classes and internships they would recommend, etc. Make sure your resume is updated and proofread so you can provide it immediately should they request it. Otherwise, ask your contact when it would be convenient for you to meet them at their office. All correspondence, whether in letter or email format, must be professional, grammatically correct and typo free. Proofread!

WHAT TO DISCUSS IN AN INFORMATIONAL MEETING
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Your goal is to gather information which means you need to be prepared to ask your contact questions. In other words, it is up to you to direct the discussion. Your goal is to acquire basic information and impressions about work responsibilities, lifestyles, working conditions, educational and experience requirements, etc. Remember that the informational interview should be a low-stress, enjoyable conversation.

Introduce yourself and establish a climate of relaxation through "ice-breaker" types of conversation (mutual contacts, the weather, the office environment). Express your appreciation that the contact is taking time to talk with you. Recognize that their time is valuable and that you don't want to take up too much of it. Continue to develop rapport by asking the contact to tell you about their position, their personal career development, and their likes and dislikes about the field.

Suggested Questions to Ask Your Networking Contact

Design your questions by first considering what you want to know. Your first informational interviews may be fairly general. As the search continues, you will ask more sophisticated questions about how to find a job in a particular market. Any of the questions that follow will provide you with useful information:

- How did you become interested in this area of the law?
- What part of your job provides the most challenges?
- What changes have you seen in your practice area over the years?
- How do you acquire clients (if in private practice)?
- Are there any lifestyle considerations I should be aware of?

- If you could start all over again, would you choose the same path?
- Are there any personal attributes which you feel are crucial to success in this field?
- What kinds of coursework, additional training, and practical experiences will make me most marketable in your field?
- What do you think of my experiences to date? How can I improve my experience and resume?
- Are there any professional organizations or publications that I should look into to learn more about the field?

End the interview with expressions of thanks for the contact's time and candor. As you near the end of the discussion, say, "You have been very helpful, thank you so much for taking the time to speak with me. Is there anyone else in Chicago you would suggest I talk to about practicing family law? May I say that you suggested I call?" Ask for permission to stay in touch to inquire about new developments and future leads.

Always Send a Thank You

After calling or meeting your contact, send a thank you note or email right away. Explain how much you appreciate the referrals and let them know that you'll be in touch from time to time.

Evaluation and Follow-Through

An important final step is the evaluation of the information which you have gathered, and following up on any leads that you have been given. Ask yourself the questions: What positive and negative impressions do I now have about the practice area/setting? How did this interview help me to clarify my career objectives? What more do I want to learn about this practice area/setting? What are my next steps? After each informational interview, you should also make notes about your conversation to follow up on each lead and suggestion you were given. If you were given additional names of attorneys practicing in the field – follow up with them! It would be embarrassing for a contact to let a friend of theirs know that they referred "a really terrific Loyola 2L" to them – and that really terrific Loyola 2L never bothered to call. If a contact suggested groups to join or publications to read, make sure you check them out. Following up on the suggestions you were given will also create opportunities to get back in touch with your contact to say thank you – for a personal referral that turned into a job offer, for a book recommendation that you found particularly helpful in your job search, etc.

CONTACT MANAGEMENT SYSTEM

Keep track of the people with whom you network by using Access, Excel, a three-ring binder or note cards. Record your contact's name, contact information, employer, notes, follow-up, date of last contact.

ETIQUETTE AND OTHER CONSIDERATIONS

- Make at least three contacts during the semester. Remember that looking for a job is like taking another class so set time aside each week to conduct your search.
- Many of your networking contacts will have tight schedules, do not demand too much time.
- Professors can be an important link on your network chain – talk to them about their area.
- Do not ask for a job or internship – just ask for information in order to build the relationship.
- Follow-up promptly on referrals.
- Contact people by their preferred method of contact.
- Prepare a telephone script and proofread your email before making contact.
- Don't give up – you may need to try 2-3 times to reach the contact.
- Be confidential – don't share sensitive information the contact shares with you.
- Keep your relationship with your contact alive by periodically checking in and updating him/her.
- Send your contact a thank you card or letter to let him/her know how their counsel has been valuable.
- Networking is a two-way street – if you see or read information your contact might find useful, share it with him/her.

INITIAL CONTACT NETWORKING LETTER

Susan Student
223 S. LaSalle Street • Apt. 1005 • Chicago, IL 60610
773-555-0125 • student@luc.edu

November 3, 2009

Ms. Jennifer Smith
Wadsworth & Longfellow, LLC
35 W. Wacker Dr.
Suite 2900
Chicago, IL 60603

Dear Ms. Smith:

Anne-Marie Rhodes, tax professor at Loyola University Chicago School of Law, suggested that I contact you. She thought that, as an alumna practicing in the area of tax law, you would be in an excellent position to assist me with my career exploration.

As a second year law student with a bachelor's degree in accounting, I am exploring potential career paths and am interested in tax law. I would like to hear your impressions of the field and discuss future trends for the industry.

I will call your office next week to see if we could arrange a short meeting at your convenience. Thank you for considering my request.

Sincerely,

Susan Student

- Be concise.
- Make a connection between you and the reader – e.g. alumnus of your school, mutual acquaintance, etc.
- State your purpose without pressuring the reader.
- Explain your situation briefly.
- Request a meeting at a mutually convenient time, and indicate that you will call to make arrangements.

SAMPLE THANK YOU LETTER

Dear Ms. Smith:

I would like to thank you again for meeting with me the morning of the 25th. Your advice was very helpful, and I have contacted Mr. John Jones as you suggested. In addition to that contact, since our last meeting I have actively pursued job openings with Lennon, Starr, Harrison, & McCartney, LLP; Jagger, Richards, Watts, & Wood, LLP; and Dylan & Baez, PC.

From time to time, I would like to drop you a quick note to keep you updated on my progress. Thank you again for your time and insights.

Best regards,

Susan Student

HOW TO WRITE A RESUME

MARKET YOURSELF

The purpose of a resume is to get you an interview. It is a marketing piece and often your first point of contact with potential employers. Employers often look at resumes for less than one minute, so you need to make every word count. Your resume should be appealing to the eye, easy to read, and contain information a legal employer wants to read. Put yourself in the shoes of the reader – do not assume the reader will know what you mean, so be specific and be clear.

HOW TO GET STARTED

Make a list of the following:

- Everything you have done since high school graduation, including your education, jobs, volunteer work, achievements, awards, internships, hobbies, and language skills
- Any legal experience you have acquired prior to or during law school
- Any research and writing skills you have acquired prior to or during law school
- Other skills you have acquired such as (1) leadership; (2) work ethic; (3) attention to detail; (4) team work; (5) organizational skills; (6) public speaking skills; (7) ability to handle multiple tasks; (8) ability to meet deadlines (e.g. if you were a reporter for your undergraduate school's newspaper, this experience can be used to highlight your research and writing skills and your ability to meet deadlines).

STYLE, PAPER, FONT STYLE, FONT SIZE, & LENGTH

- Create an easy to read, organized, and error-free resume.
- Use a simple font such as Times New Roman, Arial, or Century Schoolbook – nothing fancy.
- Font size should preferably be 12 for resume content and 14 – 18 for your name.
- Use **bold**, *italic*, or underline commands to emphasize information in your resume.
- Do not use personal pronouns such as “I did this and I did that.”
- Length should not exceed one page, unless you have extensive pre-law experience that is relevant to the practice of law.
- Margins should be 1” on all sides and no smaller than ½” if trying to fit everything on one page.
- Spacing – double space between schools, jobs, and headings.
- Use high quality, resume bond paper in white, off white, or pale cream with matching envelopes.
- If the employer requests that you email the resume rather than mail a hard copy then do so and send it as a PDF document. When emailing multiple documents, put them all in one PDF before emailing them.
- When emailing your resume and other documents, label them clearly to make it easy for employers to find them later. Include your full name, name of document and date in the label.

RESUME FORMAT

Your name, address, phone number, and email address should appear at the top of the page and can be centered or located anywhere at the top that makes sense. Don't include a separate permanent address and phone number unless you are planning a move to that location. Your email address should be professional and one you check often. For phone messages, use an answering machine or voicemail with a professional sounding message. As for the rest of your resume, sections should include Education and Experience and may include Volunteer Activities and/or Personal Interests.

EDUCATION

Law students and recent graduates should list education first, then experience, etc. This section should be written in reverse chronological order (most recent first) beginning with your law degree. List the city and state, degree received (or to be received), the month and year of graduation, and major field of study for each school.

- Ensure that the names of the schools you have attended are titled accurately (i.e. **Loyola University Chicago School of Law** NOT Loyola Law School)

- Include your study abroad, paralegal, or graduate degrees
- Your degree is a “**Juris Doctor**” NOT a “**Juris Doctorate**”
- **Time period:** Include only your graduation date (not when you began law or undergraduate school). Graduation dates are either May or January.
 - Example: **Loyola University Chicago School of Law**, Chicago, Illinois
Juris Doctor Candidate, May 2014
- **Grade Point:** Your official GPA from our registrar will include 3 digits to the right of the decimal. We recommend that you use this entire GPA on your resume (i.e. do not round it). Your official GPA is the only GPA that the registrar can confirm if an employer contacts the registrar’s office to check on your credentials.
- **Class Rank:** Your rank is calculated after the fall and spring semesters only and can be obtained from the registrar’s office. **Never** estimate your rank. To convert a rank to a percentage, divide the top number by the bottom number (12/258 – divide 12 by 258).
- **Honors, scholarships, and school activities & organizations:** List directly below the educational institution where you performed them, rather than in a separate section (e.g. Scholarship at Entrance; *Loyola Law Journal*; Moot Court; Black Law Student Association (BLSA), Vice President; Law Related Education, and include leadership positions). Honors such as *summa*, *magna*, or *cum laude* should be written in italics, lower case, located next to your degree (e.g. Juris Doctor, *cum laude*, May 2008 or Bachelor of Arts, *cum laude*, May 2010). Also include your major, minor, or area of concentration.
- **Dean’s List** honors should include the time period (e.g. Fall 2010 or Fall 2009 – Fall 2010).
- **Publications:** A published paper in a legal journal or other publication should be cited completely. Refer to your blue book for proper citation format. Consider creating a separate section titled “Publications” if you have written extensively but only if they are relevant to your career as a lawyer.
- Consider wording your entry for CALI awards as “CALI award for highest grade in [class].”
- Coursework is generally not necessary. However, if you want to highlight an area of emphasis in order to appeal to a certain practice area, feel free to list relevant courses.

WORK EXPERIENCE

- List all paid and unpaid work in reverse chronology, with your most recent job listed first.
- Include all relevant full-time and part-time legal jobs, clinical work, externships, internships, research assistantships, volunteer legal work, and any non-legal but relevant work experience.
- Include the **employer’s name, city, state, your dates of employment, title and job responsibilities.**
- **Use bullet** points when listing responsibilities to make reading easier.
- **Lead** with your most impressive achievements – not necessarily what you did most often.
- **Omit** descriptions of particular jobs if self-explanatory (Caddy, Waitress, etc.)
- **Use active, not passive language** (See list of action verbs on page 6).
- **Be specific:** Discuss specific areas of law you researched and specific motions you wrote (e.g. “Conducted legal research and wrote legal memoranda in a complex litigation case involving breach of contract” rather than “Responsible for preparing and writing legal memoranda” and “Conducted intake interviews to determine scope of abuse and appropriate services to provide. Drafted initial reports for client files” rather than “Responsible for client intake reports”). Be specific about the legal issues you addressed in the memoranda, the practice areas in which you worked, and the actions that you took.
- **Include skills applicable to the practice of law** such as: writing, analyzing, researching, organizing, arguing, advocating, public speaking, coordinating, creating, persuading, delegating, editing, assessing, estimating, planning, and supervising.
- **Gear your resume to the responsibilities the employer lists in the job description.** If the job requires that you research and write – highlight your research and writing skills/experience and provide specific examples such as “Wrote two motions for summary judgment, a motion to dismiss, three complaints, and discovery requests including interrogatories and correspondence.”

- **If you did not come to law school directly from college**, you need to account for the time period in between, if possible. When describing what you did, highlight any law-related transferrable skills.
- **Describe your current job** in the *present tense*. Describe past jobs in the *past tense*.
- If you held several positions with the same employer, list the employer name and location once and underneath list each position with descriptions for each.

VOLUNTEER ACTIVITIES

These activities may communicate aspects of your talents and personality which may not be apparent in your other resume information. They may show leadership qualities, social awareness, community involvement, and other attributes important to legal employers. This is especially important for government and public service jobs.

PERSONAL INTERESTS

This section can be a good ice breaker in an interview. Include interesting activities and again, be specific. Instead of listing “Sports” list “Volleyball.” Or, instead of “Reading” list “American Poetry” or “Stephen King novels.” The more specific you are, the easier it will be for the interviewer to ask about it.

LICENSES & PROFESSIONAL ASSOCIATIONS

- For new graduates, include whether you have been admitted to a state bar as follows:
Bar Admissions: Member of Illinois Bar, November 2014
- If you passed a bar exam but have not yet been formally admitted, state your status as follows:
Passed July 2014 Illinois Bar Exam, To Be Sworn In November 2014

LANGUAGES

Include a foreign language and describe your proficiency. Terms to use include “Fluent in...,” “Proficient in...,” or “Conversant in...” Don’t overstate your proficiency – you may be tested in an interview.

WHAT NOT TO INCLUDE ON A RESUME

- Typos: Be sure to have several people read your resume to uncover grammatical, spelling, punctuation, or typographical errors.
- Marital status, date of birth, age, height, weight, religious affiliation, etc. do not belong on your resume. They are not relevant to legal employment and employers are often restricted from discussing these issues.
- An Objective, Miscellaneous, or Other section.
- “References Available Upon Request.” Employers will ask for them if they want them.
- Inconsistent formatting.
- Abbreviations, acronyms, symbols, and terms of art – do not assume employers know what you mean.
- Computer skills unless directly related to the job you seek.

POLITICAL & OTHER SENSITIVE OR CONTROVERSIAL INFORMATION

Include this information only after careful consideration. Although hiring decisions should not be based on this type of information, the first person who sees your resume at a law firm is a receptionist, secretary, or recruiting coordinator, and if s/he disagrees with your politics, your resume may never reach the hiring chair’s desk. In other words, the decision to not interview you may not be the hiring committee’s decision.

EDIT AND PROOFREAD!

- In order to limit your resume to one page, it is critical that you edit your work. Eliminate any high school information, unless your employer graduated from the same high school. Eliminate some of your awards, honors, and irrelevant work experience.

- Proofread your resume several times before sending or emailing it out. Have someone you know or the Career Services office read it as well.

TELL THE TRUTH

Be certain that *all* information on your resume is true and accurate, including dates, names, organizations, and titles. Employers may verify any point raised. **Inaccuracies can lead to lost offers, lost jobs, and disciplinary action** by the law school or the character and fitness committee of your state's bar.

TRANSCRIPTS

Include a transcript when you are mailing or emailing a cover letter and resume to a firm. Always bring a copy with you to an interview. Obtain a copy of your official transcript from the University Registrar (5th Floor of Lewis Towers) or request a copy through LOCUS. Then, make copies of your official transcript to use when mailing your resume to employers. Be sure to make your request well in advance to allow time for processing. If you need an electronic copy, bring your transcript to our office and we can scan it into a PDF for you.

SAMPLE RESUMES

Sample resumes are included in Section 6. Notice that each is different, yet each is correct. **Use these as starting points only – in the end it is your resume and there are many ways you can present this material.**

LIST OF ACTION VERBS FOR RESUME WRITING

Avoid passive verbs or phrases. The following is a list of action verbs which may be helpful to you.

Accelerated	Decreased	Influenced	Prepared	Showed
Accomplished	Delegated	Initiated	Presented	Simplified
Achieved	Delivered	Instituted	Prevented	Sold
Acquired	Demonstrated	Instructed	Processed	Solved
Activated	Designed	Insured	Produced	Specified
Adapted	Determined	Integrated	Programmed	Sponsored
Administered	Developed	Interpreted	Projected	Staffed
Adopted	Devised	Interviewed	Promoted	Standardized
Advanced	Directed	Introduced	Proposed	Started
Advised	Distributed	Invented	Proved	Stimulated
Analyzed	Documented	Invested	Provided	Streamlined
Approved	Drafted	Investigated	Published	Strengthened
Arranged	Earned	Launched	Purchased	Structured
Assessed	Edited	Lectured	Realized	Studied
Assigned	Eliminated	Led	Recommended	Suggested
Assisted	Employed	Liquidated	Reconciled	Summarized
Attained	Enforced	Located	Recruited	Supervised
Attracted	Engineered	Made	Redesigned	Supported
Audited	Established	Maintained	Reduced	Surpassed
Authorized	Evaluated	Managed	Regulated	Surveyed
Bought	Examined	Marketed	Reinforced	Sustained
Broadened	Exceeded	Mediated	Rejected	Taught
Brought	Executed	Minimized	Related	Terminated
Built	Expanded	Modernized	Renegotiated	Tested
Calculated	Expedited	Modified	Reorganized	Tightened
Centralized	Financed	Monitored	Reported	Traded
Closed	Forecasted	Motivated	Represented	Trained
Collaborated	Formed	Negotiated	Researched	Transacted
Completed	Formulated	Obtained	Reshaped	Transferred
Composed	Found	Opened	Resolved	Transformed
Conceived	Founded	Operated	Restored	Translated
Concluded	Fulfilled	Ordered	Reviewed	Trimmed
Conducted	Generated	Organized	Revised	Tripled
Confined	Guided	Originated	Revitalized	Undertook
Consolidated	Handled	Overcame	Revived	Unified
Constructed	Headed	Oversaw	Saved	Used
Consulted	Hired	Participated	Scheduled	Utilized
Contributed	Identified	Performed	Selected	Verified
Controlled	Implemented	Persuaded	Served	Vitalized
Coordinated	Improved	Pinpointed	Set up	Withdrew
Created	Improvised	Pioneered	Settled	Worked
Cut	Increased	Planned	Shaped	Wrote

HOW TO WRITE A COVER LETTER

INTRODUCTION

The purpose of a cover letter is to express your reasons for sending a resume to a particular employer. For example: “I am writing in response to your job notice with the Office of Career Services at Loyola University Chicago School of Law” or “I am writing because I am interested in environmental law, and your firm is at the forefront in the field.” In addition, it is your opportunity to expand on the *general* information in your resume, to make it *specific* to the particular position to which you are applying.

A good cover letter:

- describes all of the positive things you bring to a particular job;
- shows your interest in, or ties to, a particular position or geographic area;
- permits the employer to view you as a well-rounded person with good organizational and writing skills;
- is the first writing sample that a potential employer sees;
- uses the same heading as on your resume;
- always includes a date;
- uses standard business letter format (see examples in this handbook);
- uses the correct employer name and contact name, with the correct spelling of the person’s name;
- identifies the desired position or type of position specifically and, if applicable, explains the circumstances that lead you to apply;
- focuses upon the writer’s relevant skills, training, or experience, either by highlighting the resume or adding information;
- refers briefly to the resume or any other enclosures;
- requests an interview;
- does not exceed one page, with approximately three fairly brief paragraphs;
- is always accompanied by your resume whether you mail it in response to a job notice or as part of a targeted job search mailing that you initiate;
- is printed on the same paper stock as your resume (and should have matching envelopes, which you can usually purchase with resume paper);
- explains what you can do for the employer, not what the employer can do for you;
- thanks the employer.

Make It Personal

Cover letters must be addressed to a particular person. Address the letter to the person by name and title (Hiring Manager, Hiring Chair, Recruiting Coordinator), Loyola alumni, or another person you know by name. If you do not know the name of the proper contact person, call the employer and ask the receptionist for the name of the person in charge of hiring. Consider addressing your letter to someone who works in your area of interest or to a Loyola alumnus – in other words, someone likely to take an interested look at your resume.

LETTER WRITING STYLE

Be persuasive and creative with your cover letters. Try to put yourself in the employer’s position: s/he has already reviewed fifty letters and resumes in the previous hour. Some review over 1,000 per week. Make your letter easy to read, interesting and illustrate the talent and skills you bring to the table.

TRY TO KEEP YOUR LETTER TO THREE PARAGRAPHS

First paragraph should grab the reader’s attention by explaining why you are writing him or her. An employer wants to know why you have written his/her company/firm/organization and how you can contribute. Learn as much as you can about the employer before writing the letter. The information will enable you to demonstrate that the decision to write that specific employer was an informed one, not just because their name appeared on an employer list. If the employer is in another geographic location, mention your connection to that location.

For example, you may be applying for positions in your hometown or that of your spouse. Also mention your plans to take the bar examination in that state.

Second paragraph should convince the employer that they should meet and hire you. Present your experience and skills in detail and discuss how your experiences translate into skills that will be useful to the employer. If there is a job description, pay attention to it and carefully echo the language from the description in your letter. Always keep in mind that they want your skills to match the job they are seeking to fill.

Third paragraph should thank the employer for his/her time and consideration and express your availability for an interview. Include your telephone number and email address so they can easily reach you. If you plan to travel to the area to which you are applying, mention this in the third paragraph. Employers often will take your request for an interview much more seriously if you tell them in your cover letter that you plan to be in their city on a particular day.

A cover letter should contain the following:

- A statement of who you are and what you want, at a minimum. For example **“I am a second year student at Loyola University Chicago School of Law, and I would like to be considered for a summer position at [name of firm/organization].”**
- A reminder that a resume is enclosed for review. For example: **“Enclosed is my resume,”** or **“As my resume reflects...”**
- A statement of your skills and accomplishments. Make sure to be creative and specific about your skills and accomplishments by giving examples. This paragraph is essential to sparking interest in the prospective employer, so make it work for you. For example:

“As you will see from my resume, I have done extensive research in the areas of juvenile rights and child custody while in law school. That work led to a publication in *The Family Law Reporter*. I enjoyed the challenge of developing the project, and welcome the opportunity to bring the same energy and enthusiasm to projects with your law firm.”

“As a small firm specializing in complex business litigation and white collar criminal defense, your firm is perfectly suited to my individual strengths and skills. During my time at Loyola I have focused on business and criminal law, achieving academic honors in four of the last five semesters.”

“As my resume reflects, I have developed the research and writing skills that will benefit your firm. For over a year I have been working as a law clerk for a personal injury firm, completing legal research and drafting documents such as legal memoranda, motions to dismiss, and motions for summary judgment. Prior to law school, I worked as a paralegal in the real estate, commercial law, and estate planning department of a large law firm where I...”

- A conclusion, in which you tell the reader what you would like him or her to do next. For example: **“I would welcome an opportunity to meet with you personally at your convenience.”**

If you plan to email your resume, cover letter and transcript to an employer, make sure to attach them all in one PDF and label the PDF so the employer may easily find it at a later date e.g. Brian Smith Application Materials 10-11.pdf. Also, make sure you sign the cover letter by cutting and pasting your signature into your on-line cover letter. In the body of the email, address the recipient as “Dear Mr. or Ms. and their last name and briefly state that you have attached a cover letter, resume and transcript for their review.

TARGETED MAILINGS

Many law students and graduates send out resumes and cover letters in mass quantities to contact a large number of employers. A mass mailing should be considered a last resort. Generally, you can expect about a 2-3% favorable response rate from a mass mailing. This translates into 2-3 interviews per 100 letters. If this rate of return sounds dismal, remember that you are sending out unsolicited resumes; that is, there may or may not be an available position with the employer. One thing is for sure – if you don't send out any letters, you won't get any interviews. You might, however, contact certain firms by telephone to investigate job opportunities before writing.

Avoid the use of “mass mailing” services that charge a fee. The better approach is a targeted mailing, in which your resume may not have been solicited but, through research and networking, you have identified employers most compatible with your goals and qualifications.

Great cover letters are highly personalized to the employer you are contacting. A “personalized mailing” may sound like a contradiction in terms, but mailings can be personalized much more than is commonly thought, even if you start with fairly standard language as a model. For example, a mailing can be personalized by writing different letters for different types of employers. You could tailor one letter for a small, general practice law firm, one for civil litigation firms, one for government agencies, etc. Drafting several different model letters for different types of employers allows you to make specific statements of your reasons for wanting to work at each one.

You can also draft letters for different geographic regions. For example, if you are originally from the West Coast and wish to return there to practice law, you might say something like:

As a native Californian, I attended college at UCLA and always intended to return to Los Angeles after law school. Loyola's excellence in litigation training drew me to the Midwest...

WRITING SAMPLE GUIDELINES

These materials are intended for use by the students of Loyola University Chicago School of Law ONLY.
No permission is given or intended for any further use of this publication by any person or entity.

WRITING SAMPLE GUIDELINES

In selecting a writing sample to provide to employers, follow our top ten tips:

1. **Legal**-Make sure your writing sample highlights your legal reasoning and analytical skills. For many students, a sample from your legal writing course, advocacy, or work you completed for a legal employer will be your best options. If your sample was prepared in conjunction with a course, make sure it is reprinted so that written instructor comments are not included in the copy submitted to employers.
2. **Confidentiality**-If you use a sample from an employer or externship, obtain permission from the employer before using the sample and redact any confidential information, such as the party names.
3. **Length & Cover Sheet**-Follow any guidelines the employer provides for the length (do not exceed the page limit). If no guidelines are provided, generally eight to twelve pages is appropriate. Ideally, provide an entire product (memo, brief, etc.). If you cannot provide an entire document due to length requirements, provide a portion of a memo or brief e.g. the introduction and analysis section so they can see your legal reasoning and include a cover sheet that includes your name, address, email address, and a short description of the issue or issues (see next page for example).
4. **Unedited**-Employers often request an unedited sample. This does not mean you have to use the original draft you turned in to your instructor or supervisor, but it should be your own writing. It is fine to provide a version of your writing that has been revised as a result of feedback from others as long as you are the one who made the revisions. Also, you should submit a clean copy (not a draft with comments on it). Do not submit opinions you wrote for a judge and rarely submit law journal articles because they are heavily edited by someone else and are too long.
5. **Recent**-Ideally your sample should be less than two-years old as your writing skills have likely improved with experience.
6. **Provide your own work**- Use a sample that was not co-authored. If you worked collaboratively on the sample with a practitioner, the editorial staff of a journal, or a moot court teammate-you need to clearly indicate which portions of the sample are yours.
7. **Include your name on your writing sample**-You should make sure your sample has page numbers and that your name appears clearly on the sample.
8. **Proofread, Proofread, Proofread**-Even if you have reviewed the sample many times give it another review by reading it backwards, out loud, or with a ruler. It should be free of misspellings, typos, grammatical errors, and all citations should be in accordance with the Bluebook and Shepardized.
9. **Have your writing sample ready when requested**. Some employers request writing samples along with your resume and cover letter. Other employers will request a writing sample at an interview. If you haven't submitted a writing sample beforehand, bring a sample with you to your interview in case you are asked for it.
10. **Be ready to discuss the content of your writing sample during an interview**.

SUSAN M. STUDENT

411 E. Ohio Street, Apt. 1502, Chicago, IL 60611 • susan.m.student@gmail.com • 312.555.1123

WRITING SAMPLE

[EXAMPLE FOR AN OPEN MEMORANDUM]

**Memorandum of Law in Opposition to Defendant's Motion for Summary Judgment
Legal Writing II, Spring 20XX
Loyola University Chicago School of Law
[Date]**

I wrote the attached memorandum as an assignment for Legal Writing II in the Spring of 20XX. I conducted the legal research and wrote the memorandum myself. For brevity, I omitted [the statement of facts, etc.]. The facts of the case involve [a young student who incurred injuries after a parent volunteer, unsupervised by school staff, spilled hot coffee on the student in the cafeteria....]

OR

[EXAMPLE FOR A CLOSED MEMORANDUM]

**Research Memorandum
Legal Writing I, Fall 20XX
Loyola University Chicago School of Law
[Date]**

I wrote the attached memorandum as an assignment for Legal Writing I in the Fall of 20XX. For brevity, I omitted [the statement of facts, etc.]. The facts of the case involve [_____]

OR

[EXAMPLE FOR WORK PRODUCT]

**Memorandum in Response to Summary Judgment Motion
Condon & Cook
Summer Law Clerk
[Date]**

I wrote the attached memorandum while a summer law clerk with Condon & Cook, a Chicago law firm, in 20XX. I conducted the legal research and wrote the memorandum myself. [The relevant parties have been redacted, and] for brevity, I have omitted [the statement of issues, statement of facts, etc.] The issues addressed involve [_____]. The law firm has authorized my use of this memorandum as a writing sample.

SAMPLE
JOB POSTINGS
RESUMES
COVER LETTERS &
LIST OF REFERENCES

JOB POSTING FROM A LAW FIRM FOR A LAW CLERK

Gould & Ratner, a corporate and business law firm in the Chicago loop is accepting applications from law students to work full-time during the summer and part-time during the school year.

Responsibilities include legal research and writing and court filings.

Please submit a resume and cover letter to:
msmith @gouldratner.com

Susan H. Student

640 S. Main Street • Chicago, IL 60611 • 312-555-5678 • sstudent@gmail.com

October 5, 2011

Michael Smith
Gould & Ratner LLP
222 North LaSalle, Suite 800
Chicago, IL 60601

Dear Mr. Smith:

I am writing to express my strong interest in the law clerk position at Gould & Ratner. I am a first-year law student at Loyola University Chicago School of Law. I am particularly interested in Gould & Ratner because of its focus on corporate and business law.

As my resume illustrates, I have a strong background in legal research and writing. Prior to law school, I attended the University of Illinois, where I majored in English and was a member of the debate team. My undergraduate course work and debate experience required that I develop excellent research, writing and public speaking skills.

During my first year of law school, I developed legal research and writing skills in my legal writing class and while working for Professor Michael Kaufman as a research assistant. I wrote a ten page legal memorandum and a twenty page motion for summary judgment for class. While working for Professor Kaufman, I performed extensive legal research on recent changes in Illinois Civil Procedure. My education and experience have honed my legal research and writing skills, and confirmed my interest in practicing law. Based on my experience, education and enthusiasm, I am confident that I would be an asset to your firm.

I would welcome the opportunity to interview and learn more about your firm. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Susan H. Student

Susan H. Student

640 S. Main Street • Chicago, IL 60611 • 312-555-5678 • sstudent@gmail.com

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor expected, May 2014

- GPA: 3.29/4.0
- Rank: 53/150
- Honors at Entrance Scholarship
- CALI award for highest grade in Legal Writing
- Phi Alpha Delta Legal Fraternity

University of Illinois, Champaign-Urbana, Urbana, IL

Bachelor of Arts in English, May 2011

- Member of Illinois Debate Team

EXPERIENCE

Loyola University Chicago School of Law, Chicago, IL

Research Assistant to Professor Michael Kaufman, December 2010 – present

- Conduct research on recent changes to the Illinois Code of Civil Procedure
- Conducted fifty-state survey of how new rules of Civil Procedure are being implemented and drafted a report to assist Professor Kaufman with an article for publication

Kent Associates/Paine Webber, Wilmette, IL

Administrative Assistant, March – August 2010

- Updated and organized over 350 client files
- Maintained client database and office computer system
- Performed research on companies identified as potential clients

Ira's of Northbrook, Northbrook, IL

Manager, 2006 – 2009

- Managed office supply business, ensured quality and productivity
- Supervised and trained all staff
- Maintained inventory and accounting system

SKILLS

Conversant in Spanish

JOB POSTING FROM A JUDGE

The Circuit Court of Cook County, Law Division is now accepting applications for students interested in summer externships. The Law Division hears civil suits for recovery of monetary damages in excess of \$30,000 in the City of Chicago, and in excess of \$100,000 in the suburban districts, as well as many types of administrative reviews. Cases heard include wrongful death, personal injury, medical malpractice, legal malpractice, product liability, commercial litigation, fraud, breach of contract, premises liability, and others.

Externs perform a variety of tasks, including legal research, the preparation of legal memoranda, document review, preparing draft orders, and observing and assisting with the trial process. Each extern works under the direct supervision of a Judge and, if applicable, the Judge's Law Clerk.

Qualified candidates who have completed, at least, their first year of law school, should submit a cover letter and resume to Judge William D. Maddux, 50 W. Washington, Suite 2005, Chicago, IL 60602 no later than Friday, April 1, 2011. Please send a hardcopy of your resume. No email submissions will be accepted. Interviews will be conducted the last two weeks in April.

COVER LETTER TO A JUDGE IN RESPONSE TO A JOB POSTING

Samuel F. Student

70 W. Orleans, Apt. 3 • Chicago, IL 60610 • 773-919-8523 • sstudent@luc.edu

March 7, 2012

The Honorable William D. Maddux
Circuit Court of Cook County, Law Division
50 W. Washington, Suite 2005
Chicago, IL 60602

Dear Judge Maddux:

I am a first-year student at Loyola University Chicago School of Law and am interested in obtaining a judicial externship with the Circuit Court of Cook County, Law Division for the summer of 2012.

I believe my strong analytical, research, and writing skills would make me a valuable extern. During my first year at Loyola, I received a CALI award for the highest grade in my legal writing section. In my legal writing course, I completed a research memorandum involving a medical malpractice claim and a trial level brief in support of a motion to dismiss in a domestic violence case. Prior to law school, I wrote for the University of Michigan newspaper where I honed my editing skills and attention to detail.

I am very interested in civil litigation, specifically personal injury law, and would value the opportunity to extern in the Law Division. I have enclosed my resume, unofficial transcript, and a brief writing sample. If you find that my qualifications meet your needs, I would be grateful for an opportunity to interview. Thank you for your consideration.

Sincerely,

Samuel F. Student

Samuel F. Student

70 W. Orleans, Apt. 3 • Chicago, IL 60610 • 773-919-8523 • sstudent@luc.edu

EDUCATION

Loyola University Chicago School of Law, Chicago, Illinois

Juris Doctor, anticipated May 2014

Certificate in Advocacy, anticipated May 2014

GPA: 3.25/4.0 Rank: 72/190

Public Interest Law Reporter, staff member

Public Interest Law Society, member

Women's Law Society

The University of Michigan, Ann Arbor, Michigan

Bachelor of Arts in Journalism, May 2011

Graduated with departmental honors

The Michigan Daily, Reporter, 2009 - 2011

Delta Gamma Fraternity, vice-president

Nottingham University, Nottingham, England

Junior Year Abroad, 2009-2010

EXPERIENCE

Michigan's State's Attorney's Office, Sex Crimes Division, Lansing, MI

Legal Assistant, Summer 2011

- Researched new victims' rights statute
- Communicated extensively with all Michigan's State's Attorney's Offices regarding their knowledge and use of the statute
- Compiled information based on these communications and prepared reports for use by the State's Attorney
- Attended court hearings

VOLUNTEER WORK

Big Brothers/Big Sisters, Detroit, MI

Big Brother, 2008 - 2010

- Served as big brother to 10 year old boy for two years

LANGUAGES

Fluent in Italian and Spanish

PUBLIC INTEREST ORGANIZATION JOB POSTING

FALL/SPRING/SUMMER LAW CLERK

Washington, DC

OCEANA, INC.

<http://www.oceana.org>

Job Description

The Oceana Legal Department seeks law clerks or externs who have an interest in ocean conservation or environmental law. The legal team brings strategic federal litigation to advance marine conservation goals (mainly under the Magnuson-Stevens Fishery Conservation and Management Act, the National Environmental Policy Act, the Endangered Species Act, and the Marine Mammal Protection Act) and supports Oceana's policy and legislative initiatives. Oceana's campaigns target dirty and destructive fishing practices and mercury pollution.

Law clerks may be asked to perform legal and factual research, review and analyze administrative records, draft research memoranda and legal documents, analyze legislation and help implement lobbying strategies, attend court and/or Congressional hearings, and participate in legal staff meetings. For more information about Oceana, please visit our website at **<http://www.oceana.org/>**.

Qualifications

Applicants should possess excellent research and writing skills, a solid academic record, the maturity to work with a team, strong work ethic, sense of initiative, and good judgment.

Salary

We currently have clerkship positions open for Summer 2012. Oceana encourages students in work-study programs or externship programs that provide credit to apply. A stipend will be provided to those who do not receive credit. Students who receive funding from their law school or other sources are also encouraged to apply.

Language(s): Spanish experience a plus.

Contact Information:

Ruth Aronoff

Oceana, Inc.

1350 Connecticut Ave. NW, 5th Floor

Washington, DC 20036

PUBLIC INTEREST ORGANIZATION COVER LETTER IN RESPONSE TO A JOB POSTING

Samuel M. Student

123 South Street, Apartment 101 • Chicago, IL 60610 • 312-555-1234 • sstudent@luc.edu

February 10, 2012

Ruth Aronoff
Oceana, Inc.
1350 Connecticut Ave. NW, 5th Floor
Washington, DC 20036

Dear Ms. Aronoff:

I am a first year student at Loyola University Chicago School of Law and I am interested in a law clerk position with the Oceana Legal Department for Summer 2012. I would like to dedicate my legal career to protecting the environment. I admire the work of the Oceana Legal Department and would like to assist in its mission of saving our oceans.

My research and writing skills coupled with my policy background will make me an effective advocate for ocean conservation. My legal research for Professor Smith, focusing on the gulf coast oil spill, has reinforced the urgent need for regulation and policy change to prevent such devastation to our oceans in the future. Through this research I have also become familiar with many of the federal laws relevant to Oceana's work including: Magnuson-Stevens Fishery Conservation and Management Act, the National Environmental Policy Act, the Endangered Species Act, and the Marine Mammal Protection Act. I have also been exposed to the broader climate issues through my volunteer work at the Chicago Climate Exchange where I demonstrated initiative in creating publicity materials for the organization. Further, my policy experience as a legislative intern gave me insight into the legislative process and how to most effectively advocate for policy change.

I also have experience working as a team member and possess a strong work ethic as evidenced by my work as a store manager of the North Face. While managing a team of ten employees, I was able to set a sales record for the store. I look forward to bringing the same enthusiasm to the team at Oceana.

I have enclosed my resume for your review. I am work-study eligible and have also applied for independent funding. I look forward to discussing internship opportunities with Oceana.

Sincerely,

Samuel Student

Samuel M. Student

123 South Street, Apartment 101 • Chicago, IL 60610 • 312-555-1234 • sstudent@luc.edu

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor, anticipated May 2014

GPA: 3.10/4.0

- *Public Interest Law Reporter*, staff member
- Environmental Law Society, co-president 2011-2012

Marquette University, Milwaukee, WI

Bachelor of Science in Biology, May 2011

- Graduated with departmental honors
- Semester at Sea Program, Spring 2009
- Delta Gamma Fraternity, vice-president

EXPERIENCE

Loyola University Chicago School of Law, Professor Smith, Chicago, IL

Legal Research Assistant, January 2012 - present

- Research environmental law issues including proposed regulatory reform post Gulf coast oil spill.
- Edit citation format and grammatical structure of articles for submission to legal journals.

North Face, Chicago, IL

Assistant Manager, Summers 2010 and 2011

- Supervised a team of ten employees; managed inventory; provided customer service in high-traffic store.
- Set sales record for the store during employment.

Senator Jane Doe's Office, Washington, D.C.

Legislative Intern, June – September 2009

- Researched pending water regulation legislation.
- Responded to constituent concerns via phone and mail.

VOLUNTEER ACTIVITIES

Chicago Climate Exchange, Chicago, IL

Volunteer, Fall 2008

- Drafted press releases and filed documents.
- Responded to inquiries regarding the work of the Chicago Climate Exchange.

CHILDREN'S LAW CENTER – Chicago, Illinois

Legal Intern

<http://www.childrenslawcenter.org>

Job Description

Children's Law Center (CLC) invites applications for legal intern to work with the Guardian ad Litem program to begin immediately.

Lawyers in our Guardian ad Litem program represent children who are the subject of abuse and neglect cases in Cook County Family Court. The Children's Law Center works to give every child in Cook County a solid foundation of family, health and education. For more information, visit www.childrenslawcenter.org.

The legal intern will work in the GAL program and be responsible for researching, writing, and filing appeals arising from GAL cases. The legal intern will work closely on individual cases and on CLC's policy initiatives to identify appropriate appellate action and to identify and analyze trends that occur regularly in our practice.

Qualifications

- Superior writing and research skills
- Demonstrated analytical ability and attention to detail
- Demonstrated commitment to working with low-income clients
- Intellectual aptitude and curiosity
- Persistence/diligence
- Prior experience in child welfare law a plus
- One year commitment required

Contact Information:

John Smith
Children's Law Center
616 Madison St., Suite 300
Chicago, IL 60613

GOVERNMENT AGENCY COVER LETTER IN RESPONSE TO A JOB POSTING

Susan K. Student

456 Main Street, Apt. 205 • Chicago, IL 60611 • 773-555-0987
susan.k.student@gmail.com

February 2, 2012

John Smith
Children's Law Center
616 Madison St., Suite 300
Chicago, IL 60613

Dear Mr. Smith:

I am a first year law student at Loyola University Chicago School of Law and I would like to be considered for the Legal Intern position at the Children's Law Center for summer 2012. As my enclosed resume reflects, I have focused my education on children's issues and am eager to advocate for children's rights as a legal intern with the Children's Law Center.

My child welfare experience as a social worker and coursework in Loyola's Child Law program will make me a strong advocate for your clients. My first year legal writing course focused on children's legal issues including juvenile delinquency and child protection cases. As a social worker prior to coming to law school, I served as a legal guardian to children and young adults in the Kentucky state foster care system. I testified on behalf of children in adoption proceedings and annual permanency reviews. In addition, I prepared and submitted documents for family court including affidavits, petitions, and bench warrants and advocated in court for placement decisions made on behalf of youth. Prior to undergraduate school, I worked as a camp counselor where I developed rapport with children from diverse socio-economic backgrounds, which was helpful in working with my clients as a social worker.

I would welcome the opportunity to interview and learn more about the legal intern position. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Susan Student

GOVERNMENT AGENCY RESUME IN RESPONSE TO A JOB POSTING

Susan K. Student

456 Main Street, Apt. 205 • Chicago, IL 60611 • 773-555-0987
susan.k.student@gmail.com

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor, anticipated May 2014

Certificate in Child and Family Law, expected May 2014

- GPA: 3.54/4.0 Rank: Top 25%
- Child Law Fellow

Northwestern University, Evanston, IL

Master of Social Work, May 2009

- Research assistant to Professor Smith studying effects of urban violence on children

University of Kentucky, Lexington, KY

Bachelor of Science in Social Work, May 2007

EXPERIENCE

Law Related Education, Chicago, IL

Volunteer, Fall 2011

- Taught youth in the Cook County Juvenile Temporary Detention Center.

Kentucky State Government Louisville, KY

Social Service Worker I, January 2009 – August 2010

- Served as legal guardian to children and young adults in the state foster care system
- Testified on behalf of Cabinet for Health and Family Services in adoption proceedings and annual permanency reviews
- Prepared and submitted documents to family court including: affidavits, petitions, and bench warrants
- Advocated in court for placement decisions made on behalf of youth
- Communicated regularly with the youths' attorneys and managed a caseload of 17 youth
- Coordinated services for youth regarding mental and physical health, educational, and family relationships
- Developed case plans to identify goals and objectives for various parties involved in each client's case
- Drafted quality assessment reports for each child biannually

Kentucky State Government Shepherdsville, KY

Family Support Specialist I, May 2008 – December 2008

- Conducted food stamp application and recertification interviews to determine client eligibility
- Familiarized clients with employment opportunities, and referred clients to other assistance programs applicable to their specific needs

LANGUAGES

Conversant in Spanish

RESUME OF AN EMPLOYED FIRST YEAR EVENING STUDENT

Laura M. Law-School

616 N. Oak Street, Apt. 301 ♦ Chicago, IL 60601 ♦ 312.555.5000 ♦ laura.law-school@gmail.com

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor expected, May 2015

GPA: 3.45/4.0 Rank: 20/60

University of Texas at Austin, Austin, TX

Bachelor of Arts in Neuroscience, *magna cum laude*, May 1997

GPA: 3.90/4.0

LEGAL EXPERIENCE

Illinois State Appellate Defender, Chicago, IL

Law Clerk, Summer 2009

- Researched and drafted memoranda concerning death penalty issues.

PROFESSIONAL EXPERIENCE

Chicago Department of Public Health, Chicago, IL

Communicable Disease Control Investigator, August 2000 – present

- Develop innovative STD/HIV prevention initiatives; respond to requests for proposals and obtain funding for the projects.
- Draft and deliver lectures to infectious disease physician teams at area health organizations including Northwestern Memorial Hospital, Cook County Hospital, Howard Brown Health Center, and the University of Illinois School of Public Health.
- Perform investigations to locate, interview, and refer for treatment people infected with communicable diseases and HIV.

Youth Outreach Services, Inc., Chicago, IL

Promotions Coordinator, September 1999 – August 2000

Treatment Counselor, May 1998 – August 1999

- Wrote, designed, and produced promotional materials including quarterly newsletters, pamphlets, posters, and press releases for agency programs and special events.
- Responsible for direct counseling and management of treatment for adolescent clients and their families.
- Served as liaison between clients' families and the Department of Children and Family Services.

Planned Parenthood of Georgia, Atlanta, GA

Counselor/Volunteer Coordinator, July 1997 – April 1998

- Recruited, trained, supervised, and evaluated team of ten volunteers.
- Wrote and delivered lectures to area schools and civic groups on preventative health care issues.

OTHER SAMPLE DIRECT CONTACT COVER LETTER

Samantha Student

640 S. Main Street • Chicago, IL 60611 • 312-555-5678 • sstudent@gmail.com

March 2, 2012

Ms. Lee Galese
Recruiting Coordinator
Jones, Jones, & Jones
5555 State Street
Chicago, IL 60606

Dear Ms. Galese:

I am a first-year student at Loyola University Chicago School of Law, and I am interested in a law clerk position with your firm. I believe that my strong research and writing skills would make me a valuable addition to Jones, Jones, & Jones.

During my first semester at Loyola, I developed excellent research and writing skills. In my legal research and writing class, I learned to conduct legal research on complex legal issues and wrote a ten page memo and a twenty page motion for summary judgment. Prior to entering law school, I attended the University of Illinois, where I majored in English and was a member of the debate team. My undergraduate course work and my debate experience required that I develop excellent research, writing, and public speaking skills.

As an intern this past summer with USA Bank, I developed strong organizational skills and learned to work effectively on group projects. Finally, my current volunteer work at a homeless shelter, on top of attending law school full-time, has strengthened my time management skills. I would welcome the opportunity to put these skills to work as a law clerk at Jones, Jones, & Jones.

Enclosed for your review is my resume. I look forward to hearing from you in the near future and hope to discuss the possibility of my employment with your firm. Thank you for your consideration.

Sincerely,

Samantha Student
Samantha Student

SAMPLE COVER LETTER OF A FIRST YEAR STUDENT WITH A NETWORKING CONTACT

STEPHEN A. STUDENT

500 N. Michigan Ave. ♦ Apt. 3 ♦ Chicago, IL 60601
312.555.0055 ♦ stephen.student@hotmail.com

December 1, 2011

Connie Counsel
Senior Vice President
Rehabilitation Institute of Chicago
222 N. Main Street
Chicago, IL 60602

Dear Ms. Counsel:

I am writing to inquire about a position with the Rehabilitation Institute as an intern. I am a first-year law student at Loyola University Chicago School of Law. We spoke briefly in 2010 when I contacted you about the mentor program at Loyola, and we discussed my previous experience with Cornerstone Corporation. I am writing to you because everything I have learned about the Rehabilitation Institute since then has increased my desire to be part of your organization. I will be participating in the Loyola Rome program at the beginning of the summer and am seeking employment during the remainder of the break, commencing the week of June 25 and hopefully continuing into the fall semester. I enclose my resume for your consideration.

I would value the opportunity to work with your In-House Counsel Department. I am passionate about working with an organization, like the Rehabilitation Institute of Chicago, that represents excellence, dynamism, and compassion. I believe my background with the Cornerstone Corporation, combined with my legal and business education, will enable me to add value to your organization as an intern.

I would be most grateful for the opportunity to meet with you or a member of your team to discuss internship opportunities. I look forward to hearing from you. However, if my schedule or experience does not match your needs at this time, I hope you will consider me in the future.

Sincerely,

Stephen A. Student
Stephen A. Student

SAMPLE OF DIRECT CONTACT COVER LETTER

Susan K. Student

456 Main Street, Apt. 205 • Chicago, IL 60611 • 773-555-0987
susan.k.student@gmail.com

March 15, 2012

Julia Garcia Wirth
Deagle, Kieffer & Wynn LLP
131 South Dearborn St., 30th Floor
Chicago, IL 60603

Dear Ms. Wirth:

I am a first-year law student at Loyola University Chicago School of Law with substantial prior work experience, I am writing to express my interest in a law clerk position with Deagle, Kieffer & Wynn LLP. I will be available full-time during the summer of 2012. I believe that my scholastic achievements and prior work experience would make me a valuable addition to your team.

Throughout my first-year in law school, I have demonstrated my commitment to academic excellence. In addition to finishing in the top twenty percent of my class, I earned a CALI award in Legal Writing I and II for having the highest grade in each class. Prior to law school, I spent four years in the software industry, during which I managed the implementation of cutting-edge medical software at a number of hospitals and clinics. As a project manager, I gained experience working on complex issues for clients individually, and as part of a team.

These experiences helped me to develop a strong work ethic, excellent organizational skills, and a client service focus that would make me a valuable addition to your firm. I would appreciate an opportunity to interview with Deagle, Kieffer & Wynn. Enclosed please find copies of my resume, writing sample, and a law school transcript. Thank you for your time and consideration, and I hope to speak with you soon.

Sincerely,

Susan K. Student

Susan K. Student

SAMPLE OF DIRECT CONTACT COVER LETTER

Susan K. Student

456 Main Street, Apt. 205 • Chicago, IL 60611 • 773-555-0987
susan.k.student@gmail.com

August 27, 2012

John George
Holland & Knight LLP
131 South Dearborn St., 30th Floor
Chicago, IL 60603

Dear Mr. George:

I am a second-year J.D./M.B.A. dual-degree student at Loyola University Chicago School of Law and I write to request an interview with your firm. I am very interested in Holland & Knight because of its exceptionally strong Corporate and Financial Services practices, and I believe my internship at The Dow Chemical Company and my past business experience would make me an excellent match for the firm. Also, as illustrated in my enclosed resume and transcript, I am in the top fifteen percent of my class and recently became a member of the Vis International Arbitration Moot Team and the *Loyola Consumer Law Review*.

Prior to law school, I worked as an Account Manager for C.H. Robinson Worldwide, a Fortune 500 third-party logistics company. In this position, I co-managed a portfolio of over 70 customers and counseled clients on industry standards, rules and regulations, and the most cost-effective logistics solutions. I also have experience working for an international trade law firm as well as an immigration law firm. To explore my interest in international trade law, I took the April 2009 U.S. Customs Broker License exam. After passing this rigorous exam, which had a pass rate of only 12%, I became qualified to obtain my U.S. Customs Broker license.

Currently, I am working as an intern in the in-house legal department of The Dow Chemical Company, a Fortune 500 corporation. In this position I work in a variety of areas including labor and employment law, finance law, mergers and acquisitions, contracts, litigation, and international trade and other international law. I believe the experience I have gained performing legal research, drafting memoranda, and reviewing and analyzing contracts would make me an excellent summer associate at Holland & Knight next summer.

I would be very grateful for the opportunity to interview with your firm for a summer associate position. If you would like to inquire about the quality of my work, please call my current supervisor, Eric Blackhurst, Assistant General Counsel at Dow Chemical. He can be reached at (989) 638-6665. I look forward to hearing from you and I hope to discuss the possibility of my employment with your firm. Thank you for your consideration.

Sincerely,

Susan K. Student
Susan K. Student

STEPHEN A. STUDENT

500 N. Michigan Ave. • Apt. 3 • Chicago, IL 60601
312-555-0055 • stephen.student@hotmail.com

REFERENCES

Joan H. Burger

Meites, Frackman, Mulder, & Burger

208 S. LaSalle Street, Suite 1410

Chicago, IL 60604

312-263-0272

The attorney with whom I work most frequently in my part-time law clerk position.

Christine Cooper

Professor of Law

Loyola University Chicago School of Law

25 E. Pearson Street

Room # 1424

Chicago, IL 60611

312-915-7149

My instructor in Contracts and Employment Law.

Theresa Ceko

Clinical Professor and Director of the Law Clinic

Loyola University Chicago School of Law

25 E. Pearson Street

Room # 1015

Chicago, IL 60611

312-915-7836

My clinical supervisor.

Joseph N. Sopovic

Sopovic and Associate, Advertising

1111 Baler Avenue, Suite 300

Kansas City, MO 64106

816-444-9999

My supervising partner at Leo Burnett Co.

INTERVIEWING ADVICE
QUESTIONS YOU MAY BE ASKED
QUESTIONS TO ASK EMPLOYERS

TYPES OF EMPLOYERS, FINDING JOBS AND INTERVIEWING

For most 1Ls, legal interviews will arise as a result of direct contact with employers as a result of job postings, personal contacts or mailed resumes and cover letters. There are no formal on-campus interviewing opportunities for 1Ls. As a 2L or 3L, interviews will arise in one of two contexts – interviews during structured programs like on-campus interviews and job fairs and interviews resulting from direct contact with employers as a result of job postings, personal contacts or mailed resumes.

Where Our Graduates Work

Private Practice Law Firms: 50% (a majority in small firms of between 2-25 attorneys)

Government Agencies: 10%

Business: 23%

Public Interest: 6%

Judicial Law Clerks: 7%

Academia and Military: 4%

Direct Contact With Employers

Most students get interviews by directly contacting employers as the result of a job posting, advice from a contact or after sending out resumes and cover letters.

If an employer likes the look of your resume and other materials, the employer will contact you to set up an interview. The format for the interview can vary considerably. The meeting may be brief or lengthy. The employer may request an initial phone interview, or a brief meeting with just one attorney or recruiting professional before bringing you back to the office for a full interview. Other employers will set up a lengthy interview in which you will meet with many different attorneys. When you schedule an interview, be sure to ask how much time you should block off and who you will be interviewing with. Then be prepared for anything!

Small and Mid-Size Law Firms

If you are interested in working in a small law firm your first summer, you will need to respond to a job posting, or contact employers directly during the spring semester of your first year. Direct contact involves doing research to identify the law firms that do the type of work you want to do and sending your cover letter and resume to them. Some small law firms post full and part-time positions on Symplicity. Others do not post positions but may consider you if you send them your application materials. Either way, it is your responsibility to find the small law firms that may have full or part-time opportunities. To research small and mid-size law firms in the Chicago area, see:

- Symplicity <https://law-luc-csm.symplicity.com/students/> and
- The Chicago Area Four or More List http://www.luc.edu/law/career/4_or_more.html

Large Law Firms Hiring

On-Campus and Job Fair Interviews

Most large law firms do not hire first year law students. During your second year of law school, some large law firms hold interviews on-campus or through organized job fairs. These interviews last about 20-30 minutes. Employers conduct dozens of these interviews in one day, and then select a small number of candidates to invite back for more lengthy interviews. On-campus or job fair interviews are usually conducted by one or two attorneys from each employer. These interviews often lead to a second interview in the law firm's office, referred to as a "call-back" interview, and interviewing well at the call-back can lead to an offer to work as a summer associate during your second summer. Summer associate opportunities can lead to an offer to join the law firm upon graduation.

Initiating Contact With Large Firms Directly

If a large law firm is where you want to work in your second year, it is important to not only participate in OCI and job fairs but you should directly contact large law firms because many of them do not participate in on-campus interview programs. To educate yourself about large law firms, see the following resources:

- Nalpdirectory.com: <http://www.nalpdirectory.com/>
- The Chicago Area Four or More List: http://www.luc.edu/law/career/4_or_more.html
- Leopard Solutions: http://www.luc.edu/law/career/internal/leopard_solutions.html
- Chambers & Partners: <http://www.chambersandpartners.com/USA>
- Westlaw Career Center: http://www.luc.edu/law/career/internal/leopard_solutions.html
- Lexis/Nexis Career Centers: <http://www.lexisnexis.com/lawschool/login.aspx>
- Vault: <http://www.vault.com/wps/portal/usa> (there may be a charge to use this database)
- Your career counselor

Public Interest

Public interest employers are looking for passionate candidates – the more a candidate knows about the issue/population the organization serves, the better. When interviewing with a public service organization, it is important to show your interest in what they do specifically, not just a vague interest in public service. For example, if you are interviewing with a non-profit organization that serves abused women, when asked why you are interested in the position they have available, you will want to speak about your interest in working with abused women to ensure that they receive the fullest extent of the protections that the law can provide. This will be much more compelling than speaking in general terms about how you’ve “always been interested in public interest work” and “want to help others.”

You will also want to be familiar with the substantive legal issues regarding the area of law the organization specializes in. So, to continue with the example of the non-profit organization that serves abused women, you would want to familiarize yourself with the Violence Against Women Act, with the standards for temporary restraining orders and how they are obtained in court, with recent major decisions in spousal/partner abuse cases, etc. before your interview.

Government Positions

It is difficult to give broadly applicable advice regarding government positions because the government includes such a broad range of legal positions – prosecutorial (e.g. State’s Attorney), defense (e.g. Public Defender), regulatory agencies (e.g. EPA), agencies with a constituent service mission (e.g. Health and Human Services) and more. Accordingly, the best preparation for an interview with a governmental employer is to talk to people who work or used to work in the department, office, or agency you are interviewing with. The more information you can gather about the structure, mission, and daily work of the governmental employer you are interviewing with before the interview, the better.

In general, when interviewing with governmental employers, you should be aware of current events and the current political climate. You will also want to be very mindful of the hierarchy to which the position you are interviewing for reports. If you are interviewing with prosecutorial or defense arms of the government, discuss your clinic experience or any in-court experience you’ve gained in previous positions. For agency positions, be prepared to talk about administrative law and the area of law and type of work the specific agency does.

Also keep in mind that, if you are interviewing with a governmental employer, the government is often bound by a certain amount of bureaucracy. This may mean that the interviewing process will move slower for a government employer than with other employers. You may also be told by a governmental office that they would love to hire you, but that they are waiting for budget approval for the position.

Judges

If you are interviewing with a judge, be aware that your research and writing skills will come under close scrutiny. Be prepared to discuss – in depth – your writing sample and any journal articles (published or unpublished) that you’ve written. Your grades in Civil Procedure and Evidence will also be very important – so be prepared to discuss them as well.

You will also want to have fully researched the judge you are interviewing with. You should be prepared to discuss the judge’s bio, the types of cases on the judge’s call, and recent opinions by the judge. With all that said, bear in mind that some or all of the interviewing may be done by the judge’s clerks rather than the judge him or herself. Personality and fit in the small team environment is very important. Whether the clerks feel like they can work with you can be as or more important than whether the judge likes you, so prepare questions for your interviews with the clerks as well as the judge. You also want to be sure to treat everyone in chambers – including administrative assistants, with respect and courtesy.

Finally, be mindful that most judges are only looking for one or two externs or clerks at a time, which means that as soon as the judge meets someone he or she likes, the position will be filled. With this in mind, when you are contacted about interviewing with a judge, make sure that you schedule the interview as soon as possible. If you have to wait even a few days and the judge interviews others in the meantime, you may get a call cancelling your interview because the position has already been filled.

Corporations

There are hundreds of corporations in the Chicago metropolitan area that law students should consider working for while in law school. Many of them have legal departments and often hire law students to help out in the summer and throughout the school year. Corporations look for students who have strong research and writing skills and who have an interest in the business of the corporation.

When interviewing with a corporation, you should be aware of any recent initiatives or new business the corporation has taken on. You can do this by reading local newspapers and Crain’s Chicago Business magazine. To learn about the corporations in the Chicago metropolitan area, see the Crain’s Book of Lists in the CSO, Sullivan’s Law Directory and the CSO’s website.

SUCCESSFUL INTERVIEWING REQUIRES PREPARATION

Employers are looking for candidates who impress them as professional, intelligent, enthusiastic, capable, hard working, are easy to get along with, and are interested in the employer. Careful preparation for interviews is essential because you will have a short time in which to make a positive impression and distinguish yourself from other candidates. Before any interview, you should research the employer and identify areas of your background that make you a good fit for the position they are looking to fill. Make sure that you highlight these experiences in the interview.

There are a number of steps that **every student** should take to maximize the career opportunities that interviews represent. Careful preparation can set you up for a successful interview experience, no matter what background, prior interview experience or comfort level you start with.

What exactly do we mean by preparation?

Good interview preparation involves much more than polishing up your resume, pressing your best suit and getting a pep talk from your roommate. Preparing a resume and preparing to talk about your resume are two different things entirely. As you put together your resume, you craft concise descriptions of your education, employment, and other activities. Preparing to talk about your resume, on the other hand, means: 1) being thoroughly prepared to go into detail about every entry on your resume; and 2) thinking of concise and easy-to-

tell stories about every entry on your resume that will emphasize your skills and experience for the legal position you are seeking.

And preparing for interviews means much more than preparing to talk about your resume. You will also need to be prepared to talk about topics that are not covered by your resume – your plans for the future, professional goals, etc. One of the most sensitive areas of interview preparation is thinking of creative ways to address any weaknesses in your resume or candidacy. And you will also need to research every employer you interview with, and come up with a host of appropriate questions to ask during the interview.

Discussing Your Resume in Interviews

You should be fully prepared to discuss any entry on your resume in detail. If you have listed “drafted discovery requests” as a task you undertook as a Law Clerk, you may be asked, “What kind of cases did you draft discovery for?” You will want to be prepared to answer intelligently – “I worked mostly on medical malpractice cases, so the interrogatories and document requests I drafted were largely about hospitals’ practices and procedures.” The last thing you want is to have to respond to this question with an “Ummmm” while you rack your brain for the details of cases for which you drafted discovery. Similarly, be prepared to briefly summarize the key legal issues involved in any pleadings, briefs, or judicial opinions you mention having drafted.

Being prepared to go into detail also means that you should go back and read any papers or publications you list on your resume, including your undergrad thesis. If your interviewer is knowledgeable in the areas in which you have written or published, you want to be sure that you can hold your own on a topic you may not have thought about for years.

OTHER INTERVIEW BASICS

Attire

Dress professionally and conservatively. Present a professional image by not carrying a backpack or oversized purse. Present yourself in the “uniform” that is appropriate for the organization. Even if everyday dress can be casual in the employer’s workplace, present yourself as you would appear when representing the organization in a courtroom or other formal situation.

What to bring to the Interview

Bring at least three copies of your resume, along with copies of your writing sample, transcript, and list of references. Do this even if you submitted the material in advance. You may meet new people who would be interested in seeing a copy or the interviewer may have forgotten to bring his/her copy.

Logistics

Confirm where the interview will be held. Some organizations have more than one location. Be generous in estimating the time you will need to arrive punctually. You should arrive at the location about ten minutes early. **Never be late!** Before you enter the offices, stop in a rest room to make one last inspection of your appearance. Be courteous to everyone, whether they are on the road, in the parking lot, on the street outside the building, or in the building itself. You never know who you will meet on your way to an interview, and any one of those people could be involved in making hiring decisions for the employer.

Non-Verbal Communication

Throughout the interview, the employer will be studying your non-verbal communication skills and listening carefully to your responses. A *firm handshake and direct eye contact* are two of the most important non-verbal messages you can send to the employer. They indicate that you are confident, energetic, and sincerely interested in the employer. They illustrate how you will present yourself as a lawyer.

DO'S AND DON'TS OF THE INTERVIEW

Do's

- **Do** make an appointment with the CSO for a mock interview before any interview.
- **Do** look the interviewer in the eye. Recruiters place a lot of emphasis on eye contact.
- **Do** make sure you get the interviewer's name right.
- **Do** turn off your cell phone.
- **Do** let the interviewer decide when the interview is over.
- **Do** ask the interviewer or recruiting coordinator what their hiring timeline is so that you will know when you will hear from the employer again
- **Do** your very best at every interview, even if you are not sure that a particular job, firm, or agency is right for you. You can't turn down an offer until you receive one.
- **Do** ask for business cards of each person that you meet during the interview process. You will want to send a thank you letter following the interview.
- **Do** be positive in all your responses. If questions arise regarding experiences that were negative in some way, focus on the best aspects of those experiences, not the worst. If a prior work or academic experience was less than stellar, prepare in advance by sorting out anything useful you learned from the experience.
- **Do** pay attention to your cologne. Women with powerful perfumes and men with intense colognes can destroy interviews. Moderation is recommended.

Don'ts

- **Don't** be late. In fact, be 10-15 minutes early for any scheduled interview.
- **Don't** wear your hat, coat, gloves, backpack, or rain gear into an interview. It gives the impression that you are anxious to leave. Leave them in the coat room if at all possible.
- **Don't** have anything in your mouth--no gum, no candies, no breath mints.
- **Don't** lean on or put your elbows on the interviewer's desk. Sit erect. Don't wear sunglasses into an interview.
- **Don't** show your nervousness by drumming your fingers, swinging your foot, cracking your knuckles, or twirling your pen. You should have no loose change in your pocket--most tend to jingle it when nervous.
- **Don't** keep adjusting your clothes.
- **Don't** fiddle with your hair.
- **Don't** call the recruiter "sir" or "ma'am" too much. Respect is mandatory, but don't go overboard.
- **Don't** be a jokester. Wisecracks and laughter can come later. Be pleasant, but remember that the interviewing process is formal and serious.

- **Don't** give one and two word answers. The recruiter is trying to get to know you. If you go into a shell, you probably won't be hired.
- **Don't** slip into a speech-making or preaching tone of voice.
- **Don't** hog the conversation. Answer the questions throughly, but don't drone on forever. Your answer should be between 20 and 120 seconds long.
- **Don't** use profanity or slang, even if the recruiter does.
- **Don't** chatter while the interviewer is reviewing your resume.
- **Don't** try to overpower the recruiter with bragging or overstatement.
- **Don't** lie about anything. Sometimes candidates lie about their salary. Recruiters often ask for proof, such as a W-2 form.
- **Don't** criticize your present employer.
- **Don't** get angry or even irritated during the interview. You can be firm--not angry--if the questioning becomes improper or begins to slip into irrelevant areas.
- **Don't** answer questions that you don't want to answer because you consider them to be too personal--and explain your reasoning.
- **Don't** ask "Will I get the job?" or "Can I have the job?" Those questions tend to box the recruiter in and s/he won't like that. Rather say, "I hope you consider me as a candidate for this job" or "I'm really interested in this job."
- **Don't** talk about salary or benefits until later in the hiring process or until the recruiter mentions the subject.
- **Don't** be irritated if there are a number of interruptions during an interview. Maintain your composure and be prepared to remind the interviewer where you were in the conversation if they ask.

QUESTIONS YOU MAY BE ASKED

ANSWERING COMMON INTERVIEW QUESTIONS

Different interviewers have different styles, so it's hard to predict what kinds of questions you will be asked when you interview. Preparing for a wide variety of questions is the best way to head into any interview confident that you will be able to answer any question that comes your way. As you read through the questions below, stop to consider how you would answer each one – and then verbalize those answers. You will find that “knowing what you will say” and actually saying it are two different things. Practicing answers aloud will ensure that your answers are well organized, concise, and articulate. It may take you several tries to get your answer to come out best. You do not want to go into an interview with pat, preplanned answers or you risk sounding scripted – but you do want to go into an interview confident that you will be able to talk about your skills and experience in an engaging and articulate way.

Not all interviewers will ask you point blank, “Why should we hire you?” However, this is the question behind every question you will be asked. Make sure that your answers express your interest in the practice of law and the particular employer you are interviewing with. Prepare to give the interviewer concrete examples of any strengths, skills or experience you plan to talk about – saying that you have “strong leadership skills” doesn't really tell a potential employer anything, but discussing a group, program or project that you have led does. Make sure that your answers reflect the characteristics employers are looking for – good judgment, problem solving skills, dedication, strong work ethic, legal writing and reasoning skills, the ability to work independently, the ability to get along with others, and plain old common sense.

You will want to have answers to common interview questions planned in advance. Of course, you don't want to answer questions in an interview as if you are reading from a script, but you do want to have thought of what you want to say ahead of time, and tried your responses out by speaking them aloud – either to yourself, to a friend, or in a mock interview.

Interviews often begin with the old softball, “So tell me about yourself.” Think carefully about how you want to answer this question – it can set the tone for the whole interview. A good answer is about a minute long, and includes both some personal information (especially information that ties you to the geographic location of the employer and/or their practice areas), and some information about your professional goals. For example:

“Well, I'm a transplant to Chicago, but I'm here for good. I was born and raised in Cincinnati, but I came to Chicago for undergrad, and worked as a consultant here for four years after undergrad in PriceWaterhouseCoopers's tax group. My wife teaches 3rd grade at St. Athanasius in Evanston, so we live in Evanston now. I'm a 1L at Loyola, and I've really been enjoying it, especially my civil procedure class. I'm really interested in building on the experience I gained at PriceWaterhouseCoopers as a tax attorney. That's one of the reasons I'm so interested in XYZ firm – I've heard great things about your tax practice.”

DEALING WITH WEAKNESSES

Grades

Grades inevitably are a topic of discussion at interviews. If your GPA does not appear on your resume, an employer is likely to assume that it is not high and ask about it. *Do not be defensive and do not offer alibis or apologies.* Family obligations, employment, or other commitments which took time from studying can be briefly explained. An illness during a semester or an examination period may account for a somewhat lower rank, but a large number of illnesses throughout law school will appear questionable. **Be careful of the “I don't do well in high-pressure situations, but really know a lot” type of answer. It sounds like an excuse and since the majority of legal positions require the ability to work well under pressure at least some of the time, you may find yourself convincing the employer not to consider you for the job. Remember that 90% of all attorneys were not in the top 10% of their class.**

Turning Weaknesses Into Strengths

No one likes to talk about their weaknesses, but employers may persist in asking. The question may be direct, e.g., “What are your personal weaknesses?” or more subtle: “Your grades are a little low. What can you tell me about them?”

The key to discussing weaknesses lies in the approach you take. What seems to work best is an approach which (1) identifies the issue and (2) presents the solution. For example:

- 1. My natural tendency is to be somewhat disorganized. Law school has taught me that disorganization is my own worst enemy, and I don't want to have to pay that price.*
 - 2. I've found that what works best for me is the use of my Franklin Planner. It forces me to create a detailed task list so that I can rest assured that nothing falls through the cracks.*
-
- 1. No, I am not on law review.*
 - 2. However, you will note from my resume that I worked throughout law school not only to defray the costs of my education but also, and more importantly, to gain experience in a business environment. I think that the exposure that I gained by working will greatly benefit me when I begin my legal career.*

Negative Questions

Be aware that an employer may ask you to describe what you liked or did not like about your last job, fellow workers, or supervisor. These questions should be answered carefully so as not to identify yourself as a "problem employee." Even if you had an absolutely miserable experience at your last place of employment, say something positive and do not go into detail about any specific dissatisfaction or negative experience you may have had. Such a response is a flag for the employer and may prompt follow-up questions which change the focus of the interview entirely. Your goal is to be positive and upbeat throughout the interview. Don't allow yourself to be dragged into negative discussions.

EXAMPLES OF PROBING INTERVIEW QUESTIONS

These questions are the types of questions that get asked during interviews. Think about how you would respond to these questions. Develop concise, well-organized answers. Consider how each answer responds to the interviewer's unspoken question: “Why should we hire you?” AND – do a mock interview with your counselor before your interview.

Interest Level

1. Tell me something about yourself.

Employers are looking for a 20 to 30 second focused, concise statement about themselves, as if they were responding to the question “Why should we hire you?” Employers are looking for a statement that showcases your experience, career progress, major accomplishments, some of your best traits, and casts you in a positive light.

2. Why are you interested in our Firm/Organization?

Students should be able to articulate what it is specifically about the organization that interests them. Look for facts: specific practice areas, actual clients, actual results (successful completion of the merger between Client A and Client B). Don't be satisfied with: Your size, location, and breadth of practice areas,

3. Why are you interested in this geographic area? Do you have any ties to this community?

If students have lived/worked in the area, this is easy. For students with no ties to the area, you should refer to ties to the east coast; experience in large urban areas; visits to the city; interest in living & working in a large city/small town; extra points if they have talked to classmates/friends who have lived and worked in the area and can give details about events/places/neighborhoods.

4. What can I tell you about the firm?

Applicants should lead with something he or she knows about the firm, e.g., “I know that you recently added an Intellectual Property group. What led to that decision?” This shows that you were interested enough in the employer to do some research to prepare for the interview.

5. Why did you go to law school?

Employers are looking for answers that makes sense, that add up, that show you have good judgment. They do not want to hear that you came to law school because you didn’t know what else to do with your life.

6. Why did you go to Loyola?

Employers are looking for answers that show you were thoughtful about your decision to come to Loyola and that you researched the school and made a thoughtful choice.

7. Do you think your grades are a good indication of what kind of lawyer you’ll be? No matter what your grades are, you need to go beyond grades to those profession/leadership/counseling/advocacy skills that are essential to good lawyering. If your grades are strong, don’t brag. Instead, go beyond your grades to talk about how much you have learned, the classes you have taken, and the experience you have gained. If your grades are weak, tell the interviewer the steps you have taken to improve your grades. Show that you have a plan and that you are looking forward to performing better in your future classes.

8. Where else are you interviewing?

9. What is your favorite interview question & why & how do you answer it?

10. What is your least favorite interview question & why & how do you answer it?

Judgment/Problem-solving

1. Tell me about a situation from your job last summer that required you to exercise judgment.

2. In law school, how do you approach a problem for which there appears to be no definitive answer?

3. Assume you are a first-year associate with this firm. How would you handle a situation in which the partner is unavailable and the client needs an immediate answer to a question?

4. Assume you are asked by two partners to complete two different assignments, but you only have time enough to complete one. What would you do? Students should show good judgment and problem-solving skills, e.g. get the supervisors together to discuss priorities. An answer like, “Stay up all night and all day and multi-task until they’re both done” is not good.

5. Tell me about your last big mistake. How did you handle it? Discuss the mistake and the steps you took to overcome it and learn from it.

6. What is your biggest weakness? Employers are looking for a fairly minor weakness that won’t interfere with your job performance and is correctable. Perhaps, less than stellar public speaking skills, which you plan to get better at while in law school through advocacy classes. Some jobs don’t require a lot of public speaking so this can be a somewhat safe weakness.

Motivation

1. How do you balance your academic obligations and (some other responsibility gleaned from resume, e.g., law journal, part-time work, volunteer work)?

- 2. Have you been on a committee or had a work-related situation in which you were asked to accomplish a task with insufficient guidance? How did you proceed?** This is an opportunity for students to show process-how they ask for guidance, how they get the information they need, and maturity-their ability to admit that they need help.
- 3. All of us have had times in our lives in which we felt unmotivated, or encountered problems which seemed insurmountable. Describe such a situation and explain how you dealt with it.**
This question goes to the heart of professionalism-how do we maintain high personal and professional standards day-in and day-out, even when inspiration and motivation are lacking. Look for evidence of structure, e.g., (1) Getting up in the morning, showering, getting dressed-physically preparing for work/study as if one was motivated, rather than waiting for inspiration to strike; (2) Sitting down at the desk with books open and beginning the motions of studying knowing that habit can replace inspiration.
- 4. Tell me about a situation in which your personal obligations and business/school commitments conflicted. How did you resolve the conflict?**

Leadership

- 1. What attributes do you have that would instill client confidence?**
- 2. When you are in a team/group/committee setting, how often are you chosen to be a leader? Why? Are there times when you choose not to lead? Why?**
- 3. Describe a situation in which you acted as a leader that was particularly satisfying to you.**
- 4. Tell me about your role with (some extracurricular activity selected from resume).** Students should be able to tell a story about themselves, weaving in information from their resumes and making the story relevant to the interview.

Interpersonal Skills

- 1. Tell me about a time when you worked as part of a team. What is your favorite part about teamwork? Least favorite part?**
- 2. What do you do when you know you need help or more expertise?**
- 3. Have you had a person who acted as a mentor at some point in your life? Tell me about him/her.**
Does the applicant recognize that others who have gone before him/her have helped him/her? Can the applicant give credit to others? The failure to be able to give credit to anyone else could be an indication that the student will not work well with others.
- 4. What skills do you believe that you have that would contribute to a team effort?**
- 5. Why do people like working with you? Why might people not like to work with you?**
- 6. Tell me about a time when you were in a pressure situation. Why do you think this situation arose? What, in hindsight, were you most dissatisfied with about your performance? What do you wish you had done differently?**
- 7. Tell me about a task you accomplished as a member of a group which you now believe you could have handled better alone.**
- 8. Law school, especially the first year, can be extremely stressful. How do/did you deal with the stress?**
- 9. When disappointment or failure occurs in your life, what do you do?**

10. Describe an event in your life that has had a major impact on you.

11. How do you help others who are in crisis or under stress?

12. What is your favorite non-law-related activity?

Student should demonstrate good judgment (e.g., if the student's two favorite activities are drinking in bars, and attending the opera, does the student choose to discuss opera?) and demonstrate a well-rounded personality.

13. If you had an extra hour in the day, what would you do with it (working or studying is not permitted)?

Ability to Work Independently/Goal Direction

1. Have you ever undertaken something just to prove to yourself or others that you could do it?

2. What non-law-related goals do you have that you would like to accomplish in the next few years?

Are the student's non-law-related goals consistent with the job s/he is interviewing for?

3. Which law school courses have you enjoyed most, and why? Which have you least enjoyed?

4. What part of law school is most challenging for you?

5. Which of your accomplishments are you most proud of? Why?

6. If you don't get a job with our Firm, what will you do?

Clearly, students, as good lawyers, should have a Plan B in mind. Good answers might include demonstrations of interest in firms that have something in common with our firm, e.g., large firms in the area with similar practice areas.

CLOSING QUESTION

It looks like our time is up. Do you have any other questions?

You should ask a question. It should be something short and easily answered, since the interviewer really just means, "Our time is up," but has tacked on, "Do you have any other questions?" because they always do. But students can't admit that they don't have any other questions because they should leave the interviewer with the feeling that if the interviewer had time, the student would like to talk to them all day. Good responses include: "If I have the opportunity to work for your firm this summer, will I have the chance to work with you?" Or, "I am excited about this opportunity. What additional information or references do you need to make your decision?"

Handling Inappropriate or Discriminatory Questions

Interviews are very difficult situations even without the added problem of discriminatory questions. The applicant is under stress, wants to make a good impression, and is probably both shocked and angered by the discriminatory question. Or, as sometimes happens, the applicant may not realize until after the interview is over that the question was probably illegal. Handling this kind of situation is very complex and difficult, aggravated by the fact that the interview situation demands an immediate response. What an individual does in such a situation depends on many things, including whether s/he still wants to be considered for the job, whether s/he immediately recognizes the question as inappropriate, and many other factors. Some will try to handle the situation so that prospects for being hired aren't harmed; others will walk out of the interview; others will challenge the interviewer. The range of responses is enormous and the decision is yours.

If you are troubled by an interview experience, or you experience overt discrimination, please report it

immediately to the Office of Career Services while the experience, feelings, and dialogue are still fresh in your mind. Make notes of the conversation as soon as you can after the interview.

ADDITIONAL QUESTIONS YOU COULD BE ASKED

Career Path & Goals

- Why do you want to be an attorney?
- What type of law are you interested in practicing?
- What interests you about litigation/M&A/tax/etc.?
- What qualifications or skills do you think will make you successful as an attorney?
- What are you looking for in a law firm?
- Where do you see yourself 5, 10, 15 years down the road?
- What are your career goals?
- What non-work related goals do you have for yourself in the next 10 years?
- What would be your dream job?
- If you couldn't be a lawyer, what else would you be and why?
- How do you define success?
- What do you take pride in?

Law School

- How have you enjoyed law school so far?
- Has law school been what you expected?
- What is your favorite thing about law school?
- What is your least favorite thing about law school?
- What activities are you involved in outside the classroom at Loyola?
- What has been your favorite class/area of study/professor in law school?
- What has been your favorite extra-curricular activity in law school?
- Do you prefer courses with exams or papers?
- Why aren't you on law journal/moot court?
- Have you been happy with your grades in law school?
- What happened in [class in which you did not get a good grade]?
- How do you balance your academic obligations with other demands on your time (law journal, moot court, work, etc.)?

Skills & Strengths

- How will you contribute to our organization?
- Are you a better public speaker or writer?
- What do you think will be your chief strength as a lawyer?
- What do you think will be your primary weakness as a lawyer?
- Tell me about your writing sample.

Past Work Experience

- Tell me what you did before going to law school.
- Walk me through your resume – what are the highlights of your career to date?
- Tell me about your job last summer. Did you receive an offer?
- Tell me about [any job on your resume]. What did you do? What did you learn? What did you like most about the job? What did you like least?
- How would your previous supervisors describe you?

- Of all the jobs you've held, which was your favorite and why?
- Tell me about a time you went above and beyond the call of duty in a job.
- Tell me about a time you voluntarily took on a leadership roll in a job.
- What did you do in the summers during college?
- What type of work have you found most satisfying?
- Tell me about a challenge you faced in one of your past jobs and how you overcame it.
- Have you ever had to deal with a difficult client or supervisor? How did you handle the situation?

Work Style

- What motivates you?
- How would you describe your work style?
- Do you prefer working independently or as part of a team?
- Give me an example of a time you worked on a team, and how well you think it worked.
- Are you a leader or a follower when asked to work as part of a team?
- How do you work best?
- How well do you take instruction?
- Are you comfortable working under pressure?
- What type of people do you work best with?
- What kind of a boss do you prefer?
- Define leadership. Define cooperation.
- Do you consider yourself competitive?
- As an associate, you will often be called on to work on several important cases or deals at the same time – how comfortable are you juggling multiple responsibilities?
- When you are an associate, how will you handle a situation where you have too much work to handle it all successfully?

Public Interest/Government Specific

- What experience do you have working with the issue/population we work with?
- How did you develop an interest in the issue/population we work with?
- How are you going to deal with the often difficult issues we deal with?
- What do you do to relieve stress?
- How will you handle the limited resources we work with?
- How much and what type of supervision do you need to work well?
- How will you handle your law school debt on a public interest/government salary?

Judge Specific

- Why are you interested in working in chambers?
- What are your future career plans?
- What are your views on [any current political issue or news item]?
- What do you think about the recent decision in [major case in the jurisdiction]?
- Who is your favorite Supreme Court Justice and why?
- Tell me about your legal writing/civil procedure/evidence grades.

Personal

- What was the last good book you read?
- What is your favorite movie?
- How do you keep aware of current events?
- Do you have any hobbies?
- What do you do for fun/to let off steam/in your spare time?

- What accomplishments in your life are you proudest of?
- Who are your heros?
- What is your greatest strength?
- What is your greatest weakness?

Random Questions

- Tell me something about yourself that is not on your resume.
- If you could be any type of animal/car/cookie, what would you be?
- If you won the lottery tomorrow, what would you do?
- If you could have lunch with any three people, living or dead, who would they be and why?

QUESTIONS TO ASK DURING AN INTERVIEW

QUESTIONS TO ASK DURING INTERVIEWS

For 2L & 3L Interviews – See the CSO website under 2L and 3L Resources

Employers will evaluate the depth of your interest in them by the nature of the questions *you* ask. Ask thoughtful questions that show that you are interested in the employer, have already researched them, and want to learn more. **DO NOT ask questions that can be answered with simple research e.g., NALP form, website, promotional brochure. Take your questions to greater depth -- employers appreciate interviewees who have done their research.**

Bear in mind that the questions you ask should differ depending on the type of job you are interviewing for. If you are interviewing for a part-time job during your first year that will likely **not** lead to post-graduate employment, confine your questions to the type of work the employer does, the type of work the employer will expect you to do, how you will be assigned work, and the work hours the employer expects. If you are interviewing for a summer job that may lead to post-graduate employment, it is appropriate to ask more sophisticated, forward-looking questions about associate life.

Law Firm/Corporation Questions

- What is the law firm/corporation looking for in the ideal candidate?
- What type of work should I expect to do?
- Will the work be litigation or transactional in nature?
- How are work assignments distributed to law clerks?
- What types of legal writing assignments will I be given?
- Law firm: Will I have the chance to attend a client meeting or deposition?
- Corporation: Will I interact with all of the attorneys in the law department?
- Will I have a chance to go to court to assist the attorneys or to observe a trial?
- What types of clients do you work with?

Public Interest/Government Questions

Bear in mind that each public interest organization and government office is unique – make sure that you do your research on the specific employer you are interviewing with and tailor your questions appropriately. The following are suggestions to get you started.

- What are the responsibilities of the position?
- What is the case load like?
- What are the unique challenges of working with the issue/population you serve?
- Public Interest: How is the organization funded?
- Government: What is the hierarchy that this position reports to?

- What types of claims or cases do you deal with most often?
- How do clients/cases come to the organization?
- How does the organization determine which clients/cases it will represent?
- What percentage of potential clients/cases does the organization take on?
- For you, what is the most satisfying part of working for this organization?

SEE THE CAREER SERVICES WEBSITE FOR QUESTIONS YOU SHOULD ASK DURING 2L and 3L YEAR INTERVIEWS

WHAT TO DO AFTER THE INTERVIEW

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WHAT TO DO AFTER THE INTERVIEW

Send a Thank-You Letter, Card, or Email

Immediately after the interview, write to the person or persons who interviewed you. Remember to get a business card from them so you know where to send the thank you letter/card. Include references to details of your visit in the letter. Send the letter as soon as possible after the interview.

Handwritten thank you cards (if you have legible handwriting) and typed letters are appropriate for thank yous. If you have been communicating with the employer/interviewer by email throughout the interview process, email can also be appropriate for a thank you. However, because of the natural tendency to be more casual in emails, make sure you proofread thank you emails thoroughly. Print out any email and read it before sending to make sure your tone is appropriately professional. Remember, if you've made a good impression during an interview, you don't want to ruin that impression with a thank you note that contains a typo!

Monitor Status Tactfully

Job offers are not usually made during the interview. If you do not hear from an employer within a reasonable time (7-10 days) you may call to ask about the status of their deliberations. When you receive an offer, thank them and inquire as to when they need a decision.

Acknowledge Any Job Offer Immediately

If you receive a job offer, immediately affirm your interest, and ask the date by which you are expected to respond. Most organizations have a timetable and expect you to respond, either with an acceptance or a rejection, by that date. Keep in mind that many employers expect quick responses, especially smaller offices eager to fill vacancies.

Respond To Job Offers Appropriately

Timing and tact are critical when you have received an offer and the employer wants a decision, but you may be waiting to hear about another job you would prefer. What can you do? You can ask the first employer for an extension of the time by which they want your decision. Be careful how you present that request. Do not give them the impression that they are a poor second choice. You can also explain to the undecided employer that you have another job offer but would prefer working with them and request that they let you know their decision as soon as possible. Here, too, be careful of your presentation. Their individual time constraints may still result in your having to make a decision in the first position without knowing about the second.

When you are in the fortunate position of having more than one job offer and must reject all but one employer's offer, use the same tact and finesse that you would want from them. Carefully prepare what you will say, and be gracious. You never know what the future will bring. Some day you may have the opportunity (and desire) to work for them.

See a career counselor if you have further questions about job offers.

THANK YOU LETTER AFTER AN INTERVIEW

NAME
Address
City, State ZIP
Telephone
Email address

Date

Name of contact person
Title of contact person
Name of firm/organization
Street address
City, State Zip

Dear Mr./Ms. _____:

I very much appreciated the opportunity to interview with you on [date]. The information you shared with me about [law firm or organization name] was extremely useful and I am excited about the possibility of applying my education and experience to the position we discussed.

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

[Written Signature]

Your name typed

THANK YOU LETTERS, CARDS, & EMAILS

Always send a thank you in one form or another. If you send a letter, it should be typed using standard business format on 8 ½ x 11 inch paper.

If you send a thank you card, it should be handwritten. Make sure your handwriting is legible and error-free.

If you or they are in a hurry, feel free to send an email, but, again, make sure it is error-free.

NOTE: The above letter should be sent after visiting an employer's office. After callback interviews, you may send one letter to the person who invited you to the callback interview, the recruitment coordinator, or whichever interviewer seems most appropriate and ask that person to thank all your interviewers. You may send a thank you letter or card to each person who interviewed you, but this is not expected. If you do send multiple letters or cards, however, they must be different from one another.

LETTER OF ACCEPTANCE

NAME
Address
City, State ZIP
Telephone
Email address

Date

Name of contact person
Title of contact person
Name of firm/organization
Street address
City, State Zip

Dear Mr./Ms. _____:

I am very pleased to accept your offer [state offer] as outlined in your letter of [date]. [Include all details of offer—location, starting salary, starting date.] Please let me know if there is further information or documentation that you require prior to my starting date.

I look forward to working at [name of employer].

Sincerely,

[Written signature]

Your name typed

LETTER OF REJECTION

NAME
Address
City, State ZIP
Telephone
Email address

Date

Name of contact person
Title of contact person
Name of firm/organization
Street address
City, State Zip

Dear Mr./Ms. _____:

After considerable thought, I have decided not to accept your offer of employment as outlined in your letter of [date].

Thank you for your time, effort and consideration.

Sincerely,

[Written signature]

Your name typed

OR:

Dear Mr./Ms. ____:

I am very pleased that you have offered me a position. However, I have accepted another offer. [Or, However, I am unable to accept your offer at this time.]

Thank you for your time and consideration.

Sincerely,

[Written signature]

Your name typed

PUBLIC INTEREST CAREER PLANNING

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INTRODUCTION

Public Service is a very broad term – it encompasses a variety of practice areas and practice settings. In general, it includes government as well as non-profit settings and directly representing clients as well as policy advocacy. The work focuses on representing underserved populations (e.g. domestic violence victims, immigrants, the elderly, disabled clients, children, and the poor) and inadequately protected legal rights (civil rights, environment, education, criminal, and consumer law). Government work is also public service and opportunities exist at the federal, state, county, and city levels. Examples include criminal defense and prosecution, working for government agencies, and legislative/policy work.

Public Service is a wonderful way to gain experience, use your legal education, and help others for the common good. There are a variety of ways to incorporate Public Service into your legal career, and it is never too soon to start! We hope the following tips and resources serve as a starting point. Feel free to follow up with our office for more information.

PART I: 1L JOB SEARCH TIPS

Just as in successful legal advocacy, preparation is the key to obtaining a satisfactory public service position. Although academic achievement is always important, good grades are not enough. Public service employers nearly always expect evidence of commitment to their kind of work, particularly evidence of community service and hands-on exposure to the kinds of clients, issues, and day-to-day activities their practice encompasses.

Fortunately, Loyola offers a wealth of resources to help you prepare for and conduct a successful public service job search. Here are some tips/ideas in planning for a public interest career:

- Don't reject unpaid internship opportunities, especially for your first summer. It's extremely important to show some relevant legal experience as you enter your second year. Whether the work is paid or unpaid is not important to employers. You can combine unpaid work on a part-time basis with any kind of non-legal paying job you can find. If you cannot volunteer at a legal organization, consider volunteering for non-legal organizations that serve the population of interest (e.g. a domestic violence shelter or a school setting). ***But even unpaid work needs to be lined up well before the summer begins, as the best positions usually fill early.*** The counselors in the Office of Career Services can help you.
- Keep in mind that for some popular Chicago area government offices, like the Cook County State's Attorney's Office, an internship (volunteer) or externship (for academic credit) *with them* is essential to getting an interview for a postgraduate position.
- Choose co-curricular activities that enhance your resume to public service employers, such as work on relevant journals and publications, other substantive writing and community service activities, and intensive leadership-level activities in relevant organizations.
- Consider organizing your own funding for a school year or summer position via: Federal work study, PILI grants, or PILS grants. More information on these opportunities and additional funding sources are available on our website: http://www.luc.edu/law/career/publicinterest/funds_pub_int_opps.html. Keep in mind that PILS also considers your involvement when awarding funds.

PART II: RESOURCES AND PROGRAMS

KEY JOB REFERENCE MATERIALS AND RESOURCES

The handbooks and directories listed in this section provide a sampling of the resources available for public service. Additionally, numerous helpful links can be found on the Public Interest Job Search page of the CSO website: http://www.luc.edu/law/career/Public_Interest_Job_Search_Resources.html.

ONLINE DIRECTORIES

Directories of Public Interest Fellowships

Available: <http://www.pslawnet.org/informationandresources> (You'll need to log into PSLawNet in order to view their fellowship listings. Students register individually on their website and create their own username and password.)

The PSLawNet Fellowship Corner lists fellowships for which law school graduates are eligible, including relevant non-legal fellowships. It also includes the full text of Yale's Fellowship Application Tips, fellowship resources, and an application deadline calendar.

Federal Legal Employment Opportunities Guide

Available: http://www.pslawnet.org/uploads/2011-12_FLEOG.pdf

Information on available employment opportunities with numerous federal agencies and departments, listing extensive hiring program and contact information.

The University of Arizona Government Honors & Internship Handbook

Available: <http://www.law.arizona.edu/career/honorshandbook.cfm>

Username : snicker | Password : doodle

Published by the University of Arizona Law School, this handbook contains opportunities with federal agencies and some state agencies. Detailed descriptions, application processes, and deadlines are provided.

The University of Arizona Government Public Policy Handbook

Available: <http://www.law.arizona.edu/career/PublicPolicy10-11/LoginForm.cfm>

Username: world | Password : peace

Opportunities in Public Affairs

Available: www.opajobs.com

An excellent source of public affairs job openings in the Washington, D.C. area.

USA Internships

Available: <http://www.internships-usa.com>

Username: black | Password : acre

KEY WEBSITES

The internet is a key resource for information about public interest law and job opportunities in public service. The Office of Career Services's website has numerous public interest and government links on the following pages: http://www.luc.edu/law/career/Government_Job_Search_Resources.html (Government) and http://www.luc.edu/law/career/Public_Interest_Job_Search_Resources.html (Public Interest).

Career Services Job Postings

<http://law-luc-csm.symplicity.com/students>

1L students will be sent a Symplicity username and password on November 1st.

This website lists job announcements received by the Office of Career Services. New postings are added nearly everyday. All job postings, including those in public service, are listed here.

Equal Justice Works

www.equaljusticeworks.org

A good starting point for general information on public interest law from a student perspective, information on Equal Justice Works' summer internship and postgraduate fellowship programs, and links to a number of other useful sites.

Public Service Law Network (PSLawNet)

www.pslawnet.org

This is a searchable nationwide database of public service opportunities including paid and unpaid student internships, postgraduate fellowships, and postgraduate jobs. Select the Students/Alumni button and follow the prompts for registering to obtain a username and password.

Illinois Pro Bono

www.illinoisprobono.org

This statewide website gives information on Illinois legal aid agencies, their personnel, what they do, who they serve, their training schedules, and job and volunteer opportunities.

United States Department of Justice (DOJ)

www.usdoj.gov

A good starting point for federal government opportunities, this website offers links to other federal government agencies and describes the DOJ's own hiring programs for lawyers and law students.

United States Office of Personnel Management (OPM)

www.opm.gov

Basic information on federal government employment, plus a searchable database of federal job listings. You may want to check both the legal and administrative job categories. You can also access these postings through www.usajobs.opm.gov.

State of Illinois

www.state.il.us

The website of the Illinois state government which links to a number of state agencies, many of which post job listings on their websites.

City of Chicago

www.cityofchicago.org

Provides information on internships and job opportunities with the City of Chicago as well as links to related organizations.

Harvard Law School

www.law.harvard.edu/students/opia

The Office of Public Interest Advising at Harvard University offers specialty guides about several types of public service career paths on its website.

Alliance for Justice

www.afj.org

A national association of environmental, civil rights, mental health, women's, children's, and consumer advocacy organizations.

Government Sites

www.washlaw.edu

A free service of Washburn University School of Law, this website offers links to state, federal, and international government websites as well as directories of law firms, legal associations, law schools, and bar associations.

USA Jobs

www.usajobs.gov

The federal government's official job posting website.

Non-Profit Positions

www.idealists.org

This site lists job/internship opportunities in non-profit organizations worldwide. Note that the listings include both legal and alternative legal positions.

BOOKS AVAILABLE IN THE OFFICE OF CAREER SERVICES & THE LAW LIBRARY

Lawful Pursuit: Careers in Public Interest Law

By Ronald Fox

Available: Law Library Main Stacks

An American Bar Association publication that offers a good initial perspective for career planning.

Pro Bono: Volunteer Opportunities for Attorneys in the Chicago Area

Published by The Chicago Bar Foundation

Available: Office of Career Services

A guide of the many public interest organizations in the Chicagoland area that are in need of pro bono attorneys and a great place to find organizations that might be in need of law student interns, volunteers, or law clerks.

The Comprehensive Fellowship Guide: the Ultimate Resource for Law Students and Lawyers

Published by PSLawNet

Available: Office of Career Services

A print resource that includes hundreds of fellowship listings culled from the PSLawNet website, along with application tips and a deadline calendar.

Public Service and International Law: A Guide to Professional Opportunities in the United States and Abroad

A joint project of Yale Law School and Harvard Law School

Available: Office of Career Services

A guide that explores international public service opportunities in both the United States and abroad.

Jobs and Careers with Non-Profit Organizations

By Ron & Caryl Kirannich, Ph.D.s

Available: Office of Career Services

A guide to job searching in the public sector, this book includes many examples of the types of

organizations you may encounter in a public interest job search. The listings in this book are not exhaustive, but it is a great place to start!

The Directory of Legal Aid and Defender Offices in the United States

Published by NLADA

Available: Law Library Main Stacks

Lists National Legal Aid and Defender Association (NLADA) member organizations by state, including legal aid offices, public defender offices, and specialized programs.

Sullivan's Law Directory

Available: Office of Career Services and Law Library Reference Section

A state directory of Illinois lawyers, legal organizations, courts, and government law offices. The center section lists federal, state, county, and City of Chicago agencies that employ lawyers. Each state has at least one similar legal directory, published by the state bar or by a private company.

KEY SUMMER PROGRAMS

Although these are by no means the only sources of summer jobs and internships in public service, the following are important organized programs for obtaining summer positions and funding for summer public interest work, which we urge Loyola students to pursue. Summer public service work after the first year of law school is an appropriate way for all students to gain resume-enhancing legal experience through meaningful service. For students seeking postgraduate careers in public service, appropriate community experience is essential, and it is even more important to take advantage of the vital opportunity presented after two years of law school (specifically, 51 credit hours) when eligible for a student practice license under Illinois Supreme Court Rule 711 and comparable provisions in many other states.

Public Interest Law Initiative (PILI)

The PILI Summer Internship program places students in designated Chicago area public interest organizations selected by the PILI board. A PILI Intern (1L or 2L) receives a \$5,000 stipend for ten weeks of full time summer work and participates in weekly educational programs. Application materials are available on their website, www.pili-law.org. 2L and 3L students should apply in mid-October and 1L students should apply in December to assure consideration, although the final deadline is early March.

PILI also has a Fellows program for law graduates who accepted offers with law firms that allow them to work at a PILI approved agency while studying for the bar.

Public Interest Law Society (PILS) Summer Fellowships

The PILS Fellowships program is Loyola's own, funded through the PILS Auction and other fundraising activities of the Public Interest Law Society. Any interested student may apply for a grant after obtaining a position at a sponsoring organization. Applications are reviewed and recipients selected by a committee consisting of faculty members, students, and administrators. In recent years, PILS fundraising has supported 10-12 grants to first and second year students who have worked in nonprofit and governmental law offices nationwide and even internationally. Applications are available in the early spring.

Equal Justice Works Summer Corps

This nationwide program, co-sponsored by Equal Justice Works and Americorps, places law students in summer positions throughout the country, primarily in civil legal assistance organizations with an emphasis on non-metropolitan settings. It pays a loan reduction award of \$1,000. Details can be found online at www.equaljusticeworks.org.

Equal Justice America

This program provides fellowships to students working in organizations providing direct civil legal services to the poor. Information is available on their website for spring, summer, and fall fellowships. They sponsor fellowships at the Chicago Legal Clinic, AIDS Legal Council, Chicago Coalition for the Homeless, Legal Assistance Foundation of Metropolitan Chicago, and Lifespan Center for Legal Services. For further information, see their website at www.equaljusticeamerica.org.

KEY ANNUAL EVENTS

Below is a summary of the main annual events in which Loyola law students interested in public service careers should participate as appropriate.

Public Service Convocation

Early Fall

Hosted by the Dean of the School of Law, the Convocation honors an exemplary public service law practitioner, presents a distinguished keynote speaker from the private bar who discusses *pro bono* service, and introduces public service opportunities at Loyola. Mandatory for 1Ls.

Explore the Possibilities: Pro Bono and Public Interest Law Placements

Late September

Held annually at Chicago – Kent School of Law, this program is for Chicago area law students and recent graduates interested in learning more about placements as volunteers, interns or externs, or fellows at public interest law organizations.

Equal Justice Works Career Fair & Conference

Late October

Pro Bono Week

Late October

The ABA Standing Committee on Pro Bono and Public Service sponsors Pro Bono Week each year near the end of October. The Celebration is a coordinated national effort to meet the ever-growing needs of this country's most vulnerable citizens by encouraging and supporting local efforts to expand the delivery of pro bono legal services, and by showcasing the great difference that pro bono lawyers make to the nation, its system of justice, its communities and, most of all, to the clients they serve.

Meet the Public Service Organizations Reception

Early November

Sponsored by the Chicago Area Law School Consortium, this reception gathers attorneys from Chicago area nonprofit and government law offices to meet informally with law students.

Practice Tracks

January

This table talk event offers the opportunity to meet several dozen Chicago area attorneys who practice in a wide variety of legal subject areas and settings. Excellent for exploring both private sector and public service career options.

Midwest Public Interest Law Career Conference (MPILCC)

<http://mpilcc.uchicago.edu>

Early February

Nonprofit and government employers from primarily Midwest states gather to interview students for both summer and postgraduate opportunities. This career fair offers the opportunity to submit resumes for scheduled

interviews at the conference and to seek unclaimed interview slots on the day of the event. Additional informal networking opportunities are also available.

PILS Auction

Mid-February

A fundraiser for the Public Interest Law Society, the proceeds of this event go to support PILS Summer Fellowships for Loyola students.

Judicial Externship Info Sessions

Mid-February

If you're interested in working for a judge during your first summer, be sure to attend one of the judicial externship information sessions in the spring semester.

PUBLIC INTEREST LAW CERTIFICATE

In response to student demand, Loyola created a Public Interest Law Certificate. Students who participate in 30 hours of volunteer/pro bono work, complete a qualifying externship or clinic, enroll in four of the required courses and receive a minimum of a 3.0 in those courses, and enroll in the Public Interest Law Seminar are eligible for a Public Interest Law Certificate upon graduation.

IN CONCLUSION

Working in public service is a great privilege and opportunity as a member of the legal profession, whether performed as a full time career or as a supplemental professional activity. The Office of Career Services is here to help you realize your public service goals. Please use this guide as a starting point and take advantage of the wealth of resources available to you through Loyola and the Chicago community. We wish you every success in your efforts.

WHERE THE 1LS WORKED, SUMMER 2011

STUDENT	EMPLOYER	POSITION
Abrams, Johnathan	San Diego City Attorney's Office (San Diego, CA)	Legal Intern
Ader, Bradley	Sarnoff & Baccash	Law Clerk
Anders, Eric	Arthur J. Gallagher & Co. (Itasca, IL)	Law Clerk
Ballon, Lisbet	Legal Aid Foundation of Los Angeles (Inglewood, CA)	Law Clerk
Bantilan, Michaela	S&P Law Firm (Beijing, China)	Research Assistant
Barnett, Lynette	MB Financial Bank, N.A.	Legal Intern
Black, Timothy	The Honorable Virginia M. Kendall	Judicial Extern
Blank, Andrea	Lake County Public Defender	Legal Intern
Bossenbroek, Chelsea	The Law Offices of David K. Barhydt (Oak Brook, IL)	Law Clerk
Bourdet, Sarah	Mexican American Legal Defense & Educational Fund	Law Clerk
Brenord, Joel	The Honorable Eduardo C. Robreno (Philadelphia, PA)	Judicial Intern
Buddig, Sarah	Catholic Charities of the Archdiocese of Chicago	Legal Intern
Bugh, Alissa	Belgrade & O'Donnell	Law Clerk
Burstein, Jillian	Equip for Equality	Legal Intern
Burwell, Michelle	Greiman, Rome & Griesmeyer	Law Clerk
Carswell, Keshia	1. Rehabilitation Institute of Chicago 2. The Health Justice Project	1. Law Clerk 2. Research Assistant
Casey, Caitlin	Cook County State's Attorney's Office, Special Prosecutions Bureau	Law Clerk
Castaneda, Rocio	South Texas Pro Bono Asylum Representation Project (Harlingen, TX)	Legal Intern
Collins, Erin	Domestic Violence Legal Clinic	Legal Intern
Connery, Paul	Cook County State's Attorney's Office	Law Clerk
Cornell, Leslie	Kaplan Higher Education	Summer Associate
Costello, Matthew	Los Angeles District Attorney's Office – Hardcore Gang Division (Los Angeles, CA)	Law Clerk
Craig, Ashley	American Medical Association	Legal Extern
Dadourian, Christine	California Second District Court of Appeals (Los Angeles, CA)	Judicial Intern
D'Angelo, James	1. The Honorable Arlander Keys 2. Resolute Consulting	1. Judicial Extern 2. Legal Intern
Davis, Brette	Cook County State's Attorney's Office	Legal Intern
Deady, Katelyn	Corboy & Demetrio	Law Clerk
Del Aguila, Erica	The Hunt Law Group, LLC	Law Clerk
Delgado, Melissa	Office of the Public Defender	Law Clerk
Denny, Jennifer	U.S. Department of Education, Office for Civil Rights	Legal Intern
DiDonato, Ashton	Office of the Illinois Attorney General	Law Clerk
Fahrenbach, Brian	Salvi, Schostok & Pritchard	Law Clerk
Fay, Ben	Parente & Norem, PC	Law Clerk
Feffer, Jordan	Deutsch, Levy & Engel, Chtd.	Law Clerk
Fijolek, Britany	Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd.	Law Clerk
Filice, Pat	The Honorable Samuel Der-Yeghiayan	Judicial Extern
Filippone, Agostino	RLI Insurance	Legal Intern

Flaherty, Shannon	Loyola Health Justice Project; Prof. Emily Benfer	Legal Intern
Fleming, Brandon	1. Chicago Park District 2. Professor Richard A. Michael	1. Law Clerk 2. Research Assistant
Flynn, Kyle	Bell Law Office	Law Clerk
Ford, Quinton	Gas Technology Institute	Legal Intern
Gaskin, Jenee	Hinshaw & Culbertson LLC	Summer Associate
Gavin, Joe	The Honorable Dennis J. Burke	Judicial Extern
Gilbert, Carrie	Department of Health & Human Services, Office for Civil Rights	Legal Intern
Goldstein, Joshua	The Law Offices of David M. Sternfield, LLC	Law Clerk
Gordon, Aisha	Burke Law Offices, LLC	Law Clerk
Gousse, Roger	Public Building Commission	Legal Intern
Greger, Brandon	Grant Thornton LLP	Legal Intern
Hansen, Robert	United States Army	Legal Intern; Research Assistant
Harris, Cassie	Lee County Justice Center (Opelika, AL)	Judicial Intern
Herrera, Cynthia	Immigrant Child Advocacy Project	Legal Intern
Hohenadel, Mike	The Honorable Ronald Davis	Judicial Extern
Holmstrom, Andrew	1. Stamos & Trucco LLP 2. 18 th Judicial Circuit (DuPage County)	1. Law Clerk 2. Judicial Extern
Jaconetti, Ashley	The Steele Law Firm	Legal Intern
Jones, Gregory	Delaney Law	Law Clerk
Kaitis, Emily	Law Office of Teresa Nuccio	Law Clerk
Karpiak, Beth Ann	Equip for Equality	Legal Intern
Kelly, Niya	1. Domestic Violence Legal Clinic 2. Professor Josie Gough	1. Legal Intern 2. Research Assistant
Kendall, Maeve	1. The Honorable Ann Claire Williams 2. Center for the Human Rights of Children	1. Judicial Extern 2. Legal Intern
Kennelly, Mary	Loyola Health Justice Project; Prof. Emily Benfer	Legal Intern
Kienzle, Stephen	Anspach, Meeks, Ellenberger LLP (Toledo, OH)	Law Clerk
Koopman, Corinne	1. The Honorable Jesse Reyes 2. City of Chicago, Department of Buildings	1. Judicial Intern 2. Legal Intern
Kortesoja, Andrew	Miller Johnson (Grand Rapids, MI)	Summer Associate
Krah, Jenny	1. The Hon. Ronald Davis & The Hon. John Kirby 2. American Medical Association	1. Judicial Intern 2. Legal Intern
Kruse, Jayme	Ruben & Kress	Law Clerk
Kuhn, Addison	Vanderburgh County Prosecutor's Office (Evansville, IN)	Legal Intern
Laftchiyska, Maria	Lipschultz & Associates	Law Clerk
Lehr, Jessica	Power, Rogers & Smith, P.C.	Law Clerk
Leonard, Ashley	Lewis & Gellen	Law Clerk
Lewis, Michael	Herbert Smith LLP (London, England)	Summer Associate
Locus, Alyssa	Spencer & Rozwadowski, LLP	Law Clerk
Lorio, Jennifer	Illinois Department of Children & Families	Legal Intern
Loveland, Timothy	The Law Offices of David M. Sternfield, LLC	Law Clerk
Loza, Norma	The Honorable Sharon Johnson Coleman	Judicial Intern

Lupa, Steven	U.S. Attorney's Office, Eastern District of Missouri (St. Louis, MO)	Legal Intern
Maddock, Elizabeth	The Honorable Sebastian Patti & The Honorable Franklin Valderrama	Judicial Intern
Mansfield, Krysten	The Law Offices of Stuart P. Krauskopf, P.C.	Law Clerk
Martin, Sarah	Social Security Administration	Legal Intern
Mathewson, Mark	Mathewson Right of Way Company	Law Clerk
McKinney, Brenda	Juvenile Justice Center (Philadelphia, PA)	Law Clerk
Miller, Matthew	Illinois Attorney General's Office	Legal Intern
Morton, Jonathan	Stone, Pogrud & Korey	Law Clerk
Mussey, Sean	Wylder Corwin Kelly LLP (Bloomington, IL)	Law Clerk
Neal, Chlece	The Center for Court Innovation (New York, NY)	Legal Intern
Neal, Michael	U.S. Environmental Protection Agency	Legal Intern
Nelson, Jessica	Kelley, Kelley & Kelley	Law Clerk
Nwabueze, Charles	Chicago Park District	Law Clerk
Parker, Lauren	Illinois Appellate Court	Judicial Extern
Radadia, Mira	Cooney & Conway	Law Clerk
Raines, Janea	The Honorable Arlander Keys	Judicial Intern
Robertson, Larry	Maslon, Edelman, Borman & Brand, LLP (Minneapolis, MN)	Summer Associate
Robin, Jason	Illinois Housing Development Authority, Northwest Side Housing Center	Legal Intern
Rolewick, Kathryn	Professor Michael Kaufman	Research Assistant
Root, Emily	Illinois Department of Financial & Professional Regulation, Division of Professional Regulation	Law Clerk
Ross, Jeremy	1. Kubasiak, Fylstra, Thorpe & Rotunno, P.C. 2. Professor Matthew Sag	1. Legal Intern 2. Research Assistant
Salam, Ismael	The Honorable Matthew Kennelly	Judicial Intern
Salins, Lauren	1. John Howard Association 2. Illinois Coalition for Immigrant & Refugee Rights	Legal Intern
Salisipan, Jorelle	Federal Reserve Bank of Chicago	Law Clerk
Sallen, Sarah	Resources Aimed at the Prevention of Child Abuse & Neglect (Cape Town, South Africa)	Legal Intern
Sargent, Camille	Muriel Law Offices, LLC	Law Clerk
Schaubert, Keri	Daley, DeBofsky & Bryant	Law Clerk
Schufreider, Jen	Kozacky & Weitzel, P.C.	Law Clerk
Schultz, Gabriela	Prof. Cindy Conlon, JD, PhD (Northwestern University)	Research Assistant
Schuster, Lauren	The Honorable Ronald Bartkowicz	Judicial Extern
Schweitzer, April	Office of Health Information Technology	Legal Intern
Secler, Ross	1. The Honorable Henry Simmons 2. The Law Offices of Block & Block	1. Judicial Intern 2. Law Clerk
Sheehan, Kaitlin	Hofeld & Schaffner	Law Clerk
Shepard, Peter	Chicago Legal Clinic	Legal Intern
Shipper, Ben	William J. Yochim, PLLC (Detroit, MI)	Law Clerk
Smeenck, Katharine	International Center for Transitional Justice	Legal Intern
Smith, Jason	Illinois Supreme Court Commission on Professionalism	Legal Intern
Sohn, Sunghae	Law Offices of Robert R. Tepper	Legal Intern

Steffy, Jenna	Cooney & Conway	Law Clerk
Stewart, Lynsey	Power, Rogers & Smith LLC	Law Clerk
Stojic, Alaina	BMO Harris Bank N.A.	Legal Intern
Thompson, Kweku	Empire Today (an Association of Corporate Counsel affiliate)	Legal Intern
Tomczyk, Kevin	Delnor Hospital	Research Assistant
Troutman, Brian	Health Care Service Corporation; BlueCross/BlueShield of Illinois	Law Clerk
Vasak, Tom	Illinois Department of Financial & Professional Regulation, Division of Real Estate Prosecutions	Law Clerk
Velasco, Alan	1. Uniform Law Commission 2. Professor Cynthia Ho	1. Law Clerk 2. Research Assistant
Walsh, Barry	Ajax Trading LLC	Legal Intern
Way, Sarah	SPX Corporation (Shanghai, China)	Legal Intern
Whitacre, Jon	The Honorable Sebastian Patti & The Honorable Franklin Valderrama	Judicial Extern
Williams, Christopher	Panter Dawn & Associates	Legal Intern
Woods, Tanya	1. The Honorable Sharon Johnson Coleman 2. Law Office of Gerald S. McCarthy	1. Judicial Extern 2. Legal Intern
Yates, Emma	Kimberly A. Duda (solo practitioner)	Law Clerk
Yoder, Michelle	The Honorable Frederick J. Kapala (Rockford, IL)	Judicial Intern
Zeman, Kristen	Center for Elder and Disability Law	Legal Intern
Zielinski, Agnieszka	International Organization for Adolescents	Legal Intern
Zorrilla, James	Colorado State Public Defender (Denver, CO)	Legal Intern