

LOOKING FOR A JOB WITH A LAW FIRM?

If you are interested in working for a law firm either during your second summer or after you graduate, below is advice on how to approach your job search.

LARGE FIRMS:

Although big firms have cut back on hiring and aren't for everyone, some of you have expressed an interest in working in one. The following are ways to research the big firms and to try to get an interview with one.

OCI FOR 2Ls:

Some large firms will be interviewing on campus this fall. Check them out in Symplicity. If you meet their criteria, bid on the firms of your choice and see if you get an interview. If you receive an interview, do your homework about the firm and schedule a mock interview with your counselor prior to your interview. Make sure you know as much about the firm and the people interviewing you as possible (see below for ways to do research on law firms). If you have questions about the OCI process go to:

http://www.luc.edu/law/career/students/oci_students.html

OCI FOR 3Ls:

As you have probably discovered, there is only one law firm visiting campus this year that is interviewing 3Ls. Don't get discouraged. Many of our 3Ls in year's past have secured interviews with big firms by sending out their materials directly to the firms of their choice in August and September. Keep in mind that most large firms interview candidates who are in the top 10-20% of their class. For a list of most of the big firms in Chicago and throughout the nation, go to www.nalpdirectory.com.

RESUME COLLECT:

2Ls & 3Ls: There are many terrific law firms who are interested in collecting resumes for both 2Ls and 3Ls. Don't forget to pursue this avenue through Symplicity. To get up to speed on the resume collect option, go to our OCI website and read all about it at: http://www.luc.edu/law/career/students/resume_collect.html.

GOING WAY BEYOND OCI:

If you can't participate in OCI because you don't meet the OCI criteria, don't let that stop you from sending your materials directly to those same firms. Sometimes they will consider a resume that comes to them directly, (because your cover letter blows them away) even if you don't meet the criteria they set for OCI. Write a great cover letter explaining why you want to work for them, and email it along with a resume, transcript and writing sample. Make sure you do this in mid-August – it's when the big firms make decisions about who to bring in for interviews for summer associate positions.

Don't forget about all the large firms out there who don't do OCI. Go to www.nalpdirectory.com and check out all of the large firms with offices in Chicago. If you are in the top 10-20% of your class and want to work in a large firm, consider sending them your materials.

USE YOUR CONTACTS:

2Ls and 3Ls: If you have a contact in a big firm, email your resume, cover letter, transcript and writing sample to him/her. Or, if you worked for a big firm prior to coming to law school, contact the partners you worked with to see if they can help get you an interview.

Educate Yourself:

Use the following resources to educate yourself about the big firms, the contact people, addresses, phone numbers, and essential information about practice areas, required hours, etc. Make sure to use these resources prior to any interview in order to sound knowledgeable in your interviews.

- NALP Directory, <http://www.nalpdirectory.com>
- The Chicago Area 4 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://lawschool.westlaw.com/shared/marketinfodisplay.asp?code=jp&id=1>
- Lexis/Nexis Career Center, <http://www.lexisnexis.com/lawschool/login.aspx>
- Vault, <http://www.vault.com/wps/portal/usa> (there may be a fee to use this database)
- Your career counselor

Small & Medium-Size Law Firms

Small and medium-size firms are great places to get experience and start out your career. Many of you may be wondering “When should I begin applying for jobs with small and medium-size law firms?” The timing is very different when it comes to smaller employers. Small and medium-size firms make their hiring decisions later in the year. Do not send your materials until after you’ve done some research on when they want to receive materials. Typically, we tell students to wait until the spring semester to send materials to these firms because they are often not in a position to offer jobs until closer to the time when you can actually work. Identify those firms you are interested in, identify whether there are Loyola alums working there, and network with those alums to get the inside scoop on when they plan to do their hiring.

Mock Interviews are Essential!

Law firm interviews are not like other interviews. You have to be ready for the types of questions law firms ask and the types of questions they expect to be asked. It is critical that you do a mock interview with our office prior to your real interviews. Schedule them early—we get busy in August.

Job Fairs

There are numerous job fairs across the country, many of which are geared toward minority students. Do not underestimate this resource. Make sure you are registered to participate in these job fairs and prepare for those interviews just like you would any other big firm interview—by doing your homework and scheduling a mock interview with your career counselor. To learn about job fairs taking place this summer and fall go to: http://www.luc.edu/law/career/job_fairs.html.

Interview Advice

(Portions of this segment are from a recent National Law Journal article)

Law students going through interviews should follow the 80/20 rule. **You, the job candidate, should do 80% of the talking**, according to hiring partner William Kraiss and recruiting coordinator Carole Mecca of the law firm Porzio, Bromberg, & Newman in Morristown, NJ. “A candidate who has nothing more to say 10 minutes into the 20 minute interview will not do well,” they write in an article for the New Jersey Law Journal.

They also advise students to be prepared. “While the second year law students may not know exactly what they would like to do, if a candidate comments that he wants to be a criminal defense lawyer, or she wants to be a litigator, but the firm they are interviewing with has neither of those practice areas, the candidate will not get the job because it will be obvious to the employer that you did not do your homework.” Do your research and make sure you know what the employer does—this will show you are interested in the employer. Start with the employer’s website, then check www.nalpdirectory.com, Westlaw’s & Lexis’s Career Center, as well as Leopard Solutions.

Also—if you know ahead of time who the interviewer will be, look up the interviewer on the firm’s website and know as much about that person as possible.

The Department of Justice

A representative from the DOJ will be here to speak about the Honors and Internship Programs on Thursday, August 26th from 12:00—1:00 p.m. in the Terry Student Center, 26 E. Pearson, Room 303.

Please join us to learn about these programs. The DOJ's 2010-11 Attorney General's Honors Program and 2011 Summer Law Intern Program on-line application period opens July 26th and closes September 7th.

Info on the AG Honors Program: <http://www.justice.gov/oarm.arm.hp/hp.htm>
Info on the Summer Law Intern Program: <http://www.justice.gov/oarm/arm/sp/sp.htm>

Public Interest & Government Opportunities

The deadlines for some of these opportunities are happening now. Don't miss out on an opportunity because you got started too late. Spend time on our website getting familiar with all of the public interest organizations and government agencies. Go to: <http://www.luc.edu/law/career/index.html> for starters, then check out PSLawNet and the University of Arizona's Government Honors & Internship Handbook, among many others.

Also see the "Major Deadlines by Month" web page <http://www.luc.edu/law/career/pdfs/deadlines.doc>
This list is not exhaustive – it contains the organizations our students are most often interested in so please do additional research to find the many other government and public interest opportunities that exist out there. Begin by spending time getting to know all of the resources on our website.

Resume Reminders

- **A legal employer is likely to spend less than 30 seconds on the initial review of your resume.** Prove that you think like a lawyer by creating a resume in which you are an advocate for yourself. Devote time to your resume; be specific about the skills you have acquired; and provide examples.
- **Employers like hard data and facts.** Quantify where possible. For example, "Wrote four legal memoranda, two briefs, twelve interrogatories and helped conduct two depositions; Chaired committee of 13 students; Raised \$7500 for public interest scholarship."
- **Typos are NEVER ok.** Employers look at the resume as your first work product.
- **Spelling and grammatical errors are the kiss of death** and are likely to immediately eliminate you from consideration.
- **All information must be 100% accurate** (don't round up your GPA and don't fudge employment dates, etc.). Assume employers are conducting a background check.
- **Assume employers will do a web search of your name:** clean up all social networking and blog posts before you send out your resume.
- **Do not include a job objective or personal data.** Doing so shows you are ignoring the advice of your career services office and that you are unfamiliar with the needs of today's legal employers.
- **It is hard to read dates written in numerical format (6/07-9/08).** Instead, spell out the months, avoiding abbreviations (June 2007-September 2008). If you are describing a summer job or school year internship, it is fine to list "Summer 2009" or "Fall 2009."
- **Do not waste space by including a line at the bottom of the resume reading "References Available Upon Request."** Include references on a separate sheet, using a heading that matches your resume heading and list the references' contact information and the nature of the references' connection to you.