SERVICES

CAREER COUNSELING
Students and alumni 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. Appointments may be made to 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.

To schedule a mock interview, contact the Office of Career Services.

COMPUTER RESOURCES
The CSO has several computers, printers, fax machine, and a scanner available for students and alumni to do career-related research using LexisNexis, Westlaw, the PSLawNet public service database (www.pslawnet.org), Symplicity (http://law-luc-csm.symplicity.com/students), and other internet resources. 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
- Minnesota Minority Job Fair
- Equal Justice Works Conference & Career Fair (Washington, DC)
- Lavender Law Conference
- Patent Law Interview Program*

*The Patent Law Interview Program is organized by Loyola and takes place in Chicago every summer, usually early in August.

JUDICIAL CLERKSHIPS
The Office of Career Services presents a program on Judicial Clerkships every spring to introduce students to this important postgraduate option and the application process involved.

The application materials, which include a list of judges for both state (Illinois Supreme and Appellate Courts) and federal (all courts in the Seventh Circuit) courts are available on our website. Additionally, see the Judicial Clerkship Handbook on our website. This document contains information on applying for a Judicial Clerkship, including how to use the Online System for Clerkship Application and Review (OSCAR) for federal clerkships.

SPEAKERS AND PROGRAMS
Every year, the Office of Career Services sponsors a number of career skills and legal career information programs. These programs vary from “How to Choose a Practice Area” to “How to Apply for Judicial Clerkships.” In addition, the Office of Career Services brings in speakers from a variety of practice settings to discuss their careers with students.
EXTERNSHIP OPTIONS
An externship is an attorney-supervised student internship for which academic credit is granted. Externships present a wonderful opportunity to receive course credit as well as exposure to the practice of law in an area of interest. Sometimes these experiences lead to employment opportunities.

Associate Dean James Faught and Career Services Associate Director Maureen Kieffer administer the externship program. Students must have at least 51 credit hours to participate in any externship other than the judicial externships.

For further information, visit http://www.luc.edu/law/academics/special/externships.html. Look for externship information session announcements in the middle of each semester, and keep in mind that you need to line up an externship well in advance of the semester or summer in which you wish to do the work.

PUBLIC SERVICE RESOURCES
The Office of Career Services provides specialized career support for students and alumni interested in public service careers: government, nonprofit legal aid and public interest advocacy organizations, public interest-oriented private law practices, and similar settings.

The office helps link students, regardless of career direction, with pro bono opportunities that can help you serve the community while gaining legal experience, exploring career options, and building your professional network.

RESOURCES

SYMPICLITY
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.

PUBLICATIONS AND HANDOUTS
Publications and printed materials available in the CSO include:

- A wide variety of books that discuss career planning, job search techniques, and particular legal practice areas; magazines; newsletters; newspapers; and handouts are located in the office for use by students. Stop in and have a look.


- Handouts on: Conducting an Out of State Job Search, Bar Associations and Legal Organizations, International Job Opportunities, and many more.

EMPLOYER INFORMATION
Information about different types of legal employers is available through employer websites, the Office of Career Services website, and in our office. Some examples:

- The Martindale-Hubbell directory of lawyers, law firms, and related information can be viewed online at [www.martindale.com](http://www.martindale.com). If you are looking for Loyola alums, this is the website to visit.


- The Chicago Area Four or More List is a list of all Chicago area law firms that have four or more attorneys. This document is available on our website in PDF or Excel format. (Username: student | Password: loyolaonline)

- The National Directory of Legal Employers, published annually by the National Association of Law Placement, contains profiles of its member employers. These profiles are helpful in describing various characteristics of a legal employer such as practice areas, names of legal recruiters and hiring partners, organizational demographics, and starting salary. This is available in hard copy in the Office of Career Services or can be viewed online at [www.nalpdirectory.com](http://www.nalpdirectory.com). Keep in mind that this directory is not exhaustive.

- The University of Arizona Government Honors and Internship Handbook contains various honors programs and internships for 1Ls, 2Ls, 3Ls, and LLM students. It can be accessed online at [http://www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm). (Username: cookie | Password: dough)

- The Vermont Guide to State Judicial Clerkships can be accessed at [http://www.vermontlaw.edu/x1101.xml](http://www.vermontlaw.edu/x1101.xml). (Username: maple | Password: syrup)

- Information on government and nonprofit legal employers, including educational institutions and professional associations. In addition, the Office of Career Services has the Yellow Book Series on Federal, Non-Profit Sector, and Government Affairs.

- The PSLawNet website is an international database of nonprofit and government law offices, pro bono opportunities, internships, fellowships, and public service job listings. It can be accessed at [www.pslawnet.org](http://www.pslawnet.org).

FELLOWSHIP INFORMATION
Fellowships are opportunities to work for a non-profit organization for one to two years under a special program or a chance to obtain third party funding for work in a public service law office of your choice. Fellowships opportunities will be posted on the Career Services website as well as on Symplicity. Visit the “Fellowship Corner” at [www.pslawnet.org](http://www.pslawnet.org) for more information.

More Fellowship information can also be obtained from “The Comprehensive Fellowship Guide” published by PSLawNet. A copy of this book can be found in the Office of Career Services.