Tips for a Successful Phone Interview

Phone interviews are becoming more and more common in the job search process. They save the company and the candidate a lot of time. Preparing for a phone interview is just as important as preparing for a face-to-face interview. The more prepared you are, the better the call will be. A good phone interview can give you an advantage prior to meeting a potential employer. The tips below will help you to become a successful phone interviewer.

- **Be enthusiastic.** The first 15 seconds are crucial and interest in your voice is key. The way you answer the phone will have an impact on the caller. Talk distinctively and with confidence.

- **Schedule the interview for a quiet time.** If you have the opportunity to choose the time of the phone interview, be sure to schedule it when you know you will be able to give them your full attention. Make sure the environment at your home or office is clear of other people and noise, such as radios, TVs, pets, etc. You do not want to have distractions or loud noises that will disrupt you and/or your interviewer.

- **Use a landline phone.** This way you won’t have to worry about dying batteries or bad connections. If you don’t have a landline, you are welcome to use one of the offices in the Office of Career Services.

- **Have your resume next to the phone.** Have your resume in front of you for quick reference. Be sure it is the same copy you sent to the employer. Your interviewer will be looking at your resume throughout the interview, and you want to be sure you know exactly what he/she is talking about. Be ready to discuss the details of your work history.

- **Prepare Notes.** Prepare a list of accomplishments for each of your positions prior to starting the call. Know what you want to highlight. Have prepared answers ready for basic questions like, “why do you want to work for our company?” or “why should I hire you?” Use your notes to help you say exactly what you want to say. Remember, so far your resume is the only tool your caller has to know who you are. Sell yourself more than your resume does!

- **Do your research.** Just like any interview, research the firm or organization, practice areas, past cases and clients, and other pertinent information. You should jot down a few things in your notes that you can refer to in case questions that require firm/organization knowledge come up. If possible, have the firm/organization’s website pulled up on your laptop for quick reference.

- **Have questions ready.** Show your interest in the employer by asking thoughtful questions. Have a few questions prepared in your notes. Asking good questions illustrates that you are already thinking seriously about the position. Potential employers expect to be asked questions and welcome opportunities to talk about their company and their own background.

- **Know your schedule.** If your interviewer is interested in setting up an actual face-to-face interview, know your availability. The last thing you would want to do is succeed in a phone interview only to tell them that you’ll need to call back because you are not sure when you can meet with them. Have a copy of your schedule next to the phone.

- **Closing.** How many times have you thought of something you should have said after you left an interview? Don’t let that happen again! Know that you have said everything you want to say before the interview is over. Again, write down any comments and/or questions you want to address as well as how you would like to close the interview.

- **Always thank the caller.** Thank the caller for his or her time and reiterate that you are interested in the opportunity. If the interviewer has not asked you about your schedule or availability, it is a good idea to ask, “What would be the next step in the process?”

- **Send a thank you note.** Be sure that you have the interviewer’s exact title and name spelling, as well as the complete mailing or email address, so that you can send a thank you note.

### U.S. Attorney’s Office Internships

Students interested in **interning with the U.S. Attorney’s Office** for the Northern District of Illinois during the summer of 2011 should be sure to apply soon!

Applications are available in hard copy in our office or online at [http://www.luc.edu/law/career/govt_apps.html](http://www.luc.edu/law/career/govt_apps.html) and are due by January 3rd!

### Job Hunting outside of Chicago?

If you’re looking for a summer or post-graduate opportunity in another market, consider requesting reciprocity. Reciprocity will allow you temporary access to the Office of Career Services at an ABA accredited law school in a different city or state.

More information on requesting reciprocity can be found at [http://www.luc.edu/law/career/reciprocity.html](http://www.luc.edu/law/career/reciprocity.html).
PILI Summer Internship Applications
Each summer, PILI funds dozens of 400-hour internships for first and second-year law students to work at public interest law agencies in the Chicago area. For summer internships, PILI pays a $5,000 grant to the agency. The agency withholds taxes and pays the intern for 400 hours, or 10 full-time weeks, of work. PILI began accepting applications from 2Ls on November 1st, and will be accepting applications from 1Ls beginning December 1st.

PILI also offers a limited number of school year internships for Chicago area law students. Agencies hosting selected interns will receive $2,500 to support 200 hours of intern work. PILI began accepting applications for spring 2011 internships on November 1st.

Visit [http://www.pili-law.org/internships.htm](http://www.pili-law.org/internships.htm) for more info or to apply for a spring or summer internship!

ABA Judicial Intern Opportunity Program
The Judicial Intern Opportunity Program is a full-time, six-week minimum, summer internship program open to all first- or second-year minority and/or financially disadvantaged law students who want to do legal research and writing for state or federal judges in participating cities.

2011 applications are now being accepted from 2Ls. 1L students may apply beginning December 1st. Visit [http://www.abanet.org/litigation/jiop](http://www.abanet.org/litigation/jiop) for more info.

Externship Course Registration
If you have secured an externship placement for the spring semester, you must still enroll in the externship course in order to receive credit for your work throughout the semester. The externship course registration form can be found at: [http://www.luc.edu/law/career/externships.html](http://www.luc.edu/law/career/externships.html).

The externship registration form must be submitted to Josie Gough in Room 1362 of 25 E. Pearson by December 17th.

1L Diversity Scholarships: Upcoming Deadlines
Several law firms offer first-year minority scholarships/fellowships that include: (1) a scholarship to be applied to the student's second year tuition and (2) a paid 1L summer associate position with their firm.

The deadlines for many of these scholarship/fellowship opportunities are in December & January, including:
- Perkins Coie (check for information posted online on December 1)
- Vedder Price, PC (deadline: December 31)
- McAndrews, Held, & Malloy (opens: December 1; deadline: January 15)
- Stoel Rives (deadline January 19)
- Harter, Secrest, & Emery (deadline January 21)
- Dorsey & Whitney (deadline: January 21)

Visit [http://www.luc.edu/law/career/Diversity_Scholarshi.html](http://www.luc.edu/law/career/Diversity_Scholarshi.html) for more info!

Career Services is open during the holidays!
The Office of Career Services will be open from 8:30am until 5pm Monday-Friday throughout winter break.

We will be closed for University-wide holidays on the following dates: December 23, 24, 30, & 31.

To make an appointment before or during winter break, call us at 312-915-7160 or email law-career@luc.edu.
Save the Date: Practice Tracks!

Still haven’t decided what area of law you want to pursue after graduation? Want to learn more about over 50 practice areas from practicing attorneys?

Come to Practice Tracks and meet practicing attorneys representing over 50 different practice areas!

Thursday, February 17, 2011 | 5:00—6:30 p.m.
Chicago Bar Association | 321 S. Plymouth Court

University of Arizona Government Honors & Internship Handbook

Don’t forget to check out this handbook if you’re looking for a summer or post-graduate opportunity working for a government agency. 1Ls: Please be aware that many of the 1L summer opportunities in this handbook have December deadlines. Don’t miss your chance to apply!

http://www.law.arizona.edu/career/honorshandbook.cfm
Username: pecan | Password: sandies

Upcoming 1L Deadlines:
- Federal Trade Commission, Bureau of Competition, Summer Intern Program
  Deadline: ASAP after December 1
- New York City Law Department, Summer Honors Program
  Deadline: ASAP after December 1
- New York County District Attorney's Office, Summer Intern Program
  Deadline: Between December 1 & 15
- Corporation for Natl. & Community Service, Office of General Counsel
  Deadline: December 31
- Public Defender Service for the District of Columbia, Legal Clerkship
  Deadline: ASAP after December 1
- Securities & Exchange Commission, Summer Honors Law Program
  Deadline: ASAP after December 1
- Environmental Protection Agency, Region 2 Legal Internship (New York)
  Deadline: December 31
- Dept. of Health & Human Services, CDC Office of General Counsel
  Deadline: December 31
- FCC, Wireline Competition Bureau, Pricing Policy Division
  Deadline: Between Jan. 1 & March 15
- National Gallery of Art, Summer Internship Program
  Deadline: January 8
- National Gallery of Art, Division of Judges, Summer Internship
  Deadline: January 15

Upcoming 2L Deadlines:
- New York County District Attorney's Office, Summer Intern Program
  Deadline: Between December 1 & 15
- City of Philadelphia Law Department, Office of the City Solicitor
  Deadline: December 15
- Dept. of Commerce, Office of Chief Counsel for International Commerce
  Deadline: December 31
- Corporation for Natl. & Community Service, Office of General Counsel
  Deadline: December 31
- Environmental Protection Agency, Region 2 Legal Internship (New York)
  Deadline: December 31
- Cook County State's Attorney’s Office, Spring Clerkship Program
  Deadline: January 1
- SEC, 2011 Advanced Commitment Program
  Deadline: December 15
- Cook County State's Attorney’s Office, Spring Clerkship Program
  Deadline: January 1
- Sacramento State Center for California Studies 2011-2012 Capital Fellows Programs
  Deadline: February 23
- Environmental Protection Agency Philadelphia Honors Attorney Fellowship
  Deadline: February 28
- D.C. Capital City Fellows Program
  Deadline: April 1
- Dept. of Health & Human Services, CDC Office of General Counsel
  Deadline: December 31

The Chicago Committee on Minorities in Large Law Firms presents:

Celebrate the holiday season with minority attorneys & other members of the Chicago legal community!
December 28th | 6:30—8:00 p.m. | The Joffrey Tower, 10 E. Randolph, 4th Floor
Please RSVP online at www.chicagocommittee.org by Tuesday, December 21st.