Applying for Jobs and Timing

We receive a lot of questions about timing when students begin to think seriously about applying for jobs. In January each year we often hear the question, “When should I begin applying for jobs?” The answer is “it depends.” Timing depends on the type of job you are applying to. As many of you know, applying to work in a governmental agency like the Illinois Attorney General’s Office or the Cook County State’s Attorney’s Office or many public interest organizations involves adhering to application deadlines in order to be considered. There are many ways to stay informed about those deadlines, which include monitoring the organization’s website, reading this newsletter and our emails, closely monitoring Symplicity, and becoming familiar with our website because most, if not all government agencies and public interest organizations are linked on our website. It is critically important to stay on top of deadlines, which can be difficult to do when finals are approaching and you are away on Christmas or summer break. However, many deadlines occur during those periods so make sure you stay connected.

If you are interested in working for a law firm — again, timing will depend upon the type of firm you wish to work for. Small and most mid-size firms provide no timing guidelines. There are thousands of small and mid-size law firms in the Chicago area and each handles hiring differently. Some post on Symplicity throughout the spring semester but most do not. For those who post, do not delay in responding to the postings. Assume that other law schools are hiring differently. Some post on Symplicity throughout the spring and early summer and to read the emails that come from our office throughout the summer. Fewer large firms participate in on-campus hiring programs so it is important to go beyond on-campus interviewing programs if you want to be considered by a large firm. If you are interested in a firm that does not participate in on-campus hiring, reach out to them directly by networking, or with a cover letter, resume and transcript. Many large firms participate in job fairs so remain apprised of all of the job fairs that take place throughout the summer by reading our newsletter and scouring our website’s job fair web page.

Large law firms typically do their hiring in August and September, which means it is important to get informed about them during the spring and early summer and to read the emails that come from our office throughout the summer. Fewer large firms participate in on-campus hiring programs so it is important to go beyond on-campus interviewing programs if you want to be considered by a large firm. If you are interested in a firm that does not participate in on-campus hiring, reach out to them directly by networking, or with a cover letter, resume and transcript. Many large firms participate in job fairs so remain apprised of all of the job fairs that take place throughout the summer by reading our newsletter and scouring our website’s job fair web page.

There are many ways to stay informed about timing, and other career-related matters. One of the best ways is to visit with your career counselor at least once a semester. If you need a refresher on timing, possible employers, where to find information about particular employers, make an appointment and receive a refresher. Your job search and the timing of it won’t be as overwhelming if you stay connected to your counselor and visit our office often.

1L/Alumni Speed Networking Event

All first year law students are invited to join Loyola Alumni for a speed networking event on Wednesday, February 15th at 6:00 p.m. at the Pritzker Military Museum, at 104 S. Michigan Ave. (at Monroe St.)

Alumni from 20 different practice areas will be there to share information about their practices and careers.

Midwest Public Interest Law Career Conference

Saturday, February 4 @ Northwestern University School of Law

Registered students: Assigned interviews and alternate status will be available online on January 19th at noon. You will have until noon on January 25th to cancel scheduled interviews or alternate status via email.

Non-Registered students: Please note that even if you did not register for the conference, you are still eligible to attend the table talk portion of the event.

Table Talk is an open networking session from 9:30-11:45 a.m. on the day of the interview program. Not all Table Talk employers may be hiring for summer or permanent positions. You are encouraged to attend and drop off resumes (if an employer is soliciting them) in person.

Summer/Fall 2012 Externship Info Session

1L & 2L students who are interested in applying for a judicial or non-judicial* externship for the summer 2012 or fall 2012 semester should plan to attend an externship info session:

- **January 23rd**
  - 9am, noon, & 4pm
  - CLC, Room 105

- **January 24th**
  - 9am, 2pm & 4pm
  - CLC, Room 105

*To be eligible for a non-judicial externship you must have completed 51+ credit hours.
**Save the Date: Practice Tracks**
Still haven’t decided what area of law you want to pursue after graduation? Overwhelmed or confused by your choices? 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 16, 2012 | 5:00—6:30 p.m. | Chicago Bar Association | 321 S. Plymouth Court**

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**University of Arizona Public Policy Handbook**
The University of Arizona Public Policy Handbook provides a list of public policy related internships, fellowships, and jobs. To access the handbook visit: [https://www.law.arizona.edu/publicpolicyhandbook/](https://www.law.arizona.edu/publicpolicyhandbook/).

Username: end | Password: hunger

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**Finding Your Place: An Intra-Loyola Career Exchange**
In an effort to help support as many students as possible in creating career opportunities, the CSO is pleased announce this event on Tuesday, February 21.

Meet with 2Ls and 3Ls who have worked in a variety of practice areas in public interest, litigation and transactional law. These students will be hosting tables based on practice area and will be happy to speak about their employers, experiences and how they obtained their jobs. Also, learn how to create a strategy for your job search, have your resume reviewed, and get tips on networking and interviewing. A finalized list of practice areas will be released closer to the day of the event. More details are forthcoming.

**Tuesday, February 21st | 12-2 p.m. | Corboy Law Center, Kasbeer Hall (15th Floor)**

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**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
2. A paid 1L summer associate position with their firm.

The deadlines for many of these scholarship/fellowship opportunities are in the next few months, including:

- **Harter, Secrest, & Emery | deadline: January 20**
- **Dorsey & Whitney | deadline: January 20**
- **Perkins Coie (Palo Alto, San Diego, & Seattle offices) | deadline: January 20**
- **Perkins Coie (Phoenix office) | deadline: January 31**
- **Finnegan | deadline: March 1**

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

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**The Office of Career Services has moved!**
Now that the renovation of the 13th and 14th floors is complete, the Office of Career Services has moved to its permanent home in Suite 1301.

Stop by to see our new space and while you’re here, **don’t forget to schedule an appointment with your career counselor to get a jump start on your summer or post-graduate job search!** Counselors are available to review resumes and cover letters, conduct mock interviews, or discuss career paths/options for summer or full-time employment.

**Who is my counselor?**
- Last names A-C: Maureen Kieffer
- Last names D-J: Jayne Schreiber
- Last names K-P: Greg Veza
- Last names Q-Z: Marianne Deagle

Stop by Suite 1301 of the Corboy Law Center, call 312-915-7160, or email law-career@luc.edu to schedule an appointment.

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**Event** | **Date/Time** | **Location**
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Alums in Practice: Health Law Douglass Hewitt | Kubasiak, Fylstra, Thorpe, & Rotunno | January 25 | 12:00 p.m. | Corboy Law Center, Room 105
Public Interest Day | January 28 | 10:00 a.m. | Corboy Law Center
1L Tuesday Series: Resume & Cover Letter Review | January 31 | 12:00 p.m. | Corboy Law Center, Room 105
Patent Law/Patent Bar Info Session With PLI's John White | February 6 | 12:00 p.m. | Corboy Law Center Career Services Office
Alums in Practice: Elder Law Melissa Howitt | Dutton & Casey, P.C. | February 15 | 12:00 p.m. | Corboy Law Center, Room TBD
1L/Alumni Speed Networking Event | February 15 | 5:00 p.m. | Pritzker Military Library 104 S. Michigan Ave.
Practice Tracks | February 16 | 5:00 p.m. | Chicago Bar Association, 321 S. Plymouth Ct.
Finding Your Place: An Intra-Loyola Career Exchange | February 21 | 12:00 p.m. | Corboy Law Center, Kasbeer Hall (15th Floor)
Why did you attend law school and become a lawyer?
Growing up, I could not think of anything I wanted to be other than a lawyer. Sandra Day O’Connor was one of my heroes, and I was in awe of the United States Supreme Court and its formidable decisions. I truly appreciated the idea that anyone who was wronged could pursue his or her day in court. Ultimately, I gravitated towards a career in the law because I wanted to work in a field where I would be able to help people resolve problems. Plus, my parents always told me I had a knack for arguing!

What do you wish you had paid more attention to as a student or new lawyer?
I wish I had paid more attention to the networking opportunities Loyola provided during law school. It was not until I graduated and interviewed for a new job that I really began to understand the importance of getting to know the legal community in Chicago. It is imperative to begin building a list of important contacts while you are in law school – these individuals will serve as a network of mentors who can help you navigate your first few years of practice. Moreover, they can also serve as a resource for you when you are looking for a new position — the more people who know and recommend you, the more opportunities arise.

What was the hardest thing to adjust to after graduating and beginning your career?
Billable hours! Keeping track of your day in increments of .1 and .25 can be daunting, but it is simply the reality of practicing law. If you can implement a strong system of tracking and entering your time on a daily basis, you will save yourself a good deal of hassle. If you enter your time on a weekly or monthly basis, you will lose track of hours of time and find yourself recreating your day by sifting through emails and call logs. Trust me, enter your time daily and save yourself the stress!

Provide one piece of advice you have for law students and future lawyers?
Practicing law can be very difficult and at times, all-consuming. As a result, it is very important to find balance in your life. Make time to see your friends and family. Take care of yourself by going to the gym and making sure you take time to enjoy fresh air every now and again. Compartmentalize – try to avoid letting your feelings about work seep into your personal life. Volunteer your time on pro bono matters or help with local community service projects. In the end, you will find that leading a balanced life helps you become a better practitioner and a more understanding advocate for your clients.

What was your career path to get you to where you are today?
I entered law school with the notion that I wanted to help people and found that I gravitated towards a career in litigation. After graduating, I worked for approximately 2.5 years on general commercial litigation, employment litigation and bankruptcy matters. After experiencing dissatisfaction with my career path and opportunities for advancement, I took a step back and evaluated those aspects of my job that I loved and those that I disliked. After comparing and contrasting my list of likes and dislikes with alternative legal careers, I found that my likes were uniquely applicable to legal recruiting. After spending time getting to know several recruiting companies in Chicago, I made the leap and joined a national company as their Chicago Attorney Search Director. Four and a half years and one move later to my current role as the Manager of Legal Recruitment for Clark Hill, I could not be happier. While my career path is unconventional, I am 100% satisfied with my career as a legal recruiter and could not have gotten to where I am without first practicing law.

What do you like most about your career choice?
My current career as a legal recruiter helps me satisfy the goal I had when I first started law school – I help people solve their problems, and I do so in a meaningful and measurable way. I like nothing more than talking with a prospective lateral member about her career goals and helping her see opportunities for growth and career satisfaction at Clark Hill.

How important has networking been in your career?
It has been critical to my career, and I wish I had started networking seriously while in law school. Not only did networking activity help me find positions as an attorney, it has helped me meet several candidates and clients. When I worked for the national recruiting company, I met many of my candidates and law firm clients by attending bar association events, like speed networking events or conferences on business development. I attended numerous events, grew to know those in charge, and managed to find numerous presentation and speaking opportunities. In turn, those presentation and speaking opportunities helped me create a positive reputation in the marketplace which has led me to where I am today.

What do you like the most and least about your job?
I like the people with whom I work, and that includes everyone at Clark Hill, the candidates we consider, our recruiters, etc. I also like that each day brings something new, whether that is a new candidate to consider or a new position within the firm. The facet of my job that I enjoy the least is rejection – having to tell someone that they are simply not the right match for our organization.

How do you balance your work life with your home life and what do you do in your free time for fun or relaxation?
It is hard to find balance, especially when you enjoy your career and are busy with work. I try to compartmentalize as much as I can so that work stresses do not follow me home. When I am at home, I try to remain 100% focused on my personal life with my husband, friends and family. By doing so, I never feel as though I am depriving one part of my life in favor of another. As for fun and relaxation, I enjoy working out, especially Bar Method classes, shopping, watching movies and getting together with friends and family at new restaurants in Chicago.

Which Chicago restaurant is your favorite?
I love food, and I love dining out in Chicago, so this is a difficult question to answer! Currently, I really enjoy visiting restaurants along Taylor Street in Little Italy. Two of my favorites are Davanti Enoteca (amazing Italian small plates) and Three Aces (fantastic farm to table fare). As a plus, both restaurants feel high-end but are moderately priced!