CSO Summer Hours:
We’re here all summer, so take advantage of whatever downtime you have to meet with your counselor to update your resume or revamp your cover letter. If you’re out of town and want to discuss an issue over the phone, we can do that too. **Don’t be a stranger!**

Job Postings:
We continue to receive job postings so keep checking Symplicity if you are still looking. And, if you get an interview and want help preparing for it, call the office and schedule an interview prep session with your counselor. Our telephone number is (312) 915-7160.

Unreadable Emails from Career Services:
If you receive an email from us and it is unreadable, the likely culprit is GMAIL. So - go to your Groupwise LUC account and our message will be as clear as day there.

1L Grade Points & Class Ranks:
This week we learned that 1L grade points and ranks won’t be available until the end of July. For rising 2Ls who are planning to participate in OCI, don’t panic. We have extended the deadline to bid on OCI employers until July 30th. The Registrar will email all students when class ranks are available so watch for that email. To receive your class rank via email, contact the Registrar at law-registrar@luc.edu closer to the end of July.

Post-Graduate Fellowships:
For 3Ls interested in pursuing public interest work, post-graduate fellowships offer a wonderful opportunity to begin your career. The deadlines are in the early fall for most fellowships. Information on Equal Justice Works, Skadden and other fellowship programs is available on our website and on PSLawNet. [http://www.luc.edu/law/career/fellowships.html](http://www.luc.edu/law/career/fellowships.html)

Fall 2010 Externships
For students interested in participating in the Fall Externship program, you must secure an externship placement and complete the registration form by July 24, 2010. Students with 51 credit hours are eligible to participate in all externships; students with less than 51 credit hours are eligible to participate in judicial externships. The Department of Homeland Security is seeking students for the fall; more information is available on Symplicity. [See the externship website for details: http://www.luc.edu/law/career/externships.html](http://www.luc.edu/law/career/externships.html)

Labeling PDFs & Other Attachments in Emails to Employers:
Label all materials that you attach to emails clearly. Include your name, the name of the document you are sending and the date (i.e. SusieStudentResume06-2010). If you plan to email several documents, consider creating a PDF with all of your documents in it and emailing that to the recipient.

**Label it:** SusieStudentApplicationMaterials06-2010. The recipient will have only one document (PDF) to open. Include the following as part of any application: Resume, Cover Letter, Transcript, Writing Sample & Reference List.

Deadlines for Public Interest & Federal Government Jobs for Summer 2011
This summer educate yourself about the various government agencies and public interest organizations that do the kind of work that interests you. Some federal agencies have early Fall deadlines.

**Learn about the various agencies and organizations’ application processes and deadlines by going to:** [http://www.luc.edu/law/career/job_search_resources.html](http://www.luc.edu/law/career/job_search_resources.html)
Federal Government Job Resources

Finding a job with the federal government is easier than ever if you use the following resources to get you going (all of which are on our website):

- **Federal Government Resources at PSLawNet:** [http://76.12.222.174/federalgovernmentresources](http://76.12.222.174/federalgovernmentresources)
  This excellent overview helps you understand the intricacies of federal practice, and thus federal hiring. Includes where jobs are (summer internships, entry-level and experienced positions), titles and terms, civil service positions, compensation and loan forgiveness, security clearances and citizenship requirements, elements of a successful application.

  This offers tips for seeking federal attorney positions, definitions of terms used in the employment application process, descriptions of dozens of federal offices that employ attorneys.

- **USA Jobs—Attorneys:** [www.usajobs.gov/ei/attorneys.asp](http://www.usajobs.gov/ei/attorneys.asp)
  The Federal government’s official one-stop source for Federal jobs and employment information. Operated by the Office of Personnel Management, the site to find and apply for Federal positions. Contains reference material about the application and employment process.

- **USA Jobs—Student Jobs:** [www.usajobs.gov/studentjobs/](http://www.usajobs.gov/studentjobs/)
  USA jobs resource for students. Contains directory of federal jobs by college major, internship job postings, and information about applying for Federal Jobs after graduation.

- **2009-2010 Government Honors & Internship Handbook:** [http://www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm)
  Online resource containing hiring information about law student and attorney positions offered by over 55 federal employers and 46 state and local employers, and details of 186 programs. You will need a username and password to access – if you need them, email our office at law-career@luc.edu and we will provide.

- **Martindale-Hubbell:** [http://www.lexisnexis.com/lawschool/login.aspx](http://www.lexisnexis.com/lawschool/login.aspx)
  Useful for identifying your law school alumni working for federal agencies. Select the “Career Development” tab and go to Job Opportunities, Lawyer and Firm Locator, “Government” tab.

- **Prosecutor Office Links:** [http://207.74.121.45/Prosecutor/proslist.htm](http://207.74.121.45/Prosecutor/proslist.htm)
  Links to US Attorneys, state prosecutors and attorneys general nationwide.

- **Partnership for Public Service:** [www.ourpublicservice.org/OPS/](http://www.ourpublicservice.org/OPS/)
  Organization dedicated to revitalizing federal government recruiting and hiring, and a good source for both general and targeted information about federal employment.

- **Making the Difference:** [www.makingthedifference.org/index.shtml](http://www.makingthedifference.org/index.shtml)
  An effort of the Partnership for Public Service, online resource concerning how to find and apply for federal jobs and internships (including tips on how to survive the initial screening process by addressing the knowledge, skills and abilities required of a position.

- **Presidential Management Fellows Program:** [https://www.pmf.opm.gov](https://www.pmf.opm.gov)
  Attracts individuals from a variety of academic disciplines and career paths who have a strong interest in excellence in the leadership and management of public policies and programs. A good resource for non-attorney jobs that may be relevant to law graduates.