Job Searching Beyond Job Postings

Job postings, like those on our Symplicity system, are one way to get a job, but they are not the only or the best way. Although we love it when employers post jobs with us, we want you to expand your job search beyond responding to job postings for three reasons:

- **Job postings represent only a tiny fraction of the legal jobs that are available to law students.** Experts agree that in this economy, the number of jobs filled through networking is 90%. What does that mean for you? If you are concentrating on only job postings, you are missing 90% of the jobs that are out there!

Don’t assume that all or most jobs available to you will be posted on Symplicity or another job posting source. In this down market, legal employers need not post jobs to find excellent, enthusiastic law students interested in working for them.

- Most positions are filled by word of mouth, personal recommendations, and networking. And most employers, especially public interest and service oriented employers, for whom your commitment to the issue or population they serve is a key factor in hiring, expect you to reach out to them if you are interested, not the other way around.

- **Posted positions are very competitive because they attract so many applications.** Bear in mind that postings on Symplicity are usually not exclusive to Loyola. Employers often send the same posting to many law schools. The same is true for postings that you find on other online sources, like PSLawNet, monster.com, or the CBA website.

- **Responding to postings by sending your resume and cover letter sometimes is not enough to land an interview.** For many students, the best of what you have to offer does not always come through on paper.

Most of us need an opportunity to impress an employer in person before handing over a resume. How do you get that opportunity?

1) **Identify employers that practice in an area that interests you.**
   - Use the [Four or More list](http://www.luc.edu/law/career/4_or_more.html) to identify small firms that are doing work in an area that interests you.
   - Check our links to some of Chicago’s public interest organizations but also do Google searches for “legal aid” or “non-profit” and the issue or issues that interest you (fair housing, domestic violence, education, etc.)
   - [Visit our website](http://www.luc.edu/law/career/pubint_links.html)
   - The Government Resources section of our website can give you a feel for the myriad federal, state and local government agencies that hire law students.
   - [Visit our website](http://www.luc.edu/law/career/government.html)
   - See the lists of where students worked for the past two summers on our website.

2) **Identify people who work for those employers.** After you have a short list of employers you are interested in, search their websites to find Loyola alumni or alumni from your undergraduate institution who work there. Talk to current students who have worked there. Talk to your professors and/or your career counselor about the employers who you have identified and see if they know of anyone who works there.

3) **Follow up on every lead you are given.** Once you’ve identified a contact at an employer you are interested in, send them a short email, saying something like: “When Professor So-and-so learned of my interest in tax law, he suggested that I contact you. I am a 1L at Loyola and am hoping to practice in a firm like yours after graduation. If you could spare 15 minutes for a meeting in your office or a phone call, I would really appreciate your advice on the best type of experience to get during law school to be marketable in the field of tax law. Please let me know a convenient time to contact you, or I will follow up by phone next week.”

Then prepare a list of questions to ask, follow up on your email with a phone call, and start talking to lawyers who do what you want to do. These conversations will not only help you learn about the area or areas of law you are interested in, they will put you in contact with people who may need to hire a law student in the near future.

Don’t put the person you are networking with on the spot by asking for a job. Let the person you are talking to bring it up. If he or she hires law students, it will logically come up in your conversation if he or she is impressed by you. Also feel free to ask if the contact knows of other lawyers who they admire in that practice area and then contact them.

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**Summer Externship Course Registration**

If you have secured an externship for this summer, please remember that you will need to enroll in the externship class in order to receive course credit for the summer.

The registration form for the summer externship class is due on March 4th.


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**Office of Career Services**
Corboy Law Center, Suite 1370
Chicago, IL 60611

**Phone:** 312.915.7160
**Email:** law-career@luc.edu
**Website:** [www.luc.edu/law/career](http://www.luc.edu/law/career)
## Upcoming Events

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<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Alums in Practice: State Court Clerkships</td>
<td>Corboy Law Center 13th Floor Faculty Library</td>
<td>Wednesday, March 16th 5:00—6:00 p.m.</td>
</tr>
<tr>
<td>1L Friday Series: Law Firm Practice</td>
<td>Corboy Law Center Room 1202</td>
<td>Friday, March 18th 12:00—1:00 p.m.</td>
</tr>
<tr>
<td>Federal Judicial Clerkship Panel</td>
<td>Corboy Law Center 13th Floor Faculty Library</td>
<td>Wednesday, March 30th 5:00—6:00 p.m.</td>
</tr>
<tr>
<td>1L Meet the Alums Reception</td>
<td>The Law Offices of Corboy &amp; Demetrio 33 N. Dearborn Street, 21st Floor</td>
<td>Wednesday, March 30th 5:30 p.m.</td>
</tr>
<tr>
<td>1L Friday Series: Marketing Yourself as a Law Student</td>
<td>Corboy Law Center Room 1202</td>
<td>Friday, April 1st 12:00—1:00 p.m.</td>
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### Patent Law Interview Program Student Registration—March 7th Deadline
Registration for the 2010 Patent Law Interview Program is now open! Registration is free for Loyola students — registrations will be accepted through March 7th. To register, go to [http://www.luc.edu/law/career/patent_students.html](http://www.luc.edu/law/career/patent_students.html) and click on the “Register Now” button.

Students with a scientific or technical background who are interested in a career in intellectual property should be sure to register for this program!

Questions? Contact Alissa Holterman at aholter@luc.edu.

### Judicial Clerkship Panel Presentations
- **State Court Clerkship Panel Presentation**  
  March 16th | 5:00—6:00 p.m.  
  Corboy Law Center, 13th Floor Faculty Library

3Ls interested in state court clerkships should be sure to attend this panel presentation.

- **Federal Clerkship Panel Presentation**  
  March 30th | 5:00—6:00 p.m.  
  Corboy Law Center, 13th Floor Faculty Library

2Ls interested in federal clerkships should be sure to attend this panel presentation. ALL ARE WELCOME TO ATTEND!

### Conducting an Out-of-State Job Search
Perhaps you are originally from the east coast and hope to return upon graduation. Or maybe you’ve had enough of the Chicago winters and want to move to sunny California to begin your career. No matter what the situation, conducting an out-of-state job search can be challenging. Below are some tips and resources for students who are job hunting outside of the Chicagoland area.

- **Request Reciprocity**
  Many law schools provide reasonable access to their career resources for students and graduates from other law schools that agree to provide similar services. To request reciprocity with another law school, please send an email to law-career@luc.edu with your name, class year or graduation date, email address, the name of the school where you would like reciprocity, the school’s contact person, and the contact person’s email address.

  You can review the reciprocity policy of the school that you are interested in by visiting NALP’s Reciprocity Policies page at [http://www.nalp.org/reciprocitypolicies](http://www.nalp.org/reciprocitypolicies).

- **Visit the OCS webpage on Out-of-State Job Searching**
  Read up on our suggestions for the best resources to use in searching for a job outside of Chicago—including information on local and national job fairs, links to law firms outside of Chicago, and a nationwide job search guide. [http://www.luc.edu/law/career/out_of_state.html](http://www.luc.edu/law/career/out_of_state.html)

- **Reach out to Loyola Alums in your Desired Location**
  Want to connect with alums in your new city? Check out this list of Loyola alumni organized by geographic location. Go to [http://www.luc.edu/law/career/out_of_state.html](http://www.luc.edu/law/career/out_of_state.html) and click on “Loyola Alums by Geographic Location.”

  To find contact information for the alumni on this list, we suggest using the lawyer search tool at [www.martindale.com](http://www.martindale.com).

- **Research Bar Admission Requirements**
  Published by the National Conference of Bar Examiners and the American Bar Association, this guide is helpful if you are planning to take the bar exam outside of Illinois. [http://tinyurl.com/6gx9ekn](http://tinyurl.com/6gx9ekn)

  A hard copy of the National Conference of Bar Examiners Comprehensive Guide to Bar Admission Requirements can be borrowed from the Office of Career Services.
Alumni Spotlight: Norma Sutton, Class of 1980

Why did you attend law school and become a lawyer?
I attended Law School because I thought the law profession would offer the opportunity to “change the world” (yes…I was idealistic). But, I also wanted to earn a living at a profession that I thought I would enjoy; and the legal profession has provided that.

What do you wish you had paid more attention to as a student or new lawyer?
I think learning to write well is very important for students and lawyers. I really learned the importance of writing well when I served as a judicial law clerk for the Illinois Appellate Court.

What professor/event/issue did you enjoy most in law school?
I had two professors that I just adored -- Prof. Norman Amaker for Civil Procedure and Prof. Haney for Contracts. I found both of these professors tough but fair.

What was the hardest thing to adjust to after graduating and beginning your career?
Like current grads, I was concerned about finding a good job after graduation. The challenge I faced then was not the “recession/lacking job market”; but rather getting the experience needed for in-house job opportunities.

Provide one piece of advice you have for law students and future lawyers?
I wish I had stayed in school an extra year to earn a joint degree (MBA/JD). I think this is something students should consider.

What do you like most about practicing law?
I like research and the challenge of learning something new. I also think that law offers you the flexibility to consider both legal and business positions.

How important has networking been in your practice/career?
Networking is important; especially at a time like this when the job market is so tight. You will find that many positions are not advertised; but you can learn about them through word of mouth or a referral from a networking source.

What do you like the most about being a lawyer/your job?
I like the challenge of learning something new and the opportunities I had to work both in legal and business positions.

How do you balance your work life with your home life and what do you do in your free time for fun or relaxation?
I like to travel both domestically and internationally and often take trips with my brother and sisters. I am also active in my church; love theatre; and take various dance and language classes.

Which Chicago restaurant is your favorite?
My favorite restaurant is Brazazz (and also Fago de Chao). The food is tasty, and fresh with a large selection.

What are you currently listening to on your iPod?
I like “Smooth Jazz” and listen to this genre of music on my iPod and my car radio (XM).

Symplicity Spotlight
AT&T’s legal department is seeking one candidate to work in their Chicago office for the summer of 2011.

The candidate will have the opportunity to work with attorneys in various fields within the Legal Department, including business, personal injury, employment, and labor litigation as well as general corporate regulatory, labor and employment advice and counsel.

Only current 1L students are eligible to apply. Applications for this position must be received by Friday, April 1, 2011.

For details on this opportunity and information on how to apply, please see job posting #6466 on Symplicity.

Log on to Symplicity at: http://law-luc-csm.symplicity.com/students

Upcoming Summer Funding Deadlines

- **Equal Justice Works Summer Corps**
  http://www.equaljusticeworks.org/law-school/summercorps
  Applications will be available March 16 and are due April 5.

- **Equal Justice America Fellowships**
  http://www.equaljusticeamerica.org/prev_applications/ApplicationSummer.htm
  All applications must be postmarked no later than March 21.

- **ABA John J. Curtin Jr. Justice Fund**
  http://tinyurl.com/6jocn9r
  All applications must be received by March 25.

- **Public Interest Law Initiative (PILI)**
  http://www.pili-law.org/internships.htm
  Online applications for PILI’s summer internships are being accepted on a rolling basis through the end of March or until all agencies have completed their hiring.

- **Public Interest Law Society (PILS)**
  The application for PILS summer stipends is available on TWEN and is due April 1st. Applications can be dropped off in Katie Wind’s 13th Floor mail folder or emailed to katielwind@gmail.com. PILS stipends range from $500 to $2,500, and preference will be given to those who have shown a strong commitment to PILS and other community service/public interest work.

For more detailed information on these and other funding opportunities, please visit http://www.luc.edu/law/career/pubint_funding.html.