How to Succeed at Your Summer Job

Please take a look at the advice below from a panel of Chicago law firm partners about how to succeed at a summer job and beyond.

Topics to Consider When Being Assigned a New Project
Get clarification from the person assigning you the project on:
1. The applicable jurisdiction;
2. Whether your supervisor or someone else previously worked on the same topic (find samples of your supervisor's work so you know what style/substance he/she prefers);
3. What your supervisor wants you to produce (an eight page legal memo with analysis or a quick one page overview summarizing court decisions);
4. The deadline;
5. The number of hours you should work on the project;
6. Whether there are cost constraints to be mindful of;
7. Terms or acronyms you don't understand.

How to Ask Follow-Up Questions:
If you have follow-up questions after you begin the research, don't pepper your supervisor with them. Instead, try to ask all of your questions at once. Compile your list of questions and contact your supervisor to learn when he/she has some time for a short discussion. Some supervisors communicate better via email. Some like in-person conversations. Take the time to figure out which approach your supervisor prefers and approach him/her that way.

How to React to Constructive or Not-So-Constructive Feedback:
In this economy, every job (unpaid and paid) and every project you work on matters. If you happen to botch a project, the key is to know how to rebound. If you are told your work needs improvement, demonstrate maturity and a team attitude. Do not get defensive. Listen, learn and appreciate the feedback your supervisor has taken the time to share with you and then incorporate what you have learned into all future projects.

Be Professional:
• How you behave on the job matters – whether the job is a paying job or not.
• Show up every day on time and stay until your work is done – in other words – be reliable.
• Work really hard, write well, and proofread (use your bluebook to check those citations).
• Be curious and self-motivated (ask for work if you run out of it).
• Be considerate, use tact and diplomacy.
• Do not gossip or complain—stay positive.
• Be objective and unemotional – show that you are mature.
• Be respectful to everyone inside and outside the organization.
• Be grateful for the opportunity by expressing your thanks and appreciation.
• Be resourceful, creative and a problem solver—it'll make you appear indispensable.
• Maintain a professional image at all times.
• Take ownership of the client’s issue/problem and bottom-line (produce accurate, cost-effective research).
• Know as much about the client as possible.
• Do not use your Blackberry, IPhone, cell phone while at work and do not have them out on your desk.
• Do not use the employer’s computers for personal use.
• Meet all deadlines. If you think you won’t – tell the assigning attorney ASAP!
• Keep everything you hear, learn, work-on confidential.
• If you go to Las Vegas for the weekend with friends, do not share stories about your wild weekend on Monday at lunch with your co-workers). What happens in Las Vegas stays in Las Vegas!!

-Marianne Deagle, Assistant Dean for Career Services

The password and user name for all password-protected pages on the Career Services Website (http://www.luc.edu/law/career/index.html) is: user name: student password: loyolaonline
Take Note of Every Learning Opportunity: Q&A from The National Jurist

Q: How can I make sure I work on something substantive and learn something practical at my summer job?

A: Whether you’re an intern or a first-year associate, chances are it’s important to you to have meaningful assignments. Many career counselors have commented on the importance of professional development and meaningful work.

It is important to realize that you most likely won’t get the kind of work you've always dreamed about when you’re first hired as an intern, summer associate, or new graduate. Remember that each assignment, though, is a learning opportunity. You may be working on projects that are widely considered to be “drudge work,” but you’re still learning practical application and adding practical experience to your resume. So, approach each assignment with a positive attitude, no matter how meaningless it may seem to you at the time. Sometimes, energy, enthusiasm, and, of course, good work are all it takes to get noticed and receive more meaningful assignments on the job.

You should also be very clear about the process of receiving, and completing assignments. For example, you should know who you might turn to for guidance and what types of formal or informal training you may expect to have before you undertake certain types of assignments. You should also know who to turn your assignments in to, who is responsible for overseeing your work, and where can you get constructive feedback.

Finally, remember that when you’re looking for additional work assignments, sometimes all you have to do is ask. But rather than talking about why you want to take on the new assignment, propose the assignment or project with the employer in mind. For example, use terms such as: “The project will benefit the client by...” or “The project will increase the firm’s visibility by...” to show the benefit to your employer in allowing you to work on the proposed project.
US DEPARTMENT OF JUSTICE

### U.S. Department of Justice

#### Upcoming Deadlines

- **The Attorney General Honor's Program** is Justice's recruitment program for entry-level attorneys, and is the only way Justice hires graduating law students. Current 2Ls (rising 3Ls) should apply online between July 31 and September 4, 2012 for post-graduate opportunities.


- **The Summer Law Intern Program (SLIP)** is Justice's competitive recruitment program for compensated summer internships. Current 1Ls (rising 2Ls) who are interested in a paid internship for Summer 2012 should apply online between July 31—September 4, 2012.


---

#### Judicial Clerkship Registration Deadline

If you missed the April 30th Judicial Clerkship registration deadline, please contact Maureen Kieffer at mkieffer1@luc.edu as soon as possible.

---

#### Fall On-Campus Interviewing

**Important Information**

- Interviews begin August 20, 2012—**THE WEEK BEFORE CLASSES BEGIN!**
- All preparation/registration for OCI will be conducted during the summer.
- OCI emails will come from law-oci@luc.edu, so be sure to check your email frequently!
- Prepare for OCI by updating your resume and scheduling a mock interview with your counselor.
- Read the OCI information on the CSO website at: [http://www.luc.edu/law/career/students/oci_students.html](http://www.luc.edu/law/career/students/oci_students.html)
- Note that most OCI employers are seeking students in the top of their class and that a small minority of students get jobs through the OCI program.
- Have questions? Email: Deborah Gutman at dgutman@luc.edu or Greg Veza at gveza@luc.edu

---

#### ABA Health Insurance Plan Enrollment for Graduates

The ABA Law Student Division health insurance plan with United Healthcare Student Resources (UHCSR) offers a health insurance coverage extension for up to one year for 3Ls who are currently unemployed. Students must be a member of the ABA Law Student Division, and must either currently carry the Division's plan with UHCSR OR must enroll & purchase the last quarter of the 2011-2012 plan.

Visit [http://www.abanet.org/join](http://www.abanet.org/join) to enroll in the ABA & [https://www.uhcsr.com/ABA](https://www.uhcsr.com/ABA) for health plan benefits.
The “Tell Me About Yourself” Interview Question
Written by Robin Rayburn on April 24, 2012

When you are interviewing for a job, it’s likely that in every interview you will be asked the question, “Tell me about yourself.” The question can come in different shapes and forms such as: “Describe yourself, tell me why you think you’re right for the job, or why should we offer you this job?” Despite it being one, if not the most common interview question, many candidates are still taken off guard as to how to answer it in the interview. Many candidates lose their focus, begin to ramble, or veer into uncharted territories of their upbringing.

Guess what? The interviewer is really not that interested in your life story. Or are they? (I suppose it depends on how interesting your life story is.) But, really remember why you are both there: to see if there is a mutual fit for the job. The ‘tell me about yourself” question is a tricky question to answer in the interview for a number of reasons. First, due to the simplicity of the question it can cause a job applicant to drop their guard and become more casual. Second, unseasoned interviewers often don’t really know the reasoning behind why they’re asking this question. Many have been conditioned in observing other interviews and ask it out of habit as an icebreaker or wrap-up question, and every interviewer is looking for something different in your answer. Why? Because they’ve all been trained differently in the art of interviewing. Some want to find a small personal connection to ease the stress of the interview, while others want to see how prepared you are. There is no one right way to answer the question, but there are some general guiding points that can help you navigate your response to help you stand out as a strong candidate.

First, understand that this is your chance to give your own elevator pitch regarding your personal brand. Try to keep your response to a short summary of your skills and qualifications, your recent experience, and a few highlights of your career and achievements. Pick a few highlights. Your best bet is to make a list of these highlights and accomplishments and what you think are relevant points about your work history and education. Then for each interview select the ones that are most relevant to the position and company you are meeting with. Don’t give the interviewer an exhaustive laundry list, give them an overview that’s easy to remember and reminds them why you’re a great fit.

Make sure you do your research on the company prior to the interview and align the highlights of your personal pitch to what the organization is looking for in the role—this will showcase that you understand what the role entails and that you have what it takes to succeed. Avoid speaking about your personal life in great lengths. Some career and interview experts will tell you to avoid talking about your personal life at all, but this again goes back to researching your interviewer if possible and knowing the culture of the company. A fun startup with a focus on work/life balance might like to know their employees have a personal life, while a buttoned-down fast-paced corporate office might just be focused on your work experience. If you do decide to include any personal information, keep it upbeat, try to relate it back to your skills and qualifications, and let it be something unique or fun that helps you stand out in a positive way. For example, if you are interviewing for a creative role and you like to bake, stating that your former colleagues think you make the best chai-iced grapefruit cupcake this side of the state can show off that creative spark and that you get along well with others. Or if you are a state champion swimmer, mentioning your achievements can show your dedication and discipline to hard work deriving in results. But remember, know your audience and the culture: some companies like fun and quirky, while others like professional and straightforward.