The Art of Networking

Taken from Legal Employment Weekly, October 19, 2009
Sandra J. Bishop

How many jobs are attained through networking sources versus internet/media advertisements?
Before the economy went into a slump last fall, for a number of years the prevailing wisdom suggested that 80% of jobs obtained were through people that you knew. Currently, that percentage has gone up to 90%.

Here are some networking tips:

- Sit down and write a list of all potential networking contacts, from your place of business, club, church, gym, neighbors, child’s PTA, etc. You will be happily surprised by how easy it is to get your list up to 100.

- Network in person whenever possible.

- Many people think that the point of networking is to ask the person in question to give you a job or direct you to a job. A more effective way is to make it clear that you are coming to them for advice, information, and guidance. Here, humility and candor are the order of the day.

- When you request time, suggest you will take no more than 20 or 30 minutes of their time. Show up looking professional, energetic, and willing/able to listen to the guidance you receive. Let’s not forget they are doing you a favor.

- As soon as you get home, take a few moments to write a handwritten or e-mail thank you note.

- Never leave follow-up in the hands of the person you just met. Keep the ball in your court!

- When the dust settles and you have your great job as a result of this person’s referral, a thank you is definitely required.

See “Giving Thanks—Literally” (at the top of the right-hand column) for advice on thank you etiquette.

Sandra J. Bishop, president of Executive Solutions, is an executive coach and career strategist.

Giving Thanks—Literally

Coming from alum Nancy Glazer ('86) who has been helping out in OCS since September, a heartfelt thank you to an attorney or contact who has helped you can go far. Whether you interviewed or just received advice, show you’re a class act. Send a note or an e-mail. If you express your appreciation, no doubt, that individual will be further vested in helping to assure your success.

Bonus Round: If someone really put themselves out for you and you want to hit it out of the part, send a small donation to one of their pet charities in their honor, verifying that a tribute card will be sent in appreciation.

As Nancy has been on the other side of the hiring desk and has also helped people looking for legal positions, she emphatically believes that sincere thanks goes a long way.

Leopard Solutions

The Office of Career Services is now offering access to Leopard Solutions, an online database including information on law firms and attorneys, job postings, a law blog, and other resources, to law school students and alumni.

Leopard Solutions is a great tool to use in your networking efforts, allowing you to generate lists of attorneys in specific geographical areas, targeting, for example, Loyola alums or alums from your undergraduate school.

To access the Loyola University Chicago School of Law Leopard Solutions page, visit http://www.luc.edu/law/career/General_Job_Search_Resources.html and click on “Leopard Solutions.”

Questions?
Contact our office at law-career@luc.edu or at 312-915-7160.
Symplicity Spotlight

- **Office of the State Appellate Defender Spring 2010 Internship/Externship**
  The Office of the State Appellate Defender - First District, which represents indigent criminal defendants on appeal in the Illinois Supreme Court and Illinois Appellate Court, is now accepting applications for their Spring 2010 Internship/Externship Program, beginning in mid-January and requiring 12-16 hours of work per week. For 2Ls, this is a volunteer internship opportunity. For 3Ls (with 51 credit hours or more), this is a potential externship site, eligible for academic credit. See job posting #4337 on Symplicity for details. Applications are due November 13th.

- **Law Clerk (2L, 3L, or LLM in Taxation)**
  Schoenberg, Finkel, Newman, & Rosenberg, LLC
  Schoenberg, Finkel, Newman, & Rosenberg, LLC is seeking a 2L, 3L, or LLM in Tax to fill a position as a law clerk doing federal, state, and local tax research and assisting in the preparation of technical articles and newsletters for clients. See job posting #4393 on Symplicity for more information.

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 work for a state or federal judge in participating cities. Applications from 2L students are being accepted now. 1L students can begin applying on December 1st. The application deadline is December 31st.

The program is only open to students who have not previously participated as an intern in the program. Students applying to the program must submit a completed application, resume, legal writing sample and a statement of interest. Students may rank location preferences on their application; however students may not request particular judges or courts.

Visit [http://www.abanet.org/litigation/jiop](http://www.abanet.org/litigation/jiop) for more info.

Ms. JD Conference: Avenues to Advancement

Ms. JD’s Third Annual Conference on Women in Law will highlight the different career paths available in the legal profession, the changing definitions of success, and the personal and professional infrastructure that best promotes retention and advancement of female attorneys.

The program will be held on **November 20-21** at Northwestern University Law School and will feature more than 20 panels and workshops on a broad range of topics including Networking & Effective Self-Promoting, Navigating the Economic Downturn, and Maximizing Your Summer Job, moderated by our Assistant Dean for Career Services, Marianne Deagle.

See [http://ms-jd.org/conference](http://ms-jd.org/conference) for more information or to register for the conference.

New Initiatives in the Office of Career Services

As the economy changes, our office is continually striving to provide new and innovative resources to assist in your job search. Here are some of our recent additions:

- Small, informal workshops, held in our office, to aid students in perfecting their resumes, cover letters, and/or networking skills.

- **Walk-in Hours**
  (Tuesdays 11 a.m.—1 p.m. & Wednesday 2 p.m.—4 p.m.)

- New out of state job search resources, resources for finding jobs in the collar counties, and tools to aid in your networking efforts on the website

- Membership with a new, online job resource website, Leopard Solutions, which includes job postings, law firm profiles, a law blog, and other job search tools. (See pg. 1 for details.)

Symplicity Access for 1Ls

On November 1, we will email each 1L student a username & password for our Symplicity system. 1Ls: if you do not receive an email with your log-on information, please email our office at law-career@luc.edu.

SAVE THE DATE!

**Meet the Public Interest Organizations Reception**

Don’t miss this great opportunity to meet and network with representatives from a variety of government agencies and public interest organizations from Chicagoland and beyond.

**When:** November 5, 2009 @ 5:30 p.m.
**Where:** 25 E. Pearson, Kasbeer Hall (15th Floor)

**All law students are invited to attend!**

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**Meet the Alums Reception**

The Loyola University Chicago School of Law Board of Governors will host a reception on November 17th at the University Club as an opportunity for 2L and 3L students to network with many law school alumni.

Don’t miss this great opportunity to meet and network with alums working in a variety of different practice areas throughout the Chicagoland legal community!

**When:** November 17, 5:30 p.m.—7:30 p.m.
**Where:** The University Club, 76 E. Monroe
Legal jobs may be scarce in the private sector, but the federal government, it seems, still has a constant need for new lawyers. It helps of course if you have experience in government contracts or a security clearance—or if you're willing to work for $40,093 for the Army in Germany. As a new monthly feature, the Blog of the Legal Times will highlight some of the current federal job listings, looking at which agencies are hiring and why, as well as some of the quirkier legal jobs in the corners of agencies you've never even heard of.

Given the state of the nation's banks, it's not too surprising that the Federal Deposit Insurance Corp. has job openings for at least four lawyers in various offices around the country. In 2009, the agency said it planned to increase head count in its legal division from 453 to 648. As a bonus, the pay for the current positions tops out at just over $200,000 a year. Select financial regulatory agencies have their own pay scale, which is hiring than the standard General Schedule. In Washington, the GS scale maxes out at $153,200.

For the really big government bucks, check out the Office of Thrift Supervision, which currently has a legal job that pays up to $217,040. Hey—that's as much as a fifth year big firm associate—and $360 less than John Roberts makes as chief justice of the Supreme Court.

As for those with a hankering to work at the high court but just can't keep waiting for another justice to retire, there's the ultimate legal secretary job. An unnamed justice is looking for a new legal assistant/secretary, and experience as a paralegal or lawyer is "highly preferred." The catch—you need to know shorthand.

The Securities & Exchange Commission has several vacancies for lawyers. Historically, the agency has had unusually high turnover, and the Bernard Madoff cloud has hardly helped boost employee morale. In addition to several staff lawyer positions, the SEC offers hope to third year law school students who have seen their employment offers yanked. The agency is hiring six almost-lawyers to begin work as clerks after graduation and before they pass the bar. After they pass the exam, they'll be promoted to attorney-advisors.

For those who believe the worst day fishing is better than the best day at work, check out two openings for attorneys at the Office of the General Counsel for Fisheries (yes, that's the real name) at the National Oceanic and Atmospheric Administration, which is part of Commerce. NOAA employs about 95 lawyers, who work on issues such as conservation and management of U.S. and international fisheries, protection of endangered or threatened marine species, and preservation of coastal areas.

Should you have a yen to visit Guantanamo, there's an opening at the Defense Legal Services Agency, Office of Military Commissions. You need a top secret/sensitive compartmented information clearance (which can take a year to receive) for a job that will last no more than 18 months. One qualification— the ability to "research historical matters concerning military commissions and international criminal courts contained in the U.S. National Archives, The Hague, and other locations which archive similar international law or law of war materials."

The Internal Revenue Service is hiring in its Office of Chief Counsel. The agency boasts an in-house legal staff of 1,500, rivaling D.C.'s biggest law firms. One job focuses on large and mid-sized businesses, another involves tax-exempt and government entities.

And here's the perfect job for that suburban mom who wants to catch drug dealers and still pick the kids up from school—a part-time lawyer at the Drug Enforcement Administration. It's a 20 to 32 hour a week position in the technology law unit. Lawyers advise on technology-related areas, including electronic surveillance, telecommunications law, and Internet investigations.

The Department of Homeland Security, which in the past has also been plagued by high turnover rates, has several openings in Immigration and Customs Enforcement. And the Homeland Security GC's office is hiring three lawyers in to do acquisition and procurement.

Finally, the award for the best job posting of the week goes to the Environmental and Natural Resources Division at the Justice Department. In an ad for a supervisory paralegal, which pays up to $95,026 a year, the "Job Summary" begins: "Our office is conveniently located near the Navy Memorial/Archives Metro. A wide variety of shopping venues, the Verizon Center, museums, the national mall, restaurants and coffee shops are all within walking distance. We also offer access to an onsite fitness center. The Environment and Natural Resources Division ranked number 1 out of 279 Federal organizations in the 2008 Best Places to Work survey. ENRD is a great place to work."