

Welcome!

Career planning starts your first year at McGeorge. The Career Development Office is here to give you the tools you need to build your individual career plan and to take charge of your future. Building your legal career is a team effort.

We commit to...

We ask you to commit to...

... letting you know about career-related events, programs, workshops, or speakers.	... regularly reading your email. We know that the amount of email that you receive as a student can be overwhelming, but consider it practice for your legal career.
... introducing you to various career options through job fairs, "Day in the Life" programs, library resources, and more.	... learning about different practice areas and practice settings by attending various programs.
... helping you create the most competitive application materials possible, and to help you prepare for your interviews.	... reviewing the legal resume and cover letter handouts, preparing your materials, submitting them to a career advisor for review, and coming in for mock interviews.
... ensuring that job postings on McGeorgeCareersOnline (MCO) are current, relevant, and come from a variety of practice areas and practice settings.	... routinely checking available jobs on MCO, and applying to all that you are interested in and qualified for.
... having a variety of employers participate in our On-Campus Interview (OCI) programs in the summer/fall and spring.	... ignoring the rumors that On-Campus Interviews are only for the top ten percent, and participating in OCI.
... supporting you throughout your career.	... letting us know how we can help you succeed.

The CDO will provide you with resources, but only you can take advantage of what we have to offer.

Sincerely,
Your CDO Team

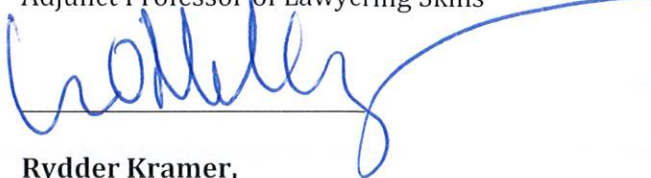
Molly Stafford,
Assistant Dean,
Career Development &
External Relations

Leah Adams,
Director, CDO Communications,
Programing, & JD Employment
Adjunct Professor of
Lawyering Skills

Erin O'Neal Muilenburg,
Director, Graduate, Government &
Capital Employment
Director, Cap. Lawyering Concentration
Adjunct Professor of Lawyering Skills



Isabella Hannon,
Recruitment Manager

Rydder Kramer,
CDO/Externships Coordinator




GUIDE TO CDO SERVICES

We will work with you to identify your professional goals and what experience you need to reach those goals. We are committed to helping you (1) focus your career-search strategies, (2) develop your professional networking and leadership skills, and (3) take advantage of opportunities for practical legal experience.

ONE-ON-ONE CAREER ADVISING

CDO career advisors are available to help guide your self-assessment, discuss your specific plans or concerns, review your application materials, practice interviewing, or to help build your individual career plan. Appointments are available through McGeorgeCareersOnline (MCO) during regular business hours (Monday-Friday, 8:30am-5:30pm), and after hours by request.

MCGEORGE CAREERS ONLINE (MCO): JOB POSTINGS AND MORE!

MCO is our career management program, you will get access after your CDO Orientation.

By registering online with MCO, you will have access to job listings for immediate and future employment now and throughout your career. MCO allows you to:

- Schedule an appointment with a career advisor.
- Select geographic and practice-area preferences to get targeted notifications of jobs and networking opportunities.
- Search and apply for summer jobs, work-study positions, and post-graduate jobs.
- RSVP for events.
- Submit your resume and cover letter for review.
- Set up an advanced job search that will allow you to get email alerts on a regular basis about the kinds of jobs that you want.
- Apply for On-Campus Interview (OCI) positions.
- Select a mentor through the Alumni Advisor Network.

CAREER-RELATED PROGRAMS AND EVENTS

The CDO hosts a number of programs and workshops throughout the year covering a wide variety of career-related topics, as well as multiple job fairs and visiting employer presentations. We also sponsor events with student organizations where alumni discuss various practice areas. Check out the McGeorge CDO Facebook page, Twitter, or Blog, and watch your email to learn about upcoming programs and events.

CAREER PLANNING TIMELINES

The CDO prepares career-planning timelines for each class year, providing a checklist of important deadlines, timing considerations, and substantive job-search structure.

REVIEW OF YOUR PROFESSIONAL MATERIALS

You may submit your resume and/or cover letter(s) to be reviewed at any time. We will try to return your materials within two business days, but during the busier times of the year it may take a little longer. Your materials can be submitted via e-mail to lawcareers@pacific.edu or dropped off in the CDO.

ON-CAMPUS INTERVIEW (OCI) PROGRAM

Twice each year, legal employers are invited to the McGeorge campus to interview students for summer and post-graduate positions. These programs offer an excellent opportunity to explore career options, research employers, and practice interviewing skills. Attend the information sessions and be sure to view the participating employers on MCO. Watch your email for specific dates and deadlines related to OCI.

ALUMNI ADVISOR NETWORK

The CDO currently has almost 500 alumni who have signed up to be contacted by McGeorge students for advice and job-search tips. You can look for attorneys in the practice and geographic areas that interest you; this is a great way to begin building your professional network and gain valuable mentors and contacts.

MOCK INTERVIEW PROGRAMS

Each year, the CDO holds Mock Interview Programs specifically for first-year students where the interviews are conducted by faculty, alumni, and third-year students. If you would like additional interviewing practice, you can also make an appointment with a CDO career advisor for a formal mock interview or interview coaching at any time. Each mock interview is conducted as if it was the real thing, and it is followed by immediate feedback. Students who participate in mock interviews invariably feel better-prepared and perform better when they enter a real job interview.

CDO ONLINE VIDEOS

The CDO has a series of helpful how-to and informational videos available to answer some of your questions. These can be found on the CDO website, YouTube, or by contacting the CDO directly.

CAREER DEVELOPMENT HANDOUT SERIES

The CDO produces a handout series to give you quick and accessible information about various topics involved in the job search process. The CDO section of the McGeorge website links to some of the handouts, and others are available by contacting the CDO directly.

PRACTICE AREA E-MAIL GROUP LISTS

The CDO has e-mail group lists (Practice Area Preferences) tailored to practice and geographic areas of interest. We will let you know about specific jobs, events, and networking opportunities based on the preferences you select. Sign up for Practice Area Preferences in the academic profile section of MCO.

CDO LIBRARY RESOURCES

There are many books, directories, newspapers, and more available in the CDO library to assist you in identifying career options and employers while also providing supplemental instruction on job search techniques.

NEED SOMETHING ELSE? JUST ASK!

FOLLOW THE CDO ON SOCIAL MEDIA



McGeorge CDO



@McGeorgeCDO



McGeorge @ Work
www.McGatWork.com



McGeorge CDO



McGeorge CDO



@PacificMcGeorge



Molly Stafford | Leah Adams | Isabella Hannon
Erin O'Neal Muilenburg | Rydder Kramer

COME SEE US!

- The CDO is located in the Northwest Hall, on the first floor.
- We are open Monday through Friday from 8:30 am–5:30 pm, with after-hours appointments available by request.
- You can reach us by phone at 916.739.7011 or email at lawcareers@pacific.edu.

CDO

CAREER DEVELOPMENT OFFICE

**Career Development
Plan**



CAREER PLANNING CHECKLIST | YOUR 1D/1E/2E YEAR

THROUGHOUT 1L YEAR

- Reflect on your interests
- Attend programs and events introducing you to different areas of practice and types of opportunities
- Get to know your professors and other McGeorge faculty
- Talk to 2Ls and 3Ls about their work
- Participate in volunteer opportunities such as the Immigration Fair

FALL 1L YEAR

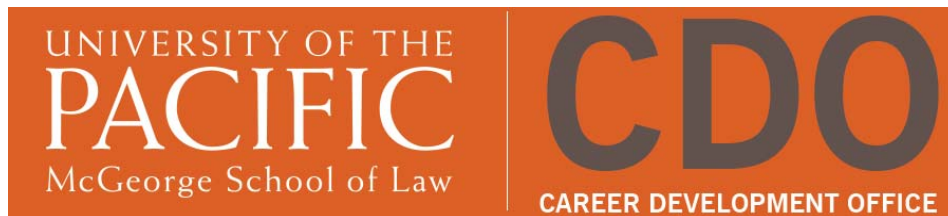
- Attend your 1L CDO Orientation**
- Meet with a career advisor to discuss your interests and develop a summer job search plan
- Update your profile on McGeorgeCareersOnline, including your practice area preferences
- Attend "Do you Know What I Did Last Summer?" to learn more about summer options
- Attend "Dine with Alumni" in October
- Prepare and update your resume and have it reviewed by the CDO
- Prepare a cover letter draft and have it reviewed by the CDO
- If you are eligible, prepare your Personal Statement and apply for the SCBA 1L Summer Diversity Fellowship, and other Diversity fellowships
- Practice your interviewing skills with a mock interview
- Make sure that your voicemail is ready for employer calls
- Polish your online presence
- Apply for summer jobs

SPRING 1L YEAR

- Participate in relevant job fairs
- Follow up with employers 1-2 weeks after submitting applications
- Participate in Mock Interview programs
- Apply for summer positions through Spring On-Campus Interviews
- Apply for special funding for your summer position through the PLSS Grant program or the Washington DC Summer Fellowship program
- Connect with a mentor through our Alumni Advisor Network

SUMMER 1L YEAR (RISING 2L)

- Network with attorneys in your geographic and practice areas of interest
- Update your resume
- Apply for 2L summer positions through our Early On-Campus Interview Program in July



CAREER PLANNING CHECKLIST | YOUR 2D/3E YEAR

THROUGHOUT 2L YEAR

- Reflect on your interests and update your practice area preferences on McGeorgeCareersOnline
- Participate in on-campus clinics or externships
- Continue to network
- Participate in volunteer opportunities such as the Immigration Fair
- Attend programs and events to build your network, hone your skills, and gain additional insight into how you want to shape your career
- Continue to utilize available mentors through our Alumni Advisor Network

FALL 2L YEAR

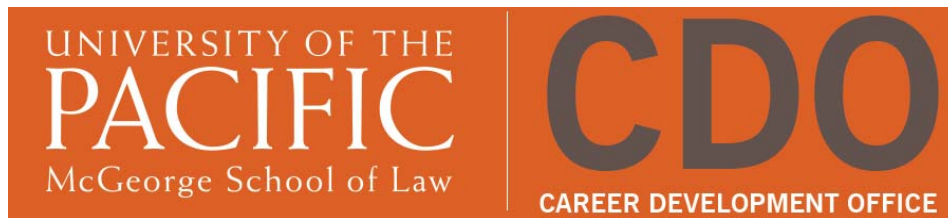
- Make an appointment with a career advisor to strategize about your 2L summer job search
- Research application deadlines for employers
- Attend “Dine with Alumni” in October
- Update and refine your application materials and have them reviewed by the CDO
- Apply for 2L summer positions

SPRING 2L YEAR

- Meet with a career advisor early in the semester if you are having trouble landing a summer job you are excited about
- Participate in relevant job fairs
- Begin to develop a post-graduate fellowship or Government Honors Program game plan if relevant
- Apply for positions through our Spring On-Campus Interview program
- Apply for early fellowship positions
- If you are interested in post-graduate judicial clerkships, meet with a Career Advisor to develop a plan
- Apply for special funding for your summer position through the PLSS Grant program or the Washington DC Summer Fellowship program

SUMMER 2L YEAR (RISING 3L)

- Network in the geographic and practice area where you want to work
- Update your resume and cover letters and send to the CDO to review
- Begin working on fall fellowship and clerkship applications if relevant
- Apply for post-graduate positions through our Early On-Campus Interview Program



CAREER PLANNING CHECKLIST | YOUR 3D/4E YEAR

THROUGHOUT 3L YEAR

- Reflect on your interests and update your practice area preferences on McGeorgeCareersOnline
- Participate in on-campus clinics or externships
- Continue to network
- Participate in volunteer opportunities such as the Immigration Fair
- Attend programs and events to build your network, hone your skills, and gain additional insight into how you want to shape your career
- Continue to utilize available mentors through our Alumni Advisor Network

FALL 3L YEAR

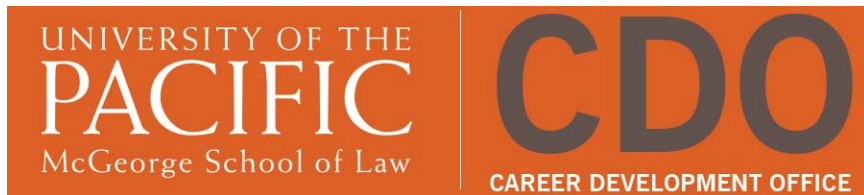
- Make an appointment with a career advisor to review your application materials and update your post-graduate job search plan
- Research relevant application deadlines
- Participate in a mock interview with a career advisor
- Look for CDO programming designed specifically for you (our “Final Countdown” series)

SPRING 3L YEAR

- Participate in relevant job fairs
- If you do not yet have a post-graduate position that you are excited about, meet with a career advisor to review your game plan
- Register for the appropriate bar exam, submit your moral character application, and meet all deadlines
- Research and apply to entry level positions as they open up, including GLA positions with state agencies
- Apply for post-graduate positions through our Spring On-Campus Interview program
- Complete your Graduate Employment survey

AFTER GRADUATION

- Continue to utilize the CDO’s resources and expertise—we are here for you throughout your career
- Watch your email for special programs and opportunities for recent graduates, including our Post-Grad Job Fair held each fall



WORKSHEET | YOUR CAREER PLAN

As you plan your career and your time at McGeorge, it is important that you consider all three years — four for part-time students — and not just focus on one year at a time. This worksheet is designed to help you navigate your career path.

NAME: _____ CLASS YEAR: _____ DATE: _____

What is your career goal? _____

What practice areas are you interested in?

- | | | |
|---|---|---|
| <input type="checkbox"/> Alternative Dispute Resolution | <input type="checkbox"/> Employment & Labor | <input type="checkbox"/> International |
| <input type="checkbox"/> Business | <input type="checkbox"/> Environmental | <input type="checkbox"/> Public Interest & Civil Rights |
| <input type="checkbox"/> Capital Lawyering (Law & Policy) | <input type="checkbox"/> Family & Estate Planning | <input type="checkbox"/> Real Estate & Land Use |
| <input type="checkbox"/> Civil Litigation | <input type="checkbox"/> Government Practice | <input type="checkbox"/> Sports & Entertainment |
| <input type="checkbox"/> Commercial & Financial Services | <input type="checkbox"/> Health | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Immigration | <input type="checkbox"/> Trial & Appellate Advocacy |
| <input type="checkbox"/> Education | <input type="checkbox"/> In-House Counsel | <input type="checkbox"/> Water Resources |
| <input type="checkbox"/> Elder | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

What is your desired practice setting?

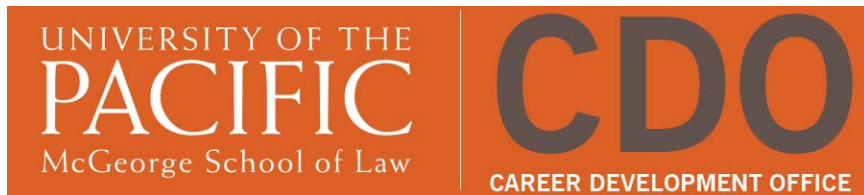
- | | |
|---|--|
| <input type="checkbox"/> Private Firm | <input type="checkbox"/> Solo Practitioner |
| <input type="checkbox"/> Corporation – In-House Counsel | <input type="checkbox"/> Government |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Public Interest / Public Service Office |
| <input type="checkbox"/> Court | <input type="checkbox"/> Other _____ |

What geographic areas are you interested in?

- | | |
|--|---|
| <input type="checkbox"/> Greater Sacramento Area | <input type="checkbox"/> San Francisco Bay Area |
| <input type="checkbox"/> San Diego Area | <input type="checkbox"/> Orange County |
| <input type="checkbox"/> Los Angeles Area | <input type="checkbox"/> Washington, D.C. |
| <input type="checkbox"/> Nevada | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

What academic concentrations do you plan to pursue?

- | | |
|--|---|
| <input type="checkbox"/> Business | <input type="checkbox"/> Intellectual Property |
| <input type="checkbox"/> Capital Lawyering | <input type="checkbox"/> International |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Health | <input type="checkbox"/> Trial & Appellate Advocacy |



JOB SEARCH PLAN

This Job Search Plan was designed to be used at any stage of your law school and professional career. You should feel free to make changes to this template as necessary to best reflect your current situation. Contact the CDO for assistance in designing the Job Search Plan that is best for you.

Practice Areas: _____

Practice Settings: _____

Geographic Locations: _____

Salary Range:* _____

**Always know the market salary range of the job you're applying for, as well as your own financial requirements, before you have an interview.*

TO DO:

- Update resume to reflect current education/work/volunteer status
- Update LinkedIn account
- Craft cover letter template(s)
- Join bar association section(s): _____
- Call/email ____ people in my network per week.
- Apply for ____ posted positions per week
- Send out ____ cold cover letters and resumes per week
- Go to coffee or lunch with one person per week
- Search McGeorgeCareersOnline Job Listings ____ times per week
- Contact other law schools in target area to request access to their job listings ("reciprocity")
- Search BYU Intercollegiate Job Bank ____times per week
- Search Craigslist ____ times per week
- Search legal newspapers for target metro areas ____ times per week
- Search _____ times per week

JOB SEARCH IDEAS

Make a list of places you've applied and places you want to apply. Make follow-up calls to the places you applied and didn't hear back from a few months ago.

- Register with **PSJD** (www.psjd.org) to gain access the largest database of public interest and public sector jobs. We've already paid your registration fees!
- Partnership for Public Service (www.ourpublicservice.org) offers several e-publications, including Daily Pipeline, and publishes Best Places to Work in Federal Government (<http://data.bestplacestowork.org/bptw/index>) and Where the Jobs Are.
- Federal Times (www.federaltimes.com) – has great Career section.
- USAJOBS at <https://www.usajobs.gov/>.
- Log onto BYU Intercollegiate Job Bank at https://www.law2.byu.edu/career_services/jobbank/ for summer opportunities outside of Sacramento. The password is in the MCO document library.
- American Corporate Counsel Association: www.acca.com (Lists corporate counsel jobs.)
- Private Practice Law Firms
Obtaining information on mid-sized and large law firms is relatively easy. Go to:
 - www.martindale.com
 - www.nalpdirectory.comSmall law firms often “fly under the radar” and may or may not be featured in large commercial database websites. To obtain information about small firms, you'll have to be creative: read local legal publications, talk to local attorneys (see the Alumni Advisor reference below), use WESTLAW and LEXIS to search cases and publications, and even scan social media sites.
- General Legal Information & Employment Sites
 - McGeorgeCareersOnline (Pacific McGeorge School of Law Job Postings)
 - Emplawyernet: www.emplawyernet.com
 - PSJD: www.psjd.org
 - Idealist: www.idealists.org
 - Hieros Gamos: www.hg.org
 - Find Law: www.findlaw.com
 - Law Jobs: www.lawjobs.com
 - Law.Com: www.law.com
 - Law Forum: www.lawforum.net
 - SummerClerk.com: www.summerclerk.com
 - Legal Report: www.legalreport.com
 - Law Periscope: www.lawperiscope.com
 - Lexis: www.lawyers.com
- Local Bar Associations
- Informational Interviews with McGeorge or undergrad alumni – make connections through our Alumni Advisor Network



TIPS TO MANAGE YOUR JOB SEARCH

- **Create a Personal Brand**
 - What makes you unique? Become comfortable articulating those qualities so you can incorporate them into conversations, emails, cover letters, and interviews.

- **Research**
 - Read about the practice area/s you want to join. Stay current with legal news using several professional resources.

- **Network**
 - 70% of jobs are found through personal and professional connections.
 - Attend Bar Association monthly meetings, Alumni Association mixers, and MCLE events.
 - Schedule these events into your calendar. Find them on the McGeorge Alumni Events page, local bar association event calendars, and on local law library MCLE calendars.

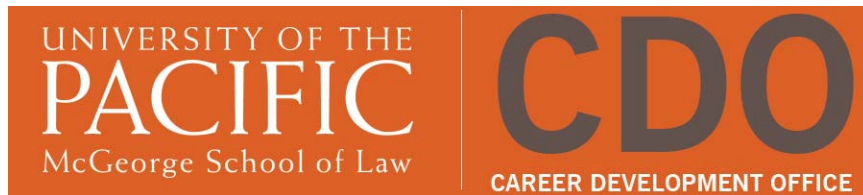
- **Set Up Informational Interviews**
 - Ask for a referral from professors, former bosses/co-workers, family members, or colleagues.
 - Tell them your goal is to learn more about what they do and how they got their start. Let them talk. Be a good listener.
 - Follow up with questions as to whether they are involved in any local industry associations. Can they recommend a colleague to chat with?

- **Direct Applications**
 - Targeted applications are far more effective than mass mailings.
 - Send to firms where you have a good practice area fit.
 - Send to firms where you have a good geographical fit.
 - Follow-up after 2-3 weeks.

CDO

CAREER DEVELOPMENT OFFICE

**Application
Materials**



RESUME CHECKLIST

Font

- Serif font (like Cambria or Times New Roman); should be the same throughout the resume
- No smaller than 10.5 point and no larger than 12 point (except in the heading)

Language

- Formal language
- Persuasive tone and word choice
- Start each description with an action verb

Correct Spelling

Grammar

- Current positions should be described in the present tense, past positions should use past tense

Length

- One page, when possible; be sure not to eliminate information that an employer would consider relevant to the position sought
- If resume is two pages long, page 2 should have a header and content indication (i.e. "Experience, Continued")

Consistency

- If you abbreviate "J.D.," then you should abbreviate "B.A."
- Format and tone should be consistent

Heading

- Use full name
- If using a nickname, should read: First name "Nick name" Last name
- Use "Ms." or "Mr." if necessary
- Include mailing address, phone number, and email address
- Professional email address

Content/Order

- Education (reverse chronological order, starting with law school)
- Experience (reverse chronological order)
 - Name of employer, location, dates of employment, job title
- Memberships or Professional Associations
- Community Service
- Language Skills
- Personal Interests

Do Not Include

- References (these go on a separate page entitled "Professional References")
- Objectives
- Summary of Qualifications
- Skills (non-language)

HOW TO PREPARE A LEGAL RESUME*

YOUR FULL NAME MAILING ADDRESS • EMAIL ADDRESS • PHONE NUMBER

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, CA
Juris Doctor, expected 2022

Name of degree-granting institutions, Location

Degree received and major, list most recent first.

Can include overseas academic experience.

Can include specialization or focus areas if relevant.

Can include relevant courses.

Can include Honors, Activities, and GPA.

EXPERIENCE

Name of Current or Most Recent Employer, City, ST

Title of Job Held

Date Started – Date Ended

- Descriptions of responsibilities beginning with action verbs.
- Avoid phrases such as “duties included.”
- Specific, verifiable accomplishments.

Name of Last Employer, City, ST

Title of Job Held

Date Started – Date Ended

- When possible, focus on relevant, transferrable skills.
- Paid jobs, internships, and volunteer experience can all be included in this section.
- Generally, jobs you held before you graduated from college need not be included on your resume.

COMMUNITY SERVICE

Organization Name, City, ST, dates of service

- Volunteer work and participation in community activities can be important to legal employers, especially when applying for public interest work.

LANGUAGE SKILLS

- Be sure to include your skill level—e.g., conversational, fluent, or native speaker.

PERSONAL INTERESTS

- Be specific rather than general when listing personal interests.
- Any interest listed should be a genuine and current interest.
- Remember some interests may indicate an ability to bring in business (i.e., golf, fundraising, being on a board of a non-profit), or to be a team-player (i.e., soccer, playing in a band).
- This section should be last (because it is expendable) and should have no more than three or four items listed.

** For more detailed information on each section of your legal resume, and for more samples, please see the complete “Legal Resume Writing” handout or contact the Career Development Office.*

REBECCA “ANN” JONES

18 Harbor Lane, Apartment A, Sacramento, CA 95819 ■ (917) 444-8401 ■ annjones@yahoo.com

EDUCATION

University of the Pacific, McGeorge School of Law

Sacramento, California

Candidate for Juris Doctor and Government Affairs Certificate, May 2020

Class Rank: Top 25% (75/300)

Law Review: Comment Editor, *McGeorge Law Review*, 2019–2020
Legislative Staff Writer, *McGeorge Law Review*, 2018–2019
Note, *Toxic Substances: A Toxic Subject*, MCGEORGE L. REV. (forthcoming, May 2020)
Analysis of the California Wiretap Act, (2018) (unpublished bill analysis, McGeorge School of Law) (on file with author)

Honors: Witkin Award for highest grade in Torts
Dean’s List, 2017 and 2019
James Foundation Scholarship (30% of annual tuition)

Activities: Alternative Dispute Resolution Forum
Volunteer Income Tax Assistance (VITA)

Washington University

St. Louis, Missouri

Bachelor of Arts in Psychology, Minor in Economics, June 2017

Honors: Edward Arthur Mellinger four-year merit scholarship
Dean’s List, three semesters

Activities: Psi Chi, International Honor Society in Psychology
Part-time employment to finance fifty percent of expenses

EXPERIENCE

Stone, Poggrund, Korey & Spagat

Sacramento, California

Law Clerk

May 2019–August 2019

- Researched and drafted legal memorandums in the areas of contracts and real estate in a ten-attorney business law firm.
- Performed extensive research on topics related to UCC coverage of custom-designed computer software and long-arm jurisdiction in contract disputes.
- Drafted complaints, responses, motions, and other pleadings.
- Assisted attorneys at hearings and real estate closings; attended client meetings and depositions.

Winston & Strawn

Walnut Creek, California

Legal Assistant–Bankruptcy and Business Reorganization Department

May 2018–August 2018

- Summarized and reported status of ongoing adversary proceedings in large Chapter 11 cases for an Am Law 100 corporate law firm.
- Drafted and revised legal documents; performed cite checks and WESTLAW research.
- Abstracted case depositions and hearing transcripts.
- Maintained case dockets and prepared indices of relevant documents.

Office of the Public Defender

St. Louis, Missouri

Legal Intern

June 2017–August 2017

- Investigated factual data for criminal cases.
- Summarized witness testimony after attending trials, hearings, and depositions.
- Interviewed clients daily and assessed eligibility for state assistance.

PERSONAL INTERESTS

Golf, cook Northern Italian cuisine, and participate in Big Sisters of Northern California.

SHEILA B. MURPHY

1900 44th Street
Sacramento, California 95816
(916) 451-8232
smurphy@hotmail.com

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, California

J.D. Candidate, May 2019

Class Rank: Top 25% (50/200)

GPA: 3.20

- Appellate Advocacy: 12/75 overall rank in Moot Court Competition, 2018
- Studied Fundamental Rights in Europe and the United States, under Associate Justice Anthony Kennedy, Salzburg, Austria, Summer 2017
- Academic Scholarship, renewable for four years

Ohio State University, Columbus, Ohio

B.A. in History, cum laude, June 2015

GPA: 3.98/4.00

- President's Scholarship: four-time honoree for ranking in top 5 percent of class
- 2014 Student of the Year, History Department (selected by faculty)

LEGAL EXPERIENCE

Wright, Davis & Milligan, Sacramento, California

Law Clerk, Summer 2018

- Drafted briefs for trial and appellate practice in a 40-attorney general civil litigation firm.
- Researched, conducted interviews, and prepared clients for testimony at depositions and arbitration hearings.
- Assisted as second chair at a trial involving client's right to credit information.

Wilke, Fleury, Hoffelt, Gould & Birney, LLP, Sacramento, California

File Clerk, Fall 2018–Spring 2018

- Maintained discovery records for the five-attorney healthcare department.
- Created new document processing and filing system for litigation documents.
- Organized and closed case files.

OTHER EXPERIENCE

Stride for Ohio, Ohio State University, Columbus, Ohio

Program Coordinator, Fall 2013–Fall 2015

- Conceived and coordinated comprehensive tutoring and mentoring program for local disadvantaged high school juniors and seniors.
- Trained 55 fellow undergraduates to work with more than 150 students.
- Received Governor's Recognition Award in only second academic year of operation.
- Maintained less than 1 percent dropout rate throughout two years of stewardship.

PERSONAL INTERESTS

- Read legal thrillers, play softball, and train companion animals.

MS. ROBIN J. JONES

4200 Lakeview Drive, Freeport, CA 95832 ▪ (916) 452-2218 ▪ rjjones@yahoo.com

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, CA
J.D. to be conferred, May 2021

University of the Pacific, Stockton, CA
B.A. in Psychology with emphasis in Organizational Behavior, May 2015

Honors: Phi Beta Kappa
National Merit Scholar
Alumni Merit Scholar

Leadership Positions:

Gamma Phi Beta Sorority—Alumni Relations Chair
Associated Student Government—Senate Admissions
Committee

EXPERIENCE

Macy's Department Store, Sacramento, CA
Assistant Buyer, June 2015–July 2018

- Worked in handbag department with annual sales volume of \$8.5 million.
- Analyzed business reports, identified key items and trends, and determined stock deficiencies.
- Negotiated with vendors to obtain profitable relationship through payment terms, advertising co-op, and markdown allowance.
- Planned sales goals, markdown objectives, advertising strategies, and vendor assortments.

Hernon Associates, Los Angeles, CA
Interviewer, June 2014–May 2015

- Solicited and identified qualified subjects for market research in the areas of cosmetics, clothing, and pharmaceutical products.
- Conducted ten to fifteen interviews per day.

COMMUNITY SERVICE

Loaves and Fishes volunteer, 2018–Present
Community soccer team player, 2015–2019

LANGUAGE SKILLS

Fluent in Spanish.
Conversationally proficient in French.

PERSONAL INTERESTS

Blogging, vegetarian cooking, and practicing meditation

EVA S. RUSSO

EDUCATION

University of the Pacific, McGeorge School of Law

Sacramento, CA

Candidate for Juris Doctor, May 2019

Class Rank: Top third of class (66/200)

McGeorge Law Review

Articles Editor, 2018–2019; *Comment Editor*, 2017–2018, *Legislative Staff Writer*, Summer 2017

- Note, *A Western States Energy Policy: An Examination of Some of the Current Issues*, 29 MCGEORGE L. REV. (forthcoming Jan. 2019).
- Analysis of California's Welfare Reform Act, SB 245 (2017) (on file with author).

Catholic University

Washington, DC

Bachelor of Arts in Political Science, June 2016

George R. Wistle International Scholar Award: Selected through merit competition to spend junior year at the Sorbonne in Paris, France. All courses were conducted at the graduate level, in French.

EXPERIENCE

Phyfe & Drumm

Sacramento, CA

Law Clerk, June 2018 to Present

- Drafted pleadings and discovery as sole law clerk in a five-attorney civil litigation firm.
- Handled extensive client contact, including initial interviews and preparation of clients for testimony at depositions, arbitration hearings, and trials.
- Assisted at trial, providing cross-examination points in case that was decided in client's favor.

West Jaffe

Washington, DC

Law Clerk, May 2017 to August 2017

- Coauthored brief in opposition to consolidation of plaintiffs in class action suit. Drafted *amicus curiae* brief submitted to U.S. Court of Appeals.
- Researched and wrote memoranda on product liability and medical malpractice issues, as well as estate planning and probate law.

LANGUAGE SKILLS AND PERSONAL INTERESTS

- Speak French fluently.
- Traveled throughout Europe extensively and published travel memoir in local newspaper.
- Enjoy tennis and Level 5 white-water rafting.

P. MICHAEL MALONEY
pmm@juno.com

Current Address

2555 Third Avenue
Sacramento, California 95817
(916) 442-9005

Permanent Address

4205 Sunflower Court
San Jose, California 94752
(208) 448-7291

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, California

J.D. candidate, May 2020

- Moot Court Competition Team Member: selected for four-member team to participate in upcoming national competition involving constitutional law issue.
- Studied Fundamental Rights in Europe and the United States under Associate Justice Anthony M. Kennedy in Salzburg, Austria, July 2018.

University of San Diego, San Diego, California

B.A. in English with minor in History, June 2017

EXPERIENCE

Civil Practice Clinic, McGeorge School of Law

Certified Law Student

Sacramento, California

August 2019 to Present

- Serve as lead counsel on four cases, including domestic violence, landlord/tenant, and consumer protection.
- Research and draft complaints and numerous memoranda.
- Negotiate with opposing counsel, make court appearances, and advocate for clients at hearings.

Judge Edwin I. Smythe

U.S. District Court, Eastern District of California

Summer Extern

Sacramento, California

May 2019 to August 2019

- Drafted bench memoranda for approximately twenty-five civil lawsuits.
- Analyzed evidence, ascertained facts, and researched applicable law.
- Assisted with pretrial conferences, settlements, and sentencing hearings.
- Regularly discussed issues with Judge Smythe and law clerks; gained insight into judicial decision making and court process; improved written and oral communications through detailed critiques.

Professor Albert E. Jones, McGeorge School of Law

Research Assistant

Sacramento, California

May 2018 to June 2018

- Analyzed legislative history and recent developments of the Civil Rights Restoration Act of 1987 and the Americans with Disabilities Act of 1989 in support of Professor Jones's scholarship.
- Researched judicial and administrative law, congressional action, and social policy.
- Checked cites and edited Professor Jones's articles.

COMMUNITY SERVICE

- Habitat for Humanity, *Volunteer Carpenter*, Summers 2016, 2017
- Upward Bound, *Volunteer Tutor at Montgomery High School*, 2017 to present

PERSONAL INTERESTS

Enjoy reading political theory, running half-marathons, and *capoeira* (Brazilian martial art).

JAMES “CHIP” BORILLA

2900 Poppy Lane
Granite Bay, California 98742
(916) 422-8091
borilla99@juno.com

EDUCATION

University of the Pacific, McGeorge School of Law Sacramento, California
Juris Doctor expected, May 2019

- Studied Fundamental Rights in Europe and the United States under Associate Justice Anthony M. Kennedy in Salzburg, Austria, July 2014.

University of California, Davis Davis, California
Bachelor of Science in Finance, May 2015

Zeta Beta Tau Fraternity
Executive Board Member, 2014–2015

- Served as liaison among members, trustees, housing coordinator, and alumni.
- Received citation of merit from national fraternity for outstanding service.

Recycling Chairperson, 2013

- Implemented new recycling methods and strategies for 125 members.
- Developed strong ties with community recycling organizations.

University of London London, England
International Business, Spring 2014
GPA: 3.25/4.00

EXPERIENCE

Senator Sheila J. Kuehl Sacramento, California
Staff Assistant/Intern, Summer 2016

- Responded to constituent inquiries concerning public health and environmental issues.
- Prepared memoranda used to brief Senator Kuehl for various agency meetings.
- Drafted support letters for California non-profits in need of federal grants.

JR Katz and Associates Sacramento, California
Assistant to Director of Corporate Employees, Summer 2016

- Prepared employee benefits statements for major corporations.
- Interacted with clients on a daily basis.

COMMUNITY SERVICE

- Bret Harte Elementary School, Mentor, 2016–Present
- Hands on Sacramento, Volunteer, 2015–Present

STUART R. AMERHINE

2121 Lavender Lane, Sonoma, CA 94618 ▪ (516) 482-2800 ▪ sramerhine@earthlink.net

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, CA
J.D. expected, May 2019

American Constitution Society, 2016–present
Public Legal Services Society, 2016–present

University of California, Los Angeles

B.A. in Theater with a minor in Mathematics, June 2016

Theater Fraternity, President, 2015–2016; Member, 2012–2016
Increased membership more than 200 percent during tenure. Trained and coached local inner-city high school students in traveling play program for five to twenty-five hours per month. Previous offices held: chairperson, costume design group; co-chairperson, publicity and scheduling.

EXPERIENCE

Sacramento County District Attorney’s Office, Sacramento, CA
Legal Intern, Consumer Fraud Unit, Summer 2018

Conducted research and drafted legal memoranda regarding California statutes and case law. Second-chaired three misdemeanor trials. Prepared and organized case files.

Legal Aid Foundation, Los Angeles, CA

Law Clerk, Summer 2017

Assisted in all aspects of wage and hour litigation, including discovery requests, mediation briefs, and pre-trial motions. Conducted intake interviews with prospective low-income clients.

Los Angeles County Family Law Facilitator, Los Angeles, CA

Clerk, summers and school breaks, 2010–2015

Assisted with intake and during workshops. Trained incoming administrative staff. Assisted in the creation of filing procedures handbook.

LANGUAGE SKILLS

Con conversationally proficient in Spanish.

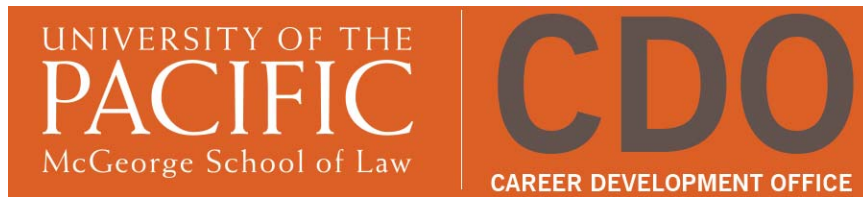
PERSONAL INTERESTS

Avid rock-climber, skier, and snowboarder (AASI Level 1 Certified).



COVER LETTER CHECKLIST

- Font style**
 - Serif font (like Calibri or Times New Roman); should be the same as your resume
- Style and Tone**
 - Formal language
 - Persuasive tone and word choice
- Correct Spelling**
- Correct Grammar**
- Length**
 - Should be no longer than one page
- Heading**
 - Your heading should be the same as your resume
- Letter Format**
 - Use *either* block *or* semi-block format (contact the CDO for details if necessary)
 - Include correct date and mailing address
 - "Dear Mr./Ms. ___:" (avoid using "To Whom It May Concern:" when possible)
- Personalize each letter**
 - Research each employer
- First Paragraph Contents**
 - Why are you writing this letter?
 - Who are you?
 - Why are you interested in this particular employer beyond what you will get out of the experience?
- Body of the Letter Contents**
 - Why should this employer be interested in you?
 - Include academic background, practical experience, personal qualities
- Closing Paragraph Contents**
 - What do you want to happen next?
 - What are you enclosing?



HOW TO WRITE A COVER LETTER**

This sample is written in "Block Format."

Your Full Name
Mailing Address • Email Address • Phone Number

Date

Name

Title

Company or Organization Name

Address

City, ST Zip Code

Dear Mr./Ms. Last Name:

The **Opening Paragraph** should begin with the **catalyst of your letter** (e.g. the recommendation of a person influential with the employer or a job announcement). If you are sending a "cold letter," specify the type of position you are seeking (e.g. externship for credit, work-study, volunteer). You should identify **who you are** (e.g., class year, school, and other defining information), but should not include your name. The key to the opening paragraph is identifying **your interest in the employer**: that is, your intellectual, academic, or practice area interest in this organization and the work they do, *not* your interest in building your resume, gaining experience or exposure, or using the employer as a stepping-stone.

The **Body of the letter** should highlight **why this employer should be interested in you**. Discuss your **Academic Background**. Have you taken courses relevant to the employer you're applying to? Discuss your **Practical Experience**. Your practical experience may be broader than simply your work experience. If you have experience working in any area of law, you can emphasize strengths such as your legal analytical, research, oral advocacy, client management, and writing skills. If your experience is strictly nonlegal, you can emphasize the relevant (or "transferable") skills you've learned in the workplace. Discuss your **Personal Qualities**. You may want to mention some qualities you think distinguish you. Be specific and use examples.

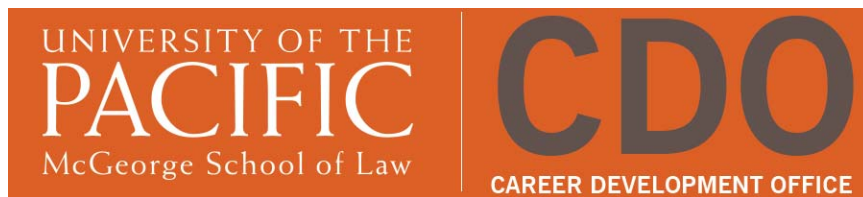
The complexity of your **Closing Paragraph** depends on whether you are responding to a job announcement or contacting an employer cold. What is your plan of action? Do you want to follow up with a phone call or do you want them to contact you? Be sure to thank the person receiving your letter for their time and interest.

Sincerely,

(SIGNATURE)

Your name

**** For more detailed information on each section of your cover letter, and for more samples, please see the complete "Crafting Cover Letters" handout or contact the Career Development Office.**



COVER LETTER SAMPLES

Cover letter samples in both block and semi-block formatting.

WARNING:

DO NOT COPY THESE LETTERS.

EMPLOYERS WILL NOTICE.

***This letter is written in semi-block format.*

[USE HEADER]

March 3, 2019

Ms. Joan Harris
Attorney at Law
Director of Legal Services
Battered Women's Voices
9988 Sanford Street
Berkeley, CA 94331

Dear Ms. Harris:

Paula West, your fellow McGeorge Alumni Association board member, recommended that I contact you regarding a summer law clerk position with Battered Women's Voices. Paula is my mentor and knows I have a longstanding commitment to helping battered women and children. When I told Paula I am looking forward to working with this population in a legal setting, she suggested that my passion and skills would be a great match for your organization. I am a first-year student at the University of the Pacific, McGeorge School of Law. I have attached my resume for your consideration.

While volunteering with Helping Hand, I learned to communicate in a way that empowers clients and allows them to make their own decisions. For example, I counseled women about their options within the legal system, about individual psychotherapy, and about safety plans. I successfully assisted five women in their struggles to secure restraining orders against their abusers and advised many others. I received the 2018 Volunteer-of-the-Year award for my services, along with numerous thank-you letters from the women I served.

I would welcome the opportunity to meet with you to discuss my interest in joining BWV and look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

– Your signature here –

If you are emailing your letter, you can paste in your scanned signature or use a script font such as Freestyle Script to simulate your signature.

Sarah Howe

Enclosures

***This letter is written in block format.*

ROBERT P. BELTON

4576 Sunshine Lane, Apartment 5B, Sacramento, CA 95817 ▪ (916) 333-5566 ▪ rpbelton@yahoo.com

September 23, 2019

Mr. Stephen Sisneros
Attorney at Law
Howard & Ralston LLP
3355 Embarcadero Center
San Francisco, CA 94444

Dear Mr. Sisneros:

I was pleased to see your *Daily Recorder* article on the history of municipal bond litigation. I plan to specialize in bond work and municipal finance, and therefore seek a law clerk position with your firm for next summer, following my second year at the University of the Pacific, McGeorge School of Law. I have a background in finance and accounting and am currently taking Land Finance and Administrative Law. I have enclosed my resume for your review.

Several of my employers have noted my ability to work independently with very little guidance. My most recent supervisor, Hank Thomas, described me as one of the hardest workers he had ever seen. While working for Mr. Thomas, I managed three major accounts and met my deadlines, even when handling additional accounts for a co-worker who was unexpectedly out of the office. I look forward to bringing this work ethic to my future career in the field of bonds and municipal finance and would especially enjoy using my skills in a small firm such as Howard & Ralston.

I would greatly appreciate the opportunity to meet with you to discuss my interest in a law clerk position with your firm. Thank you for your time and consideration.

Very truly yours,

Robert P. Belton

Robert P. Belton

***This letter is written in semi-block format.*

JUDY M. PARKER

5564 Otsego Street
West Sacramento, CA 95962
(916) 222-9999
jmp@hotmail.com

January 28, 2019

Ms. Allison Yang
Attorney at Law
Browne, Pelletier, Stabile & Nash LLP
7890 Rainy Lane
Seattle, WA 98776

Dear Ms. Yang:

Professor Paul Nelson, knowing of my longstanding interest in health law, suggested that my knowledge, experience, and skills are a great match for your firm. Professor Nelson is my health law professor at University of the Pacific, McGeorge School of Law. He recently spoke to me about your health care department as well as your firm's recent success in the Kaiser-Blue Cross dispute. I am attracted to health care litigation because of its dynamic nature; I find learning about the ever-changing regulations in health care law particularly exciting. I am graduating from law school in May and taking the July 2019 Washington State bar examination. I am interested in a post-bar clerkship with your firm beginning in August, or an associate position beginning in December when I am sworn in to the bar, or both. I have enclosed a copy of my resume.

Working as an office manager and receptionist for a pediatric practice, I learned the importance of meticulous recordkeeping. This skill, along with my familiarity with medical records, should prove particularly useful when reviewing health care litigation documents. In addition, after two years of managing the demands of five busy pediatricians, young patients, and their worried parents, I have learned the art of multi-tasking, a skill that would undoubtedly be tested in a busy law firm such as Browne, Pelletier.

I would greatly appreciate the opportunity to interview with Browne, Pelletier when I am in Seattle for my semester break, from March 21 to March 26, or at any other time that is convenient for you. Thank you for considering me. I look forward to hearing from you.

Sincerely yours,



Judy M. Parker —

Enclosure

***This letter is written in block format.*

[USE HEADER]

September 14, 2019

Mr. Daniel Friar
Hiring Partner
Anwar & Arrue
9876 Sandpipe Avenue
San Diego, CA 98775

Dear Mr. Friar:

Your job announcement on McGeorge Careers Online prompted me to learn more about your firm. Anwar & Arrue's recent involvement in private placements in public equity and your diverse roster of corporate clients make the prospect of an associate position with your firm particularly attractive to me. I have found corporate transactional work to be very exciting both in academic and law firm settings and would relish the opportunity to practice with your well-regarded corporate department. As a native of San Diego, I look forward to practicing law in the San Diego area upon graduation and seek a full-time position to begin after I take the July 2020 bar examination. My resume is enclosed for your review.

At Salt & Stein, I drafted numerous contracts and substantially assisted in a successful merger. Based on his positive impression of my work, my supervising attorney invited me to participate in a strategy session with one of the firm's clients. Later, my supervisor told me that I was the first summer clerk he had ever included in a client meeting. This semester I will be working for the California Department of Corporations, where I look forward to refining my knowledge of the laws that govern California businesses.

I will be in San Diego from December 26 through January 7 and would welcome the opportunity to speak to you in person about a post-bar clerkship, or an associate position, or both. Thank you for your consideration.

Sincerely,

– your signature –

Michael K. Martin

Enc.

**This letter is written in semi-block format.

[SAMPLE INFORMATIONAL INTERVIEW REQUEST]

[USE HEADER]

January 14, 2020

Mr. George T. Moreno
Attorney at Law
Hayton & Lee
3535 Hanson Street
Los Angeles, CA 91403

Dear Mr. Moreno:

Your recent article in the *California Journal* discussing the constitutional and policy issues involved with campaign finance in California was intriguing to me. As a first-year student at the University of the Pacific, McGeorge School of Law, pursuing a Juris Doctor degree with a Government Affairs certificate, I am interested in learning more about election and political law. I would appreciate the opportunity to hear your views about how I might best prepare for a career in this area.

Would you be available for a brief meeting to tell me about your background and how you got started in election and political law? I would be grateful for your suggestions about what summer work and elective courses I should pursue during the next two years of law school. I would also be interested to know what publications you read to stay current with campaign, election, and political issues.

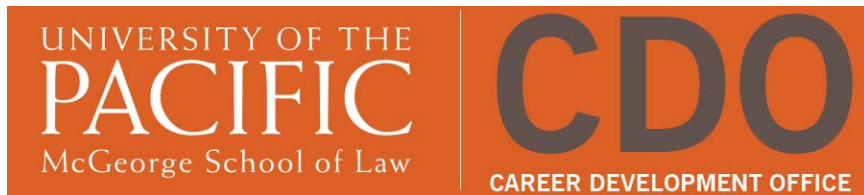
I am attaching my resume to give you a sense of my background and would appreciate the opportunity to meet with you.

Sincerely,

– your signature –

Josefina M. Martinez

Enc.



COVER LETTER WORKSHEET

Name of Potential Employer: _____

Contact Person: _____

Address: _____

First Paragraph: Why are you interested in this employer?

What prompted the letter? (Reference any job announcement. If you were referred by an influential or notable person, start your letter with that).

Why did you decide to apply for this employer? (E.g., practice area, geographic location, public or private setting, type of clients, firm size, and reputation).

From the employer's website: **What are the employer's practice areas?** In the case of government/public interest organizations, **what is the agency's mission?**

What evidence establishes that you are aligned with the employer's philosophy/mission?

From the employer's website: **What press releases involve matters in which you are interested or well prepared to excel?**

If the employer is outside of the area where you live, **what ties do you have to that geographical area?** When you have no "ties," think broadly; describe your interest in what the region offers (E.g., outdoor recreation, cultural activities).

What experiences do you have that intersect with what this employer does?

What would you find intellectually stimulating about working for this employer?

What type of position(s) are you seeking? (E.g., paid, volunteer, work-study, academic credit. *Note: if included in third paragraph omit from first paragraph*).

Body of the Letter: Why should this employer be interested in you?

Which of your academic credentials best establish that you would be an outstanding performer?

What relevant courses have you taken or do you plan to take? Are you pursuing/Were you awarded a relevant concentration/certificate? Is your undergraduate major relevant?

What **positive comments have you received from professors** pertaining to your analytical, research, writing and other practical skills?

Which of your **practical experiences best establish that you would be an outstanding performer?**

What **positive comments have you received from supervising attorneys?** (E.g., Analytical research and writing, oral communication skills).

Which **two or three of your personal qualities best establish that you would be an outstanding performer?**

Proof (example):

Third / Concluding Paragraph: What do you want to happen next?

What type of position(s) are you seeking? (E.g., paid, volunteer, work-study, academic credit. *Note: if included in first paragraph omit from third paragraph.*)

If part-time, **how much time do you have available?** (E.g., half-time, three-quarters time, full-time.)

For employers outside the area in which you live: **Are there dates you can tell the employers you will be in their areas** (to ask for meetings)?

What documents are you enclosing?

FUNDAMENTAL LAWYERING SKILLS

- ❖ **Problem Solving**
 - Identifying an issue
 - Generating alternative solutions and strategies
 - Developing a plan of action
 - Implementing that plan
 - Remaining open to new information/ideas
- ❖ **Legal Analysis and Reasoning**
 - Identifying a legal issue
 - Formulating relevant legal theories
 - Elaborating upon and extrapolating from those theories
 - Evaluating legal theories
 - Criticizing and synthesizing a legal argument
- ❖ **Legal Research**
 - Knowledge of the nature of legal rules and institutions
 - Knowledge of, and the ability to use, the most fundamental tools of legal research, including Westlaw, Lexis, digests, annotated codes, practice guides, etc...
 - Understanding the process of devising and implementing a coherent and effective research plan
- ❖ **Legal Writing**
 - Editing and proof-reading
 - Organization (I.R.A.Q.)
 - Objectiveness
 - Persuasiveness
 - Clarity
 - Efficiency,
 - Grammar, punctuation and spelling
- ❖ **Factual Investigation and Interviewing**
 - Interviewing clients, witnesses, experts, etc...
 - Determining the need for additional factual investigation
 - Planning a factual investigation
 - Implementing the investigative strategy
 - Memorializing and organizing information in an accessible form
 - Deciding whether and when to conclude the process of fact-gathering
 - Evaluating the information that has been gathered
- ❖ **Communication**
 - Assessing who your audience is
 - Communicating complex information, in plain English, to an audience that may not be familiar with the concepts involved
- ❖ **Counseling**
 - Establishing a counseling relationship that respects the nature and bounds of a lawyer's role in the process
 - Gathering and analyzing information relevant to the decision(s) to be made
 - Counseling the client about and ascertaining/ implementing their decision
- ❖ **Negotiation**
 - Preparing for and conducting a negotiation
 - Counseling the client about terms from the other side and implementing the client's decision
- ❖ **Litigation and Alternative Dispute Resolution**
 - Knowledge of litigation procedures at the trial court and/or appellate court level
 - Advocacy in administrative and executive forums
 - Knowledge of or participation in procedures in other dispute-resolution forums
- ❖ **Organization and Management of Legal Work**
 - Formulating goals and principles for effective practice management
 - Developing systems and procedures to ensure that work is timely performed and completed
 - Developing systems and procedures for effectively working with other people
- ❖ **Marketing and Client Development**
 - Selling and Presenting
 - Building professional relationships
 - Fund raising
- ❖ **Recognizing and Resolving Ethical Dilemmas**
 - Knowing and recognizing the nature and sources of ethical standards, the means by which they are enforced, and how to resolve ethical dilemmas

WRITING SAMPLES

How to choose a writing sample:

- First, **it must be legal writing**. Given a choice between two otherwise equal writing samples, pick something you wrote for a legal employer over something you wrote for school.
- Your writing sample **must be an example of your best writing**.
- Before submitting a writing sample, whether something you wrote for a legal employer or something you wrote for class, **painstakingly edit the product to improve it**. No rule says you have to submit a sample in the same condition it was in when you originally wrote it.
- To the extent possible, **pick a sample that is the kind of legal writing you would be doing if the employer you're applying to hires you**. So, for example, give a persuasive piece to a litigation practice; give an analytical piece to a judge or research attorney.

Practical Considerations:

- **Meet any specified page limit**. If the employer wants ten pages and you have an otherwise suitable sample that is twenty pages, excise ten pages. On the sample, indicate in brackets where you have omitted certain parts. When condensing your piece, be sure to preserve necessary context. *Usually employers do not specify a page limit, in which case, a good general rule is to provide between five and ten double-spaced pages.*
- **A scholarly article seldom is your best choice for a writing sample.**

*Use a cover sheet on your writing sample:

- Use the **header from your resume as a letterhead**.
- Write a paragraph that **puts your writing sample in context**: What practice area does it concern? What issues does it discuss? Is it a simulated product written for school or something you wrote for an employer? If the latter, note that your employer allowed you to use the document. If for a school assignment, and you used the ALWD style manual, explain that. When you represent one of multiple parties, note who you represent.
- If you wrote your document for an employer, go the extra mile to **avoid disclosing sensitive information**. For example, don't rely on the fact your document was filed in court and hence is a matter of public record. And don't attempt to "redact" sensitive information simply by using a black marking pen. Instead use find-and-replace to insert fictitious names; change other possibly identifying details. By noting on your cover sheet that that you changed the identifying information in the interests of confidentiality, you start off favorably impressing the reader.

Do employers really read writing samples? They do when it matters; when you progress to become a finalist for the job, employers read your writing sample. It only serves you well if your work product represents you at your best.

REFERENCES

At the beginning of your job search, prepare a list of references. **Whether or not a reference list is required as part of your initial application**, take it to interviews. Offer it to interviewers if you decide references are likely to strengthen your candidacy. Legal employers want **professional references** not character references. Legal employers want references who can vouch for your legal skills. Generally **legal employers ascribe more credibility to lawyers** than to nonlawyers.

What if you have little or no practical legal experience?

- Cultivate **one or two professors** to act as references. First-year legal research and writing professors are logical choices, because (1) they often know their students better than professors teaching large, survey courses, and (2) employers hiring law students place a premium on research and writing skills.
- Whether you use a professor or two, include supervisors. When you rely on particular work experience as qualifying you for a prospective position, and you don't provide a reference from that experience, you raise a red flag.

You generally need three references.

- Choose people with whom you have a **current or recent relationship**. Quality references are substantive, not superficial. Make it easy for your references to help you.
- **Never list people as references without asking them.** Tell your references what kinds of positions you're applying for. To refresh their recollection, give your references your resume and a synopsis of the work you did for them.

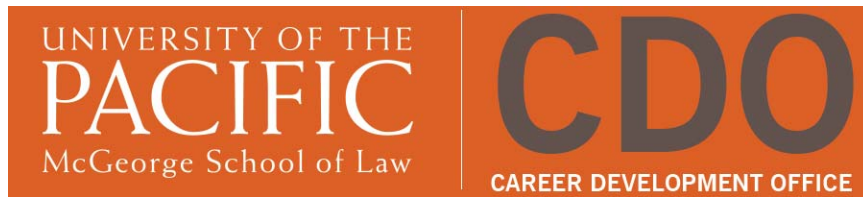
Who makes the best reference?

- People doing the same thing the employer is doing, if possible.
- Legal employers—and certainly judges, when you are applying for a judicial clerkship—**like to see judges included among your references**. At your earliest opportunity upon appearing in court—whether as a certified law student or as an attorney—cultivate a judge or two as references.
- Sometimes someone is a good reference simply because he or she is **influential with the employer**. When you have such contacts, use them.
- **Choose people who know your work first-hand and can meaningfully talk about you.** This may not always be your direct supervisor. A better choice could be an attorney who has been generous in praise of your work and who you are confident would extol your virtues.

What do employers look for in a reference?

- Is the reference in a position to assess the qualities the employer thinks are important?
- Does the reference make a strong pitch?
- Is the reference credible: experienced, objective, and well-spoken?

You can ask prospective employers not to contact your current or former employers until the last step before an offer. **Do not state, "References Available Upon Request" on your resume;** that's understood. **References do make a difference.** Experienced hiring attorneys are used to reading between the lines and can easily discern strong from unenthusiastic support.



THANK-YOU NOTES

Do I need to send thank-you notes?

- **Yes.** It is a good practice to **send thank-you notes after any interviews**, whether on-campus, in-office, call-back, or informational interviews. A carefully crafted, error-free thank-you note can reinforce the positive impression you create in the interview. Employers may weigh poorly written thank-you notes against you, so **write strong thank-you notes.**

What form should my thank-you note take?

- **Hand-written thank-you cards** are generally well received by interviewers. Whether on a conservative, professional-looking thank-you card or on personal stationary, hand-written cards take extra effort and are associated with the utmost courtesy.
- **Email thank-you notes may also be acceptable.** If, as is commonly the case, you applied for the position via email, were informed of your selection for an interview via email, set up your interview appointment via email, and perhaps even expect the employer's decision concerning your application to come via email, sending your thank-you note via email can't be fairly criticized as lacking the thoughtfulness of a hand-written card.

To which interviewers do I send thank-you notes?

- Generally you should write a thank-you note to **each interviewer you met with.** But when your head is swimming after a call-back interview session in which you were introduced to many attorneys, some of whom formally interviewed you and perhaps others who talked to you on the fly, you can send a thank-you note only to the **attorney or administrator responsible for setting up your interviews** or for seeing to it that your interviews went smoothly. In that note, mention the names of the others with whom you interviewed, and ask the addressee to extend your thanks to the other interviewers.

What should my thank-you note say?

- **Personalize your thank-you notes** by referencing topics you discussed in your interviews.
- Express heightened **interest in the firm.**
- Add information you might have forgotten to share during the interview. Readdress a question you could have answered better.
- Your thank-you note should be short—**four or five sentences.** Indicate your willingness to provide additional information.
- **Don't write the same thing to multiple interviewers.**

How soon after an interview should I send a thank-you?

- Your thank-you notes have the greatest likelihood of influencing hiring decisions when employers have yet to decide whether you are a viable candidate. **Increase the likelihood your notes will help you by sending them promptly.** Unless you need time to gather information the employer requested, get your thank-you in the mail **by the evening of the day you interview.**



TOP 10 INTERVIEW TIPS

1. **Research the firm or company that you are interviewing for.** You should also research the individuals who will be interviewing you.
2. **Research and understand the role of the position that you are interviewing for** within the firm. Know the difference between law clerks, legal assistants, summer associates, associates, of counsel, etc.
3. **Research yourself.** Check your social media and what's on Google – know what's out there, edit and remove what's not professional or appropriate, and know what you might have to explain.
4. **Be on time**, which means 5 minutes early, and dress professionally.
5. **Be prepared.** Have copies of your application materials (resume, cover letters, writing sample, references, transcript, etc.). Know your resume inside and out and be able to talk in detail about your experience.
6. **Practice your answers to typical interview questions.** Listen to the interviewer(s) and answer the question asked. Avoid “yes” or “no” answers – give specific examples in the Problem-Action-Result format. Don't overshare.
7. **Be prepared to answer the “tell me about yourself” question.** This is your first opportunity to sell yourself to the interviewer. Be concise, articulate, and confident, focus on the interests of the interviewer, and highlight your particular accomplishments and background. This should be approximately 3 sentences.
8. **Be positive and polite to everyone you encounter** during (and before and after) the interview (this includes turning off your phone before you enter the building). Use names when possible when you are introduced to people or when you leave the interview. Show enthusiasm, be authentic, be focused, be confident, be humble. Pay attention to your body language.
9. **Always ask questions** that are substantive, job specific, and thoughtful, particularly at the end of the interview. Prepare several in advance.
10. **Don't forget to follow-up after the interview** – send any additional requested information, send a thank-you note, follow through with any promises or expectations.

BONUS: *Schedule an appointment with a career advisor for a mock interview or interview coaching.*

INTERVIEW PREPARATION WORKSHEET

Preparing for an interview is essential to presenting a positive, enthusiastic, and professional image to potential employers. Answer the following questions before each interview and practice saying your answers out loud. Make an appointment with your career advisor to conduct a mock interview where you will receive immediate feedback.

Five Key Points

The top 3-5 things you want the interviewer to remember about you. Highlight key strengths:

- _____
- _____
- _____
- _____
- _____

This is what I've done

Stories/examples that show how you stand out and are uniquely suited for the position:

- _____
- _____
- _____
- _____
- _____

Why law school?

What led you to law school / this area of the law?

- _____
- _____
- _____
- _____
- _____

Why us?

Specific reasons why you want to work for the organization:

- _____
- _____
- _____
- _____
- _____

Areas for Development

Strategic answers to the "tell me about your weaknesses" question:

- _____
- _____
- _____
- _____
- _____

Specific Challenges

What are some specific challenges you've faced and how did you overcome them?

- _____
- _____
- _____
- _____
- _____

Your short/long-term goals

How does this position fit well into your career goals? Why do you want this position? What makes you a good fit?

- _____
- _____
- _____
- _____
- _____

Questions you have

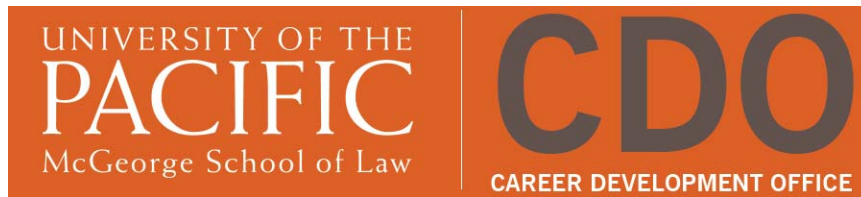
About the position, organization, etc.

- _____
- _____
- _____
- _____
- _____

CDO

CAREER DEVELOPMENT OFFICE

Job Search Tools



GUIDE TO McGEORGE CAREERS ONLINE

McGeorgeCareersOnline (MCO) is the CDO's web-based career management system.

MCO gives you the tools to: View job listings and apply online, participate in on-campus interviews and other job fairs, receive emails targeted to your interests, update your own interest profile at any time, find informal mentors, and learn about upcoming workshops and events.

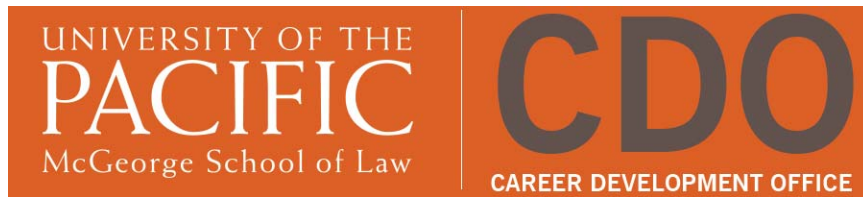
Here is a quick checklist to get you started with MCO; please contact us if you have questions as you go:

- You will receive your password and the MCO link in an email after your one-on-one orientation meeting. Your u.pacific.edu email address is your login (user name). You may change your password at any time by using the "Change Password" tab in the "Profile" section.
- The system will require you to fill out your "Profile" before allowing you access to the rest of the toolbars.
 - ✓ Indicate your practice area, practice setting, and geographic interests to receive targeted email updates about seminars, events, and networking opportunities. **We strongly encourage you to update this section throughout your law school career.**
 - ✓ We use this system to email you crucial career-planning notifications—we therefore recommend that you **NOT** opt out of receiving emails from CDO. (Regardless of your privacy choice, on rare occasions, the CDO may need to send administrative messages to the entire student body.)

Check out some of the key toolbars:

- **JOBS** (CSM postings include paid and volunteer, part-time and full-time, immediate and future openings, and externships for credit.)
 - ✓ If the employer is accepting applications electronically, choose from your uploaded documents, using the drop-down menus. After you have applied, the top grey box will display your application status. To withdraw an application, see the "Applications" tab.
 - ✓ To run a search with multiple filters, including location and employer type, click on "**Advanced Search.**" After you run your search, click on "Saved Searches."
 - ✓ If you are interested in a job but not ready to apply, save the posting in your "**Favorites**" by clicking on the star icon to the left of the job title.
 - ✓ The **law job web** tab allows you to conduct a key word search for legal jobs nationwide.
 - ✓ MCO will recommend job postings for you based on past job search criteria and positions previously applied for—see "**Recommended Jobs.**")
- **DOCUMENTS** (Upload resumes, cover letters, unofficial transcripts, writing samples, and other materials by clicking on the "Add New" button.)
 - ✓ You may have up to 20 documents saved on the system at any one time. Select the "Make Default" button to designate a version of your resume for online applications and for employer resume books.
 - ✓ Each uploaded document is automatically converted to a PDF file. Review your original and the PDF version to ensure that conversion has not changed the document's formatting.
- **ON-CAMPUS INTERVIEWS (OCI)** (Using MCO you will "bid/apply" for employer interviews, upload your application materials, and sign up for interviews.)

- **EMPLOYERS** (In this section you can research employers, see their job postings, and determine if a mentor from our Alumni Advisor Network works for that employer.)
- **ALUMNI ADVISOR NETWORK** (Alumni will provide information about their areas of expertise, offer career advice, develop your networking skills, and most importantly, build your professional and personal connections.)
 - ✓ *You can search available mentors by keyword or using a detailed search, or by scrolling through the list.*
- **RESOURCES** (You can access the MCO document library under the “Resources” tab. Here you will find the PDF version of the Individual Career Plan, various resources guides, password updates, and other helpful information.)
- **CALENDAR**
 - ✓ ***CDO-posted Events:*** *The first five tabs permit you to view scheduled events by various timeframes.*
 - ✓ ***Personal Events:*** *By clicking the sixth tab, you can create and view your own personal calendar including events that you have RSVP'd for, as well as your counseling appointments.*



JOB SEARCH OPPORTUNITIES

The CDO will sponsor events and programs throughout the year for our students and graduates that will offer you job connections and opportunities.

ON-CAMPUS INTERVIEW PROGRAMS

Each summer and spring, legal employers are invited to the McGeorge campus to interview students for summer and post-graduate positions. Our OCI program is a unique hybrid of private and public employers of all sizes, and our OCI employers have a wide variety of GPA and class rank requirements, thereby allowing all of our students the opportunity to participate.

DIVERSITY FELLOWSHIPS

Sacramento County Bar Association (SCBA) 1L Summer Diversity Fellowship: The SCBA sponsors a Diversity Fellowship for paid summer employment with a top Sacramento law firm after your 1D or 2E year in law school.

Bay Area Minority Summer Clerkship Program: Several law firms in the San Francisco bay area participate in this program that places minority students in paid associate positions with some of the area's most prestigious law firms.

Other Diversity Fellowships: Many law firms and organizations throughout California and the country offer diversity fellowship programs for law students the summer after their 1L year.

JOB FAIRS

Annual Public Interest and Government Job Fair: Attend this on-campus job fair in late January or early February. There will be more than 20 local government and non-profit employers who come to campus.

Public Interest / Public Sector Day: PI/PS Day is a job fair with almost 100 government and non-profit employers, co-hosted by McGeorge and other Northern California law schools.

Non-Traditional Job Fair: This career fair will expose you to some of the many job opportunities available to law students and graduates beyond working in a law firm. It is co-hosted by McGeorge and other Northern California law schools.

PSJD

Register with www.psjd.org to gain access to the largest database of public interest and public sector jobs and organizations. We have already paid your registration fees!

Watch your email for more information about these and other job search opportunities throughout the year.



SOME JOB SEARCH WEBSITES

McGeorgeCareersOnline (MCO):

<https://law-pacific-csm.symplicity.com/students/index.php>

General Employment Sites:

- Association of Corporate Counsel: www.acc.com
- BYU Intercollegiate Job Bank: www.law2.byu.edu/career_services/jobbank/ (login and password located in the MCO document library)
- Craigslist: www.craigslist.com
- Emplawyernet: www.emplawyernet.com
- Find Law: www.findlaw.com
- Hieros Gamos: www.hg.org
- Idealist: www.idealists.org
- Indeed: www.indeed.com
- Law Jobs: www.lawjobs.com
- Law Periscope: www.lawperiscope.com
- Lexis: www.lawyers.com
- Public Service Jobs: www.psjd.org (the CDO has paid your registration fees)
- LinkedIn: <https://www.linkedin.com/jobs/>

Government Employment Sites:

- CA State Assembly: <https://assembly.ca.gov/assemblyjobs>
- CA State Senate: <https://senate.ca.gov/senatejobs>
- Capitol Daybook: www.capitoldaybook.com
- Capitol Morning Report: www.capitolmr.com (click on classifieds)
- Careers in CA Government: www.jobs.ca.gov
- Federal Times: www.federaltimes.com

CDO

CAREER DEVELOPMENT OFFICE

Networking



NETWORKING TIPS

Networking is about meeting and talking to people with similar goals and interests so that you can gather information that will help you direct your own career and achieve your own goals. Networking will remain an integral part of your professional life as a way to make new friends and professional contacts, learn about other practice areas and career opportunities, promote yourself and your law firm, obtain new clients, establish new relationships, increase your own self-confidence, and generally have fun!

WHY NETWORK?

- **90% of all jobs, legal and otherwise, are unadvertised.** Networking puts you in touch with people who know about those unadvertised opportunities.
- Networking gives you a **personal edge in your job search** process that will help you stand out from the crowd. Good networking skills can help you overcome mediocre grades and make you into a strong job candidate, even if your credentials are not as strong as you would like.
- By far **the greatest number of jobs are obtained through personal contacts.**
- Learning networking skills now will not only help you get your first summer job, but will **help you throughout your career** as a lawyer.

START WITH WHO YOU KNOW

Tell everyone you know that you are looking for a legal position and that you would like to meet and speak with professionals in the field. This means telling your family, friends, casual acquaintances, professors, doctors, teaching assistants, college alumni and ex-employers. **Take advantage of the Alumni Advisor Network offered by the CDO.** These are McGeorge graduates who have volunteered to talk to students and answer their questions. You can use this group to springboard to other contacts and gradually build your own networking circle. Since it is generally more comfortable to talk with those you already know or with whom you have a connection, start with people in this category.

An informational interview allows you to ask questions that you could not ask in a formal job interview and to gain valuable insights into the realities of different practice areas and how to become employed in those areas. Since informational interviews sometimes turn into job interviews and job offers, this is an activity with a high payoff.

VOLUNTEER, VOLUNTEER, AND THEN VOLUNTEER SOME MORE

For anyone who is uncomfortable with the idea of direct networking, volunteering can be a great way to become known in the legal community. It also **conveys a sense of initiative, enthusiasm and dedication.**

Volunteering Suggestions:

- Volunteer to help out with events sponsored by a local or special interest bar association.
- Volunteer to participate in or establish a speaker's bureau, either in your law school or elsewhere. Help organize a career panel or area of legal practice panel that interests you. The CDO can help with this.
- Volunteer to help out at school receptions for alumni or other non-student events.
- Volunteer to help out wherever your dream job is.
- Volunteer with civic, charitable or religious groups or events that interest you.

ATTEND LAW-RELATED FUNCTIONS OF THE BAR ASSOCIATION, SCHOOL, INNS OF COURT, OR OTHER ORGANIZATIONS

Prepare for the Event

- Prepare a 30-second commercial for yourself to use when meeting people. This should include your name, that you are a current law student, and some statement to make you memorable or interesting, or at least to break the ice, e.g., "Hello, my name is _____, I am in my second year of law school at McGeorge, and I am trying to set a new record for number of Bar related events attended by a second year law student."

Register for the Event, Then Attend It

- If there is a charge to attend, register and pay in advance so that you have made a commitment to going.
- Consider bringing a friend along as a way to double the number of contacts you can make, but agree ahead of time to split up so that you will not talk to each other all night instead of meeting new people.

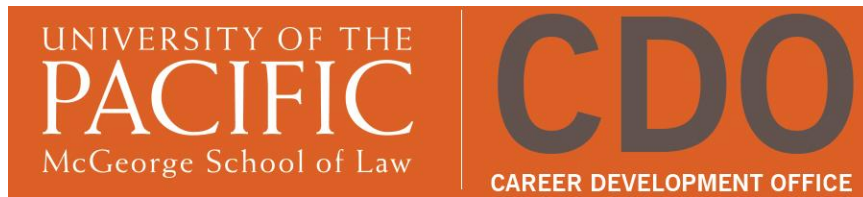
EVENT STRATEGIES

- Arrive at the event on time. This will allow you to maximize the time available to meet new people.
- Set a goal of meeting and gathering business cards from at least five people at every event.
- If you are given a name tag to wear, place it on your right, rather than left, lapel. This way, it will be directly in a person's line of vision when you are shaking hands. Be sure to give everyone you meet a firm handshake. If you are carrying a beverage, carry it in your left hand wrapped in a napkin so that your right hand will not feel cold and clammy when you offer a handshake.
- If you arrive at an event alone, look for anyone who is not already engaged in a conversation, make eye contact, and then introduce yourself to that person, using your 30 second commercial.
- If you are introducing someone else to a third person, the rule is to present the lower ranked person to the higher ranked person, e.g., "Ms. Senior Partner, may I present Mr. New Associate." (Note that a person's rank is defined by the setting in which you find yourself; this may mean making a judgment call).
- Ask each person you meet questions that will get them talking about themselves and listen for common areas of interest to discuss. Examples of topics to develop are the event you are attending (or the sponsoring organization), the person's firm or practice area, current cultural or sports events, or current news events.

- Try to remember the names of the people you meet. The best way to do this is by repeating a person's name two or three times as a natural part of your conversation.
- Smile often, and convey genuine interest in the other person and in what is being said.
- If you wish to enter a conversation that is already taking place, walk up to the group, make eye contact with those speaking, listen to what is being said, and then introduce yourself and ask an appropriate question when there is a break in the conversation.
- When you are ready to exit a conversation, let the other person(s) know that you are happy to have met them, ask for their business card, and move on to the next conversation.

AFTER THE EVENT

- Write reminder notes on the back of business cards - where and when you met, topics discussed, practice areas, etc.
- A key to networking is making yourself memorable. Writing thank you notes/emails is a way to make you memorable, because so few people do it. A thank you note need be no longer than three sentences:
 - Describe the event ("It was a pleasure to speak with you at last week's bar association luncheon").
 - Describe something that made the event unique ("I truly enjoyed discussing recent developments in intellectual property law with you").
 - State your next action step ("I will email next week to see if you might be available for lunch").
- Follow through. If you tell a person you will call or email in a few days, do it.



ALUMNI ADVISOR NETWORK | INSTRUCTIONS

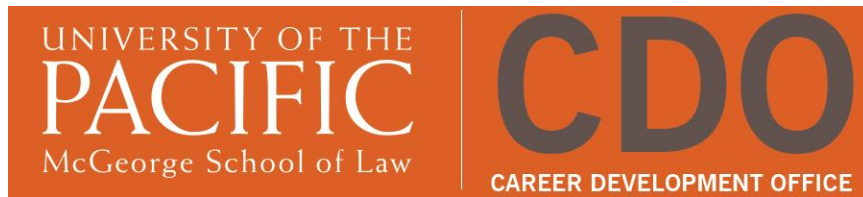
1. Log onto McGeorgeCareersOnline (MCO) at go.mcgeorge.edu/MCO. If you don't have your password, you can reset it on the MCO homepage by clicking, "Forgot Password."
2. Click on the "Alumni Advisor Network" tab. You will see a list of almost 500 alumni who have volunteered to talk to you.
 - a. Use the "More Filters" button (or the "Detailed Search" tab) to search the list by practice area, law firm size, or practice setting (i.e., government, law firm, judicial), geographic location, and other criteria.
 - b. Click on an alumni advisor's name for more information.
 - c. Before selecting an advisor, be sure to do additional research: Google, martindale.com, and the alum's firm website are good options.
3. After clicking the "Choose this Advisor" button, an email will notify the alum of your interest. You will also receive an email with the alum's contact information. **Please initiate contact with the alum within five days of clicking the "Choose this Advisor" button.**
4. We recommend that you start out by choosing no more than three alumni advisors.

ALUMNI ADVISOR NETWORK 1L CHECKLIST

We know that it can be intimidating to reach out to lawyers as a first-year law student. The Alumni Advisor Network provides you with an easy way to meet lawyers and learn about different practice areas.

- Have a plan.** It will be incumbent on you to initiate and maintain contact with your alumni advisor(s). Know what you would like to ask your advisors before contacting them.
- Do your research.** Before you select and meet with an advisor, learn as much as you can about them to ensure a good match.
- Be patient and flexible.** Lawyers are extremely busy people. Try not to take it personally if they do not return your call or email right away, or if it is difficult to schedule a meeting time with your alumni advisor.
- Don't ask for a job!** Ask your alumni advisor for advice on law school course selection, effective studying and exam taking habits, or career-planning strategy, but don't ask for a job or internship opportunity with their firm.
- Always engage your alumni advisor in a professional manner.** Promptly return all communication, be trustworthy, and keep agreements. If you and your advisor will be meeting in person, make sure to dress professionally. Be formal when emailing your advisor at all times and remember to proofread.

Keep in touch. Alumni advisors want to know how their advice has helped you. Send an email thanking them for their time, and then keep them apprised of your accomplishments.



MAKING THE MOST OF THE ALUMNI ADVISOR NETWORK

The goal of the Alumni Advisor Network is to initiate mentoring relationships between McGeorge alumni and law students. The Network provides students with a means to obtain informal advice on a wide range of topics including law school, legal practice areas, and professional development. It is an invaluable way for students to begin to develop a professional network early in their legal careers.

Please remember that the Advisor Network is not intended to serve as a recruitment device or job placement program, and is distinguished from the Alumni Mentor program utilized by the Legal Professions course.

Be clear about why you want an Alumni Advisor and what type of help or relationship you seek.

- Research alumni before making your selection: Consult Martindale, WESTLAW, LEXIS and search the web for information about the advisor and his or her firm/employer.

Initiating contact.

- Initial contact can be made through email or with a phone call. Your confirmation email will give you your advisor's email address.
 - Be professional and if emailing, remember to proofread! If you need a sample of an initial email, please see the CDO handout called "Informational Interviewing."
 - The first communication can be intimidating; if you want additional advice about reaching out to your advisor, you can make an appointment with your career advisor.
- If you meet in person, make sure you arrange a meeting place that is convenient for your advisor.
- Students must be mindful of the pressures inherent in legal practice when contacting their advisors.
 - Be patient when waiting for replies.
 - If you have not heard back within a week, feel free to follow up with a polite email or call.
 - If a second week goes by, please contact the CDO at lawcareers@pacific.edu.
- If you are working with an alumni advisor out of our geographic area, you can still get valuable information through phone or email contact and you may schedule in-person appointments when you are in the advisor's region—just make sure to plan ahead since our alumni are busy people.

Preparing for the first meeting.

- Background research: Learn as much about your advisor as you can—practice area, clients, big cases, accomplishments, or the professional organizations they belong to.
- If you and your advisor will be meeting in person, make sure to dress professionally.

Potential conversation starters.

- Course selection for law school
- Effective studying and exam taking habits
- Customs of law practice in a specific geographic region
- Steps to take during law school to prepare for the bar exam
- Balancing professional and personal life demands
- Career path advice

- Advisor's workload balance (e.g., courtroom exposure, case load, client interaction, research and writing)
- Strategies and opportunities for networking in advisor's field, including professional associations, boards, and institutes to join
- What do you like most about your job?
- What publications do you read?

Ideas for a follow-up meeting.

- Not all advisor relationships will be the same; some will consist of multiple conversations and meetings while others may not
- Engaging in further e-mail exchanges or telephone discussions
- A meeting in your advisor's office or over breakfast or lunch
- A few hours of shadowing (observing the advisor's practice)
- Attending bar functions and meetings with your advisor
- Asking your advisor to introduce you to people who might be able to offer further advice
- Conducting mock interviews or resume critiques

Demonstrate your commitment to your career.

- Alumni advisors are more willing to give you their time and attention when they know that you are committed to your career and the legal profession. You are more likely to have a good experience if you show your advisor that you are motivated, mature, and enthusiastic.
- Establish your credibility in everything that you do—be trustworthy, keep agreements, and follow through on promises. Be responsive—answer phone calls, emails, and requests from your advisor promptly.

Remember that the Advisor Network is not a recruitment device or job placement program.

However, your advisor may be willing to help with the following career-related questions:

- Do you have suggestions for improving my resume?
- Do you have interviewing tips and strategies?
- What advice would you give a candidate seeking a position in this field?
- What is the best way to find out about job openings in this field?

Tap into your advisor's network.

- Ask if your advisor will refer you to other practitioners within the field to speak with.
 - Ask your advisor if you may use his or her name when contacting these other practitioners.

Keep your advisor posted.

- Let them know the impact he or she is having on your professional development—tell them how you used their advice.

Always thank your advisor.

- Send an email or handwritten note to show your appreciation for your advisor's time and help.

Contact the CDO if issues arise or if you have any questions or comments about the program—we want your feedback!

NETWORKING TOOL

It is important to start networking—even during your first year! It can be hard to keep track of who you meet and what you discussed. Use the template below in your 1L legal professions course and as a reminder when you contact professionals.

Contact Name	Organization/Firm	Contact Information	How do You Know this Person?	Date and Type of Follow-up	Result	Action Items
<i>Sample: Bob Jones</i>	<i>California Department of Education</i>	<i>(916) 555-5555</i>	<i>Contacted via McGeorge Alumni Advisor Network</i>	<i>11/18 – Met in-person for coffee</i>	<i>I asked for other names and he gave me Sue Smith at the Sacramento Office of Education</i>	<i>Email Sue Smith</i>

Contact Name	Organization/Firm	Contact Information	How do You Know this Person?	Date and Type of Follow-up	Result	Action Items

**Please email the CDO at lawcareers@pacific.edu if you would like a fillable version of this form.*

CDO

CAREER DEVELOPMENT OFFICE

**Special
Considerations**

CAREER PLANNING FOR PART-TIME STUDENTS: SPECIAL CONSIDERATIONS, GETTING LEGAL EXPERIENCE, AND INTERVIEWING

While there are general career planning issues and strategies that are common to all law students, part-time students have a few special considerations in developing their career plans.

DO I HAVE TO GET A LEGAL JOB WHILE I'M GOING TO LAW SCHOOL?

For many part-time students, gaining legal experience while in law school presents a very big challenge. Many part-time students work full-time, are established in responsible, well-paying positions, and would find it almost impossible to either quit or take time off from their present jobs. Other part-time students have family or other responsibilities that might present a logistical challenge to getting traditional legal internships. At the same time, legal experience demonstrates to employers that you are committed to pursuing a career as an attorney, that you have begun to develop practical skills, and that you have references that can speak to your research, writing, and other professional abilities.

There are many ways to get legal experience (see below), but if you are thinking about getting a legal job, here are some considerations: Frequently, a legal position while in law school will be lower paying than a non-legal professional position that you've held for many years. Entry-level legal positions may not include benefits (health insurance, etc.) and will possibly give you little responsibility in comparison to your established non-legal position.

CAN I GAIN MARKETABLE EXPERIENCE WITHOUT HAVING A LEGAL JOB?

There are other ways to get legal experience than the traditional legal internship:

- Examine opportunities in your current position. Is there a possibility that you can do law-related projects? Do you have an opportunity to work on transferable skills such as research, writing, communication, and analytical skills? Examine your skills and experiences to determine what is transferable to the practice of law, even if you are in a non-legal position.
- Take elective courses that are interesting and marketable.
- Participate in Moot Court or Mock Trial. This will give you an opportunity to develop important writing, oral advocacy, and litigation skills.
- Write an article for a legal journal, including McGeorge's law review, or a writing competition. Writing an article deepens your understanding of an area of law and demonstrates your writing ability and commitment to your professional development.
- Participate in skills classes such as Trial Advocacy, Global Lawyering Skills II, Negotiations, and Interviewing classes.
- Look at the Alumni Advisor tab on MCO to find an alumni advisor in a practice or geographic area that interests you. These alumni have volunteered to offer insight and advice to law students, and many of them were part-time students themselves.
- Network and conduct informational interviews. Through informational interviewing you can ask people specific questions about their careers so that you can gather information, narrow your career search, and make connections with practitioners.

- Attend professional meetings and events and volunteer with local, specialty, or affinity bar association sections and attend Continuing Legal Education (CLE) events (some are held right here at McGeorge) where you can meet attorneys and begin to build professional relationships.
- Join student and other legal organizations to develop contacts. Employers do take into account a student's involvement and leadership roles.
- Get to know your professors and ask them for advice and referrals. Consider becoming a Research Assistant. Many professors hire at least two Research Assistants at any given time and the research is done on your own time.
- Consider doing special projects for attorneys that will give you experience while affording flexible hours.
- If you have the flexibility, consider doing an externship for academic credit in a government agency, non-profit, or private office that interests you. In lieu of an elective class, you can work as few as ten hours per week for a semester and get hands-on legal experience.

HOW & WHEN CAN I GET LEGAL EXPERIENCE?

There are several different timing options available to you in gaining legal experience. The first one, to graduate without legal experience, is discussed above. The others are outlined for you below:

- Get legal experience immediately after graduation. Take the months after graduation (and the bar exam) to work as a law clerk before seeking a permanent position.
- Work for different legal employers. After the first, second, or third year of law school, obtain a full-time law clerk position, but work one or more summer(s) for a different legal employer. You can do this either by taking the summer(s) off from your full-time law clerk position or by working a series of one-year positions. If you follow this plan, you will graduate having worked for two or more different legal employers.
- Be creative when deciding when to clerk. Do not obtain full-time clerking positions during the academic year, but take two sabbaticals from your non-legal job to clerk the summers after either or both of your second and third years of law school.
- Work at a legal clinic while in school. Participate in an on-campus clinic at any point during your law school career.

No matter when in your legal education you decide to gain legal experience, know that you have many “real life” skills that employers find invaluable—time management, multi-tasking, maturity and judgment, critical reasoning and analytical skills, communications skills, and more. Your success in a non-legal field shows legal employers that you understand how to be a professional; adding the skills that come with legal experience makes you an even more highly qualified candidate.

HOW SHOULD CERTAIN INTERVIEW QUESTIONS BE HANDLED?

In addition to the suggestions regarding preparation for interviews in other resources in the CDO library, as a part-time student, you should be prepared to answer some specific questions about your situation and future plans. Below are some questions to be considered:

Why did you attend law school?

Some employers may wonder why you have decided to switch careers or fear that you are a “career hopper” searching for the “ideal” field for you. This is especially true if you have already had more than one professional position. The other possible fear is that you are a “perpetual student,” especially if you have already earned a graduate degree before your J.D. Have ready a concise explanation for pursuing your law degree, and be confident about your choice to pursue the degree.

Why are you enrolled in the part-time program?

Another way of phrasing this question might be, “Are you serious about law school?” Most individuals attending law school on a part-time basis are more than serious about getting their law degrees, but have other obligations that preclude them from attending school on a full-time basis. Explain this to the interviewer while also directing them to what you hope to achieve once you have earned your law degree. Emphasize the unique qualities that you are cultivating by “doing it all” (e.g., time management skills, juggling multiple tasks, being focused and efficient in work and academics).

Why aren't you participating in? on law review? in more law school activities?

Most part-time students find that time constraints often do not permit them to become involved in out of class activities, especially for the first two years. Let the interviewer know why you have made certain choices regarding the activities in which you can and cannot participate. If you are involved in any community or civic activities, indicate this.

Why haven't you worked in a legal position to date?

This question is for those who did not gain legal experience while in law school and are now interviewing for a permanent position. Point out items in your past experiences that are marketable to legal employers. Explain why you made the choice not to work in a legal setting while attending law school.

What in your prior education or experience will benefit you in the practice of law?

Think of your prior education and experience as the basis on which law school builds. What special knowledge and/or skills have you acquired from these experiences? Because of your prior education and experiences, you have qualities that others do not. Be able to verbalize what these experiences are and how you can use them in your legal career.

What are your transferable skills?

As in the question above, you possess skills gained from your experiences that are transferable to the legal profession. These skills might include: advising, analyzing, writing, editing, advocating, lobbying, researching, just to name a few.

Why do you want to practice law?

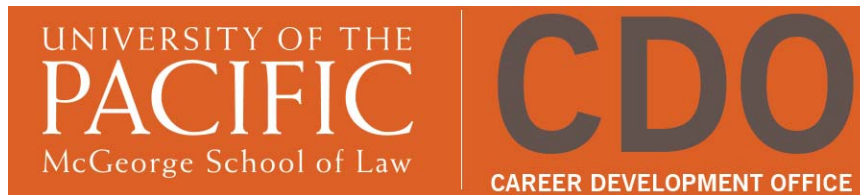
This is similar to the question regarding your reasons for attending law school. If you are talking to a legal employer, s/he wants to know that you **do** want to practice law. You should be able to articulate why you enrolled in law school and what your general career goals are.

What are your salary expectations?

If you have been in a position that pays more than the current job for which you are interviewing, there is a fear that you will expect more money than other applicants. If this is the case for you, just make it clear to the interviewer that you know you are beginning again in a new field and that you realize you may have to take a temporary salary cut. If you have done some research about salaries, you may have found that the salary in the legal field you are entering will eventually catch up and surpass your current salary level. Let the interviewer know that you see this as a long-term commitment and that salary is only a short-term factor.

Are you willing to be a first-year associate?

Or “Are you willing to start over again?” If you have already held a position of responsibility in your last profession, you may not be willing to start off at the bottom. Think carefully about this issue. There may be legal positions that combine your previous experience and law degree in a way that you will not have to begin at the bottom. Keep in mind that no matter how much responsibility you had in your prior position, legal employers will want to know that you're a team player and that you can take direction.



HOW LAW STUDENTS SHOULD USE LINKEDIN

by Leora Maccabee, Law Student, Northeastern University School of Law



There is no doubt about it – if you are a law student and do not have a vibrant, comprehensive, and frequently-updated profile on LinkedIn, you are missing an essential tool in your job hunting, professional networking, and personal branding tool box. From one law student to another, here are the five B's to mastering LinkedIn: the **B**asics, **B**eefing up your profile; **B**uilding your network; **B**randing yourself; and **B**est practices for job searching.

The Basics:

1. Every sentence on your LinkedIn profile is an opportunity for Search Engine Optimization (SEO). Using common keywords, industry terms and active language makes LinkedIn and Google searchers more likely to find you. However, a LinkedIn profile should be more chatty (read: networking) than a formal resume (read: job search). Make sure your profile is completely truthful.
2. Describe your education and employment history in detail. The “summary” is your new elevator speech. “Activities” is for personal tidbits like your love for biking or singing. Include professional skills in your “specialties” and craft a pithy “title” for your profile that reflects your status and interests. For legal confidentiality purposes, do not mention current or former clients without their consent.
3. Add links to your websites, blogs or twitter feeds that you wish to make a part of your professional brand. Your LinkedIn “status” is immediately projected onto your connections’ home pages. Update your status once-a-week at minimum. Avoid mentioning in your status any non-public aspects of cases you are working on as doing so may violate your client’s confidentiality. A professional looking photo is a “must.”
4. Create a “Vanity URL” for your public profile. On the “edit profile” page, click “public profile,” and change the link from <http://www.linkedin.com/in/1234skdfjdfj> to <http://www.linkedin.com/in/leoramaccabee> (insert your name here). This will increase your profile’s Google ranking and will be easier to promote on business cards.

Beefing Up Your Profile:

1. Once you have filled in your LinkedIn profile basics, join Groups, add Applications, and get Recommendations. When you join a group, you can see the full profiles of all members, directly contact them on LinkedIn and search among the members using specific keywords (like law firm names, or locations). Join your undergraduate alumni/ae group. If your law school does not yet have a group on LinkedIn, create one. Add applications to your home page (only you see it) and your profile (everyone sees it). Add the “Events” application. Add the “Wordpress” or “Blog Link” application to feed your blog posts directly onto your LinkedIn profile. Add “Company Buzz” to see who is tweeting about you or your potential employers.
2. A recommendation on your profile helps to make it 100% complete; gets you listed in LinkedIn’s “service provider” directory; and improves your professional brand. Never give false or misleading recommendations to others, and only ask for recommendations from people who knew you well in the capacity for which you are seeking a recommendation.

Building Your Network:

1. Connect backwards in history: send invitations to high school, college, graduate and law school classmates, former colleagues, family, friends and family friends, old teachers/professors, and anyone in your email address books. And then connect forwards: invite people you meet at conferences and trainings, reporters who interview you, and future colleagues.
2. DO NOT use LinkedIn's generic language in invitations to connect. Make the subject line and the message personal and remind the individual how you know them. NEVER say "I do not know" to someone who asks you to connect with them. Doing so tells LinkedIn that the person may be a spammer. If you do not know a person, archive the message or send the person a note saying you forgot how you met, and ask him/her to refresh your memory.

Branding Yourself:

1. Brand yourself with your profile language and status updates; by creating groups; by asking and answering questions through the "Answers" tab; by giving and getting recommendations; by posting events; or by bringing your connections together (i.e. a job seeker and job hunter).
2. The "Answers" tab gives you an opportunity to answer questions in your field of interest by posting resources, links or advice. If the questioner ranks your answer as the best response, you are added to LinkedIn's list of experts for that topic. The more "best" answers you give, the higher your rank. Subscribe to certain types of questions via RSS. Forward your questions to your connections to get their answers and simultaneously grow your relationships. As a law student, if you submit an answer to a legal question, make sure you include a disclaimer stating that your answer is provided for general informational purposes only and does not constitute legal advice.

Best Practices for Job Hunting:

1. If you're looking for a job, once your profile is ready, go to the "Jobs" tab, and search by keyword, industry or location. LinkedIn tells you which employers are "in your network" because you are connected to people who work there either directly if they are already a connection or indirectly, if someone you know is connected to someone who works there. You can then send a note to the person you know requesting an introduction to the person at the job you are seeking.
2. Use LinkedIn to get the inside scoop on potential bosses, colleagues and interviewers by looking up their profiles. Do a "Company Search" to find out who formerly worked at the employer you are looking for and then contact that person via LinkedIn, either directly if they are already a connection, or indirectly through an introduction request if they are one degree removed from one of your connections.

Now you are ready to take the online legal world by storm! Take a long lunch break and do it.



HOW TO WRITE A LINKEDIN SUMMARY | CHECKLIST

- ❑ Your summary is a short version of why you do what you do. What motivates you?
- ❑ What do you want your summary to communicate? What do you want your readers to do?
- ❑ Content to focus on:
 - Your most important accomplishments
 - Your values and passions: operating principles
 - Your superpowers – what are you great at
 - Facts, figures, and stats – interesting points that are quantifiable
 - What makes you stand out
 - Awards and recognitions received
- ❑ Do you want to write in first or third person? Choose whatever best conveys your personality.
 - 3d person is more formal, may be perceived as more aloof
 - 1st person is more intimate and may be perceived as more approachable and easier to connect with
- ❑ Tell a story: Problem – Action – Result
- ❑ Break it up visually
 - Use headers
 - Use short paragraphs – easy to skim
 - Include images, videos, power point, other multimedia
- ❑ Translate what you do into how you help
- ❑ Close with what you want your reader to do or where they can go to learn more about you or contact you.
 - Include your contact information at the end
- ❑ NOW REVIEW:
 - Does the opening make you want to read more?
 - Is it authentic and consistent with who you are?

Contact the CDO and we can review your LinkedIn profile and discuss effective strategies for your LinkedIn use.

