



FLORIDA STATE UNIVERSITY
COLLEGE OF LAW

PLACEMENT AND PROFESSIONAL
DEVELOPMENT CENTER

CAREER DEVELOPMENT
HANDBOOK 2016-2017

Advocacy Center, Room A214

Hours: Monday–Friday
8 am to 5 pm

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placement@law.fsu.edu

law.fsu.edu/careers

law-fsu-csm.symplicity.com/students

Stay Connected!



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This Career Development Handbook is designed to provide an introduction to the many services provided by the Placement & Professional Development Center at Florida State University College of Law. It is intended to be a collection of information to assist you with the many phases of a job search. This handbook is available in alternate formats; please contact the Placement Center for more information. The Placement Center staff is here to assist you as you make your way through law school and beyond. Our mission is to provide law students with the tools they will need to facilitate successful job searches and connect with employers.

SERVICES

The office offers a full range of services to students, alumni, and potential employers. These services include, but are not limited to:

Job Posts from ALL Law Schools: The Placement Center exchanges monthly alumni job bulletins with a number of law schools around the country. These bulletins typically include a collection of recent job listings in each school's geographic location, which can be useful if you are targeting a specific location. The job bulletins are posted to https://www.law2.byu.edu/Career_Services/jobbank/. The username and password are available under the "Shortcuts" section when you log into Symplicity on the right side of your screen. Please note that the username and password are updated frequently.

Career Counseling: The Placement Center staff welcomes students and alumni to discuss any career-related issues (i.e. salary negotiations, interviewing techniques, resume review). Call the Placement Center at (850) 644-4495 to make an appointment.

Job Listings: The Placement Center offers students and alumni access to all of our job postings online through Symplicity (<https://law-fsu-csm.symplicity.com/students/>). Contact the Placement Center for a username and password.

Networking Noshes: Alumni from all over the state and country come to the law school and participate in this luncheon series. We usually limit Noshes to 10-15 students to maintain a small group setting, which encourages students and alumni participants to interact in a lively discussion. Be sure to RSVP to these events through the "events" tab in Symplicity.

Placement Mentors (Alumni): College of Law alumni are encouraged to become Placement Mentors. They advise students and other alumni about job search strategies, particularly in their geographic area and practice areas. The Placement Mentor Directory is found at www.law.fsu.edu/alumni.

Reciprocity: Reciprocity allows students and alumni interested in obtaining employment in other states, cities, or regions to use career facilities located at law schools in those geographic areas. For example, if you wanted to move to New York, then our office could set up a reciprocity agreement with Columbia University that would allow you to use their career placement facilities. **Please note that law schools are not required to extend reciprocity and many law schools deny reciprocity during the fall semester, or they deny reciprocity because they receive too many requests.** For more information, please see the Reciprocity Policy on page 3 of this handbook.

Statistical Information: Students and recent graduates are asked to inform the Placement Center of all accepted offers of employment and salary. This is particularly important after students graduate because our office is required to report recent graduate statistics that are used in law school rankings. Additionally, we often have requests from alumni, students and employers for this type of statistical information. Individual student identifying information (i.e. name, address) is kept confidential.

Workshops and Presentations: Throughout the academic year, the Placement Center conducts workshops, orientations, and presentations on various subjects and topics. Be sure to RSVP to these events through Symplicity because food is usually served and a head count is needed.

ABOUT RECIPROCITY

If you are looking for employment in cities in Florida other than Tallahassee, or even out of state, the Florida State University College of Law Placement Office can assist you in requesting reciprocity to access another law school's career services office. To begin the process, go to the career services webpage of the law school you are seeking to have reciprocity granted to find out if their reciprocity policy would help you. Some schools will only grant reciprocity to their facilities and not their job placement software so read the school's reciprocity policy carefully. Additionally, most schools have "blackout dates" restricting Reciprocity to non-"OCI" time periods, and a significant number of law schools offer reciprocity only on a one-to-one basis.

Many times, law schools do not have students/alumni interested in our services, and therefore, they will deny our requests. Please be aware that some law schools do not have reciprocity policies available or do not honor this process at all. Please contact the Placement Center if you have any questions about reciprocity.

REQUESTING RECIPROCITY

Once you find a law school whose reciprocity policy will help you, **do not contact the other law school**. Instead, send the following information to the Placement Center at placement@law.fsu.edu:

1. Full name
2. Mailing address
3. Preferred email address
4. Phone number
5. STUDENTS: Month/Year of anticipated graduation
ALUMNI: Month/Year graduated
6. Law School you wish to receive reciprocity of services (if more than one, list laws schools in order of preference) along with the contact's name, phone number, and email address.

Please allow 3-5 days to receive a response to your request. You will be copied on correspondence sent to the law school of your choice. Typically, other law schools will send their responses directly to you and copy our office within 1-2 weeks.

OCI and RESUME REFERRAL

On-Campus Interviews Program

One of the most effective ways employers recruit our students is through our Fall and Spring On-Campus Interview (OCI) programs. OCI provides legal employers the opportunity to interview law students for full-time and part-time law clerk, intern, or associate positions. Students may view participating employers, submit their resumes, and sign up for interview times through their Symplicity account.

OCI means that the employer is already scheduled to come to campus and interview students. If you know that you are not going to be in town when the employer is here or your credentials do not meet the employer's requirements, please do **not** submit or "drop" your application materials via Symplicity. If you are still interested in that employer, you should email the application materials in **pdf** format **BEFORE** the deadline to nmoon@law.fsu.edu **and** rcatalano@law.fsu.edu, and the Placement Center will forward your materials to the employer. Make sure that all attached documents are titled with your name. For example, your resume should be titled "Jane Doe Resume" and your cover letter should be titled "Jane Doe Cover Letter for ABC law firm."

Resume Referral or Resume Collect

"Resume referral" means the employer has not yet decided to come to campus to interview students but the employer is interested in receiving application materials from our students. In the past, some employers first like to receive application materials, will review those students, and then decide whether or not they want to schedule a time to come to campus or schedule interviews via video/telephone. If you are interested in any of the employers who have Resume Referrals set up, submit your application materials through Symplicity for that employer. If the employer decides to interview our students, they will either reach out to you individually or through our office.

1L Fall Semester

August/September/October

- Purchase interview suit. Look at FSU Law Placement boards on Pinterest.com for guidance.
- Apply to the Florida Bar.
- Focus on academics during first semester because of the relationship to future career options. Your grades and class rank will play a big role in securing employment opportunities.
- Edit all Facebook and Twitter profiles so that they are “employer friendly” and change your settings to “Private.” Scrutinize who has access to your web pages.
- Create a professional personal email address. (i.e. firstname.lastname@gmail.com)
- Attend Homecoming events and start getting to know alumni, classmates, and professors.
- Create a Legal Resume and submit to the Placement Center during Mandatory 1L Orientation.

November/December

- Attend at least ONE Networking Nosh event during the fall semester.
- Begin to use Symplicity (<https://law-fsu-csm.symplicity.com/students/>) and fill in your profile completely. Upload your revised resume to Symplicity.
- Review the Career Development Handbook and create a basic cover letter.
- Begin to identify potential legal employers and geographic locations for your 1L Summer job. Please note that public interest organizations, governmental agencies, and smaller firms are more likely to hire 1Ls.
- Set up an appointment with the staff in the Placement Center to assist you in identifying summer opportunities.
- Keep checking Symplicity and your emails from the Placement Center regarding summer job opportunities, internships, and fellowships.
- Email cover letters and resumes to legal employers with the goal of obtaining interviews over semester break. Follow up with a phone call a couple of days later.
- Discuss with friends and family possible contacts in the legal community where you would like to work. Schedule informational interviews. Network to identify possible employers.

FIRST-YEAR TIMELINE

1L Spring Semester

January/February

- Email or meet with Placement Center staff to discuss status of job search efforts. Update resume based on first semester grades and class rank.
- Continue checking Symplicity and your emails from the Placement Center.
- Continue targeted mailings to employers. Follow-up with phone calls on the resumes you have sent out.
- Attend Career Planning activities and workshops, including Spring On-Campus Interviewing (“OCI”) Orientation.
- Participate in Spring OCI.
- Attend the annual Board of Visitors events and continue to network with our alumni.
- Arrange possible interviews over Spring Break if possible.
- RSVP through the “events” tab in Symplicity and attend at least ONE Networking Nosh lunch during the Spring Semester.

March/April

- Finalize summer plans and find suitable housing. Join the local voluntary bar association in the location of your summer employment.
- Advise the Placement Center of your summer plans and provide the office with your summer address.
- Continue to network in the legal community!
- Meet with the Placement Center staff to discuss how to maximize your summer experience and to plan for the fall of your second year.
- Prepare for Fall OCI by attending the Placement Center OCI Orientation and meeting with Placement Center staff to discuss interviewing skills. **Fall OCI begins two weeks before the start of fall classes, so plan your summer travel accordingly. Make sure you are in Tallahassee 2 weeks before school starts.**

1L Summer

- Begin preparing for fall recruiting season.
- Review the online OCI Information.
- Update your resume with first-year grades, activities and your summer experience. Be sure to upload your updated resume onto Symplicity.
- Begin establishing references through law professors and legal employers.
- Narrow your focus of interest both geographically and by area of practice.
- Begin to read the Second-Year Timetable.
- **Employers will begin interviewing students at FSU for Fall OCI in early August before school starts so plan to return to Tallahassee at that time. You will also want to make sure you have internet access in July because that is when you will begin electronically submitting your resume to these employers.**

2L Fall Semester

August/September

- Attend Placement Center Orientations.
- Mark calendar to attend career presentations and workshops.
- Sign the mandatory “Employment & Duty to Disclose Form.” (We strongly recommend not working more than 20 hrs. per week while taking a full credit load of classes and you have an on-going duty to update your law school application with regards to things like criminal arrests and academic discipline.)
- Apply directly to employers of interest who do not participate in the College of Law’s fall recruiting activities. Identify time frames for potential on-site interviews (e.g., winter break).
- Prepare for interviews by attending career services workshops and reviewing sample interview questions.
- Attend Interview Programs to help prepare you for upcoming interviews.
- Review the *Government Honors & Internship Handbook* for early deadlines. The website and password are available under the “Shortcuts” section when you log into Symplicity on the right side of your screen. Please note the password is updated frequently.

October

- Begin researching employers for targeted mailing. Identify employers and have cover letters reviewed by Placement Center.
- Plan follow-up strategy for all applications.
- Register and attend Public Interest Job Fair in Washington, D.C. (Equal Justice Works).
- Review judicial clerkship materials on file in the Placement Center.
- Begin preparing cover letter, writing sample, and request references for federal and state judicial clerkships.
- Network! Network! Network!

November/December

- Schedule interviews with potential employers over winter break.
- Meet with Placement Center staff to discuss status and review options for expanding job search.
- Contact potential public interest employers and sponsors for summer fellowships/work-study.

SECOND-YEAR TIMELINE

2L Spring Semester

January

- Begin researching federal judges you might be interested in working for after graduation.
- Review job notices posted on Symplicity.
- Update resume and upload it to Symplicity.
- Be sure to review Placement Center information on Spring OCI.
- Begin submitting your resume to employers for Spring OCI.
- Make an appointment to meet with Assistant Dean Janeia Daniels Ingram if you are interested in a judicial clerkship. Most federal judges start accepting applications for positions starting about 3 months after you graduate. Call (850) 644-7338 to make the appointment.

February

- Continue to check Symplicity for job postings and expand your job search to smaller employers.
- Attend Placement Center workshops, seminars, and Networking Nosh lunches.
- Utilize Placement Mentor Directory. Begin corresponding with a Placement Mentor.
- Attend Board of Visitor activities.

March

- Continue to check Symplicity for job postings.
- Prepare application materials for state courts selecting judicial clerks during the spring semester.
- Contact employers to confirm start date and express continued interest in that employer. Locate suitable housing.

April/May

- Advise Placement Center of your summer job/address.
- Meet with Placement Center staff to discuss maximizing your summer experience and to plan for the fall of your third year.

2L Summer

- You should be working in the geographic location where you want to secure permanent employment after graduation. This allows you to network and build strong ties to the community during the summer months.
- Develop a good working relationship with the attorneys you work for, and ask their permission for you to use them as references. Also, obtain permission from your supervising attorney to use work product for use as a writing sample for future job interviews. Be sure to redact any client information.
- Identify potential employers who you have met during the summer for possible follow-up during fall semester.
- Update your resume based on summer experience and upload it to Symplicity. Also, update your profile information.
- Check Symplicity and emails from Placement Center for information on On-Campus Interviewing (“OCI”), which begins in early August. The Placement Center will send you an email with information on fall recruiting programs, including OCI.
- Employers will begin interviewing students at the College of Law for Fall OCI in early August before school starts so plan to return to Tallahassee at that time. You will also want to make sure you have internet access in July because that is when you will begin electronically submitting your resume to these employers.

3L Fall Semester

August/September

- Mark calendar to attend career presentations, including at least one Networking Nosh lunch.
- Attend Placement Center Orientations.
- Apply directly to employers of interest who do not participate in the College of Law's fall recruiting activities. Identify time frames for potential on-site interviews (e.g., winter break).
- Review the *Government Honors & Internship Handbook* for early deadlines. The website and password are available under the "Shortcuts" section when you log into Symplicity on the right side of your screen. Please note the password is updated frequently.

October

- Begin researching employers for targeted mailing. Identify employers and have cover letters reviewed by Placement Center.
- Plan follow-up strategy for all applications.
- Convert your student registration or CLI registration to pursue admission to the Florida Bar (if applicable).

November/December

- Begin preparing cover letter, writing sample, and request references for employers, including state judicial clerkships. Schedule interviews with potential employers over winter break.
- Meet with Placement Center staff to discuss your status and review options for expanding job search.
- Schedule a mock interview with the Placement Center.

3L Spring Semester

January

- Expand search to include smaller firms and government agencies.
- Continue to check Symplicity for job postings and networking opportunities.
- Update resume and participate in Spring On-Campus Interviewing.

February

- Continue to review job notices from Placement Center.
- Attend workshops and seminars hosted by Placement Center.
- Expand search to non-traditional employers (insurance companies, banks, consulting firms, and corporations) who tend to hire in the spring.

March

- Continue to review job notices from Placement Center.
- Finalize state bar plans.
- Expand search activities as needed. Mail to smaller firms and government agencies focusing on bar plans and geographic location. Follow up with visits to employers and make contacts with local bar associations.
- Contact employers to confirm start date and express continued interest in that employer. Locate suitable housing.
- Schedule and attend Exit Interviews with College of Law staff.

THIRD-YEAR TIMELINE

April/May

- Advise Placement Center of your permanent position and provide updated contact information and permanent email address. Update your profile information on Symplicity.
- Plan strategy for post-bar job search.
- Continue to check Symplicity and emails from Placement Center.

POST GRADUATION



- Sign up to be a Placement Mentor with the Alumni Office (http://law.fsu.edu/placement/mentor_form.html).
- Update Placement Center regarding your employment status. Clean up social media/Create professional messaging.
- Update your Symplicity profile especially with regards to phone numbers and geographic area/practice area preferences.
- Join local bar/community organizations and attend their events.
- If living/studying where you intend to practice, volunteer for legal aid (5 hours/week) or in a law office.
- Check your emails at least two times per day.
- Email all friends/family letting them know what you are doing/where you want to be.
- Reach back to all contacts from law school and give them status update about you.
- Update your resume if you volunteered/joined any organizations to show local ties.
- Once you receive bar results, put bar membership at the top of your resume with bar number.

Self-Evaluation

Your law degree offers you a wide range of career choices. You should begin to think about career options soon after entering law school. Searching for a job is highly personal, and some decisions about your career path must be made before you begin your job search. You must be prepared to spend as much time and energy looking for a job as you do preparing for class. It is important to realize that searching for a job is often a full-time job in itself.

A variety of positions are available to lawyers in different specialties working for many types of employers. Seek out information about these options by using placement library resources, talking to professors and lawyers you know, and attending career workshops and networking events.

Once you establish your career goals, you will need to be organized, flexible, and patient about achieving them. You can pave the way to a rewarding and fulfilling career by spending time on your career planning while in law school.

The first step in your job search is that of self-evaluation.

There are many books and internet personality tests (i.e. Myers-Briggs Type Indicator) than can assist you with self-evaluation. Self-evaluation resources can help you identify your personal and career goals, as well as a realistic appraisal of your strengths, weaknesses, abilities and skills.

Defining personal goals includes finding the answers to broad questions such as:

*What do I want out of life? • What am I passionate about? • What is really important to me?
What are my values? • How does work fit into my personal lifestyle?
Do I want to work nights and weekends?
How much time do I want to give to my family and friends?
Which leisure activities do I want to pursue?*

Ask yourself other questions to assist in your decision-making:

*Where do I want to live? • Do I want to live in a metropolitan area?
Do I want to live in a small town? • Do I want to live in a certain area because of my family?*

Answers to these questions will be extremely important to employers interviewing you for a permanent position. Many employers are interested in hiring students or graduates who have strong ties to their geographic location or community.

Finally, take an objective look at your abilities and skills, your strengths and weaknesses. In evaluating yourself you must be extremely candid; in other words, you must know yourself. When doing your skills analysis, ask yourself the following questions to help determine your interests or focus.

*What are the skills I would like to use in a job? • Do I enjoy speaking in front of people?
Do I communicate well orally? • Does my real strength lie in written communication?
Am I organized and persistent? • Am I punctual and responsible?*

PLANNING YOUR CAREER

Skills identification is very important and most people do not understand the great number of valuable skills they actually possess. There are three types of basic skills: *functional*, *work content*, and *self-management*.

Functional skills characterize your ability to process data, information, people, and things. Such skills are fairly easily transferable from one job to another. They are the “ing” skills, such as “organizing” and “communicating.”

Work content skills, also referred to as Professional or Technical Skills, are the skills that are very specific to an occupation. These skills are what you technically know that enable you to do the job. These “hard” skills are often identified as “qualifications” for specific jobs. These skills are often learned through on-the-job training or in specific courses in your degree program. By going to law school you are acquiring some of the work content skills necessary to be a lawyer. These skills are the ones potential employers give the strongest consideration.

Self-management skills are those you control yourself with respect to change, time, dress, authority, and personal demeanor.

Skills identification and self-assessment are difficult, time-consuming, and frequently overlooked by job-seekers. You should, however, devote considerable time and effort to this segment of your career.

After you consider available opportunities and assess your goals and abilities, you must determine the types of positions for which you are best suited. Then, evaluate yourself in terms of the available market. Every time you consider a new job opening, you will have to ask yourself these three questions:

*What type of person and skills does this employer need?
How do my talents, skills, and interests meet this need? • Is this position right for me?*

Resources

The Placement Center houses a variety of resources that can assist you in your self-evaluation and job search. We also have computers accessible for student use. Listed below are resources you can use for self-evaluation.

Publications

The Official Guide to Legal Specialties, Lisa L. Abrams, J.D.

From Law School to Law Practice, Suzanne O’Neill and Catherine Gerhauser Sparkman

The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change, Stephen Covey

Alternative Careers for Lawyers, Hillary Mantis

Career Anchors: Self Assessment, Edgar Schein

Double Billing: A Young Lawyer’s Tale of Greed, Sex, Lies, and the Pursuit of a Swivel Chair, Cameron Stracher

PLANNING YOUR CAREER/PERSONALITY TESTS

Do What You Are: Discover the Perfect Career For You Through the Secrets of Personality Type, Paul Tieger and Barbara Barron-Tieger

Educating Lawyers: Preparation for the Profession of Law, William Sullivan; Anne Colby; Judith Wegner; Lloyd Bond; Lee Shulman

Excellence in the Workplace: Legal and Life Skills, Kay Kavanagh; Paula Nailon

Full Disclosure: The New Lawyer's Must-Read Career Guide, Christen Civiletto Carey

Guerilla Tactics for Getting the Legal Job of Your Dreams, Kimm Alayne Walton

Jagged Rocks of Wisdom: Professional Advice for the New Attorney, Morten Lund

Judgment Reversed: Alternative Careers for Lawyers, Jeffrey Strausser

Lawyer's Career Change Handbook: More Than 300 Things You Can Do With a Law Degree, Hindi Greenberg

PERSONALITY TESTS

<http://www.keirsey.com/sorter/register.aspx> (this is the most in depth free one)

<http://www.careeronestop.org/ExploreCareers/SelfAssessments/FindAssessments.aspx>

<http://www.colorqpersonalities.com/colorq/>

DIFFERENT WAYS TO GAIN EXPERIENCE

Students who gain work experience while in law school are more likely to obtain jobs upon graduation. Not only do they better understand the information being presented in the classroom, they also learn critical skills and meet attorneys in areas in which they may want to practice. There are numerous ways to gain work experience, listed below, and most students utilize more than one.

- **Paid employment**—There are paid employment opportunities available throughout the legal community for students to gain work experience while receiving assistance in funding their legal education. Students can search for paid employment through Symplicity (<https://law-fsu-csm.symplicity.com/>).
- **Externship**—Florida State University College of Law offers an extensive clinical externship program, which allows students to earn academic credit while gaining work experience. There are opportunities available in government agencies, judicial settings, state attorney offices, public defender offices, legal aid, and public interest offices. More information on externship opportunities is available by contacting the Placement Center at (850) 644-1432.
- **Public Interest Law Center**—The Public Interest Law Center is essentially a student law firm that represents indigent clients with various types of legal needs. There are three clinics within the Public Interest Law Center: the Children’s Advocacy Center Clinic, the Family Law Clinic, and the Medical Legal Partnership Clinic. Students are given the opportunity to operate as an attorney with the primary responsibility for cases, and receive up to six credits for the spring and fall semesters, and three credits for the summer semester. More information on the Public Interest Law Center is available by contacting the office at (850) 644-9928.
- **Research Internship**—Up to two academic credits are available for students engaging in a research internship. A research internship is an opportunity for students to explore an area of special legal interest based on a substantial research and writing effort (a research paper or legal memoranda, briefs, etc.), and 120 hours of work experience in an actual practice setting. The research internship gives students the opportunity to practice in a broad range of legal settings and further develop research and writing skills. More information is available by contacting the Externship Office at (850) 644-1432 or the Records Office at (850) 644-3288.
- **Pro Bono Volunteer**—All Florida State law students are required to perform a minimum of 20 hours of pro bono legal work during their second or third year of law school, and many students do more. Pro bono legal work is defined as “work on behalf of indigent individuals or other uncompensated legal work in conjunction with an individual lawyer, law firm or organization on behalf of a disadvantaged minority, the victims of racial, sexual, other forms of discrimination, those denied human and civil rights, or other work on behalf of the public interest.” Pro bono legal work can be an excellent opportunity to gain work experience and network with legal professionals. More information is available by contacting the Office of Student Affairs at (850) 644-7338.
- **Volunteer**—Many opportunities to gain work experience are unpaid. Though an opportunity may be unpaid, it still may offer a meaningful experience and the opportunity to network with legal professionals. Volunteer opportunities are frequently posted to Symplicity (<https://law-fsu-csm.symplicity.com/>).

A judicial clerkship, whether it is with an individual judge or an entire court, is an excellent first step in a legal career. A clerkship provides a unique opportunity to learn from a skilled jurist and to experience the behind-the-scenes workings of the judicial system. As a judicial clerk, you will have the opportunity to develop and refine your research and writing skills, learn the intricacies of trial or appellate procedure, and gain exposure to the bar that practices before that court. A clerkship can also further one's career goals. Because such positions are so limited, they are viewed as very prestigious and valued, and many clerks have an edge in competing for subsequent jobs with both private and public sector employers.

Judicial Law Clerk Faculty Committee: The law school formed a faculty committee with the goal of encouraging and assisting law students obtain federal judicial clerkships. Please contact the Placement Center to obtain information on current faculty committee members who will be more than happy to assist you in the application process.

When considering clerkships, think about the following array of opportunities:

Federal Courts

United States Supreme Court
Federal District Courts
Appellate (Circuit) Courts
Magistrate Judges

State Courts

State Supreme and Appellate Courts
General Trial (County and City) Courts International Tribunals

Specialty Courts

Court of Federal Claims
Bankruptcy Court
Tax Court
Court of International Trade
Alien Terrorist Removal Court
Military Courts (civilian clerks)
Court of Veterans Appeals

Helpful Online Resources

OSCAR: Online System for Clerkship Application & Review

<http://oscar.dcd.uscourts.gov/>

Federal Judicial Vacancies

<http://www.uscourts.gov/Careers/SearchJobVacancies.aspx>

Florida Law Clerk Resume Repository

<http://lawclerk.flcourts.org/Login.aspx?Reg=new&ReturnUrl=%2fDefault.aspx>

FSU's Symplicity CSM (Document Library contains the Federal & State Judicial Clerkship Guides)

<https://law-fsu-csm.symplicity.com/students/>

LAW DEGREE FLEXIBILITY

Non-Traditional Uses for a Law Degree

Politics/Lobbying	Environmental Consulting	Mediator
City Planning Department	Federal Reserve Bank	Minority Affairs Specialist
Congressional Staff	Banking/Financial Services	Nature Conservancy
Consumer Advocacy	FBI	Police/Barrio Relations
Courthouse Administration	Human Resources	Pre-Trial Services
Election Board	Law Firm Administrator (recruiting, HR work)	Press Secretary
Employee Benefits	Immigration Rights	Public Interest Work
Executive Director of organizations	Journalism	Real Estate Development
Regulatory Compliance	Legislative Affairs	Sports Management
Insurance	Law School Administration (admissions, recruiting, law librarian, career services, alumni affairs, Dean of students, etc.)	Teaching
Legal Publishing	Consulting Firms	Purchasing and Contract Administration
Marketing	Patent Registration	Fundraisers
Corporate Risk Analysis	CIA	NSA
Career Diplomats Corp	State and Local Police Administration	Law Librarians
State and Federal Marshals	Literary Agents	Computer Assisted Research
Campaign Management	Develop Educational Seminars	Foreign Service Representative
Arbitration/Mediation	Corporate Compliance	Public Office

Skills Gained Through a Legal Education

Legal terminology/interpretations	Analytical ability
Persuasiveness	Legal research
Factual Investigation	Communication
Negotiation	Counseling
Organization and Management of Legal Work	Recognizing and Resolving Ethical Dilemmas
Litigation	Alternative Dispute Resolution Procedures

Resume Preparation

Your resume is often your first introduction to an employer. Therefore, it must project a professional and self-assured image. Its most important function is to be a selling piece to help you obtain an interview. It is also important as a conversational guide and as a memory-refresher after the interview. It should be written to interest the employer and to supply information concerning your education, past experience, and unique abilities and skills. Identify those experiences in your background that make you particularly qualified for the position you are seeking and find ways to highlight them in a positive way. Review your resume from the point of view of the employer to determine whether you have given a complete and positive view of yourself as a potential employee.

Why are resumes and cover letters so important?

For starters, your resume and cover letter will be the only tangible things that prospective legal employers will have on which to judge you as a candidate. Most legal recruiters will spend less than 30 seconds reviewing your resume and cover letter. Therefore, you want to make sure that you are portraying yourself in a manner that is positive, organized, concise, and persuasive. Your cover letter and resume should be your absolute best work product.

What are the characteristics of a good resume?

A good resume is concise and brief. The general rule is to keep it to one page (unless you had a previous career before law school). If you absolutely must go to two pages to cover pertinent information, be sure that you can justify each entry as important. For maximum impact, the resume should be arranged so that the high points can be absorbed in literally 20 seconds. This may be all the time you get from the reader, so use it well. Do not, however, resort to cute gimmicks to attract attention. Remember that the legal profession is typically very conservative. Also remember, *never* use “first person” pronouns (i.e. “I”) on your resume.

Be absolutely certain that the information provided is correct. Do not estimate information; use accurate class standing, GPA, dates and titles. Proofread the resume. It must be free of grammatical, typographical, and spelling errors. Employers will cut applicants based on one typo in a resume!

Where to start?

Begin with the heading. Your name should be at the top of the resume, either in **bold** or all CAPS and in a larger type size. Include your current address (don't forget apartment numbers) and a telephone number where you can be reached. Make sure the phone number you list on your resume has a professional voicemail (i.e. “You have reached First name, Last name. I am unable to take your call, but please leave me your name and number, and I will return your call as soon as possible.”). Use a good quality resume paper, like linen. Use only white or ivory/cream colored paper.

If you are interested in employers in specific geographic locations (i.e., where you permanently reside), you may wish to include a permanent address as well. This is useful because it shows ties to a particular area and allows employers to contact you when school is not in session.

Finally, include your email address. Make sure you check it regularly! Make sure your email address is professional. Do not use nicknames or slang (e.g. tons2luv@aol.com).

LEGAL RESUME: AN OVERVIEW

What about stating an objective?

Forget about career objectives. It takes up valuable space on your resume. Career objectives and plans are more effective in your cover letter.

What do I list first: Education or Experience?

As a law student, education should be the first section on your resume. (Once you have graduated, you may want to list Experience or Bar Memberships first.) List your education starting with your law school and working backwards to undergraduate. Do not include high school information. Spell out the educational institutions' full names. Do not use the more familiar *FSU College of Law*.

For your law school information, indicate your status as "Juris Doctor Candidate, May 20_." With respect to other schools, make sure to list the dates that you received your degree by month and year. Do not use exact dates or dates of attendance. Also indicate the kind of degree (Bachelor of Science, etc.) and the major area of study. You may also include participation in study abroad programs.

Should I include my G.P.A. or other grade information?

The decision to put grades or class rank on your resume is a sensitive subject and should be considered carefully by each student. First, you want to make sure that you are including information that works to your advantage. If you have significant work experience or other qualifications to set you apart from others, then an employer may very well select you for an interview without any grade information. There are always employers who will assume the worst if no grade information is provided. Keep in mind that if grades are an important hiring criterion to a particular employer and you do not have top grades, you probably will not be selected for an interview.

If your grades have shown consistent improvement, you may want to highlight that by breaking them down by academic year. If you have had unusual circumstances while in law school (illness, injury, etc.) which have impacted your academic performance, indicate this in your cover letter.

Make sure when you list your grades or class rank that they are accurate. Most legal employers will eventually ask for a transcript, so your resume grades should match grades on your transcript.

If you have a specific question regarding how best to illustrate grades or class rank, or specific coursework, please stop by the Placement Center and we can assist you. Generally if you are in the top 33% of your class, then you should include your grades and class rank on your resume.

Do I include LSAT Scores?

No!

Do I include information about high school?

No! Unless you had a unique high school experience, then there is no reason to list it.

Where do I put my honors and activities from school?

Indicate honors and/or activities under the respective education sections. It is preferable to separate Honors and Activities, but you may combine the headings if you wish. If you use a combined heading however make sure you have information listed for both categories. Do not call the section Honors/Activities and just list activities.

Awards or distinctions such as Dean's List, Journals, Moot Court and Mock Trial should be listed under Honors. Be sure to include a brief description of the honor if it is not self-explanatory or universal.

Activities should include student organization memberships or sports activities in which you have participated. Make sure to include any elected offices. Undergraduate activities are only important if they show achievement, leadership, or something that you feel is particularly important for the employer to know.

Do I use "Employment" or "Experience" as a section title?

There is no right answer here; either one is acceptable. Most students entitle the section EXPERIENCE to include clinical work during law school, internships, and/or volunteer work in this section. Significant volunteer work counts equally towards experience and need not be singled out in a separate section (although it can be if you prefer). Make sure that you list work in reverse chronological order (most recent first). The format should include the employer name, city and state, dates you held the position (month/year), title and description.

Descriptions are an important detail and you should carefully consider the information you include here. The most recent job does not necessarily warrant the longest description. Instead, use longer descriptions to accentuate those work experiences most relevant to your job search. Employers will assume that the longer the job description, the more priority you gave to the work.

Break down the individual description sections into short, active phrases that read more quickly and easily than complete sentences. Use dynamic action verbs and be consistent in your tenses.

You need not create separate sections for "legal" versus "nonlegal experience." Many of the skills and responsibilities of nonlegal positions are transferable to the legal field. Thus, focus on these transferable skills in your job descriptions as many employers will focus on the types of responsibilities you had rather than the legal subject matter.

What about categories such as publications, languages, interests, references, or computer skills?

A PUBLICATIONS section should be used to list either published or unpublished works to provide further evidence of your research and writing abilities. Be prepared to produce copies.

If you are fluent or conversational in more than one language, you should create a separate category called: LANGUAGE(S). Use terms such as "Fluent in French," "Can read Italian," "Conversational Japanese." Be sure not to overrate your skills in the event that you are asked to demonstrate them during an interview.

LEGAL RESUME: AN OVERVIEW

Adding a line or two about INTERESTS can be invaluable. Not only does it counterbalance your academic pursuits, but it also provides interviewers additional topics of conversation. However, many employers and students believe that interests are not related to professional qualifications and thus do not belong on a legal resume. Because there are differing opinions about the value of interests on a resume, do what makes you feel comfortable. If you choose to include interests, be sure to include only those interests for which you have a genuine passion. Do not exaggerate to make you sound more worldly or scholarly. Remember this rule of thumb: hobbies should be interesting but not weird. Bounce your ideas off the Placement Center before you include them on your resume.

A REFERENCES section is not necessary because employers assume that you will be able and ready to provide references upon request. Before you list someone as a reference, ask permission and provide your resume to your reference.

Omit a COMPUTER SKILLS section! It is universally assumed that all law students have and will graduate with skills in word processing and online research such as Westlaw and/or Lexis. The exception to this is if you have advanced computer skills that will be directly relevant to the position you are seeking (e.g., working in a technology-related legal field) or have advanced knowledge of Westlaw/Lexis (e.g. Advanced Certificate Training).

What are the standard margins and font styles/sizes?

The standard margins on a legal resume can be 0.4 to 1 inch all the way around the document. Standard font styles are Times New Roman, CG Times, Arial, Garamond, and Tahoma. The standard font size for the body of your resume (excluding your name, contact information and section titles) can be a 10pt. to a 12pt. font size.

How should a resume be saved for electronic applications?

Many times, your resume will be submitted electronically to potential employers. Your resume and any other materials should be saved as a .pdf to ensure that the receiver will get a copy of your materials in the original format. You should use your name as the file name as a courtesy to the employer (i.e. michaelbluthresume.pdf).

*References • Letters of Recommendation • Writing Sample
Transcripts • Long Personal Resume • Resume Fundamentals*

References

A reference page is important when sending out your resume. Do not put the statement “references available upon request” on your resume; it is taken for granted that you are able to provide references. Generally the reference page is a separate sheet from the resume. Usually three to five references should be provided, and include their name, title, address, phone number, and email address.

List prior and present employers, especially attorneys. Law school and undergraduate professors who are very knowledgeable about your work should also be listed. Don’t list personal references or “family friends” who have known you forever, and can only attest to your personality or character (unless specifically requested).

Ask permission from your references before you give out their name. (Tip: send your references a copy of your resume to have on hand when they are called.) Ask your references what they would say about your work if asked. You cannot afford any surprises when applying for a job.

Letters of Recommendation

A letter of recommendation should accomplish several purposes. First, it should describe how the author knows you and for how long. Second, it should discuss your personal and professional attributes (with emphasis on professional) and it should comment on your past performance. Finally, it should state the author’s general level of recommendation.

Many students ask former employers to write general letters of recommendation that accompany their resume packets. There are two schools of thought regarding these “to whom it may concern” letters. While some employers consider these general letters to be valid recommendations, there are some employers who take the position that they are not valid because they were not written or obtained in confidence. If you do decide to attach a general letter of recommendation, make sure it is up-to-date. Keep in mind that most employers like to call references on the phone. They can learn more by hearing a person’s voice tone.

Writing Samples

Some employers may ask you to provide a writing sample during the application process. You should be prepared with examples of your best work. It is also a good idea to re-read your writing sample before your interview in case you are asked to discuss the subject.

ALL legal employers value legal research and writing skills and use writing samples to assess your writing style and proficiency. An ideal writing sample demonstrates your ability to analyze a set of facts. It also shows your ability to take and support a position with sound legal reasoning by applying and distinguishing case law or applicable statutes and rules.

RESUME EXTRAS

What to use? You may use a law school paper or a work product from a previous job. The work should be entirely yours. If the writing was edited or done with others, your contribution should be clearly identified. First-year students usually have to use a paper from their legal writing course. If you use a work product from a previous job, make sure to get permission from your supervising attorney in advance. You should also redact (“white-out”) client names to protect confidentiality.

The four types of legal writing:

1. **Application Analysis.** This includes memos, briefs, judicial opinions, and law school exams. (Most employers expect to see an application analysis, as this is what the attorney or law student is going to be asked to do in his or her job.)
2. **Critical Analysis.** Includes seminar papers, law review articles, and case notes.
3. **Legal Drafting.** Includes contracts, interrogatories, and pleadings.
4. **Legal Correspondence.** Includes letters to clients and other attorneys.

Length? Even though most legal writings (memoranda of law, briefs, etc.) are fairly lengthy, most employers will not want to read more than 6-10 pages. It is appropriate to submit an abridged version of a writing sample. If you choose to do so, you may include an introductory cover page or paragraph with the following (or similar) language:

“The following is an excerpt from my Open Memo I submitted in my Legal Writing and Research class. I would be more than happy to provide a copy of the entire work upon request.”

If submitting a shortened sample, you should provide the applicable fact pattern or issue so that the employer can read your legal analysis(es) in context.

Transcripts

You will probably be asked to provide a transcript by the time your search is almost completed. Unless directed otherwise by the employer, you may send an unofficial transcript. It is also recommended that you keep several copies on hand to take on interviews. You may access your transcript online. In order to view your unofficial transcript or request an official transcript, please follow the steps detailed at the following link: <http://sc.my.fsu.edu/Students/How-To/Access-Transcripts-Current-Students>. If you have any questions, please do not hesitate to contact the Records Office at records@law.fsu.edu or (850) 644-3288.

If you need to scan a copy of your transcript, you can do so at the Placement Center.

Things to consider:

1. For resume purposes, you should only indicate your GPA in 100-point scale to accurately reflect the grading system at our law school. **The GPA you obtain from Blackboard, which is on a 4.0-scale, should NOT be used on your resume.**
2. Only use unofficial transcripts or official transcripts that you received after following the detailed steps at <http://sc.my.fsu.edu/Students/How-To/Access-Transcripts-Current-Students>.

3. Rounding off or approximating your GPA/class rank is prohibited. If you choose to put your GPA and class rank on your resume, it must be identical to the GPA and class you receive from the law school Registrar.
4. Rounding up your GPA it is an example of a material misrepresentation.

Long Personal Resume

It is a good idea to keep and maintain a personal resume for yourself. Every time you join an association or organization, you should add the information to your long personal resume. You can then cut and paste information from your long personal resume onto your legal resume as needed. It is a good idea to customize your legal resume for each employer. For example, if you are applying for an attorney position at an environmental law firm, then you will want to include all of your volunteer experience with the Sierra Club. However, you may not want to take up space on your resume with your Sierra Club experience if you are applying for an attorney position at a boutique tax law firm. By keeping all of your experience in chronological order on your long personal resume, it will be easy to personalize your legal resume quickly and easily.

Resume Suggestions

- Standard Margins: 0.4 to 1 inch; Standard Font Size: 10 to 12 pt. font size for body of resume.
- Align all columns.
- Describe non-legal experience using “legal” verbs (i.e. drafted, communicated, synthesized, organized, supervised, analyzed, and prioritized).
- List only 1 phone number and make sure your outgoing message is professional.
- Use only professional email addresses on your resume.
- Be concise.
- List your law degree as “Juris Doctor Candidate, May 201_” or “Juris Doctor expected, December 201_.”
- The education section of the resume should begin with “Florida State University College of Law.” Then list education working backwards to your undergraduate degree.
- Use 8.5 x 11 inch paper only.
- Use only white or cream colored paper.
- Include present work experience.
- Describe any honors or activities that are not self-explanatory.
- Proofread! Proofread! Proofread!
- Include ALL legal/law related experience.
- Keep formatting consistent.
- If you are invited onto Law Review, then list it as “Law Review Invitee.”
- Save your resume as a .pdf and use your name as the file name (i.e. michaelbluthresume.pdf)

RESUME EXTRAS

Resume Pitfalls

- Inclusion or mention of salary or indicating reasons for leaving prior employment.
- Using “I” or “me” anywhere.
- Titling the page, “Resume.”
- Exceeding one (1) page (unless you had a previous career or industry that prefers a detailed CV).
- Exaggerating or approximating your GPA or other credentials.
- Including activities or employment that you have not participated in (i.e. If you have not been formally invited to be on law review, then do not put law review on your resume).
- Using nicknames or abbreviations.
- Lying!! (Sections 817.566 and 817.567, Florida Statutes).

Action Verbs to Use in a Legal Resume

Accomplished	Completed	Edited	Increased
Achieved	Computed	Effected	Indexed
Acquired	Conceived	Elected	Initiated
Addressed	Conceptualized	Eliminated	Influenced
Adjusted	Concluded	Endorsed	Inspected
Administered	Condensed	Engineered	Installed
Advised*	Conducted*	Enlarged	Instituted
Allocated	Considered	Enlisted	Innovated
Analyzed*	Consolidated	Ensured	Inspired
Answered	Contributed	Entered	Installed
Appeared	Constructed	Established	Instructed
Applied	Consulted	Estimated	Insured
Appointed	Contacted*	Evaluated	Integrated
Appraised	Continued	Examined	Interpreted
Appropriated	Contracted	Executed	Interviewed*
Approved	Controlled	Expanded	Introduced
Arbitrated	Converted	Expedited	Invented
Arranged	Coordinated	Experienced	Investigated*
Assessed	Corrected	Experimented	Involved
Assigned	Correlated	Explained	Issued
Assisted*	Counseled*	Explored	Joined
Assured	Counted	Expressed	Justified
Attained	Created	Extended	Kept
Attended*	Credited	Filed	Launched
Audited	Critiqued	Filled	Learned
Authored	Dealt	Financed	Leased
Awarded	Decided	Focused	Led
Bought	Defended*	Forecasted	Licensed
Briefed	Defined	Formed	Listed
Brought	Delegated	Formulated	Litigated
Budgeted	Delivered	Founded	Logged
Built	Demonstrated	Followed up*	Managed
Canceled	Described	Gathered	Maintained
Cataloged	Designed	Graded	Matched
Caused	Detailed	Granted	Measured
Categorized	Determined*	Generated	Mediated
Chaired	Developed	Governed	Met
Changed	Devised	Grouped	Modified
Clarified	Diagnosed	Guided	Moderated
Classified	Directed	Handled	Monitored
Closed	Discovered	Headed	Motivated
Collected	Discussed	Helped	Moved
Combined	Distributed	Identified	Named
Commented	Documented	Improved	Negotiated*
Communicated	Drafted*	Implemented	Observed*
Compared	Earned	Incorporated	Offered

RESUME EXTRAS

Opened	Purchased	Served	Traced
Operated*	Pursued	Serviced	Tailored
Ordered	Qualified	Set	Trained
Originated	Raised	Simplified	Transferred
Organized	Ranked	Solved	Transformed
Overcame	Rated	Sorted	Translated
Oversaw	Received	Sought	Transported
Participated	Recommended	Specified	Traveled
Perceived	Reconciled	Spoke	Treated
Performed*	Recorded	Started	Turned
Persuaded	Recruited	Strengthened	Uncovered
Planned	Rectified	Structured	Updated
Presented	Reduced	Submitted	Used
Prepared*	Regulated	Substituted	Utilized
Presided	Related	Suggested	Unified
Prioritized	Reorganized	Summarized*	Verified
Processed*	Replaced	Studied	Visited
Procured	Replied	Succeeded	Worked
Produced	Reported	Summarized	Wrote *
Programmed	Represented	Supervised	
Prohibited	Researched*	Surveyed	
Projected	Responded	Synthesized	
Promoted	Revamped	Systematized	
Proposed*	Review	Tackled	
Proofread	Revised	Targeted	
Provided	Scheduled	Taught	
Published	Selected	Toured	

* = Verbs to use when describing legal.

Jimbo Fisher
 100 Scarlet Way
 Tallahassee, FL 32303
 (913) 555-3434
 jfisher@seminoles.net

EDUCATION **Florida State University College of Law** Tallahassee, FL
 Juris Doctor Candidate, May 2019
 GPA: 84/100 Class Rank: Top 40%

Honors Timothy Duncan Scholar

Activities Chipper Jones All-Star Football Foundation
 Intellectual Property Society, Founding Member
 Sports & Entertainment Law, board member FSU student chapter
 Athlete Students Association
 Environmental Law Society
 Dispute Resolution Society

University of Upstate New York Ithaca, NY
 Bachelor of Arts, Criminal Studies, May 2016
 GPA: 3.7/4.00

Honors Graduated with honors
 New York Academic Scholar

EXPERIENCE **Toby, Shadow, & Bailey** New York, NY
Technical Writer Feb. 2015 – Aug. 2016
 Lead writer/editor for world's leading screen reading software for the blind. Developed online and printed documentation for other assistive technology products.

Biggart & Moon Computer Consultants Christopher, NY
Technical Communications Specialist Feb. 2013 – Feb. 2015
 Developed online help, printed documentation, and training materials for medical and laboratory software products.

Catalano Software Rodriguez, NY
Technical Writer July 2011 – Jan. 2013
 Created online help systems and training materials for business software solutions.

SAMPLE RESUME:

minimal legal experience, no class rank, extensive pre-law school experience

Beyonce Knowles

beyonce@fierce.com
(617) 555-5555

4862 Pepper Drive
Tallahassee, FL 32304

560 State Street
New York, NY 11217

EDUCATION

Activities

Florida State University College of Law

Juris Doctor Candidate, May 2019

Insurance Institute for Law Students, Founding Member
Intramural Soccer Team

Tallahassee, FL

City University of New York

Bachelor of Arts, Women's Studies, May 2011

New York, NY

EMPLOYMENT

Knowles, Giselle, and Carter, PLLC

Summer Associate

Analyzed incoming cases.
Wrote deposition summaries.
Corresponded with insurance adjusters.
Observed court proceedings.

Brooklyn, NY
May 2015-August 2016

Blue Ivy Used Car Lot

Salesman

Greeted customers.
Negotiated automobile sales contracts.
Involved with store marketing.
Employee of the Month: October 2003; February 2010.

Los Angeles, CA
August 2012-June 2014

Destiny's Child Day Care

Teacher

Taught English and Geometry to high school students.
Created lesson plans.
Presented daily lessons.
Organized curriculum.
Evaluated students' progress.

Los Angeles, CA
September 2011-July 2012

Contempo Casuals

Sales Associate

Scheduled employees.
Organized back room inventory.
Interacted with customers.

Houston, TX
August 2006-May 2007

Jon Snow

765 Oprah Road · Tallahassee, Florida 32331 · (850) 999-7777 · wallwatcher@dadstark.net

EDUCATION	<p>Florida State University College of Law Tallahassee, FL Juris Doctor Candidate, May 2018</p> <p>University of Georgia Athens, GA Master of Musical Theater, August 2015 3.5/4.0 G.P.A. Poetry Club, President</p> <p>Georgia Institute of Technology Atlanta, GA Bachelor of Science, Sociology, May 2009 3.5/4.0 G.P.A., Academic Honors Program Senior Hall of Fame Richard Hamilton Leadership Honorary- <i>President</i> Mortar Board Senior Honorary- <i>Vice President</i> The Pilot Party- <i>Campaign Manager</i> Kappa Sigma Fraternity- <i>Secretary, Social Chairman</i></p>
EXPERIENCE	<p>Georgia House of Representatives Atlanta, GA <i>Property Tax Council</i> <i>May – August 2016</i> Assisted council during 2015 Legislative Session with various clerical, committee, and legislative duties.</p> <p>University of Georgia Athens, GA <i>Student Body President and Trustee</i> <i>March 2014 – March 2015</i> Administered and enforced rules and regulations governing entire Student Body; Member of University Board of Trustees and several other university committees; Chief advocate of higher-education interests on behalf of students at DUU; Managed \$5 million budget.</p> <p>Georgia Student Association Atlanta, GA <i>Chairman</i> <i>May 2012 – January 2013</i> Chaired a board comprised of eight student body presidents from Various Georgia state universities; Coordinated lobbying efforts at both state and federal levels with executive director on behalf of 300,000 state university students.</p> <p>Georgia Board of Regents Atlanta, GA <i>Board Member</i> <i>May 2007 – January 2008</i> Sole student member on the Board of Regents, which oversaw eight state university system schools.</p> <p>Executive Office of Governor Catelyn Tully Atlanta, GA <i>Research and Administrative Assistant</i> <i>September 2011 – February 2012</i> Researched and compiled background checks, references, and CV's of candidates for Governor's consideration.</p>
PUBLICATIONS	Co-Author, <i>Battle of the Trident</i> , Journal of Sociology, Vol. 3, December 2014

SAMPLE RESUME:

military

Kylo Ren

1000 Enemy Lines Way | Tallahassee, FL 32303 | owenwilson@fighterpilot.com | (333) 555-1234

EDUCATION

Florida State University College of Law

Juris Doctor Candidate, May 2019

Dispute Resolution Society; Federalist Society; Student Bar Association

Tallahassee, FL

George Lucas University

Master of Business Administration, May 2010

Emphasis in Management

College of Business Administration Graduate Fellow

Scarlett, CA

Leia Organa University

Bachelor of Arts, Geography and Planning, May 2007

Dean's List, multiple semesters; Awarded Naval ROTC scholarship

Melanie, CA

LEGAL EXPERIENCE

Kenobi, Palpatine & Yoda, P.A.

Law Clerk

Drafted various motions, including Motions to Suppress Evidence and Motions for Summary Judgment; Prioritized assignments received from partners.

Tallahassee, FL

May-August 2017

MILITARY

United States Navy

Crew Commander

Supervised all aspects of site operations and commanded a 2-person Navy crew and 6 support personnel; Selected from more than 200 eligible candidates to attend "Topgun" fighter pilot school; Won crew commander of the quarter award for April through June 2012; Certified as instructor for both crew commanders and crew chiefs.

Naval Air Station Miramar, CA

April 2011-August 2016

United States Navy

Chief of Training, Procedures, and Plans

Resolved critical last-second take-off malfunction; Led investigation team and personally briefed findings to four-star generals; Conducted intensive month-long training and quarterly recurring training of Water Mission Ready (WMR) personnel, including Admirals.

Naval Station Norfolk, VA

August 2007-April 2011

VOLUNTEER

Florida Senator Anakin Skywalker

Office Assistant

Wrote and edited proposed legislation; communicated with constituents via phone and mail; wrote senator's talking points for presentation and debate on proposed legislation.

Tallahassee, FL

January-May 2014

Alexander Hamilton

1776 Wall St. | Tallahassee, FL 32303 | Alexander.Hamilton@premail.com | (333) 555-1234

EDUCATION

Florida State University College of Law Tallahassee, FL
Juris Doctor Candidate, May 2019
Federalist Society; Student Bar Association

Manuel University Washington, DC
Master of Business Administration, May 1991
College of Business Administration Graduate Fellow

Caribbean University New York, NY
Bachelor of Arts, American History, May 1990
Show choir; Broadway Society
Dean's List, multiple semesters

EXPERIENCE

Broadway.com New York, NY
Site Executive April 1999-August 2016
Supervised all aspects of website production; Oversaw the production of several web features on plays including *The Young Man and the Beach*, *Almost Cousins*, and *Love, Indubitably*; Drafted reports related to web traffic and supervised web production teams; Ensured the website complied with state, federal, and union regulations.

Aaron Burr Productions New York, NY
Executive Assistant June 1991-March 1999
Assisted the head Studio Executive on several large Broadway productions each year; Ensured compliance with state, federal, and union regulations related to the productions; Coordinated with unions and talent agencies to ensure all productions were adequately staffed; Read all scripts and worked with writers to ensure all dialogue was grammatically correct.

VOLUNTEER

St. Eliza Hospital New York, NY
Long-term Patient Entertainment August 2005-April 2011
Coordinated faux wedding ceremonies, illusion/magic shows, and short plays for long-term patients at St. Buster Hospital; Organized large groups of other volunteers.

Taylor Swift

1000 Scranton Way | Tallahassee, FL 32303 | taylorswift@popmusic.com | (333) 555-1234

EDUCATION

Florida State University College of Law Tallahassee, FL
Juris Doctor Candidate, May 2019
Business Law Society; Tax Law Society; Student Bar Association

University of Southeast Florida Vero Beach, FL
Masters of Science, May 1999
Focus in Management and Taxation

University of East Florida St. Augustine, FL
Bachelor of Science, May 1998
Magna Cum Laude
Accounting; Minor in Business

EXPERIENCE

Bad Blood Accounting Tallahassee, FL
Partner August 2012-August 2016
Youngest partner elected to partner position. Continued to grow client base. Developed a strong expertise in the international tax area. Mentored and developed younger staff and partners. Lead team that ensured compliance with state and federal laws and interfaced with firm's general counsel.

Blank Space Accounting Tallahassee, FL
Manager August 2008-August 2012
Responsible for overall management of client engagements and new business development. Managed a team of professionals to complete client assignments. Conducted various in-house training seminars for professional staff. Spearheaded and conducted numerous client seminars on relevant financial and tax topics. Developed a large book of business of mid-sized entrepreneurial companies primarily in the real estate, construction, wholesale distribution, travel, international trade, and professional services industries. Participated on team that ensured compliance with changes in state and federal laws.

Cara and Gigi CPAs Scranton, FL
Staff Accountant June 1999-August 2008
Performed tax services for firm's client base of mid-sized companies. Worked to continually improve skills and developed into a reviewer within 3 years. Was put in charge of client engagements and was dealing with the owners and management of assigned clients within 4 years of hire.

PROFESSIONAL AFFILIATIONS

Certified Public Accountant in the State of Florida (since 1998)
Florida Institute of Certified Public Accountants (FICPA)

Gary Sinise

1000 Service Way | Tallahassee, FL 32303 | garysinise@forrest.com | (333) 555-1234

EDUCATION

Florida State University College of Law Tallahassee, FL
Juris Doctor Candidate, May 2020
GPA 89/100, Class Rank: 22/185
Dean's List: Spring 2018
Book Awards for highest grade in the class: Contracts and Legal Research and Writing I
Pursuing Business Law Certificate
Member of: Business Law Society; Student Bar Association

University of Southeast Florida Vero Beach, FL
Masters of Business Administration, May 2016
Focus in Management and Taxation

University of East Florida St. Augustine, FL
Bachelor of Business Administration, May 2010
Magna Cum Laude
Awarded Air Force ROTC Scholarship

EXPERIENCE

U.S. Attorney's Office – Northern District of Florida Tallahassee, FL
Legal Intern Summer 2018
Performed legal research, drafted legal memoranda, and assisted with trial preparation for civil and criminal cases. Attended trials, oral arguments, and depositions. Participated in witness preparation and defendant proffer sessions.

Patriot Financial Planning Tallahassee, FL
Financial Advisor September 2016-June 2017
Conducted detailed analysis of clients' financial situation and designed strategies to achieve short-term and long-term investment goals. Communicated complex financial information to help clients assess the relative merits of different investment and insurance strategies

United States Air Force Eglin Air Force Base, FL
Captain, E-3 Senior Director July 2013-September 2016
Led team of five officers as an airborne tactical command and control operator conducting missions over Iraq, Afghanistan, and the Arabian Gulf. Awarded two Air Medals for Outstanding Aerial Achievement. Managed squadron's largest flight; supervised the administration and training of 87 personnel. Won Company Grade Officer of the Year for 2014 (#1/110).

United States Air Force Kadena Air Base, Japan
First Lieutenant, E-3 Air Weapons Officer June 2011-July 2013
Conducted airborne tactical command and control operations in the Western Pacific theater of operations. Led long-range planning for the squadron's \$12 million Flying House Program. Arranged short-term and long-term flight scheduling for two E-3 aircraft valued at \$540 million. Deployed to Afghanistan as Squadron Executive Officer in support of Operation Enduring Freedom

United States Air Force Tyndall Air Base, FL
Second Lieutenant, Undergraduate Air Battle Management Train September 2009-June 2011
Ranked #1/10 in training class. Awarded "Top Graduate" honors; earned "Top Academic Award" for achieving the highest academic average. Led team of six through the three-week course including a week-long survival scenario and a three-day prisoner of war exercise.

SAMPLE RESUME:

publications, great grades in only certain classes

Adele Adkins

5544 Allison Circle
Tallahassee, Florida 32303
(850) 555-1987 • adeleadkins@singers.net

EDUCATION

Business Law/
Activities

Florida State University College of Law

Tallahassee, FL

Juris Doctor Candidate, May 2019

Carter Book Award (highest grade in class) – Contracts I (Fall 2016)
Walthall Book Award (highest grade in class) – Contracts II (Spring 2017)
Business Associations (Spring 2017) – 93/100 grade
Gratuitous Transfers (Fall 2017) – 91/100 grade
Freeland Scholarship
Student Bar Association

Honors/
Activities

Grammy State University

Miami, FL

Bachelor of Arts, Sociology, May 2015
GPA: 3.67/4.0 major; 3.62/4.0 cumulative
Phi Beta Kappa Honor Society
Phi Kappa Phi Honor Society
Platinum Key Honor Society
National Dean's List
President's List (five semesters)
Dean's List (all semesters)

EXPERIENCE

Hamilton, Burr, and Washington

Miami, FL

Receptionist

November 2015 - August 2016

Revamped and organized legal filing system
Provided front-line support by operating switchboard

Other Side, Inc.

Miami, FL

Intern

Summers 2014 & 2015

Researched various issues pertaining to efficient operation of facility
Filed and organized facility maintenance documents

Sold Out Concerts, Inc.

Miami, FL

Administrative Assistant

November 2012 - March 2013

Conducted administrative duties of business
Checked invoices for accuracy

PUBLICATIONS

Author, *Send My Love*, Journal of Sociology, Vol. 23, December 2014
Author, *Someone Like You*, People Sciences Weekly,
August 17, 2013

JoJo Bachelorette

9876 Cotton Place
Tallahassee, FL 32301

(850) 555-1234
jojo.bachelorette@rose.net

EDUCATION

Florida State University College of Law

Tallahassee, FL

Juris Doctor Candidate, May 2019
GPA: 90.93/100 Class Rank: 19/200 (Top 10%)
Taylor and Buffett Book Award for Property I (highest grade in class)
Dean's List, Fall 2012
Law Review invitee (graded on)
Journal of Transnational Law & Policy invitee (graded on)

Altico Foundation Art History Field School

Ajax, Austria

Focus: European Art in the 20th Century, Summer, 2010

Andrea University

Recardoville, GA

Bachelor of Science, Art History with Honors, May 2011
Sloan Award for Academic Excellence

EXPERIENCE

Harrison & Harrison, P.A.

Cartersville, GA

Paralegal

October 2011 - August 2016

Composed correspondence and pleadings for family law and civil litigation cases. Maintained client relations and worked independently with little supervision. Administered and managed the family law cases from inception to conclusion.

Law Offices of Rose & Bach

Cartersville, GA

Part-Time Legal Secretary and Part-Time Billing Clerk

January 2009 - June 2011

Drafted correspondence and pleadings for health care law practice.
Scheduled appointments, hearings, and depositions. Handled sensitive and confidential client information. Maintained client billing software.

Brooke Law Firm, P.A.

Cartersville, GA

Legal Assistant

August 2007 - May 2009

Prepared and filed paperwork for formation of Georgia corporations. Communicated with clients.

Nisha Ash, Esq.

Recardoville, GA

Legal Assistant

May - October 2007

Prepared and organized files for civil trials. Scheduled court hearings.

HOBBIES & COMMUNITY INVOLVEMENT

Singing & AIDS Project Georgia
Roses for Vets Society

SAMPLE RESUME:
class rank, no legal experience

Tina Belcher
horse_lover@netzero.net
(615) 555-2250

Current Address:
756 Tucker Road
Tallahassee, FL 32333

Permanent Address:
65 Jorge Way
Nashville, TN 61543

EDUCATION	Florida State University College of Law Candidate for Juris Doctor, May 2019 GPA: 84.8/100 Class Rank: 66/200 (Top 33%)	Tallahassee, FL
Activities	Student Bar Association	
	Javelin University Bachelor of Arts, English, May 2016 GPA: 3.99/4.00	Nashville, TN
Honors	Suma Cum Laude, Jessica Rodriguez "Straight A" Scholarship	
EXPERIENCE	Tennessee Lakes Water Patrol Lake Rescue Lifeguard Administered first aid Rescued swimmers Trained new recruits Performed CPR	Memphis, TN
2013-2016	Javelin University Research Assistant for Professor Frond Performed research and developed a data collection system Researched data on parachutes for a NIH funded project	Nashville, TN
2007-2011	Gayle Medical Center Nursing Assistant Performed basic care of patients including vital signs Consulted with physicians regarding patient's health	Nashville, TN
2007-2009	Bob's Burgers Restaurant Server Interacted with customers to provide a exceptional level of service Assisted with numerous catering orders and events	Nashville, TN
PROFFESIONAL AWARDS & RECOGNITION	Lifeguard of the Year nominee Tennessee Lakes Water Patrol, June 2009 American Association of Nurse Assessment Coordination Award, July 2010	

Lebron James

lebron.james@winner.net
(351) 874-2121

Current Address:

2055 Colorado Drive
Tallahassee, FL 32303

Permanent Address:

12345 Steamboat Place
Punta Gorda, FL 33111

EDUCATION

Florida State University College of Law

Tallahassee, FL

Juris Doctor Candidate, May 2019
GPA: 88.75/100, Class Rank: Top 16% (30/193)

Honors & Activities Dalton Book Award for Legal Writing and Research I (highest grade in the class);
Journal of Land Use and Environmental Law; *Journal of Transnational Law & Policy*; *Business Law Review* invitee; Chinese Law Society
American Bar Association, Student Member

University of Miami

Morgan, KS

Bachelor of Science, Management
Bachelor of Arts, History
Minor, Marketing
Graduated cum laude

May 2009

Honors & Activities Munter Scholar; Teaching Assistant-Legal Environment of Business; Teaching Assistant-Management; Delta Gamma Sorority; Study Abroad Ambassador

Esmond International Dubai

Dubai, France

Certificate, International Business

May 2007

EMPLOYMENT

St. Vincent-St. Mary High School

Akron, OH

Teacher
20115

August 2009-June

Taught Management Essentials, Management Applications, and Human Resource Management; Researched and created lessons for two job-training classes on legal issues including state and federal child labor standards and workers' compensation; Raised nearly \$30,000 while managing the Snack Shack and established a scholarship fund with proceeds; Sponsored a student management organization; Tutored foreign-language students in English; Organized a Leukemia Society fundraiser.

Self-Employed

Miami, FL

Portuguese Tutor

August 2009-June 2011

Tutored children in Portuguese; Utilized marketing skills to establish client base.

Heat Health & Fitness Centers/Javelin Enterprises

Miami, FL

Business Intern

January 2007-May 2009

Planned and executed a public relations campaign; Researched, planned and marketed advertising activities including print advertisements.

University of Miami Athletic Association

Miami, FL

Athlete Mentor

August 2007-December 2009

Taught time management and organization to student athletes; Collaborated with academic advisors to counsel students on academic matters.

LANGUAGE

Speak, read and write Portuguese fluently.

Jimmy Fallon

1000 Ty Way
Boston, MA 65328

jimmyfallon@realtor.com
619-498-3434

EDUCATION:

Florida State University College of Law
Candidate Juris Doctor, May 2019

Tallahassee, FL

Barkley School of Law

GPA: 3.0/4.0, Top 33% of class, Fall 2016–Spring 2017
Received John F. Kennedy Scholarship
Law School Scholar, Fall 2016

Boston, MA

Lockwood University

Bachelor of Arts in History, December 2010
GPA: 3.54/4.0, *Cum laude*
Al Bundy Scholarship
Dean's List
Tutor for 100, 200, and 300 level history courses

Boston, MA

LEGAL EXPERIENCE:

State Attorney's Office

County Court Director's Intern

Researched case law in support of prosecution
Prepared discovery on homicide cases for exchange with defense counsel
Assisted with depositions
Drafted motions and orders

Boston, MA
April-September 2017

State Attorney's Office

Juvenile Division Intern

Oversaw and reviewed criminal cases in juvenile diversion program
Counseled juveniles to determine proper sanctions to be required
Mediated disputes between defendants and victims of crimes
Guided parents of juvenile defendants through the diversion process

Boston, MA
January -March 2016

WORK EXPERIENCE:

YMCA

Fitness Room Attendant

Taught various workouts and "Gloria" aerobic techniques
Supervised entire weight room area to ensure members' safety
Coached youth basketball team named "The Fighting Clowns"
Developed fitness plans for about 135 new members

Beesly, MA
January-August 2011

COMMUNITY INVOLVEMENT/INTERESTS:

Roxie Animal Shelter, Katie Mission
Collegiate Cheerleading

Lena Dunham

9876 Project Place ▪ Tallahassee, FL 32301 ▪ (850) 555-1234 ▪ lenadunham@genie.net

EDUCATION

Florida State University College of Law

Tallahassee, FL

Juris Doctor Candidate, May 2019

GPA: 90.93/100

Rank in Fall 2016 Entering Class: 24/200 (Top 12%); Upper-Level Class rank: 25/250 (Top 10%)

Taylor and Buffett Book Award for Property I (highest grade in class)

Dean's List, Fall 2016

Law Review invitee (graded on)

Journal of Transnational Law & Policy invitee (graded on)

Girls Foundation Art History Field School

Ajax, Austria

Focus: European Art in the 20th Century, Summer, 2015

Shoshanna University

Recardoville, GA

Bachelor of Science, Art History with Honors, May 2011

Sloan Award for Academic Excellence

EXPERIENCE

Dunham & Sons, P.A.

Cartersville, GA

Paralegal

October 2011 - August 2013

Composed correspondence and pleadings for family law and civil litigation cases. Maintained client relations and worked independently with little supervision. Administered and managed the family law cases from inception to conclusion.

Law Offices of Elijah, LLC

Cartersville, GA

Part-Time Legal Secretary and Part-Time Billing Clerk

January 2010 - June 2011

Drafted correspondence and pleadings for health care law practice. Scheduled appointments, hearings, and depositions. Handled sensitive and confidential client information. Maintained client billing software.

Brooke Law Firm, P.A.

Cartersville, GA

Legal Assistant

August 2009 - May 2010

Prepared and filed paperwork for formation of Georgia corporations. Communicated with clients.

Hannah & Hannah, Esq.

Recardoville, GA

Legal Assistant

May - October 2008

Prepared and organized files for civil trials. Scheduled court hearings.

SAMPLE RESUME:

3L transfer student

Chris Pratt

1000 Lorne Way
Boston, MA 65328

cpratt@jurassicpark.com
619-555-3434

EDUCATION:

Florida State University College of Law

Tallahassee, FL

Candidate Juris Doctor, May 2019
Class Rank: 60/200 (Top 30%)
Florida State Business Review

Barkley School of Law

Boston, MA

GPA: 3.0/4.0, Top 33% of class, Fall 2017–Fall 2018
Received John F. Kennedy Scholarship
Law School Scholar, Fall 2013 & Fall 2015

Lockwood University

Boston, MA

Bachelor of Arts in History, December 2014
GPA: 3.54/4.0, *Cum laude*
Upright Citizens Scholarship
Dean's List
Tutor for 100, 200, and 300 level history courses

LEGAL EXPERIENCE:

State Attorney's Office

Boston, MA

County Court Director's Intern

April-September 2018

Researched case law in support of prosecution
Prepared discovery on homicide cases for exchange with defense counsel
Assisted with depositions
Drafted motions and orders

State Attorney's Office

Boston, MA

Juvenile Division Intern

January-March 2018

Oversaw and reviewed criminal cases in juvenile diversion program
Counseled juveniles to determine proper sanctions to be required
Mediated disputes between defendants and victims of crimes
Guided parents of juvenile defendants through the diversion process

WORK EXPERIENCE:

YMCA

Beesly, MA

Fitness Room Attendant

January-August 2010

Taught various workouts and "dinosaur" aerobic techniques
Supervised entire weight room area to ensure members' safety
Coached youth basketball team named "Raptors"
Developed fitness plans for about 135 new members

COMMUNITY INVOLVEMENT/INTERESTS:

Roxie Animal Shelter, Katie Mission
Collegiate and Professional Sports

Aziz Ansari

(+1) 850-339-6182
aziz.ansari@law.fsu.edu

U.S. Address:
1635 Congress Way
Tallahassee, FL, USA, 32301

U.K. Address:
112 Oxford Way
London, U.K. W11 2BQ

EDUCATION

Florida State University College of Law, Tallahassee, FL, USA
LL.M. Candidate, American Law for Foreign Lawyers, May 2017
Relevant coursework: Business Associations; Securities Regulation
Activities: International Law Society

Faculty of Law, University of Oxford, Oxford, UK
Legal Practice Course, Commendation, July 2012

University of Oxford, Oxford, UK
LL.B., July 2010
Activities: Jessup International Law Moot Court Competition (2010)

EXPERIENCE

Innocence Project of Florida, Tallahassee, FL, USA
Legal Intern, June 2016 – Present
Work under a supervisory attorney to learn post-conviction process. Assisted with wrongful conviction cases. Improved legal research and writing skills necessary to American practice of law.

Parks and Recreation Law Group, LLP, London, UK
Solicitor, July 2012 – July 2016
Served as lead contact for transactional matters with foreign companies. Incorporated and structured international companies in the UK and abroad. Advised clients on international finance reform proposals, specifically consumer protection laws affecting capital markets.

Master and None LLP, London, UK
Trainee Solicitor, June 2010 – June 2012
Drafted documents for filing with the U.K. Financial Services Authority. Participated in international commercial transaction negotiations. Reviewed agreements relating to mergers.

LANGUAGES

English (native); Hindi (fluent); Spanish (conversational)

PROFESSIONAL AFFILIATIONS

Law Society of England and Wales (2011); Florida Government Bar Association (2013)

SAMPLE RESUME:

Graduate

Amy Schumer

(850) 339-6182

ASchumer@hotmail.com

Other Address:
1575 Nole Road
Tallahassee, FL 32301

Current Address:
1004 Vista Drive
Atlanta, GA 30300

PROFESSIONAL LICENSURE

Georgia Bar Exam, February 2015

Florida Bar, October 2014

Florida Real Estate: July 2010

EXPERIENCE

Caramele & Trainwreck Atlanta, Georgia, Summer 2013; September 2014 - Currently
Associate, Corporate/Real Estate/Real Estate Finance

Represent a wide spectrum of national and international clients in complex commercial real estate transactions, including acquisitions, dispositions, financing, refinancing, development and leasing matters

Significant experience in loan restructurings, workouts and other transactions involving nonperforming loans and distressed assets

Non-lending based practice includes structuring, documentation, and negotiation of commercial real estate transactions involving large office and multiuse projects, hotels, shopping centers, and industrial properties and regularly advise corporate clients in connection with their real estate needs as required to support their core business outside of the real estate industry

Maron & Seinfeld Tallahassee, Florida, Summer 2012 - Spring 2013

Legal Intern

Provided high-quality, effective legal services and research to clients

Aided in the representation of businesses and organizations in various transactions with the State of Florida

Prepared legal memoranda for a variety of court proceedings

State of Florida Public Defender's Office, 14th Circuit Marianna, Florida, Summer 2011

Legal Intern

Conducted preliminary interviews of all clients

Assisted Public Defenders in trial preparation

Regularly attended various court proceedings

PricewaterhouseCoopers, LLP Atlanta, Georgia, Summer 2009

Staff Accountant Intern, Assurance and Advisory Business Services

Performed audit and consulting services for various Fortune 500 clients

Created a comfort letter for a multi-million dollar corporation enabling them to successfully offer an IPO

Offer extended for full-time position

State of Florida Auditor General Tallahassee, Florida, 2008 - 2009

Staff Accountant Assistant - Averaged 20 hours a week while enrolled as a full-time student

Performed audit of Florida Department of Motor Vehicles and Highway Safety

Ensured the proper use of federal grants by the State of Florida through the use of various statewide audits

PUBLICATIONS

Co-author of *Subversive Law: How to Deal with It!*, 51:3 *Sawyer L. Rev.* 270-92

EDUCATION

Florida State University College of Law Tallahassee, Florida - May 2014

Juris Doctor, *Cum Laude*, GPA: 88.23 / 100 - Class Rank – 37 / 314

Dean's List – Spring 2012, Fall 2013, Spring 2014

Fred Weasley Memorial Scholarship Recipient – Fall 2011

James Potter Scholarship Recipient – Fall 2011

Book Awards for Highest Grade – Taxation I & Cyber Law Seminar

Florida State University Tallahassee, Florida - April 2010

Bachelor of Science, Accounting, *Cum Laude*, GPA: 3.64 / 4.0

Bachelor of Science, Finance, *Cum Laude*

Student Government Association - Senior Class Treasurer

Delta Nu Sorority - President, Delta Nu Award Recipient (2009-10), Florida State Inter-Fraternity Council

President of the Year (2010), Inter-Fraternity Council Judicial Board Justice

Leadership in Accounting Scholarship Recipient, Intra-Fraternity Council Scholarship Recipient

Mortar Board Honor Society, Beta Alpha Psi Accounting Honor Society, Beta Gamma Sigma Honor

Society, Phi Kappa Phi Honor Society, Burning Spear Honor Society

Study Abroad Program - Leysin, Switzerland - Summer 2008

Tina Fey

(850) 339-6182
TFey@hotmail.com
1004 Vista Drive
Tampa, FL 30300

EXPERIENCE

Lorne Michaels, LLP

Tallahassee, FL

Legal Intern, September 2013 – Present

Managed sizeable caseload under supervisory attorneys. Transitioned real estate knowledge to legal practice. Honed legal research and writing skills to prepare documents for office.

Williams Skeller

Gainesville, FL

Broker Associate, May 2009 – August 2012

Bought and sold real estate as per clients' instructions. Visited properties to monitor and prepare for sale for clients. Supervised and trained new agents to the company. Provided buyers with property tours, actual and virtual. Met with attorneys to prepare documents for sale transactions. Created a system to update property listings weekly. Accomplished selling a home deemed "haunted" by the local news.

Welker Banwell

Gainesville, FL

Agent, May 2006 – April 2009

Developed marketing strategy to sell homes using effective marketing tools. Communicated with other agents, buyers and sellers, mortgage officers, title personnel, and attorneys involved in buying and selling process. Closed over 40 transactions in the last 12 months at agency. Held open houses and negotiated home purchases and sales.

PROFESSIONAL LICENSURE

Florida Bar, 112345, September 2015

Real Estate License, State of Florida, May 2006

EDUCATION

Florida State University College of Law

Tallahassee, FL

Juris Doctor Candidate, May 2015

GPA: 90.93/100

Rank in Fall 2012 Entering Class: 24/200 (Top 12%); Upper-Level Class rank: 25/250 (Top 10%)

Taylor and Buffett Book Award for Property I (highest grade in class)

Dean's List: Fall 2012

Law Review: member (graded on)

University of Florida

Gainesville, FL

Bachelor of Science, Business with Honors, May 2006

Sloan Award for Academic Excellence

Piper Chapman

piperchapman@netzero.net
(615) 555-2250

Current Address:
756 Tucker Road
Tallahassee, FL 32333

Permanent Address:
65 Jorge Way
Nashville, TN 61543

REFERENCES:

Wanda Bell

Scialabba Dance Studio

101 North Vandy Street
Nashville, TN 34564
(850) 555-5555
wbell@achorusline.com

**Larry Bloom, Legal Writing Professor
Florida State University College of Law**

425 West Jefferson Street
Tallahassee, Florida 32306-1601
(850) 555-5555
lbloom@law.fsu.edu

**Andrew Nance, Professor
Bugle University**

123 West Jenson Street
Nashville, TN 34564
(850) 555-5555
anance@bugle.edu

Cover Letters and Other Correspondence

Cover Letter Preparation

A personal, well-crafted cover letter should accompany each resume you send to an employer. A cover letter offers you an opportunity to make a positive first impression on the firm or organization. It should establish logical reasons for sending your resume to a particular employer (your experience, geographical considerations, personal contact, etc.) and state your interest in and qualifications for the particular type of work.

Your cover letter and any other correspondence should be neatly typed on quality paper. Use paper that coordinates with your resume. Letters must be originals; never use copies. Neatness, proper punctuation, and correct spelling are a must. Try to get another person to proofread your letter. Employers will assume that the quality of your letter reflects the quality of your work.

If you are submitting your cover letter electronically, save your cover letter as a .pdf, and use your name as the file name (i.e. michaelbluthcoverletter.pdf).

Always address the cover letter to a specific person—never send a letter “to whom it may concern.”

In order of choice, use 1) the person in charge of hiring, 2) the person who interviews on-campus, 3) a graduate of F.S.U. College of Law, or 4) the senior partner in the firm. Check with the Placement Center for information regarding on-campus interviewers. Employer websites, Martindale-Hubbell, NALP, Lexis, and Westlaw are also good sources of information.

Mention any pertinent information about yourself not available in your resume. Close your letter by stating your interest in and availability for a personal interview. If you plan to be in the area at a certain time, mention that fact and indicate that you will call regarding an interview. Direct your letters to each employer; do not give the impression of a standardized form letter.

In every letter you write, the approach you take and the language you use are critical. Be professional, clear and concise, but let some of your personality shine through. A good rule for judging the effectiveness of your correspondence is to read over it as though you were the person receiving it. You should tailor your letters to meet their specific needs.

Once you have sent your cover letter to an employer, you may not get an immediate response. You may have to contact the employer again after your initial try. If this is the case, **wait about two weeks** for a response to your first letter before following up with another letter or a telephone call to ensure the employer received your resume. Some students hesitate to call an employer under these circumstances. **Persistence in follow-up is considered a positive quality.** Being a pest, however, is not. If you receive a negative (we do not have any openings) response, then remove that employer from your list. If you receive a “putting off” response (we’ve been too busy to even look at resumes), ask when you should call back and then follow up.

Tips to Remember

- **Avoid typos** and grammatical errors at all costs. Have someone proofread your letter.
- Sometimes **less is more**. You should not restate everything that is in your resume.
- Do not address your letter to “Hiring Partner” or “Recruitment Coordinator.” Take the time to find out the **name of the individual**.
- Show that you’ve done your **homework** on the firm and know its areas of practice.
- Do not **exaggerate**. Lying will ruin your credibility.
- Remember, lawyers are a pretty conservative group. Stay away from being cute or **too conversational**.
- Focus on **what you can provide** the employer, not why this job is the perfect opportunity for you.
- The **tone** of your letter is crucial. You want to be confident and enthusiastic without sounding cocky.
- Don’t shy away from **mentioning connections** if you know someone in the firm.
- Establish a **geographic tie** to the area where you are seeking work.
- If you are submitting your cover letter electronically, **save your cover letter as a .pdf** and use your name as the file name (i.e. michaelbluthcoverletter.pdf).

COVER LETTER STRUCTURE

Cover Letter Structure

Your Address
Date of Writing

Employer Address

Dear Mr./Ms. _____:

First Paragraph:

Introduce yourself. Tell why you are writing, name the position for which you are applying, and tell how you heard of this opening.

If you are writing to someone who is a “friend of a friend,” mention this person’s name and indicate that he/she suggested you write **in the very first line of the letter** to get the person’s attention. (For example → Justice Big Wig suggested I contact you regarding the associate position opening in your Tampa office.)

If you met an attorney through a non-business setting, reintroduce yourself. (For example → It was a pleasure meeting you at the Bowl-a-thon picnic last August.)

If you are writing to an alumnus/a, indicate this connection as well.

State that you are qualified for this position and you may want to include 2 or 3 brief reasons why are you qualified.

(For example → I am qualified for this position because of my legal education and extensive volunteer experience with migrant farm workers.)

Second Paragraph:

State your skills and establish your value.

You need to answer the fundamental question, “What can you do for the employer?” Use this paragraph to supplement, not replicate, the information on your resume. Refer to the attached resume which gives a summary of your qualifications and a description of past employment or to whatever material (such as a writing sample) you are using to illustrate your training, interests, and experience. Be sure to mention skills that you don’t have on your resume. (i.e. ability to work under deadline pressure; outgoing; ambitious). Be sure to describe your skills. (i.e. While working at Clinton, Bush, and Obama, I honed my skills in drafting discovery and presenting cases to juries). If your experience is non-legal, be sure to explain how your skill set can be easily translated into the legal profession.

Third Paragraph:

State your interest.

Tell why you are interested in working for this employer, and specify your interests in this type of work. If you have experience, sources, publications, or clinical experience, be sure to point out what particular achievements you have accomplished in this field or type of work. If you have a strong geographical tie to the area, then state it. (i.e. I have strong family connections to the Tampa area.)

Fourth Paragraph:

Assert your method of follow up.

Have an appropriate closing to pave the way for the interview by giving your telephone number or by offering some similar suggestion for an immediate and favorable reply. Let the employer know if you will be in that area or that you will call to arrange for an interview and that your resume is enclosed.

Sincerely,
Your Signature
Your name (typed)
Enclosure

FORMS OF ADDRESS & SALUTATION

The following are some guidelines for correctly addressing a letter to a judge. When addressing a letter to a judicial clerk, include the title "Law Clerk" after the name.

Addressee	Envelope and Address on letter	Salutation
U.S. Supreme Court		
Chief Justice	The Chief Justice of the United States Washington, DC 20543	Dear Chief Justice:
Associate Justice	Justice (name) The Supreme Court of the United States	Dear Justice (surname):
U.S. Court of Appeals for the (circuit)		
Chief Judge	The Honorable (full name) Chief Judge, (name of court)	Dear Chief Judge (surname):
Judge or Senior Judge	The Honorable (full name) (name of court)	Dear Judge (surname):
U.S. District Court for the (district) and Other Federal Courts		
Chief Judge	The Honorable (full name) Chief Judge, (name of court)	Dear Chief Judge (surname):
Judge or Senior Judge	The Honorable (full name) (name of Court)	Dear Judge (surname):
Magistrate Judge	The Honorable (full name) U.S. Magistrate Judge (name of the court)	Dear Magistrate Judge (surname):
State Supreme Court		
Chief Justice	The Honorable (full name) (name of the court)	Dear Chief Justice (surname):
Justice	The Honorable (full name) (name of the court)	Dear Justice (surname):
Other State Courts		
Chief Judge	The Honorable (full name) (name of the court)	Dear Chief Judge (surname):
Judge	The Honorable (full name) (name of court)	Dear Judge (surname):

432 Oakhaven Lane
Tallahassee, FL 32308
zooyedeschanel@gmail.com

November 5, 2018

Nick Miller, Esq.
Miller & Schmidt
25 Broadway Street
Orlando, FL 33333

Dear Mr. Miller:

I was delighted to read about your associate position opening from the Florida Bar News. I will be graduating from Florida State University College of Law in May 2018 and am qualified for this position because of my legal education, work experience with the U.S. Securities & Exchange Commission, and compliance background. Your firm is of particular interest to me because of your specific involvement in securities regulations work.

The legal intern position I held last summer with the Securities and Exchange Commission in Washington D.C., was an excellent learning experience and underscores my interest in that area of law. While working as an intern, I was able to learn federal securities law. I was able to develop my computer research skills and legal writing skills by assisting S.E.C. attorneys in preparing discovery for federal litigation.

Additionally, my work experience at Merrill Lynch prior to attending law school focused on securities compliance. During my tenure at Merrill Lynch, I was able to serve as the liaison between customers and administration regarding all securities issues for the Southeast region of Georgia. This position required me to communicate effectively with clients, work under deadline pressure, and prioritize multiple responsibilities.

I plan to visit my parents in Orlando the week of December 18th, and I look forward to the opportunity to interview with you during that time at your convenience. I will contact your office the week of November 14th to confirm receipt of my documents, answer any questions you may have, and see if we might be able to find a time to meet in person.

Thank you for your consideration.

Sincerely,

Zooy Deschanel

Enclosure

February 14, 2017

Frank Reynolds, Esq.
P.O. Box 111
Philadelphia, PA 19019

Dear Mr. Reynolds:

I am a first-year law student at the Florida State University College of Law. Last week, I had the pleasure of meeting one of your associates, Deandra Reynolds, at a Florida Bar/Real Property Section reception held at my law school. After talking to her about my particular interest in the area of real property and probate law, she suggested that I contact you regarding opportunities in your summer associate program.

I believe strongly that my educational background and practical work experience would allow me to make immediate contributions at Kip, Rico & Rex. As you will see from my attached resume, prior to attending law school, I was employed as a runner by the Tallahassee firm of Summer & Wheatly. While my position was primarily clerical in nature, I found the experience to be an invaluable one in terms of exposing me to a law firm setting and allowing me to develop strong interpersonal and communication skills. I also had the opportunity to learn a bit about probate law and this is an area that I am interested in exploring further. Although my first year coursework is prescribed, I look forward to next year when I will be able to take classes in related areas of law.

I greatly enjoyed the opportunity and experience gained at Summer & Wheatly last summer. It was a great experience to prepare me for law school. For this upcoming summer, I am seeking a position that is in Idaho, where I plan to relocate upon my graduation in April 2019 in order to remain close to my family.

I would very much appreciate the opportunity to meet with you to further discuss my qualifications. I will be returning to Idaho the week of March 4th and would welcome the chance to talk with you during that time. I will contact your office the week of February 25th to confirm receipt of my application, answer any questions you may have, and determine if an interview can be arranged at your convenience. If there is any additional information that I can provide to you in the meantime, please do not hesitate to contact me at (850) 555-1234.

Thank you for your time and consideration in this matter.

Sincerely,

Charlie Kelly

425 W. Jefferson St., Apt. 5A
Tallahassee, FL 32301
(850) 555-6445

June 22, 2018

Mary Golden, Recruiting Manager
Grammy & Grammy, LLC
2789 Park Avenue
New York, NY 10143

Dear Mr. Golden:

I appreciate you getting back in touch with me in regards to Grammy & Grammy, LLC's Coast-to-Coast event! Although my law school exam schedule has prevented me from visiting the South Florida offices, I'm excited to have the opportunity to learn more about the Grammy & Grammy, LLC firm culture, client work, and summer associate program from the lawyers in the Miami office next Friday.

Presently, I am a rising 2L at the Florida State University College of Law. During my remaining time in law school, I plan to concentrate my studies in transactional related classes in addition to completing a nationally ranked environmental law certificate program. Outside of the classroom, I am a member of the Mock Trial team and will be participating next February in the A-List competition in Los Angeles, California.

As my enclosed resume reflects, I have planned my education and experiences thus far to enable myself to enter a transaction-oriented practice area upon graduation from law school. This summer I have enjoyed the unique opportunity to clerk in the transactional practice of a San Diego boutique firm that caters specifically to entertainment venues. During my clerkship thus far, I have been involved in various stages and capacities with the contracts of these venues.

My education and experience prior to law school was concentrated in land and water management issues. Last spring I was an intern in the Water Department of the Palm Beach County Attorney's Office. While at the County Attorney's Office, I gained experience researching the Florida Statutes and Palm Beach County ordinances. On multiple occasions, I had to give presentations to senior staffers on various water and land use management issues.

The main reason I have been attracted to Grammy & Grammy, LLC is the firm's reputation as a market leader in many of South Florida's transactional-related practice areas. Based on my prior education and training, I feel I would make a strong addition to Grammy & Grammy, LLC's South Florida team.

Thank you for your time and consideration. I'm looking forward to meeting the lawyers in the Coconut Grove office!

Sincerely,

Taylor Swift

SAMPLE COVER LETTER:
judicial clerkship

425 W. Jefferson Street
Tallahassee, FL 32306

February 9, 2020

The Honorable Judith Sheindlin
United States District Court
2188 Gabrielle Solis Federal Building
75 Spring Street, S.W.
Atlanta, GA 30303

Dear Judge Sheindlin:

My name is Bart Simpson and I am a third-year student at the Florida State University College of Law. Having attended Springfield College for my undergraduate degree in Earth Science, I would appreciate the opportunity to return to the familiar city of Atlanta to serve as your judicial clerk beginning in the fall of 2021. Enclosed, please find a current resume, writing sample, transcript and letters of recommendation.

Prior to entering law school, I completed my Master's degree in Forestry at the University of Illinois, where I finished first in my graduate class. Currently, I rank eighth in my law class, placing me in the top 3% overall. I am a member of both the Florida State Moot Court Team and *The Florida State Law Review*, for which I have served as Notes and Comments Editor, earning two Outstanding Subciter Awards, and the Editor-in-Chief's "Piece of the Year" Award.

This past summer, I had the pleasure of working as a summer associate at the international firm of Moe, Homer & Burns, LLP, where I gained litigation experience in civil matters ranging from real property issues to toxic tort and copyright infringement. In addition, I have served as a law clerk for the Tallahassee law firm of Flanders & Krustowski. Both positions have helped improve my legal writing and research skills, my ability to analyze and interpret the law, and my interpersonal and communication skills. Further, I have served as a research assistant to Professor Waylon Smithers, former President of the American Bar Association, and well-respected appellate advocate in both the United States Supreme Court and the Supreme Court of Florida. Through that invaluable experience, I had the pleasure of drafting a brief filed with the Florida State Supreme Court, seeking an initiative constitutional amendment, as well as assisting in the preparation for oral argument.

I appreciate your time and consideration and welcome the opportunity to interview with you at your earliest convenience.

Sincerely,

Bart Simpson
/enclosures

100 Washington Way
Tallahassee, FL 32303
(913) 575-3434

September 25, 2016

Mila Kunis, Recruiting Manager
Point Place, LLC
4466 Mahan Drive
Tallahassee, FL 32301

Dear Ms. Kunis:

As you know, I am completing my last year of law school at Florida State University and will be graduating in May of 2015. I am beginning to put some "feelers" out in advance of the completion of my degree and would appreciate any advice and referrals you might be able to give me to assist me in my job search.

Enclosed you will find my resume. As you may note, I have spent a summer clerking for Davis, Rodriguez, Ash, and Flury, a local firm, which has a reputation for encouraging its attorneys to do pro bono work and get involved in the community. I also completed an internship during my second year with Wakulla Springs Legal Aid, working in their consumer law department. Ideally, the position I am looking for would be at a small to medium sized general practice law firm that would allow me some freedom to continue my work with helping to provide legal services for the indigent. I prefer to remain living within Florida but would relocate in the right circumstances.

If any situations come to mind where you think my skills and background would fit, or if you have any suggestions as to others whom it might be beneficial for me to speak, I would appreciate hearing from you. You may contact me at (913) 555-3434.

Thank you for taking the time to assist me. I look forward to hearing from you.

Sincerely,

Ashton Kutcher

SAMPLE:
informational interview request

3456 Madison Drive
Tallahassee, FL 32302
(856) 222-5656

September 10, 2016

Harry Potter, Esquire
Potter, Weasley, and Granger, LLP
18 ½ Privett Drive
Tallahassee, FL 32301

Dear Mr. Potter:

Albus Dumbledore suggested that I contact you regarding your extensive tax practice. I am interested in pursuing a practice in tax law and would like to be able to conduct an informational interview with you.

I am currently a third-year law student at the Florida State University College of Law. From the enclosed resume you will note that I have been concentrating my law school courses and prior summer clerkships in the tax field to prepare me for an associate position with a private firm specializing in tax law. I would appreciate being able to talk with you and obtain first-hand information about what a tax practice is really like and your advice on how to focus my last year of law school to best prepare me for a career in tax law.

If law school is any indication of the workload ahead, then I can appreciate how busy your schedule is. However, I would appreciate being able to meet with you briefly. I will contact you on Tuesday of next week to discuss scheduling an appointment.

Sincerely,

Neville Longbottom

SAMPLE THANK YOU LETTER:
after call-back interview

200 Lincoln Blvd.
Tallahassee, FL 32301
(644) 923-1111

August 14, 2017

Anna Kendrick, Esquire
Pitch & Perfect, LLP
200 South Lane
Orlando, FL 33333

Dear Ms. Kendrick:

Thank you for agreeing to meet with me. It was a pleasure to speak with you when you were at the Florida State University College of Law last Friday.

I was very impressed by the description you gave me of your firm's tax practice. I, too, believe that one cannot practice tax in a vacuum and thus, would welcome the opportunity to integrate myself into all phases of my client's legal needs.

I regret that we did not have more time to talk, as I would have liked to have discussed my qualifications in more depth with you. Briefly, let me point out to you that in addition to the experience I gained as a CPA with Swashbuckle and Associates, I have taken the following courses which I believe will be most useful to me in a practice such as yours: Bankruptcy Policy Seminar, Taxation 1, and White Collar Crime.

I look forward to a further interview with your firm. I hope to hear from you soon.

Sincerely,

Anna Camp

SAMPLE THANK YOU LETTER:

standard

900 James Madison Way
Tallahassee, FL 32302
(750) 123-4567

August 26, 2018

Bryan Cranston, Esquire
Law Office of Tim Whatley, LLP
900 David Street
Miami, FL 33333

Dear Mr. Cranston:

Thank you so much for taking the time to interview me yesterday at the Florida State University College of Law. I thoroughly enjoyed our discussion and only regret that we were not able to talk longer.

Having worked in the Orlando community, I was aware of your firm's excellent reputation. My interview only confirmed my initial impression that I would like to become professionally associated with your firm. The opportunity to practice in the field of commercial litigation, while still being able to explore other areas of the law (such as our mutual interest in family law) is very appealing to me.

I hope that you will seriously consider me for a position with your fine firm. Again, it was a pleasure speaking with you. I look forward to hearing from you in the near future.

Sincerely yours,

Malcolm Middleditch

200 Lincoln Blvd.
Tallahassee, FL 32301
(644) 923-1111

August 14, 2016

Ellen Degeneres, Esquire
Dory & Nemo, LLP
200 MacLaren Lane
Orlando, FL 33333

Dear Ms. Degeneres:

Thank you for agreeing to meet with me. It was a pleasure to speak with you when you were at the Florida State University College of Law last Friday.

I was very impressed by the description you gave me of your firm's tax practice. I, too, believe that one cannot practice tax in a vacuum and thus, would welcome the opportunity to integrate myself into all phases of my client's legal needs.

I regret that we did not have more time to talk, as I would have liked to have discussed my qualifications in more depth with you. Briefly, let me point out to you that in addition to the experience I gained as a CPA with McGee and Associates, I have taken the following courses which I believe will be most useful to me in a practice such as yours: Bankruptcy Policy Seminar, Taxation 1, and White Collar Crime.

I look forward to a further interview with your firm. I hope to hear from you soon.

Sincerely,

John Pixar

SAMPLE CONFIRMATION OF OFFER LETTER

459 Physician Way
Tallahassee, Florida 32311

April 12, 2018

John Legend, Esq.
Legend & Smith, P.A.
25 North Main Street
Atlanta, Georgia 30301

Dear Mr. Legend,

Thank you so much for extending me the offer to work as a summer associate at your firm from May 2016 to August 2016. This letter is to confirm my acceptance of your offer to work in the Atlanta, Georgia office for \$22.00 an hour during the summer months. My last final exam will be May 2nd so I will be available anytime after that date to begin work. I look forward to working with you this summer and I appreciate the opportunity to work at such a prestigious firm.

Sincerely,

Chrissy Tiegen

SAMPLE REJECTION OF OFFER LETTER

555 Jefferson Avenue
Tallahassee, FL 32301
(989) 555-7676

December 20, 2017

Nick Carter, Hiring Partner
Law Offices of Carter & Timberlake
1100 Abe Froman Drive
Tallahassee, FL 32327

Dear Mr. Carter:

It was indeed a pleasure to meet you, Mr. Timberlake, and the other members of the Law Offices of Carter & Timberlake to discuss your need for an associate in 2017. Our time together was most enjoyable and informative.

Thank you again for the confidence you demonstrated in me by your generous offer. However, after careful deliberation, I have decided to withdraw myself from consideration for the position. My decision is based upon the fact that I have accepted a position elsewhere that is more suited to my qualifications, experiences, and aspirations.

You have an impressive team of attorneys, and it would have been a pleasure being able to work with you.

Best wishes to you and the other members of the Law Offices of Carter & Timberlake.

Sincerely,

Lance Bass

SAMPLE NETWORKING EMAILS

Subject: FSU Law Student

Dear Mr. Dumbledore,

I am a second-year law student at FSU Law and will be in Tampa this summer. From the Alumni Placement Mentor Directory, I see you practice law in Tampa.

I will be in Tampa during the Thanksgiving holiday and was wondering if I could visit with you in your office for about 10 minutes to get some advice or guidance on breaking into the Tampa market.

I've attached my resume to give you some background on myself. I look forward to hearing from you.

Sincerely,

Harry Potter

Subject: FSU Law Student

Dear Ms. Everdeen,

It was a pleasure meeting you at the Alumni Reception last night. I enjoyed hearing about your criminal defense practice.

As I told you yesterday, I am very interested in criminal law because I am really enjoying the evidence class I am currently taking. I would appreciate it if you would let me know if you hear of any opportunities in the field.

I've attached my resume to provide you with more background information about myself. Please feel free to forward it.

With warmest regards,

Hermione Granger

Email

A few years ago a young lawyer named Diana Abdala sent a flippant email to a criminal defense lawyer named William A. Korman. Mr. Korman then forwarded her email to several attorney friends. A week later Abdala's email had been forwarded to thousands of attorneys in the United States and Europe. Abdala could have avoided this faux pas. Remember that emails can be forwarded and immediately shared with large groups of people.

If you send an attachment, make sure the document name that is forwarded is appropriate. Recently an employer received a resume from a student via email. The attachment document name was "bestf*\$ingresume.doc." Obviously, this student did not get the job.

Tips for Using Email Effectively:

- Use a professional account name
- Don't forget the attachments
- Be sure to include the correct attachments (i.e. do not attach a cover letter for X job when applying to Y job)
- Be sure all attachments are saved as .pdfs and include your own name as the file name (i.e. michaelbluthresume.pdf)
- Avoid "casual speak"
- Pay attention to employer preference when sending application materials
- Use proper spelling, grammar & punctuation
- Make it personal, but not overly informal
- Be concise and to the point
- Answer all questions, and pre-empt further questions
- Do not attach unnecessary files
- Use proper structure & layout
- Do not overuse the high priority option
- Do not write in CAPITALS or all lower-case
- Read **and re-read** the email before you send it
- Do not overuse "Reply to All"
- Do not use emoticons and "netspeak" acronyms in professional emails (i.e. LOL, ROFL)
- Do not request delivery and read receipts
- Indicate a meaningful subject line (i.e. "Application for summer law clerk position")
- Use active instead of passive voice
- Avoid using URGENT and IMPORTANT
- Avoid long sentences
- Use cc: field sparingly
- Be aware that unless the reader knows you well on a personal level, sarcasm, and humor do not always convey through email, and can be misinterpreted.
- Remember that, while email is widely accepted, a handwritten note is still a very nice touch.

Sample Email

From: FSU Law Student [mailto:lawstudent@my.fsu.edu]
Sent: Tuesday, October 11, 2016 2:33 PM
To: AttorneySmith@lawfirm.com
Subject: Florida State Law Student Seeking Summer Employment

Dear Mr. Smith:

I am a second-year student at Florida State University College of Law and I am interested in obtaining a position with your firm for the Summer 2016. I attach a copy of my cover letter and resume for your review.

I will be in the Miami area during winter break (December 19 - January 3), and would welcome an opportunity to meet with representatives of your firm.

Thank you for your time and consideration. You may reach me direct at 111-222-3333. I look forward to speaking with you.

Sincerely,
Law Student
FSU LAW JD Candidate 2019

Attachments:
Law Student Cover Letter
Law Student Resume

Personal Websites

Employers are checking candidates' personal websites like Facebook and Instagram. Be cautious when using these websites. Set your websites to "private" and be cognizant of the pictures and information you post to the internet because employers are WATCHING!

Blogs

Many students incorrectly assume anonymity when participating in online blogs. While some students assume an alias, an alias may be traceable. Many employers will also check blogs in addition to web sites such as Facebook and Twitter. Negative comments regarding school, political rants, and descriptive postings of wild parties, may harm your chances of obtaining employment.

Tips for Monitoring Your Online Reputation:

- See what your online reputation looks like by Googling yourself. Also check Google Images.
- Set up regular Google Alerts for your name to continually monitor your online presence
- Set up a Google profile so you can control the links that make up your online personality
- Complete professional profiles for web sites such as LinkedIn to present the information you want to be seen
- View what others are posting about you, including tagging of photos
- Immediately un-tag yourself from any discriminating content
- Actively post professional content associated with your name. More positive and recent posts will push down older and unwanted information in the search results of your name.
- Sign up for social network sites such as LinkedIn, Twitter, Facebook, and WordPress you don't use in order to "claim" your name

Managing Your Online Image

Your online image is now part of the public record. In the past, a job interview was your first chance to make an impression on a potential employer; now, your first impression is based on your online image.

When reviewing your application, prospective employers will Google you and search for any social media profiles. Some employers even ask applicants to give them access to social media profiles. Prospective employers are looking for any indication that an applicant does not fit into the employer's image and values. It is necessary to ensure that what you have online is the image you want to project.

1. Search the internet with your full name.

Search text, images, videos, and news; the results may surprise you.

2. Clean up your social networks.

Make sure all information displayed on your social networking pages align with the image and values of your potential employer. What type of person do your social networking pages portray you as? Is it someone your mother or grandmother would be proud of? What do your photographs say about you? Do you use proper spelling and grammar? Are you proud of every post, image, and video you are tagged in? Cleaning up your profile may take some time, but it is worth it!

3. Join online professional networks.

LinkedIn is highly recommended, and it is free to join! Join LinkedIn groups in professional fields you are interested in.

4. Search for websites in your field of interest.

Contact the websites, and offer to write a guest post about the subject area. Writing guest posts creates unique content that can be found with a Google search of your name. You could also create a YouTube video to demonstrate expertise in your subject area.

5. Populate your profiles.

Now that you have cleaned up your social media profiles, be sure to populate them with excellent information about your field of interest. Also, only add the best posts, photographs, and videos to your profile.

6. Create a Google alert for your name.

By creating an alert, every time your name appears online, you will get an email notifying you.

*****7. Stay positive!*****

This is the most important tip to follow. The internet is not a good place for you to vent. In fact, potential employers may take your comments very seriously. Never vent about a person, a corporation, a politician, or anyone else on the internet.

By the time you reach the interview stage of the job search, you have analyzed your abilities and skills, and you know what type of legal employment for which you qualify. You have chosen your geographical preferences and your resume presents a clear picture of your education and employment history. You have carefully researched employers and have prepared appropriate cover letters for each one. On paper you are qualified and must now face the ultimate test: the interview.

Once you obtain an interview with an employer, you are at the most critical point in your job search with respect to your ability to convey your qualifications in face-to-face conversations with your prospective employer. At this point, the emphasis has shifted from “paper” to your ability to deal with human relationships. To be successful in an interview you must use skills of judgment, intuition, and insight.

This process will be much easier for you if you understand that an interview is a mutual exchange of information between an applicant and an employer. The interviewer is seeking information about your background and personality that will aid in judging your potential contribution and worth to the firm itself. The interview provides an opportunity for the interviewer and the student to assess whether a potential working relationship will be possible and profitable. The interview not only provides an important test of one’s intellect and skill as a lawyer, but it also gives the student an opportunity to demonstrate personality, poise, tact, maturity, and sophistication.

In the few minutes you have at the beginning of the interview, you will need to size up the interviewer quickly. They may be well trained and experienced or they may be interviewing for the first time and feel completely uncomfortable with the process. Assess the interviewer’s skill early in the interview and adopt an appropriate approach. Try to determine what type of personality the interviewer has. Be alert for body language to assist you in learning the comfort level of the interviewer. If the interviewer seems unsure, volunteer information about your background and law school experiences. Indicate why you want to work for the firm or company and ask questions which will stimulate the interviewer to talk about a subject to which he/she can relate. Remember that you only have a short time to convince the interviewer that your strengths will be an asset to his/her organization.

Preparation for the Interview

Your chances for a successful interview increase with the amount of prior preparation. Knowledge of the firm or business is of primary importance. Use the information and resources provided by the office and talk to students, faculty, or friends who may have contact with the firm or business. You should **try** to know the following about the employer before the interview:

- learn about the employer by reviewing their profile on martindale.com, vault.com, and nalp.com
- areas of law the employer practices;
- hierarchy of organization;
- the name of the managing partner and/or general counsel and/or governmental agency head;
- philosophies of the employer (read the mission statement on their website);
- recent news articles about the employer (google.com is a great resource for this);
- locations of offices; and
- local happenings in the city where the employer is located. (Read the “local” section of the city’s newspaper).

INTERVIEWING TIPS

Relocation

If you are interviewing with an employer and relocation will be required to take that position, you must be prepared to answer questions about why you want to live and work in that location. You should put together a solid list of reasons why you want to be in that location. Research the location by gathering information on the community from places like the city or county's visitor information center, chamber of commerce, local bar associations, local news, alumni, etc.

Know Your Resume, Cover Letter, and Writing Sample

Relearn your resume and be prepared to elaborate on your experiences. You must review all documents you submitted with your application and be prepared to answer questions about them. Since you have researched the employer, you should have a good sense of what that employer is looking for in a new attorney. Also be prepared to explain the contents of your writing sample if the employer asks.

You can never be totally prepared for every question that may be asked. You should be as knowledgeable about the firm as possible, and you should have a fairly concrete idea of what you are looking for and what you want the interviewer to know about you. Present yourself in a positive and assured manner. Never refer to past failures or mistakes. If the interviewer asks about something unpleasant, explain the circumstances without making excuses or blaming others. Accentuate your strengths, abilities, and the positive aspects of your personality.

When the attorneys ask you questions, they are interested in how you handle the question rather than your ability to always give the correct response. Employers are not only trying to determine whether you would fit into their organization, but they are also trying to gauge how you would appear to clients, judges and juries. So be honest, direct, forthright and personable in answering all questions. A façade will be detected. Remember that your objective is to find not just a job, but also a position where you will be happy and satisfied to come to work each day.

Remember you are the interviewer as well. Asking questions about the firm or agency demonstrates your interest. Do not be afraid to ask the interviewer to clarify a point. Your questions are what distinguish one interviewee from another. If you stimulate the interviewer's interest, you are more likely to be remembered. At the end of the interview, ask when you may expect to hear from the firm/employer.

Dress/Handshake/Answering Machine/Documents to Bring With You

You are applying for a professional position, so dress like a professional. Being appropriately dressed means looking like a lawyer who is going into court. For men, a conservative business suit, preferably dark (blue, black, gray, brown), a white shirt, and a conservative tie are most appropriate. Women should wear a tailored business suit, preferably dark (blue, black, gray, brown). Dark and conservative shoes for both men and women. Low-heeled pumps for women are appropriate. No open-toe or open-heel shoes! Be sure your suit fits properly. Once a member of the profession, you may dress according to the standards of your particular organization. While interviewing, remember the legal profession is very conservative and first impressions are very important. Be sure to bring extra copies of your resume, writing samples, transcripts, and list of references to the interview. Carry the documents in a presentable folder or portfolio.

The manner in which you approach the interviewer provides clues to your personality and general approach to life. A firm handshake, erect posture and eye contact convey an energetic and confident image. Be positive but do not appear over-anxious. Listen carefully and ask relevant questions. Be attentive and enthusiastic; you must communicate interest and enthusiasm as well as competence. If you do not have voicemail on your cell phone or own an answering machine, you should seriously consider buying one. Make sure you have a professional, respectable message on your voicemail or answering machine. Remove the automated message from your voicemail. Use your own voice and say your name. Remember, your answering machine or voice mail service may be speaking to your next employer and you want to make a good impression (i.e. "You have reached First name Last name. I am unable to take your call right now, but please leave me your name and number, and I will return your call as soon as possible").

Body Language

Studies have shown that body language plays a large role in an employer's first impression of you. The following is a list of "good" body language to use during an interview:

- grasp the interviewer's hand firmly and look he/she straight in the eye when introduced;
- smile;
- do not get any closer than 18 inches (2 to 3 feet is even better) when there is not a desk or table between you and the interviewer;
- sit up straight and project an image of alertness;
- do not get carried away using hand gestures;
- motion that you are willing to leave the room if the interview is interrupted by a phone call;
- do not stare at the interviewer if they end up having to take a phone call during your interview (busy yourself with personal papers to create a sense of privacy); and
- do not tip your chair back because it suggests that you are overconfident and perhaps disdainful of the interviewer.

The Call-Back Interview

If you favorably impress employers at the initial interview, you may be invited to visit their offices. You will need to prepare for this interview in the same manner that you prepared for the initial interview. During the call-back interview you will meet with other attorneys in the firm. A typical law firm call-back will last a half or full day. If the firm has a recruiting administrator, that person will be responsible for your schedule when you visit the firm. Lunch and/or dinner may be included as well. Students have also been invited to receptions/cocktail parties and sailing trips. Be sure to find out what the social obligations are so you will know how to dress.

You should be prepared for very thorough interviews and for seeing many attorneys in one day. This process requires a great deal of stamina because it is often repetitious. You need to maintain your enthusiasm in the face of being asked the same questions over and over again. Have questions of your own prepared so you can participate in the conversation. Asking the same questions of various attorneys will give you different perspectives to compare.

Government and public interest organizations frequently conduct panel and in-office interviews by a group of attorneys. These interviews are usually shorter than the law firm interviews depending on the hiring structure of the agency. Students have also reported telephone interviews (both initial and call-back) for these organizations. Public interest and government agencies often cannot afford to pay for your travel expenses.

INTERVIEWING TIPS

Handling Travel Arrangements/Expenses

Upon receiving an invitation for a second interview, you should talk with the interviewer to make arrangements for the visit. In many instances, the employer will make plane and hotel reservations for you. After making arrangements, confirm them in writing. Generally, a large firm will reimburse expenses. A small or medium firm may not. If no mention of reimbursement is made, it is appropriate to ask about the firm's policy regarding expenses. You should be careful to avoid incurring unnecessary expenses and over billing for expenses. As extravagant as the recruiting practices of some employers may be, it does not follow that they appreciate you spending their money. Legitimate expenses are considered to be round-trip transportation, hotel room, meals, and ground transportation. Personal phone calls, TV movies, outrageous room service charges, etc. should not be charged to the employer.

If you travel to a city at the expense of one employer and plan to interview with additional employers, do not have that one employer pay for all of your travel expenses. You should notify the first employer about your plans to interview with additional organizations in the area before you undertake the trip. Obviously, if you have no interest in working for an out-of-town firm, then do not accept the interview.

You should under no circumstances double-bill. If you travel to a city and interview with two or more employers on a single trip, you should make arrangements with the employers to allocate out-of-pocket expenses among them in an equitable way. In addition, if you receive advances in the form of pre-paid airplane tickets or otherwise, you must again be certain that any advances in excess of actual expenses are returned to the employer.

It is a common practice for the large firms to invite your spouse to accompany you and pay his/her expenses. "Significant other" is not as clearly defined. You should discuss this with the employers before making plans. A spouse or significant other who accompanies you must be properly dressed and aware that his/her appearance and behavior may be an important role in your chances for employment.

Thank You Letters/Notes

Always send a thank you note or letter after every interview. Sample thank you letters are included in this handbook. Thank you letters can be hand-written and sent on personal stationary or they can be typed and mailed to the employer. Thank you letters can be sent via email after an initial interview.

For a call-back interview, a thank you letter should be sent to the hiring partner immediately after your visit to express your appreciation for the firm's hospitality and to reiterate your interest in employment. In some cases, you may deem it proper to write a separate letter to several individuals.

Handling Offers

The decision to accept or reject an offer can be very difficult. Although no one can tell you exactly what criteria to use to make a decision, students usually consider job satisfaction, type of work, opportunity for advancement, and salary as deciding factors. Make sure you know when a response is expected from you when you are offered the position. If you are considering other positions, then it is permissible to tell the employer that you have another offer and will need a certain amount of time to decide. While you should not feel pressured to make a quick decision, you should accept or decline an offer as soon as possible.

Once you have decided to accept or decline an offer, you should inform the employer by telephone with a follow-up letter to confirm. When confirming an offer by mail, be sure to include the terms of the agreement, reiterate the starting date, salary, and any other information pertinent to employment. A sample acceptance letter is included in this handbook. NALP (National Association of Legal Professionals) provides guidelines for accepting offers. Please note that these timing guidelines are simply that, just guidelines. Firms are not required to abide by NALP guidelines.

Students should consider the acceptance of an offer to be a binding obligation. Therefore, you must immediately contact all other employers who are evaluating your candidacy and withdraw from consideration. You must also contact the Placement Center to report your job acceptance and to request "hardship releases" from any and all On-Campus Interviews or job fairs for which you have applied. A sample withdrawal letter is included in this handbook.

You absolutely should not continue to interview or "shop around" for competing opportunities that would conflict with the commitment you have made to your employer. **Do not jeopardize your good reputation or the chances of other students by rescinding your acceptance or by failing to withdraw from other employers promptly. The employer world is much smaller than you might think, and memories can last a long time.**

Ethics in Accepting Offers

Generally, you should not accept an offer of employment if you do not intend to honor your commitment. Receiving a better offer is not an ethically acceptable reason to renege on your acceptance. Upon accepting a position, you should cancel all scheduled interviews and discontinue your job search.

If you receive an offer from one employer but are still interested in another employer, it is acceptable to request additional time to consider your offer. This way, you may contact the other party to determine where they are in the decision making process in considering you for employment.

Rescission of an acceptance is unprofessional and causes employers to have to invest resources in re-starting a search for candidates as a result of your rescission. Unfortunately, there have been past instances when students accepted job offers only to subsequently repudiate their acceptance. As a direct result, several employers have stopped recruiting at our law school.

By comparison to other fields, the legal community is a particularly close network of professionals. Attorneys often interact during the course of practice and at professional association meetings and conferences, and they may talk about their experiences. If word got out that you reneged on a previous job offer, this could make it less likely for you to be offered an interview or position in subsequent searches.

On very rare occasions, unexpected circumstances would justify rescinding your acceptance of a job offer such as family and personal issues, illnesses, and an unexpected move. Rejecting an offer after acceptance would also be justified if an employer provided inaccurate information about the company or position. In these extraordinary cases, you will need to be timely and honest in withdrawing your acceptance. If possible, the employer would then have an opportunity to consider accommodating a candidate's specific circumstance.

INTERVIEWING TIPS

Please keep in mind that the rules that govern employment contracts vary from state to state. While most employment is at will, if you have concerns, consult an appropriate professional. Please do not hesitate to contact Placement Center staff if you find yourself having to consider a job offer (or multiple offers), and we would be more than happy to discuss and assist you in your decision.

Thoughts to Remember

- Be yourself.
- Sell yourself by mentioning your strong points and abilities.
- Be professional in all ways.
- Dress appropriately.
- Be punctual.
- Bring extra copies of your resume, a writing sample, transcript and references.
- Prepare thoroughly for the interview by researching all information you can find about the employer.
- Know why you want to work for the employer.
- Relax during the interview.
- Greet the interviewer naturally and cordially.
- Return a firm handshake.

A Word about Handling Discriminatory Interviewing Questions

Certain questions are discriminatory. You should be prepared to answer in a tactful and positive manner. By doing so you will convey a sense of responsibility and maturity. Questions asked in an interview should be related to characteristics required for successful job performance. Questions that should not be asked include those relating to race, age, religion, marital status, national origin, holidays observed, length of time in the United States, citizenship of relatives, current or anticipated pregnancy status or plans, spouse's occupation, spouse's feelings on applicant travel for the employer, and views on feminism or civil rights. However, if certain questions are deemed job related and if they are asked of all applicants, they are justifiable. For example, if a small firm needs a new lawyer who can increase the firm's local client base and it has been determined that lawyers with established family and friends in the area are a source of new clients, that firm can use "ties to the area" as a criterion for employment.

Although most interviewers are informed regarding the issue of discriminatory questions, you will occasionally encounter an unfair or blatantly discriminatory question. Your first reaction may be to answer in a sarcastic or angry manner. Be cautious! Answer clearly and tactfully. Formulate direct, honest answers. Try directing the focus to the real issues. If you are extremely offended, suggest that the question does not relate to professional qualifications. Keep objections professional and not personal. If you are particularly upset, be sure to let the Dean know. In order to help you, the Placement Center must know a problem exists. Questions should be answered assertively rather than aggressively. Avoid being angry or frightened by unexpected questions. Review lists of questions, expect the unexpected and take a moment to formulate your answer before speaking. Try to turn embarrassing questions to your advantage.

Potentially Discriminating Questions and Possible Answers

How do you plan to care for your children?

I have made full arrangements for taking care of my children.

What will your spouse say about your accepting a job in this city?

My spouse and I have discussed this and are mutually supportive of what the job search may bring.

Are you single? Have you been married?

I have been independent (for some time, the majority of my adult life, for several months) and am able to focus on my career goals.

How will you handle research and writing in view of your visual/hearing impairment?

I have found adequate accommodations during my law studies and feel confident that I am capable of carrying out the requirements of a legal career.

We have no female attorneys in our office. How would you feel about being the first woman to join the firm?

My past career and my experience in law school have provided exposure to many working environments and I am confident that I can adapt to any situation.

How will you handle arrangements at home when it's necessary for you to travel?

My home situation will not hamper my ability to travel when necessary.

How would your spouse feel about your out-of-town travel?

Out-of-town travel will not be a problem for us.

Do you (older person) think you would be able to work well as part of a group of younger associates?

I have worked with a variety of people and find that I adjust well to any group.

Do you plan to increase your family?

My immediate goal is to continue my career.

If the firm should assign you to an office in another city, what would your spouse/significant other do about moving/changing jobs?

It may be necessary for me or for my spouse/significant other to move at some time. If so, we will make a mutual decision at that time.

What does your spouse/significant other do and what will he/she do if you accept this position?

My spouse/significant other and I are mutually supportive of our career objectives and goals.

How do you feel about the place of women in the legal profession?

More women are entering law study, and many have achieved status in the profession.

I see you are a member of the ACLU/Federalist Society. Does this mean your views are extremely liberal/conservative? Do you belong to a church/synagogue/mosque?

I am involved in a number of community activities. For example, I volunteer with ...

INTERVIEWING TIPS

Do you observe holidays other than the normal legal holidays?

There are certain times when I would prefer to be with my family, but this will not interfere with my productivity.

How old are you?

Would you mind explaining how knowing my age affects my qualifications for the job?

INTERVIEWING TIPS (Interview Checklist)

A day or two prior to an interview, take time to consider whether you are fully prepared. Use this checklist as a guide.

1. Interview Preparation:

- Available information about the employer has been reviewed
 - employer profile/resume
 - Martindale-Hubbell Law Directory* (www.martindale.com)
 - NALP Directory of Legal Employers* (www.nalpdirectory.com)
 - website of employer
 - other directories/resources
 - faculty/contacts/practicing attorneys/alumni
 - Students who previously worked/currently work for the employer

- Personal qualifications and background have been assessed
 - professional qualifications (education, work experience, accomplishments, skills and abilities)
 - personal characteristics (strengths and weaknesses, interests and preferences, values and goals)
 - compatibility with employment situation (short and long-range goals, work environment preferences, demonstrated interest in employer)

- Interview questions and responses have been formulated
 - information to provide about self to employer ("sales pitch")
 - information to obtain about employer (factors to consider in arriving at a decision)
 - interview materials have been assembled: (copies of résumé, writing sample, references, transcript)
 - note pad for names and impressions - to be recorded after, not during, the interview
 - clothing for interview (cleaned, pressed, shoes shined, extra ties and stockings, mints for breath, etc.)
 - Make sure interview suit is clean and pressed

- Logistics
 - Figure out transportation and parking

2. Interview Arrangements:

- interview arrangements have been confirmed
- specific time and place confirmed
- name of interviewer(s) has been provided
- method and extent of reimbursement clarified (if applicable)

3. Day of Interview:

- bring copies of resume and all application materials
- bring copies of references
- arrive 10-15 minutes early
- bring notepad and pen with you along with your application materials in a pad folio.

INTERVIEWING TIPS

QUESTIONS YOU MAY BE ASKED BY THE EMPLOYER

After some introductory questions, the interviewer will likely get right to the point. Some typical questions are below. Familiarize yourself with them and put some thought into how you would (should) answer them.

1. What are your long-range and short-range goals and objectives, when and why did you establish these goals, and how are you preparing yourself to achieve them?
2. What specific goals, other than those related to your occupation, have you established for yourself?
3. What do you see yourself doing five years from now?
4. What do you really want to do in life?
5. What are the most important rewards you expect in your career?
6. What do you expect to be earning in five years?
7. Which is more important to you, the money or the type of job?
8. Why did you choose the career for which you are preparing?
9. What do you consider to be your greatest strengths and weaknesses?
10. How would you describe yourself?
11. What motivates you to put forth your greatest effort?
12. Why should I hire you?
13. What qualifications do you have that make you think that you will be successful?
14. How do you determine or evaluate success?
15. In what ways do you think you can make a contribution to our firm?
16. If you were hiring a graduate for this position, what qualities would you look for?
17. Why did you select your college or university?
18. If you could do so, how would you plan your academic study differently? Why?
19. Do you have plans for continued study? An advanced degree?
20. Do you think that your grades are a good indication of your academic achievement?

21. In what kind of work environment are you most comfortable?
22. How do you work under pressure?
23. How would you describe the ideal job for you following graduation?
24. Why did you decide to seek a position with this firm?
25. What two or three things are most important to you in your job?
26. Are you seeking employment in a firm of a certain size? Why?
27. What criteria are you using to evaluate the firm for which you hope to work for?
28. Do you have a geographical preference? Why?
29. Will you relocate? Does relocation bother you?
30. Are you willing to travel?

INTERVIEWING TIPS

SUGGESTED QUESTIONS TO ASK THE EMPLOYER

As a general guide for law students who are interested in a firm, the following questions may be of assistance during an interview and in the evaluation of a firm.

1. What is the firm's general character - - its stability and reputation? Have there been any significant split-ups in its history?
2. What are its specialties and major areas of practice?
3. Are its clients solid and varied, with important interesting problems?
4. Does the firm have an active international practice with substantial foreign clients and offices outside the United States?
5. Is the firm's success tied to many clients or a few? How is the firm affected by the business cycle, i.e., periods of recession?
6. Is the caliber of the firm's lawyers uniformly high--with solid and able people at all age levels and in all important legal areas?
7. Are the firm's lawyers persons you will enjoy working with? Are they of sufficiently varied types and backgrounds to make the office interesting?
8. Are the firm's lawyers persons in whose legal ability, judgment and standards you will have confidence and pride? Are they individuals you will respect and admire?
9. Are the firm's organization and administration systems sound, and apparently running smoothly? Are there signs of cliques or dissidence?
10. What is the firm's future? Is it getting and keeping new people of high caliber? In recent years has it acquired important new clients?
11. Has the number of the firm's partners and associates grown significantly in the past 15 years?
12. What do new associates do? How is their work determined and assigned?
13. How do the associates' work and responsibilities change over the years?
14. Must an associate become a specialist? If so, when? Who decides-- and how?
15. What emphasis is placed on getting new business?
16. How is performance judged--and by whom? What are the criteria for advancement? When does an associate become a partner?

17. Are partnership opportunities significantly affected by the business cycle? I.e., has the firm admitted fewer associates to partnership during periods of business contraction in the national economy?
18. On what basis is admission to partnership determined? Is it a "competitive standard?" (e.g., limited by a predetermined restriction on the number of partners to be admitted in a given field). Or is it determined by a "meet the firm's standard," where all associates who meet the firm's standard of performance will become partners?
19. What does partnership entail--compensation, responsibilities, contribution?
20. If an associate does not become a partner, what opportunities does the associate have available? Does the firm help in this regard? Does the firm have many prominent and successful alumni?
21. What is the relationship between younger and older lawyers in the firm--the channels of communication (formal & informal), the degree of contact and formality?
22. What are the firm's prevailing attitudes--and practices--on such matters as pro bono work, community service and government service?
23. Does the firm have a friendly atmosphere--is it a place where people can laugh and enjoy themselves in spite of their hard work or is it stiff and formal? Is there a spirit of cooperation among the lawyers--a desire to help each other to get the job done well, or is there a harsh competitive spirit?
24. Is the locality a good place to work and live--with cultural and recreational activities, citizen interest, and convenient attractive residential areas with good schools?

You should NOT ask about money in an interview.
You should wait until the negotiating stage to discuss money.

TOUGH QUESTIONS TO ANSWER

Why should we hire you?

Here's the chance to really sell yourself. You need to briefly and succinctly lay out your strengths, qualifications and what you can bring to the table. Be careful not to answer this question too generically, however. Nearly everyone says they are hardworking and motivated. Set yourself apart by telling the interviewer about qualities that are unique to you.

Why do you want to work here?

This is one tool interviewers use to see if you have done your homework. You should never attend an interview unless you know about the company, its direction and the industry in which it plays. If you have done your research, this question gives you an opportunity to show initiative and demonstrate how your experience and qualifications match the company's needs.

What are your greatest weaknesses?

The secret to answering this question is being honest about a weakness, but demonstrating how you have turned it into a strength. For example, if you had a problem with organization in the past, demonstrate the steps you took to more effectively keep yourself on track. This will show that you have the ability to recognize aspects of yourself that need improvement, and the initiative to make yourself better.

Why did you leave your last job?

Even if your last job ended badly, be careful about being negative in answering this question. Be as diplomatic as possible. If you do point out negative aspects of your last job, find some positives to mention as well. Complaining endlessly about your last company will not say much for your attitude.

Describe a problem situation and how you solved it.

Sometimes it is hard to come up with a response to this request, particularly if you are coming straight from academia and do not have professional experience. Interviewers want to see that you can think critically and develop solutions, regardless of what kind of issue you faced. Even if your problem was not having enough time to study, describe the steps you took to prioritize your schedule. This will demonstrate that you are responsible and can think through situations on your own.

What accomplishment are you most proud of?

The secret to this question is being specific and selecting an accomplishment that relates to the position. Even if your greatest accomplishment is being on a championship high school basketball team, opt for a more professionally relevant accomplishment. Think of the qualities the company is looking for and develop an example that demonstrates how you can meet the company's needs.

Tell me about yourself.

While this query seems like a piece of cake, it is difficult to answer because it is so broad. The important thing to know is that the interviewer typically does not want to know about your hometown or what you do on the weekends. He or she is trying to figure you out professionally. Pick a couple of points about yourself, your professional experience and your career goals and stick to those points. Wrap up your answer by bringing up your desire to be a part of the company. If you have a solid response prepared for this question, it can lead your conversation in a direction that allows you to elaborate on your qualifications.

What are your salary expectations?

This is one of the hardest questions, particularly for those with little experience. The first thing to do before going to your interview is to research the salary range in your field to get an idea of what you should be making. Steer clear of discussing salary specifics before receiving a job offer. Let the interviewer know that you will be open to discussing fair compensation when the time comes. If pressed for a more specific answer, always give a range, rather than a specific number.

You can use the salary data on the Placement Center web page, available here:
<http://www.law.fsu.edu/careers/aba-nalp-stats>

Another good resource is Martindale:
<http://www.Martindale.com>

Using all these resources, you can come up with a range to use as a base during negotiations with a potential employer. If the salary the employer is offering is not quite what you are looking for, you can try negotiating for a six-month review and a salary bump at that point, or negotiate additional benefits. Feel free to contact the Placement Center for more information.

DECLINING AN INTERVIEW

If you have already accepted employment elsewhere or have made alternate plans, you may no longer be interested in accepting an offer for an interview. In this case, you should call the firm directly to speak with the firm's point of contact (a human resources employee or a supervising attorney) for the position and explain that while you appreciate the opportunity to interview, you have accepted another position and thus must withdraw your name from consideration for the position.

If you sincerely like the employer and would want to try to work there in the future, you should also tell them that.

You should follow up with a handwritten letter or an email explaining that you really like the employer, are interested in them, and would like to stay in touch. If an alumnus works there, you could reach out to that person by asking to go to lunch or grab coffee to stay in touch and continue to show interest.

Brainstorming for Contacts

Friends, family friends, relatives, neighbors, professors, alumni, local alumni associations, class reunions, professors, cocktail parties and fundraisers, conferences, conventions, former employees, former co-workers, public relations persons, local politicians, journalists, business people, non-profit directors, your doctor, your hair dresser, prominent community members, members of professional organizations, club meetings, internet list-servs, volunteer projects, continuing education classes, members of other organizations to which you belong or have contact, your fraternity or sorority members, children's teachers, store owners, former employers, etc.

Expanding Your Network

Attend professional, social, educational, and community events such as: lectures, seminars, conferences and events hosted by the law school or your undergraduate/graduate schools; Bar Association committee and section meetings, social events, and continuing legal education; events held by other law associations like the local family law bar, criminal defense bar, Inns of Court, etc.; business conferences; new charitable, community, and religious gatherings; etc.

Know What You Want and What is Reasonable to Ask For

Be able to articulate your career goals, to whatever extent you've determined them so far, and what you are asking the person for.

Be Genuinely Interested in Others

Showing genuine curiosity will help you draw out what you need to know and at the same time will make people like you. People are pleased and flattered when you refer to something they've told you at an earlier time. It can be about children, pets, trips, music-it doesn't matter what. Work on remembering details of conversations with contacts and make lots of notes after you meet people to review before future meetings.

Present Yourself Professionally & Positively

Dress to project a professional image. However informal the person's manner or the occasion seems, remember that you still need to make a positive impression as someone that person would want to recommend to others. Express appreciation for large and small favors, not only through thank you notes but also on the spot. Always write, call, or email thanks to people who give you information, advice, and referrals. If you actually get a job through a contact you might send flowers, give wine, or a small gift.

Get Comfortable Talking about Your Skills & Accomplishments

Develop a "30-second sell" that shows your competence and interest in your target field. What do you want people to remember about you? Think about your training and achievements. Use short sentences and conversational language.

NETWORKING

Take an Organized Approach

Map out a plan; calendar things to do. Set goals (i.e. #_ number of calls a week, #_ number of informational interviews a month). Keep detailed records of your meetings with people.

Follow Up

Don't end your contact with an individual at the first conversation. Thank them by letter or email, keep them posted on your progress. People often feel they have to get to know you before they are ready to refer you for a job.

Be Patient

Networking doesn't have a structured timeline like a job application with a deadline. If you keep in touch with a contact over time, your "investment" may well pay off, and sometimes in surprising ways.

Think in Terms of Giving as Well as Getting

Giving back can be as simple as sending a copy of an article you think a contact would be interested in, or as major as referring a new client. Sometimes you will be "giving back" to the person who helped you; sometimes you'll be giving encouragement, feedback, information, advice, and practical leads to your peers or those coming behind you. You may even become a Placement Mentor upon graduation.

Contact Record

Set up a thorough and consistent contact record. You need to have a record of when you called, wrote, emailed, and met with people as well as a system to prompt you when you need to contact them next. Try to record as much information as possible (i.e. full name, nickname, employer, contact information, personality, topics discussed, referrals given).

Working a Room

Attend events!!! Be creative. Opportunities to meet people are endless. When you arrive, scan the room. If you know someone, go say hello. Your friend/acquaintance may be able to introduce you to others. Write your name legibly and large on your nametag. Be upbeat and friendly. Students should always get a business card from potential employers so that follow up contact can be made.

If there is a host/hostess, find him/her and introduce yourself. Shake hands firmly and make eye contact.

Only spend about 5-10 minutes per person. When you are ready to move, extend your hand for a handshake. Ask for a business card toward the end of the conversation; tell the person you would like to get in touch to speak further.

Possible exit lines:

- *I'm sure there are other people you need to speak with. I don't want to monopolize your time. I've enjoyed speaking with you.*
- *Excuse me, it was nice meeting you.*
- *Excuse me; there is someone I need to talk to. (Be sure you move to another part of the room).*

When you get home, be sure to record the information you gathered in your contact record. Write personalized notes to people you met thanking them for anything you learned or advice they provided. If you mentioned an article or something else they seemed interested in, send them a copy or more information about the item. If someone suggested you attend the event, send that person a note or email thanking them.

Things to Say When Networking

- *I'm interested in working with emerging companies in Orlando. I'd love any tips you could give me.*
- *I want to work in a corporate firm anywhere in the Tampa area. What do you think is the best approach for me to take?*
- *I'm trying to find out more about what tax lawyers do in state agencies.*
- *You mentioned in your speech that you practiced in a firm in Jacksonville for 5 years before you moved here. I'd be grateful for your perspective on the legal market there.*
- *I'm hoping to get advice on what I should do to get into the State Attorney's Office.*
- *Do you have any suggestions about how I could make myself more attractive to environmental law firms?*
- *I'd like to stay in Tallahassee, but the most important thing to me is to do public defender work. What do you suggest?*

Things to Say When You Have Rapport

- *Can you suggest any attorneys doing civil rights work in Miami that it would be helpful to me to talk to?*
- *What plaintiff's firms in town do you see as doing high caliber work?*
- *Do you know anyone at (potential employer) I could contact? May I use your name?*
- *Can you refer me to anyone doing employment law in Atlanta I could talk to?*

Information to Solicit When Networking

- *Who else do you suggest I meet?*
- *What organizations do you suggest I join?*
- *What websites, books, newspapers, or blogs do you suggest I read?*
- *What experiences should I get in law school so I can become an attractive candidate in the future?*

PROFESSIONALISM/ETIQUETTE

Professionalism is acting or conducting oneself with the qualities the profession dictates. Professionalism in the law involves acting with the highest moral and ethical codes. Similarly, etiquette is defined as the practice and forms prescribed by social convention or authority. Etiquette involves showing respect and following the Golden Rule – treating others as you wish to be treated.

You should conduct yourself with professionalism from the beginning of law school and throughout your law career. You are building a reputation for yourself starting with the relationships you develop with your professors and classmates within the law school. It carries to the next level, when you are applying for internship/externship opportunities with law firms, government agencies, judges, or public interest firms. Each action you take impacts the development of your professional reputation and ultimately, what career options will be available to you upon graduation. You want to be sure that you are conducting yourself with integrity while utilizing high ethical standards to guide your actions.

Professionalism follows the basic premises of etiquette from being respectful of others' ideas to exhibiting good time management skills. It continues with the ethics in accepting/repudiating job offers as well as ensuring that your online profile demonstrates your professional attitude.

There will be networking events you attend where dining out is involved. You also may have interviews with potential employers during a meal. When eating meals with potential employers, it is extremely important that you follow the rules of dining etiquette.

Napkin

Place the napkin in your lap after you sit down. If you leave the table during the meal, be sure to leave your napkin, folded or unfolded, on your chair and push your chair in. When you have finished your meal, fold your napkin and put it to the left of your plate. If you have to cough, cough into your napkin. Do not use your napkin like a tissue.

Bread

Butter your bread one bite at a time. Cut a piece of butter off the slab and put it on your bread plate. Break your bread with your hands into bite-sized pieces to butter or eat. Do not use a knife to cut your bread.

Place Settings

When you look down at your place setting, your bread plate will always be on the left. Your meal plate will be in the center with your beverage glass to your right. Think BMW – left to right – bread, meal, water.

As for utensils, work your way from the outside in. If you skip the first course, then skip the first fork. Once you use a utensil, you should never let it touch the table. The used silverware should always be resting on a plate.

Pits & Bones

All foreign surprises (i.e. olive pits and fish bone) should be removed from your mouth with your thumb and index finger. Place the object on the side of your dish. Be discreet. If you get something stuck in your teeth and you cannot remove it discreetly with your tongue, then you should excuse yourself from the table to remove it.

Sugar Packets, Tea Bags, & Beverages

Place empty sugar packets neatly under the rim of your coffee/tea saucer. Ask for a receptacle for a used tea bag if you can't keep it in the pot. Keep your pinky finger in check. Don't lift your pinkie when drinking anything.

You should hold your wineglass by the stem near the bottom. Never order alcohol when interviewing for a job. During a normal business meal, you may order a cocktail if your host does. Don't pick up a glass if you are being toasted.

Toothpicks, Lipstick, Doggie Bags, & Soup

Toothpicks should be used in the bathroom and not in public. Never powder your nose or apply lipstick at the table. Discreetly dabbing a bit of clear gloss on your lips is acceptable. Do not ask for a doggie bag unless you are with friends and family. Do not slurp soup from a spoon. Spoon the soup away from you when you take it out of the bowl and sip it from the side of the spoon. If your soup is too hot to eat, let it sit until it cools; do not blow on it.

Ordering & Eating

If, after looking over the menu, there are items you are uncertain about, ask your server any questions you may have. It is better to find out before you order that a dish is prepared with something you are allergic to or do not like.

An employer will generally suggest that your order be taken first; his or her order will be taken last. Sometimes, however, the server will decide how the ordering will proceed. Often, women's orders are taken before men's. As a guest, you should not order one of the most expensive items on the menu or more than two courses unless your host indicates that it is all right. It is best to order foods that can be eaten with a knife and fork. Finger foods can be messy and are best left for informal dining. Do not eat anything until everyone at the table has been served. If you are with a large party (10 or more), then you can begin to eat when more than half of the guests have received their meal. Cut only one piece of food at a time. Slice from the end of a piece of fish or meat, not from the middle. Sit up straight at the table. When you are not eating, keep your hands on your lap or resting on the table (with wrists on the edge of the table). Elbows on the table are acceptable only between courses, not while you are eating. Never chew with your mouth open or make loud noises when you eat.

If you need something that you cannot reach easily, politely ask the person closest to the item you need to pass it to you. If you drop your silverware on the floor, pick it up if it is within reach and then ask the server for another utensil. If food spills off your plate, you may pick it up with a piece of your silverware and place it on the edge of your plate. Do not push your plate away from you when you have finished eating. Leave your plate where it is in the place setting. The common way to show that you have finished your meal is to lay your fork and knife diagonally across your plate. Place your knife and fork side by side, with the sharp side of the knife blade facing inward and the fork, tines down, to the left of the knife. Do not leave a used spoon in a cup. Place the used spoon on the saucer. Any unused silverware is simply left on the table.

PROFESSIONALISM/ETIQUETTE

Paying the Bill

If you are attending a networking event, such as a bar association meeting, there is usually a fee prior to entry of the event. If you are invited to lunch or dinner by an attorney for either a networking or interview purpose, the person who did the inviting will *usually* offer to take care of the bill. It is polite to offer to split or pay for the meal, but do not feel the need to offer more than once or twice. Be prepared to pay for your meal as well as your dining partner just in case. It is also appropriate to offer to pay for the gratuity, but do not keep asking or insisting if the other person has declined your offer.

5 Tips for Success

1. Understand the Dress Code

Respect that your office is a place for business by following your office's dress code. By ignoring the dress code or taking the phrase "Casual Friday" very literally by wearing flip flops and shorts, your appearance is indicating that you do not take your job seriously.

2. Always Happily Accept Additional Responsibility

Don't be that person who refuses to take on tasks that are not "in the job description." This doesn't mean you have to be a pushover or a sycophant. By being enthusiastic about learning new things, accepting new work, and supporting a collaborative effort when opportunities arise, you're adding value to your resume and your employer. Adding value means additional success over the long term.

3. Don't Be Greedy with Office Perks/Benefits

Even if your office offers unique perks or benefits, you shouldn't necessarily take advantage of all of them, even if you have a coworker who does. Don't be greedy.

4. Manners Matter

Always say please and thank you. Offer a friendly handshake and stand when being introduced to someone new. Refrain from swearing and raising your voice at others you disagree with. Don't gossip about your coworkers.

Respect the common space in your office. Clean up your own messes.

5. Be Punctual

Being on time is easy enough, but failing to be punctual can make a bad impression. It is okay to be a few minutes late every now and then, but someone will surely notice if you are arriving late every single day.

If necessary, make some changes to your schedule by going to sleep earlier, laying out what you need the night before, and bringing breakfast with you to work. Do whatever it takes to arrive on time.

LAW EMPLOYER RESEARCH

In addition to a firm's Web site, the following sites provide additional information about legal employers and attorneys. Search by name, practice area, firm size, and/or geographic location:

Martindale

www.martindale.com

Comprehensive database of over 1 million lawyer profiles.

Lawyers.com (LexisNexis)

<http://www.lawyers.com/find-a-lawyer.html>

Similar to Martindale.com

NALP (National Association of Law Placement)

<http://www.nalpdirectory.com/>

A widely used directory in legal recruiting. The current edition includes information on more than 1,700 employers nationwide and is an invaluable tool for job searchers, career counselors, and legal recruiters.

The American Lawyer

www.law.com

The American Lawyer is a monthly law magazine whose features include the annual "AmLaw 100 Survey" and "AmLaw 200 Survey" (which rank law firms by number of employees, profits per partner and overall revenue), "The View From the Top", their annual poll of law firm chairpersons, and their "Corporate Scorecard". The AmLaw 100/200 is considered by the legal industry as the top law firms in the country.

State of Florida Agencies

<http://www.myflorida.com/directory/>

A list of all state agencies.

Federal Government

<https://www.usa.gov/federal-agencies/a>

A to Z index of federal agencies.

Florida Prosecuting Attorneys Association (FPAA)

<http://www.yourfpaa.org>

Links and information about the State Attorney's Offices throughout the 20 judicial circuits in Florida.

The Florida Public Defender Association, Inc

<http://www.flpda.org/>

Links and information about the Public Defenders' Offices throughout the 20 judicial circuits in Florida.

JOB POSTINGS

Symplicity

<https://law-fsu-csm.symplicity.com/students/>

Our job posting Web site is available to you during law school and long after graduation. We post law clerk positions, entry-level attorney positions, and lateral attorney positions.

State of Florida (People First)

<https://peoplefirst.myflorida.com/>

Search for and apply for State of Florida Jobs.

Federal Government

<http://www.usajobs.gov/>

Search and apply for US Federal Government jobs.

Government Honors & Internship Handbook

<http://arizonahandbooks.com/auth/login>

Search and apply for internships and entry-level government jobs. The Government Honors and Internship Handbook is password protected, so check under “shortcuts” on your Symplicity homepage for login information.

Intercollegiate Job Bank

https://www.law2.byu.edu/career_services/jobbank/

This is a useful job searching Web site from Brigham Young which includes job postings from law schools across the United States. The website and password are posted under “shortcuts” on your Symplicity home page.

The Florida Bar Career Center

<http://l.fl.bar.associationcareernetwork.com/Common/HomePage.aspx>

Search the jobs posted by the nation's leading law firms, corporate legal departments, and government agencies listing their full-time, part-time, contract, and temporary positions online.

The Florida Bar News

<http://www.floridabar.org/DIVCOM/JN/jnnews01.nsf>

The Florida Bar releases this publication twice a month. Included in every issue is a classifieds issue that primarily contains lateral positions.

PSJD

<http://www.psjd.org>

The online clearinghouse for law students and lawyers to connect with public interest opportunities and information on public interest careers. PSJD is a free resource for law students and alumni of our subscriber schools to search among thousands of public interest job opportunities and employer profiles.

Appendix: USEFUL WEB SITES

The Chronicle of Higher Education

https://chroniclevitae.com/job_search/new

Weekly news and job-information source for college and university faculty members, administrators, and students.

Legal Directories Worldwide

<http://www.hg.org>

Click on "Employment", click on "Job Postings", then type in your specific location.

Martindale Legal Careers

<http://www.martindale.com/Careers/Careers.aspx>

Employment resource for law students, law schools, lawyers, legal professionals, and employers, Martindale-Hubbell Legal Careers offers a searchable jobs database, salary surveys, career advice, and a recruiter's directory.

EmplawyerNet.com

With a large legal professional job database, EmplawyerNet provides online job information to lawyers, law students and paralegals.

LawJobs.com

LawJobs.com lists legal job openings, classifieds and nationwide ads for lawyers, paralegals, and legal support staff. It also includes a career center with career profiles, salary information and career advice.

CareerBuilder.com

One of the most popular job-hunting Web sites on the net, CareerBuilder.com permits you to search by keyword, industry, salary, location, job category, employment, degree, and other criteria.

Findlaw.com

A highly-trafficked legal web site, Findlaw provides job listings for a wide range of legal professionals. It also maintains a comprehensive set of legal resources on the internet for legal students and legal professionals including case law and legal news.

Monster.com

Another hugely popular job-hunting Web site, at Monster.com you can search hundreds of thousands of jobs, build and post your resume and access thousands of pages of career info and advice. Monster.com also offers company research information, career advice, scholarship searches, international jobs and information on online degrees.

Indeed.com

Similar to Monster.com and Careerbuilder.com.

BCG Attorney Search

<http://www.bcgsearch.com/>

BCG Attorney Search is one of the largest legal recruiting firms in the United States. Dedicated exclusively to attorney listings, it maintains a job database that matches current openings with your skills and career objectives.

Law Match

<http://lawmatch.com/>

Lawmatch offers free and fee-based services that match your employment profile to online classified ads for attorneys, law students, paralegals, and other legal professionals, including full-time, part-time, or contract opportunities.

Simplylawjobs.com

Simplylawjobs.com maintains an employment database of over 10,000 legal jobs in the United Kingdom and other countries.

Mylawjob.com

Mylawjob.com offers a job database of almost 3,000 legal jobs.

U.S. Courts

<http://www.uscourts.gov/Careers.aspx>

For individuals seeking a job within the judiciary, U.S. Courts maintains a list of employment opportunities in the federal judiciary.

U.S. Department of Justice

<http://www.usdoj.gov/careers/legal/>

A list of job vacancies at the United States Department of Justice.

ABA Law Student Division Career Information Center

http://www.americanbar.org/groups/law_students.html

Job boards, information on networking opportunities, internships, other resources offered by the American Bar Association.

Idealist.org

Job listings in public service, including human rights positions throughout the world. If you enter your profile, Idealist will send you relevant listings.