



THE FLORIDA STATE UNIVERSITY  
COLLEGE OF LAW

**Placement Office**  
**CAREER DEVELOPMENT**  
**HANDBOOK**  
**2010 – 2011**

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## WELCOME!

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This Career Development Handbook is designed to provide an introduction to the many services provided by the Placement Office 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 Office for more information.

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

- Providing individual career counseling sessions for students and alumni;
- Hosting year-round On-Campus Interviewing (“OCI”) programs;
- Coordinating off-campus interviewing and resume collection/forwarding programs for employers who cannot come to campus;
- Posting job opportunities online for students and alumni;
- Sponsoring workshops on resume writing, interviewing techniques, and networking lunches;
- Setting up reciprocity with other law school career services offices for students and alumni to use;
- Tracking employment statistical information;
- Maintaining a resource room stocked with books, magazines, and information files on law firms and governmental agencies; and
- Updating the job placement software system (Symplicity).

The Placement Office has been extremely effective. Ninety-nine percent of the graduating classes of 2005, 2006, 2007, and 2009 was placed within nine months of graduation. Ninety-eight percent of the graduating class of 2008 was placed within nine months of graduation. This success is attributed to the networking activities hosted by the office, the school’s active alumni, and the office’s diligent efforts to track graduates which include exit interviews and visits to the Florida Bar Examination site every February and July.



## SERVICES EXPLAINED

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**Career Bulletins:** The Placement Office 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 that school's geographic location and can be particularly useful if you are targeting a specific location. The job bulletins are posted to a website hosted by BYU. The website is listed below. Contact the Placement Office for a username and password.

[https://www.law2.byu.edu/Career\\_Services/jobbank/jobbank.html](https://www.law2.byu.edu/Career_Services/jobbank/jobbank.html)

**Career Counseling:** Our students and alumni are welcome to meet with the Placement Office staff to discuss any career-related issues (i.e. salary negotiations, interviewing techniques, resume review). Contact the Placement Office to make an appointment with the Director or Assistant Director.

**Job Listings:** Florida State Law offers access to all of our job postings online through Symplicity. Students and Alumni can view these job postings by logging onto <https://law-fsu-csm.symplicity.com/students/>. You will need a username and password to log into this site. For information on your username and password, please contact the Placement Office at (850) 644-4495.

**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. Nosh topics have included the following:

|  |  |
|--|--|
| “Federal Judicial Clerkships”          | “The Employer’s Perspective on Resumes”  |
| “What Kind of Lawyer Do I Want To Be”  | “Jury Selection to the Closing Argument” |
| “Young Attorney Working in Government” | “Women in Litigation”                    |
| “Out of State Career Opportunities”    | “Hot Practice Area: Collections”         |
| “Careers in Washington, DC”            | “What Not To Do in the Courtroom”        |

**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 maintained in an excel format and can be obtained by contacting the Placement Office. There is also a searchable directory found on the Placement Office section of the Florida State Law Web site.

**Placement Mentors (Law Student):** Just like the Alumni Placement Mentor program, the Student Placement Mentor program provides a way for law students to reach out to their fellow classmates and learn about the various ways to gain legal experience. Student Placement Mentors are available to law students as a source of information about specific employers or about a particular geographic area.

**Reciprocity:** Reciprocity is a courtesy arrangement between law school career services offices. These arrangements allow 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 on reciprocity, please contact the Placement Office at (850) 644-4495.

**Statistical Information:** Students and recent graduates are asked to inform the Placement Office 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 (i.e. U.S. News & World Report). 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 Office conducts workshops and presentations on various subjects and topics. The following are a sample of events that have been conducted in the past:

Basic and Advanced Resume and Cover Letters  
Mach Speed, Mock Interviews  
Practicing in Miami  
Judicial Clerkships

Interviewing Skills  
Careers as a Plaintiff's Attorney  
Practicing in Jacksonville  
Nuts and Bolts of Networking

# RECIPROCITY POLICY

(effective October 2010)

## ABOUT RECIPROCITY

If you are looking for employment in cities in Florida other than Tallahassee, or even out of state, the Florida State 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. Find out if reciprocity 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. For example, the University of Miami School of Law (UM) does not grant reciprocity to 1Ls or 2Ls from other schools. Additionally, they do not give access to online job-postings. Therefore, if you were not traveling to Miami in the near future, reciprocity with UM would be useless to you. Lastly, most schools will have "blackout dates" restricting Reciprocity to non- "OCI" time periods. This may mean that you cannot be granted Reciprocity during specific blocks of time (i.e. August 1- October 31).

## 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 Elmer Ignacio at [eignacio@law.fsu.edu](mailto:eignacio@law.fsu.edu):

1. Full name
2. Mailing address
3. Preferred e-mail 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)

Please allow 1-2 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.

## SERVICES PROVIDED BY OTHER LAW SCHOOL CAREER SERVICES OFFICES

Law schools differ on what services they provide when reciprocity is granted. For example, some grant on-line access to their job listings, but others require you to visit their career services office in person to view job listings.

The significant number of law schools offer reciprocity only on a one-to-one basis (for each one of our student/alumnus who submits a request and is granted reciprocity, then one of their student/alumnus has to have submitted a request to our office and be granted reciprocity).

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 Office if you have any questions about reciprocity.

# FIRST –YEAR TIMETABLE

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## Fall Semester

### September/October

- 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 MySpace 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. [elmer.ignacio@yahoo.com](mailto:elmer.ignacio@yahoo.com))
- Attend Homecoming 2009 events and start getting to know some of our alumni.

### November

- Attend mandatory career planning orientation session. This session is designed to give you a brief introduction to the Placement Office and its services. Bring your current resume to the session.
- Submit your resume to the Placement Office via Symplicity for review.
- Pick up your critiqued resume from the Placement Office after the mandatory career planning orientation.
- Attend Placement Office workshops, i.e. resume writing, and networking events.
- Sign up, fill in your profile completely, and begin to use Symplicity (<https://law-fsu-csm.symplicity.com/students/>).
- Attend the OCI Orientation session in preparation for Spring 2010 OCI (1Ls are allowed to participate).
- Review this Career Development Handbook.
- Update your resume and create a basic cover letter.
- Think about what you would like to do the summer between your first year of law school and second year of law school. Some students choose to work, while others attend summer school, participate in a foreign study program, or simply do something “non-legal.”
- If you are interested in working the summer between your first year of law school and second year of law school, begin to identify potential legal employers and geographic locations. 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 Office to assist you in identifying summer opportunities.
- Begin checking Symplicity and your e-mails from the Placement Office regarding summer job opportunities, internships and fellowships.
- Pursuant to National Association for Law Placement (NALP)( [www.nalp.org](http://www.nalp.org)) guidelines, legal employers are asked not to interview or consider 1Ls for employment until after December 1st. Many employers abide by these guidelines so we suggest you do not send your resume until after that time.

# FIRST-YEAR TIMETABLE

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## December

- Finalize your resume and cover letter and upload it to Symplicity. Be sure you have someone independently review your resume for misspellings, grammatical errors, and formatting.
- Mail cover letter and resume to legal employers with the goal of obtaining interviews over semester break.
- 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.

## Spring Semester

### January/February

- E-mail or meet with Placement Office staff to discuss status of job search efforts. Update resume based on first semester grades and class rank.
- Continue checking Symplicity and your e-mails from the Placement Office.
- 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.

### March/April

- Arrange possible interviews over Spring Break.
- Finalize summer plans and find suitable housing.
- Advise Placement Office of your summer plans and provide the office with your summer address.
- Continue to network in the legal community!
- Meet with the Placement Office staff to discuss how to maximize your summer experience and to plan for the fall of your second year.
- Prepare for Fall 2010 OCI by attending the Placement Office OCI Orientation and meeting with Placement Office staff to discuss interviewing skills. **Fall 2010 OCI begins two-weeks before the start of fall classes, so plan your summer travel accordingly.**

## Summer

- Begin preparing for fall recruiting season.
- 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.

## **SECOND-YEAR TIMELINE**

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### **Summer Prior to Second Year**

- Maximize your summer experience. Prepare summary of your experience including work product, contacts and areas exposed to during the summer.
- Develop writing sample. Obtain permission from supervising attorney to use work product during interviews and appropriately mask any client-identifying information.
- Develop a good working relationship with the attorneys you work for and ask their permission for you to use them as references.
- Identify potential employers who you have met during the summer for possible follow-up during fall semester.
- Update your resume based on summer experience. Be sure to upload your updated resume onto Symplicity (<https://law-fsu-csm.symplicity.com/students/>).
- Check Symplicity and your e-mails from the Placement Office for information on On-Campus Interviewing (“OCI”) which begins in early August. The Placement Office will send you an e-mail which will have information about all fall recruiting programs, including OCI.

### **Fall Semester**

#### **August/September**

- Attend Placement Office Orientations.
- Mark calendar to attend career presentations and workshops.
- Sign “Employment Consent Form” (ABA agreement not to work more than 20 hrs. per week while taking a full credit load of classes).
- Begin submitting materials to Placement Office for fall recruiting and check on and off campus participants for drop dates and hiring criteria. Drop dates can begin as early as July 25<sup>th</sup>!
- 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 Mach Speed Mock Interview Program to help prepare you for upcoming interviews.

#### **October**

- Begin researching employers for targeted mailing. Identify employers and have cover letters reviewed by Placement Office.
- 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 Resource Room.
- Begin preparing cover letter, writing sample, and request references for federal and state judicial clerkships.
- Network! Network! Network!

## SECOND-YEAR TIMELINE

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### November/December

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

### 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.
- Attend orientation session for Spring OCI.
- Begin submitting your resume to employers for Spring OCI.

#### February

- Continue to check Symplicity for job postings.
- Attend Placement Office workshops and seminars.
- Utilize Placement Mentor Directory. Begin corresponding with a Placement Mentor.
- Attend Board of Visitor activities.
- Expand search to smaller employers.

#### March

- Attend Federal Judicial Clerkship workshops and presentation.
- 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.
- Prepare for spring interviews held for some judicial clerkship positions (both federal and state) at judges' offices.
- Mark your calendars for the South Eastern Minority Job Fair ("SEMJF"). SEMJF takes place in Atlanta, Georgia during August.

#### April/May

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

## **THIRD-YEAR TIMELINE**

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### **Summer Prior to Third Year**

- Maximize your summer experience. Prepare summary of your experience including work product, contacts and areas exposed to during the summer.
- Develop writing sample. Obtain permission from supervising attorney to use work product during interviews and appropriately redact any client information.
- Develop a good working relationship with the attorneys you work for and ask their permission for you to use them as references.
- 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.
- Update your profile on Symplicity.
- Apply for Federal Judicial Clerkships!!!
- Check Symplicity and e-mails from Placement Office for information on On-Campus Interviewing (“OCI”) which begins in early August. The Placement Office will send you an e-mail with information on fall recruiting programs, including OCI.

### **Fall Semester**

#### **August/September**

- Mark calendar to attend career presentations and workshops.
- Attend Placement Office Orientations.
- Begin submitting materials to Placement Office for fall recruiting and check employer drop dates and hiring criteria. Deadlines begin as early as July 25th!!!
- 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.
- Apply to government agencies (e.g., DOJ, IRS, SEC, Attorney General) offering honors programs.
- Attend Mach Speed Mock Interview to help prepare you for upcoming interviews.

#### **October**

- Begin researching employers for targeted mailing. Identify employers and have cover letters reviewed by Placement Office.
- Plan follow-up strategy for all applications.

#### **November/December**

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

# THIRD-YEAR TIMELINE

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## Spring Semester

### January

- Expand search to include smaller firms and government agencies.
- Continue to check Symplicity for job postings and networking opportunities.
- Update resume.
- Attend orientation session for Spring OCI.
- Begin dropping resumes for Spring OCI.

### February

- Continue to review job notices from Placement Office.
- Attend workshops and seminars hosted by Placement Office.
- 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 Office.
- 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 FSU staff.

### April/May

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

## POST GRADUATION



- Sign up to be a Placement Mentor. Contact the Placement Office for details.
- Update Placement Office regarding your employment status.

# PLANNING YOUR CAREER

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## 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

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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 enables 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 Resource Room in the Placement Office houses a variety of resources that can assist you in your self-evaluation and job search. We also have computers accessible for student use. The office staff is available at all times to help you in your search. Listed below are resources you can use for self-evaluation.

### Publications

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

*The Best of the Job Goddess*, Kimm Alayne Walton, 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*, Covey, Stephen (2004)

## **PLANNING YOUR CAREER**

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*Alternative Careers for Lawyers*, Mantis, Hillary (2000)

*America's Greatest Places to Work With A Law Degree And How To Make The Most of Any Job, No Matter Where It Is!*, Walton, Kimm Alayne (1999)

*Beyond L.A. Law: Break the Traditional "Lawyer" Mold*, Smith, Janet (1998)

*Career Anchors: Self Assessment*, Schein, Edgar (2006)

*Double Billing: A Young Lawyer's Tale of Greed, Sex, Lies, and the Pursuit of a Swivel Chair*, Stracher, Cameron (1998)

*Do What You Are: Discover the Perfect Career For You Through the Secrets of Personality Type*, Tieger, Paul; Barron-Tieger, Barbara (2007)

*Educating Lawyers: Preparation for the Profession of Law*, Sullivan, William; Colby, Anne; Wegner, Judith; Bond, Lloyd; Shulman, Lee (2007)

*Excellence in the Workplace: Legal and Life Skills*, Kavanagh, Kay; Nailon, Paula (2007)

*Full Disclosure: The New Lawyer's Must-Read Career Guide*, Carey, Christen Civiletto (2001)

*Guerilla Tactics for Getting the Legal Job of Your Dreams*, Walton, Kimm Alayne (2008)

*Jagged Rocks of Wisdom: Professional Advice for the New Attorney*, Lund, Morten (2007)

*Judgment Reversed: Alternative Careers For Lawyers*, Strausser, Jeffrey (1997)

*Lawyer's Career Change Handbook: More Than 300 Things You Can Do With a Law Degree*, Greenberg, Hindi (2002)

### **Internet Websites**

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

<http://www.career-wizard.com/>

<http://similarminds.com/>

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

<http://www.career.fsu.edu/library/index.html>

# JUDICIAL CLERKSHIPS

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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 recently formed a faculty committee with the goal of encouraging and assisting law students obtain federal judicial clerkships. Please contact Elmer Ignacio ([esignacio@law.fsu.edu](mailto:esignacio@law.fsu.edu)) 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

## **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  
International Tribunals

## **Helpful Online Resources**

**OSCAR: Online System for Clerkship Application & Review**

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

**Federal Judicial Vacancies**

<http://www.uscourts.gov/vacancies/judgevacancy.htm>

**NALP Federal and State Judicial Clerkship Directory**

[http://lawschool.lexis.com/career/library/nalp\\_search\\_clerk.htm](http://lawschool.lexis.com/career/library/nalp_search_clerk.htm)

**Florida Law Clerk Resume Repository**

[http://www.flcourts.org/gen\\_public/family/diversity/index.shtml](http://www.flcourts.org/gen_public/family/diversity/index.shtml)

**FSU's Symplicity CSM**

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

**Who Has Court Jobs**

<http://www.whohascourtjobs.com>

**Judicial Clerkship Forum**

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

# 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<br>(recruiting, HR work)  | Press Secretary                        |
| Employee Benefits                   | Immigration Rights   | Public Interest Work                   |
| Executive Director of organizations | Journalism   | Real Estate Development                |
| Regulatory Compliance               | Lobbying/Legislative Affairs   | Sports Management                      |
| Insurance                           | Law School Administration<br>(admissions, recruiting, law librarian, career placement, alumni affairs, Dean of students, etc.) | Teaching                               |
| Legal Publishing                    | Consulting Firms   | Purchasing and Contract Administration |
| Marketing                           | Patent Registration  | Fund Raisers                           |
| 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               |  |  |

## Skills Gained Through a Legal Education

Legal terminology/interpretations  
 Persuasiveness  
 Factual Investigation  
 Negotiation  
 Organization and Management of Legal Work  
 Litigation

Analytical ability  
 Legal research  
 Communication  
 Counseling  
 Recognizing and Resolving Ethical Dilemmas  
 Alternative Dispute Resolution Procedures

# LEGAL RESUME: AN OVERVIEW

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## 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 class standing; use accurate 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. 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.

## LEGAL RESUME: AN OVERVIEW

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

### **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 200\_." Do not use "Juris Doctorate" or "Jurist Doctor," because these are not proper terms. 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 anyway.

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 Office 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!

# **LEGAL RESUME: AN OVERVIEW**

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## **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 (e.g., indicate that a Book Award is the Highest Grade in a class).

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 (mo/yr), 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.

## LEGAL RESUME: AN OVERVIEW

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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.

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 yourself sound more worldly or scholarly. Remember this rule of thumb: hobbies should be interesting but not weird. Bounce your ideas off the Placement Office 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 on-line 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 0.7 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.

## **RESUME EXTRAS**

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### **References • Letters of Recommendation • Writing Samples 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 bring a writing sample to the initial interview or they ask you to provide a writing sample after a call-back interview. In either case, 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.

*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 can obtain transcripts from the Admissions Office. If you need to scan a copy of your transcript, you can do so at the Placement Office.

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. Transcripts/grades printed off of Blackboard should NOT be used when applying for legal jobs. Only use unofficial transcripts or official transcripts obtained from the law school Registrar. You must submit a completed Records Request form to the law school registrar, and the form can be found at the following website:

*[http://www.law.fsu.edu/academic\\_programs/curriculum/records\\_request.pdf](http://www.law.fsu.edu/academic_programs/curriculum/records_request.pdf)*

2. 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.
3. Rounding up your GPA it is an example of a material misrepresentation.

# RESUME EXTRAS

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## 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: 0.7 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 e-mail addresses on your resume.
- Be concise.
- List your law degree as “Juris Doctor Candidate, May 200\_” or “Juris Doctor expected, December 200\_.”
- 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 ½ 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.”

## 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 prefers a detailed CV).
- Exaggerating or approximating your G.P.A. 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**

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| Achieved     | Detailed     | Indexed      | Promoted     |
| Administered | Developed    | Innovated    | Provided     |
| Analyzed     | Devised      | Initiated    | Raised       |
| Appropriated | Directed     | Inspired     | Recruited    |
| Approved     | Discovered   | Installed    | Researched   |
| Arbitrated   | Distributed  | Integrated   | Reduced      |
| Arranged     | Drafted      | Interviewed  | Rectified    |
| Authored     | Earned       | Invented     | Reorganized  |
| Built        | Effected     | Investigated | Review       |
| Cataloged    | Enlarged     | Justified    | Revised      |
| Categorized  | Engineered   | Led          | Scheduled    |
| Chaired      | Ensured      | Litigated    | Simplified   |
| Clarified    | Established  | Managed      | Solved       |
| Communicated | Evaluated    | Maintained   | Sorted       |
| Conceived    | Examined     | Mediated     | Started      |
| Conducted    | Executed     | Moderated    | Structured   |
| Consolidated | Expanded     | Motivated    | Succeeded    |
| Constructed  | Experienced  | Negotiated   | Supervised   |
| Consulted    | Formed       | Ordered      | Synthesized  |
| Controlled   | Formulated   | Operated     | Systematized |
| Converted    | Founded      | Originated   | Tailored     |
| Coordinated  | Generated    | Organized    | Trained      |
| Correlated   | Governed     | Overcame     | Transformed  |
| Counseled    | Grouped      | Performed    | Translated   |
| Created      | Guided       | Planned      | Unified      |
| Decided      | Improved     | Presented    | Verified     |
| Delegated    | Implemented  | Prepared     | Wrote        |
| Demonstrated | Incorporated | Presided     |              |
| Designed     | Increased    | Prioritized  |              |

## RESUME EXTRAS

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### Sample Formats: Education

**EDUCATION**      **Florida State University College of Law**      **Tallahassee, FL**  
Juris Doctor Candidate, May 2013  
BK Roberts Scholarship (academic)  
Environmental Law Society, Student Bar Association

**University of Florida**      **Gainesville, FL**  
Bachelor of Arts, Major in Politics, May 2010  
GPA: 3.8/4.0  
Dean's List: Spring 2007, Fall 2007, and Fall 2008  
Florida Bright Futures Scholarship (academic)  
Political Science Honor Society, Phi Beta Kappa Honors Society

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### EDUCATION

**Florida State University College of Law**      Tallahassee, FL  
Juris Doctor, expected May 2013  
GPA: 88.33/100; Class Rank: 50/200 (top 25%)  
Mock Trial  
*Florida State University Law Review*, Invitee  
Study Abroad: Oxford University, England (Summer 2011)

**Auburn University**      Auburn, AL  
Bachelor of Science, May 2010  
Major in History, Minor in Spanish  
GPA: 3.7/4.0, enrolled in Honors Program  
Varsity Swimming and Diving Team, SEC Athlete of the Month, September 2009

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### EDUCATION

**Florida State University College of Law**      **Tallahassee, FL**  
Juris Doctor Candidate, May 2013  
BK Roberts Scholarship (academic)  
Environmental Law Society, Student Bar Association

**Florida State University**      **Tallahassee, FL**  
Bachelor of Arts, Major in Politics, May 2010  
GPA: 3.8/4.0  
Dean's List: Spring 2007, Fall 2007, and Fall 2008  
Seminole Tribe Scholarship (academic)  
Political Science Honor Society, Phi Beta Kappa Honors Society

## RESUME EXTRAS

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### Sample Formats: Non-Legal Jobs

**EXPERIENCE**      **Credit Suisse**      **New York, NY**  
*Analyst, Equity Capital Markets Group*      June 2007 to August 2008  
Provided support in the origination of primary market transactions, including structuring, syndication, marketing, and distribution.  
Drafted market and deal documentation for various transactions in the telecom, financial services, and insurance sectors.  
Participated in strategy meetings and client conferences.

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### EMPLOYMENT

**94.9 WTNT, Clear Channel Communications Corp.**      **Tallahassee, FL**  
Country Music Director, January 2007 to May 2009  
Managed 20 DJs at commercial FM radio station. Supervised, trained, and mentored interns on broadcasting skills, such as creating an on-air personality and producing commercials. Negotiated with record companies in obtaining rights to broadcast artists' tracks.

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### EXPERIENCE

**University of Florida**      **Tallahassee, FL**  
*Teaching Assistant to Professor Urban Meyer*      May 2008 to January 2010  
Assisted Professor in teaching and leading class of 20 undergraduates in aerodynamics in astro engineering. Conducted office hours and group and individual tutoring sessions in preparation for exams.

**Sample Formats: Typical First Year Summer Jobs**

**U.S. District Court for the Eastern District of Virginia**

**Richmond, Virginia**

*Judicial Intern for the Honorable M. Hannah Lauck*

Summer 2009

Researched legal issues and drafted preliminary motions and orders on a variety of legal matters, including contract interpretation and evidentiary issues

Reviewed briefs and materials submitted by parties

Observed court proceedings and negotiations

**Protection and Advocacy, Inc.**

**Sacramento, California**

*Legal Intern*

June 2009 – August 2009

Researched various issues pertaining to disability rights and discrimination

Developed brochure regarding patients' rights

Assisted in investigation of nursing home abuse and neglect

**The University of Chicago Law School**

**Chicago, Illinois**

*Research Assistant to Professor Emily Buss*

Summer 2009

Conducted interviews and observed court proceedings to evaluate which courtroom models promote better outcomes for teens transitioning out of the foster care system

Researched and wrote on various legal issues relating to juvenile defendants in foster care

Developed annotated bibliographies for papers relating to children's and parents' rights and the legal system's allocation of authority and responsibility between parent, child, and state

**The Edwin F. Mandel Legal Aid Clinic**

**Chicago, Illinois**

*Summer Intern, Criminal and Juvenile Justice Project*

June 2009 – August 2009

Interviewed clients and witnesses regarding pending criminal litigation matters

Researched criminal legal issues and drafted related memoranda and pleadings

Prepared cross-examination of a prosecution witness for a murder trial

Participated in case conferences to work on case preparation and to discuss ethical issues and recent legal developments

**Hunton & Williams**

**Washington, D.C.**

*Summer Associate*

Summer 2009

Researched legal issues and drafted related memorandums on various topics, including the legislative history of the Energy Policy Act of 2005, international trade regulation laws in the European Union, and the antitrust implication of a proposed merger

Helped draft documentation for a bank loan to a Major League Baseball team

Attended hearing and client meetings for a class action under the Cable Television Consumer

Protection Act and Competition Act

**Derek Jeter**

100 Scarlet Way  
Tallahassee, FL 32303  
(913) 576-3434  
derek.jeter@yankees.net

**EDUCATION**    **Florida State University College of Law**    **Tallahassee, FL**  
Juris Doctor Candidate, May 2011  
GPA: 84/100    Class Rank: Top 40%

**Honors**    Timothy Duncan Scholar

**Activities**    Chipper Jones All-Star Baseball 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**    **Bou, NY**  
Bachelor of Arts, Criminal Studies, May 2000  
GPA: 3.7/4.00

**Honors**    Graduated with honors  
New York Academic Scholar

**EXPERIENCE**    **Toby Shadow & Bailey**    **New York, NY**  
*Technical Writer*    February 2004 – August 2007  
Lead writer/editor for world's leading screen reading software for the blind. Developed  
online and printed documentation for other assistive technology products.

**Flury & Furry Computer Consultants**    **Christopher, NY**  
*Technical Communications Specialist*    February 2002 – February 2004  
Developed online help, printed documentation, and training materials for medical and  
laboratory software products.

**Cody Software**    **Rodriguez, NY**  
*Technical Writer*    July 2000 – January 2002  
Created online help systems and training materials for business software solutions.

**SAMPLE RESUME:** *minimal legal experience, no class rank,  
extensive experience before law school*

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**Denny Crane**

4862 Pepper Drive  
Tallahassee, FL 32304

84 Beacon Street  
Boston, MA 021

dennycrane@madcow.com  
(617) 555-5555

**EDUCATION**

**Florida State University College of Law** Tallahassee, FL  
Juris Doctor Candidate, May 2010

Activities Insurance Institute for Law Students: founding member  
Intramural Soccer Team member: "Capital Punishment"

**Boston University** Boston, MA  
Bachelor of Arts, Women's Studies, May 1994

**EMPLOYMENT**

**Crane, Poole, and Schmidt, PLLC** Boston, MA  
August 2007-May 2008 *Summer Associate*  
Analyzed incoming cases. Wrote deposition summaries. Corresponded with insurance adjusters. Observed court proceedings.

**Kevin Federline Used Car Lot** Fresno, CA  
August 1997-June 2006 *Salesman*  
Greeted customers. Negotiated automobile sales contracts. Involved with store marketing.

**St. Mary's School for Women** Chestnut Hill, MA  
September 1994-July 1997 *Teacher*  
Taught English and Geometry to high school students. Created lesson plans. Presented daily lessons. Organized curriculum. Evaluated students' progress.

**Abercrombie and Fitch** Newton, MA  
August 1990-May 1994 *Sales Associate*  
Scheduled employees. Organized back room inventory. Interacted with customers.

**PROFESSIONAL  
AWARDS &  
RECOGNITION**

Team Captain of Abercrombie and Fitch Softball Team.  
Employee of the Month (October 1998) at Kevin Federline Used Car Lot.  
Employee of the Month (February 2005) at Kevin Federline Used Car Lot.

**Vince Vaughn**

765 Oprah Road  
Tallahassee, Florida 32331  
(850) 999-7777

vincevaughn@weddingcrashers.net

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**EDUCATION**

**Florida State University College of Law** **Tallahassee, FL**  
Juris Doctor Candidate, May 2010

**Warner Brothers University** **Brentwood, CA**  
Master of Science, Theater, August 2005  
3.5/4.0 G.P.A.  
Student Screen Actors Guild, President

**Delta United University** **Chicago, IL**  
Bachelor of Science, Sociology, May 2004  
3.5/4.0 G.P.A., Academic Honors Program  
Senior Hall of Fame  
Richard Hamilton Leadership Honorary- *President*  
Mortar Board Senior Honorary- *Vice President*  
The Pilot Party- *Campaign Manager*  
Kappa Sigma Fraternity- *Secretary, Social Chairman*

**EXPERIENCE**

**California House of Representatives** **Sacramento, CA**  
*Property Tax Council* *May – August 2006*  
Assisted council during 2007 Legislative Session with various clerical, committee, and legislative duties.

**Delta United University** **Chicago, IL**  
*Student Body President and Trustee* *March 2005 – March 2006*  
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.

**Illinois Student Association** **Chicago, IL**  
*Chairman* *May 2005 – January 2006*  
Chaired a board comprised of eight student body presidents from various Illinois state universities; Coordinated lobbying efforts at both state and federal levels with executive director on behalf of 300,000 state university students.

**Illinois Board of Regents** **Chicago, IL**  
*Board Member* *May 2005 – January 2006*  
Sole student member on the Board of Regents, which oversaw 8 state university system schools.

**Executive Office of Governor Larry Byrd** **Chicago, IL**  
*Research and Administrative Assistant* *September 2004 – February 2005*  
Researched and compiled background checks, references, and C.V.'s of candidates for Governor's consideration.

**PUBLISHED WORKS**

*The Swingers Effect*, Journal of Sociology, Vol. 3, December 2004  
*Dodge Ball and its Impact on Teens*, People Sciences Weekly, January 28, 2005

# Owen Wilson

owenwilson@fighterpilot.com  
Cell: (333) 555-1234

1000 Behind Enemy Lines Way  
Tallahassee, FL 32303

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## EDUCATION

**Florida State University College of Law**  
Juris Doctor Candidate, May 2012

Tallahassee, FL

Honors/Activities: Dispute Resolution Society; Federalist Society; Student Bar Association

**Gene Hackman University**  
Master of Business Administration, May 2003  
Emphasis in Management

Scarlett, CA

Honors/Activities: College of Business Administration Graduate Fellow

**Richard Hamilton University**  
Bachelor of Arts, Geography and Planning, May 2000

Melanie, CA

Honors/Activities: Dean's List, multiple semesters; Awarded Naval ROTC scholarship

## LEGAL EXPERIENCE

**Stiller, Dupree & McQueen, P.A.**  
*Law Clerk*

Tallahassee, FL  
May-August 2008

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

## MILITARY

**United States Navy**  
*Crew Commander*

Naval Air Station Miramar, CA  
April 2004-August 2008

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 2007; Certified as instructor for both crew commanders and crew chiefs.

**United States Navy**  
*Chief of Training, Procedures, and Plans*

Naval Station Norfolk, VA  
August 2000-April 2004

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.

## VOLUNTEER

**Florida Senator Shaquille O'Neal**

Tallahassee, FL  
January-May 2007

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

**Luke Wilson**

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

**EDUCATION**

**Florida State University College of Law Tallahassee, FL**

Juris Doctor Candidate, May 2011

Business Law/  
Activities

Carter Book Award (highest grade in class) – Contracts I (Fall 2007)  
Walthall Book Award (highest grade in class) – Contracts II (Spring 2008)  
Business Associations (Spring 2008) – 93/100 grade  
Gratuitous Transfers (Fall 2009) – 91/100 grade  
Freeland Scholarship  
Student Bar Association

**Contender State University**

**Miami, FL**

Bachelor of Arts, Sociology, May 2005  
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)

Honors/  
Activities

**EXPERIENCE**

**Lucia, Denison & Michael**

**Miami, FL**

*Receptionist*  
November 2003 - August 2007  
Revamped and organized legal filing system  
Provided front-line support by operating switchboard

**Pace, Inc.**

**Miami, FL**

*Intern*  
Summers 2002 & 2003  
Researched various issues pertaining to efficient operation of facility  
Filed and organized facility maintenance documents

**Emily Salier's Car Service Center, Inc.**

**Miami, FL**

*Administrative Assistant*  
November 2002 - March 2003  
Conducted administrative duties of business  
Checked invoices for accuracy

**PUBLICATIONS**

*My Dog Skip: An Examination of Pet Ownership*, Journal of Sociology, Vol. 23,  
December 2004  
*Screaming and its Impact on Minors*, People Sciences Weekly, August 17, 2003  
(co-authored with Barbara Flury & Kristy Davis)

**Christina Aguilera**

9876 Lady Marmalade Place  
Tallahassee, FL 32301

(850) 555-1234  
christina.aguilera@genie.net

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**EDUCATION**

**Florida State University College of Law**

**Tallahassee, FL**

Juris Doctor Candidate, May 2011

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 2007

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 20<sup>th</sup> Century, Summer, 2000

**Andrea University**

**Recardoville, GA**

Bachelor of Science, Art History with Honors, May 2002

Sloan Award for Academic Excellence

**EXPERIENCE**

**Mickey & Mouse, P.A.**

**Cartersville, GA**

*Paralegal*

October 2002 - August 2007

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 Charlotte & Webb**

**Cartersville, GA**

*Part-Time Legal Secretary and Part-Time Billing Clerk*

January 2002 - June 2007

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 2000 - May 2001

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

**Nisha Ash, Esq.**

**Recardoville, GA**

*Legal Assistant*

May - October 1999

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

**HOBBIES & COMMUNITY INVOLVEMENT**

Singing & AIDS Project Georgia

**Reese Witherspoon**  
reesewitherspoon@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**      Tallahassee, FL

Candidate for Juris Doctor, May 2011  
GPA: 84.8/100 Class Rank: 66/200 (Top 33%)

**Activities**      Student Bar Association

**Javelin University**      Nashville, TN

Bachelor of Arts, English, May, 2007  
GPA: 3.99/4.00

**Honors**      Suma Cum Laude, Jessica Rodriguez "Straight A" Scholarship

**EXPERIENCE**      **Tennessee Lakes Water Patrol**      Memphis, TN

Summer 2003-  
Summer 2007      Lake Rescue Lifeguard  
Administered first aid  
Rescued swimmers  
Trained new recruits  
Performed CPR

2005-2007      **Javelin University**      Nashville, TN

Research Assistant for Professor Christopher  
Performed research and developed a data collection system  
Researched data on parachutes for a NIH funded project

2003-2005      **Karla Medical Center**      Nashville, TN

Nursing Assistant  
Performed basic care of patients including vital signs  
Consulted with physicians regarding patient's health

2001-2003      **Kenai Dance Studio**      Nashville, TN

Ballet Instructor  
Provided instruction for children ages 3-14  
Participated in Nashville Dance Troupe Competition every year

**PROFFESIONAL**      Lifeguard of the Year nominee Tennessee Lakes Water Patrol

**AWARDS &**      June 2005

**RECOGNITION**      Nashville Dance Troupe Competition

July 2003

**SAMPLE RESUME:** *book award, journals, self employment*

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**Annie Hathaway**

annie\_hathaway@princess.net

(351) 874-2121

2055 Colorado Drive  
Tallahassee, FL 32303

12345 Steamboat Place  
Punta Gorda, FL 33111

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**EDUCATION**      **Florida State University College of Law**      Tallahassee, FL  
Juris Doctor Candidate      May 2011

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

Professional Affiliations      American Bar Association

**University of Morgan**      Morgan, KS  
Bachelor of Science, Management      May 2005

Bachelor of Arts, History

Minor, Marketing

Graduated *cum laude*

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 2003

**EMPLOYMENT**      **Amy Ray Central High School**      Morgan, KS  
*Teacher*      August 2005-June 2007

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**      Morgan, KS  
*Portuguese Tutor*      August 2005-June 2007  
Tutored children in Portuguese; Utilized marketing skills to establish client base.

**Morgan Health & Fitness Centers/Javelin Enterprises**      Morgan, KS  
*Business Intern*      January 2003-May 2005  
Planned and executed a public relations campaign; Researched, planned and marketed advertising activities including print advertisements.

**University of Morgan Athletic Association**      Morgan, KS  
*Athlete Mentor*      August 2003-December 2005  
Taught time management and organization to student athletes; Collaborated with academic advisors to counsel students on academic matters.

**LANGUAGE**      Speak, read and write Portuguese.

**Steve Carell**

1000 Bruce Almighty Way  
Boston, MA 65328

stevecarell@futurecomedian.com  
619-498-3434

---

**EDUCATION:**

**Florida State University College of Law** Tallahassee, FL  
Candidate Juris Doctor, May 2011

**Barkley School of Law** Boston, MA  
GPA: 3.0/4.0, Top 33% of class, Fall 2008–Spring 2009  
Received John F. Kennedy Scholarship  
Law School Scholar, Fall 2007

**Lockwood University** Boston, MA  
Bachelor of Arts in History, December 2004  
GPA: 3.54/4.0, *Cum laude*  
Dwight Schrute 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 Inter* April-September 2006  
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 2006  
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 2005  
Taught various workouts and “Jan Levinson” aerobic techniques  
Supervised entire weight room area to ensure members’ safety  
Coached youth basketball team named “The Fighting J.I.M.”  
Developed fitness plans for about 135 new members

**COMMUNITY INVOLVEMENT/INTERESTS:**

Roxie Animal Shelter, Katie Mission,  
Collegiate and Professional Sports  
Physical Fitness  
Real Estate Investment

**Jordan Bratman**

9876 Lady Marmalade Place  
Tallahassee, FL 32301

(850) 555-1234  
christina.husband@genie.net

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**EDUCATION**

**Florida State University College of Law**

**Tallahassee, FL**

Juris Doctor Candidate, May 2010

GPA: 90.93/100

Rank in Fall 2007 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 2007

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 20<sup>th</sup> Century, Summer, 2003

**Andrea University**

**Recardoville, GA**

Bachelor of Science, Art History with Honors, May 2003

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**EXPERIENCE**

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**Cartersville, GA**

*Paralegal*

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**Cartersville, GA**

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January 2003 - June 2007

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 2001 - May 2002

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

**Nisha Ash, Esq.**

**Recardoville, GA**

*Legal Assistant*

May - October 2000

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

**HOBBIES & COMMUNITY INVOLVEMENT**

Singing & AIDS Project Georgia

**Jim Carrey**

1000 Bruce Almighty Way  
Boston, MA 65328

jimcarrey@futurecomedian.com  
619-498-3434

---

**EDUCATION:**

**Florida State University College of Law** Tallahassee, FL  
Candidate Juris Doctor, May 2010  
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 2007–Fall 2008  
Received John F. Kennedy Scholarship  
Law School Scholar, Fall 2006 & Fall 2007

**Lockwood University** Boston, MA  
Bachelor of Arts in History, December 2006  
GPA: 3.54/4.0, *Cum laude*  
Dwight Schrute 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 2008  
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 2006  
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:**

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*Fitness Room Attendant* January-August 2005  
Taught various workouts and “Jan Levinson” aerobic techniques  
Supervised entire weight room area to ensure members’ safety  
Coached youth basketball team named “The Fighting J.I.M.”  
Developed fitness plans for about 135 new members

**COMMUNITY INVOLVEMENT/INTERESTS:**

Roxie Animal Shelter, Katie Mission  
Collegiate and Professional Sports  
Physical Fitness  
Real Estate Investment  
NASCAR

## **SAMPLE REFERENCE LIST**

---

**Reese Witherspoon**  
reesewitherspoon@netzero.net  
(615) 555-2250

**Current Address:**  
756 Tucker Road  
Tallahassee, FL 32333

**Permanent Address:**  
65 Jorge Way  
Nashville, TN 61543

---

### **REFERENCES:**

**Bob Fosse**  
**Kenai Dance Studio**  
101 North Vandy Street  
Nashville, TN 34564  
(850) 555-5555  
bfosse@achorusline.com

**Bob Barker, Legal Writing Professor**  
**Florida State University College of Law**  
425 West Jefferson Street  
Tallahassee, Florida 32306-1601  
(850) 555-5555  
barker@law.fsu.edu

**Yazmine Christopher, Professor**  
**Javelin University**  
123 West Jenson Street  
Nashville, TN 34564  
(850) 555-5555  
ychristopher@javelin.edu

# LEGAL COVER LETTER: AN OVERVIEW

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## 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.

**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 Office for information regarding on-campus interviewers. Employer websites, Martindale-Hubbell, NALP, Lexis, and Westlaw are also 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.

# LEGAL COVER LETTER: AN OVERVIEW

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## 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 alumni/ae, 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 you are 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 Reagan, 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

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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                       |
|---|---|----------------------------------|
| <b><u>U.S. Supreme Court</u></b>  |   |                                  |
| 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):          |
| <b><u>U.S. Court of Appeals for the (circuit)</u></b>                         |   |                                  |
| 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):            |
| <b><u>U.S. District Court for the (district) and Other Federal Courts</u></b> |   |                                  |
| 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): |
| <b><u>State Supreme Court</u></b>   |   |                                  |
| 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):          |
| <b><u>Other State Courts</u></b>  |   |                                  |
| 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):            |

**SAMPLE COVER LETTER:** *read job posting*

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432 Oakhaven Lane  
Tallahassee, FL 32308  
keiraknightley@caribbean.com

November 5, 2008

Johnny Depp, Esq.  
Depp & Bloom  
25 Broadway Street  
Orlando, FL 33333

Dear Mr. Depp:

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 2010 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 14<sup>th</sup> 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,

Keira Knightley

Enclosure

**SAMPLE COVER LETTER:** *met an associate at firm*

---

February 14, 2007

Napoleon Dynamite, Esq.  
P.O. Box 111  
Preston, Idaho 48484

Dear Mr. Dynamite:

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, LaFawnduh Lucas, at a Florida Bar/Real Property Section reception held here at the 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 2008 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 25<sup>th</sup> 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,

Pedro Sanchez

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

June 22, 2008

Katherine Heigl, Recruiting Manager  
Bosworth and Piven, LLC  
2789 Park Avenue  
New York, NY 10143

Dear Ms. Heigl:

I appreciate you getting back in touch with me in regards to Bosworth and Piven'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 Bosworth and Piven 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 D-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 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 Bosworth and Piven 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 Bosworth and Piven'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,

Kathy Griffin

## **SAMPLE COVER LETTER:** *judicial clerkship*

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425 W. Jefferson Street  
Tallahassee, FL 32306

February 9, 2008

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 2008. 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 a 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, 2007

Tony Parker, Recruiting Manager  
Desperate Housewives, LLC  
4466 Wisteria Drive  
Tallahassee, FL 32301

Dear Mr. Parker:

As you know, I am completing my last year of law school at Florida State University and will be graduating in May of 2009. 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) 575-3434.

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

Sincerely,

Eva Longoria

**SAMPLE:** *informational interview request*

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

September 10, 2008

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*

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

August 14, 2008

Davy Jones, Esquire  
Bloom, Depp, and Rush, LLP  
200 Disney Lane  
Orlando, FL 33333

Dear Mr. Jones:

I wanted to let you know how much I enjoyed my recent interview at Bloom, Depp, and Rush. Please relay my appreciation to the other members of your firm whom I had the opportunity to meet.

I was, of course, aware of your firm's excellent reputation before my office interview. My visit only confirmed my initial impression I would be proud to become professionally associated with your firm. As we discussed, I feel that my clerking experience with Crook & Hook, P.C., a south Florida firm specializing in corporate law, along with the courses I have taken in business law, such as Business Associations & Planning, uniquely qualifies me for a position with your firm. Additionally, I have always been considered a hard worker, and a dependable and conscientious employee. I am confident that I can make a valuable contribution to Bloom, Depp, and Rush.

I have enclosed a copy of a letter of recommendation from Professor Ship Sails. Professor Sails has advised me that he would welcome a telephone call if you wish to discuss my qualifications further.

Again, thank you for the opportunity to interview and for the warm hospitality extended to me. I look forward to hearing from you soon.

Sincerely,

Elizabeth Swann

## **SAMPLE THANK YOU LETTER:** *standard*

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

August 26, 2008

Juliette Lewis, Esquire  
Law Office Lewis, Paltrow and Aniston, LLP  
900 No Longer Dating Street  
Miami, FL 33333

Dear Ms. Lewis:

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,

Brad Pitt

**SAMPLE THANK YOU LETTER: *standard***

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

August 14, 2008

Jack Sparrow, Esquire  
Bloom, Depp, and Rush, LLP  
200 Disney Lane  
Orlando, FL 33333

Dear Mr. Sparrow:

Thank you for agreeing to meet with me. It was a pleasure to talk 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,

Elizabeth Swann

## **SAMPLE CONFIRMATION OF OFFER LETTER**

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459 Physician Way  
Tallahassee, Florida 32311

April 12, 2009

George O'Malley, Esq.  
Grey, Bailey, and Stevens, P.A.  
25 North Main Street  
Seattle, Washington 98104

Dear Mr. O'Malley,

Thank you so much for extending me the offer to work as a summer associate at your firm from May 2009 to August 2009. This letter is to confirm my acceptance of your offer to work in the Seattle, Washington 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,

Derek Shepherd

## **SAMPLE REJECTION OF OFFER LETTER**

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

December 20, 2008

Matthew Broderick, Hiring Partner  
Law Offices of Ferris & Bueller  
1100 Abe Froman Drive  
Tallahassee, FL 32327

Dear Mr. Broderick:

It was indeed a pleasure to meet you, Ms. Gray and the other members of the Law Offices of Ferris & Bueller to discuss your need for an associate in 2009. 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 very 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 Ferris & Bueller.

Sincerely,

Cameron Frye

## EMAIL & PERSONAL WEBSITES

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### 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\*\$@Singresume.doc." Obviously, this student did not get the job.

### *Tips for Using Email Effectively:*

- Use a professional account name
- Don't forget the attachments
- Avoid "casual speak"
- Be cautious about emailing "thank you letters"
- 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
- 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 e-mails (i.e. LOL, ROFL)
- Do not request delivery and read receipts
- Indicate a meaningful subject line
- 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.

## Personal Websites

Employers are checking candidates' personal websites like MySpace, Facebook, and Friendster. 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!

*As an employer, would you trust any of the people below to take a client out for drinks & dinner? Do you think a client might be concerned about his/her representation if they saw these pictures of their attorney? Do you think these people would lose credibility with a jury if anyone on the jury saw these photos? Would these people lose credibility with a judge or opposing counsel if the judge or opposing counsel stumbled across these photos online? As an employer, would you feel comfortable sending any of these people to an out-of-state deposition or conference?*



## INTERVIEWING TIPS

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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](http://martindale.com), [vault.com](http://vault.com), and [nalp.com](http://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](http://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 – for example, read the “local” section of the Tampa Tribune if you are interviewing with a Tampa employer).

# INTERVIEWING TIPS

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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 an answering machine, you should seriously consider buying one. If you buy an answering machine, make sure you have a professional, respectable message on your machine. Remember, your answering machine or voice mail service may be speaking to your next employer and you want to make a good impression.

## **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;

## INTERVIEWING TIPS

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- 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.

### **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.

## **INTERVIEWING TIPS**

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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. A NALP form for travel reimbursement is included in this handbook. You can use the form as a guide when submitting your expenses to a prospective employer.

### **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 stationery or they can be typed and mailed to the employer. Thank you letters are not usually sent via email.

The Placement Office tries to get the business cards of all interviewers on campus. The business cards will be in a binder titled "Thank You" at the front desk in the office. You can make a copy of the business cards so that you have the correct spelling and contact information of the interviewers for your thank you notes.

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. It is not necessary to send thank you letters to everyone you met.

### **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. An open letter from NALP (National Assoc. of Law Placement) regarding offers is also included in this handbook. 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 Office 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.

## INTERVIEWING TIPS

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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.

### Important Tips 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.

# INTERVIEWING TIPS

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## *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 Director know. In order to help you, the Placement Office 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.*

## INTERVIEWING TIPS

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- **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 ...*
- **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

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## 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](http://www.martindale.com))
  - \_\_\_ *NALP Directory of Legal Employers* ([www.nalpdirectory.com](http://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.)

### 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)

## **QUESTIONS YOU MAY BE ASKED BY THE EMPLOYER**

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**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?

## **QUESTIONS YOU MAY BE ASKED BY THE EMPLOYER**

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?

## SUGGESTED QUESTIONS TO ASK THE EMPLOYER

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**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 about compensation--initial, bonus, raises? What is the firm's general philosophy on this? And are there significant "fringe benefits?"
16. What emphasis is placed on getting new business--and how does this affect compensation?
17. How is performance judged--and by whom? What are the criteria for advancement? When does an associate become a partner?

## **SUGGESTED QUESTIONS TO ASK THE EMPLOYER**

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18. 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?
19. 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?
20. What does partnership entail--compensation, responsibilities, contribution?
21. 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?
22. What is the relationship between younger and older lawyers in the firm--the channels of communication (formal & informal), the degree of contact and formality?
23. What are the firm's prevailing attitudes--and practices--on such matters as pro bono work, community service and government service?
24. 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?
25. 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

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### **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.

### **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.

## TOUGH QUESTIONS TO ANSWER

The following information is from the Florida Bar regarding attorney salaries (complete results can be found at [www.flabar.org](http://www.flabar.org)) and information regarding average salaries for the Class of 2008:

| <b>Florida Bar: Results of the 2008 Economics and Law Office Management Survey</b> |             |               |             |
|--|-------------|---------------|-------------|
| <b>Attorneys</b>   | <b>Mean</b> | <b>Median</b> | <b>Mode</b> |
| Recent law school graduates with no experience                                     | \$61,731    | \$55,000      | \$50,000    |
| Recent law school graduates with experience (internship, clerkship)                | \$64,001    | \$57,500      | \$50,000    |
| Current employees with less than 3 years experience                                | \$71,022    | \$65,000      | \$60,000    |
| Current employees with 3 to 5 years experience                                     | \$81,939    | \$75,000      | \$75,000    |
| Current employees with 6 to 8 years experience                                     | \$100,641   | \$95,000      | \$90,000    |
| Current employees with more than 8 years experience                                | \$117,502   | \$110,000     | \$100,000   |
| Partner, shareholder, or member  | \$154,918   | \$130,000     | \$125,000   |

**Florida State Law Class of 2009 Salary Information**

**\$77,900:** Average starting salary for the private sector (jobs in law firms and business).

**\$130,000-\$160,000:** Highest law firm salaries reported, which were offered to graduates working at big national (500+ attorney) law firms in cities like Miami, Atlanta and Austin.

Larger law firms in large metropolitan areas tend to pay more than smaller firms in more rural locations.

Some practice areas tend to pay more than others. For example, tax law tends to pay more. Family law and criminal law tend to pay less.

**\$48,970:** Average starting salary for government positions.

**\$38,000-\$44,000:** Average starting salaries for Asst. Public Defenders and Asst. State Attorneys

The average pay for law clerks is **\$13-\$16/hour in government** and **\$16-\$25/hour in law firms**. Formal summer associate programs tend to make more

## TOUGH QUESTIONS TO ANSWER

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### **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.

# NETWORKING

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## **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 e-mail 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.

## **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 e-mail, 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 to, e-mailed, and met with people and a system for prompting 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. Law students should not use business cards. 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 talk further. Possible exit lines:

- *I'm sure there are other people you need to talk to. 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 e-mail thanking them, too.

# NETWORKING

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## 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?*

When eating meals with potential employers, it is extremely important that you follow the rules of 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.

# ETIQUETTE

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## 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.



## **APPENDIX: USEFUL WEB SITES**

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### **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](http://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)**

[www.nalpdirectory.com/index.asp](http://www.nalpdirectory.com/index.asp)

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 alike

#### **The American Lawyer**

<http://www.law.com/jsp/tal/index.jsp>

The American Lawyer is a monthly law magazine 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**

[http://www.usa.gov/Agencies/Federal/All\\_Agencies/index.shtml](http://www.usa.gov/Agencies/Federal/All_Agencies/index.shtml)

A to Z index of federal agencies.

#### **Florida Prosecuting Attorneys Association (FPAA)**

<http://www.myfpaa.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/logon.htm>

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 2010-2011**

<http://www.law.arizona.edu/career/honorshandbook.cfm>

Search and apply for internships and entry-level government jobs. The Government Honors and Internship Handbook is password protected, so please contact the Placement Office for your login information.

### **Intercollegiate Job Bank**

[https://www.law2.byu.edu/Career\\_Services/jobbank/jobbank.html](https://www.law2.byu.edu/Career_Services/jobbank/jobbank.html)

This is a useful job searching Web site from Brigham Young which includes job postings from law schools across the United States. Use the username “jobbank” and the password “postings” to access the Web site.

### **The Florida Bar Career Center**

<http://l.fl.bar.legalstaff.com/Common/HomePage.aspx?abbr=L.FL.BAR>

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.

### **The Public Service Law Network (PSLawnet)**

<http://www.pslawnet.org>

The online clearinghouse for law students and lawyers to connect with public interest opportunities and information on public interest careers. PSLawNet 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.

### **Non-Traditional Careers Report**

<http://www.nontradlegal.com>

Username: flst / Password: 017

A collection of job listings for lawyers who want to use their legal education in a non-firm setting. It is updated bi-weekly and provides openings in: business, education, government, the judiciary, legal publishing, policy, law libraries and public interest as well as international positions.

### **Public Policy Handbook**

<http://www.law.arizona.edu/career/publicpolicy10-11/loginform.cfm>

Search for internships and fellowships on non-traditional jobs related to public policy. The Public Policy Handbook is password protected, so please contact the Placement Office for your login information.

### **The Chronicle of Higher Education**

<http://chronicle.com/section/Jobs/61/>

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 on-line 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 on-line classified ads for attorneys, law students, paralegals and other legal professionals, including full-time, part-time or contract opportunities.

#### **[Simplylawjobs.com](http://Simplylawjobs.com)**

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

#### **[Mylawjob.com](http://Mylawjob.com)**

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

#### **U.S. Courts**

<http://www.uscourts.gov/employment.html>

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/oarm/attvacancies.html>

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

#### **ABA Law Student Division Career Information Center**

<http://www.abanet.org/lcd/networking.html>

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

#### **[Idealist.org](http://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.